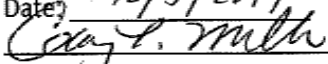




Approved as amended by:
Chancellor's Cabinet
Date: 12/5/2017

Gary Miller, Chancellor

Approved: January 3, 2017

WORKPLACE CONDUCT POLICY HR 14-16-6

INTRODUCTION

UW-Green Bay has general expectations for professional conduct by employees, volunteers, and those acting on behalf of the University.

SCOPE AND AUTHORITY

This policy outlines the expectations of proper conduct and behavioral standards. These expectations do not preclude any department or work unit from establishing additional workplace expectations necessary for the effective operation of the unit. These expectations are not meant to and shall not interfere with other applicable laws, policies, regulations or academic freedom.

All departments and work units are expected to submit workplace expectations to the Area Leader and Human Resources for review and approval. All approved workplace expectations will be housed on the UW-Green Bay Human Resources [workplace expectations website](#).

This policy is designed to be positive and corrective. Employee discipline is considered a serious action, undertaken with care, objectivity, and full consideration for rights and interests of the employee and the University.

STANDARDS OF CONDUCT

Employees shall respect the rights of others, exhibit behaviors supporting the University Mission, consider the best interests of the University, and adhere to all State, UW System, and University policies and directives.

A. **Be Fair and Respectful to Others.** Every employee shall be courteous and respectful in interactions with students, other employees, members of the general public or any other individual when acting on behalf of the UW System. Other expectations in furtherance of this principle include but are not limited to:

- Avoid all forms of harassment, abuse, illegal discrimination, threats, or violence;
- Comply with UW-Green Bay's [Policy Prohibiting Harassment and Discrimination](#) and [UW-Green Bay Civility and Inclusivity Expectations](#);
- Provide equal access to programs, facilities, and employment;
- Treat others with fairness and impartiality;
- Promote conflict resolution.



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[UWS 18.10](#) defines specific offenses against public safety and [UWS 18.11](#) defines offenses against public peace and order.

B. **Protect and Preserve UW System Resources.** Employees shall responsibly use and care for UW System property. UW System property, services, resources, or information shall not be used for personal gain. Other expectations in furtherance of this principle include but are not limited to:

- Use UW System property, equipment, finances, materials, information technology, electronic and other systems and other resources for legitimate UW System purposes (See [UPS Operational Policy WE 4: Use of Information Technology Resources](#) and UW-Green Bay [Staff Acceptable Use Policy for Technology and the Internet](#));
- Promote efficient operations and prevent waste and abuse.

[UWS 18.12](#) defines property offenses and [UWS 18.08](#) further defines personal conduct prohibitions.

C. **Act Ethically and with Integrity.** All employees shall act according to the highest ethical and professional standards of conduct (See [RPD - Code of Ethics](#)) and [Wis. Stat. § 19.45\(11\)\(b\)](#)). UW System employees are expected to, among other things:

- Be personally accountable for individual actions;
- Fulfill obligations owed to students, clients, and colleagues;
- Conscientiously meet UW System responsibilities.

D. **Contribute to a Healthy and Safe Workplace.** The UW System strives to promote health and safety in the workplace. It is the responsibility of all to ensure a safe, secure, and healthy environment for all. General expectations in this regard include but are not limited to:

- Dangerous weapons are not allowed on any UW System property;
- Illegal drugs are not allowed on any UW System property;
- The use of alcohol is limited to those areas on UW System property where allowed by law;
- Any individual acting in any capacity on behalf of the UW System shall not do so while under the influence of alcohol or illegal drugs.

[UWS 18.09](#) defines alcohol and drug prohibitions, [UWS 18.10](#) defines offenses against public safety, [UWS 18.11](#) defines offenses against public peace and order, and [UWS 18.15](#) defines additional statutory penalty provisions regulating conduct on university lands.

E. **Promote a Culture of Compliance.** The UW System is committed to meeting legal requirements and to fostering ethical and lawful conduct. Expectations for UW System employees include:

- Learn and follow all applicable laws, regulations and UW System policies and procedures;
- Protect the security, integrity and confidentiality of university information and records where appropriate and required by law;
- Be proactive to prevent and detect any compliance violations;
- Report suspected violations.



F. **Proper Personal Conduct.** UW-Green Bay employees are expected to comply with the following forms of conduct established to assist the University in attaining its objectives in an orderly and efficient manner.

- Adhere to and comply with assignments or instructions.
- Refrain from unauthorized personal business during work hours.
- Maintain ethical and accurate records.
- Comply with health, safety and sanitation rules and regulations as outlined in the [UW-Green Bay Workplace Safety Policy](#).
- Assure attention, care, respect and regard in performance of all position responsibilities.
- Comply with department requirements for review and approval of scheduled and unanticipated absences.
- Assure timeliness, regular attendance and refrain from excessive tardiness or absenteeism.
 - Tardiness: As determined by the workplace supervisor, the repeated failure of an employee to follow established work schedules, including reporting late at the beginning of the work schedule, leaving early or returning late from breaks or lunch, or leaving work early at the end of the schedule without approval.
 - Absenteeism: Excessive absenteeism is the inability or unwillingness of an employee to report to work with a reasonable degree of regularity. May also occur when an employee demonstrates a pattern of absences, whether necessary or excusable, or in instances where the employee does not have sufficient accrued leave to cover the period of absence. (Excludes qualified FMLA or authorized leave of absence.)
- Maintain appropriate dress and hygiene. Comply with department requirements for dress and apparel.

DISCIPLINARY PROCEDURES

Employees who violate expectations may be subject to progressive and cumulative disciplinary action. Progressive discipline is based on a principle that employees have been informed of the performance and behavior expected. As offenses occur, appropriate discipline will be administered in a progressive manner. Disciplinary actions shall be appropriate to the circumstances of the offense. These standards do not preclude imposing more or less severe actions based upon the full circumstances surrounding an incident or employee record.

a. Job Related Offenses

Generally, the standards for discipline occur while an employee is at work. For offenses occurring off the job, disciplinary action will be imposed based upon the facts of each situation, including but not limited to the employee's ability to continue in their current role and whether the violation adversely affects the employees obligation to the University and its mission.

b. Counseling

Except for offenses that warrant immediate disciplinary action, supervisors shall counsel an employee and provide an opportunity to comply with instructions before rising to the level of formal disciplinary action. Counseling shall be documented and maintained within the employees department. If the problem is not resolved, Human Resources will assist with determining the appropriate next steps and, if warranted, appropriate steps towards potential disciplinary action.

c. Pre-Disciplinary Investigation



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Prior to issuance of any discipline, and in line with just-cause provisions, investigatory interviews may be conducted to determine alleged offenses and allow an employee to present evidence related to the allegation. Notice of pre-disciplinary investigations will be provided to employees a minimum of 24 hours in advance to allow employees time to prepare and secure a representative, if they choose. Employees have a right to representation in pre-disciplinary investigations. The representative's role is to serve as a witness, ask clarifying questions and take notes.

GUIDELINES FOR DISCIPLINARY ACTION

Formal disciplinary action typically begins after appropriate departmental counseling and oral reprimands and/or written corrective action has taken place. Disciplinary action is determined based upon an alleged violation or event, taking into consideration any extenuating circumstances. These standards do not preclude imposition of more or less severe disciplinary actions depending upon circumstances and the egregiousness of an incident. All formal disciplinary actions must be documented through the Office of Human Resources and Workforce Diversity. UW-Green Bay follows the progressive discipline guidelines outlined below.

1. Written Reprimand: a formal written document outlining behaviors below expectations and potential consequences if the behaviors continue.
2. Suspension: action to temporarily relieve an employee of their duties and place an employee on leave without pay.
3. Dismissal: action to remove an employee from employment with the University.
4. Other Administrative Actions: Following written notice, but prior to the dismissal or suspension without pay, the university may, circumstantially, place an employee on paid administrative leave or temporarily assign the employee to other work.

RESOURCES

UPS Operational Policy [WE 3: Workplace Conduct Expectations](#)

Wisconsin Admin. Code Chapter [UWS 18](#), Conduct on University Lands

Regent Policy Document [Code of Ethics](#) (effective July 1, 2015)

UPS Operational Policy [GEN 11: Workplace Safety](#)

UPS Operational Policy [WE 1: Code of Ethics](#)