1. STATEMENT OF POLICY:

Law School staff members are expected to behave in a professional, business-like manner at work, on Law School premises and whenever representing the Law School. While the Law School normally endeavors to provide staff members with an opportunity to correct inappropriate conduct or unsatisfactory performance by implementing corrective action, the Law School has identified examples of conduct which may warrant immediate dismissal without prior corrective action.

2. POLICIES/PROCEDURES:

The Law School holds each staff member responsible for his or her behavior while on the Law School’s premises or while engaged in Law School-related business. As set forth in the Law School’s Corrective Action policy, unacceptable behavior may result in corrective action. However, as your employment with the Law School is “at-will” – both the Law School and you retain the right to terminate the employment relationship at any time, with or without notice or cause.

Behavior which interferes with the operation of the Law School, brings discredit to the Law School, casts the Law School in a negative light or otherwise is offensive to others, may be cause for immediate dismissal without prior corrective action.

Conduct Warranting Dismissal without Prior Corrective Action

Certain personal conduct has been identified as grounds for immediate dismissal with or without prior corrective action. The following actions are only by way of example and in no way limit the grounds for immediate dismissal.

1. Theft, fraud or the misappropriation of Law School money or property, including confidential and/or proprietary information or the money or property of other staff members or persons;

2. Falsification and/or unauthorized alteration of Law School records, reports or data;

3. Disorderly action or conduct on Law School premises or while engaged in Law School-related business;

4. Violation of Law School policies;

5. Deliberate or careless damage to, or unauthorized use of, property owned, leased or used by the Law School or other persons;
6. Insubordination, including express refusal, intentional, habitual or negligent failure to perform assigned work or failure to follow any reasonable directive given to you by your manager, his or her designee, or by any appropriate Law School representative, including the refusal to cooperate in any Law School efforts to investigate inappropriate or other workplace-related misconduct;

7. Performing your job functions in a negligent or careless manner, or not performing your job responsibilities as directed;

8. Accessing and/or using the Law School’s confidential and/or proprietary information, including information relating to other Law School faculty, staff members or students, without authorization by Law School management;

9. Possession of weapons, firearms or explosives on Law School premises;

10. Failure to report for work or properly notify your immediate supervisor or their designee of your absence from work within thirty (30) minutes of your scheduled starting time unless extenuating circumstances prevent you from so doing. Absences of three (3) successive scheduled work days without appropriate authorization or notification may be considered job abandonment by the Law School;

11. Excessive absenteeism or tardiness;

12. Accepting gifts, entertainment or other gratuities from companies or persons who do business with or who seek to do business with the Law School, except for items of nominal value;

13. Unlawful gambling on Law School premises;

14. Unauthorized solicitation or unauthorized distribution of literature during working hours or on Law School premises;

15. Leaving your work area or Law School premises for an extended period of time during scheduled working hours without the approval of your immediate supervisor or their designee;

16. Criminal, scandalous or otherwise disreputable conduct at any time, including while off the job, that reflects negatively on the Law School, its faculty, staff members or students;

17. Using, being under the influence of, or appearing to be under the influence of (including having alcohol on your breath), or being in the unlawful possession of or engaged in the sale, purchase or transfer of intoxicants, alcohol, controlled substances or other drugs or prohibited substances;

18. Sleeping on the job;

19. Dishonesty;

20. Mistreating or being disrespectful of a faculty member, staff member, student or guest;

21. Electronic recording of conversations of other individuals without the prior knowledge and consent of those individuals;
22. Falsification and/or unauthorized alteration of entries on your or another staff member's time-keeping record;

23. Failure to observe your working schedule, including break and lunch periods, if applicable;

24. Failure to provide certification of an absence pursuant to a Law School policy or as permitted by law, including but not limited to a physician's certificate, when you are requested or required to do so;

25. Making or accepting excessive numbers of personal telephone calls during work hours on Law School telephones or personal cellular telephones, except in cases of emergency or extreme circumstances; or

26. Working overtime without authorization or refusing to work assigned overtime.

**Reservation of Rights Regarding Administrative Leaves of Absence**

In addition, from time to time, it may be necessary for the Law School to investigate alleged violations of Law School policy. Accordingly, the Law School reserves the right to place any individual involved in the investigation on paid or unpaid administrative leave, at its sole discretion.