

# **UW-SUPERIOR POLICIES AND PROCEDURES**

## **DRUG AND ALCOHOL POLICY**

The University of Wisconsin System and University of Wisconsin-Superior prohibit 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.

The use or possession of alcoholic beverages is prohibited on University premises, except in faculty and staff housing and as expressly permitted by the chief administrative officer or under institutional regulations, in accordance with 5. UWS 18.06(13)(a), Wis. Adm. Code. Without exception, alcohol consumption and procurement are governed by Wisconsin statutory age restrictions under 5. UWS 18.06(13)(b). Wis. Adm. Code.

The unlawful use, possession distribution, manufacture, or dispensing of illicit drugs ("controlled substances" as defined in ch.961, Wis. Stats.) is prohibited in accordance with 5. UWS 18.10(1), Wis. Adm. Code.

Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion, under s. UWS 17.03(1)(b), Wis. Adm. Code. University employees are also subject to disciplinary sanctions for violation of these provisions occurring on University property or the worksite or during work time, up to and including termination from employment. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, as set forth in Wisconsin statutes, administrative rules faculty and academic staff policies, and collective bargaining agreements. Referral for prosecution under criminal law is also possible. Further, violations of ss. UWS 18.06(13) and 18.10(1), Wis. Adm. Code may result in additional penalties as allowed under ch. UWS 18, Wis. Adm. Code.

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their dean, director, or department chair within 5 days of the conviction if the employees are employed by the University at the time of the conviction. The dean, director, or department chair will immediately notify the Office of Human Resources of any employee convictions to ensure any further action/notification is made.

# Inclement Weather

## Communications Procedures for Informing Employees About Closing of the Campus

In the event of unusually bad weather conditions, such as a snow or ice storm, the Chancellor and Provost will consider curtailment of normal university operations. Two main levels of curtailment are possible: 1) cancellation OR postponement of classes and 2) closing of the campus.

Employees are asked not to call the University Public Safety Office or other central offices in the event of bad weather conditions.

Information on curtailment of classes will be communicated by the Provost to the Director of University Relations who will communicate with the broadcast media. Cancellation of classes, or delay in starting of classes, will be broadcast on local radio and television. Information will also be updated on the weather hotline: 715394-8400. Instructional staff with evening and off-campus teaching responsibilities should establish a telephone network to inform students of class cancellations, if necessary.

Information on closing of the campus will be communicated by the Provost through the respective Cabinet Officers and their designees. **Unless informed otherwise by an appropriate supervisor (or designee), employees should assume that the university is "open" and make a reasonable effort to get to work on time**, even if classes are canceled. Information will also be updated on the weather hotline: 715-394-8400.

Supervisors should be contacted directly at the office or at home when it is not possible to get to work on time or at all.

When the University is closed, classified employees should not report to work unless explicitly called in to meet some operational need or emergency situation. Essential services, such as Public Safety and Heating Plant, will continue in accordance with past practice.

When work time is "lost" by an employee because of inclement weather, payment for or scheduling of "make-up" time will occur in accordance with the civil service and/or labor agreement language appropriate for each employee group.

Departments should prepare a written communication procedure to identify who is responsible for contacting each staff member.

## **University & Political Activities**

### **University Activities**

All employees are encouraged to take part in University activities such as volunteer projects, educational experiences, University Committees, and so on. Such participation is always subject to supervisory approval, but supervisors are urged to allow participation whenever possible. If there are any concerns regarding paid or unpaid time off for such participation, an employee should check with his/her supervisor first, then with the Office of Human Resources if questions still remain.

### **Political Activities**

An employee may take part in any partisan political activities s/he chooses while off duty and not on UW-Superior property. An employee may also hold part-time, non-partisan offices which do not interfere or conflict with position duties. An employee who has questions about his/her political activities should check with the Office of Human Resources.

## **Whistleblower Law**

The purpose of this notice is to advise all employees of the University of Wisconsin-Superior of the 1983 Wisconsin Act 409, known as the "**Whistleblower Law**," which provides procedures and protections for state employees who may wish to disclose information about a violation of any state or federal law, rule or regulation; mismanagement or abuse of authority in state and local government; a substantial waste of public funds; or a danger to public health and safety.

The Act prohibits any retaliatory disciplinary action against an employee who discloses information regarding improper activities in state governmental units including the University of Wisconsin - Superior, and outlines the procedures the employee must follow to obtain protection against employer retaliation.

To obtain the protections under the Act, the employee shall either disclose the information in writing to his or her supervisor or a governmental unit designated by the State Personnel Commission. This requirement does not apply if an employee is disclosing information to his or her attorney, collective bargaining representative, or legislator.

If a governmental unit conducts a full investigation, it shall keep the identity of the employee confidential if it is reasonably possible to do so.

For further information on the law, it is suggested that you contact the Office of Human Resources (394-8220) where you may also obtain a copy of Wisconsin Act 409

## **Discrimination/Sexual Harassment Policy**

The University of Wisconsin-Superior will not tolerate discriminatory conduct or sexual harassment by university employees, including administrators, faculty, staff, or by students. To the extent that demeaning or intimidating conduct increases the likelihood for physical violence or breach of the peace, it is contrary to the basic purpose of the university. Employees who engage in discriminatory or sexually harassing conduct as defined in this policy or who retaliate against those filing or assisting in the filing of complaints of discriminatory conduct or sexual harassment, or students who engage in conduct prohibited under chs. UWS 17 or 18, Wis. Adm. Code, will be subject to appropriate disciplinary actions.

The UW-Superior Discrimination/Sexual Harassment Policy is attached as Appendix D.