THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.5
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SUBJECT:	Work Rules and Conditions	**Date Issued:**	
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APPLIES TO:	All Faculty and Staff	**Attachment(s)**	0
ISSUED BY:	Human Resources and Affirmative Action		

Policy

In addition to policies that apply to all employees, departments may establish or modify rules and conditions of work to promote efficiency, safety and quality service. Day-to-day management is delegated to the departments and rules and conditions may therefore differ from department to department or within units. In all cases, such rules and conditions will be in accordance with the policies of the University and with all applicable federal and state laws and regulations.

Examples of such rules and conditions of work include, but are not limited to:

1. Assignment of work, methods of work and location of work; setting of work schedules, starting and ending times, days of work, meal periods and rest periods. (See SPG 201.67)

2. Dress and appearance standards including the wearing of and caring for uniforms or protective clothing.

3. Safety standards and procedures.

4. Use and care of University property, including means of communication (telephones, voice mail, e-mail, beepers, cellular phones, bulletin boards etc.).

5. Rules of conduct.

6. Attendance and tardiness rules, procedures for reporting of illness and scheduling of time off.

Departments may also establish other rules or conditions of work consistent with University policy.

Inquiries should be directed to HRAA.