Rocket Restart: Masks and Face Coverings Requirement

To protect the health and safety of employees, students and visitors, face coverings are required on all University of Toledo campuses, with limited medical and safety exceptions.

All University employees must wear a face covering when in any University of Toledo building or when conducting work on behalf of The University of Toledo at any off-site location.

There are limited exceptions to this requirement:
- If the employee is working alone in a private office/enclosed space, as long as they can put on a face covering quickly if someone enters. Please note, an open cubicle is not an “enclosed space.”
- When eating or drinking while practicing social distancing
- When outdoors while practicing social distancing.

The University recognizes there may be medical or safety reasons that prevent some employees from wearing face coverings. Employees should follow the Accommodation Request Process through Human Resources to be considered for an exemption.

In addition, employees should be aware that there are additional state, municipal, and county requirements for face coverings. All employees share in the responsibility for adhering to this directive.

Responsibilities:
- The mask must cover the employee’s mouth and chin. The mask must not be pulled down and worn under the chin to expose an employee’s mouth or nose.
- Avoid touching the front of the mask unless you just performed hand hygiene.
- Wash hands before and after applying or removing mask.
- Healthcare workers must follow specific PPE guidance established by The University of Toledo Medical Center.
- Hold each other accountable to wear face coverings correctly and safely.

Violation Procedure:
Employees who refuse to wear face coverings and who have not received a written exemption from the requirement may be subject to discipline up to and including termination.
- Violations of this directive will be handled through the standard disciplinary procedures outlined below.
- Concerns should be referred to the appropriate department leadership for review and action.
AFSCME
Article 7: Corrective Action
7.1 An employee may be subject to corrective action for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any failure of good behavior, or any other acts of misfeasance, or nonfeasance in office, use of alcohol or abusive drugs while on duty, or for other just cause.

CWA
Article 31: Corrective Action
31.1 Just Cause: The University will not discharge, suspend, or otherwise discipline employees except for just cause. Management will make a good faith effort to initiate the corrective action process within ten (10) working days after the event upon which the corrective action is based occurs, or with reasonable diligence should have been known.

UTPPA
Article 6: Corrective Action & Employee Records
6.1 The University will not discharge, suspend or otherwise discipline members except for just cause. The University agrees to apply the principles of progressive discipline where appropriate. Progressive discipline may include verbal reprimand, written reprimand, suspension or demotion prior to termination.

FOP
Article 8: Discipline
Section 8.2. The University recognizes the principle of progressive discipline and the Union recognizes the need to apply discipline consistent with the seriousness of the violation. Discipline may range from warnings to immediate discharge depending upon the specific actions, any prior disciplinary history, and other relevant considerations.

FACULTY AAUP
Article 18.0: Corrective Action
18.1 The Employer shall not impose discipline except for just cause. The employer subscribes to the principles of progressive discipline except in instances when summary action is called for. Any disciplinary action shall be predicated upon written charges.

PSA AND FACULTY NOT COVERED BY COLLECTIVE BARGAINING
3364-25-01: Standards of Conduct Policy
(4) Employees should recognize that "failure of good behavior" may be grounds for disciplinary action. Failure of good behavior includes but is not limited to discourtesy to the public, absenteeism, tardiness, insubordination, inappropriate attire, and dishonesty.

3364-25-111: Corrective Action (Non-collective Bargaining Unit Employees)
(D) Procedure
A non-bargaining unit classified employee may be subject to corrective action for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty or any failure of good behavior, or any other acts of misfeasance or nonfeasance in office, use of alcohol or abusive drugs while on duty, or for other just cause.

Exempt unclassified employees occupying positions in a non-collective bargaining unit are considered "at will" employees. As such, they may be subject to progressive discipline at the discretion of the University, or be suspended or terminated for cause at its sole discretion.