



# University of Connecticut Health Center

**POLICY NUMBER 2002-03**

**February 1, 2002**

## **POLICY: RULES OF CONDUCT**

### **POLICY STATEMENT:**

All employees are expected to act in a professional, courteous, respectful, and confidential manner. Violating these rules is cause for disciplinary action up to and including dismissal. A supervisor's failure to enforce a rule does not excuse an employee from complying with it, nor does it prevent the Health Center from taking disciplinary action thereafter. Other, more detailed Health Center policies on these topics remain in effect. These rules supersede the previous UCHC Rules of Conduct and include, but are not limited to the following:

### **Rules of Conduct:**

#### **The following are prohibited:**

1. Unlawfully distributing, dispensing, selling or offering for sale, possessing, using or being under the influence of alcohol, drugs or controlled substances when on the job or subject to duty; or smelling of/or having the odor of alcohol on the breath;
2. Misusing or willfully neglecting Health Center property, funds, materials, equipment or supplies; e.g., telephone, computer, internet, mail, beepers, etc. This includes illegal activity, conducting of non-Health Center business or disruption of the workplace;
3. Fighting, engaging in horse play, or acting in any manner which endangers the safety of oneself or others;
4. Marking or defacing walls, fixtures, equipment, machinery, or other Health Center property, or willfully damaging or destroying property in any way;
5. Disruptive visiting of areas of the institution other than those required by one's responsibilities and without the permission of the supervisor, or interfering in any way with the work of others;
6. Bringing children into the workplace without authorization;
7. Loitering on the work premises prior to or after one's working hours or responsibilities are completed, or entering the work premises at other than working hours without permission;
8. Stealing or possessing without authority any equipment, tools, materials, or other property of the Health Center; or attempting to remove them from the premises without written permission from the appropriate authority;
9. Being inattentive to duty, including but not limited to sleeping on the job, loafing, watching television, work slowdowns, or the restriction of productivity;
10. Refusing to do assigned work or to work overtime if directed, working overtime without proper authorization, or failing to carry out the reasonable directive of a manager, supervisor or department head;
11. Falsifying any time card, attendance report, or other Health Center record or giving false information to anyone whose duty it is to make such record;

12. Being repeatedly or continuously absent or late, or being absent without notice or reason satisfactory to the Health Center; or leaving one's work assignment without authorization;
13. Conducting oneself in any manner which is offensive, intimidating, threatening, physically or verbally abusive, or contrary to common decency or morality; carrying out any form of harassment including sexual harassment;
14. Inclusion on U.S. Government Sanctions lists (OIG, GSA, or other lists), reflecting exclusion from participation in Medicare and Medicaid programs or other penalties;
15. Providing medical advice or information to patients without authorization;
16. Failing to comply with the Health Center confidentiality policy;
17. Operating state-owned vehicles or private vehicles on State business without proper license, or operating any State-owned vehicle at an unauthorized time or location;
18. Operating any vehicle on Health Center property or on Health Center business in an unsafe or improper manner;
19. Chronically violating Health Center parking regulations, which could lead to ticketing, towing, or booting at employee's expense;
20. Having a weapon or dangerous instrument as defined in the Governor's Violence in the Workplace Prevention Policy of August 1999 on Health Center property or within leased space. Possession of chemical sprays in small quantities for personal protection while commuting is permitted. Law enforcement officers on official business are exempt from this prohibition;
21. Appropriating State equipment or resources for personal use or gain;
22. Appropriating State, student or employee time or effort for personal gain;
23. Engaging in activities which violate either the Health Center's or the State's Code of Ethics; or are detrimental to the best interests of the Health Center or the State;
24. Gambling or unauthorized solicitation;
25. Smoking within no-smoking areas;
26. Computer abuse, including but not limited to, plagiarism of programs, accessing or viewing offensive or pornographic material, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession or use of unauthorized password, disruptive or annoying behavior on the computer and non-work related utilization of computer software or hardware, including using the Internet for non work-related activity and/or activities which reduce the bandwidth of the Health Center network;
27. Being convicted of a crime;
28. Being on Health Center property or where Health Center business is conducted without appropriate identification badge;
29. Retaliating in any form or manner towards an employee for reporting a violation of any Federal or State statute or regulation, or Health Center rule or procedure;
30. Engaging in any form of sexual contact in the workplace;
31. Failure to comply with applicable laws, regulations, policies and procedures.
32. Failure to cooperate or be truthful in a Health Center investigation;
33. Failure to comply with relevant Department of Correction rules and regulations when assigned to Correctional Managed Health Care or while involved in the treatment or logistical support of inmate care.

**Reference:**

For questions about which disciplinary action to take in a given situation, please consult with the Department of Human Resources, Labor Relations at 679-8067.

Joan D. Mazzone (signed)

2/1/02

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**Associate Vice President for Human Resources**

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**Date**

Peter Deckers, M.D. (signed)

2/2/02

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**Executive Vice President for Health Affairs**

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**Date**

**Replaces: Memorandum dated 9/1/83**