

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Relations	Section: VII
	Subject: C
SUBJECT: Employee Conduct	Effective: 01/01/06
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EMPLOYEE CONDUCT

South Carolina State University expects that employees will consistently render loyal and efficient service. Moreover, it is expected that employees' conduct will not reflect unfavorably on the University. Some of the basic responsibilities which are common to all positions include being reliable in attendance, returning promptly from lunch and rest periods, and notifying the supervisor immediately when unable to be at work.