**Standards for Staff Conduct**

**ARIZONA GEAR UP**

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In addition to fulfilling the responsibilities outlined in your Offer Letter and accompanying materials, you must abide by the following policies. Violation of any of these policies may result in immediate dismissal.

1. NAU Policy on Alcohol Abuse and Maintenance of a Drug-Free Workplace: The possession, use, sale, manufacture, transfer, or cultivation of any types of controlled substances (to include but not limited to, barbiturates, opiates, marijuana, amphetamines, or hallucinogens) or aiding in the use of such, violates the laws of Arizona. The use of illegal drugs or the misuse of prescription medication or over the counter drugs is dangerous and unacceptable behavior in the university community and is prohibited. Use or possession of any controlled substance or illegal drug or paraphernalia for illegal drug use, and the unauthorized distribution or possession for the purpose of distribution of any controlled substance or illegal drug is prohibited.

In addition to a general Northern Arizona University policy on drugs and alcohol, there are six rules that apply to GUSLA staff:

1. GUSLA conforms to state and local restrictions regarding alcohol. Therefore, breaches of state and local statutes, such as underage drinking, are prohibited.
2. Use of alcohol or drugs that at any time impairs job performance is prohibited.
3. Use of alcohol or drugs in situations off campus that in any way impairs work performance will be considered the same as activities on campus.
4. Use of alcohol or drugs in or near student residences is prohibited.
5. The GUSLA dorm is a “DRY DORM.” Alcohol is not permitted in any room at any time whether students are in residence or not.
6. The GUSLA camp is a “DRY CAMP.” While students are in camp the drinking of alcohol or use of drugs off campus and then returning to the campus is prohibited.
7. Tobacco must never be used in the presence of students.
8. Obscene, derogatory, and abusive language is prohibited.
9. Interactions between summer program staff and students are not to exceed the boundaries of a friendly professional relationship. Staff members should be careful to avoid even the appearance of impropriety in their behavior toward students.
10. Relationships between staff, or between staff and their guests, must be conducted with the highest degree of discretion.
11. Sexual harassment will not be tolerated. NAU and GUSLA define sexual harassment to be unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
12. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment or participation in activities.
13. Submission to, or rejection of, such conduct by an individual is used as a basis of employment affecting such individual; or
14. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work, education or participation in Program activities or creating an intimidating, hostile, or offensive environment.
15. The university is an equal employment opportunity employer. University policy prohibits discrimination on the basis of race, sex, color, national origin, religion, age, non-disqualifying disability, veteran status, or sexual orientation. Discrimination is an offense for which employees and students can be disciplined by the university.

GUSLA retains all managerial and administrative rights and prerogatives entrusted to it and conferred on employers inherently and by the law. These include, but are not limited to, the right of staff to exercise judgment in establishing and administering policies, practices and procedures, and to make changes in them without notice, the right to take whatever action is necessary in GUSLA’s judgment to achieve its goals and the right to set the standards of productivity and services to be rendered, etc. Failure of GUSLA staff to exercise any such prerogative or function in a particular way shall not be considered a waiver of the right to exercise the prerogative or function in the future or to preclude it from exercising that prerogative or function in some other way.

**Termination**

Our goal is to help staff succeed in their roles at the summer program. Termination, when it occurs, nearly always is undertaken by the program director after consultation with the appropriate NAU offices. In all cases of termination, the program director has the authority to state a deadline for a person’s departure from the site, if needed. Anyone terminated is required to make departure arrangements and pay for transportation from the site. Be advised that the above statements do not constitute an express or implied contract, and their provisions are not intended to be contractually binding. As stated in your Offer Letter, GUSLA reserves the right to terminate the agreement at any time for any reason, with remuneration only for the actual days worked, if any.