



UNIVERSITY of WISCONSIN-GREEN BAY

ANNUAL POLICY NOTIFICATION TO EMPLOYEES

September 2018

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. Please click on the title of each policy for a link to the full policy. For a full list of university policies, please visit the [UW-Green Bay policies website](#).

[Affirmative Action and Equal Employment Opportunity Statement](#). The University of Wisconsin-Green Bay is an Affirmative Action Equal Employment Opportunity employer committed to equal opportunity to all individuals regardless of race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, disability, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law. 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.

[Alcohol and Controlled Substance Policy](#). This policy is intended to comply with State of Wisconsin administrative codes and laws, Board of Regents rules and UW System policies (17.09 & 18.09) and provides for the safe use of alcohol within campus borders and at campus sponsored events. The University is also bound by federal and state laws which prohibit the use or sale of any controlled substances (Federal Controlled Substances Act and Wisconsin Uniformed Controlled Substance Act).

[Americans With Disabilities Act](#). It is the policy of the University of Wisconsin-Green Bay to provide reasonable accommodations upon request for qualified individuals with a disability who are employees or applicants for employment. UW-Green Bay will adhere to all applicable federal and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal employment opportunity to qualified individuals with a disability.

[Building Hours and Access Policy](#). This policy establishes official hours for all University buildings and outlines access to those buildings after closing, with an additional purpose of improving safety of students and employees working alone.

[Children in the Workplace Policy](#). The workplace is typically not an appropriate place for children of employees. However, the University of Wisconsin-Green Bay recognizes that employees may occasionally want to bring children to the workplace for brief visits, specific campus events, situational convenience, or family emergencies. This policy has been developed to provide guidance on the appropriateness of children in the workplace.

OFFICE OF HUMAN RESOURCES

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Consensual and Familial Relationships Policy. It is the policy of the University of Wisconsin Green Bay that consensual and familial relationships that might be appropriate in other circumstances are not appropriate when they occur between an employee of the university and a student or other employee for whom the individual has or potentially will have supervisory, advisory, or evaluative responsibility. It is required that the employment and academic environment is free from real or perceived conflicts of interest when University employees, students and affiliated individuals, in positions of unequal power, are involved in familial, consensual romantic or sexual relationships. This policy outlines necessary direction

Commitment to Academic Freedom and Freedom of Expression. The purpose of this policy is to communicate the Board of Regents' commitment to academic freedom and freedom of expression, and expectations for those who violate those freedoms for all UW System students, employees and visitors.

Criminal Background Check Policy. The purpose of this policy is to ensure that UW-Green Bay's mission is supported by qualified employees who foster a safe and secure environment for all members of the university community. Employees who hold positions of trust with access to vulnerable populations, as defined within this policy, must report any criminal arrests, charges, or convictions (excluding misdemeanor traffic offenses punishable only by fine) to Human Resources within twenty-four hours or at the earliest possible opportunity. Statutorily mandated background checks will be performed on selected populations.

Guidelines for Maintaining a Drug Free Campus and Workplace. In accordance with the federal Drug Free Schools and Communities Act and the Drug-Free Workplace Act, the University has guidelines that establish standards of conduct in relation to the unlawful possession, use or distribution of illicit drugs and alcohol. Everyone is expected to be responsible for his/her own conduct and abide by all federal and state laws and follow University policies, regulations and guidelines. When the use of alcohol or other drugs causes disorder, danger or damage, or involves infraction of the law, disciplinary action will be taken.

Employee Ethics. 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. For information regarding Employee Ethics please see <https://www.wisconsin.edu/general-counsel/legal-topics/ethics/>.

Family and Medical Leave Act. The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide employees with the right to take job-protected leave with continued medical benefits when time off from work is needed to care for the employee or a family member who is seriously ill, to care for a newborn or newly adopted child, or to attend to the affairs of a family member who is called to covered active duty in the military. For more information, contact payrollandbenefits@uwgb.edu.

Federal Health Insurance Marketplace Notice. UW-Green Bay is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The Marketplace (also known as the Exchange) is an option for people to obtain health insurance.

Harassment and Discrimination Policy and **Sexual Misconduct Policy.** The University of Wisconsin-Green Bay is committed to maintaining a learning and working environment that is free of

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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, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, disability, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law, 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. In relation to this, UW-Green Bay complies with the nondiscrimination policies of the [Age Discrimination Employment Act](#).

[Jeanne Clery Act](#). Federal law requires universities to compile an [Annual Security Report and Annual Fire Report](#) and requires campus employees designated as “campus security authorities (CSA)” to report crime statistics for inclusion in its annual security report. Whether you are a designated CSA or not, if any person reveals to you they have been the victim, witness, or perpetrator of a crime or a hate/bias incident, immediately contact University police at (920) 465-2300. If you are in doubt as to whether a crime is reportable, please err on the side of reporting. [Office of Public Safety website](#).

[Minor Protection and Adult Leadership Policy](#). The University System has adopted the following policies for the safety and well-being of minors that attend our various programs. These policies are primarily for the protection of minors; however, they also serve to protect adult employees and volunteers. As such, all members of the campus community, including faculty, staff, volunteers and third parties with a business relationship to the University must comply with these policies.

[Open Meeting and Public Records Laws](#). Wisconsin’s Open Meetings Law and Public Records Law embody the principle that the public is entitled to the greatest possible information about government affairs. The Office of General Counsel’s Legal Topics, [Open Meetings Law](#) and [Records](#), provide information and resourced on the requirements of these topics.

[Paid Leave Bank and Vacation Payout Policy](#). The purpose of this policy is to establish the administration of accumulated paid leave bank and vacation payouts and treatment of accrued balances upon movement, retirement or termination of employment at the University of Wisconsin-Green Bay.

[Policy on Use of University Information Technology Resources and UW System Administrative Policy 1032: Information Security: Awareness](#). These policies govern the Acceptable Use for Information Technology Resources for our campus and the requirement for annual information security awareness training by all employees.

[Policy on Violence and Threats](#). 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.

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Post Retirement (Rehired Annuitant) Employment Policy- 2013 Wisconsin Act 20 changed several provisions related to Wisconsin Retirement System (WRS) rehired annuitants. The changes apply to any rehired annuitant who last ended WRS-covered employment on or after July 2, 2013. UW-Green Bay has established a policy outlining the parameters for hiring retired university employees and all WRS covered employees.

Reporting of Suspected Child Abuse and Neglect (Executive Order 54). Executive Order #54 requires all University of Wisconsin System employees to immediately report child abuse or neglect if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur.

Service Animal Policy. It is the policy of the University of Wisconsin- Green Bay that service animals assisting individuals with disabilities are generally permitted in all facilities and programs on the UW-Green Bay campus except outlined in this policy.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. To assist in following in the requirements of Title IX, UW- Green Bay has identified individuals to receive complaints of gender based harassment, discrimination or violence.

Volunteer Policy. Volunteers may offer services to UW-Green Bay. A department should not rely on volunteers to perform duties that are typically performed by permanent employees - other than on a short-term basis. Volunteers should supplement the work done by employees, not replace the need for paid staff. To avoid any confusion about the terms of the relationship, the department should complete the [Volunteer Agreement](#).

Workplace Conduct Policy. UW-Green Bay has general expectations for professional conduct by employees, volunteers, and those acting on behalf of the University. This policy outlines the expectations of proper conduct and behavioral standards

Workplace Safety Policy. Under state law, employers have a duty to provide safe employment, which includes fostering a safe workplace. UW-Green Bay is committed to maintaining and promoting a safe, healthy and injury free environment to all employees. This purpose of this policy is to attain compliance with the standards set forth in [UPS Operational Policy GEN 11](#).

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

Please send completed form to Human Resources.

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