

## STAFF HIRING AND EMPLOYMENT POLICIES

### CAUSES FOR DISCIPLINE

Any action by a staff employee which interferes with the proper operation of the university may result in discipline. Personnel Services is available to advise departments when behavior occurs which necessitates discipline. Prior to initiating any action to terminate a staff employee, a department must contact Personnel Services. No staff employee may be involuntarily terminated from the university without a request to terminate being reviewed by Personnel Services. The department must receive authorization from Personnel Services before proceeding.

Some behaviors and actions which may result in discipline and which may result in termination include, **but are not limited to**:

**Attendance** - includes, but is not limited to, unauthorized or unapproved absences; failure to abide by departmental procedures regarding notification of or requests for leave; habitual tardiness and chronic absenteeism; patterns indicating abuse of leave policy; falsification of timekeeping records; and job abandonment.

**Breach of Confidentiality** - includes, but is not limited to, unauthorized access, use, release or retention of confidential or proprietary information concerning the university and any affiliated entities, their operations or their personnel (including, but not limited to, payroll, personnel, student, alumni, donor, patient, financial, research and teaching records).

**Causes Harm to the Health or Wellbeing of a Patient** - refers to any action or omission that directly or indirectly causes or has the potential to cause harm to the health or wellbeing of a patient, including, but not limited to, medication errors, improperly performed medical procedures or performance of medical procedures which the staff employee has not been trained and/or is not licensed to perform, failure to report abnormal findings and/or failure to follow up on abnormal findings.

**Computing Resources Use** - includes, but is not limited to, a staff employee violating the university's policy on use of computing resources (including transmitting intimidating, harassing, or threatening electronic communication and/or forging electronic communication; unauthorized use of e-mail, which includes, but is not limited to, mass e-mailings inconsistent with the goals of the institution, unsolicited junk e-mail, and the propagation of chain e-mail; advertising by external agencies on university web pages, except for the acknowledgement of corporate sponsorships through text and/or the display of corporate logos or trademarks, which may link to sites beyond the usc.edu domain; using university web pages to promote or execute commercial or for-profit endeavors; distribution or reproduction, in any digital form, of copyrighted music, video, or other multimedia content without the express written permission of the material's rightful owner; reproduction of copyrighted materials, trademarks, or other protected material in any electronic form without express written permission from the material's owner; distribution or duplication of copyrighted software without appropriate licensing agreements or use of software in a manner inconsistent with its license). For details about Computing Resources Use Policy, refer to [www.usc.edu/isd/policies/computing/](http://www.usc.edu/isd/policies/computing/).

**Conflict of Interest** - includes, but is not limited to, a staff employee's failure to make a written disclosure to his or her immediate supervisor or to the Office of the General Counsel of a situation or proposed activity which may constitute the existence or the appearance of a conflict of interest (including, but not limited to, participating in any transaction between the university and a business entity in which the staff employee or

his or her immediate family has a substantial interest; accepting employment with a supplier or competitor or other such employer which he or she might reasonably expect would impair his or her independence of judgment in the performance of university duties; accepting gratuities, gifts or special favors from university suppliers or prospective suppliers, unless such gift is of nominal or minor value (e.g., advertising tokens or isolated invitations to lunch or dinner); disclosing confidential information acquired by reason of his or her university position or using such information for his or her or another's personal gain or benefit. For details about Conflict of Interest Policy, refer to [www.usc.edu/policies](http://www.usc.edu/policies).

**Discrimination or Harassment** - includes, but is not limited to, conduct which constitutes discrimination or harassment based on race, color, religion, sex, national origin, ancestry, sexual orientation, marital status, physical disability, mental disability, age (over 40 in employment issues), status as a disabled veteran, veteran of the Vietnam era, denial of family care medical leave, denial of pregnancy leave, or retaliation related to any of the above. For details about Discrimination and Harassment Complaint Procedures, refer to [www.usc.edu/policies](http://www.usc.edu/policies).

**Dishonesty** - includes, but is not limited to, providing false or fraudulent information; knowingly providing inaccurate information on employment applications, payroll, benefits or other personnel documents or financial, expenditure or procurement documents; the misappropriation of information or property belonging to others.

**Drugs and Alcohol** - includes, but is not limited to, the inappropriate use or unlawful manufacture, distribution, or possession of controlled substances; the abuse or misuse of prescribed medication; being under the influence of drugs or alcohol during work hours. The USC Drug-Free policy is available at [www.usc.edu/policies](http://www.usc.edu/policies) or from the Office of Contracts and Grants at (213) 740-7762.

**Gambling** - includes, but is not limited to, gambling conducted on university property either during, before or after work hours, while on university business regardless of location, and offsite at functions and events under the aegis of the university.

**Improper Work Practices** - refers to any action which interferes with or has an adverse impact on work operations.

**Inappropriate Behavior** - refers to conduct which is unprofessional and unacceptable in a work environment, including inappropriate attire and appearance and behavior which may adversely affect morale in a department.

**Inefficient/Unproductive Work Practices** - refers to the failure to carry out job responsibilities, the failure to perform work in a productive or cost-effective manner, or the failure to perform work with an error rate beyond reasonable limits, including any conduct having an adverse impact on the efficient or orderly conduct of work.

**Insubordination** - refers to an employee refusing to follow a reasonable order or instruction, whether written or verbal, from a supervisor or any other university employee with apparent authority, or following an order or instruction only after complaining about or resisting that order or instruction.

**Misappropriation of University Assets** - refers to the unauthorized use of university assets which results or could have resulted in a financial loss to the university, including, but not limited to, theft, embezzlement, fraud or conflict of interest; or a staff employee failing to report known or suspected misappropriations, regardless of magnitude, to his or her immediate supervisor, manager, department head or dean; or supervisors, managers, or department heads failing to inform the Offices of Audit Services and Compliance of possible misappropriations. For details about Misappropriation of University Assets Policy, refer to [www.usc.edu/policies](http://www.usc.edu/policies).

**Safety** - refers to a staff employee failing to immediately file accident reports or report safety hazards to a supervisor or to the university's Office of Risk Management and Career Services. The university's safety policies may be obtained from the Office of Risk Management at (213) 740-6199.

**Sexual Harassment** - refers to conduct which includes unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature, or threats, attempts to retaliate, or retaliation against a person filing a complaint, a participant in the complaint process, or a person who disputes the allegations. For details about Sexual Harassment policy, refer to [www.usc.edu/policies](http://www.usc.edu/policies).

**Unauthorized or Inappropriate Use of University Equipment or Resources** - includes, but is not limited to, the use of the following for any purpose other than university business: university equipment, university services, university vehicles or departmental supplies. Examples of equipment or resources include, but are not limited to, office supplies; letterhead; proprietary property such as logos and trademarks; tools; computer equipment; software, files, and other materials stored on or transmitted by computer equipment; telephones; copier equipment; fax machines; mailing services.

**Violation of a Departmental Policy** - a staff employee failing to comply with any departmental policy may be subject to disciplinary action which may result in termination. A staff employee should contact his or her supervisor to obtain copies of departmental policies.

**Violation of a University Policy** - a staff employee failing to comply with any university policy may be subject to disciplinary action which may result in termination. The body of university policies may be found at [www.usc.edu/policies](http://www.usc.edu/policies).

**Violation of Federal, State, Local or Administrative Laws and/or Regulations Governing the Institution** - a staff employee failing to comply with any federal, state, local or administrative law and/or regulation governing the institution may be subject to disciplinary action which may result in termination.

**Violent Behavior** - includes, but is not limited to, acts of violence, intimidation, or inappropriate aggression conducted on university property at all times, both during, before or after work hours, while on university business regardless of location and at offsite locations at functions and events under the aegis of the university. For details about Violence in the Workplace Policy, refer to [www.usc.edu/policies](http://www.usc.edu/policies).