

# WORK RULES AND DISCIPLINARY ACTION

To ensure orderly operations and provide the best possible work environment, Dunwoody expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Violation of any Dunwoody policy or procedure
- Undertaking any action meant to disparage or intimidate others
- Wearing or displaying, while on campus, any symbols that are designed to, or have the effect of, harassing, demeaning, intimidating, or disparaging any legally protected minority
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol, cannabis, or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol, cannabis, or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Dunwoody owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment/offensive behavior
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without appropriate notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Inappropriate use of the mail system
- Unsatisfactory performance or conduct

## Timekeeping

Every non-exempt employee has the responsibility for accurately recording their own time. "Time worked" is defined as all time during which an employee is required to be performing services for the benefit of Dunwoody, excluding unpaid meal or break time.

It is the responsibility of all non-exempt employees to record their time worked in the payroll system to certify the accuracy of all time records. The Employee should record the time they begin and end their work as well as the beginning and ending time of any split shift or departure from work for personal reasons. The manager will review and approve the time before submitting it for payroll processing.

Altering, falsifying, tampering with time entered, or recording another person's time will be considered timesheet fraud and may result in disciplinary action, up to and including termination.

Exempt employees must enter time for exceptions, (i.e. PTO, sick time, etc.) in the payroll system. The manager will review and approve the time before submitting it for payroll processing

## Rest and Meal Periods

Employees will receive a 15 minute paid rest break in each four hour period not broken by a meal break.

Employees, including student employees, working six or more hours per day are entitled to an unpaid meal break of 30 minutes. Any closing and reopening of the work areas for a lunch break should be done during employee's compensatory time. Prior to taking a break, safety issues/ concerns should be adequately addressed to ensure that work areas are safe.

Employees required to work more than ten hours in any workday will be allowed a second unpaid meal break not later than six hours after returning from the first meal break.

Supervisors and employees will mutually agree upon scheduled rest breaks and meal breaks. The break periods may be changed at the supervisor's discretion to maintain services to students, guests, or other employees.

## Breaks for Nursing Mothers

Dunwoody will provide break time and make reasonable efforts to provide the use of an appropriate, private room with an electrical outlet for an employee who needs to express milk for her infant child. Please contact Human Resources to make arrangements.

## Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

## Flexible and Remote Work Policy

Dunwoody College is committed to facilitating workplace arrangements that support a variety of operational, professional and personal needs and preferences. We recognize that these needs and preferences may vary from employee to employee and depend on factors such as business function, job duties, and effectiveness. We recognize the need to continue providing flexibility for how we work, teach, and learn.

Dunwoody College's Remote Work Policy provides guidance on responsibilities, limitations and expectations of employees who may qualify to work remotely. The goal is to provide a dynamic working environment that benefits the College as a whole through a motivated and engaged workforce. It requires full cooperation among everyone – faculty, staff, managers, and cabinet. Only through a cooperative effort can we enhance the way we accomplish our work and provide our students with exceptional service and education.

## Remote Work

A remote work arrangement allows an employee to work at home or another off-site location either on a consistent basis or for a pre-approved

length of time. The off-site location must be in the state in which you currently reside or work. There are significant legal and tax implications when employees work outside of Minnesota. Requesting to work out of state requires further approval from Human Resources. The vast majority of jobs at the College require employees to be on campus at least part of the time to interact and collaborate with faculty, staff, students, alumni, and others who make up the College community. However, while many remote work arrangements can be appropriate and desirable, not all forms of flexibility are applicable to all positions. Employees and managers are encouraged to have open dialogues about the desire for a remote work arrangement and to evaluate if it is feasible or not. The assessment should consider:

- The ultimate goal of providing our students a hands-on learning experience;
- The ability to provide services that support student success;
- the impact of the remote work arrangement on the operation and goals of the department and the strategic plans of the College;
- the ability of the employee to perform the essential functions of the position as described in the job description while working remotely;
- the need to ensure compliance with college policy and workplace regulations, including FLSA, Workers Compensation, FERPA, and data security.

Remote work arrangements are possible under different scenarios:

- All essential duties of the job can be performed remotely.
- Some essential duties of the job can be performed remotely, with other duties requiring a presence on campus.
- Managers should determine if the position and expectations allow a remote work arrangement, or if the position could be temporarily modified to integrate short-term remote work.
- While working remotely, exempt and non-exempt employees are expected to follow their work schedule and to ensure assigned duties are completed.
- Employees and managers should discuss the resources needed for remote work and plans for maintaining the security of confidential information.
- Non-exempt employees must report all worked hours, including overtime, and ensure the accuracy of reporting breaks such as lunch breaks.
- All employees should keep close communication with their managers and stay up to date on developments affecting their departments and our campus community.
- Remote work arrangements should be based on current job descriptions and should not result in changes to job descriptions or to the essential functions of any position.
- Employees will continue to be held accountable to meet all duties and responsibilities of the position.
- The College may reevaluate the appropriateness of remote work determinations at any time.

## Procedure

- Employees who are requesting a remote work arrangement, must work with their managers to confirm or receive approval of a remote work arrangement. Managers will assess requests and make a determination taking into consideration the aspects described above and will consult with Human Resources for guidance when necessary.

- If an employee has a concern regarding a decision under this policy, it should be brought to the attention of the manager immediately in order to resolve it.
- Remote work arrangements may be reviewed and evaluated quarterly by the employee and the manager to determine the effectiveness of the arrangement.
- If the arrangement becomes infeasible at any time, it may be discontinued at the discretion of either the employee or the manager.
- The final remote work agreement will be documented by the manager and must include information related to the arrangement such as work schedule, timeframe (short-term or indefinite), and other parameters that the manager deems appropriate.

## Workspace and Safety

- Employees are responsible to ensure their remote workspace is safe and free from any safety hazards.
- If working at home, the employee must have a workspace free from distractions.
- If working from home, the employee must maintain work habits as if in person such as using video for scheduled meetings, returning messages in a timely manner, dressing in business casual attire, ensuring the background is clean and appropriate for work or use a background filter.
- If an employee gets sick while working remotely, they should make use of their leaves and follow their healthcare provider's recommendations.

## Benefits

- Benefit status will not be affected by a remote work arrangement.
- Overtime and leave accrual will continue to be accrue per Dunwoody's standard policy.

## Other Considerations

- The College is not responsible for expenses associated with working at home (heat, electricity, internet or phone service, etc.).
- The employee's use of equipment, software, and all other resources provided by the College is limited to the purposes of remote work and is not intended for the employee's personal use.
- The College's insurance will not cover any personal property that is used at home or another worksite.
- In the event that the employee ceases employment with the College, or the arrangement is discontinued for any reason, the employee must return all college property.