

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Policy No. HR-10

### Employee Infractions

#### General:

- 1.1. Scope: Defines infractions which if committed by a classified or nonclassified employee require immediate suspension or dismissal.
- 1.2. Authority:
- 1.3. Passage Date: March 8, 2006
- 1.4. Effective Date: Upon passage
- 1.5. Controlling over: Marshall University and Marshall Community and Technical College.
- 1.6. History: The employee infractions listed in this policy were originally included in the Marshall University Classified Staff Handbook.

#### Policy:

- 2.1. If a classified or a nonclassified employee of Marshall University (hereinafter the University) or Marshall Community and Technical College (hereinafter the College) commits one or more of the employee infractions set forth below and it is factually determined that he/she committed the infraction(s), he/she will be suspended from employment without pay or terminated from employment.
- 2.2 All suspensions without pay or terminations from employment of classified or nonclassified employees require the advance approval of the respective president.
- 2.3 The chief human resources officer is responsible for investigating and fact finding in any allegation of the commission of an employee infraction from among those set forth below. The respective president shall obtain the recommendation of the chief human resources officer or his/her designee before imposing the penalty of suspension without pay or termination from employment for commission of one or more of the employee infractions as set forth below.
- 2.4 The chief human resources officer is responsible for developing, implementing, and administering sufficient procedure to effectuate the provisions of this policy.
- 2.5 Employee infractions:
  - 2.5.1 Theft of or malicious damage to University or College property;
  - 2.5.2 Gross insubordination, including willful and flagrant disregard of a legitimate order, threatening or striking a supervisor;

- 2.5.3 Consumption of alcoholic beverages or improper use of narcotics while on duty and/or appearing to work under the influence of alcohol or improper use of narcotics;
- 2.5.4 Unauthorized use of firearms or explosives on University or College property;
- 2.5.5 Conviction of a crime which could seriously affect the employee's work performance or the University or College;
- 2.5.6 Deliberate falsification of employment application or other University or College records such as time cards, medical records, or any other dishonest acts committed for personal gain or for malicious intent;
- 2.5.7 Unauthorized occupation or use of University or College facilities;
- 2.5.8 Obstruction or disruption of teaching, research, or administration;
- 2.5.9 Physical abuse of persons on University or College property or at any University or College authorized function or event;
- 2.5.10 Setting unauthorized fires;
- 2.5.11 Absence for three consecutive work days without notification or reasonable cause for failure to notify;
- 2.5.12 Stealing from fellow employees, the University, the College, or others on University or College property;
- 2.5.13 Immoral or indecent conduct on University or College property;
- 2.5.14 Sexual harassment, assault or rape; and/or
- 2.5.15 Fighting or threatening to fight on University or College premises or on University or College work time.