STUDENT EMPLOYEE HANDBOOK
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The mission of University Housing at UW–Milwaukee

UWM University Housing is committed to enhancing community members’ cultural understanding, leadership skills, academic success, social connections, and social responsibility by creating safe, comfortable, and well-maintained living learning environments that inspire growth and development.

Welcome to UWM University Housing

University Housing is an important part of the University of Wisconsin-Milwaukee. Students who live in the residence halls feel more connected to the campus and are more likely to do well academically and stay in school through graduation. For some students, their experience in the residence halls can make or break their college experience. Whether you are having a conversation with a student, are seen working on a project, or just walking down the hall, you are having an impact on their lives in the halls.

The residence halls at the University of Wisconsin-Milwaukee are designed to be vibrant living learning communities, connecting students to their academic experience. We house 4300 students in all suite-style living arrangements, in safe and secure buildings with state-of-the-art systems and a 24/7 shuttle program.

We provide students with opportunities to become familiar with the city of Milwaukee and connected to other students, as a sense of belonging, and a sense of community all while they become used to being “on their own”.

The policies written in this manual are intended to provide clear expectations about work rules to ensure fairness to both you, the employee, and our department. I encourage you to contact your supervisor if you have any questions about what is included within this manual.

I hope you can see the importance of our work and are excited about how your role within the department helps make this all possible. I appreciate the role you play in our department and I am glad you are here!

Sincerely,

Kelly Haag
Director, UWM University Housing
AFFORDABLE CARE ACT
The Marketplace (also known as the Exchange) is an option for individuals to obtain private health insurance. The UW System is required to provide all employees with a notice of the availability of the Health Insurance Marketplace. In addition to information about the Health Insurance Marketplace, the Notice also includes required information on health insurance coverage available through your employment at the UW System.

Please take a few moments to review your Marketplace Notice at https://www.wisconsin.edu/ohrwd/download/aca(3)/notice.pdf. You may request a paper copy of the notice, free of charge, by emailing housinghr@uwm.edu.

COMMITMENT TO STUDENT EMPLOYEES
University Housing is dedicated to providing employment that meets the needs of students, providing services to those who live in and use University Housing facilities, and providing an educational experience for all employees.

At University Housing we are dedicated to the student experience. Our student employees are trained to think beyond their scope of employment and achieve goals/skills that can be transposed to a professional resume. We encourage employees to take on positions of leadership, and training and professional development opportunities.

These provide new skills to employees that may result in leadership opportunities or other positions within University Housing. Graduation is the ultimate goal and we hope through employment with University Housing students will gain an experience that will outlive their time here at UWM.

COMMITMENT TO DIVERSITY
University Housing is committed to employing a diverse workforce, and is committed to being an affirmative action, equal opportunity employer.

We encourage all students to apply for openings within University Housing, and we are dedicated to ensuring that all hiring processes reflect a commitment to maintaining a diverse workforce. University Housing is also committed to making necessary accommodations for employees where appropriate and relevant to a position in order to meet any needs an employee may have.
DISCRIMINATION/HARASSMENT POLICY/ HATE-BIAS

UWM defines discrimination as conduct that (1) adversely affects any aspect of an individual’s employment, education, or participation in activities or programs at UWM; and (2) is based on one or more characteristics of the individual that are protected under federal, state, or local laws. Discrimination in employment against properly qualified individuals by reason of the individual’s without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status, or use or nonuse of lawful products off the employer’s premises during nonworking hours—substantially and adversely affects the general welfare of the state (see the Wisconsin Fair Employment Act, Wis. Stats §§ 111.31, 111.321). Under certain circumstances, a disability (see Section B below) or arrest conviction record may render an individual unqualified for a job.

Harassment is a form of prohibited discrimination. UWM defines harassment as conduct that (1) is of any type (oral, written, graphic, or physical); (2) is directed towards or against a person because of the person’s protected status (see the list of protected statuses above); and (3) unreasonably interferes with the individual’s work, education, or participation in activities or programs at UWM or creates a working or learning environment that a reasonable person would find threatening or intimidating.

SEXUAL HARASSMENT IS DEFINED AS:

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal or physical conduct of sexual nature where:
  - Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or status in a course program or activity.
  - Submission to or rejection of such conduct is used as a basis for an employment or education decision affecting an individual.
  - Such conduct has the purpose or effect of substantially interfering with an individual’s work or education performance or creating an intimidating, hostile or offensive environment for working or learning.

Complaints of sexual harassment are to be filed with the Office of Equity/Diversity Services (EDS) within 180 days of the date of the incident of alleged sexual harassment. Both formal and informal procedures can be used to resolve complaints. More information is available from the EDS website: diversity.uwm.edu. University Housing employees are also encouraged to report any incidents of sexual harassment to a supervisor or appropriate departmental administrator.
Sexual harassment is prohibited at UWM, and University Housing is fully committed to a workplace without sexual harassment. Behavior between or among members of the University community which creates a hostile, intimidating, or otherwise unacceptable working environment will not be tolerated.

1. HATE/BIAS INCIDENTS
The University of Wisconsin-Milwaukee defines a hate or bias-motivated incident as any disruptive conduct (oral, written, graphic or physical) that is against an individual or individuals because of their actual or perceived race, color, national origin/ancestry, religion, sex, age, disability, sexual orientations, gender identity/expression, veteran and National Guard status, marital status, pregnancy, political affiliation or arrest/conviction record.

The University of Wisconsin-Milwaukee urges all members of the UWM community to report any hate/bias incident that has occurred on 1) UWM property, buildings, or housing; and/or, 2) UWM sponsored events or activities, regardless of location. As an employee, if you witness/observe a hate/bias incident, you are expected to report the incident to your supervisor and via the following reporting link: https://www4.uwm.edu/eds/hatebias/form/index.cfm?a1=edit

2. REPORTING PROCEDURES
An employee who believes that he or she is the subject of discrimination, harassment, or retaliation, that is prohibited by the Discriminatory Conduct Policy is encouraged to clearly tell the person engaged in the conduct to stop. If the employee is uncomfortable with confronting the other person, he or she may discuss the situation with his/her supervisor or the Department Chair. If the supervisor or Department Chair learns of an alleged violation of this policy but is unable to quickly resolve the matter or believes that the matter warrants further investigation prior to taking action, he or she should refer the complaining employee to the Office of Equity/Diversity Services (EDS).

An employee is encouraged to file a complaint with EDS if he or she has confronted the person responsible for the behavior or has discussed the matter with his/her supervisor or Department Chair and the employee believes these steps have not been successful in resolving the matter. The UWM Discriminatory Conduct Policy (Including Sexual Harassment) is available on the Office of Equity/Diversity Services website at http://www4.uwm.edu/sexualharassment/.

A DRUG-FREE WORKPLACE
UWM and University Housing are committed to being Drug Free Workplaces. UWM prohibits 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.
Employees who are convicted of any drug or alcohol statute violation occurring in the workplace must notify their dean, director or department chair within five days of the conviction, if the employees are employed by the University at the time of the conviction.

Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion, under Ch. UWS 17, 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, and faculty and staff policies.

When an employee is suspected of being under the influence of alcohol or drugs during work, please notify a supervisor immediately, or if they are not available, the Residential Program Staff on Duty (RPSOD) who can be reached via the Service Desk at each residence hall. Failure to report these incidents could result in disciplinary action.

In Addition, some positions require additional or more strict drug testing/policies, your supervisor will go through their policies at time of hire.

**STANDARDS OF CONDUCT AND UNIVERSITY SANCTIONS CONCERNING ILLICIT DRUGS AND ALCOHOL**

The University of Wisconsin System and the University of Wisconsin-Milwaukee 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.

Employees who are convicted of any 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. For more information on the Drug-Free Campus Policy (Authority: Federal Drug-Free Workplace Act of 1988) please go to [http://uwm.edu/hr/home/managers-and-hr-partners/guidelines-and-policies/drug-free-campus-policy/](http://uwm.edu/hr/home/managers-and-hr-partners/guidelines-and-policies/drug-free-campus-policy/).

**NO-SMOKING POLICY**

UWM is committed to maintaining a safe campus environment and to ensuring that it acts to the extent possible to shield its students and employees from harm, to mitigate the established health risks associated with exposure to second-hand smoke, UWM prohibits smoking in all buildings, university vehicles, and parking structures and within thirty (30) feet of a building entrance, air intake or operational window.
STANDARDS FOR ETHICS
Ethics are intended to serve as a guide to action in confusing and difficult circumstances. In a residence hall environment it is important that a high ethical standard is maintained. We interact with students, guests, and families twenty-four hours a day, seven days a week and often make judgment calls during our contact with them. Each time we act, we call upon our conscience to direct us and help analyze the situation. Here is a list of questions you can ask yourself when you are evaluating your decision making:

IS IT LEGAL?
• Will I be violating a civil law, University Policy or University Housing Policy?

IS IT BALANCED?
• Is it fair to all concerned in the short term, as well as the long term?
• Does it promote win-win relationships?

HOW DOES IT MAKE ME FEEL ABOUT MYSELF?
• Will it make me feel proud?
• Would I feel good if my decision was published in the paper?
• Would I feel good if my family/supervisor knew about it?

As you are about to make decisions, don’t be afraid to ask for help. Supervisors will be glad to offer advice if you are faced with a difficult decision.

In order for us to enhance the ethical climate in our residence halls, we must agree that difficult issues will be raised in a climate of respectful communication.

INFORMATION TECHNOLOGY USE
UWM provides access to computers, databases, electronic mail, the Internet, software, and other University information technology (IT) resources to its faculty, staff and students, as well as community members, in order to facilitate the pursuit of excellence in the University’s missions of scholarship, learning, teaching, research, and service. In order to preserve access to University IT Resources for the entire community, everyone is expected to know and adhere to the appropriate University, state and federal regulations and guidelines.

Guidelines for appropriate use of University of Wisconsin-Milwaukee information technology resources can be found at https://panthers.sharepoint.com/sites/InfoSec/Public%20Facing%20Documents/2480.pdf
DISCIPLINARY PROCEDURES
All employees are governed by University work rules, established departmental work rules, and operational needs. They are subject to discipline up to and including termination for violation of work rules. Discipline should be progressive in nature.

For example:
- Step 1: Verbal Warning
- Step 2: Written Reprimand
- Step 3: Written Probation
- Step 4: Termination

However, some violations may be so serious that immediate termination is warranted. These steps are a guide, are only an example, and depending on action needed an employee could go from verbal warning to probation, or directly to termination depending on the event.

It is expected that you maintain good behavioral standing within University Housing and the Dean of Students Office. Should your status change with University Housing and/or the Dean of Students Office during the duration of your employment, your employment status within University Housing may change. For example, if you are put on probation status or higher within University Housing for violating University Housing policies, your employment status may be terminated.

APPEALS
If a student staff member disagrees with any disciplinary action taken by their supervisor, they have the option to appeal to the Human Resources Assistant for University Housing. Student staff have 7 calendar days to submit an appeal. An appeal form should be given with every discipline letter. If a student staff member does not receive an appeal form they may access one by contacting their supervisor or emailing housinghr@uwm.edu.

A second appeal is available to student staff that disagree with their first appeal decision. The second appeal will be directed to the Associate Director of University Housing. A second appeal form will be provided with the first appeal decision letter. Student staff have 7 calendar days to submit the appeal. The second appeal is the final decision in the student staff appeals process.

PAYROLL INFORMATION
University Housing employs over 300 student employees every year. All payroll issues are handled by the direct supervisor of your area as well as University Housing Human Resources Assistant in C120 Sandburg Hall.
TIME CLOCKS
Every University Housing student employee is required to record their hours worked by using the HRS system on a University Housing computer located in their specific department. Your supervisor will inform you of which computer location(s) is available for your department to clock in and out. You will use your UWM ID and password to log in and out. Any missed or incorrect punches must be documented on a Time Clock Adjustment form or email to your direct supervisor. This must be done within one business day of the incorrect punch. Any employee who develops a pattern of missed punches will be addressed formally through the employment disciplinary system within University Housing. Your supervisor may also have additional guidelines that you should follow.

PAYROLL DISTRIBUTION
University Housing student employees who earn an hourly wage will receive a paycheck every two weeks. Those who receive stipends are paid monthly, usually on the first of each month of employment. Please see your supervisor for the exact dates of pay periods, and when a paycheck will be available for that particular pay period. These change on a yearly basis.

DIRECT DEPOSIT/PAYCHECKS
The University of Wisconsin System policies require that all employees participate in an electronic direct deposit program for their payroll payment. Automatic deposit of employee wages directly into their bank account streamlines payroll operations, increases productivity, and provides many benefits to the employee. It is a free of charge service that offers a fast, dependable, and safe method for University employees to receive their payroll payments. It eliminates the possibility of a lost or stolen check.

To check on the amount of your paycheck deposited into your account, log on to my.uwm.edu and enter your ePanther ID and password. There you can click on “my Page” and then “Earning/Benefits Statement”. Please check with your supervisor if you have any questions or concerns.

Changes or updates to your direct deposit information, bank information, a change in address, can be made directly with UWM Central Human Resources in 125 Engelmann Hall.

WAGE STRUCTURE
University Housing is committed to keeping our employees trained, knowledgeable, and motivated with their positions. A centralized compensation scale has been created for starting employees, experienced employees, and student supervisor positions. Starting wages are dependent upon the position responsibilities and requirements. The lowest starting wage for the department is $8.25/hour.
Those students who have work study allocation and are employed by University Housing will automatically have their work study allocated from Financial Aid to University Housing for their position, unless they express to University Housing that their work study allocation is for another on-campus job.

University Housing has ample opportunities each year for advancement within your area, or new opportunities that may come up within other areas. We encourage you to stay active in your positions, and when opportunities arise, we encourage all of our employees to apply for them.

Wage increases will be provided each May & November during performance evaluations. Wage increases are given based on meeting expectations of the position and time in the position. Over the course of 2.5 years an employee has the opportunity to achieve a $2.00/hour raise.

**PERFORMANCE EVALUATIONS**

Semester evaluations are University Housing’s way of giving you formal feedback on your performance as an employee. This is also an opportunity for you to give feedback to your supervisors regarding your position and the department. Each yearly performance evaluation will determine the rate at which you may receive a merit raise for the next academic year or defined time period depending on the area in which you work.

**EMPLOYEE DEVELOPMENT**

University Housing is committed to developing and enriching our employees throughout the year. Opportunities will be presented, both mandatory and optional, to help you develop more advanced skills for your position.

These opportunities will also help you develop more knowledge within the department, or new information about your employer. These opportunities presented will be taken into account on your semester performance evaluation and may help you gain raises or promotions within your department. Those sessions that are determined to be mandatory will be required for all employees to attend.

**UNIVERSITY HOUSING FACILITIES AND EQUIPMENT USAGE**

University Housing student employees are encouraged to use the facilities for programmatic, academic, and personal needs. Employees may use the fitness rooms, attend events put on by Resident Assistants (RAs) or the Student Housing Administrative Council (SHAC), watch scheduled movies in Flicks and do homework in quiet study lounges. It is important to note that some events that occur in the residence halls are not sponsored by University Housing and do not apply.
If you are coming to an event outside of your work hours you can show your staff ID badge to Security and explain your rationale for attending. Security staff will grant you access to the building. If you are visiting a resident or not attending an event you must follow the regular guest registration procedures.

Phone, fax, computer, and copy machine are only for work use and should not be used without your supervisor’s permission for personal or class work before, during, or after a shift.

RESOURCES AND CONTACTS

- **Payroll**
  - Paycheck Stub and W-2: found on My UW System
  - Office: Engelmann 125 or C120 Sandburg
  - Forms: [www.uwm.edu/hr/payroll/forms.cfm](http://www.uwm.edu/hr/payroll/forms.cfm)

- **Parking**
  University Housing does not provide parking for student employees. If you are in need of parking please refer to the UWM Transportation Services website at [http://uwm.edu/parking/](http://uwm.edu/parking/)

- **Office of Equity/Diversity Services**
  - Office: Mitchell 359, ex: 5923
  - [www.uwm.edu/eds](http://www.uwm.edu/eds)
  - Hate bias form: [www.hatebias.uwm.edu](http://www.hatebias.uwm.edu)
  - Sexual Harassment: [www.uwm.edu/sexualharassment](http://www.uwm.edu/sexualharassment)

- **Norris Health Center**
  - [www.uwm.edu/norris](http://www.uwm.edu/norris)
  - Appointment: ex: 4716
  - Counseling Information: [www.uwm.edu/norris/health_services/nhc_about_mental.cfm](http://www.uwm.edu/norris/health_services/nhc_about_mental.cfm)
Like all UWM employees, student employees are expected to comply with UWM’s Faculty/Staff Code of Conduct, which can be found online at http://www4.uwm.edu/secu/docs/other/S_65_Code_of_Conduct.pdf. The Code establishes the minimum professional expectations, while this document elaborates on some of those expectations and provides some additional expectations for student employees of University Housing. If any student employee has questions about the expectations, they should direct those questions to the appropriate supervisor.

A. STUDENT STAFF MEMBERS AGREE TO THE FOLLOWING GENERAL EXPECTATIONS:

1. Work no more than a total of 25 hours per week for the University. If the student staff member exceeds the cumulative 25 hours per week maximum, they will be subject to employment discipline up to and including termination. Scheduled hours may be less than 25 hours dependent upon unit needs and budgetary resources, and student staff members are expected to adhere to their designated schedule unless they receive prior permission from a supervisor.
   a. Summer Break. Student staff may be offered up to 40 hours per week during a 12 or 13-week summer break with prior permission granted from a fulltime staff University Housing supervisor.
   b. Work Study Hours. Work study hours will not count towards the 25-hour limit, and as such, student staff are required to track work study hours. Student staff will inform their supervisor when work study hours have been exhausted.
   c. Additional Campus Work. Student staff must inform their Housing supervisor if they have or attain on campus employment in addition to their University Housing position. It is the responsibility of the student staff to track campus employment hours for all positions to ensure they do not exceed the 25-hour cumulative limit.

2. Seek approval from their supervisor for leave/time off well in advance whenever possible. There are some times of year that are busy for particular University Housing departments and time off requests may not be approved by supervisors in their sole discretion.

3. Late arrival to work is defined as arriving and/or clocking in after the scheduled start time. For disciplinary purposes, any tardiness will be counted toward unexcused absences for the academic semester or summer. The supervisor has the authority to take disciplinary action for excessive tardiness.
   a. Supervisors may have a different expectation for arrival time to a shift. Please speak with direct supervisor to find out specific position expectations.

4. Attend required meetings and within the first 30 days of employment must complete all required trainings (including but not limited to Student Staff Orientation (SSO), Executive Order 54, Title IX, FERPA, etc).

5. Notify supervisor if there are any concerns related to academic or financial standing with the University that may affect student employment.

6. Notify supervisor if student staff have witnessed another student or another staff member violate any expectations found in the University Housing Resident Handbook, Student Employee Handbook, or this document.

7. Immediately follow-up on security concerns (for example, you notice a door has been propped open but no one is coming in or out of the door) and notify supervisor and other necessary parties.

8. Present a neat and clean appearance at all times. Each supervisor has the authority to require their staff members to
wear required uniforms.

9. Maintain confidentiality in regards to any information received as a result of their employment about a student, perspective student, and their family. Student staff will not use any such information for personal reasons and will not access student information unless they have legitimate, work-related reason to know it.

10. Observe and uphold all University Housing and University Rules and Regulations (found in the University Housing Resident Handbook and online at uwm.edu/housing). Further, abide by all applicable laws and regulations.

11. Not engage in disruptive behavior in or around the residence halls or the campus community.

B. STUDENT STAFF MUST REMAIN IN GOOD ACADEMIC STANDING WITH THE UNIVERSITY AND MEET THE FOLLOWING EXPECTATIONS:

1. Retain at least part-time status as a student and continue to make satisfactory progress academically.

2. Maintain a minimum 2.5 semester and cumulative GPA to attain and retain the position.
   a. If Student Staff receive a 1.75 or below semester GPA or a 2.0 or below cumulative GPA, Student Staff will be terminated.
   b. If Student Staff receive a 1.76-2.49 semester GPA or a 2.01-2.49 cumulative GPA
   c. Student Staff will generally be placed on probation status with respect to their employment, although the supervisor may terminate a student staff member (for example, if the student staff member is also demonstrating performance-related problems) in the supervisor’s sole discretion. If a student staff member is placed on academic probation, they must achieve a cumulative GPA at or above the 2.5 in the semester following semester. If the student staff member does not meet this expectation, they cannot retain their position.

3. Understand the supervisor and/or designee will check grades each term to assure the student staff is meeting the employment expectation.

4. When falling below the required GPA, the supervisor may reduce the scheduled work hours in an effort to support academic success.

5. Non-UWM students who are hired as student employees must provide documentation of enrollment, grades, and contact information.

C. STUDENT STAFF POLICY ON USE OF ALCOHOL, OTHER DRUGS, ILLEGAL CONDUCT, & INAPPROPRIATE BEHAVIOR

1. Student staff will report to their supervisor when a fellow employee is suspected of being under the influence of alcohol or illegal drugs. Failure to report these incidents may result in disciplinary action.

2. Student staff of legal age for the possession and consumption of alcohol within the State of Wisconsin are expected to do so in a responsible manner and to be role models to residents and staff concerning the use of alcohol. Drinking with underage residents or assisting in any manner with violating a state or campus policy concerning alcohol/drugs may lead to employment probation or termination

3. If a student staff member is present while underage residents are drinking or while any student is under the influence of illegal drugs, the student staff member must report it to their supervisor. If they do not do so, the following consequences apply:
   a. If the event takes place in University Housing, the student staff member will be terminated.
   b. If the event takes place off campus, it is considered grounds for probation or termination, at the discretion of the student staff member’s supervisor.
D. STUDENT STAFF MEMBERS ARE ASSIGNED KEYS TO USE IN THE COURSE OF FULFILLING THE DUTIES OF THEIR POSITION(S). POSSESSING KEYS PUTS STUDENT STAFF IN A ROLE OF MAINTAINING SECURITY AND CONTROLLING ACCESS TO CERTAIN AREAS WITHIN THE RESIDENCE HALLS, AND IS A VERY SERIOUS ASPECT OF THE POSITION. THEREFORE, STUDENT STAFF WILL:

1. Never use keys (issued or assigned for job-related purposes) for personal reasons unless direct permission is received from a supervisor.

2. Abide by the rules of use for the Key Watchman system.

3. Always return all keys (issued or assigned purposes of conducting job tasks) in the designated Key Watchmen at the end of a designated shift, and will never carry any issued or assigned duty keys outside of University Housing unless direct permission is given by a supervisor.

4. Never lend the keys (issued or assigned for job-related purposes) out to any other person, unless permission has been granted by a supervisor.

5. Never lose or misplace any keys.

6. Never leave restricted or secured areas unlocked (after entering) or granting access to unauthorized areas.

7. Never unlock or grant authorization into a resident room or guest’s room for another person (non-resident of that room/suite) unless permission is granted by a supervisor.

E. OTHER EMPLOYMENT TERMS

1. Employment is probationary through the first 60 days of employment.
   a. Employment may be terminated by either party at any time for any reason, although employees are required to give 2 weeks’ notice. Failure to provide a 2 weeks’ notice may prohibit future employment with University Housing or a positive reference.

2. Student staff will receive periodic evaluations and the results of these evaluations will be used to determine whether employment will be continued or terminated.

3. Termination from any University Housing position may result in immediate termination from all University Housing staff positions. Terminations also result in a six (6) month period before the employee may seek consideration for re-hire.


5. To return upon termination of employment or upon a supervisor’s request, any and all equipment including, but not limited to University Housing staff shirt, ID Badge and Student Staff Training Manual (if applicable).

6. Housing is free to make additions, corrections, or exceptions to the terms identified above and will provide student staff members with written notice of the same as soon as practicable.

Failure to abide by any of the above terms and conditions may be grounds for discipline and/or immediate termination in UWM’s sole discretion.
University of Wisconsin-Milwaukee Faculty/Staff
Code of Conduct

Introduction

This Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the University including executive officers, faculty, staff, and other individuals employed by the University using University resources or facilities, and volunteers and representatives acting as agents of the University.

This document communicates the University's expectations of proper conduct and the professional conduct the University values. It consists of two sections; a code of conduct with behavioral standards and expectations, and the UWM Respectful Campus Standards which prohibits all forms of bullying.

It is the intention of this Code of Conduct that nothing herein is intended to interfere with other applicable laws, policies or regulations that cover or inform personal and professional conduct at the University. This Code should be interpreted as being in concert with rather than in conflict with other law, policy and regulation whenever possible.

Conduct

Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University.

With regard to professional conduct, those acting on behalf of the University should practice:

- **Integrity** by maintaining an ongoing dedication to honesty and personal responsibility;
- **Trustworthiness** by acting in a reliable and dependable manner;
- **Equity** by treating others with fairness and impartiality;
- **Respect** by treating others with civility and decency, not engaging in bullying, intentional physical harm or intimidation;
- **Stewardship** by exercising custodial responsibility for University property and resources;
- **Compliance** by following State and Federal laws and regulations, University policies and contractual obligations related to their duties and responsibilities;
- **Confidentiality** by protecting the integrity and security of university information such as student records, employee files, patient records, and contract negotiation documents.
- **Personal Responsibility** by complying with the UWM Behavioral Standards and Expectations (see Appendix 1) and the UWM Respectful Campus Standards (see Appendix 2).

Those acting on behalf of the University shall seek appropriate guidance when faced with ethical dilemmas. For additional information related to ethical dilemmas, please contact the Office of Internal Audit at (414) 229-5586 or the Office of Legal Affairs at (414) 229-4278

Other resource and contact information for various campus units is available in the Contact Information section of the University Web site.

**Any alleged violations of this policy should first be reported to the employee’s direct supervisor, department chair or department head as appropriate. It is expected that the recipient of the information regarding the alleged policy violation will investigate and take appropriate action.**

**Related Documents**

1. S-47 UWM Discriminatory Conduct Policy (including Sexual Harassment and Sexual Violence) [http://www4.uwm.edu/secu/docs/other/S_47.pdf](http://www4.uwm.edu/secu/docs/other/S_47.pdf)
3. UWM Faculty Document No. 2229, AAUP Statement on Professional Ethics, [http://www4.uwm.edu/uc/FacDoc.pdf](http://www4.uwm.edu/uc/FacDoc.pdf)
4. UWSA Operational Policy WE 3, Workplace Expectations
5. UWSA Operational Policy WE 1, Code of Ethics
6. Wis. Administrative Code Chapter UWS 18, Conduct on University Lands, [http://docs.legis.wi.gov/code/admin_code/uws/18/Title](http://docs.legis.wi.gov/code/admin_code/uws/18/Title)
Appendix 1. UWM Behavioral Standards and Expectations

UWM believes in integrity, trustworthiness, equity, respect, stewardship, personal rights and personal responsibility. The following are UWM’s expectations for acceptable personal conduct. These standards are very basic and are established to advise the campus community of our standards.

1. Employees are expected to carry out their 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. Employees are expected to conduct personal business unrelated to their positions at UWM and solicitation (including political solicitation) for personal reasons on their own time.

3. Employees are expected to maintain the confidentiality and integrity of confidential records and information.

4. Employees are expected to be truthful, accurate and complete when providing information to anyone responsible for gathering information on behalf of UWM or another State agency.

5. Employees are expected to abide by the policies and regulations for health, safety and sanitation.

6. Employees are expected to conduct themselves with a degree of reasonable and proper care so as not to damage or injure others.

7. Employees are expected to come to work as scheduled, and to abide by the requirements of their work schedules. Employees are expected to take the responsibility for reporting to work as required and be available according to the expectations of their positions.
8. Employees are expected to respect university property and equipment, to use it only for appropriate university purposes and not to convert it for inappropriate or personal use.

9. Employees are expected to respect the private property belonging to other individuals and not to remove or take possession of it without permission.

10. Employees are expected to use care in guarding university keys and not to lend, borrow, duplicate or use them for an inappropriate purpose.

11. Employees are expected to use care in guarding university passwords and not to share, borrow, steal or use them for an inappropriate purpose.

12. Employees are expected to respect the use and security of university buildings and property and are expected not to enter restricted areas without authorization.

13. Employees must respect the rights of others to be free of bullying, harassment, intentional physical harm or intimidation in the workplace.

14. Employees must respect the rights of others to be free from intentional or personally-directed abusive or offensive language in the workplace.

15. Employees must abide by University policies regarding the possession of weapons or firearms on University property.

16. Employees are expected to perform their duties without impairment or the influence of alcohol or illegal drugs.

17. Employees are expected to dress appropriately for the University workplace and to maintain standards for personal hygiene that do not affect the health or safety of themselves or others.

18. Employees are expected to use badges, uniforms, campus IDs and permits (including parking permits) for the official uses intended.
19. Employees are expected to display courteousness and use good judgment in dealing with the public and others in the University community.
Appendix 2. UWM Respectful Campus Standards

1. General
The University of Wisconsin-Milwaukee (UWM) promotes a working, learning, and social environment where all members of the UWM community, including but not limited to administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment. UWM strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity through relationships.

Because a respectful campus environment is a necessary condition for success in aspects of the University’s mission and values, the University is committed to providing a respectful campus, free of bullying in all of its forms. Bullying is unacceptable in all working, learning, and service interactions. This Policy describes the values, cornerstones, and behaviors that delineate a respectful campus and applies to all members of the UWM community, including, but not limited to students, faculty, and staff.

2. Values
A respectful campus exhibits and promotes the following values:
- Displaying personal integrity and professionalism;
- Practicing fairness and understanding;
- Exhibiting respect for individual rights and differences;
- Demonstrating harmony in the working and educational environment;
- Respecting diversity and difference;
- Being accountable for one’s actions;
- Emphasizing communication and collaborative resolution of problems and conflicts;
- Developing and maintaining confidentiality and trust;
- Achieving accountability at all levels.

3. Cornerstones of a Respectful Campus
The commitment to a respectful campus calls for promotion of an environment where the following are upheld:

- All individuals have important contributions to make toward the overall success of the university’s mission.
UWM's mission is best carried out in an atmosphere where individuals at all levels and in all units value each other and treat each other with respect.

Individuals in positions of authority serve as role models in the promotion of a respectful campus. Promoting courtesy, civility, and respectful communication is consistent with the responsibility of leadership.

Individuals at all levels are allowed to discuss issues of concern in an open and honest manner, without fear of reprisal or retaliation from individuals above or below them in the university's hierarchy. At the same time, the right to address issues of concern does not grant individuals license to make untrue allegations, unduly inflammatory statements or unduly personal attacks, or to harass others, to violate confidentiality requirements, or engage in other conduct that violates the law or University policy.

4. Definition of Bullying

Bullying is unwanted offensive and malicious behavior which undermines an individual or group through persistently negative verbal or psychological abuse. There is typically an element of vindictiveness and the behavior is calculated to threaten, undermine, patronize, humiliate, intimidate, or demean the recipient.

Bullying is not about occasional differences of opinion, conflicts and problems in workplace relationships as these may be part of working life. Bullying can adversely affect dignity, health, and productivity and may be grounds for corrective disciplinary action, up to and including dismissal. Examples of behaviors that meet the definition of bullying above include, but are not limited to:

4.1 Cyberbullying

Cyberbullying is defined as the use of electronic devices to convey a message in any format (i.e. text, image, audio, video) that defames, intimidates, harasses, frightens, stalks or is otherwise intended to harm, offend or humiliate another individual or group of individuals in a deliberate, repeated, hostile or unwanted manner under the perpetrator's true or a false identity.

4.2 Physical Bullying

Physical bullying is pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to a person's work area or property; damage to or destruction of a person's work product or personal property.
4.3. Verbal Bullying

Verbal bullying is repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile or offensive educational or working environment or unreasonably interfere with the person’s work or school performance or participation.

4.3. Nonverbal Bullying

Nonverbal bullying can consist of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.

4.4. Anonymous Bullying

Anonymous bullying can consist of withholding or disguising identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person’s belongings, leaving degrading written or pictorial material about a person where others can see.

4.5. Threatening Behavior Toward a Person’s Job or Well-Being

Making threats, either explicit or implicit to the security of a person’s job, position, or personal well-being can be bullying. It is not bullying behavior for a supervisor to note an employee’s poor job performance and potential consequences within the framework of University policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.

5. Reporting Bullying Actions

Bullying behavior should be reported as follows:

5.1. Students

A student who believes he or she has been the subject of bullying, or an individual who believes a student has engaged in bullying behavior should report the behavior to his or her advisor or a faculty member, the Chair of the Department, the Dean of the School or College or to the Office of the Provost. Students may also report acts of bullying to the
Office of the Dean of Students, or to an Ombuds. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

If the bullying is based on protected class status as defined in the University of Wisconsin-Milwaukee Equal Employment Opportunity policy [http://www4.uwm.edu/eds/policies_forms/](http://www4.uwm.edu/eds/policies_forms/), it should be reported to the Office of Equity/Diversity Services.

5.2. Staff

An individual who believes he or she has been the subject of bullying, or an individual who believes a staff member has engaged in bullying behavior should report the behavior to his or her supervisor or manager, the Department Director or Dean of the School or College or to the appropriate Vice Chancellor or Provost. Individuals may also report acts of bullying to the Academic Staff Committee or the Classified Staff Council (as Appropriate), or to an Ombuds. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

If the bullying is based on protected class status as defined in the University of Wisconsin-Milwaukee Equal Employment Opportunity policy [http://www4.uwm.edu/eds/policies_forms/](http://www4.uwm.edu/eds/policies_forms/), it should be reported to the Office of Equity/Diversity Services.

5.3. Faculty

A faculty member who believes he or she has been the subject of bullying, or an individual who believes a faculty member has engaged in bullying behavior should report the behavior to the Department Chair, the Dean of the School or College or to the Provost. Individuals may also report acts of bullying to the University Committee or to an Ombuds. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

If the bullying is based on protected class status as defined in the University of Wisconsin-Milwaukee Equal Employment Opportunity policy [http://www4.uwm.edu/eds/policies_forms/](http://www4.uwm.edu/eds/policies_forms/), it should be reported to the Office of Equity/Diversity Services.

6. Measurement
The campus will track the number of reported incidents from all sources.

7. **Action**

Bullying behavior will be investigated and handled in the same manner as misconduct, and may result in a variety of possible sanctions up to and including termination.
### LEADERSHIP

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<th>@uwm.edu</th>
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<tbody>
<tr>
<td>Haag, Kelly</td>
<td>Director</td>
<td>(414) 229-6589</td>
<td>kajohnso</td>
<td>SAND C134</td>
</tr>
<tr>
<td>Knautz, Arcetta</td>
<td>Assoc. Director</td>
<td>(414) 229-6589</td>
<td>knautz</td>
<td>SAND C134</td>
</tr>
<tr>
<td>Dawson, Kari</td>
<td>AD - Bus. Admin.</td>
<td>(414) 229-4065</td>
<td>dawsonk</td>
<td>SAND C116</td>
</tr>
<tr>
<td>Niswonger, Joseph</td>
<td>AD - Facilities</td>
<td>(414) 229-6591</td>
<td>niswonge</td>
<td>SAND C288</td>
</tr>
<tr>
<td>Eischen, Amanda</td>
<td>HR Asst.-Adv.</td>
<td>(414) 229-5668</td>
<td>hebert</td>
<td>SAND C126</td>
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<tr>
<td>Schmidt, Randy</td>
<td>Financial Spec 4</td>
<td>(414) 229-6765</td>
<td>schmidrl</td>
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<tr>
<td>Lemmerman, Matt</td>
<td>Data/Reporting Analyst</td>
<td>(414) 229-2769</td>
<td>lemmema</td>
<td>SAND C100</td>
</tr>
<tr>
<td>Kozar, Katrina</td>
<td>Admin. Asst.</td>
<td>(414) 229-6589</td>
<td>kozar</td>
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### BUSINESS ADMINISTRATION

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<tr>
<td>Czarnecki, Dawn</td>
<td>Student Accts. &amp; Charges</td>
<td>(414) 229-4065</td>
<td>dawnczar</td>
<td>SAND C100</td>
</tr>
<tr>
<td>Mountin, Matthew</td>
<td>Outreach Coord.</td>
<td>(414) 229-2452</td>
<td>mountin</td>
<td>SAND C122</td>
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<tr>
<td>Stark, Ericka</td>
<td>Accounts Manager</td>
<td>(414) 229-4065</td>
<td>oakfield</td>
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<tr>
<td>Werner, Samantha</td>
<td>Contracts/Assignments</td>
<td>(414) 229-4065</td>
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### FACILITIES

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<tr>
<td>Ausloos, Steve</td>
<td>HVAC Mechanic</td>
<td>(414) 229-1136</td>
<td>auslooss</td>
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<tr>
<td>Deluca, Daniel</td>
<td>Elevator Constructor</td>
<td>(414) 229-6123</td>
<td>deluca</td>
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<tr>
<td>Dorn, Ajay</td>
<td>Construction Rep.</td>
<td>(414) 416-5787</td>
<td>ajaydorn</td>
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<tr>
<td>Fisher, David</td>
<td>Project Manager</td>
<td>(414) 229-6129</td>
<td>fisherdj</td>
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<tr>
<td>Haggarty, Clayton</td>
<td>Mechanic</td>
<td>(414) 229-1136</td>
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<td>Hasselbacher, Brian</td>
<td>Custodial Mgr.</td>
<td>(414) 229-6592</td>
<td>hasselba</td>
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<tr>
<td>Hefflin, Jan</td>
<td>Custodial Super.- SAND</td>
<td>(414) 229-6592</td>
<td>kerkenbu</td>
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</tr>
<tr>
<td>Homann, Todd</td>
<td>HVAC Mechanic</td>
<td>(414) 935-6904</td>
<td>homann</td>
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<tr>
<td>Hooper, Laura</td>
<td>Custodial Super. - South</td>
<td>(414) 229-3322</td>
<td>hooperl</td>
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</tr>
<tr>
<td>Luebstorf, Todd</td>
<td>Maintenance Super.</td>
<td>(414) 430-0033</td>
<td>luebstor</td>
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<tr>
<td>Matisko, Matthew</td>
<td>Electronics Tech</td>
<td>(414) 229-6123</td>
<td>matisko</td>
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<tr>
<td>Moreno, Robert</td>
<td>Mechanic</td>
<td>(414) 935-6904</td>
<td>morenor</td>
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<td>O'Boyle, Bryce</td>
<td>Mechanic</td>
<td>(414) 229-1136</td>
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<td>Mechanic</td>
<td>(414) 229-1136</td>
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<td>Praefke, Carson</td>
<td>Mechanic</td>
<td>(414) 229-0512</td>
<td>praefke</td>
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<tr>
<td>Rose, Katherine</td>
<td>Painter</td>
<td>(414) 750-4598</td>
<td>roseke</td>
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<tr>
<td>Thibault, Laurie</td>
<td>Ops. Prog. Assoc.</td>
<td>(414) 229-2946</td>
<td>ldt</td>
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<td>Tiedjens, Tom</td>
<td>Mechanic</td>
<td>(414) 229-1136</td>
<td>tiedjens</td>
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<tr>
<td>Verkuilen, Anthony</td>
<td>Locksmith</td>
<td>(414) 313-8326</td>
<td>verkuile</td>
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<tr>
<td>Wissebeck, Brian</td>
<td>Mechanic</td>
<td>(414) 229-1136</td>
<td>brianw2</td>
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### RESIDENCE LIFE

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<td>Amick, Rachael</td>
<td>Acad. &amp; Comm. Engage.</td>
<td>(414) 229-5495</td>
<td>amick</td>
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<tr>
<td>Boehm, Josh</td>
<td>Coord. RGS &amp; KSA</td>
<td>(414) 229-0512</td>
<td>boehmj</td>
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<tr>
<td>Fritsch, Shelby</td>
<td>Asst. RLC (West)</td>
<td>(414) 229-5712</td>
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<tr>
<td>Garcia, Thomas</td>
<td>RLC (N-Lowers)</td>
<td>(414) 229-5712</td>
<td>garciat</td>
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<tr>
<td>Greenwald, Joshua</td>
<td>Asst. RLC (South)</td>
<td>(414) 229-5712</td>
<td>greenwa8</td>
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<tr>
<td>Lobner, Beth</td>
<td>Area Coordinator</td>
<td>(414) 229-5712</td>
<td>lobner</td>
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<td>Orthober, Chelsea</td>
<td>Conduct &amp; Comm. Stdrds.</td>
<td>(414) 935-6900</td>
<td>orthober</td>
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<tr>
<td>Payne, Lexy</td>
<td>RLC (CC and RVW)</td>
<td>(414) 935-6900</td>
<td>paynea</td>
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<tr>
<td>Preston, Kristi</td>
<td>RLC (N-Upper)</td>
<td>(414) 229-5712</td>
<td>prestonk</td>
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<tr>
<td>Schamerhorn, Kayla</td>
<td>Res. Life Ops. Asst.</td>
<td>(414) 229-2500</td>
<td>kmvail</td>
<td>SAND C217</td>
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<tr>
<td>Sykes, Ethan</td>
<td>RLC (South)</td>
<td>(414) 229-5712</td>
<td>sykese</td>
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<td>Thomas, Rebecca</td>
<td>Asst. RLC (CC)</td>
<td>(414) 935-6900</td>
<td>thoma244</td>
<td>CC 147</td>
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<tr>
<td>Weiler, Sarah</td>
<td>RLC (East/Purin)</td>
<td>(414) 229-5712</td>
<td>weiler</td>
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HIGH FIVE

Do you know of a fellow UWM staff member (student or full-time) who is going above and beyond to help University Housing and our residents? If so, nominate them for a High 5 Today!

Visit www.uwm.edu/housing/about-us/employment/high-fives/ to complete a nomination.

-OR-

If you do not have regular access to a computer, or just prefer to nominate in-person, Visit Amanda Eischen’s office in Sandburg C126.

University Housing employees may make unlimited nominations. Just refresh/close your web browser to bring up a new form.