

Professionalism and Conduct of Employees

Fundamentals

Employees of the School of Medicine are expected to act in a professional manner commensurate with their education, training, experience, and position within the Health Sciences Center. This includes the following:

- Treating fellow employees with dignity and respect
- Dressing appropriately for your position
- Respecting the privacy of others
- Promoting teamwork
- Developing multi-discipline teams

Business Managers and Assistant Business Managers hold salaried, administrative positions and are part of the leadership team of the School of Medicine. As such they are expected to:

- Fulfill their fiduciary responsibility to their Department
 - Insure accurate expense and revenue posting
 - Employees compensation must be correlated to performance
 - Employees cannot be paid from deficit accounts
 - Purchases should be in accordance with sound business principles (spend money as if it were your own)
- Keep confidential information to themselves
- Lead by example
- Accept responsibility for their actions and the members of their team
- Be accountable
- Resolve problems
- Work as required to get the job done

Availability of Business Managers During Budget Time

All Business Managers must remain available to the Dean's Office and maintain continuous access to their email and the budget file during budget time. "Budget time" is usually in late June and early July and will be defined by the Dean's Office in the Business Manager meeting where the budget is discussed. It is not sufficient to designate someone within the Department to handle the responsibilities of the Department. Given the time constraints and number of Departments involved in getting the budget completed, the Dean's Office cannot be sending individual messages to Departments because an individual Business Managers is not available. The email distribution "SOM Business Mgrs" alias will be used for mass communication. It is the responsibility of the Business Manager to periodically check their SGF balance even after they have tied out to their final number, because an unfortunate feature of the budget system is that another Department can edit a peer Department's employee if they are paid jointly and cause that peer Department to be out of balance.