



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by Marshall University Human Resource Services
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Workplace Actions or Behaviors Warranting Suspension or Termination
Number:	11
Effective Date:	10/01/06
Last Revision Date:	

Certain workplace actions and behaviors on the part of Marshall University Research Corporation (MURC) employees may warrant immediate suspension without pay or termination of employment. These include but are not limited to:

1. Theft of, inappropriate removal of, or malicious damage to MURC owned, leased, or rented property. Unauthorized use of telephones, mail or e-mail systems, and/or other MURC-owned equipment.
2. Gross insubordination, including willful and flagrant disregard of a legitimate order and/or threatening or striking a MURC supervisor and/or host organization supervisor.
3. Consumption of alcoholic beverages or improper use of drugs while on duty and/or appearing to be under the influence of alcohol or drugs while on duty. Sale, transfer, or distribution of alcohol or illegal drugs while on duty.
4. Possession of and/or unauthorized use of firearms or explosives on MURC owned, leased, or rented property.
5. Conviction of a crime that could seriously affect the employee's work performance or the successful accomplishment of the mission of MURC.
6. Deliberate falsification of employment application or other corporation records such as time reports, medical records, or any other dishonest acts committed for personal gain.
7. Unauthorized occupation of or unauthorized use of MURC owned, leased, or rented property.
8. Obstruction or disruption of the work of MURC or of host organizations where MURC employees work.
9. Physical abuse of persons on MURC owned, leased, or rented property or at any MURC-authorized function or event.
10. Setting an unauthorized fire in or close to MURC owned, leased, or rented property or equipment, or close to any MURC employee.
11. Absence from work for three consecutive workdays for which otherwise expected to work without notification to supervisor and without reasonable cause for failure to notify. Unauthorized absence from the workstation when otherwise scheduled to attend.
12. Stealing from fellow employees, MURC, or others on MURC owned, leased, or rented property.
13. Immoral or indecent conduct on MURC owned, leased, or rented property.
14. Proven sexual harassment, assault, rape, or other unlawful harassment or intimidation of others.
15. Fighting or threatening to fight on MURC owned, leased, or rented property or at a MURC authorized function or event.
16. Unauthorized disclosure of proprietary business information, trade secrets, and/or confidential information.

Supervisors or others seeking suspension without pay or termination of any corporation employee must place their request in writing and tender it to the Executive Director in advance of imposing the requested sanction. The Executive Director of MURC must approve in advance all suspensions without pay and/or involuntary terminations from MURC. For assistance with or questions about this policy and procedure, please contact the Human Resource Services Director at 304.696.6455 or human-resources@marshall.edu.

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