

## Responsibilities of Employees

In order for Utilities Department to run as effectively as possible, each employee must contribute to our success. To ensure this, Utilities expects each employee to:

1. Perform a productive day's work. This standard dictates the establishment of policies that embrace the expectation of high quality or superior work performance by all employees of the University. Accordingly, the failure of an employee to maintain reasonable work performance standards shall constitute good cause for dismissal.
2. Know and comply with the standards of work performance for their job. These requirements will be explained by the supervisor. They include accepting responsibility for timely and accurate completion of assigned tasks and assisting a co-worker when needed.
3. Avoid any disorderly, disruptive, violent, or unlawful conduct. This behavior could result in immediate dismissal.
4. Report for work on time each day ready to give your job at the University your full attention and effort.
5. Not return to work after an injury or illness until they can perform all of their normally assigned duties or the manager of the division has approved the return with restricted duties. If the employee is injured on the job, he/she must have a medical release to return to work. Medical releases are also required after returning from extended leaves (including maternity, serious injury, or surgery).
6. Follow the policies and procedures of the Utilities Department and the University.

In addition, each employee must carry out his/her supervisor's direct orders, unless the employee reasonably believes, and so states, that the work assignment is a safety or health hazard, or is a violation of University policy.

Supervisors are held accountable for work done by their sections. They can assign individuals to specific tasks and must know where they are. Therefore, it is only reasonable to expect that you receive the approval of your supervisor if you are going to be somewhere other than at your assigned work station or carrying out assigned duties. This includes reporting back for work at the beginning of your shift and after breaks at the appointed time and place and clearing absences with your supervisor in advance.

You should also keep your supervisor informed of any changes in your personal status, such as your name, address, telephone numbers, etc.

All Utilities regular employees are required to carry a University Staff I.D. card at all times during working hours. For identification purposes, your I.D. card must be shown to staff or faculty members upon request.