

## ANNUAL POLICY NOTIFICATION TO EMPLOYEES

The statements and policies listed below should be reviewed annually by all faculty and staff. While this annual notification highlights the policies listed in a condensed format, all employees should take time to become familiar with all university policies.

- 1. Affirmative Action and Equal Employment Opportunity Policy:** The University of Wisconsin Oshkosh 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 Oshkosh is committed to fully participate in the implementation of all applicable federal and state laws, executive orders, rules, regulations and policies. For the complete policy, see section GEN 1.2.(1) in the [Faculty and Academic Staff Handbook](#). For information on complaint procedures contact the office of [Equal Opportunity and Access](#) located in Dempsey Hall 337, (920) 424-2296.
- 2. Policy Prohibiting Harassment, Discrimination and Retaliation:** All members of the University of Wisconsin Oshkosh community are committed to the *Shared Principles to Guide Interactions*. For complete policy see section GEN 1.2 in the [Faculty and Academic Staff Handbook](#). To this end 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. Retaliation against any individual making a complaint, participating in an investigation or opposing prohibited behavior outlined in this policy is also a violation against University Policy and will not be tolerated.

Sexual Harassment deprives its victims of rights guaranteed under Title VII of the Civil Rights Act of 1964. Sexual Harassment has no place in the educational community and will not be tolerated at the University of Wisconsin Oshkosh. For the complete policy see section **GEN 1.2(6)** of the [Faculty and Academic Staff Handbook](#). For more information on filing a complaint, please visit the Equal Opportunity & Access's [website](#).

- 3. Policy on Consensual Relationships:** It is the policy of the University of Wisconsin System Board of Regents that consensual relationships that might be appropriate in other circumstances are not appropriate when they occur between (1) an employee of the university and a student over whom the employee has or potentially will have supervisory, advisory, evaluative, or other authority or influence, or (2) an employee of the university and another employee over whom the employee has or potentially will have supervisory, advisory, evaluative, or other authority or influence. Even where negative consequences to the participants do not result, such relationships create an environment charged with potential or perceived conflicts of interest and possible use of academic

or supervisory leverage to maintain or promote the relationship. Romantic or sexual relationships that the parties may view as consensual may still raise questions of favoritism, as well as of an exploitative abuse of trust and power. Please review [RPD 14-8](#) and [UPS Gen 8](#) for the complete policy.

4. **Policy on the 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. For the complete policy see **GEN 1.2.(9)** in the [Faculty and Academic Staff Handbook](#).
5. **Children in the Workplace:** UW Oshkosh is a family-friendly workplace and supports work-life balance by providing appropriate flexibilities for employees, who may want or need to bring a child or children to the workplace for brief visits, specific campus events or family emergencies. The university also recognizes that having children of employees in the workplace can pose some unique concerns and risks and has therefore developed this policy to ensure the wellbeing and safety of all employees and their families is taken into considering anytime a child is brought into the workplace. The full Children in the Workplace [policy](#) can be viewed on the Provost's website.
6. **Code of Ethics:** All University of Wisconsin Oshkosh 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. Please refer to **Chapter UWS 8** and **Chapter ER-MRS 24** of the [Wisconsin Administrative Code](#), which is also found on the Provost's [website](#).
7. **Workplace Conduct Expectations:** This policy communicates the University's values and expectations of proper professional conduct for all university and student employees. It describes the values, cornerstones, and behaviors that define a respectful campus and it also consists of behavioral expectations and campus standards prohibiting all forms of misconduct. This policy can be viewed in its entirety on the Human Resources [website](#).
8. **Family and Medical Leave Act:** 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 the Benefits Specialist in the Office of Human Resources. For the complete policy see **GEN 3.B.6** in the [Faculty and Academic Staff Handbook](#).
9. **Americans with Disabilities Act:** The University of Wisconsin Oshkosh 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 in section **GEN 1.2.(2)** in the [Faculty and Academic Staff Handbook](#).

**10. Information Security - Acceptable Use:** This policy establishes parameters for the acceptable use of information technology resources owned or under the control of the University of Wisconsin System. It establishes the behaviors for acting in a responsible, ethical, and legal manner that respects the rights of community members who access or rely upon the information technology resources of the UW System, or who may have personal, confidential, private, proprietary, or copyrighted data and information stored within the UW System's information technology resources. This complete policy (**UWO.IT.1034**) as well as other important IT policies can be found on the [Information Technology](#) website.

**11. Policy on Workforce Violence Prevention:** The University of Wisconsin Oshkosh is committed to providing a safe environment that is free from fear of violence, acts of intimidation or threats, and violent behavior. It will not tolerate threats of violence, harassment and inappropriate behavior intended to intimidate or frighten others in the workplace. For the complete policy see **GEN 1.2.(8)** in the [Faculty and Academic Staff Handbook](#).

**12. Policy on Alcohol, Drugs and Smoking:** 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, distribution, manufacture, or dispensing of illicit drugs and alcohol by students and employees on University property or as part of University activities. This policy also 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: **GEN 1.4.(1)** in the [Faculty and Academic Staff Handbook](#).

In accordance with Wisconsin's Clean Indoor Air Act, the University has a policy that establishes guidelines around smoking on campus. Smoking is strictly prohibited within all buildings and vehicles owned or leased by the University and all sponsored outdoor seated events, including athletic events, and within a 25 foot perimeter of all University buildings. For the complete policy on smoking see **GEN 1.4.(3)** in the [Faculty and Academic Staff Handbook](#).

**13. Family Education Rights & Privacy Act (FERPA):** This law provides that, with certain explicit exceptions, students have the right to determine who will see their education records (confidentiality) and students have the right to see their education records (accessibility). In general, information derived from a student's education records may be disclosed only if: (1) it is "directory information;" (2) the student has consented to the disclosure; or (3) the law provides an exception that permits disclosure without the student's consent. For more information on FERPA, please contact the Registrar's Office or visit their [FERPA page](#).

**14. Guidance on Political Campaign Activities:** There are [general guidelines](#) for employees and students of the UW System who wish to engage in an important but strictly regulated activity: political campaign involvement. These guidelines are not intended as a source of definitive legal advice on the specific situations discussed below, nor are they a comprehensive legal manual that addresses all political campaign activity.

In addition to these general guidelines, certain university employees holding highly visible positions, or those who serve in a liaison capacity with state and federal legislators, should be

aware of the ethical and practical consequences of political campaign involvement as well as the basic legal issues, such as the application of state and federal lobbying rules to the activities of state university employees. If you have a specific question regarding political campaign please consult the UW System [Office of the General Counsel](#) for further guidance.

- 15. Waste, Fraud and Abuse Hotline:** The University of Wisconsin System has selected The Network to provide employees with a simple and anonymous way to report activities that may involve misconduct or violations of University policy. Employees may file a report [online](#) or by dialing (855) 827-4950. Any suspected problems or complaints reported via The Network will be reviewed in accordance with current University policies and procedures. University of Wisconsin policy prohibits the taking of retaliatory action against anyone for reporting or inquiring about potential breaches of University policy or for seeking guidance on how to handle suspected breaches.

**Other Policy Resources:** As an employee of the University of Wisconsin Oshkosh, the below resources also provide relevant information relating to your employment. This includes applicable law and policies that our employees are covered under.

1. **[State Statutes](#):** Chapter 36 of the Wisconsin State Statutes specially address the University of Wisconsin System.
2. **[Wisconsin Administrative Code](#):** These rules were promulgated in accordance with the rulemaking authority vested in the Board of Regents by Chapter 36 of the Wisconsin Statutes. The rules govern areas such as the use of university facilities, conduct, and dismissal of personnel.
3. **[Board of Regents Policies](#):** Regent Policy Documents have been adopted pursuant to the policy-making authority vested in the Board by Chapter 36 of the Wisconsin Statutes. The Regent Policies address, but are not limited to academic policies and programs, equal opportunity, tuition and fees, housing, activities of faculty members, student activities, and trust and investment policies.
4. **[UW System Administrative Policies & Procedures](#):** UW System administrative policies and procedures are applicable systemwide and cover academic, financial, and general administration issues. The policies and procedures provide specific direction to UW System institutions and Administrative policies are central to the governance of the UW System. They are issued and approved by the UW System President.
5. **[University Personnel System \(UPS\) Operational Policies](#):** The University Personnel System (UPS) Operational Policies provide the framework for UW institutions, other than UW-Madison, to extend the UW Board of Regents' authority to university staff.

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