

## 11.00 Workplace Policies

### 11.01 ATTENDANCE

Birmingham-Southern College expects you to show up, on time, for work each scheduled day. You could be disciplined or discharged for excessive absenteeism or tardiness.

### 11.02 ATTENDANCE POINTS SYSTEM

Birmingham-Southern College has an Attendance Points System in place if you are a member of the Landscape Services or Operations staff.

#### Attendance Points System

<b>Reason</b>	<b>Points</b>
Absent – call in before shift begins but have accumulated sick leave	0
Tardy – less than 1 hour tardy (not pre-approved)	1
Leave early – leave early less than 1 hour (not pre-approved)	1
Absent - call in before shift begins but no accumulated sick leave	2
Tardy - 1 or more hour tardy (not pre-approved)	2
Leave early – leave early 1 or more hour (not pre-approved)	2
Absent – no call/no show	3

6 points in 12 month period = verbal warning  
 12 points in 12 month period = written warning  
 15 points in 12 month period = dismissal  
 Points roll off 12 months after date of occurrence

Exceptions – these do not apply to the points system:

- Pre-Scheduled and Pre-approved Annual Leave
- Funeral Leave per policy
- Family and Medical Leave with proper documentation and approval
- ADA – Pre-approved accommodation of documented disability
- Military leave
- Holiday
- Jury duty
- Three (3) consecutive days – no call/no show = Dismissal – job abandonment

### 11.03 WORK ACTIVITIES

Birmingham-Southern College expects that you will devote your complete time and attention to your job while you are at work. Please keep non-work activities to an absolute minimum so that your work performance does not suffer and so that you do not distract other employees.

### 11.04 RESOLUTION OF DISPUTES

Birmingham-Southern College encourages an open line of communication in order to avoid misunderstandings between individual employees and management. The procedures outlined below are intended to establish an informal process to keep this channel of communication open between you and your supervisor. This procedure is not intended to mitigate the responsibility of you and your supervisor to work out differences together.

**STEP ONE** - If a difference arises, you and your supervisor must make a reasonable effort to settle the difference informally and amicably. You and your supervisor are expected to contribute to a just and equitable resolution of the difference.

STEP TWO – If you are still dissatisfied after you and your supervisor have made a reasonable effort to settle the difference, you may inform your supervisor that you would like to discuss the meeting with the head of your department. Your supervisor will arrange for a meeting with the head of your department.

STEP THREE – If you and the head of your department do not resolve the difference to your satisfaction, you should state your understanding of the issue in writing and provide it to the head of your department within seven days after your meeting, stating the reason for your dissatisfaction with any resolution suggested by the head of your department. Your department head will arrange for you to meet with your General Officer, the Director of Human Resources and your supervisor. You and your General Officer will arrive at a final resolution

## 11.05 CONDUCT

Birmingham-Southern College expects you to conduct yourself in a responsible, professional and courteous manner at all times. If you engage in unacceptable conduct while working, or while on college premises, or when you might be perceived as a representative of or reflection upon Birmingham-Southern College, you may be subject to discipline up to and including discharge.

The following examples of unacceptable conduct may result in discipline, up to and including immediate termination. These are examples only and do not necessarily include all conduct for which discipline may be imposed. Situations usually resulting in disciplinary action include, but are not necessarily limited to:

1. Falsifying information to Birmingham-Southern College or its directors, officers or employees.
2. Dishonesty, fraud, or embezzlement.
3. Violation of secrecy regarding transactions which are held in confidence and trust, including the removal of files or other information from Birmingham-Southern College for other than official purposes.
4. Theft or misappropriation of property of Birmingham-Southern College or other employees or students.
5. Using, selling, buying, possessing, or passing illegal substances on Birmingham-Southern College campus or during working hours or when you can be perceived as a representative of or a reflection on Birmingham-Southern College.
6. Using or being under the influence of alcohol during working hours or on Birmingham-Southern College campus or in College vehicles. Birmingham-Southern College reserves the right to require you to undergo drug or alcohol testing if Birmingham-Southern College has a reasonable suspicion that you have violated the drug or alcohol policy or if you are involved in an accident on working time or on Birmingham-Southern College campus.
7. Willful disobedience of instructions or directions issued by supervisory employees.
8. Fighting, threatening or using profane or abusive language toward fellow employees, students, or Birmingham-Southern College officials.
9. Willful or repeated neglect of duties.
10. Willfully concealing, while on duty, any known infections, contagious or communicable disease that presents a risk of infection toward other employees or members.
11. Willful damage of Birmingham-Southern College property or equipment.
12. Misuse of the electronic communications systems, including but not limited to providing information which would enable or assist unauthorized users to access any information in the electronic communications systems.

13. Conviction of a criminal offense involving moral turpitude or another offense that reflects negatively upon Birmingham-Southern College or impairs your ability to perform your duties at Birmingham-Southern College.
14. Failure to maintain eligibility for bonding.
15. Accepting gifts, loans, favors, or any other thing(s) of value from anyone with the expectation of favoritism or preferential treatment.
16. Violation of Birmingham-Southern College's discrimination or harassment policies.
17. Performing personal transactions for yourself, a family member, or a person with whom you have any romantic or close personal relationship, in any account in which you may have any personal interest and/or be an authorized signer.
18. Engaging in any transaction that might give the appearance of a conflict of interest.
19. Making unauthorized audio or video recordings of conversations, meetings, telephone calls or transactions in the workplace.
20. Violation of the firearms policy.
21. Violation of other policies or procedures of Birmingham-Southern College.

#### 11.06 REPORTING OF CRIMINAL CHARGES

You must advise the Human Resources Office within 24 hours if you are arrested or convicted for any crime other than minor traffic violations. This requirement applies whether the conduct was allegedly committed on or off duty. You must report traffic violations as well if you drive a College vehicle as part of your job.

#### 11.07 CONFLICT OF INTEREST

This policy is currently being revised.

#### 11.08 CONFIDENTIAL COMPLAINT PROCEDURE

The College has in place a Confidential Complaint Procedure to allow you to convey concerns you might have if you perceive there to be an issue related to the proper financial management of the College. While this is not required of non-profit institutions, it is coming to be viewed as a 'best practice', particularly given the climate within public corporations with the advent of the Sarbanes-Oxley federal statute.

Should you have any concerns about, or knowledge of, questionable accounting or financial practices, including theft, fraud, or kickbacks, you should report it promptly. If you don't feel comfortable reporting through normal College channels, you may convey your concerns anonymously by letter to: Mr. Terry McElheny at Dominick, Fletcher, Yeilding, Wood & Lloyd, 2121 Highland Avenue South, Birmingham, Alabama 35205. Mr. McElheny's responsibility will be to pass this information along to the Chair of the College's Audit Committee.

#### 11.09 SOLICITATION AND DISTRIBUTION

Persons who are not employees of Birmingham-Southern College are not permitted to engage in solicitation or distribution activities at any time on Birmingham-Southern College property without prior approval.

#### 11.10 ELECTRONIC COMMUNICATIONS

Birmingham-Southern College recognizes the role of information and technology in the academic community and in the larger society. It is the policy of the College to provide you with access to a variety of technology resources and to provide opportunities for you to learn to utilize these resources effectively and efficiently. In return, the College expects

that technology will be used in legally and ethically appropriate ways, consistent with the Mission Statement of the College. You should contact the Information Technology Help Desk (226-3033) with any questions about the use of electronic communications.

The policy for Legal and Ethical Use of Technology Resources, Electronic Mail and the Internet is located at [www.bsc.edu/administration/it/ethics.htm](http://www.bsc.edu/administration/it/ethics.htm).

## 11.11 SMOKING

All Birmingham-Southern College facilities, including the residence halls, are non-smoking. You may not smoke within 25 feet of any Birmingham-Southern College academic or administrative facility. You may not smoke within 50 feet of any Birmingham-Southern College residence hall. You may not smoke in any Birmingham-Southern College vehicle.

## 11.12 PARKING

A Birmingham-Southern College parking decal must be properly displayed on your front windshield, lower left driver's side. You may obtain, at no charge, a decal from the Student Services Office. Green curbs are designated for staff parking. White/unpainted curb and lots are designated for student parking. You may also park in white/unpainted spaces however it is preferable that you park in the green spaces. Blue curbs are designated for disabled parking.

Disabled parking placards issued by the state and BSC are honored. BSC temporary disabled parking placards may be obtained from Campus Police. Parking is prohibited in non-designated areas.

## 11.13 IDENTIFICATION CARDS

Identification cards for all College employees should be obtained from the Student Services Office. Identification cards entitle you to free or reduced admission charges to campus events and are required for the use of the Rush Learning Center-Miles Library and the Striplin Athletic Center. In order to use the ID card as a debit card in the Bookstore and/or Campus Dining, you must deposit money with the Student Services Office. You may also be requested to provide identification to cash a personal check. When your employment with Birmingham-Southern College is terminated, you must return your identification card to the Human Resources Office during your Exit Interview.

## 11.14 REIMBURSEMENTS

You should contact the Finance Office (226-4630) for College policy on travel and reimbursements for travel expense. College Travel Authorization and Travel Expense forms are located at <http://www.bsc.edu/administration/finance/forms.htm>.