

RULES AND REGULATION FOR EMPLOYEES

STAFF RULES AND REGULATIONS

The Institute places as few restraints and restrictions on your personal conduct as possible. However, for the protection of its property and interests and those of all employees, the Institute establishes reasonable norms of conduct which you are asked to observe. It reserves the right to change these rules and regulations and to issue new ones at any time at its discretion.

1. Working Hours

Observe your working hours faithfully. Arrive punctually at your work area, ready to begin the day's work, and do not leave before dismissal time. During working hours, be at your work area, except when you have to transact Institute business off-campus or in offices or departments other than your own.

You may not

- be habitually late for work;
- leave early, except for good reason and with your supervisor's permission;
- leave your work area during working hours without authorization and for no valid reasons;
- sleep or loiter during working hours;
- abuse rest periods or lunch breaks.

2. Time Records

Keep daily time records, and make only true and correct entries in your time records.

You may not

- falsify entries in your time records;
- intentionally fill in the time record of another employee;
- have your time record filled in by another person;
- make unauthorized alterations on any time record.

3. Leaves and Absences

All leaves, whether with or without pay, are subject to prior authorization. If, for any reason, you cannot report for work, send word to your supervisor as soon possible, either by telephone or by personal messenger, informing him of the reason for your absence and indicating, if possible, how soon you can report back to work. Such notification does not mean automatic approval of the leave. Secure formal approval for your leave not later than the day you return to work.

You may not

- absent yourself without your supervisor's permission, particularly on workdays immediately before or after a weekend or a paid holiday;
- fail to notify your supervisor immediately in case of absence due to sickness or emergency;
- fail to secure prior formal authorization for leave, before going on leave;
- take a leave despite failure to secure valid authorization for the leave;
- feign illness.

Unauthorized leaves are considered unexcused absences. Any of the following instances is considered sufficient ground for dismissal:

- unexcused absences on twelve (12) workdays within any twelve-month period;
- failure to report for work without any justifiable reason, or without authorized leave, for at least twelve (12) consecutive workdays (tantamount to abandonment of work).

4. Behavior

In the performance of your duties, and in your working relations with others, observe the basic rules of courtesy and good behavior. Give due regard to the well-being of others regardless of position and rank.

You may not engage in any form of disorderly conduct such as the following:

- discourtesy, or rudeness in language or behavior;
- use of profane or obscene language;
- engaging in horseplay or any other form of unruly behavior;
- gambling in any form within the Institute premises;
- taking alcoholic drinks within Institute premises during working hours;
- reporting to work under the influence of alcohol;
- possessing, using, distributing, or peddling restricted or banned items such as narcotics and other dangerous drugs;
- possessing, distributing, showing or lending to others obscene or pornographic materials.

Any of the following instances is considered sufficient ground for dismissal:

- provoking or instigating a fight, fighting (except in self-defense), threatening or intimidating a fellow employee or anyone else on campus;
- unjustifiably inflicting physical harm on another person within Institute premises.

5. Personal Integrity

Observe high ethical standards and act in good faith in your dealings with the Institute and with others.

You may not

- falsify reports, official records or documents of the Institute;
- give false testimony, or give false information on personnel or other official records;
- offer or accept gifts or anything of significant value in connection with your work;
- lend money at usurious rates of interest to fellow employees;
- evade paying your just debts;
- use your position, or access to Institute records and other data, to further personal interests;
- use Institute time, materials or equipment to do unauthorized work;
- get involved in immoral or illicit relationships or activities which violate common decency or morality;
- betray the Institute's trust and confidence;
- conduct yourself on and off duty in a manner that will embarrass or discredit the Institute.

Any of the following instances is considered sufficient ground for dismissal:

- commission, or being a party to the commission, of a criminal offense against the person or property of a fellow employee or any member of the Institute community;
- conviction in a court of law for a criminal offense against person or property.

6. Confidential Matters

If you are in custody of confidential records, safeguard any information in such records as well as those conveyed to you in confidence. Examples of records classified as confidential are: personnel records, salary records, examination papers, student grades, psychological test reports.

You may not

- divulge, or provide access to, confidential information to unauthorized persons;
- obtain unauthorized access to confidential information.

7. Work Performance

Know the duties of your position, make productive use of time and equipment, give a good day's work, and maintain services at an acceptable level of competence. Apply yourself to the official business of the Institute, deferring personal business outside of working hours.

You should avoid

- unsatisfactory work performance for no valid reason, in any particular day or assignment;
- repeated mistakes due to carelessness, negligence or inattentiveness to the assigned work;
- unexplained failure to perform regular duties or special assignments within the time such duties or assignments should have been normally accomplished;
- restricting output, slowing down, or encouraging others to do so;
- failure or refusal to report for overtime work without valid reason when needed or after being scheduled to work according to the Institute policy on overtime;
- attending to personal business during working hours.

Any of the following instances is considered sufficient ground for dismissal:

- deliberate insubordination, or intentional failure or refusal to carry out reasonable orders, instructions or directives of superiors;
- gross or habitual negligence of duties.

8. Responsibility for Funds or Property

Exercise care and diligence in handling Institute funds and property entrusted to your custody by virtue of your position or by direct authorization or assignment. Likewise, respect each other's personal property.

You may not

- misuse, or be careless with, tools and equipment resulting in damage to Institute property;
- fail to observe security precautions, resulting in loss of Institute funds or property;
- fail to report, as soon as possible, any significant loss of, or damage to, Institute property;
- use Institute property to which you have not been assigned, or use Institute property for personal purposes, unless with prior formal approval;
- take out Institute property from the Institute premises unless with prior written authorization;
- withhold from the Institute any fund or property belonging or entrusted to the Institute.

Any of the following instances is considered sufficient ground for dismissal:

- misappropriation of Institute funds for one's own use or benefit;
- stealing Institute property or the personal property of another;
- deliberately causing damage to Institute property.

9. Security and Safety Measures

Take reasonable security and safety precautions. Report any security or safety hazards promptly to your supervisor. Report any accident or injury immediately.

You may not

- disregard or violate security and safety rules, including fire, theft and campus traffic regulations;
- refuse to submit to security requirements.

Any of the following instances is considered sufficient ground for dismissal:

- unauthorized possession of a deadly weapon, including bladed weapons, firearms and explosives, on Institute premises;
- unnecessary and dangerous display of firearms, licensed or unlicensed, or of any other deadly weapon, on Institute premises.

10. Health and Sanitation

Safeguard your health, and show consideration for the well-being of your fellow employees. Practice good health habits and help in keeping your workplace clean.

You may not

- engage in unsanitary acts or habits within the Institute premises;
- harbor an illness which, because of its infectious nature, endangers the health of others;
- ignore recommendations of your attending physician regarding health matters;
- submit someone else's chest x-ray as your own for purposes of medical clearance.

11. Various Employee Activities

Exercise discretion should you engage in individual or group employee activities in the Institute.

You may not

- engage, during working hours, in membership drives, meetings, or other activities unrelated to the official business of the Institute;
- use Institute facilities at any time for such activities without previous permission from the Institute administration;
- post, write, or remove material on the Institute bulletin boards without proper authorization;
- engage in unauthorized solicitation of contributions from fellow employees;
- use Institute time for vending activities.