

Effective Date: July 1, 2015  
Last Updated: XXX  
Last Reviewed: June 23, 2015  
Next Review: July 1, 2016

## Policy Summary

The purpose of this policy is to provide a set of expectations regarding conduct in the university setting that may be applied to all UW-Whitewater (UW-W) employees.

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## Policy Considerations

UW-W believes that our employees should act with integrity, trustworthiness, equity, respect, stewardship, personal rights, and personal responsibility. It is integral to how we wish to work and want to be treated.

Therefore, the following are UW-W's expectations for acceptable personal conduct by our employees. These standards are very basic and are established to advise the campus community of our standards.

This policy has been endorsed by the University Staff Council and the Academic Staff Assembly for the conduct of all UW-W employees. It should be read by all employees including all unit heads and administrators, direct supervisors, directors, deans, and vice chancellors. All units of the university are affected by this policy.

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## Definitions

Please see the UW-System Definitions Operational Policy for a list of general terms and definitions.

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## Policy

These are the behavioral expectations of employees of UW-W. Other expectations may be set forth in work units and in other policy, administrative code, or administrative procedures established by management or administration. Individuals who do not meet the expectations of UW-W may be disciplined up to and including discharge.

Expectations are not intended to interfere with other applicable laws, policies, or regulations that cover or inform personal and professional conduct at UW-W. These expectations should be interpreted as being in concert with, rather than in conflict with, other law, policy, and regulation whenever possible.

- A. Be Fair and Respectful to Others - Employees are expected to:
1. Respect the rights of others to be free from intentional or personally-directed abusive, threatening, or offensive language in the workplace.
  2. Respect the rights of others to be free of bullying, harassment, intentional physical harm, or intimidating behavior in the workplace.
  3. Respect the private property belonging to other individuals and not remove or take possession of it without permission.
  4. Provide equal access to programs, facilities, and employment.
  5. Treat others with fairness and impartiality.
  6. Promote conflict resolution.
- B. Protect and Preserve UW-W Resources and Property - Employees are expected to:
1. Use care in guarding university keys by not lending, borrowing, duplicating, or using them outside the scope of assigned duties.
  2. Use care in guarding university passwords by not sharing, borrowing, stealing, or using them outside the scope of assigned duties.
  3. Respect the use and security of university buildings and property by not entering restricted areas without authorization.
- C. Act Ethically and with Integrity - Employees are expected to:
1. Carry out instructions, duties, and responsibilities as set forth in the descriptions of their positions with care and competency and as directed by those with authority to assign the work.
  2. Report to work as scheduled and abide by the requirements of their work schedules including starting/ending times and break times.
  3. Take responsibility for reporting to work as required and be available according to the expectations of their positions.
  4. Display courteousness and use good judgment in dealing with the public and others in the university community.
  5. Responsibly use and care for UW-W property, services, or resources by not using them for personal business or gain.
- D. Contribute to a Healthy and Safe Workplace - Employees are expected to:
1. Reasonably follow proper safety guidelines.
  2. Abide by the policies and regulations for health, safety and sanitation and to take direction from those in authority during any emergency or practice drill.
  3. Abide by university policies regarding the possession of weapons or firearms on University property.
  4. Abide by UW System and UW-W policies and perform their duties without impairment or the influence of alcohol or illegal drugs.
  5. Dress appropriately following guidelines set forth by their work unit.
  6. Maintain standards for personal hygiene.
  7. Be conscious of how their behavior affects the health and safety of others.

- E. Promote a Culture of Compliance - Employees are expected to:
1. Maintain the confidentiality and integrity of confidential records and information.
  2. Be truthful, accurate, and complete when providing information to anyone with the authority to gather information on behalf of UW-W, UW System, or other State agencies.
  3. Use or wear badges, uniforms, campus IDs, and all permits only for the official uses intended.
  4. Follow all other policies and rules on the UW-W campus.
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## University Responsibilities

The Office of Human Resources & Diversity, the University Staff Council, and the Academic Staff Assembly will share joint responsibility for evaluating the effectiveness of the policy by conducting yearly reviews. The Office of Human Resources & Diversity may provide procedural assistance for employees if requested.

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## Equal Employment Opportunity

This policy will be applied and administered in a manner consistent with UW-Whitewater's equal employment opportunity and affirmative action programs which includes, but is not limited to, without regard to race, religion, color, national origin, sexual orientation, marital status, parental status, age, disability, sex or veterans status, except where a characteristic is a bona fide occupational qualification.

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## Background

Wis. Stat. § 36.115 requires the Board of Regents to develop a personnel system that is separate and distinct from the personnel system under Wis. Stat. Chapter 230. The "Classified Employee Work Rules," which prior to July 1, 2015 were applicable to classified UW System employees covered by Wis. Stat. Chapter 230, no longer apply.

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## Related Documents / References

UW-Whitewater Discriminatory Conduct Policies (including Sexual Harassment and Sexual Violence)  
UW-Whitewater Equal Employment Opportunity Policy  
UWSA Operational Policy WE 3, Workplace Conduct Expectations  
UWSA Operational Policy WE 1, Code of Ethics  
Wis. Administrative Code Chapter UWS 18, Conduct on University Lands, Title



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**Attachments / Supporting Documents**

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**Contact**

Please direct questions about this policy to the Office of Human Resources & Diversity, or the University Staff Council.

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**ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY**

Richard Toy 6/25/15  
Chancellor Date

Jeff Arnold 6/25/15  
Vice Chancellor for Administrative Affairs Date

Justin Tramm 6/25/15  
Director, Human Resources & Diversity Date

Debbie Lane 6/25/15  
Chair, University Staff Council Date