

UADA Policy 400.5

Employee Conduct

Purpose

The purpose of this policy is to provide the expectations for employee conduct within the Division of Agriculture.

Scope

This policy applies to all Division of Agriculture employees.

Policy

Personal Phone Calls

Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible and to ensure that friends and family members are aware of the Division's policy.

Office Dress

All Division employees are expected to be well-groomed and dressed appropriately, modestly, and in good taste for their job assignments. Appropriate professional dress may vary depending on nature of daily activities. Managers will provide guidance to employees in this area, and they are responsible for assuring that employees in their units dress appropriately and professionally.

If questionable attire is worn in the office, the manager will meet privately with the employee regarding the inappropriateness of the attire and the need to refrain from wearing it at work in the future. In certain cases, the manager will meet privately with the employee and direct the employee to go home and change his/her attire immediately. This absence from work may be charged to the employee's annual leave. Repeated instances of inappropriate, unprofessional dress may result in disciplinary action, up to and including termination. Adequate clothing, footwear or other appropriate protective equipment should be used in positions that present workplace hazards.

Personal Visitors

While visitors are welcomed at the workplace, employee's children, other family members (including pets), or friends should not be a regular presence in the workplace.

Exceptions may be made in response to special circumstances for a short period of time, but such exceptions must be approved in advance by the manager.

Criminal Arrests, Charges or Convictions

Division employees must report to their manager, within 24 hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine.

To the extent that cooperation does not violate the employee's fifth amendment right against self-incrimination related to any ongoing criminal prosecution, employees must cooperate fully during any review process undertaken by the Division. Failure to make such a report or to cooperate with such a review shall constitute grounds for disciplinary action, up to and including termination.

Confidentiality

Your work for the Division may give you access to personnel or budgetary information that is considered confidential. You are expected to respect the confidentiality of such information and not disclose it to anyone who does not have an official need for it. If you have any question about the confidentiality of information entrusted to you or to which you have access, ask your manager. Any questionable requests for information or any requests made under the Arkansas Freedom of Information Act must be immediately referred to the Office of Inclusion, Access, & Compliance.

Political Activities

As a citizen, you have the right to engage in political activity. However, you must do so on your own time, outside of working hours or when you are on annual leave or leave without pay, and you must maintain appropriate supporting records. You may not use your Division title, your affiliation with the Division, or the Division's name, symbols, property or supplies in political activities. You may not display political banners, posters or literature in Division offices or place political bumper stickers or decals on Division vehicles. You may not request or collect political contributions during working hours or on Division premises.

If you intend to seek public office or to assume a major role in a political campaign, you are obligated to discuss your plans with your manager. If your manager determines that the activity will impinge to any extent upon the full discharge of your responsibilities to the Division, your plans must be reviewed through regular administrative channels to the Vice President for Agriculture for a determination of workload and salary adjustment with such determination reported to and subject to review by the president.

Involvements which require part- or full-time services, and for which more than token compensation is received, will require a reduction of workload and pay, leave-of-absence, or resignation, depending upon the extent of the activity. If you are elected to the Arkansas General Assembly, you must take leave of absence without pay when the General Assembly is in regular or fiscal session and for the duration of extraordinary sessions. If you are elected to any other office, national, statewide or local, a plan must be developed and reviewed through appropriate administrators to prevent any conflict of commitment.

Consensual Relationships

For productive learning and the work that it supports to occur, employees should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct. Relationships between managers and employees may involve power differentials that create conflict of interest, breach of trust, abuse of power and breach of professional ethics. Trust and respect are diminished when those in positions of authority are

perceived as abusing their power. It should be understood by all employees that relationships that might otherwise be consensual, may not be as a result of the supervisory relationship between the parties. These types of relationships are highly because they present serious ethical concerns and often prove to be disruptive to the workplace.