



RUTGERS[®]

Community Arts

FACULTY AND STAFF BEHAVIOR MANAGEMENT AND GUIDELINES

All Rutgers Community Arts summer program faculty and staff are expected to conduct themselves in a professional manner, and comply with the standards and practices as specified in this document while involved in Community Arts summer programs.

BEHAVIOR GUIDELINES

We expect faculty and staff to act respectfully at all times when they are on our property or participating in our programs. As with participants, faculty and staff are expected to behave in a mature, responsible way and respect the rights and dignity of others and that is appropriate to their role as professional teaching artists.

Actions will reflect the following values:

- Faculty and staff take **responsibility** for their actions.
- Faculty and staff **respect** themselves, each other, equipment, and the environment.
- **Honesty** will be the basis for all relationships and interactions.
- Faculty and staff will be **caring** in their relationships with others.

Faculty and staff should talk to their Artistic Director, Program Director, Assistant Director, or with the Director of the Community Arts if they are uncomfortable with any expectations, experiences, or need assistance.

STANDARDS OF CONDUCT

The following standards of conduct must be strictly followed, and failure to do so will result in discipline, and possibly in release from employment with Rutgers Community Arts.

- All program standards and practices are to be followed.

- Tardiness and unexcused absences will not be tolerated.
- Jeopardizing the safety and health of the children and other staff will not be tolerated.
- The use of obscene language is strictly prohibited.
- No intoxicants may be brought or consumed on the premises before, during, or after the program, and coming to work with alcohol on your breath will not be tolerated.
- Smoking is prohibited at all programs and at all sites.
- Weapons of any kind are prohibited from Rutgers Community Arts programs, grounds and facilities.
- Faculty and staff are responsible for the care and usage of Rutgers facilities and property, and care must be taken to avoid damage or waste.
- Personal use of equipment and facilities by faculty and staff is prohibited.
- Unethical conduct which includes the misappropriation of department funds, the misrepresentation of a position and/or responsibilities, sexual harassment or misconduct, insubordination or other inappropriate behavior will not be tolerated.
- All provisions of the Rutgers University Policy for the Protection of Minors must be followed at all times. See below for more information.
- Rutgers University and Mason Gross School of the Arts must not be disparaged, or in any way demeaned by your communication or actions.

EMPLOYEE REQUIREMENTS

- You are expected to be working onsite the entire time during your contracted period of summer employment. Report to your worksite to prepare for the day and be ready to welcome participants.
- If an emergency occurs and you need to leave during your scheduled workday, you must obtain permission from the Community Arts Director.
- Non-emergency absences should be presented in writing to the Community Arts Director one week prior to proposed date of absence. You will receive written notice of approval, or denial of petition.
- If you have a legitimate illness and cannot report to work, you must call the Artistic Director or Assistant Director as soon as possible so arrangements for proper coverage can be made. When possible, you should call the evening prior to the absence.

- If the above procedure is not followed, the absence will be considered unexcused. Any unexcused absence is subject to disciplinary action, and two unexcused absences could be grounds for release from employment.
- Personal phone calls and guests are not permitted during working hours, and personal cell phones are to be turned off or muted and checked only during breaks.
- Unless excused, you are expected to participate in all faculty and staff meetings to which you are called.

PROTECTION OF MINORS AT RUTGERS UNIVERSITY

All provisions of the Rutgers University Policy for the Protection of Minors (POM) must be followed at all times. All faculty & staff are required to complete a background check and online POM training before employment begins, and to be aware of all policies and standards for conduct related to POM policy at Rutgers University.

Protection of Minors website: <http://protectminors.rutgers.edu/>

SEXUAL HARASSMENT POLICY

Every employee has the right to work in an environment free of all forms of discrimination, and sexual harassment is a form of discrimination that is illegal under federal, state and local laws. Rutgers Community Arts has zero tolerance for sexual harassment. The complete Rutgers University Policy on Discrimination and Harassment is in effect for all employees, and is located here:

<https://uhr.rutgers.edu/policies-resources/policies-procedures/policy-and-compliance-guidelines/discrimination-and->

An abbreviated definition follows:

- Sexual harassment is verbal or physical conduct that includes
 - Unwelcome sexual advances;
 - Requests for physical conduct of a sexual nature; and
 - Any written, verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Sexual harassment includes, but is not limited to the following:

- Requests for sexual favors; the use of threats or force to obtain sexual favors;
- Sexual propositions or innuendo;
- Suggestive comments;
- Sexually-oriented teasing or joking;
- Jokes about gender-specific traits;
- Unwelcome or uninvited touching, patting, pinching or brushing against another's body;
- Obscene spoken or written language, obscene gestures
- Display of offensive or obscene printed or visual material.

An employee who is subjected to sexual harassment, witnesses it, or has knowledge of it should immediately bring the matter to the attention of the Community Arts Director. Sexual harassment is considered 'severe behavior;' any employee who sexually harasses another staff member or participant will be released from employment.

FACULTY AND STAFF NON-COMPLIANCE & BEHAVIOR MANAGEMENT

Working in summer program is a highly responsible position involving the safekeeping of minors.

Community Arts expects a high standard of conduct from its staff.

Failure to comply with the policies and procedures described in this manual is taken seriously, and disciplinary action will result.

Procedures We Follow:

1. **Counseling:** A faculty or staff member who fails to comply with the employment requirements and standards found in this document, may be counseled by the program's Artistic Director, Program Director, or Assistant Director, or by a Community Arts staff member. The non-compliant faculty or staff member will be told why her/his behavior is unacceptable, and informed that a second infraction may result in termination. The desired behavior will be restated with clear consequences given for failing to comply a second time. Any such correction will be communicated to the Community Arts Director, who will retain record of the incident.
2. **Escalation with Suspension or Termination:** If the behavior is repeated, the program's Artistic Director, Program Director, or Assistant Director, or Community Arts staff member will let the non-compliant faculty or staff member know that behavior remains unacceptable and will then

escalate the matter directly to the Community Arts Director. The following two options are available to the Director:

- a. **Suspension:** a faculty or staff member who continually disregards instructions will be suspended for 1 day without payment.
 - b. **Termination:** If a faculty or staff member's behavior remains unacceptable then s/he will be terminated from employment with no further payment due.
3. **Immediate termination for Severe Behavior:** Rutgers Community Arts reserves the right to dismiss any faculty or staff member for severe behavior. Severe behavior includes - but is not limited to - bullying, smoking, drinking alcohol, being in possession of alcohol, use of illegal drugs, possession of illegal drugs, unapproved use of prescribed medication, failure to obey Community Arts policies and procedures, abusive behavior towards faculty and staff, violation of the Rutgers Policy for the Protection of Minors, behavior that endangers their own safety or the safety of staff or participants, theft, and vandalism of university facilities or property. The Community Arts Director, in consultation with faculty and staff as appropriate, will determine whether or not a faculty or staff member's behavior shall be considered 'severe.'

