



POLICY TITLE	Employment Responsibilities and Standards	Policy Number	322
Section	Human Resources	Approval Date	June 18, 1992
Subsection	Conditions of Employment	Effective Date	June 18, 1992
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

1.0 PURPOSE

2.0 REFERENCES

2.1 *Fair Labor Standards Act*

3.0 DEFINITIONS

4.0 POLICY

4.1 The following list contains the major employment responsibilities and standards of university executive, administrative, professional, and classified staff:

- 1) Employees shall not knowingly mislead the University or its personnel by falsely asserting facts relevant to their professional qualifications or their eligibility for institutional benefits.
- 2) Current, approved job descriptions shall be maintained for all employees and employees shall perform the duties and responsibilities outlined in those descriptions.
- 3) Employees shall maintain work schedules that are consistent with the needs of their position, as agreed upon with the *Fair Labor Standards Act* and applicable laws and regulations of the State of Utah.
- 4) Employees shall chair and serve on committees, participate in meetings, comply with other assignments, and accept other responsibilities as required for the efficient and effective operation of the University.
- 5) Activities that serve to maintain or improve employees' professional skills have a legitimate relationship to their service; however, employees shall not allow non-university commitments,

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outside consulting, or other non-university employment to interfere with the proper discharge of their responsibilities to the University. Employees shall comply with the state law and university regulations relating to conflicts of interest.

6) Employees shall not exploit the University’s name or their own relationship with the University for personal reasons unrelated to their legitimate job duties and responsibilities. They shall not create the impression that they are representing the University unless in fact they are.

7) Employees shall not maliciously destroy university property, purposely inflict physical injury or threaten such injury to other persons on campus, or purposely interfere with the legitimate activities of other persons on campus. Nor shall employees purposely and unlawfully incite others to engage in such activities.

8) Employees shall not discriminate against any other employee or applicant for admission to the University because of race, color, religion, sex, national origin, pregnancy-related condition, disability, or status as a disabled veteran or veteran of the Vietnam era, unless such is a bona fide occupational or educational qualification. Employees shall support and adhere to the University's equal opportunity, affirmative action, and sexual harassment policies.

9) Employees shall comply with the general policies, rules, and regulations of the University and the Board of Regents.

10) Employees share the general duties of citizenship, and employees who violate state or federal law may not expect immunity or special protection because of their employment status. Breaches of legal duty are matters for disposition by the legal system and the University reserves the right to bring proceedings against employees who are tried and convicted of unlawful conduct.

5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity