

15. Staff Employees

Employee Responsibilities

All staff employees are expected to:

- Use their skills and training to perform to the best of their abilities.
- Exercise initiative and creativity in seeking better and more efficient ways of completing work.
- Respect the rights of all members of the College community.
- Comply with safety rules and exercise common sense to ensure a safe work environment.
- Conduct themselves in a manner that reflects favorably on the College.
- Act with honesty, integrity and professionalism.
- Serve students, visitors, guests, community members with courtesy and concern.
- Observe the rules and procedures of the College and the department in which they work. Employees are also expected to respect and observe the rules of other departments with which they interact when these rules are brought to their attention.

Employee Rights

- Professional development: Employees have the right to seek training and additional work-related skills. The College will pursue training and staff development strategies within its resources.
- Safety: Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.
- Civility: Employees have the right to be treated with civility by supervisors, co-workers, and subordinates. The College will pursue available strategies within its resources for reducing tensions that may cause incivility.
- Freedom from violence: Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the College is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal or cause for legal action.
- Freedom from discrimination: The employee has the right to be treated without bias. The College has the responsibility to treat with equal concern and fairness all persons without regard to their race, color, creed, national origin, age, marital status, and disability.

Employee Orientation

KAU-AC welcomes new employees through a formal orientation program. Orientation programs are conducted as needed by the staff. In addition, the supervisors of any new employees shall ensure that the necessary workplace orientation is provided.

Each new employee shall be specifically responsible for obtaining information regarding the following work-related issues:

- Personnel policies and procedures
- Leave benefits, as applicable
- Retirement benefit
- An explanation of the duties and responsibilities of the position, the conditions of employment, and the amount of compensation
- Other work-related matters as deemed appropriate by the employee's department chair or immediate supervisor.

New Employee Introductory Period

New employees will be considered to be in probationary status until they have completed one (1) year of employment.

At the beginning of employment, each new employee should be certain he fully understands the nature of his job. Each supervisor/manager should furnish a job description and standards to be achieved. Performance standards include, but are not limited to:

- The ability to perform the job
- Attendance
- Dependability
- Quality and quantity of work.

At the end of the first year of employment, each new employee will receive a performance evaluation from his supervisor. The employee may also receive periodic reviews before and/or after this time period. During the probationary period, an employee will not incur any property rights to his continued employment and may be dismissed at any time.

Personal Appearance

All employees are representatives of the College. Therefore, an employee's neat appearance and dress should be appropriate to his position.

Working Hours

The College's official business hours are from 8:00 a.m. to 3:00 pm. five (5) days a week. Regular full-time employees are assigned thirty-five (35) hours per week for 12 months per year. Certain programs and events are held during evenings and weekends. It is expected that staff will work during special events as necessary. Employees dedicating excessive time from working hours to non-related business are depriving the College of their services. Late arrivals, early departures, extended breaks, as well as lengthy personal phone conversations and frequent or lengthy absences from the office all detract from employee productivity.

Major changes in work schedules must be approved by the College Dean. An employee may initiate a request for a flexible working schedule to his supervisor.

Release Time

Release time is that time during which a staff is released from normal working duties and compensated at regular pay while participating in training, staff development programs, or community gatherings. Release time is intended to provide an opportunity for staff to participate in training and development, for the purpose of improving skills and job performance and increasing promotional opportunities, or for attending college gatherings and events.

An employee must receive approval from his immediate supervisor before using release time for training. In granting release time for training, the supervisor considers department needs and the employee's request.

All staff employees are eligible for 30 hours of release time per calendar year for attendance of these programs.

Additional release time may be provided at the discretion of the supervisor and is always appropriate for mandatory training. The decision to provide or not provide release time shall be made by the supervisor in accordance with this policy. Supervisors are responsible for monitoring the annual release time for their employees.

Overtime Work And Pay

In accordance with the Ministry of Civil Services Policy, overtime is defined as any hours worked over thirty-five (35) in each week by staff employees. When overtime is required, it must be approved in advance by the Dean of the College.

Department supervisors may require employees under their supervision to work hours more than their regular workday in order to meet the needs of the College. Supervisors and employees will share responsibility for keeping records of overtime earned and taken.

Re-Assignment

An employee may be reassigned to a different department of KAU-AC. Such reassignment will be initiated by the request of either the employee himself, by his supervisor, the appropriate Vice-Dean or by the Dean of the College.

Employee Attendance

Each employee of the College is expected to work the hours for which he has been hired as determined by the department supervisor and based on the operational needs of the department. It is the employee's responsibility to contact his supervisor before the time the employee is scheduled not to be at work in order to obtain approval for tardiness or absence from work.

Tardiness

If an employee is tardy three times within three months, and the tardiness has not occurred for justifiable reasons as determined by the supervisor, a written reprimand (written warning) will be issued by the supervisor. Reprimands will increase in severity if the problem is not corrected and may lead to dismissal. Copies of all reprimands will be placed in the employee's personnel file.

Absences

Arrangements for excused absences must be made with the employee's immediate supervisor. If an unexcused absence occurs, the supervisor/manager will determine from the employee the reason for the absence. If there are clearly extenuating circumstances due to an emergency, no disciplinary action will be taken and the absence is excused. Written reprimands (written warning) for unexcused absences will be given to the employee by the supervisor/manager. Reprimands will increase in severity based on the number of unexcused absences. Copies of all written reprimands will be placed in the employee's personnel file.

Any employee absents for eight consecutive working days without an excuse or without calling the supervisor will be considered as having been voluntarily terminated and will not be reconsidered for employment. In the case of serious illness or serious family matters where the employee cannot call the supervisor directly, a family member may call to report the reason for the absence.

Evaluation

Supervisors of each department will conduct an annual employee performance evaluation with each employee at the end of each year. As the College employs, a performance evaluation must be completed before a salary increase may be granted. Additional performance evaluations may occur at the request of the supervisor. A copy of the evaluation will be placed in the employee's personnel file and another copy will be given to the employee within ten (10) working days after final approval by the College Dean.

The objectives of the evaluation are as follows:

- Assess performance and skill levels
- Monitor on-the-job progress
- Improve productivity
- Identify development training needs
- Improve communication between the supervisor and employee

Employee Conduct And Disciplinary Action

King Abdulaziz University-Applied College helps to mold and prepare young students to take their place in the working world. An important part of this process is providing good examples for students to emulate. The College requires that its employees exemplify those standards of ethical behavior that will provide positive role models for its students.

Generally, KAU-AC expects and demands that its employees will adhere to the work rules of the university and the college and will comply with those standards of conduct which it deems necessary and appropriate for the workplace.

Unsatisfactory Work Performance List

The following list of unsatisfactory work performance and improper conduct is intended as a guide for supervisors and employees to determine that an employee's performance of duties or personal conduct is unsatisfactory which requires some kind of disciplinary action:

- Failure to perform assigned duties.
- Failure to maintain acceptable standards of work quality and/or productivity.
- Abuse of position, including using one's King Abdulaziz University-Applied College employment to obtain special privileges, for financial gain or for any purpose other than College business.
- Unprofessional speech or behavior to parents, students, visitors, administrators or co-workers.
- Failure to adhere to established safety policies and procedures.
- Failure to notify supervisor of absence, unauthorized or unjustified absence, tardiness, or abuse of sick leave, or excessive absence.
- Unauthorized absence from assigned work area, including leaving work early without permission. An incident of failure to remain on duty occurs when an employee does not obtain permission to leave the work site during scheduled work time or takes or exceeds a break period without authorization.

- Interfering with the work performance of another employee.
- Actions that attempt to obstruct or disrupt any teaching, administrative, disciplinary or public service activity or any other activity authorized to be discharged or held on property owned or operated by KAU-AC.
- Willful damage of KAU-AC equipment or property.
- Theft of KAU-AC property, or property belonging to another person.
- Falsification of institutional documents or records, including applications for employment.

Discipline

The purpose of disciplinary action is to correct the unacceptable performance or behavior, not to punish an employee. Should an employee's performance or behavior fail to reach minimum institutional standards, the supervisor may recommend disciplining that employee. Type of discipline may include, but are not limited to, one of the following:

- Verbal warning
- Written warning
- Suspension
- Termination.

STEP ONE: VERBAL WARNING

When an employee's work performance fails to meet position requirements, the immediate supervisor/manager may give the employee a verbal warning.

To administer a verbal warning, the immediate supervisor should do the following:

- Meet with the employee privately.
- Review, in detail, the incident(s) which led to the decision to discipline the employee.
- Explain to the employee the standards of performance or conduct which must be achieved and the time limit for improvement.
- Answer questions relating to the problem.
- Warn the employee that failure to achieve the standards, within the time limit provided, will subject the employee to further disciplinary action.

Step Two: Written Warning

If improvement in the employee's work performance does not occur, the supervisor/manager will give the employee a written warning with a set period of time during which the performance improvement must occur. The written warning statement must include the following information:

Again, the supervisor should do the following:

- Hold a private conference with the employee.
- Review the details of the incident(s) which led to the decision to take disciplinary action.
- A statement of prior discussions or warnings on the subject.
- Explain the standards of performance or behavior that are expected and a summary of the corrective action to be taken to correct the problem and the time period by which they must be attained.
- A statement of the consequences of the employee's failure to improve the performance or correct the behavior.
- Answer questions relating to the problem.
- Provide the employee with a copy of the written warning and ask the employee to sign it to acknowledge that it has been reviewed.
- Forward a copy of the written warning, together with a copy of any notes concerning counseling sessions pertaining to the problem, to the Director of Administrative Services for placement in the employee's file.

Step Three: Suspension Or Termination

If the employee fails to improve his performance during the specified warning time, the supervisor/manager may submit the employee's name to the Dean of the college for either suspension or termination. The decision to suspend or terminate an employee should be made by the Dean and according to university policy and regulations.