

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO.: I:01:19

DATE: August 16, 2018

REVIEW/REVISION DATES: August 2018

SUBJECT: Duty to Cooperate - Employees

APPROVED: John M. Beehler, President

POLICY

An employee has a duty to cooperate fully in any administrative investigation conducted by a university official acting in that capacity, to provide such official complete and accurate information as requested or otherwise relevant to the inquiry, and, when so advised, to maintain confidentiality of the investigation. Willful failure to cooperate, the giving of false or misleading information, or failure to maintain confidentiality shall be deemed employee misconduct subject to disciplinary action.

Persons interviewed or otherwise contacted in an investigation shall be informed that retaliation against, harassment of, or discrimination against anyone who has made a complaint, is the victim of or is deemed or is perceived to be the victim in a complaint, or who participates in an investigation is, likewise, subject to disciplinary action.

If the investigating authority is a law enforcement agency, employees shall be entitled to such legal protections as may apply.

RESPONSIBILITY

The Vice President for Finance and Administration is responsible for this policy.

EVALUATION

This policy will be reviewed every five (5) years by the Vice President for Finance and Administration.