

EMPLOYEE CONDUCT

Employee Conduct - Absenteeism & Tardiness

Regular and predictable work attendance is considered essential for Adler to plan its activities and operations properly. Thus, it is necessary for each employee to be present and on time for work each day. Nonexempt employees will be considered tardy and may be charged with a partial absence occurrence when they arrive for work past their scheduled starting time. Similarly, nonexempt employees who leave early or extend authorized breaks past their official limits may be charged with a partial absence occurrence. In such cases, an employee's wages may be decreased accordingly.

Each employee is expected to be at his/her work-station and ready to begin at the assigned time, typically no later than 9:00 a.m. Being prompt and available to carry out job duties is important in providing quality services. In the event that an employee is going to be tardy, he/she should make a reasonable attempt to notify the immediate supervisor or the President's office. Excessive tardiness may result in suspension without pay, or discharge. If illness or injury does occur, or if an emergency exists, the employee must notify his/her immediate supervisor or his/her supervisor designate before the start of the assigned work day. Any employee who does not call in will not be able to utilize sick leave benefits and will be counted as unexcused. An employee who is absent for three consecutive days without notifying Adler may be terminated.

Employee Conduct - Equipment

Personal Use: No employee shall use or permit the use of Adler equipment, material, services, or other property for non-University use without prior permission from the proper authority.

Employee Conduct - Copyright Compliance

All employees are expected to maintain the institution's compliance with copyright compliance laws. Copyright, a form of intellectual property law provided for in the U.S. Constitution, protects original works of authorship fixed in a tangible medium of expression, including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture.

Copyright does not protect facts, ideas, inventions, discoveries, systems, methods of operation, titles, slogans, or short phrases, although it may protect the way these things are expressed. Copyright covers both published and unpublished works.

Copyright applies automatically when a work is created and does not require any formal registration or publication.

Any questions regarding the appropriate use of copyright material can be directed to the Library Services Department.

Employee Conduct - Personal Appearance

Professionalism as an educational institution is in part reflected by the appearance and manner of our faculty, staff, and employees. Consequently, it is helpful to establish guidelines for maintaining and enhancing Adler's image.

The following Adler University dress code is intended to allow greater flexibility and comfort for the employees of Adler. It provides examples and boundaries of attire considered acceptable, and unacceptable. The following lists various "standards" of dresses that may be required and/or adopted at various times throughout the year. Because Adler University is extremely diverse in its operations, different standards are deemed acceptable to different operations. The following dress code standards include a list of minimum standards acceptable for "regular" business, special events, and seasonal attire applicable to the various operations of Adler. Questions should be directed first to your immediate supervisor, then to the Human Resources department if your supervisor is unable to answer the question.

- Standard Business Attire
 - Female Employees
 - Dress slacks, skirts
 - Suits, dresses
 - Short and long-sleeved blouses
 - Sweaters/blazers
 - Flat shoes ("flats"), pumps
 - Male Employees
 - Suits
 - Sports coat
 - Dress slacks
 - Long sleeved dress shirts
 - Necktie
- Business Casual Attire
 - Female employees
 - Dress slacks
 - Casual pants (ex. Khakis, "Dockers", corduroys)
 - Tailored capri pants
 - Casual skirts
 - Polo or golf style shirts
 - Culottes or split skirts
 - Sleeved or sleeveless blouses
 - Flat shoes ("flats"), open-toed dress shoes, dress boots, loafers, or sandals
 - Male employees
 - Dress slacks



- Casual pants
- Sports coats or blazers
- Long or short sleeved dress shirts
- Sweaters/cardigans
- Polo or golf style shirts
- Dress boots, dress shoes, loafers, or deck shoes
- Neckties not required
- Relaxed Casual Attire (Fridays)
 - Relaxed casual attire for both male and female employees may include the following:
 - All clothing acceptable for wear as business casual
 - Jeans and “Levi” type pants
 - Sweatshirts without written slogans, expressions, or depictions
 - Sleeved or sleeveless blouses
 - Ripped or workout attire is not acceptable

Any employee dressed inappropriately for work will be sent home to change into more suitable clothing; non-exempt employees facing this scenario may not be paid for the time away from Adler. Also, grooming that provides a good example for students and clients are expected. Language and personal conduct of staff shall be exemplary at all times. Please exercise good judgment of proper attire on casual days; no t-shirts, jeans with holes, short shorts or midriff-baring shirts are permitted.

Employee Conduct - Personal Property

Adler is not responsible for the loss, damage, or theft of employees', students', or faculty property. Each employee, student, and faculty member is responsible for his/her own property. Any employee found to have engaged in theft or malicious damage of property of Adler, staff, student, or faculty may be discharged immediately. Adler highly recommends that all employees lock their personal items in a desk drawer or filing cabinet during the work day to prevent theft. Although security measures are in place, Adler cannot always control visitors on campus. Should a theft occur, please report the incident immediately to the Human Resources office.

Employee Conduct - Telephone Usage

Employees should utilize a personal phone for extended personal conversations and for any long-distance personal calls. Excessive use of any telephone for personal business is discouraged during working hours. Cooperation and understanding from all employees is expected in this regard.