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INTRODUCTION

Whenever people work together at a place as large as Temple, it is necessary to establish reasonable rules for the orderly conduct of business. There are certain standards of honesty and good behavior which you will expect from others and Temple will assume you also will observe.

However, for the few exceptions found in any large group of people, Temple finds it necessary to have in effect and establish from time to time certain rules of conduct. Certain minimum rules of conduct have been established throughout the University to promote further, we expect employees to follow these rules. We want discipline to be administered fairly, without prejudice and only for cause. This booklet spells out the basic general rules and penalties. Violations will result in discipline.

OTHER WORK RULES

The work rules enclosed in this booklet are not intended to be all-inclusive, and do not cover every situation that may arise. This booklet contains a partial list of the kind of improper conduct which shall constitute grounds for disciplinary action. Also, the University will take proper and reasonable disciplinary action for violation against established department rules. Such rules will remain in effect except where they are contradictory to any of the basic rules contained herein.

Responsibilities as a Temple Employee

Employees of Temple are expected to be guided by the following general principles:

- Come to work on time regularly and leave when scheduled
- Be responsible in performing job duties
- Meet reasonable standards of efficiency
- Respect the personal and property rights of Temple, other employees, students, patients, clients and visitors to the Temple community
- Support management authority by following job instructions
- Observe all safety regulations
- Follow specific University and departmental rules

These general principles are a guide for you to follow in meeting your responsibilities as a Temple employee.
Disciplinary Policy

A primary goal of University disciplinary policy is to help an employee deal with his or her problems. The policy is not designed to be punitive. The University views discipline in a positive, not negative light. The objective of discipline is correction, not punishment. However, there are some violations that are so serious as to warrant termination for the first violation.

Enforcement

The employee’s supervisor is responsible for the enforcement of University rules and regulations and the handling of any disciplinary action that may be required.

Whenever a disciplinary action is required, the supervisor in charge will record the violation and the penalty in writing as soon as practical using the proper form (Disciplinary Report Form). Issuance of the Disciplinary Report Form should, if possible, be witnessed by the employee and if appropriate, a shop steward or union delegate. Both the employee and the shop steward or union delegate should sign the form as recognition of their awareness of the discipline. The Disciplinary Report Form shall be completed in quintuplicate and the copies distributed as follows:

- Original Copy to Offender
- First Copy to Personnel
- Second Copy to Union
- Third Copy to Supervisor
- Fourth Copy to Labor Relations

Such Disciplinary Report Forms may be used for disciplinary action ranging from general counseling to discharge. However, in the case of counseling and verbal warnings, the supervisor shall make a record of the offense for his/her record only.

In order that all supervisory action be consistent, one of the following penalties will be used according to the seriousness of the offense:

1. General Counseling
2. Verbal Warning with documentation
3. Written Warning
4. Final Written Warning
3. Three working days’ suspension
4. Termination

On the following pages, the above number in parenthesis when shown after the rule, indicates the various penalties that may be applied, depending on the seriousness of the offense and the history of the individual. Penalties may be progressive for
subsequent offenses.

Cumulative Violations and the 12 Month Rule

As a general rule, the penalty for successive violation of the same work rule, as per the University’s disciplinary policy, is progressively more severe than the penalty for the first violation (except in cases where a single rule violation warrants discharge). However, the University recognizes that some cutoff point must be established relative to “cumulative” violations.

“Cumulative” violations are subject to a twelve (12) month limitation. Any repeat violations that had occurred more than 12 months before the present violation will not be considered in the present or in any future disciplinary action against the employee.

WORK RULES AND PENALTIES

An employee will be subject to disciplinary action ranging from a counseling to discharge from Temple for committing any of the following acts:

EMPLOYMENT

1. Fraudulent Statements and Misrepresentation

Fraudulent statements/misrepresentation of any nature in application for employment.

(6)

ABSENTEEISM

2. Absenteeism:

Each employee was selected to work at Temple because his/her services are needed to operate the University properly. Therefore, it is important that all employees be on duty to perform the work assigned.

Unauthorized absence from the department will result in loss of pay. Employees will be paid only for the time that they have been authorized to work. Time cards must not be registered more than fifteen (15) minutes prior to the start of the authorized work shift.

Failure to notify your supervisor of an absence prior to the start of an employee’s shift (in accordance with established policies and regulations), the absence will not be excused.
(a) Unexcused absenteeism.
   (3) (5) (6)

(b) Unexcused absence for two consecutive workdays.
   (5) (6)

(c) If an employee does not report during an absence of three (3) consecutive workdays, he/she will be considered to have voluntarily resigned.

(d) Habitual/excessive absenteeism will result in the following disciplinary action being taken during the fiscal year (July 1 – June 30).

<table>
<thead>
<tr>
<th>Incidents of Absence</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
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<tbody>
<tr>
<td>Penalty</td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
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<td>(6)</td>
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* Habitual/Excessive Incidents of Absence will be cause for disciplinary action even when the employee receives paid sick leave for the absence. Also, four (4) or more consecutive days of absence will be counted as four (4) Incidents of Absence.

** Failure to complete a workday of at least four (4) hours will be counted as one (1) Incident of Absence. Failure to complete an entire workday when the employee has already worked at least four (4) hours will be counted as one half (1/2) an Incident of Absence.

Employees who develop habitual/excessive absentee records will be evaluated on an individual basis and are subject to corrective action.

(e) Any employee suspended for three (3) days because of excessive absenteeism during a current fiscal year will be placed on probation for the following fiscal year. The following penalty scale will be used for probationary cases.

<table>
<thead>
<tr>
<th>Incidents of Absence</th>
<th>3</th>
<th>5</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penalty</td>
<td>(3)</td>
<td>(5)</td>
<td>(6)</td>
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LATENESS

3. Lateness

Employees are expected to be in uniform and en route to work assignments at the start of the shift. Lateness is defined as anytime thereafter. When an employee is late, he/she must notify the office of his/her supervisor as soon
as possible. Employees who are late in registering their time records at the beginning of a shift will be docked in accordance with established policies and regulations.

(a) Habitual/Excessive lateness will result in the following disciplinary action being taken during the fiscal year (July 1- June 30).

<table>
<thead>
<tr>
<th>Number of Days late</th>
<th>3</th>
<th>5</th>
<th>7</th>
<th>9</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penalty</td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
</tr>
</tbody>
</table>

(b) Any employee suspended for three (3) days because of habitual/excessive lateness during a current fiscal year will be placed on probation for the following fiscal year. The following penalty scale will be used for probationary causes.

<table>
<thead>
<tr>
<th>Number of Days Late</th>
<th>3</th>
<th>5</th>
<th>7</th>
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<tbody>
<tr>
<td>Penalty</td>
<td>(3)</td>
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TIME RECORDS

4. **Falsification of Time Records**

Falsification of time records or punching/recording another employee’s time record.

(6)

5. **Failure to Record Time In or Out**

Repeated failure to record own time card if required by department.

(2) (3) (5) (6)

PRODUCTION – JOB RELATED

6. **Loafing or Loitering**

(a) Employees are expected to work each hour for which they are paid. Loafing, loitering and engaging in unauthorized visiting during working time is prohibited.

(2) (3) (5) (6)

(b) Employees are prohibited from loitering on Temple premises beyond their scheduled working hours.

(2) (3) (5) (6)
7. **Leaving without Permission:**

(a) Out of assigned area but within assigned building.
   
   (3) (5) (6)

(b) Out of building but on campus.

   (5) (6)

(c) Off campus.

   (6)

(d) Employees dealing with patient/client care and security personnel who leave their work area without permission of a supervisor.

   (6)

8. **Early Quit**

Stopping work to wash up or otherwise preparing to leave before authorized time including meal periods and quitting time.

   (2) (3) (4) (5) (6)

9. **Sleeping:**

(a) Sleeping during work hours.

   (5) (6)

(c) Sleeping during working time by security personnel, physical plant engineers and those dealing with direct patient or client care will be considered gross neglect of duty.

   (6)

10. **Slowdowns**

Willful holding back, slowing down, hindering or limiting production.

   (3) (6)

11. **Performing Other Than Temple Work**

Performing work on the University premises other than officially assigned duties is prohibited. All work performed on the premises must be to the direct benefit of Temple, unless otherwise authorized by your supervisor.

   (2) (3) (6)
12. **Unauthorized Extra Work**

Commencing work before regularly scheduled hours of work or working overtime without the permission of the supervisor is prohibited. The purpose of this rule is to eliminate safety problems caused by unsupervised work and to prevent violations of the Fair Labor Standards Act.

(2) (3) (6)

13. **Insubordination**

(d) An employee's failure to carry out proper instructions by his/her supervisor or departmental staff member.

(5) (6)

(e) Refusing to accept work, shift or work locations assigned by a supervisor or refusal to otherwise cooperate with management.

(6)

**NOTE:** The employee will be instructed that unless he/she immediately agrees to cooperate, he/she will be discharged. If the employee does not thereafter immediately cooperate, he/she will be discharged.

14. **Inefficiency**

Failure to meet reasonable standards of productivity, and/or proficiency.

(3) (5) (6)

15. **Negligence**

(a) The commission of negligent or careless acts during working time or on Temple property that could or do result in personal injury or property damage, or that could or do cause expenses to be incurred by Temple.

(5) (6)

(b) Mistreatment, neglect or abuse of patients or clients.

(6)

(c) Gross Neglect.

(6)
16. **Care of Temple Property**

   Failure to properly maintain, use and secure Temple equipment.
   
   (3) (4) (5) (6)

17. **Unauthorized Use of Temple Property:**

   (e) Unauthorized use of any Temple property, equipment or materials, whether owned or leased.
   
   (3) (5) (6)

   (a) Unauthorized use of any Temple property, equipment or materials, whether owned or leased which results in injury or economic loss to Temple.
   
   (6)

18. **Vehicle Accident**

   (a) Failure of the assigned driver of a Temple vehicle to immediately report an accident of any type involving his/her assigned vehicle.
   
   (6)

19. **Unauthorized Riders:**

   Unauthorized riders are not permitted on Temple vehicles at any time.
   
   (5) (6)

20. **Stealing**

    Stealing or deliberate destruction of University property or the property of other employees, patients, clients, students or visitors.
    
    (6)

21. **Falsification/Misrepresentation of Records**

    The deliberate falsification/misrepresentation of records of any type which are detrimental to Temple or are necessary to the efficient operation of Temple.
    
    (6)
22. **Unsanitary Conditions**

Violating housekeeping rules such as throwing refuse on the floor or creating any unsanitary conditions.

(3) (4) (5) (6)

23. **Disorderly Conduct**

(a) Disorderly conduct during working time or on University property, including horseplay.

(5) (6)

(a) Immoral or indecent behavior.

(5) (6)

(b) The use of abusive language to management personnel, employees, patients, clients, students or visitors.

(5) (6)

(c) Threats or intimidation to management personnel, employees, patients, clients, students or visitors.

(6)

24. **Fighting**

Fighting or other acts that may result in bodily injury (whether or not injury actually occurs) on University property, or during working time, or that are work related.

(6)

25. **Drugs and Alcohol**

(a) Unauthorized possession, sale or use of drugs or intoxicating beverages during work hours, or on University property.

(6)

(b) Reporting to work under the influence of intoxicating beverages or drugs.

(6)

26. **Gambling**

Gambling during working time or on University property.

(5) (6)
27. **Explosives and Weapons**

Unauthorized possession of explosives, firearms or carrying concealed weapons during working time or on University property.

(6)

28. **Safety**

Violation of safety rules posted by the University including no smoking rules or a violation of general safe practices in the performance of work or in the use of the University's facilities for any purpose.

(3) (5) (6)

29. **Accident Investigation**

Falsification/misrepresentation of information when accidents are being investigated.

(6)

30. **Encouraging Violation of Work Rules**

Encouraging, coercing, inciting, or otherwise inducing any employee(s) to engage in any practice in violation of the University work rules is prohibited. The discipline imposed for violation of this rule will be the same as that specified for violation of the rule(s) in question.

31. **Visitors**

Non work-related and/or unauthorized persons are not permitted in buildings, on the work site or on grounds during work hours.

(3) (5) (6)

32. **Bulletin Boards**

Posting literature or other materials on bulletin boards or other University property without proper approval; removing literature or other material which has been approved and posted.

(3) (5) (6)

33. **Multiple Violations**

(a) The accumulation by an employee of penalties of four (4) written warnings for unrelated violations within a twelve (12) month period where the disciplinary action for any one of the violations is a final written warning or above.

(6)
(a) The accumulation by an employee of penalties of five (5) written warnings for unrelated violations within a twelve (12) month period. 

Grievance Procedure

If an employee has one or more of the specified penalties applied to him/her and thinks such action was unjustified, he/she may present a complaint through the grievance procedure of his/her bargaining agreement. If the employee has not appealed the penalty through the grievance procedure within the specified time limits after the penalty is imposed, then the employee loses all further right to appeal.

Pre-existing Work Rules

These general University work rules will supersede any pre-existing University work rules.

11/97