

UVI Standards of Behavior Policy

It is the opinion of the UVI Staff Counsel that this draft policy is more a statement of standards or a roadmap for behavior and falls short of guidelines for implementation and regulation. The policy statements and procedures are verbose and should be condensed to exclude non-essential words and redundancy. The philosophy and background, if included, should be a couple of sentences each, and perhaps not for every policy

DRAFT RECOMMENDATIONS	UVI STAFF COUNCIL COMMENTS
<p>Policy Statement</p> <p>The Policy provides guidelines by which administrators, faculty, and staff are expected to adhere during the course of their employment contract with the University.</p>	<p><i>A policy should be developed that is concise and describes the scope of application of the policy and the circumstances under which the policy applies, as well as the terms and requirements the policy mandates.</i></p> <p><i>The majority of information included in the policy is recognized as a supervisor’s responsibility in employee review, counseling, and performance oversight.</i></p>
<p>Rationale</p> <p>This Policy is the underpinning and standard of behavior for University Personnel. It should enhance the effectiveness of the University and improve respect, service, accountability, collegiality, cross-functionality, and tolerance across the University.</p>	<p><i>The UVISC does not understand the intent or rationale behind the policy. We would like to know the legal, operational, financial or regulatory challenges to which the policy responds.</i></p>
<p>Scope</p> <p>The policy applies to all officers and employees of the University, whether full-time or part-time. Visiting and adjunct academics, consultants and contractors, and others acting in a voluntary capacity, are also expected to comply with the Policy while participating in University-related activities</p>	<p><i>It is clear that this policy applies to everyone.</i></p>
<p>Related Statutes, Policies, Standards, Requirements</p>	<p><i>The UVI Staff Handbook, Faculty Handbook, and UVI Conflict of Interest Policy already address these items, This appears, therefore, to be redundant.</i></p>

<p>Definitions/Terms</p>	<p><i>In general, the UVISC finds that the writing should be directed toward a comprehension level of all intended readers. Not all employees hold Doctoral degrees. Terminology should be specific. Words such as “normally, usually, may” provide leeway for individual interpretation, thereby circumventing a policy statement or allow for unequal treatment.</i></p> <p><i>The word “personnel” is a plural noun, relating to more than one employee or to the department/office. The use of the word “employee(s)” is understandable and less confusing.”</i></p> <p><i>“The use of “Performance Standards” instead of “Standards of Behavior” would be more fitting for adult employees.</i></p> <p><i>In section 1, the explanation of Respect..., Integrity ..., etc. should exclude the list of examples to avoid misinterpretation, as the term “unfair discrimination” may cause.</i></p>
<p>Responsibilities</p> <p>It is expected that each University Personnel will read and acquaint themselves with the contents of this Policy and sign the Standards of behavior Agreement Form.</p>	<p><i>The UVISC feels this is an unfair expectation, as individuals have varying competency levels. What other alternatives of delivery will be available?</i></p>
<p>Procedures</p>	<p><i>The UVISC feels the procedures are unclear. Delineation of responsibilities of the different constituents needs to be clear. Communication pathways need to be developed, shared and enforced. What sanctions are there for violations of policies?</i></p>
<p>Special Instructions for Implementation</p>	<p><i>There are no special instructions for implementation included in the document as presented.</i></p>
<p>Forms and Tools</p>	<p><i>There are no forms or implementation tools in the document as presented.</i></p>

In summary, the UVI Staff Council cannot support the approval of this policy. We are recommending substantial revisions, based on the comments above.

UVI Consultancy and Business Interest Policy

A policy should be developed that is concise and describes the scope of application of the policy and the circumstances under which the policy applies, as well as the terms and requirements the policy mandates.

The policy statements and procedures are verbose and should be condensed to exclude non-essential words and redundancy. The philosophy and background, if included, should be a couple of sentences each, and perhaps not for every policy

DRAFT RECOMMENDATIONS	UVI STAFF COUNCIL COMMENTS
<p>Policy Statement</p> <p>University Personnel shall contribute 20% of the net income of the consultancies to the University for the benefit of the Leadership Institute for professional development, succession planning, and organization advancement purposes.</p> <p>University Personnel may undertake paid consultancies related to their discipline or expertise, which is attributable to, or otherwise has some association with, the University Personnel's responsibilities within the University.</p>	<ul style="list-style-type: none"> ▪ <i>If the University accepts no responsibility for private unrelated consultancies, how can it expect to extort 20% from the employee?</i> ▪ <i>Excessive amount (20%) is required for work consultancy under work release.</i> ▪ <i>No contribution should be required for work performed on personal time or vacation time.</i> <p><i>Very verbose and confusing. Will there be a conflict with existing Human Resources policies or OMB administrative circulars? Have legal consequences of this proposed policy been researched?</i></p>
<p>Rationale</p>	<p><i>The UVISC does not understand the intent or rationale behind the policy. We would like to know the legal, operational, financial or regulatory challenges to which the policy responds.</i></p>
<p>Scope</p> <p>This policy covers the following matters:</p> <ul style="list-style-type: none"> Types of consultancies permitted and exceptions; Conditions for undertaking consultancies; Business Interests; Conflicts of Interest; and Dispute Resolution. 	<p><i>It is not clear that this policy applies to everyone, i.e., exempt, non-exempt, faculty/staff</i></p>

<p>Related Statutes, Policies, Standards, Requirements</p>	<p><i>It does not reference policies in the UVI Employee Handbook and Faculty Policy Manual.</i></p> <p><i>The existing Conflict of Interest procedures identify any potential conflicts.</i></p>
<p>Definitions/Terms</p> <p>Non-exempt University Personnel</p> <p>Consultancy</p> <p>Employment contract</p>	<p><i>Use of “Non-Exempt University Personnel” in the Statement of Philosophy is unclear. The words “services or advice” are extremely broad.</i></p> <p><i>Consultancy – does this include all outside work including trades like beautician, waitress, electrician or accountant? Or only work related to your university position.</i></p> <p><i>Employment contract – does the policy refer only to consultant work performed during normal work week hours and with approved release time and where work is performed during work hours and using UVI facilities? Does the policy include work performed outside of work hours or on vacation time?</i></p>
<p>Responsibilities</p> <p>It is expected that each University Personnel will read and acquaint themselves with the contents of this Policy and sign the Standards of behavior Agreement Form.</p>	<p><i>The UVISC feels this is an unfair expectation, as individuals have varying competency levels. What other alternatives of delivery will be available?</i></p>
<p>Procedures</p>	<p><i>It does not clearly outline the procedures for requesting/informing administration about consultancy.</i></p>
<p>Special Instructions for Implementation</p>	<p><i>The instructions for implementation included in the document as presented are not easily understood.</i></p>
<p>Forms and Tools</p> <p>Request for Leave for Professional Consultation</p>	<p><i>Not referenced in the draft policy as presented</i></p>

In summary, the UVI Staff Council cannot support the approval of this policy. We are recommending substantial revisions, based on the comments above.