

# Employee Expectations

All ECU employees are expected to exhibit appropriate conduct and comply with established ECU policies and procedures. Each college and department may have their own expectations or procedures that should be followed. The guidelines below should be followed by all employees and should not be considered as an all-inclusive list of expectations.

For more information, or clarification, employees should contact their supervisor or Employee Relations at [employeerelations@ecu.edu](mailto:employeerelations@ecu.edu).

## Standards of Performance and Conduct

- ***Performance***  
ECU employees must meet the performance standards for their positions. Management has the inherent right to set expectations for the employees in their supervisory area. Many of these expectations are communicated in the job description or the reasonable directives provided by the supervisor. Employees are encouraged to seek assistance and clarification from the supervisor if they do not understand the supervisor's expectations. The supervisor may also coach the employee in meeting performance expectations. Failure to meet the standards of performance may lead to disciplinary action, which are designed to improve performance and are normally progressive in nature.
- ***Conduct***  
Behaviors exhibited while working at ECU are important. As a representative of the University, employees are expected to conduct themselves in an ethical, professional, respectful, and collaborative manner at all times. Failure to meet the standards of conduct may lead to disciplinary action up to and including dismissal.
- ***Employee Responsibilities***  
All employees are expected to conduct themselves in an ethical, professional, respectful and collaborative manner at all times, comply with departmental and University expectations, policies and procedures, and follow management's reasonable directives.
- ***Management Responsibilities***  
ECU management/administration retains authority to manage and direct the work force size, work environment, work assignments, employment hours, promotions, demotions, transfers, dismissals and all other personnel actions.

## Arrests and Warrants

The ECU Police Department is the campus law enforcement agency. In some instances, the ECU PD is responsible for conducting arrests on campus. It is expected that supervisors and employees fully cooperate with law enforcement.

Supervisors, who have been notified that an employee will be or has been arrested and/or issued a warrant, should contact Employee Relations at [employeerelations@ecu.edu](mailto:employeerelations@ecu.edu) for assistance. On occasion, it may be necessary to place an employee on Investigatory Placement with Pay status pending the results of an investigation. This must be coordinated through Employee Relations.

## Attendance

Each department has its own guidelines or standards regarding attendance as it relates to the items below, which should be provided to new employees during their departmental orientation. Should an employee have

questions or need clarification of the departmental standards, the employee should contact the immediate supervisor or department manager.

- ***Absences and Tardiness from Work***

If you are going to be late, absent or require adjustment to your work schedule, you should contact your supervisor as soon as possible in accordance with your departmental policies and guidelines. Failure to comply with ECU and/or department guidelines may result in disciplinary action.

Excessive absences and/or tardiness is considered unsatisfactory job performance and may result in disciplinary actions up to and including dismissal. A supervisor has the right to request doctor's notes in circumstances of excessive absences/tardiness.

SHRA/CSS employees who fail to report absences for three (3) consecutive days may be separated from employment as a voluntary resignation.

- ***Leaving the Work Site***

Employees shall notify the supervisor or appropriate level of management prior to leaving their designated work area(s) in accordance with departmental policy. Leaving the work site during work hours without prior approval of your supervisor may be considered job abandonment and may lead to disciplinary action.

- ***Unscheduled Absences***

Employees shall notify the supervisor or appropriate level of management prior to being absent from work. However, from time to time, it may be impossible to schedule absences. In these instances, the employee must notify the supervisor as soon as possible and follow departmental attendance policies. Failure to follow departmental and/or university guidelines when calling out of work, adjusting your work schedule without prior authorization, or being tardy could be considered unauthorized absences and could lead to disciplinary action up to and including dismissal.

- ***Work Schedule***

Your work schedule is available from your supervisor and should be indicated on your job description. If you have any questions regarding your work schedule, you should contact your supervisor. Any requested adjustments to your work schedule must be approved by your supervisor in advance.

### **Confidentiality**

Most ECU information is public; however, times may arise when employees will need to access confidential information or deal with confidential matters. Employees should have signed a confidentiality statement. Failure to maintain appropriate confidentiality could lead to disciplinary action up to and including dismissal.

If you are asked about releasing information, and you are not sure about doing so, ask your supervisor. Any media requests or inquiries should be directed to <https://news.ecu.edu/contact-us>.

### **Criminal Convictions**

- ***Employment of Persons Convicted of Criminal Offenses***

Criminal convictions may or may not render an employee unsuitable for employment with ECU. Each conviction is reviewed on a case-by-case basis. ECU can deny employment to persons previously convicted of criminal offenses if there is a direct relationship between the offense and the employment sought, or the employment would involve an unreasonable risk to the safety or welfare of employees, students, the general public, or ECU property.

Employees who fail to report criminal convictions on their employment application and/or their background check disclosure and release form are considered to have provided false and/or misleading information and will be removed from the applicant pool. If the individuals are current employees, they are subject to disciplinary action up to and including dismissal.

- ***Convictions Obtained While Employed at ECU***

Employees are required to report any conviction to their immediate supervisor within five (5) days of the conviction. Employees who are convicted of a crime during employment with ECU may be subject to disciplinary actions up to and including dismissal.

Supervisors should contact Employee Relations at [employeerelations@ecu.edu](mailto:employeerelations@ecu.edu) in the event an employee discloses they have been convicted of a crime during employment with ECU. It may be necessary to place an employee on Investigatory Placement with Pay status pending the results of an investigation/review of the conviction. Employee Relations should be contacted prior to placing an employee on Investigatory Placement with Pay.

### **Disruptive Conduct**

Willful disruption of the education process or business operations that endangers the safety of themselves, others, destruction of property, and/or interference with the rights of other campus community members will not be tolerated. Any such action will be dealt with promptly, effectively, fairly and impartially and may result in disciplinary action up to and including dismissal.

### **Dress Code**

Employees are expected to wear appropriate clothing to the job. Some departments provide guidelines or have adopted informal dress codes. In any case, if management considers clothing to be inappropriate, the employee may be advised so, and it could be considered a failure to meet the reasonable expectations of the supervisor or the employee may be sent home to change. Such absences are charged to the employee's leave account.

### **Drug-Free Workplace**

ECU is committed to maintaining a workplace free from the unlawful manufacture, use, dispensing, possession or distribution of controlled substances. An employee who reports to work under the influence of alcohol or illegal drugs, or who manufactures, uses, dispenses, possesses, or distributes alcohol or illegal drugs in the workplace may be dismissed without prior warning for unacceptable personal conduct. Further, drug abuse by employees may result in criminal prosecution by government agencies in addition to disciplinary action by the University.

### **Employment of Relatives/Nepotism**

Members of an immediate family shall not be employed at ECU if such employment will result in one member supervising another member of the employee's immediate family, or if one member will occupy a position which has influence over another member's employment, promotion, salary administration or other related management or personnel considerations. The term immediate family includes wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson and granddaughter. Also included is the step-, half- and in-law relationships based on the listing in this Paragraph. It also includes other people living in the same household, who share a relationship comparable to immediate family members, if either occupies a position which requires influence over the other's employment, promotion, salary administration or other related management or personnel considerations.

### **Equal Opportunity and Non-Discrimination**

East Carolina University prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status.

Employees have the right to work in an environment free from prohibited workplace harassment and retaliation. No employee may engage in conduct that is defined as prohibited workplace harassment. Prohibited workplace harassment is defined as unwelcome or unsolicited conduct based upon a protected class that creates either a hostile work environment or quid pro quo harassment. Any interference, coercion, restraint, or reprisal of any person complaining of prohibited workplace harassment is likewise prohibited.

For more information, please visit the Office for Equity & Diversity website at <https://oed.ecu.edu/>.

### **Falsification**

Falsification of any ECU records, including but not limited to time records, employment applications, research and work-related documents may lead to disciplinary action up to and including dismissal. Anyone who prepares, certifies or approves a falsified record is subject to disciplinary action up to and including dismissal.

### **Family Members in the Workplace**

It is inappropriate for employees to have their children or other family members present in the workplace for extended periods. Employees should make appropriate arrangements so that the presence of family members does not impose on the department/unit or on their work. Supervisors must provide prior approval for a family member to be present for any extended period during working hours.

### **Pets in the Workplace**

It is inappropriate for employees to bring their pets to work; therefore, ECU discourages bringing pets to the workplace, with the exception of service animals.

### **Political Activity**

No East Carolina University employee shall use the authority of his/her position, implicate the name of the University, or utilize State resources to support or oppose any candidate, party, or issue in an election involving candidates for office or party nomination. This includes, but is not limited to, the following:

1. No employee may engage in political activity while on duty. Political activity includes any action directed toward the success or failure of a candidate, political party, or partisan political group. This includes campaigning and/or taking an active part in managing a campaign. N.C.G.S. §126-13; State Human Resources Policy (Section 3, page 26 and page 35); Section 300.5.1 of the UNC Policy Manual.
2. Due to potential conflicts of interest or time, all EHRA employees (Faculty and EHRA Non-Faculty) becoming candidates for or holding public offices must make certain disclosures and receive various approvals. Prospective candidates or office holders for some political offices must use the form or format prescribed by the President to petition the Board of Governors or the board of trustees for approval in advance; failure to do so may result in loss of University employment. Sections 300.5.1 and 300.5.2 of the UNC Policy Manual.
3. An employee must use vacation/bonus leave or available comp time if the employee works inside a polling facility in a paid role, such as assisting voters with the voting process, or if the employee is receiving any payment to perform other activities at or around the polling facility for partisan purposes, such as distributing candidate information. Community Service Leave cannot be used for partisan political activities or for activities for which the employee receives compensation but could be used for any unpaid non-partisan volunteer activities at or near the polling facility. N.C.G.S. §126-13; §163-46; State Human Resources Policy (Community Service Leave, pages 5 and 7).

4. Voting is not allowed as work time. Most polling stations are open extended hours and should allow most employees to vote before or after work. Additionally, employees have other options, such as early voting or voting during their scheduled meal break. Management may allow employees to use available vacation/bonus leave or comp time for hours missed during the employee's regular work schedule for voting purposes. Management, to the extent business operations allow, may provide employees a flexible work schedule so that they can make up the missed time within the same work week. State Human Resources Policy (Community Service Leave, page 7).
5. In general, no employee may use his or her position to secure support for, or to oppose, any candidate or issue in an election involving candidates for office or party nominations. In addition, no individual or group may use state or University funds, services (including mail and email service), supplies (including letterhead and postage), equipment (including telephones, computers, photocopiers, and fax machines), vehicles, or other University property to secure support for, or to oppose, any person or issue in any election. This prohibition applies equally to University faculty, staff and students, and to individuals external to the University. N.C.G.S. §126-13; Section 300.5.1 of the UNC Policy Manual.
6. No employee may coerce an employee or applicant to support or contribute to a political candidate, political committee, or political party or to change the party designation of their voter registration. N.C.G.S. §126-14.
7. No EHRA employee (Faculty and EHRA Non-Faculty) may promise preferential treatment (or actually confer such preference) or threaten detrimental treatment (or actually impose such detriment) to any person to induce support for, or opposition to, a candidate, political office, or partisan political group. Section 300.5.1 of the UNC Policy Manual.
8. Each member of the University community has the right to freely express their views on any subject, including advocacy for/against candidates for public office, so long as the activity is in compliance with the provisions referenced above. First Amendment to the U.S. Constitution and by the N.C. Constitution, Article 1, Sec. 14, Freedom of Speech and Press; N.C.G.S. §126-13; Article 36 of N.C.G.S. 116 (S.L. 2017-196); and Sections 300.5.1 and 1300.8 of the UNC Policy Manual.
9. Employees may participate fully in public affairs in a manner that does not compromise their efficiency or integrity as employees or the neutrality, efficiency, or integrity of the constituent institution or unit in which they are employed. To that end, employees must not imply that the political opinions they assume are endorsed by the University. Section 300.5.1 of the UNC Policy Manual.

The UNC System Policy Manual can be found online at:

<http://www.northcarolina.edu/content.php/legal/policymanual/contents.htm>

### **Interpersonal Relationships**

While close working relationships are encouraged among faculty, staff and students, it is unacceptable personal conduct (subject to disciplinary action) for an individual to exercise direct supervisory, evaluation, instructional, and/or advisory responsibilities; or participate in hiring, retention, promotion or award decisions, for someone with whom there exists an amorous relationship or to whom they are related by blood, law or marriage. Both the fact and semblance of any exploitation must be avoided. The relative difference of power – actual or perceived – in working relationships must be recognized by faculty and staff and must not be employed by anyone's advantage or disadvantage.

It is also unacceptable personal conduct for an ECU employee to engage in sexual activity with any enrolled student of the institution, other than his or her spouse, who is a minor below the age of 18 years. Further, such sexual relationship can result in criminal liability.

### **Retaliation**

ECU does not condone retaliation, which is conduct that causes any interference, coercion, restraint, or reprisal against a person who has filed a grievance or complaint, reports in good faith violations or participates in the resolution of a grievance or complaint. Employees are encouraged to report any violation of retaliation to Employee Relations at [employeerelations@ecu.edu](mailto:employeerelations@ecu.edu).

### **Secondary Employment**

Secondary employment is defined as a secondary job with a private employer or self-employment. Employees should understand that their position at ECU is extremely important and needs to be their primary job. Employees should complete a Secondary Employment Form and have secondary employment approved by their supervisor prior to beginning any outside job to ensure it will not affect their employment at ECU.

### **Smoking**

ECU is committed to providing a safe health environment for all customers. Smoking is not permitted in university buildings or in any state-owned vehicles. Outdoor smoking is only permitted beyond a 100-foot perimeter of University buildings where disposal urns are located.

### **Solicitation**

Employees may not sell or promote the sale of any goods or services for personal gain or gain for an organization on ECU property.

### **Use of State Property and Resources**

Employees are expected to use all ECU property and resources carefully and properly. Using ECU property and/or resources for personal gain, or beyond what is considered incidental use, is a violation of criminal law and may result in dismissal. These violations include, but are not limited to, misuse of time, funds, telephones, equipment, copiers, computers, vehicles, etc. for personal use.

### **Weapons on Campus**

North Carolina General Statute 14-269.2 makes it unlawful for anyone other than police officers to carry or possess firearms or weapons on campus. This applies if the weapon is concealed or not concealed. The University's definition of weapons includes: BB gun, air rifle, air pistol, paintball guns, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except for personal shaving), sharp-pointed or edged instruments except instructional supplies, unaltered nail files and clips and tools used solely for preparing food, instruction, and maintenance.

### **Whistleblower Protection**

As indicated in N.C. Gen. Stat. § 126-84, State employees are encouraged to report evidence of activity by a State agency or State employee constituting 1) a violation of State or federal law, rule or regulation, 2) fraud, 3) misappropriation of State resources, 4) substantial and specific danger to the public health and safety; or 5) gross mismanagement, a gross waste of monies, or gross abuse of authority. Evidence of activity meeting these criteria should be submitted to the Office of Internal Audit and Management Advisory Services at <https://audit.ecu.edu/internal-audit-and-management-advisory-services/hotline-submit-a-concern/>.

N.C. Gen. Stat. § 126-85 provides protection from retaliation for employees who report any activity described in G.S. 126-84. Employees are encouraged to report any violation of retaliation to Employee Relations at [employeerelations@ecu.edu](mailto:employeerelations@ecu.edu).

**Workplace Violence**

ECU is dedicated to providing a safe environment for its employees and the public. Workplace violence of any type will not be tolerated. Workplace violence includes intimidation, threats, physical attacks, or property damage.

For additional policies, refer to online policies at <https://www.ecu.edu/prr>.