



UNIVERSITY of WISCONSIN-GREEN BAY

ANNUAL POLICY NOTIFICATION TO EMPLOYEES

September 2011

The statements and policies listed below are required under federal law, state law or University policy to be accessible and reviewed annually by all faculty and staff.

1. Equal Opportunity Policy and Complaint Procedures. The University of Wisconsin-Green Bay is committed to equal opportunity to all individuals regardless of race, color, religion, sex, sexual orientation, gender and/or gender identity expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability and any other legally protected basis. Harassment or discrimination based upon protected status is illegal and will not be tolerated. This policy is applicable to employment practices and all programs within the University. This commitment to all employment and educational practices includes, but is not limited to recruitment and hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs, access to facilities as well as social and recreational programs. The University's compliance with this statement is the responsibility of all administrators and others whose duties are related to decisions regarding employees. Further, the University of Wisconsin-Green Bay is committed to fully participate in the implementation of all applicable federal and state laws, executive orders, rules, regulations and policies. For information on complaint procedures see <http://www.uwgb.edu/hr/policies/AAEEO/complaintProcedures.html>.

2. Policy Prohibiting Harassment and Discrimination. The University of Wisconsin-Green Bay is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment—an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Discrimination against or harassment of any member of the University community based upon race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability and any other legally protected basis is prohibited by law and undermines the character and purpose of the University. Such harassment and/or discrimination is illegal and against University policy and will not be tolerated. <http://www.uwgb.edu/hr/documents/HarassmentAndDiscriminationPolicy.pdf>

3. Consensual Sexual Relationship Statement. Romantic and/or sexual relationships between faculty or other instructional staff/academic staff and students, or between supervisors and subordinates, are of concern to the University of Wisconsin-Green Bay because of potential conflict of interest and abuse of power differential. University policy precludes evaluating the work or academic performance of those with whom faculty or staff share a close familial or romantic and/or sexual relationship. Moreover, romantic and/or sexual relationships between a faculty or instructional staff member and student or supervisor and subordinate are discouraged. A complete copy of the statement is available at <http://www.uwgb.edu/hr/policies/Consensual/>.

4. Code of Ethics for Faculty and Academic Staff. All University of Wisconsin-Green Bay employees are required to comply with the code of ethics applicable to their employment status. These codes are designed to prevent conflicts between an employee's private interests and public responsibilities. The rules for unclassified employees (generally faculty and academic staff employees) are in [Ch. UWS 8, Wisconsin Administrative Code](#).

5. Code of Ethics for Classified Staff. All University of Wisconsin-Green Bay employees are required to comply with the code of ethics applicable to their employment status. These codes are designed to prevent conflicts between an employee's private interests and public responsibilities. The rules for classified employees (generally most other UW System employees) are in [Ch. ER-MRS 24, Wisconsin Administrative Code](#).



6. Family and Medical Leave Act. Federal FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. Under some circumstances, paid leave may be substituted for unpaid leave. The Wisconsin Family and Medical Leave Act offers benefits to certain individuals who may be ineligible under the federal law. For more information, contact Amy Plotner at plotnera@uwgb.edu or Christine Olson at olsonch@uwgb.edu. Additional information on family or medical leave can be found at <http://www.uwgb.edu/hr/policies/FMLA/>.

7. Americans With Disabilities Act. The University of Wisconsin-Green Bay is committed to providing reasonable accommodations for eligible employees or applicants for employment with documented disabilities as defined by federal and state law. Additional information on the Americans with Disabilities Act can be found at <http://www.uwgb.edu/hr/policies/ADA/>.

8. Acceptable Use Policy. The University of Wisconsin-Green Bay furnishes computers and provides access to campus network resources, including the Internet, in order to support learning and enhance instruction, to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication. For more information on the acceptable use of campus technology please see <http://www.uwgb.edu/compserv/Policies/AcceptableUsePolicy.htm>.

9. Policy on Threats and Violence. The University of Wisconsin-Green Bay is committed to maintaining for its employees, students and visitors an environment that is free from intimidation, threats and violent acts. UW-Green Bay will not tolerate any act or threat of violence made in the workplace, on university lands, or while in work status. After receiving a report of threats or violence, the University will conduct an immediate investigation and respond with the appropriate action. For more information please see http://www.uwgb.edu/publicsafety/violence_threats/index.htm.

10. Drug Free Environment Policy. In accordance with the federal Drug Free Schools and Campuses Act and the Drug-Free Workplace Act, the University has a policy that establishes standards of conduct in relation to the unlawful possession, use or distribution of illicit drugs and alcohol. This policy emphasizes the expectation that faculty and staff will report to work in an appropriate mental and physical condition to carry out their responsibilities safely and effectively, absent any impairment because of the use of controlled substances and alcohol. Violations of this policy may result in serious disciplinary sanctions up to and including termination of employment. A complete copy of the policy is available at http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/alcohol.pdf and <http://www.uwsa.edu/hr/drug.htm>.

I _____, hereby acknowledge that I have been informed of the University of Wisconsin-Green Bay’s above policies, which are a result of federal law, state law, or University policy. I have had the opportunity to ask any questions or voice concerns that I have regarding the above information.

Employee Signature

Date