**INTRODUCTION and CHARGE**

**Ad Hoc University Staff Work Rules Committee**

University Staff working at UW-Madison are currently covered by Classified Employee Work Rules. Now that UW-Madison has implemented the HR-Design Program, all Classified Staff became University Staff and consideration now needs to be made on whether University Staff should implement a new (or revised?) “Code of Conduct” or “Workplace Expectations”.

A Strategic Framework for the University of Wisconsin-Madison 2015-2019 contains Guiding Principles which includes: “We fiercely defend intellectual freedom and combine it with responsibility and civility so that all who work and live on our campus can question, criticize, teach, learn, create, and grow.” The Classified Employee Work Rules do not address intellectual freedom. If it is decided that a new set of work rules is necessary for University Staff, the current Classified Employee work rules would not address intellectual freedom. A new set of work rules could be drafted which more directly address the work of University Staff in the University setting, including academic freedom considerations.

The Hostile and Intimidating Behaviors Policy for University Staff includes in its list of unacceptable behaviors: “Sabotage of another person’s work or impeding another person’s capacity for academic expression, be it oral, written, or other”. This policy may also conflict with the old Classified Employee Work Rules.

Campus departments and divisions are continuing to use the Classified Employee Work Rules to outline acceptable conduct for University Staff employees. The current work rules are used to define what employee behaviors could result in discipline or loss of job. If a new “Code of Conduct” or “Workplace Expectations” is established, the campus departments and divisions would then apply the newly developed conduct or workplace expectations to define acceptable employee workplace behaviors.

Other UW campuses have replaced the former work rules in favor of listing workplace expectations, which guide employees in following good and acceptable behaviors instead of identifying unacceptable behaviors. Some institutions have even decided to include the Faculty, Academic Staff, and University Staff together in a common “Code of Conduct”. These should all be given consideration before deciding the future of work rules at UW-Madison.

The Ad Hoc University Staff Work Rules Committee will consist of 4 University Staff seats, 1 Faculty seat, 1 Academic Staff seat, and 1 Student seat. Ex-Officio non-voting members will be included from the Office of Human Resources, The Office of the Vice Chancellor for Finance and Administration, The Office of the Vice Provost for Faculty and Staff, and The Office of Legal Affairs.

The Ad Hoc Committee will conduct its work consistent with an approach that is transparent, accessible, and respectful to the whole campus community. The Ad Hoc Committee will consult subject matter experts when necessary to ensure that its work is strategic and inclusive.

The Ad Hoc Committee will determine what should replace the Classified Employee Work Rules and report its recommendations to the University Staff Executive Committee in the spring of 2016. Once approved by USEC, the University Staff Congress will then have the opportunity to approve the recommendations. The Ad Hoc Committee’s work is complete once a recommendation has been approved by the Congress.