TEAM RULES
FACILITIES AND PLANNING
November 15, 2004

The following is a compilation of “Team Rules” created by employees, leads, supervisors and administrators during their respective LEAD training sessions. The first section contains common team rules gleaned from each of the sessions, followed by additional rules suggested and agreed to by administrators, supervisors and leads during their sessions, and rules suggested and agreed to by classified team members.

Rules may not be worded exactly as they appeared in each of the sessions. They have been edited or combined to indicate all those with common ideas and similar wording.

- Make employee safety the number one priority at work.
- Don’t say negative things about others behind their backs.
- Don’t listen to or allow others to say negative things about others behind their backs.
- Be accountable for your own actions, behavior and choices.
- Doesn’t try to blame things on others. (Admits mistakes, admits when they are wrong, “fess up when you screw up”.)
- Want to be here—doesn’t complain about work related conditions, doesn’t try to second guess or undermine other’s decisions, shows up ready to work, on time, every time. Remembers that they are here by choice.
- Act professionally—focus on the task at hand, do your own work, know your job, do your job, don’t waste resources or time, don’t initiate or engage in counterproductive behavior.
- Is dependable and self motivated—here’s what I said I’d do and here’s what I did.
- Doesn’t spread rumors or gossip, either inside or outside the department—knows that the only things that count are truth and facts.
- Respects other people’s opinions and actively seeks out opinions of others.
- Listens with empathy—hears with understanding rather than being judgmental or defensive, is willing to solicit and discuss ideas.
- Takes action instead of whining—positively inspires other team members, encourages others towards success, avoids the “us versus them” language.
- Gives genuine positive remarks to others, builds pride, encourages others, acknowledges achievements of others and celebrates success.
- Focuses on solutions rather than problems, makes suggestions.
- Anticipates the effect of your own behavior on others.
- Is “up-front” with others, communicates directly, one on one rather than relying on “interpreters or rescuers”. Gives people the benefit of their intent.
Is trustable- does what they say they will do, when they say they will do it and follows through. Doesn’t lie.
Treats everyone the same-does not treat some employees as favorites and let them “get away” with poor performance, special favors or look the other way.
Celebrates successes or accomplishments- catches people doing the right things.
Is flexible- willing to compromise and allow other ways of doing things, works for the win-win solution to problems, does what it takes to get the job done.
Stays focused on performance, not personalities. Accepts constructive criticism and chooses to learn from it.
Communicates effectively- is direct, gets the point across, uses appropriate body language when talking with others, speaks positively and honestly, participates in meetings or discussions.
Is committed to team success- asks how you can help others succeed, shares knowledge, asks for help when needed and offers help to others, supports team decisions even when they disagree with them, does not do things that undermine the credibility of the team as a whole or of individual team members, puts common objectives ahead of purely personal goals.
Doesn’t undermine the reputation of the university or the quality of the services when they are off work.
Don’t take your self too seriously- it’s Ok to have fun at work. Balance your work life and family life, knows when enough is enough and it’s time to go home.