

# GUIDELINES FOR EMPLOYEES

## I. Identification Card

An identification card (ID) is issued to each new employee by the Human Resource Administration and Development Office (HRADO).

The card is valid for the entire period of service of the employee in the institution. It may be changed and revalidated by the HRADO if it has become worn-out or when the school authorities decide to change the ID for all employees.

An employee is required to wear his/her identification card upon entering the campus and while at work, as a security measure.

The ID card may be used when it is necessary to establish identity for transacting business with offices and other establishments / agencies.

## II. Work Schedule

For the service personnel and maintenance staff, the normal work week is a 44-hour week equivalent to five and a half workdays. In general, regular office hours for the service staff are from 7:30 - 11:30 a.m. and from 1:00 - 5:00 p.m. Mondays through Fridays, and from 7:30 - 11:30 a.m., Saturdays. For the maintenance staff, the regular hours are from 6:00 - 10:00 a.m. and from 12:00 nn to 4:00 p.m. Mondays through Fridays and 6:00-10:00 a.m., Saturdays.

Depending on office needs, and subject to approval of the HRADO Director, the usual work schedule may be modified but a 44-hour work week must still be observed and this modified schedule should not require the employee to regularly perform overtime work.

## III. Rest Periods

Employees are allowed breaks of not more than fifteen minutes each in the morning and in the afternoon. The time for the breaks should be arranged with the supervisor but should not be at the start or the end of a workday or as an extension of the lunch break.

## IV. Time Periods

Service staffs are required to keep daily record of the time they arrive and leave their places of work through the use of the Finger ID machine.

An employee should personally punch the Finger ID machine upon arriving and on leaving the school campus each day. Those who take their lunch in school should likewise punch the Finger ID machine at their scheduled hours. Any error in entry should be reported to HRADO.

## V. Attendance and Promptness

Employees are required to be on the job regularly. Promptness on the job is important and a part of the performance record of an employee. Being late for work not only disturbs the smooth functioning of one's own job but also inconveniences other interrelated jobs.

The school recognizes justifiable reasons for absence and follows a policy granting reasonable requests for leave from work.

#### **VI. Tardiness**

Occasional tardiness due to weather or some other unusual circumstances may not be avoided, but habitual tardiness is inexcusable. Punctuality on the job is a factor considered in the evaluation of the employee. The supervisor will decide how best to handle problems of tardiness in his / her office. Disciplinary actions may range from verbal and written warnings to pay deductions. Repeated/perennial tardiness may call for more drastic measures.

#### **VII. Overtime**

Authorized work in excess of eight hours in any given day is overtime work. If urgent work in one's department cannot be completed within the regular work schedule, the supervisor may ask employees to work overtime. However, as a rule, overtime work, as well as work on rest days and holidays, is to be avoided whenever possible. An Overtime Request form is to be filled out and approved by the supervisor before overtime can be rendered.

#### **VIII. Confidentiality**

Documents containing sensitive or confidential information are to be treated with utmost care and are not to be shown, lent, or released to anyone without the approval of the supervisor responsible for them, and then only to authorized persons.

Employees are also advised to refrain from discussing individual salaries, pay increases and related matters with co-employees. Discussions of such matters are to be kept between the employee and his/her supervisor or with the HRADO Director or the Treasurer.

#### **IX. Grooming and Attire**

Employees are expected to have good personal habits and to practice good grooming at all times. They must observe good taste in clothes and appearance. Sloppy personal habits can offend others and lead to unpleasant working conditions.

Female faculty, academic and service staffs are required to come in simple but appropriate attire for work such as a skirt or slacks with a decent blouse or a full dress and shoes. The following are deemed inappropriate:

- Plunging necklines, halter tops, see-through blouses, spaghetti straps without vest or bolero, hanging blouses, tubes and strapless blouses, miniskirts, shorts and slippers.
- Denims or maong pants, t-shirts and rubber shoes may be used only on Saturdays.

Male faculty, academic and service staffs are required to come in polo shirts, pants and shoes with socks. The following are deemed inappropriate: sandos, shirts with obscene or vulgar designs, sleeveless shirts, porontong shorts and rubber sandals or slippers. Denims or maong pants, t-shirts and rubber shoes may be used only on Saturdays. Friday is declared a Free Day for the faculty of the College, however, the sense of appropriateness must be observed. A separate arrangement is being worked out for our maintenance staff, the coop employees, and those in the xeroxing stations considering the nature of their work. All are expected to practice good personal habits and good grooming at all times.

**X. Use of Appropriate Language**

All employees are expected to be pleasant and courteous in their manner of speech. They should refrain from using foul language and other unbecoming remarks that would diminish the respect due their position.

**XI. Music at Work**

Music is allowed in most areas in the school. Employees may bring a radio or cassette tape player for listening to music in their offices. Music at work can either create a wholesome atmosphere or it may disrupt work. The supervisor must advise the employee about the type of music to be played.

**XII. Housekeeping**

Proper housekeeping is one of the essentials of safety. It also helps maintain pleasant and efficient working conditions. This is everyone's responsibility. Here are some reminders:

1. Keep work places reasonably neat. Arrange furniture, equipment, folders, and accessories in an orderly manner.
2. Go through files and other records periodically; keep inactive files in storage boxes, and discard unnecessary materials.
3. Report to supervisor any needed repairs on furniture or equipment, and any hazardous conditions in the work places.
4. Have air conditioning units operated or adjusted only by authorized personnel.
5. If meals or snacks are taken at the lounge or work place, tidy up the place afterwards, disposing of leftovers and trash properly. Keep empty soft drink bottles out of the way in properly designated places.
6. Keep common facilities (e.g. corridors, kitchenettes, lounges, washrooms, storage areas) clean and free of unnecessary materials (e.g., old newspapers, bottles, boxes) through periodic cleanups.

7. At the end of each workday:

- Put away work papers, tools, etc;
- Lock important drawers and cabinets;
- Turn-off and cover electrical/electronic equipment;
- Turn-off lights and air conditioning units;
- Lock door upon leaving.

### **XIII. Personal Business**

Working hours are to be devoted to school business. Activities not related to the work at hand should be deferred until after working hours. Such activities include attending to personal business (in person or by phone), as well as using school facilities or equipment for personal purposes. If an employee has to take time off to attend to personal business he/she should seek his/her supervisor's permission.

The school's telephones are for official business only. If employees must make or receive calls, these should be kept brief. The school's mail delivery facilities are intended for official mail and should not be used to handle quantities of outgoing/incoming personal mail. Employees, however, may use the school's postal office facility located in the College Building.

Official stationery is for school business only. If a letter is strictly personal or likely to result in private gain, one's own stationery and stamps should be used.

### **XIV. Outside Employment**

The school does not wish to limit employees' outside activities nor interfere with their personal affairs.

However, an employee is requested to consult his/her supervisor before accepting outside employment to avoid conflict of interest situations.

For economic reasons, the school may allow outside employment provided it does not cut into an employee's normal working hours and his / her work performance is not adversely affected. Additional work outside the normal work schedule should be carefully balanced against the need for rest to assure continuing efficiency at work. In addition, one may be ineligible for employees' compensation should an injury, disability or health problem arise as a result of this additional work. (For specific provisions related to faculty, please refer to the Faculty Manual).

### **XV. Participation in Community Affairs**

Everyone has an obligation to his / her community outside the Ateneo. Employees are, therefore, encouraged to participate in worthy civic, educational, religious, or charitable

activities. It is expected, however, that involvement in community activities are kept in practical balance with one's job requirements.

#### **XVI. Collections and Solicitations**

Collecting contributions from employees for prolonged illness or death in the family of a fellow employee or for victims of calamities is allowed as long as it is kept on voluntary basis. Collections shall be made only during break periods.

In the best interest of all employees, solicitations for employee contributions to fund campaigns outside the school are not allowed. The school, however, through the Office of the President, contributes to community and welfare organizations taking into consideration each case on its merits and makes donations as warranted in the name of the school.

#### **XVII. Relationship with Superior**

Employees are encouraged to discuss with their supervisors any question or suggestions they have regarding school policies and practices, especially those affecting themselves or their work.

These discussions carried out in an atmosphere of mutual respect and trust, help promote a positive working relationship and contribute to mutual understanding and improved effectiveness on the job.

#### **XVIII. Discipline**

The main purpose of a disciplinary action is to help the employee concerned, not to punish him/her. A disciplinary action is applied when a department, unit or office cannot do its best work because of an employee's actions or behavior.

An employee's breach of conduct may be a major or minor one. Each incident is judged independently because circumstances surrounding the incident can affect its degree of severity.

In general, disciplinary action may take the form of a verbal warning, written warning, disciplinary probation, suspension or dismissal. Dismissal is the most severe form of disciplinary action and is usually resorted to only when other measures have failed. In any case, the employee is always given the opportunity to give his / her version of the incident.

If an employee believes that he / she has been treated unfairly, he / she has the right to an audience with his / her superior.

For more complicated cases, the Voluntary Arbitration Procedure, as established under the authority of Policy of Instructions Nos. 26 and 28 issued by the Department of Labor on June 7 and September 1, 1977, respectively may be adopted to expeditiously settle and finally terminate complaints as they arise.