HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-1 Staff Conduct and Work Rules

PURPOSE

To establish conduct and work rules

SOURCE

College Policy

SCOPE

To Be Added

POLICY

Staff and faculty will adhere to the work rules of the College and the department. Inappropriate behavior as described by the regulations will result in disciplinary action up to and including termination of employment. Inappropriate behavior that may result in disciplinary action includes, but is not limited to, the following:

Absence

Inappropriate behavior related to absence includes, but is not limited to:

1. absence without legitimate excuse and/or failure to follow departmental notification procedures;

2. chronic or repeated absenteeism, as defined by the department, resulting in failure to perform assigned duties or impairment of the operation of the work unit; and

3. repeated tardiness, as defined by the department, without legitimate excuse and/or failure to follow departmental notification procedures.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-1 Staff Conduct and Work Rules

Appearance

Inappropriate appearance includes, but is not limited to, failure to maintain appropriate personal appearance or dress, including uniform or style of dress, according to departmental standards.

Conduct

Inappropriate conduct includes, but is not limited to:

1. illegal conduct, conduct unbecoming to a College staff member, or conduct damaging to the College’s public image, including gambling;

2. discourtesy toward others (e.g., failure to work harmoniously with fellow staff or serve the public with courtesy);

3. hindering or limiting normal operations or interfering with another staff member’s work;

4. incompetence, or neglect of duty;

5. insubordination (i.e., failure or refusal to comply with a supervisor’s instructions, unless the instructions are illegal or endangering);

6. threatening or committing acts of intimidation or violence;

7. refusal to obey the normal or emergency instructions of law enforcement officials or other proper authorities;

8. smoking in unauthorized areas;

9. sleeping on duty;

10. unlawful or unauthorized use, carrying, or possession of firearms, explosives, or other potentially dangerous weapons on property owned or leased by the College except within the parameters of assigned work (e.g., the work of certified police officers of the Morehouse Department of Public Safety); and

11. permitting or creating a personal obligation that would lead any person to expect favors from the College.
Property

Inappropriate behavior related to property includes, but is not limited to:

1. carelessness or inattention to duty resulting in injury to property or person(s);

2. failure to maintain prescribed records;

3. concealing, falsifying, altering, misusing, or removing records, including electronic data records;

4. theft of property;

5. unauthorized use of College vehicles or failure to possess a valid and current Georgia driver’s license, if required as a job qualification and/or condition of employment;

6. direct or indirect use or misuse of College resources, including property leased to the College, for other than officially approved activities (including, but not limited to, staff, facilities, mail service, supplies, equipment, telephones, or electronic data), and

7. misappropriation of College property or the property of others.

Rules and Regulations

Inappropriate behavior in violation of rules and regulations includes, but is not limited to:

1. failure to follow prescribed rules and regulations, or violation of College policy and procedure;

2. harassment (including, but not limited to, sexual and racial harassment) of any member of the Morehouse College community or any guests or invitees to the College;

3. violation of safety rules or common safety practices, and

4. taking an adverse personnel action against a staff member in retaliation for disclosing alleged wrongful conduct to a public agency.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-1 Staff Conduct and Work Rules

Substance Abuse

Inappropriate behavior related to substance abuse includes, but is not limited to:

1. consuming alcoholic beverages or being under the influence of alcoholic beverages while on duty;

2. unlawfully manufacturing, selling, possessing, distributing, dispensing, using, or purchasing a controlled substance;

3. unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, and distribute, dispense, or use a controlled substance; and

4. being under the influence of a controlled substance not authorized by a physician.

*Staff must notify their immediate supervisors and the Office of the Human Resources within five days of receiving any criminal drug conviction resulting from a drug violation.*

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PROCEDURE

To Be Added
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 7/1/00

HR 400-1.1 Attendance, Absenteeism, and Tardiness

PURPOSE

To set forth the standards for reporting to work and the guidelines for recording absences from work at Morehouse College

SOURCE

College Policy

SCOPE

All eligible employees

POLICY

All employees are expected to report to work regularly and punctually. Tardiness and absenteeism are to be called in prior to the start of the employee’s workday whenever possible, but no later than thirty (30) minutes after the workday has begun. Departments may establish a more stringent reporting process (e.g., caller must talk with the employee’s immediate supervisor), as long as it is applied equitably. Failure to provide proper notification could result in the missed time being recorded as an unexcused absence that may carry with it loss of pay or further disciplinary action.

Attendance records are to be maintained by supervisors for all staff members in their area of responsibility; and Leave Request forms are to be completed, properly signed, and submitted to the Office of Human Resources. The Leave Request form is to be used to report both paid and unpaid absences.

The Office of Human Resources will track employees’ accrual balances for sick and vacation leaves.

Excessive absenteeism or tardiness may result in disciplinary action up to and including dismissal.
PROCEDURE

- As much notice as possible should be given when an employee knows that he/she will be absent from work. A Leave Request form should be completed and signed by both the employee and the supervisor. The supervisor must check the appropriate box on the form indicating approval or disapproval of the request and submit the request to the Office of Human Resources prior to the absence.

- If the employee is unable to anticipate the absence, then the Leave Request form must be completed immediately upon his/her return to work.

- In the event of an absence of three or more consecutive days due to illness, injury or other medical reasons, the College may require the employee to provide a statement from his/her physician verifying the circumstances of the medical condition. Also, the College may require the employee to undergo a physical examination, at the College’s expense, to obtain a certification of fitness or a second opinion before returning to work.

* Unexcused Absences are absences for which sufficient notice has not been given or which have not been pre-approved by the immediate supervisor. Such absences will not be tolerated and disciplinary action, including written warning, suspension without pay, or discharge, may be taken. An employee who is absent for three consecutive days without his/her supervisor’s permission and without reporting the absence will be regarded as having abandoned his/her job and may be terminated immediately without notice.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 7/1/00

HR 400-1.2 Business Hours

PURPOSE

• To describe the period of time that Morehouse College is open to its constituents and the public for conducting business.

• To describe the standard workweek at Morehouse College.

SOURCE

College Policy

SCOPE

Not Applicable

POLICY

The College is open to its constituents and the public for a sufficient number of hours in the day and days in the week for conducting official business. The standard workweek extends from 12:01 Sunday morning to midnight the following Saturday. Typically, a workweek consists of no more than forty (40) hours.

Presently, the regular business hours of the College are from 9:00 a.m. to 5:00 p.m., Monday through Friday, and the work schedule for staff employees is the normal hours of work within a workweek. However, due to the specific characteristics of service and crafts occupations, such as security and maintenance, employees in these positions may be required to work weekends, holidays and other times when administrative employees are off.
Effective Date:  7/1/00

HR 400-1.2 Business Hours

PROCEDURE

Not Applicable
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 7/1/00

HR 400-1.3 Ethics

PURPOSE

Morehouse College bases its existence on certain fundamental principles. They include an appreciation for the ideals of justice, equality, democracy, liberation, the humane treatment of all people, and the development of the spiritual self and community.

SOURCE

College Mission Statement

SCOPE

All College employees

POLICY

Each employee has a professional obligation to support the mission, values, and goals of Morehouse College as set forth in the institution’s catalog.

PROCEDURE

Ethical behavior is encouraged by the College and is guided by its Statement of Values. These values may be demonstrated by the following general behaviors:

- Employees shall accept the obligation to engage in self-discipline and the responsibility and trust to support the mission of the institution.

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HR 400 CONDUCT AND DISCIPLINE

Effective Date: 7/1/00

HR 400-1.3 Ethics

- Employees shall strive to avoid conflicts of interest with external organizations and institutions.

- Communication and information either given in confidence or such that confidentiality is required to serve the best interests of the College shall not be revealed unless permission to do so is granted.

- In acting as agents for the College, employees shall strive to accurately and honestly represent its views and interests and shall not distort or misrepresent such views and interests for personal or professional advantage.

- Employees shall consistently display courteous and civil behavior to all internal and external constituents.

- When entrusted with funds or material goods, employees shall never appropriate or use such funds or goods for personal or nonprofessional purposes.

- Employees shall strive to maintain and enhance the dignity, status, and standards of the College.

- Employees shall strive to improve the standards of their profession by belonging to the appropriate professional associations, attending and encouraging others to attend professional meetings, and exchanging knowledge and information with other professionals in the appropriate field.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 7/1/00

HR 400-1.4 Nepotism

PURPOSE

The purpose of the Nepotism policy is to ensure equity and fairness in Morehouse College's employment practices.

SOURCE

College Policy

SCOPE

All College employees

POLICY

No supervisor, department head, or administrative officer will have immediate hiring or supervisory authority over a relative or will vote, make recommendations, or in any other way participate in decisions on any matter that may directly affect the appointment, tenure, promotion, demotion, transfer, salary, or any other status of interest of a relative.

PROCEDURE

- Relatives are defined as spouses, parents, children, brothers, sisters, aunts, uncles, nieces, nephews, cousins, and in-laws of current Morehouse College employees.

- Relatives of current employees who are candidates-for-hire will not have an advantage or a disadvantage over other candidates. All candidates will be evaluated for positions based on their job qualifications.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 7/1/00

HR 400-1.4 Nepotism

• No one will be hired for a job in which there is a subordinate-supervisor relationship through any line of authority between the new hire and a relative. (A "line of authority" is one that extends through one or more organizational levels of supervision or management.)

• The Nepotism policy does not apply to persons hired prior to 1991.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 7/1/00

HR 400-1.5 Office Decorum

PURPOSE

This policy is established to ensure that all offices in all departments at Morehouse College are run in a professional manner.

SOURCE

College Policy

SCOPE

All College employees

POLICY

All offices in all departments of the College should be run in a professional manner:

- Loud talking, inappropriate singing, whistling, arguing and other types of noises should be avoided.

- Televisions are generally not allowed in offices. However, in special work-related circumstances exceptions may be granted by the appropriate vice president.

- Radios and CD players may be played only at a low level to avoid impairing normal work operations.

- Employees should refrain from eating at their desks on a regular basis and should adhere to their specific departmental rules regarding office decorum.

Supervisors are responsible for ensuring that a professional work environment is maintained at all times.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 7/1/00

HR 400-1.5 Office Decorum

PROCEDURE

Smoking in the Office

The College prohibits smoking in all campus buildings at all times by all persons. (See HR 400-1.8 for further information.)

Use of the Telephone

Promptness and courtesy in answering the telephone should be a self-imposed rule. Since each employee is a direct representative of the College, he/she should identify himself/herself and the department when answering or making a call.

Local, personal telephone calls must be kept to a minimum. Emergency calls are permitted. However, unauthorized toll calls are prohibited.

Personal Business

Employees of the College should restrict their personal business to non-working hours. Only personal emergencies should be handled during a workday. If it becomes necessary for personal business to be taken care of during the workday, the employee should make up such time at a later date or use personal leave.

On-the-Job Solicitation

Solicitation of employees during work time at their workstations is strictly prohibited. Neither should employees solicit students or visitors on any matter while on the College’s premises.

Office Attire

Office attire should be in good taste and appropriate for interacting with the internal and external public. Some offices have adopted Friday as a casual or “dress-down” day. The appropriateness of office attire for this day is left to the discretion of the supervising Vice President for each department/office.

If the job requires a uniform, the department head or the Office of Human Resources will advise employees regarding the appropriate type. The uniform should be worn only while on duty and should always be properly maintained.
Outside Employment

- Non-instructional staff members who provide typing services for Morehouse students or others are not required to register this business as outside employment. However, such activities shall not be conducted during the regular business hours of the College.

- Employees who begin outside employment without receiving proper approval and/or without registering the outside job with the Office of Human Resources shall be subject to disciplinary action.

- Faculty should refer to the Faculty Handbook regarding outside employment for instructional staff.

- Assisting instructional and administrative staff with their outside employment activities (e.g., consulting) is not a part of the duties and responsibilities of the College’s support staff. A staff member engaged in outside employment who needs clerical/secretarial services should negotiate wages and other conditions with the support staff person whose services he/she desires to retain. As with all personal business, such work shall not be conducted during the regular business hours of the College.

However, if the department head deems that unpaid activities create goodwill for the College or fall within the staff member’s duties and responsibilities (e.g., work with professional or civic organizations), they are not considered outside employment. Such activities may be engaged in during the College’s regular business hours with the full cooperation of support staff.

- Employees who engage in outside employment will be held accountable to the same performance and conduct standards as employees for whom the College job is their only employment.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 7/1/00

HR 400-1.7 Smoking

PURPOSE

- To state Morehouse College’s commitment to providing a safe and healthy environment.
- To establish the guidelines by which all constituents who smoke must abide.

SOURCE

College Policy

SCOPE

All constituents of the College

POLICY

The College prohibits smoking in all campus buildings at all times by all persons, including students, employees, visitors, contractors, subcontractors and their employees, and consultants.

Smoking is permitted outside buildings, away from entrances and exits.

PROCEDURE

Not Applicable
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-2

Discipline

PURPOSE

To take corrective action in the course of providing employees the opportunity to improve job performance and comply with departmental and College policies and procedures.

SOURCE

College Policy

SCOPE

To Be Added

POLICY

In general, immediate supervisors have the primary responsibility for and authority to administer discipline. In instances of termination or discharge from employment, the Department Head and the Associate Vice President for Human Resources must be involved, as noted in the following procedures.

Disciplinary Procedures

Disciplinary action is considered first and foremost a managerial tool to ensure effective job performance and conformance to established work rules. Disciplinary action is expected to help employees to overcome work-related shortcomings. Disciplinary steps should be viewed as part of a communication process to help ensure that employees clearly understand their supervisor’s expectations regarding job performance and conduct. To this end, administrators should:

1. develop clear and reasonable departmental policies and procedures;

2. instruct all employees about what is expected of them in observance of policies and procedures;

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HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-2 Discipline

3. give constructive feedback to employees about how well they are following policies and procedures and established standards of job performance;

4. investigate the circumstances of each apparent violation of policy or procedure or instance of unsatisfactory performance before taking any disciplinary action;

5. ensure that prompt, consistent disciplinary action is administered by the employee’s immediate supervisor after an investigation has occurred; and

6. consult Human Resources for assistance, if necessary.

Disciplinary procedures are advisory in nature and are not binding upon the College. Disciplinary procedures may be adjusted or modified from time to time in the College’s discretion.

Misconduct Defined

The term misconduct, as used herein, includes, but is not limited to, inadequate job performance, unprofessional behavior, and violations of College policy and procedures and attendance problems. The College has established a policy with regard to conduct violations and nonperformance that is explained below. Major and minor conduct violations are not limited to the offenses below, which are listed for illustrative purposes only:

Minor violations warranting disciplinary action up to any including discharge for repeated instances include, but are not limited to:

1. Wasting time or loitering during the work hours;
2. Leaving College premises or work area without permission during the work hours;
3. Engaging in any activity during the working hours that is not closely related to or part of the employee’s assigned work;
4. Failure to notify the College as prescribed in rules and regulations when absent from work or failure to give satisfactory reasons for such absence;
5. Tardiness or unexcused absence;
6. Failure to record time accurately;
7. Inefficiency, negligence or lack of application to work; productivity not up to standards;
8. Misuse of sick leave privileges and benefits;
9. Willful waste of materials and supplies;
10. Carelessness resulting in damage to or destruction of tools, equipment, supplies, or other property belonging to or in the charge of the College.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-2  Discipline

11. Failure to report an accident or injury to self, students, other employees or visitors on College property;
12. Violation of or disregard for common safety practices and fire prevention rules established by the College, such as smoking in an unauthorized area;
13. Discourteous treatment of the College’s constituencies, students, faculty, administrators, fellow employees, and visitors;
14. Horseplay on the job; or
15. Sleeping during working hours.

Major violations warranting disciplinary action up to any including discharge for instances include, but are not limited to:

1. Falsification of personnel records, including time cards and applications for employment;
2. Unexcused absence of three days without notification;
3. Insubordination, refusal to perform job assignments as required by the supervisor, or refusal to follow any directions given in the usual course of business;
4. The unlawful use, possession, distribution, sale or manufacture of illegal drugs and alcoholic beverages, or conviction by a court for such action off the job, or the improper use of prescription medicines on College property or at any College activity;
5. Theft or pilferage, unauthorized use, hiding, removal, sabotage, defacing or destruction of College property;
6. Stealing from fellow employees, students, College officials or others on College property;
7. Disorderly, dishonest, unethical, immoral or indecent conduct on College premises or conviction by a court of law for such conduct off the job;
8. Threatening, intimidating, coercing or interfering with fellow employees, students, College officials or others on College property
9. Fighting with a fellow employee, student, College official or others on College property;
10. Conviction of a felony, whether or not on College property;
11. Carelessness resulting in serious injury to fellow employees, students, College officials or others on College property;
12. Falsifying the time reporting of another employee; or
13. Being under the influence of alcohol or drugs while at work.

The College’s rules concerning discharge are intended to be general guidelines to good judgment and fair treatment. Just cause for dismissal is not limited to those violations listed above, as there may be other offenses committed that may warrant action.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-2 Discipline

Progressive Discipline

In most instances, the College follows a progressive discipline policy in order to provide sufficient feedback, including reprimands, if necessary, before a decision to terminate employment. The employee’s supervisor is responsible for carrying out a progressive discipline policy.

Depending upon the nature and severity of the misconduct and the level of the employee who violated the policy, disciplinary action may take one or more of the following forms:

- Verbal warning
- Written reprimand
- Disciplinary probation
- Suspension
- Discharge/termination of employment

Exceptions to progressive discipline, which may result in immediate discharge or termination, are:

1. failure to possess a valid and current Georgia’s license, if required as a job qualification and/or condition of employment;

2. a major violation (see misconduct defined); or

3. unlawful discriminatory conduct, including sexual/racial harassment that has been substantiated by the College.

Progressive Discipline Procedures

Counseling and Documentation

With the exception of verbal warnings, supervisors will provide employees with written documentation of the following and forward a copy of the document to the Office of Human Resources:

1. The nature and extent of the problem;

2. The policy/procedure that has been violated and/or inadequate performance/misconduct for which the disciplinary action is being taken;

3. For cases other than discharge, suggested courses of corrective action;
4. If applicable, the past work record that includes relevant counseling or disciplinary actions taken;

5. For cases other than discharge, a statement of consequences to the employee in the absence of improvement or the recurrence of the problem; and

6. Any follow-up action to be taken.

This requirement establishes a record of the performance/conduct problem, helps ensure that the employee has been counseled, and seeks to ensure that the employee, supervisor and Office of Human Resources clearly understand the key issues surrounding the situation.

**Progressive Disciplinary Steps**

**Step 1: Verbal Warning:**

An employee’s immediate supervisor administers a verbal warning whenever an employee has engaged in relatively minor forms of misconduct or nonperformance. Verbal warnings are administered in individual conferences between the supervisor and the employee wherein the supervisor explains fully the nature of the violation and the means by which the employee can ensure that the violation will not be repeated or that performance will be improved.

**Step 2: First Written Notice or Reprimand** (whichever is appropriate under the circumstances)

Employees who persist in committing minor misconduct offenses or in minor job performance issues for which a verbal warning has been previously issued, or who initiate more substantial forms of misconduct or nonperformance, may be subject to receiving a written notice or reprimand. The employee’s immediate supervisor should hold a private discussion with the employee concerning the specific problems and the specific corrective action required of the employee. The discussion should be a positive, cooperative attempt at determining how to overcome the source of difficulty.

The employee should be informed that the meeting and first written notice or reprimand are the initial steps in progressive discipline. The supervisor must give a written summary of the discussion to the employee, and both must sign the summary. One copy of the reprimand must be given to the employee and another copy placed in the employee’s personnel file in the Office of Human Resources.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-2

Discipline

Employees receiving multiple reprimands within a 12-month period may be subject to immediate probation, suspension or discharge.

Upon request of a Department Head, a written notice or reprimand may be purged from an employee’s record at any time. An employee may request in writing to the Associate Vice President for Human Resources that a written notice or reprimand that is inactive for one year, with no subsequent reprimands, be removed from his or her personnel record. In either case, removal is at the discretion of the Associate Vice President for Human Resources.

Option: Disciplinary Probation

Disciplinary probation is imposed upon an employee who has either received multiple reprimands or for initial misconduct that is more serious than that which would warrant a verbal reprimand. Disciplinary probation is initiated in writing to the employee upon the authority of the appropriate Vice President, with a copy to be placed in the employee’s official personnel file. While on disciplinary probation, an employee may be suspended or terminated for major violations of College policy or noncompliance with key conditions of the work plan and/or place.

The period of disciplinary probation is determined by the employee’s supervisor, with the approval of the appropriate vice president and may not be less than three weeks nor exceed ninety (90) days, inclusive of any extensions. When the probationary period has ended, the employee must be notified in writing that his or her conduct during the probationary period has either been satisfactory, in which case the employee is returned to a regular status of employment, or has been unsatisfactory, in which case the employee will be terminated. An employee who is placed on disciplinary probation twice within a 12-month period will be subject to termination of employment.

Option: Demotion

Demotion is an optional personnel action that results in a permanent change of the employee’s assignment from a position in one classification to a position in another classification with a lower pay range.

Demotion maybe used when an employee is unable to perform successfully in his or her current position, but may be capable of performing satisfactorily in another position. The area head, with the concurrence of the area Vice President, is responsible for identifying an appropriate position within the work unit for the individual.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-2

Discipline

Option: Suspension

An employee may be suspended from work either as a severe and punitive disciplinary measure for a major or repeated minor misconduct, or to allow time for further inquiry into alleged major misconduct that would normally result in termination.

To place an employee on suspension, the immediate supervisor must submit to the Associate Vice President for Human Resources a written recommendation bearing the concurring signature of the appropriate vice president. The Associate Vice President for Human Resources will consult with the area Vice President at his earliest convenience to obtain his concurrence regarding the recommended suspension. The Associate Vice President for Human Resources will then notify the employee in writing of his/her suspension, explaining the reason for suspension and any conditions that must be met.

An employee who is terminated following suspension may appeal the suspension and termination in accordance with the College's grievance procedures.

Suspension without pay may be imposed for serious infractions, or when previous disciplinary steps have not corrected the problem, as a consequence of the commission of major misconduct, or as a consequence of substantiated discriminatory conduct. Disciplinary suspension customarily ranges from two to five workdays for nonexempt employees. Suspension without pay for nonexempt employees may be authorized for longer periods with prior approval of the Associate Vice President for Human Resources. Exempt employees may not be suspended without pay except for violating a safety rule of major significance, which includes only the safety rules relating to the prevention of serious danger to facilities or other employees.

Step 3: Involuntary Termination

Involuntary terminations are the most serious disciplinary action, therefore, the decision must be made with great care. All recommendations to discharge regular staff members must be consistent with the policies and procedures of the College and must be in writing, bearing the name and signature of the immediate supervisor, fully setting forth:

1) the nature and extent of the problem;
2) the violated rule, regulation or procedure, if any;
3) the past work record that includes relevant counseling or disciplinary actions taken.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-2

Discipline

Recommendations to discharge a regular, salaried exempt staff member must bear the concurring signature of the appropriate Vice President. Recommendations for termination of personnel above the rank of Associate Vice President require the President’s consideration and approval.

Recommendations to discharge a regular salaried non-exempt or hourly staff member must bear the concurring signature of the appropriate Department Head before being forwarded to the appropriate Vice President for consideration and approval.

Copies of all recommendations for termination must be forwarded to the Associate Vice President for Human Resources for review. The Office of Human Resources will then notify the employee in writing of the proposed involuntary termination, the effective date, whether the employee is to continue working or is relieved of duty immediately and placed on administrative leave with pay, and the right to a termination hearing. Regular employees who are discharged may appeal their termination in accordance with the College’s grievance procedures. An employee also has a right to a grievance hearing, which may occur after the effective date of termination.

PROCEDURE

To Be Added
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-3 Drug-Free Workplace

PURPOSE

To promote and support a drug-free workplace for College employees

SOURCE


SCOPE

To Be Added

POLICY

It is prohibited to unlawfully manufacture, sell, possess, distribute, dispense, or use controlled substances or alcoholic beverages, including the improper use of prescription medicines in the workplace or at any College activity. Any employee who violates this policy may be subject to immediate suspension, discharge or referral to the proper authorities for prosecution and/or required to satisfactorily complete an approved drug/alcohol abuse rehabilitation program.

Required Compliance and Notification

As a condition of employment, each employee must agree to abide by the terms of this policy statement and to notify his or her immediate supervisor and the Human Resources Office of any criminal drug conviction for a violation occurring in the workplace within five days after such conviction.

The Human Resources Office, in consultation with the Office of Legal Affairs, will coordinate with the appropriate College office to determine if further reporting of the conviction to a federal agency within 10 days is required under the “Drug-Free Workplace Act of 1988.” The Office of Legal Affairs will maintain appropriate records to verify compliance with legal reporting requirements of the act.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-3 Drug-Free Workplace

Disciplinary Actions

Within 30 days after receiving notice of the conviction, sanctions will be imposed on the employee according to College disciplinary policy and may include termination of employment or required participation in a drug rehabilitation program. However, appropriate disciplinary sanctions, up to and including termination of employment, may be imposed in the absence of a conviction after consulting with the Vice President for Legal Affairs and General Counsel and Associate Vice President for Human Resources, as a conviction is not a required precursor to discipline.

Drug Testing

The College reserves its right to conduct confidential drug/alcohol screenings on any employee given reasonable suspicion. The College may require that employees in certain high-risk occupations undergo preemployment drug/alcohol screenings and agree to participate in random drug/alcohol screenings on an ongoing basis.

Rehabilitation/Assessment Services

The College does not provide on-campus rehabilitation or assessment services for employees. However, the College has established a confidential referral program, under the auspices of the Wellness Resource Center, to refer employees to specialized medical facilities capable of providing professional assistance and evaluation. Employees who suspect or know they have a substance abuse problem are encouraged to take advantage of this important benefit in order to avoid more serious performance or discipline problems that may place their employment at the College in jeopardy.

The College reserves the right to require any employee to undergo confidential assessments when, in the discretion of the employee’s supervisor, the employee’s job performance indicates that the employee would benefit from a confidential assessment. Morehouse reserves the right to discipline any employee who refuses to undergo a confidential assessment required by his or her supervisor.
HR 400  CONDUCT AND DISCIPLINE

Effective Date:  3/1/99

HR 400-3  Drug-Free Workplace

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<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
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<tbody>
<tr>
<td>Employee</td>
<td>If an employee is convicted of a criminal drug charge resulting from a violation occurring in the workplace, he or she must notify the Human Resources Office within five days of receiving conviction.</td>
</tr>
<tr>
<td>Human Resources Office</td>
<td>1. Notify the employee’s supervisor immediately; coordinate with the General Counsel and any other appropriate College office to determine if further reporting of the conviction to a federal agency is required within 10 days.</td>
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<td></td>
<td>If required:</td>
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<td>3. Coordinate with the appropriate College office to notify the federal agency or the grant or contract;</td>
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<td>4. Consult the Associate Vice President for Human Resources regarding sanctions to the employee, within 20 days after receiving the notice of conviction, and in collaboration with the chair or director of the department in which the employee is employed.</td>
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<tr>
<td></td>
<td>5. Meet to discuss referral to a drug-rehabilitation program.</td>
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<td></td>
<td>6. May refer the employee to an appropriate community drug-</td>
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**HR 400 CONDUCT AND DISCIPLINE**

**Effective Date:** 3/1/99

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<tr>
<th>HR 400-3</th>
<th>Drug-Free Workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>rehabilitation program based on the nature of the problem and the employee’s group insurance coverage.</td>
</tr>
<tr>
<td><strong>Employee</strong></td>
<td>If required:</td>
</tr>
<tr>
<td></td>
<td>7. Participate in the drug-rehabilitation program.</td>
</tr>
<tr>
<td></td>
<td>Note: The employee may be required to provide evidence of participation as a condition of continuing employment.</td>
</tr>
</tbody>
</table>

HR-85
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-4 Drug-Free Campus

PURPOSE

To promote and support a drug-free campus environment

SOURCE

Drug-Free Schools and Communities Act Amendments of 1989

SCOPE

No institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The act requires the annual distribution of the following information to students and employees.

POLICY

It is the goal of Morehouse College to provide a drug-free environment for all students and employees. To achieve this goal and to comply with federal law, Morehouse prohibits the unlawful sale, manufacture, distribution, dispensation, possession, and use of controlled substances on its property or as part of any of its activities.

Every Morehouse student and employee must abide by the terms of this statement and by local, state, and federal laws regarding the unlawful possession or distribution of illicit drugs and alcohol.

Morehouse students and employees are subject to all applicable drug and alcohol policies, including policies set forth in the College’s Staff Personnel Policies and Procedures Manual, and the Faculty, staff and student handbooks.
HR 400 CONDUCT AND DISCIPLINE

Effective Date: 3/1/99

HR 400-4 Drug-Free Campus

Sanctions

Sanctions under federal and state law for the unlawful possession or distribution of illicit drugs and alcohol are set forth in this policy.

Sanctions will be imposed on a student who violates the College’s drug or alcohol policy; those sanctions may include suspension or expulsion and may also include the requirement that the student must participate in a drug rehabilitation program. Sanctions will be imposed on an employee who violates College drug or alcohol policy. Those sanctions may require that the employee must participate in a drug rehabilitation program.

Availability of This Policy and Related Information

The following offices will provide copies of this policy on request:

Office of General Counsel

Office of Human Resources

Office of the Vice President for Academic Affairs

Office of Student Services

For further information about this statement or the Drug-Free Schools and Communities Act Amendments of 1989, contact the College General Counsel’s Office, 404-215-2677

PROCEDURE

To Be Added