

**WAYNE STATE UNIVERSITY  
GUIDELINES AND WORK RULES FOR  
EMPLOYEES REPRESENTED BY:  
THE GREATER DETROIT BUILDING AND CONSTRUCTION TRADES COUNCIL**

**INTRODUCTION**

This document sets forth Wayne State University (WSU) guidelines for represented skilled trades employees on:

- I. Progressive Discipline
- II. Safety, Security and ID Cards
- III. Work Rules

**I. PROGRESSIVE DISCIPLINE**

Progressive discipline will be taken, as appropriate, with employees who violate work rules or otherwise behave unacceptably. Disciplinary action must be firm, fair, consistent and well documented.

The progressive discipline steps outlined below may be accelerated depending on the seriousness of the misconduct, the employee's record and service and other appropriate factors. Absent factors which warrant accelerated discipline, the following schedule will ordinarily apply:

oral or written warning for the first offense, and one, three, five day disciplinary suspensions and discharge for successive related offenses.

**II. SAFETY, SECURITY AND ID CARDS**

**A. SAFETY**

All employees are expected to observe common safety practices and specific rules and procedures established by their departments. All employees share responsibility for reporting unsafe situations in order to safeguard employees, students and visitors.

**B. SECURITY**

The keys in employees' possession are WSU property. Irresponsible use of keys may promote unauthorized access to buildings and subsequent theft or destruction of WSU property. **LOST OR STOLEN KEYS ARE TO BE REPORTED TO PUBLIC SAFETY IMMEDIATELY!** Keys are not to be loaned to others, used improperly or duplicated without authorization.

C. ID CARDS

Employees must have their ID card with them during work hours and while on WSU premises. The ID card should be produced upon request and should not be loaned to or borrowed from others.

III. WORK RULES

Lists of major and minor offenses are provided to guide conduct. Departments may establish additional rules as necessary. Before any major revisions to these rules are made, the Union will be informed in advance and provided the opportunity to meet and discuss.

A. MAJOR OFFENSES

The following is a list of work rules and/or conduct violations which will be regarded as dischargeable upon the first offense, or worth a lengthy suspension. The list is intended to be illustrative and not all inclusive of major type offenses:

1. Fighting, assaulting, threatening or attempting to do harm to any WSU employee, student or visitor.
2. Creating an unreasonable disturbance on WSU premises or while engaged in WSU business.
3. Willful destruction, or threatening willful destruction of WSU property, employees' personal property, or the personal property of students or visitors.
4. Possession of weapons on the premises or while engaged in WSU business.
5. Misappropriation, (including unauthorized copying), theft or unauthorized sale of WSU property, or the personal property of its employees, students or visitors.
6. Being under the influence of, possession, use, purchase, sale, or solicitation for purchase or sale of alcoholic beverages, cocaine, marijuana, or any other controlled substances on WSU property or while engaged in WSU business.
7. Gambling (i.e., the playing of games of chance such as cards, dice, etc.) for money or other items of monetary value while on WSU premises or while engaged in WSU business.

8. Fraudulent collection of pay or benefits, or the attempt to do so (e.g., workers' or unemployment compensation, etc.).
9. Refusal to perform work assigned by the supervisor. (Insubordination).
10. Deliberately delaying or restricting work output, or encouraging other employees to delay or restrict work output.
11. Falsifying or forging any WSU document or record including falsifying time records, permitting or encouraging another employee to falsify time records, or approving time records known to be false.
12. Sleeping on WSU premises during scheduled work time or while engaged in WSU business.
13. Conviction of crime, or off duty misconduct of an illegal nature which does not result in criminal conviction, but which is directly related to, or may adversely affect an employee's ability to perform the assigned job in a manner appropriate to WSU, its reputation, and its security.
14. Physical, sexual, verbal, visual, written or any other form of harassment directed toward any employee, student, or person associated with WSU business.
15. Unauthorized disclosure of confidential or proprietary WSU information.
16. Performing or contributing to the performance of any act which might endanger the health, safety or security of employees, students, or persons associated with WSU business.
17. Other incidences of gross or immoral misconduct as determined by the Department or WSU.

A. MAJOR OFFENSES (continued)

19. Failure to maintain or to report promptly the revocation of a license required to perform job duties. Employees must have the required license(s) on them. Loss of license must be promptly reported to the supervisor.

B. MINOR OFFENSES

Offenses are of a minor nature if they are not extremely serious, yet cannot be tolerated repeatedly. Minor offenses will subject the offender to progressive discipline depending on the seriousness of the situation and the prior record and service. The following is an illustrative and not all inclusive list of minor offenses:

1. Absenteeism, tardiness or leaving early.
2. Overstaying a lunch break.\*
3. Solicitation during work time or in work areas.\*
4. Loafing, wasting time, performing personal work or failing to put forth an honest effort.\*
5. Absent without leave from assigned work area.\*
6. Failure to follow instructions or work procedures.\*\*
7. Failure to follow safety procedures, including wearing or use of safety equipment.\*\*
8. Failure to comply with departmental absence call-in, tardiness reporting, or job departure procedure.\*\*
9. Disrespect to proper authority.\*\*\*
10. Discourteousness to others.\*\*\*
11. Horseplay.
12. Unauthorized use of WSU service or property, including telephone (especially long distance or toll calls), mail service, or allowing others to make unauthorized use.

\*2, 3, 4, and 5 are related; \*\*6, 7, and 8 are related; \*\*\*9 and 10 are related.

III. WORK RULES (continued)

B. MINOR OFFENSES (continued)

13. Smoking in a non-designated area.
14. Poor workmanship.
15. Unauthorized posting of notices or the unauthorized removal of appropriately posted notices from University bulletin boards.
16. Unauthorized entry onto University premises (usually more than one hour before scheduled start time.)
17. Working "off the clock" or performing unauthorized overtime.
18. Contributing to unsanitary conditions or poor housekeeping.
19. Operating University vehicles in an unauthorized manner or area (e.g., on the malls without prior approval).
20. Failure to promptly report damage to University property, especially vehicles.
21. Failure to observe timekeeping procedures.

BJG/mls/lr320  
April, 1991