

or reporting to work under the influence of drugs (unless medically prescribed); and leaving university premises or a university work site without permission.

- T The following incidents may result in disciplinary action:
1. Poor performance of duties, including failure to follow instructions or to maintain established standards of workmanship or productivity, because of an unwillingness to perform or carelessness.
 2. Violation of an attendance policy involving unscheduled absence or tardiness for whatever reason, including failure to report to the work station at the beginning of the scheduled shift, leaving the work station prior to the scheduled conclusion of the work period, and absences that exhibit a pattern or trend.
 3. Failure to inform the supervisor when leaving the work station or failure to report back to the work station at the scheduled conclusion of a work break or meal period.
 4. Failure to conform to a departmental uniform or dress code policy, including the wearing of identification badges or name tags.
 5. Use of profane, abusive, or loud/boisterous language on university premises, or actions that may be discourteous or harmful to others, including smoking in non-smoking areas.
 6. Use of another's computer sign-on or computer access code or providing someone else with the use of an individual's sign-on code without proper authorization.
 7. Using the computer to gain unauthorized access to confidential or privileged information.
 8. Failure of an absent employee to notify properly the supervisor on each day of absence, unless such notice requirement is waived.
 9. Failure to adhere to university or departmental safety policies or procedures, including failure to immediately report an accident on university premises involving an on-the-job injury or property damage.
 10. Insubordination, including refusal to accept instructions from supervisors, security officers, civil defense personnel or other proper authorities.
 11. Unauthorized or improper use of university property.