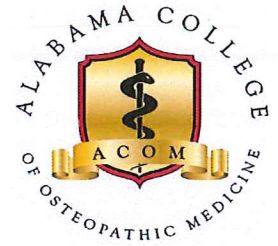


# Alabama College of Osteopathic Medicine



## Title: INATTENTION TO JOB DUTIES

Effective Date: 7/01/2014

Revision Date:

Review Date: 2/15

Policy & Procedure

### POLICY

It is the policy of the Alabama College of Osteopathic Medicine (ACOM) that all employees are responsible for being aware of and abiding by the policies and procedures of ACOM. All employees are expected to fulfill their job duties to the best of their ability.

### PURPOSE

The purpose of this policy is to ensure that employees understand the requirements of their job and the consequences for not adhering to these requirements.

### PROCEDURE

- Inattention to job duties includes, but is not limited to, sleeping, dozing, daydreaming, being under the influence of agents such as drugs or alcohol, carelessness, negligence, etc. Inattention to job duties will not be tolerated and will result in consideration for disciplinary action up to and including termination of employment.

### APPROVAL

\_\_\_\_\_  
*[Signature]*  
 Approval – Chief Academic Officer

\_\_\_\_\_  
*2/10/2015*  
 Approval Date

\_\_\_\_\_  
*Ronald Ste*  
 Approval – Chief Executive Officer

\_\_\_\_\_  
*24 Feb 15*  
 Approval Date

\_\_\_\_\_  
 Approval – Board of Directors

\_\_\_\_\_  
 Approval Date