



UNIVERSITY of  
**LOUISIANA**  
L A F A Y E T T E

# CODE OF CONDUCT AND ETHICAL BEHAVIOR POLICY

**Policy #** HR.002.1

**Responsible Executive:** Vice President for  
Administration and Finance

**Responsible Office:** Human Resources  
8/13/2020

**Originally Issued:** 8/13/2020

**Latest Revision:** 8/13/2020

- I. [Policy Statement](#)
- II. [Purpose of Policy](#)
- III. [Applicability](#)
- IV. [Definitions](#)
- V. [Policy Procedure](#)
- VI. [Enforcement](#)
- VII. [Policy Management](#)
- VIII. [Exclusions](#)
- IX. [Effective Date](#)
- X. [Adoption](#)
- XI. [Appendices, References and Related Materials](#)
- XII. [Revision History](#)

## I. Policy Statement

Employees of the University of Louisiana at Lafayette (“University”) are integral participants in the fulfillment of the University’s mission. University employees must exhibit a high degree of professionalism and personal integrity consistent with the pursuit of excellence in the conduct of their responsibilities.

This Policy identifies the shared values by which University employee actions are measured and governed. The University expects all employees to demonstrate the highest degree of integrity, responsibility, and professional conduct at all times. All employees are University representatives whether on or off duty, and whether within or outside the scope of their employment. The University depends on the ethical and responsible conduct of all employees in carrying out its educational, research, and public service missions. Employees are expected to conduct themselves honestly, fairly, and in good faith. Employees must act in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and University and University of Louisiana System (“System”) policies. Every effort must be made to avoid unethical or irresponsible conduct, as well as the appearance of such conduct, which can be damaging to the public’s trust in the University.

While not employees of the University, individuals affiliated with the University by contract or otherwise (including, but not limited to, non-employees, such as vendors and independent contractors, volunteers, and student organization advisors), and visitors are expected to conform with the principles and ideals of this Policy.

## **II. Purpose of Policy**

The purpose of this Policy is to require acceptable conduct amongst University employees, which involves the sincere respect for the rights and feelings of others and the assurance that personal behavior in both business and personal life avoids any action that might (1) be harmful to the employee, other employees, students, or the University or (2) cause any unfavorable reaction from current or potential students or service recipients that may diminish the integrity or image of University values.

### **1. Respect for Person**

The University places a high value on diversity, inclusiveness, human relations, and human rights. The University endeavors to maintain a work environment that is characterized by mutual respect for all individuals. University employees are expected to treat one another, students, and the general public cordially and respectfully.

#### **a. Employees must:**

- i.** Provide courteous and respectful service without exception;
- ii.** Make students, faculty, and staff their top priority and focus during the service experience;
- iii.** Treat students, faculty, and staff as individuals with unique service needs and offer appropriate solutions;
- iv.** Maintain a professional work environment that is neat, appropriately-lit, welcoming, and safe; and
- v.** Respect and protect the privacy of others.

#### **b. Activities which are expressly prohibited by this Section II.1, include, but are not limited to, the following:**

- i.** Violation(s) of the University's Non-Discrimination Policy and Policy on Prohibited Sexual Conduct;
- ii.** Violation(s) of the University's Violence-Free Workplace Policy
- iii.** Violation(s) of the System's Sexual Harassment in the Workplace and Retaliation policies;
- iv.** *Disorderly Conduct*;
- v.** *Workplace Bullying*; and
- vi.** *Workplace Harassment*.

## **2. Respect for Property and University Resources**

Members of the University community must be responsible caretakers of the University's resources. Consistent with this value, employees are required to exercise reasonable care in the use of University property and to report any damage or misuse of University property or resources to their supervisors and other appropriate University officials. Prior to using University property, employees shall ensure to obtain any required training associated with the University property that they intend to use.

Activities which are expressly prohibited by this Section II.2 include, but are not limited to, the following:

- a.** Willful or negligent damage to University property;
- b.** Theft or dishonesty, including theft of time and other intangible University resources;
- c.** Tampering with or wantonly destroying University data, records, or other information, gaining unauthorized access to such information, disclosing confidential information, or otherwise misusing University data or information;
- d.** Unauthorized use of University vehicles, mail services, identification cards, credit cards, telephones, *Computers and Computer Accounts*, or other University equipment or materials. Employees do not have a right to privacy in anything that they create, send, or receive on *Computers and Computer Accounts*. The University has the right to monitor, for business reasons, all aspects of any *Computer and Computer Accounts*, including employee email; and
- e.** Soliciting, collecting money, or circulating petitions on University property at any time without permission of the Vice President for Administration and Finance.

## **3. Standards of Safety**

The University is committed to the safety and security of all persons on University property and during University activities. This Policy requires each employee of the University to foster and maintain a safe and healthy working environment.

Activities which are expressly prohibited by this Section II.3 include, but are not limited to, the following:

- a.** Violent or threatening behavior, including all behavior prohibited by the University's Violence Free Workplace policy as well as any acts of disorderly conduct. All employees are required to inform management, the University Police Department, or Human Resources of any actual or potentially volatile or violent situations which may affect the University community;
- b.** Possession or use of firearms, explosives, or other lethal materials, unless the employee falls within specific categories of employees who must use any of these materials in the course of their employment;

- c. Possession, consumption, or being under the influence of intoxicants on the job;
- d. Unlawful possession, use, or distribution of alcohol on University property or during University activities;
- e. Illegal use, manufacture, possession, distribution, dispensation, or being under the influence of controlled substances on University property or during University activities;
- f. Refusal to obey security officials, Civil Defense personnel, or other proper authorities in emergencies;
- g. Failure to comply with University, System, local, State, or Federal safety rules, regulations, or standard safety practices;
- h. Failure to report an accident involving on-the-job injury or damage to University property as required by the policies and procedures established by the University's Office of Environmental Health and Safety and Office of Facility Management; and
- i. Violation of the University's Drug Testing Policy or the University's Tobacco-Free Policy.

#### **4. Compliance with Laws and University Policies**

University employees are expected to follow all state and federal laws, as well as acceptable business and professional principles, and to exhibit personal and professional integrity and objectivity at all times. University employees are expected to take precautions to ensure that outside financial interests do not place them in conflict with carrying out their duties and responsibilities as employees of the University.

Activities which are expressly prohibited by this Section II.4 include, but are not limited to, the following:

- a. Audio or video recording supervisor/employee conversations, meetings, or other interactions, unless approved and implemented by departmental guidelines, or authorized University personnel does the recording in the course of an investigation;
- b. Violating the confidentiality standards of the Family Education Rights and Privacy Act ("FERPA");
- c. Violating the confidentiality standards of the Health Information Portability and Accountability Act ("HIPAA");
- d. Violating any University Policy, University Unit Policy, or System Policy;
- e. Falsification of University or public records, including the misrepresentation of credentials to gain employment or promotion;

- f.** Violating federal government security regulations as outlined in any contracts entered into by the University;
- g.** Any violation of state or federal law affecting an employee's ability to perform his or her job functions. Employees are required to notify their immediate supervisor of any arrest or pending criminal charges within forty-eight (48) hours, regardless of whether it is an alleged violation affecting an employee's ability to perform his or her job functions;
- h.** Gambling on University property or during University activities;
- i.** Flagrant violation or failure to observe traffic or parking regulations;
- j.** Violations of the Louisiana Code of Professional Ethics; and
- k.** Behavior or conduct unacceptable to the University.

Employees are encouraged to report to his or her supervisor, or other University authority, suspicion of activity by a state agent, contractor, or employee constituting fraud in the operations of government programs, misappropriation of state or federal resources, acts which endanger the health or safety of the public or employees, and mismanagement of programs, funds, or abuses of authority.

## **5. Work Performance**

The University expects employees to commit to quality job performances. Poor performance or misconduct compromises both the employee and the University. For this reason, the University expects work performance to meet high standards at all times.

Activities which are expressly prohibited by this Section II.5 include, but are not limited to, the following:

- a.** As a leader, failing to conduct one's affairs in a manner supportive of and consistent with the University's values and mission. This includes the failure to ensure the proper execution of departmental functions and conformance with this and other University policies by one's self or those under one's supervision.
- b.** Intentionally slowing down work, instigating or participating in low productivity of work, or interfering with others in performing work;
- c.** Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives of authorized University officials;
- d.** Failure to wear proper uniform or identification in the prescribed manner as may be required by the University;
- e.** Sleeping on the job; and

- f. Failure or refusal to complete mandatory training, or maintain or obtain required licensure, certification, or registration.

## **6. Standards of Attendance**

The University depends upon its employees to carry out the work of the institution; therefore, reliable, consistent attendance is an essential requirement of all positions. Activities by University employees which are expressly prohibited by this Section II.6 include, but are not limited to, the following:

- a. Repeated *Tardiness*;
- b. **Unscheduled Absence.** Employees with more than three (3) **Unscheduled Absences** in a consecutive three (3) month period or ten (10) **Unscheduled Absences** in a consecutive twelve (12) month period may be subject to disciplinary action. Employees absent more than three (3) consecutive days may be required to provide a statement from a health care provider upon return to work;
- c. *Unauthorized Absences.* Employees who are absent without prior approval from his or her supervisor may be subject to disciplinary action up to and including *Termination*. *Unauthorized Absences* also include those absences without applicable paid leave not covered by the Family Medical Leave Act (“FMLA”) which have not been approved in advance by the President or System, as applicable;
- d. *Job Abandonment.* If an employee missed work for three (3) consecutive days without notification or satisfactory reason, it will be considered *Job Abandonment* and may be treated as a voluntary resignation; and
- e. *Absences Due to Incarceration.* Employees are required to notify their supervisor as soon as possible if the employee will be absent due to incarceration. Failure to notify may result in disciplinary action up to *Termination*.

Classified employees are also subject to Chapter 12 of the Louisiana State Civil Service Handbook, Rule 12.6(a)1 and 2, Non-disciplinary Removals.

## **7. Retaliation**

This Policy prohibits *Retaliatory* or *Intimidating* conduct, or attempted *Retaliatory* or *Intimidating* conduct. The University will take severe responsive action against any attempt at such *Retaliation*. *Retaliation* will be grounds for a separate violation of this Policy.

By reference, violation of the University of Louisiana System Policy on Preventing and Addressing Retaliation (Policy Number: M-(12)) is a direct violation of this Policy and subjects the violator to penalties and sanctions outlined in this Policy.

## 8. Policy Precedence

This Policy shall take precedence over all other written or oral unit policies, procedures, guidelines, and/or handbook entries regarding the subject matter of this Policy and this Policy contains all of the terms, rules, and procedures agreed upon with respect to the subject of this Policy, and no other unit policies, procedures, guidelines, and/or handbook entries, oral or otherwise, regarding the subject matter of this Policy shall be deemed to exist.

## III. Applicability

This Policy applies to and is enforceable against all faculty, staff, administrators, student employees, individuals affiliated with the University by contract or otherwise (including, but not limited to, non-employees, such as vendors and independent contractors, volunteers, and student organization advisors), and visitors. This Policy may include conduct that has taken place on or off-campus.

## IV. Definitions

1. **Absences Due to Incarceration**: are absences that are due to a University employee becoming incarcerated.
2. **Absences Without Prior Approval**: are absences that have not been previously approved by the employee's supervisor.
3. **Computers and Computer Accounts**: is computer equipment, email, and other computing technology provided to University employees to assist them in the performance of their jobs.
4. **Demotion/Transfer**: is a disciplinary action which occurs in concert with the issuance of the *Letter of Reprimand*, whereby an employee may also be involuntarily moved to a position of lesser (*Demotion*) or equal status (*Transfer*) for which they currently meet the published minimum qualifications when the nature of the infraction makes the employee unsuitable for their current position. Note: *Demotion/Transfer* can occur for reasons other than disciplinary action. For the purpose of this Policy, it is defined as a consequence due to violation of this Policy.
5. **Discrimination**: is treating a person differently than others based on that person's protected status when it is sufficiently serious to unreasonably interfere with or limit the ability to participate in, access, or benefit from the University's programs and activities. *Discrimination* can include failing to provide reasonable accommodations for individuals with disabilities.

*Discrimination* may also be prohibited by a variety of federal, state, and local laws, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246,

the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Genetic Information Nondiscrimination Act of 2008, and the 1990 Americans with Disabilities Act, and amendments thereto. This Policy is intended to comply with the prohibitions stated in these statutes.

6. **Disorderly Conduct**: is conduct which includes displaying blatant or public disrespect; using discriminatory, inappropriate, offensive, abusive, obscene, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or any other individual; or threatening physical action or injury on University property or during University activities; or other conduct which threatens or endangers the health, safety, or well-being of any person.
7. **Exclusion**: is socially or physically excluding or disregarding a person in work-related activities.
8. **Gesture Bullying**: is the nonverbal threatening gestures; glances that can convey threatening messages.
9. **Interference**: is concealing, withholding, obfuscating, or providing false or misleading information during the course of an investigation. *Interference* also includes encouraging, *Intimidating*, or coercing another to conceal, withhold, obfuscate, or provide false or misleading information during an investigation. This includes soliciting or encouraging witness statements or testimony, collecting evidence, or instructing a third party to do so, except when specifically directed by the investigator.
10. **Intimidation**: is to place another person in reasonable fear of harm through the use of threatening words and/or other conduct.
11. **Leadership Failure**: is the failure of an individual in a leadership role to conduct their affairs in a manner supportive of and consistent with the University's values and mission.
12. **Letter of Concern**: is a disciplinary action that provides an employee notice of a minor non-recurrent violation of this Policy. This notification is advisory in nature and has no immediate punitive ramifications. The *Letter of Concern* may, however, serve as the basis for more severe discipline or may be used to establish a pattern of behavior that warrants more severe discipline. *Letters of Concern* are to be maintained in the supervisor's employee file.
13. **Letter of Reprimand**: is a disciplinary action that provides an employee notice of significant violations or repeated minor violations of this Policy and is punitive in nature. A *Letter of Reprimand* becomes a part of the employee's permanent record and makes the employee ineligible to apply for positions within the University for a period of six (6) months.
14. **Letter of Reprimand with Disciplinary Suspension**: is a disciplinary action that provides an employee notice of severe violations of this Policy and is punitive in nature. A *Letter of Reprimand with Disciplinary Suspension* includes both the notice and suspension without



pay. Employees may be suspended without pay for up to five (5) business days with the concurrence of the Provost or the employee's Vice President and the Chief Human Resources Officer. The President must approve disciplinary suspensions exceeding five (5) business days. A *Letter of Reprimand with Disciplinary Suspension* becomes a part of the employee's permanent record and makes the employee ineligible to apply for positions within the University for a period of six (6) months.

15. **Physical Bullying**: is the pushing, shoving, kicking, poking, tripping, assault, the threat of physical assault, or damage to a person's work area or property.
16. **Retaliation/Retaliatory**: is acts or attempted acts for the purpose of *Interfering* with any complaint, report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has (1) made an allegation of a potential violation of this Policy, (2) lodged a complaint in relation to this Policy, (3) otherwise invoked this Policy, or (4) testified, assisted or is expected to participate in any manner in an investigation pursuant to this Policy. Prohibited *Retaliatory* acts include, but are not limited to, *Intimidation*, threats, or *Discrimination*. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.
17. **Tardiness**: is arriving at work later than the appointed starting time without supervisory approval.
18. **Termination**: is an involuntary separation from the University. It is a disciplinary action that stems from severe violations of University Policy or failure to correct behavioral deficiencies. Single incidents of certain offenses are severe enough to warrant separation from the University.

Examples of the types of offenses that may result in *Termination* include, but are not limited to, the following:

- Physical altercations, whether or not injury occurs;
  - Sexual assault or engaging in consensual sexual activity in the workplace;
  - Possession, use, or being under the influence of illegal substances on University property or while engaged in business;
  - Theft of University property or resources;
  - Viewing, possessing, or distributing child pornography; and
  - Falsification of University or public records including the misrepresentation of credentials to gain employment or promotion.
19. **Unauthorized Absences**: is the failure of an employee to report to their workplace at the beginning of the work period or leaving work before the end of the work period or for extended periods of time without informing the supervisor.

**20. Unscheduled Absence:** is the failure to obtain approval to be absent from work at least forty-eight (48) hours prior to the absence. Continuous absence for the same reason will be considered one (1) Unscheduled Absence regardless of its duration.

**21. Verbal Bullying:** Is the slandering, ridiculing, or maligning of a person or his or her family; persistent name-calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

**22. Workplace Bullying:** is repeated, malicious, and/or inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work, and in the course of employment. Types of *Workplace Bullying* include but are not limited to, *Verbal Bullying*, *Physical Bullying*, *Gesture Bullying*, or *Exclusion*. Examples of *Workplace Bullying* may include, but are not limited to:

- Not allowing the person to speak or express himself or herself;
- Persistent, malicious singling out of one person for undesirable work or unwanted attention;
- Personal insults or use of offensive nicknames;
- Public humiliation in any form;
- Constant criticism on matters unrelated or minimally related to the person's job performance or description;
- Publicly or privately shouting or raising one's voice at another individual;
- Ignoring or interrupting an individual at meetings;
- Public reprimands;
- Repeatedly accusing someone of errors that cannot be documented;
- Deliberately interfering with mail and other communications;
- Spreading rumors and gossip regarding individuals;
- Making or encouraging others to make false or factually unsubstantiated claims or allegations against another;
- Encouraging others to disregard a supervisor's lawful instructions;
- Manipulating the ability of someone to do his or her work (e.g., overloading, under loading, withholding information, assigning meaningless tasks, setting impractical or unreasonable deadlines, giving intentionally ambiguous instructions, etc.);
- Using verbal or obscene gestures;

- Repeatedly assigning menial tasks inconsistent with the level of responsibility of the position;
- Taking credit for another person's ideas;
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave;
- Deliberately excluding an individual or isolating him or her from meetings or other work-related activities; or
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property.

When an allegation of *Workplace Bullying* is made, the intention of the Respondent is irrelevant, and will not be given consideration when imposing discipline. *Workplace Bullying* can occur regardless of whether the perpetrator is a peer, subordinate, or supervisor. However, not every incident or disagreement is considered *Workplace Bullying*. Typically, isolated incidents, and supervisory acts like honest performance evaluations, including coaching and counseling sessions, will not be considered *Workplace Bullying*.

**23. Workplace Harassment:** is the unwelcome conduct directed at a person which is so severe or pervasive that it creates an intimidating, hostile, or offensive working environment. Harassing conduct does not need to be based on a person's protected characteristics for the purpose of this Policy. Pursuant to this Policy, all instances of harassment are prohibited behavior. The above examples of *Workplace Bullying*, or other similar behaviors can also be described as harassing conduct if forms of the conduct are so severe and pervasive that they create an intimidating, offensive, or hostile working environment which can result in *Workplace Harassment*.

## V. Policy Procedure

All actions by the University related to this Policy shall be based on the findings of a thorough investigation into the facts supporting an alleged violation of this Policy. The investigation process begins after an initial assessment of the alleged violation. The initial assessment will determine whether the allegations would present a potential violation of this Policy and whether further action is warranted based on the allegations. These procedures are applied at the sole discretion of the University and in no way alters the at-will relationship between the University and its employees.

### 1. Reporting Incidences of Misconduct

Any employee who witnesses, becomes aware of, or is a recipient of behavior that is a potential safety, ethical, or law violation in the workplace or scope of employment, or any other misconduct covered by this Policy, is urged to report the misconduct to an appropriate University official or department. Examples of appropriate University officials or departments to whom reports may be made include, but are not limited to, the employee's supervisor and/or the Office of Human Resources. Reports to the Office of Human Resources can be made in

person or through the submission of a *Complaint Form*. In addition, appropriate reporting may also be made to any Louisiana or federal agency governing law or ethics. Issues that are of an immediate safety concern should be reported to the University of Louisiana at Lafayette Police Department.

## **2. Paid Administrative Leave**

Employees may be placed on suspension during investigations of violations of this Policy. If an employee is placed on administrative leave during an investigation, the employee must be notified in writing.

In instances where, after consultation with (1) the appropriate Provost and/or Vice President and (2) the Chief Human Resources Officer, it is necessary to remove one or more parties involved in an alleged violation of this Policy, employees may be placed on paid administrative leave pending the outcome of an investigation of the facts supporting the allegation. The purpose of the leave is to allow the University to conduct a fair and unbiased investigation, free of influence by involved parties.

Suspended employees will be relieved of all duties and will be directed to have no direct or indirect contact with any University employee or other persons involved in or impacted by the investigation other than those conducting the investigation. Any such communication will be considered insubordination and may result in separate disciplinary action, including *Termination*.

## **3. Investigation/Review of Facts**

- a.** Investigations of possible violations of this Policy should be completed as soon as reasonably possible.
- b.** The following factors should be considered in evaluating the results of an investigation or the facts precipitating the need for corrective action:
  - i.** The nature and seriousness of the offense, and its relation to the employee's duties, position, and responsibilities, including whether the offense was intentional or technical or inadvertent, or was committed maliciously or for gain, or was frequently repeated;
  - ii.** The employee's job level and type of employment, including supervisory or fiduciary role, contacts with the public, and prominence of the position;
  - iii.** The employee's past disciplinary record;
  - iv.** The employee's prior work record, including the length of service, performance on the job, ability to get along with fellow workers, and dependability;
  - v.** The effect of the offense upon the employee's ability to perform at a satisfactory level and its impact upon supervisors' confidence in the employee's work ability to perform assigned duties;

- vi. Consistency of the penalty with those imposed upon other employees for the same or similar offenses;
- vii. The notoriety of the offense or its impact upon the reputation of the University;
- viii. The clarity with which the employee was on notice of any rules that were violated in committing the offense, or had been warned about the conduct in question;
- ix. The potential for the employee's rehabilitation;
- x. Mitigating circumstances surrounding the offense; and
- xi. The adequacy and effectiveness of alternative sanctions to deter such conduct in the future by the employee or others.
- xii. For corrective action(s) due to leadership failure, the degree to which such failure affects or undermines the reputation of the University or the community's confidence in the University leadership's commitment to its mission and values will be determinative in addressing transgressions of this standard.

#### 4. Specific Considerations

Job-Relatedness of Criminal Charges. The crime's classification (i.e., felony or misdemeanor) is not as important an issue as the underlying conduct itself. For example, crimes that are related to illegal use and possession of drugs are considered job-related based on this Policy, regardless of whether the offense is classified as a felony or misdemeanor. However, a Driving Under the Influence charge in which an employee is in his private vehicle is not job-related unless the individual holds a position that requires driving as an essential function of the job. Crimes such as shoplifting and theft should be thoroughly evaluated for job-relatedness and discussed with the Human Resources staff. Each criminal charge must be considered on a case-by-case basis.

The employee is disciplined or *Terminated* as appropriate if the conduct underlying the charge of a criminal offense is job-related, and the employee either admits or the evidence establishes the employee engaged in the conduct. Alternatively, the employee will be suspended without pay if the underlying conduct is job-related, and it cannot be concluded that the employee engaged in the conduct, pending resolution of the charges or the acquisition of additional information that will allow management to make a final decision. This initial determination will be made within five (5) business days of the employee being placed on administrative leave.

It is the employee's responsibility to provide management with the disposition/resolution of the criminal matter. If the criminal charges are not resolved within six (6) months of the original charge, the Provost or Vice President and the Chief Human Resources Officer will review the status of the criminal proceeding to determine the action to be taken regarding the employee's employment status.

## 5. Disciplinary Action/Notifications

The University, through its managers and supervisors, may impose remedial or punitive actions against an employee when a violation of this Policy has occurred

### a. Notification

All disciplinary action should be initiated within five (5) business days of the completion of the investigation/review of facts following a violation of this Policy. All disciplinary actions/notifications must include the following:

- i. The date of the infraction;
- ii. A summary of the facts supporting the discipline as determined through the investigation;
- iii. The specific policy and policy provision violated; and
- iv. Where appropriate, a reference to the employee's right to grieve the discipline.

### b. Classified Employees

Classified employees will be subject to the provisions of Chapter 12 of the Louisiana Civil Service Handbook, Discipline; Corrective Actions; Separations.

### c. Unclassified Employees

- i. All unclassified employees are subject to the following types of disciplinary actions:
  - A. *Letter of Concern*;
  - B. *Letter of Reprimand*;
  - C. *Letter of Reprimand with Disciplinary Suspension*. In consultation with the Office of Human Resources, the supervisor and his/her chain of authority will make decisions to issue a *Letter of Reprimand with Disciplinary Suspension*.
  - D. *Demotion/Transfer*. *Demotions/Transfers* occur solely at the discretion of the University. The employee may be *Terminated* when no appropriate position is available and thus, *Demotion/Transfer* is not an option. A new position may be created only upon extraordinary circumstances. In consultation with the Office of Human Resources, the supervisor and his/her chain of authority will make decisions to *Demote* or *Transfer*; and
  - E. *Termination*. An employee's entire work history must be reviewed before a recommendation regarding *Termination* is made to the Provost or Vice President. The Provost or Vice President will make decisions to terminate in consultation with the Chief Human Resources Officer.

- ii. The receipt of three (3) *Letters of Reprimand* or *Letters of Reprimand with Disciplinary Suspension* within a twelve (12) month period will result in *Termination*. Upon the issuance of an employee's third disciplinary notification, if *Termination* is not recommended by the employee's supervisor, the Office of Human Resources must review this decision with the appropriate Vice President or Provost.

## **VI. Enforcement**

The Chief Human Resources Officer, as well as individual supervisors, are responsible for the enforcement of this Policy.

Supervisors are responsible for ensuring adherence to this Policy and are required to take immediate action to ensure compliance.

Sanctions for violations of this Policy may include but are not limited to, disciplinary action up to *Termination* of employment.

## **VII. Policy Management**

Upon adoption, the Vice President for Administration and Finance shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Chief Human Resources Officer is the Responsible Officer for this Policy. The Office of Human Resources is the Responsible Office for this Policy.

## **VIII. Exclusions**

Not applicable.

## **IX. Effective Date**

This Policy shall apply to all incidents that are reported on or after the date of adoption of this Policy.

## **X. Adoption**

This Policy is hereby adopted on 8/13/2020.

DocuSigned by:

*Joseph Savoie*

1405E1487C93461...

**Dr. E. Joseph Savoie**  
**President**

## **XI. Appendices, References and Related Materials**

- ✦ University's Policy on Non-Discrimination
- ✦ University's [Prohibited Sexual Conduct Policy \(Policy # AF002.2\)](#)
- ✦ [UL System Policy on Retaliation \(Policy No. M-\(12\)\)](#)
- ✦ [University's Tobacco-Free Policy](#)
- ✦ [University's Violence Free Workplace Policy](#)
- ✦ [University's Drug Testing Policy](#)
- ✦ University's [Environmental, Health, and Safety Policies](#), including:
  - Policy on Assignment of Safety Responsibilities
  - [Accident Investigation Policy](#)
  - [Policy on Building Safety Inspections](#)
  - [General Safety Information Policy](#)
  - Property Management Policies
  - Risk Management Statement
- ✦ [Chapter 12 of the Louisiana Civil Service Handbook, Discipline; Corrective Actions; Separations](#)
- ✦ [Louisiana Ethics Administration Program](#)
- ✦ Complaint Form
- ✦ Remedial Toolkit for Supervisors
- ✦ Involuntary Termination Procedures

## **XII. Revision History**

- ✦ Original adoption date of Policy: 8/13/2020.
- ✦ This Policy shall take precedence over all other written or oral unit policies, procedures, guidelines, and/or handbook entries regarding the subject matter of this Policy and this Policy contains all of the terms, rules, and procedures agreed upon with respect to the subject of this Policy, and no other unit policies, procedures, guidelines, and/or handbook entries, oral or otherwise, regarding the subject matter of this Policy shall be deemed to exist.