



Lehigh University Human Resources Policy

Policy Number:	313
Effective Date:	7/1/1991
Revisions:	12/1/2006
Applicability:	All Staff Members

STANDARDS OF PERFORMANCE AND CONDUCT POLICY

Purpose:

Policy on Lehigh University standards of performance and conduct

Policy:

Introduction

Lehigh University establishes a high standard of performance and conduct for its employees so that the University may successfully achieve its mission and goals, while providing a work environment conducive to individual growth and personal achievement.

Policy

The University expects all employees to maintain certain standards of performance, safety, and conduct. Staff members must comply with all University policies, rules, regulations, and procedures, and adhere to all criminal and civil codes of any applicable jurisdiction. Lehigh University will not tolerate such behavior as stealing; dishonesty; drunkenness; insubordination; striking faculty, staff members, or students; possession of drugs and/or alcohol, or the possession of weapons on campus. Furthermore, staff members need to realize that certain illegal activities committed off campus may also affect your ability to perform your Lehigh job, and therefore have a serious consequence on your employment status. In addition, the inability to perform one's job due to carelessness, recurrent errors, inability to grasp functions of the position, or lack of cooperation and excessive absenteeism are not acceptable. These examples are not all-inclusive.

Generally, these standards are accepted and observed by staff members without any need for action by supervisors. When these standards are not observed, Lehigh University has the right to discipline and/or discharge. Discipline may be in the form of oral warnings, written reprimand, demotion, transfer, suspension, or other form of disciplinary action. Any one or combination of these actions may be followed, depending on the circumstances of the case. Staff members have the right to use the Problem Solving Procedure.

Additional Resources

[Code of General Work Expectations](#)

Keywords: Performance, Conduct