

## **SECTION 804.00**

### **Working Conditions**

One of the most important aspects of employment to both the employee and the employer is working conditions. The University makes every effort to provide a working environment that is conducive to individual development and job enrichment. In general, the policy of the University in this area is one of common courtesy and understanding. We must always strive to understand the needs of the employee, who likewise should realize the role he or she plays in the overall goals of the University.

The following practices and programs have been established to help produce a good work atmosphere and enhance our employee-employer relationship:

- Council on Staff Affairs (COSA)
- Appearance
- Confidential Information
- Solicitations
- Outside Employment
- Loans to Employees
- Political Activities
- Gratuities
- Service Awards
- Employees Continuing Education
- Employee Suggestions



- Disruptive Behavior
- Employee Malfeasance
- Internal Investigations
- Seniority
- Safety
- Sexual Harassment
- Drug Free Work Place
- Use of Tobacco Products
- American with Disabilities Act (ADA)