

Louisiana State University

Office of Facility Services

Operating Instruction 3200

Revision: 5
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SUBJECT: ADMINISTRATIVE POLICY

I. General

As an employee of Louisiana State University, all Civil Service, LSU and Office of Facility Services rules and regulations, as well as the State Code of Ethics must be followed. Violation of the following administrative policies may result in disciplinary action:

1. Employees are to punch a time clock, sign attendance records or otherwise sign in at work as required. When required to punch a time clock, employees may not punch in any sooner than 30 minutes before required start time, unless authorized by their supervisor.
2. Employees are to report for work with uniform or other proper item of dress and proper identification tag.
3. All personal injuries or accidents must be reported to a supervisor as soon as possible. A physician's statement authorizing return to duty must reflect the employee's physical status.
4. All absences from work require supervisory authorization.
5. Employees are not to leave an assigned job on University premises at any time during working hours without permission of supervisor.
6. Employees are to observe precautions for personal safety, posted rules and signs, written and verbal safety instructions and to use protective clothing or equipment.

7. There shall be no violation of traffic regulations, execution of reckless driving, and improper operation of a motor vehicle, operating without a valid license or use of an LSU vehicle for any purpose other than official University business.
8. Employees shall not waste time.
9. Work shall be performed with care to prevent spoilage, waste of materials or delay in the organization's work operations.
10. Personnel are not to damage or lose University property.
11. There shall be no gambling on University premises during work hours or with use of University equipment.
12. Disorderly conduct, fighting, threatening or attempting to inflict bodily harm on others, engaging in dangerous horseplay or resisting competent authority is prohibited.
13. Covering up or attempting to conceal defective work is prohibited.
14. Reporting for work or being at work under the influence of intoxicants (drugs and/or alcohol) is expressly prohibited.
15. No employee is to possess and/or consume intoxicants or be under the influence of intoxicants while on duty. Special events on campus where there will be consumption of alcohol must be approved by Finance and Administrative Services.
16. Personnel are not to sleep while on duty.
17. All confidential and important University materials must be safeguarded.
18. There shall be no smoking in unauthorized places or carrying of matches/lighters in explosive areas.
19. Employees are not to endanger the safety of or cause injury to students, faculty or staff through carelessness.
20. There shall be no infliction of damage to University property or the property of others.

21. Actual or attempted theft or unauthorized movement of University property or the property of others is prohibited.
22. Employees shall not participate in indecent conduct while on duty.
23. Disrespectful conduct, use of insulting, abusive, degrading or obscene language to or about students, faculty or staff is prohibited.
24. There shall be no falsification, misstatement, exaggeration or concealment of facts in connection with employment, promotion, records, investigations or other proceedings.
25. There shall be no falsification of attendance records for employee or another employee.
26. Employees shall not be insubordinate to constituted authority or to supervisors who are responsible for the work of the employee.
27. Personnel shall not use or authorize use of University automotive equipment or other University property for purposes other than official University business.
28. Children and pets are not allowed to remain with employees while on duty.
29. Personal use of office equipment, supplies, tools, building space, etc. is prohibited.
30. Punching another employee's time card or falsification of time is prohibited.
31. Employees must also adhere to rules or policies as established by individual departments or supervisory units.