

# ATWOOD EMPLOYMENT BEHAVIOR POLICIES

*\*For additional information and explanations, see the Student Employee WhyBook*

	<b>BEHAVIOR</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>REPEAT OFFENSE</b>
1	Not performing job duties or failure to follow reasonable request by supervisor	Verbal Warning	Written Warning	Possible Termination
2	Excessive use of personal phone calls	Verbal Warning	Written Warning	Possible Termination
3	Failure to show up for scheduled shift	Verbal Warning	Written Warning	Possible Termination
4	Failure to find coverage for your shift when requesting a day off	Verbal Warning	Written Warning	Possible Termination
5	Tardiness	Verbal Warning	Written Warning	Possible Termination
6	Inappropriate work attire	Employee will be unable to work his/her shift plus verbal warning	Employee will be unable to work his/her shift plus written warning	Possible Termination
7	Allowing unauthorized people behind work counter	Verbal Warning	Written Warning	Possible Termination
8	Working over 40 hours in a pay period when school is in session	Verbal Warning	Written Warning	Possible Termination *Reviewed on a case-by-case basis
9	Inappropriate use of computers	Verbal Warning	Written Warning	Possible Termination
10	Use of Tobacco products in the workplace	Verbal Warning	Written Warning	Possible Termination
11	Theft	Subject to Immediate Termination		
12	Vandalism of school property	Subject to Immediate Termination		
13	Verbal abuse or intimidation/threatening behavior	Subject to Immediate Termination		
14	Possession/use of alcohol, consumption of alcohol or under the influence of alcohol.	Subject to Immediate Termination		
15	Possession/use of drugs or other controlled substances or possession/use of drug paraphernalia	Immediate Termination		
16	Harassment	Reviewed on a case-by-case basis	Reviewed on a case-by-case basis	Reviewed on a case-by-case basis

Prior to the imposition of a consequence, the student will be informed of the behavior for which the consequence is being imposed and will have an opportunity to explain his/her side of the story.

Atwood Memorial Center's responses to inappropriate behaviors are subject to change. A written warning may include e-mail exchange between supervisor and employee.