

## UW-EXTENSION ADMINISTRATIVE POLICIES AND PROCEDURES

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### **CLEAN INDOOR AIR ACT**

ALL buildings and vehicles, regardless of location, which are owned or leased by the University of Wisconsin-Extension, are entirely SMOKE-FREE. Except for designated smoking areas at the Extension Conference Centers in Madison, the SMOKE-FREE policy applies to ALL indoor air space including individual offices and work areas.

UWEX faculty and staff based in the county and area Extension offices and in the facilities of other UW campuses must follow the smoking policies of the county or campus.

### **SAFETY AND HEALTH POLICY**

The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is the University's responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of the university. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain Courses and research projects require that the student work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students' personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course of study. Furthermore, instructors will enforce and follow safety policies. Furthermore, instructors will enforce and follow safety policies. Prior to use of hazardous materials and equipment, the student shall review the procedures and information, and discuss any associated concerns with the instructor.

## **DRUG FREE WORKPLACE**

### **Standards of Conduct and University Sanctions Concerning Illicit Drugs and Alcohol**

The University of Wisconsin System and University of Wisconsin-Extension 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 as expressly permitted by the chief administrative officer or under institutional regulations, in accordance with s. UWS 18.06(13)(a), Wis. Adm. Code. Without exception, alcohol consumption is governed by Wisconsin statutory age restrictions under s. 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. 161, Wis. Stats.,) is prohibited in accordance with s. UWS 18.10, 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 17.06(1)(c), 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, 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.

August 1990

## Resources for Drug and Alcohol Abuse Treatment

The Wisconsin Department of Health and Social Services, through its Division of Community Services, provides an on-point summary of the numerous facilities that provide treatment for drug and alcohol addiction. Their Alcohol and Other Drug Abuse Office will send a pamphlet detailing the statewide and local resources for drug and alcohol abuse treatment. You can request a pamphlet by calling (608) 266-2717 or writing:

Wisconsin Clearinghouse  
315 North Henry Street  
Madison, WI 53703

Employees who have problems with alcohol or controlled substances are encouraged voluntarily to contact their Employee Assistance Program (EAP) Coordinator for referral to counselling or treatment programs. Voluntary contacts with any EAP Coordinator remain confidential.

UW-Extension EAP Coordinators are:

UW-Extension	Michael Hallenbeck (608) 263-2987 Fax: 608-265-3398
Cooperative Extension	JoAnn Gruber-Hagen (608) 263-1945
General Educational Admin Services	Elton Waack (608) 262-6452
Continuing Education Extension	Darrell Barth (608) 262-1059
Extension Communications	Pam Girard (608) 263-2163

## EMPLOYEE ASSISTANCE PROGRAM

Beginning January 1, 1994 the UW-Extension Employee Assistance Program (EAP) will be provided and coordinated through the UW-Madison EAP Office, directed by Stephen Pilster-Pearson. EAP is a **confidential** resource available to anyone who may be experiencing personal distress. We appreciate the willingness of Steve and his staff to work with UW-Extension in providing this very important service.

Some of the specific services that will be provided are:

- A toll free, 800 phone line, staffed from 8:00 am to 5:30 pm Monday through Friday. The number, available January 3, 1994, is **1-800-385-8511**.
- Briefings for all supervisors on Employee Assistance.
- Phone consultation for employees when requested and face-to-face meetings when needed/feasible. The office phone number is **(608) 263-2987**. Fax is available at **(608) 265-3398**.
- The development of a community based services directory of resources for counseling, treatment and support groups to help employees deal with personal problems such as stress and burnout, alcohol, drug abuse, physical and mental health problems, emotional disturbances, financial concerns, marital and family problems, and legal issues.
- Linkages with all State employee health insurance providers.

Remember, EAP is a confidential resource available to anyone who may be experiencing personal distress. If you have any questions, please contact the Employee Assistance Office at one of the numbers listed above.

## INCLEMENT WEATHER POLICY

General announcements by the local media regarding the closing of state offices or institutions are considered advisory only. While facilities could be closed to the public, they may not be closed to employees. Only the Chancellor has the authority to close UWEX to the public and employees alike. In the event that a decision is made by the Chancellor to close UW-Extension offices in Madison **before the start of the normal work day**, Madison based staff will be notified via announcements broadcast on **Wisconsin Public Radio Stations WHA 970 AM and WERN 88.7 FM beginning at 6:00 am.**

**Division Heads will establish a communications network that will allow employees to contact their supervisor for information on the status of UWEX offices.**

Faculty and staff located outside of Madison should follow the policies established by their local county government.

In the event that a decision is made by the Chancellor to close UW-Extension offices in Madison **during the course of the normal work day**, notification will be made to Madison based staff via their Dean or Director's Office.

In the event of inclement weather, unclassified staff must charge time absent from work to vacation or make arrangements with their supervisors to account for the lost time. Provisions affecting classified staff are found in the labor agreements or in the Wisconsin Administrative Code.

### **UW-Extension Offices in Madison Area Affected by Inclement Weather**

Extension Building	Lowell Hall
Vilas Hall	Old Radio Hall
Wisconsin Center	J. F. Friedrich Center
Hiram Smith Hall	Old Red Gym/Armory
1327 University Avenue	45 North Charter
Stores/Extension Services (30 N. Murray)	
Wisconsin Geological Survey (3817 Mineral Point Road)	

The Dean or Director should provide specific directions to staff located at Upham Woods, UW-Green Bay, UW-Eau Claire, Milwaukee, UW-Superior, and the UW-Center at Wausau.

### **KEY DISTRIBUTION**

For Madison based staff, keys for outside doors and offices doors are distributed by the Building Manager for each building. In most buildings including the Extension Building and Lowell Hall, keys are only issued to employees after a "Key Authorization Form" has been completed and signed by the department chair. These forms are available from the building manager. Once a key has been issued to an employee, it is permanently assigned to that individual and must not be exchanged. Keys must be returned to the building manager when employment is terminated.

UWEX faculty and staff based in the county and area Extension offices and in the facilities of other UW campuses must follow the key distribution policies of the county or campus.

## UW-EXTENSION MAIL SERVICES

The University of Wisconsin - Extension operates two Mail Centers in Madison. The Extension Building Mail Center located at 432 N. Lake St, Rm. 114 and the Bulk Mail Center located at 30 N. Murray St, Rm. 160.

The Extension Building Mail Center is a full service mail center providing a complete range of services to Extension units based in Madison. All postage costs are charged back to user departments. Services include:

- \* Pickup and delivery of USPS and campus mail, with twice a day service to Extension Building & Lowell Hall departments and daily truck pickup/delivery to most other Extension occupied buildings.

- \* Express Shipping via United Parcel Service, DHL Express and Federal Express.

- \* Metering/Posting of all classes of U.S. Mail including certified and registered mail.

- \* Business Reply Mail

- \* Penalty Mail (See below)

- \* Facsimile Mail Services

A Mail Center Services handbook, detailing all services and the procedures to use them, is available. Call Pat Emmons (608-262-3881) or Dan O'Rourke (608-263-3377) if you have any questions or comments.

The Extension Bulk Mail Center is a large volume, fully automated addressing and inserting Mail Center, serving all University of Wisconsin units based in Madison. All postage and labor costs are charged back to user departments. Services include:

- \* Zip+4 and address standardization, necessary to qualify for USPS automation discounts.

- \* Ink-jet and Cheshire addressing.

- \* Machine Inserting.

- \* Presorting, Barcoding & Tabbing.

- \* Sorting & Packaging

A Bulk Mail handbook, detailing all services and the procedures to use them, is available. For additional information contact Carla Patterson (608-262-9973) or Dan O'Rourke (608-263-3377)

Penalty Mail: Penalty Mail is used by Cooperative Extension Units only, and is regulated per Chapter IX of the Administration Handbook for Cooperative Extension. Contact Mary Machaj (608-262-6890) for additional information.

Extension units based outside of Madison are generally served by their local administrative unit. Contact your administrative head for additional information.

**PARKING INFORMATION  
FOR MADISON BASED FACULTY AND STAFF**

While UW-Extension is responsible for distributing parking application forms and establishing priority criteria for Extension personnel, the actual allocation of parking lot assignments is made by the UW-Madison Transportation Services Department. All university parking lots available to UWEX staff are operated by the UW-Madison Transportation Services Department. UWEX does not have a specific allocation of parking spaces available for use by Extension faculty and staff.

All parking assignments are reviewed on an annual basis with the parking year beginning on September 1st and ending the following August 31st. Parking applications are automatically mailed to those staff who have an assigned parking lot or who are on a waiting list. Each May the UWEX Parking Coordinator publishes a parking information packet describing the process required to obtain a parking lot assignment for the following parking year.

If you do not have a lot assignment or are not on a waiting list and wish to apply for parking in a university lot, please contact your divisional parking coordinator for an application at any time.

**Continuing Education Extension**

Darrell Barth  
Rm 441 Extension Building  
262-1059

**Cooperative Extension**

Joann Hinz  
Room 601 Extension Building  
262-7965

**Extension Communications**

Betsy Bendrick  
Rm 7047 Vilas Hall  
262-5221

**General Education Admin**

Elton Waack  
Rm 507 Extension Building  
262-6452

Each person applying for parking is assigned a UWEX priority number based on years of service and annual salary. The priority number is determined by multiplying years of service times 25, and adding the first three digits of annual salary. The applications are then ranked with the highest total points receiving the highest priority number. This listing is submitted to UW-Madison Transportation Services where all parking lists are merged into one campus-wide list through the assignment of a percentile ranking for each applicant. The campus-wide list determines the order in which lot assignments are made.

D R A F T

**Laws and Policies Surrounding Political Campaign Activities  
of University Employees**

The following are frequently asked questions about the legality of engaging in political campaign activities at UW institutions by University employees. Uncertainty over which activities are appropriate has been found to discourage legitimate and desirable communications with elected representatives or those seeking public office. This document provides general guidelines on how to approach political questions common to many UW institutions. It is not intended to provide definitive legal advice in specific situations or as a comprehensive legal manual on campaign activities. You should consult further with legal counsel at your institution, if available, or with UW System's legal office as specific questions arise.

In addition to legal and ethical guidelines, consideration should also be given to the practical implications of political involvement, especially for University employees in highly visible positions or who serve in a liaison capacity with state legislators.

**I. Campaign Activities**

**1. Are there any restrictions placed on my political campaign activities as a University employee?**

As long as you engage in these activities on your own time and do not use state equipment or supplies, there are no legal restrictions on your involvement in political campaigns.

Because University employees are public employees paid with public funds, both state statute and Regent policy strictly prohibit campaign activities at work. You cannot, for example, compose a political communication on a state computer, print it on University stationery or distribute it via e-mail, campus mail or a University fax machine. Regent policy 89-8 states: "*No political campaigning activities shall be engaged in during hours when an employee is expected to be performing his or her regularly scheduled university duties. Further, ... no officer or employee may solicit or receive or be involved in soliciting or receiving any contribution or service for any political purpose from any officer or employee of this state while on state time or engaged in his or her official duties as an officer or employee.*"

**2. Can a University employee run for office?**

Yes. If you are a candidate in a primary election, you must consult with the appropriate department chair and dean or director, to determine whether your campaign activity will impair or encroach on performance of your university duties. If it is determined that the activity will have an adverse affect, then a reduced-time appointment or leave of absence should be arranged for the period of the primary campaign. If you are a candidate in a general election, upon consultation with the appropriate department chair and dean or director, you are expected to take a reduced-time appointment, under Regent policy.

Service as an elected official on off-hour demand activities (e.g., school boards, city councils, county boards or local, state or national commissions) would not normally require a reduced appointment or leave of absence.

**3. Can my campus sponsor a political event?**

Institutions are encouraged to arrange campus tours for legislators and candidates, and sponsor candidate forums to promote discussion of higher

education and other important issues. However, campus administrative officials should avoid sponsorship of, or official involvement in, political events which are designed to benefit one candidate over another and which may suggest an institutional endorsement. When in doubt, determine the primary purpose of the event. UW institutions can organize events whose primary purpose is to foster knowledge of higher education, but cannot support activities when the primary purpose is the electoral effort of an individual.

Political events, however, can be sponsored by organizations such as College Democrats or College Republicans that are recognized by a UW institution. For example, a Presidential candidate can speak in a campus auditorium as long as his or her campaign meets the requirements governing the use of campus facilities discussed below.

For more specific information on the use of University facilities by individuals or groups not affiliated with a UW institution, please consult chapter UWS 21 of the Wisconsin Administrative Code.

**4. Can I contribute to a political campaign?**

Yes. All university employees, including legislative liaisons and other employees who attempt to influence legislation as part of their duties can contribute to political campaigns at any time during the election cycle. However, under state campaign finance laws (s. 11.36) campaign contributions cannot be solicited or collected on state time or in state office buildings. (See question #6 below for a discussion of identifying information that must be included with contributions.)

**5. Can I host a political fundraiser or coffee at my home?**

Yes, as long as you honor the restrictions against engaging in political activity on state time and using state equipment or supplies for political purposes.

**6. Can I let a campaign use my name publicly as a supporter in a campaign brochure or fundraiser invitation?**

Yes. However, University employees should be cautious about using their official title to promote one candidate over another. As a result, you should carefully consider and clarify whether you want a campaign to identify you as a University employee in campaign literature. While there is nothing in state statute or Regent policy to specifically prohibit this, it should be made clear that use of your job title is provided for information only and is not to be interpreted as an official University endorsement.

On a related topic, you must list your occupation and employer in addition to your name and address if you contribute \$100 or more to a political campaign. Providing this information is required by state law and is not in conflict with the above guidelines governing use of your name and title in campaign literature. However, if you wish your employment at the University to remain confidential as a contributor, you should be aware that candidates for state elective office are required to report employment information for individuals who contribute \$100 or more in campaign finance reports, which become a matter of public record.

Individuals can make anonymous contributions of up to \$50 to congressional candidates and up to \$10 per event and \$20 per year to state and local candidates. The State Elections Board, however, strongly encourages state and local candidates to list names and

addresses for all contributions. As a result, some campaigns may adopt this recommendation as their policy and request your name and address for contributions under the limits.

**7. Can I demonstrate my support for a candidate at my office or in my classroom through the display of stickers or window signs?**

UWS 18.06 (17) of the administrative codes governing the UW System states: "*No person may erect, post or attach any signs, posters, pictures or any item of a similar nature in or on any building or upon other university lands except on regularly established bulletin boards, or as authorized by the provisions of this code or by the chief administrative officer.*"

For further guidance, a Department of Employment Relations bulletin on state employee political activity states that it is permissible for a state employee to "*(park) an automobile bearing partisan political signs and/or stickers in state parking areas while on duty at a state work station.*" Also according to the bulletin, a state employee is prohibited from "*the wearing of a political identification while on duty where it could impair the effectiveness of the state agencies' operation.*"

**II. Use of Campus Facilities and Lists**

**1. Are there restrictions on the use of campus facilities by candidates?**

The use of campus facilities by a candidate for a political event is governed by UWS 21.04 of the administrative code. Under this section, the use of University facilities by any person or organization not associated with a UW institution is permitted only if: 1. the person or organization is sponsored or invited by an entity associated with the institution; 2. the event does not detract from the mission of the institution; 3. appropriate facilities are available; and 4. the person or organization covers the cost of using the facility. In addition, the chancellor of each institution is responsible for setting fee schedules, procedures for securing permission and other limitations on availability and use of facilities.

Fundraisers for a candidate for political office cannot be sponsored by an institution or held at a University facility. State statutes [s. 11.36 (3) and (4)] strictly prohibit individuals from entering state-owned buildings for the purpose of making or receiving a contribution. The State Elections Board has ruled, however, that university-owned student residences, dormitories, dining halls and lounges are considered the residence of a student and are not subject to this restriction. A fundraiser sponsored by a student organization and held in a residence hall lounge, therefore, is permissible.

**2. Is it important to offer similar opportunities for campus appearances to all candidates for the same office?**

Yes. A balanced approach is essential with official, institution-sponsored events. If you invite a candidate to tour the campus or participate in a public event, you should also provide similar opportunities to his or her opponents. You can work to benefit a particular candidate on your own time, but at your institution, you should generally treat all candidates for the same office equally.

The same guidelines do not necessarily apply to candidates who speak to a class at the invitation of an instructor. For example, a professor who invites a Republican legislator

to speak to a class on the history of the Republican party is not obligated to invite the legislator's Democratic opponent. It is not advisable, however, to use a classroom as a political forum to influence the election of a particular candidate.

**3. Can candidates distribute literature on campus? What about in residence halls?**

Campaigning is generally allowed in public areas at UW institutions. Chancellors, however, may establish regulations governing the time, place and manner of campaign activities. Similarly, political literature may be distributed and campaigning may be conducted in residence halls, but residence hall students, with the approval of the chancellor and the Board of Regents, may require prior permission and limit the hours of the day and the location in residence halls where campaigning is permitted. Check the regulations at your institution for further information.

**4. What should I do if a candidate requests a mailing list of faculty, staff or students?**

The UW System's policy on requests for mailing lists seeks to strike a balance between the obligation to provide information that is a matter of public record and employees' and students' right to privacy. As a result, individuals and organizations can purchase lists or labels of University employees or students, but employees and students are annually given the option of withholding their names and home addresses from mailing lists provided to groups for purposes unrelated to official university business. The requesting organization must provide the full cost of processing the list at the time the request is made.

In addition, the chancellor at each UW institution must 1. develop written procedures for receipt, processing and cost of requests for mailing lists and 2. designate a specific person or office to handle these requests.

**5. Are institutions required to charge legislators or candidates who attend campus receptions?**

It depends. The expectations are different for legislators or other state officials than they are for candidates who do not currently hold elective office. The general rule is that if the university sponsors a function, then it is presumed to benefit the state and not an individual legislator or state official. Under that circumstance, a legislator or other state official does not need to pay to attend. For example, when a legislator or state official attends a campus function, such as a conference, that involves state business and is not purely a social event, the individual does not have to pay. As illustrations, legislators or candidates generally do not need to pay for receptions that are part of a campus tour, include a briefing with a chancellor, or contain some educational component.

Legislators and state officials are expected to pay, however, for events that are purely social, such as attending a football game or a holiday party. They should also cover the costs of attending receptions or other events that are purely social and are paid for by foundations or other non-state funds.

The above guidelines requiring legislators and state officials to pay for attending certain university sponsored events do not apply to candidates.

November 8, 1996

## UW-EXTENSION POLICY ON TELEPHONE USE

### General Telephone Use

It is the policy of UW-Extension that local telephone calls made for personal reasons should be limited solely to essential calls. Long-distance telephone calls should only be related to university business. If a long-distance call is made for personal reasons, the employee should charge the call to the individual's home telephone number or to a personal credit card. The university must be reimbursed for long-distance calls not charged in this manner (see use of cellular telephones). Employees are encouraged to use the telephone judiciously for any personal calls. The only exception to this policy is that, when traveling, employees are allowed to charge one personal telephone call on the travel expense report.

### Authorization and Use of Cellular Telephones

UW-Extension's policy on the authorization and use of cellular telephones is:

1. Cellular telephones may be used by UW-Extension personnel who travel extensively and whose responsibilities would be impaired without the use of a cellular telephone. Assignment of cellular phones should be made primarily to management personnel or production crews. The assignment of a cellular telephone may only be made by the Dean, Director, or Assistant Chancellor for Administration
2. Cellular telephones, as with other UW-Extension equipment, are for use in the performance of work. Personal telephone calls are to be avoided. If it is absolutely necessary to use a cellular telephone for personal calls, the costs are to be reimbursed by the billing period following the call. The institutional Business Services Office can provide assistance in the procedure for reimbursement.
3. Assignment and use of cellular telephones will be periodically reviewed by UW-Extension Business Services.
4. Questions on this policy can be answered by the divisional business offices, Bill Atzen (262-5975), Elton Waack (262-6452), or Wendy Wink (262-4830).

March 1994

## OPEN RECORDS REQUIREMENTS

The open records law, Wisconsin statutes sections 19.32 - 19.37, begins with a declaration of policy which notes that open records are "... an essential function of a representative government..." and that correspondingly, the law "... shall be construed in every instance with a presumption of complete public access..."

The University, being a state public institution, is covered by these statutes. Generally, anything that has been created and recorded by the university, including tapes, films, charts, photographs, computer printouts, etc., must be provided upon request.

Costs for copying and mailing or shipping, if they are appreciable, may be charged to the recipient.

The most common exceptions to the obligation to provide a record upon request are:

- Personnel information and investigations, "which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to."
- Published material already available for sale or at a public library.
- Drafts and preliminary documents.
- Material with limited access due to copyright, patent, or bequest.
- An institution is not required to create a record or extract, compile, or summarize from existing records. Only existing records are covered by law.

Ken KajerMay 1994

Secretary of the Faculty  
and Academic Staff

Room 501, Extension Building  
(608) 262-4387

## OPEN MEETINGS REQUIREMENTS

The open meetings law, Wisconsin statutes sections 19.81 - 19.96, begins with a declaration of policy:

"In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business."

Following this declaration of policy are the various subsections of the open meetings law many of which apply to University activities. To clarify just how this law applies to University activities, the Office of Legal affairs on the Madison campus developed a question-answer treatise on the open meetings law for the UW-Madison. This treatise deals with applications that are relevant for any UW institution, including UW-Extension. Therefore, it has been adopted for inclusion in this handbook.

The table of contents of the treatise begins with section II; section I was an introduction specific for UW-Madison and is not included here.

Ken KajerMay 1994

Secretary of the Faculty  
and Academic Staff

Room 501, Extension Building  
(608) 262-4387

## II. DEFINITIONS

1. What is an "open meeting"?
2. Which campus units are "governmental bodies"?
3. Can you give examples of campus-wide committees which are governmental bodies?
4. Which departmental subcommittees are "governmental bodies"?
5. Are departmental "personnel committees" or "tenure review committees" which assemble and/or evaluate a candidate's credentials for promotion to tenure subject to the open meetings law?
6. Are interdepartmental committees, grant review committees, "quasi-departments" and the like governmental bodies?
7. Are all get-togethers and staff meetings considered to be "meetings" for the purpose of the open meetings law and therefore subject to its requirements?

## III. NOTICE OF MEETINGS

8. What are the requirements for notice of meetings held by campus units, other than departments and their subunits?
9. How should departments and their subunits give notice under the law?
10. Must notice of closed meetings be given?
11. When a meeting agenda includes consideration of personnel matters, must the meeting notice identify the individuals under consideration?

## IV. CLOSED MEETINGS

12. How should the closed meetings provisions be applied in tenure proceedings?
13. Can meetings be closed to consider matters besides tenure?
14. Can persons under discussion demand that a portion of a meeting which pertains to them be open in situations other than tenure matters?
15. Can a meeting to discuss and decide whether to hire an individual be closed?

## V. PROCEDURES FOR HOLDING A CLOSED MEETING

16. How should a closed meeting be convened?
17. Does the order in which a body convenes in open or closed session make any difference?

VI. BALLOTS, VOTES and RECORDS

18. How should the provision regarding secret ballots be interpreted operationally?

19. Is it necessary to record each individual's vote where the vote was by paper ballot and no member of the body requested that each individual's vote be recorded?

20. If a UW-Madison governmental body makes decisions outside a meeting, does the prohibition of secret ballots apply?

21. Is the expression of preference for departmental chairs called for in section 5.30 of the *Faculty Policies and Procedures* subject to the prohibition on secret ballots?

22. Must the motions and roll call votes of closed sessions be recorded, and are they open for public inspection?

VII. POTENTIAL CONSEQUENCES FOR KNOWINGLY VIOLATING THE OPEN MEETINGS LAW

23. Who can challenge an asserted failure to comply with the open meetings law?

24. What are the potential liability and other consequences for knowingly violating the open meetings law?

## II. DEFINITIONS

1. Q: What is an "open meeting"?

A: An "open meeting" is statutorily defined as "a meeting which is held in a place reasonably accessible to members of the public and open to all citizens at all times." [sec. 19.82(3), Stats.]

Such a meeting need not be held in the largest room on campus. Moreover, the rules of procedure for the meeting are not altered by the fact that it is open. "Open meetings" provide the opportunity to observe, not to participate. The right to participate, as opposed to observe, depends on applicable procedural rules for the meeting.

A meeting that is subject to the open meetings law where participants are in different locations may be held by a telephone conference call. Such a meeting requires the usual notice and access. [See Section III concerning notice requirements.] Access requirements are satisfied by permitting observers to be present in the same location as a meeting participant and by conducting any public portion of the meeting on a conference telephone speaker so that observers may hear the proceedings.

Anyone has the right to tape-record an open meeting of a governmental body provided the meeting is not thereby physically disrupted. Members of the body should be made aware of the taping.

2. Q: Which campus units are "governmental bodies"?

A: A "governmental body" is "a state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order; ... or a formally constituted subunit of any of the foregoing...." [sec. 19.82(1), Stats.]

The faculty of the University is vested by sec. 36.09(4), Stats., "with responsibility for the immediate governance" of the University, "subject to the responsibilities and powers of the board, president and chancellor." This responsibility, by delegation of authority to the faculty from the Board of Regents and under UW-Madison *Faculty Policies and Procedures*, is exercised by the Faculty Senate, departmental faculties and executive committees as well as many other faculty or departmental committees. Thus, these bodies are "created by ... rule or order" of the Board of Regents or the Faculty Senate within the statute's meaning of that phrase and are therefore subject to the requirements and prohibitions of the open meetings law. The term includes some subdepartmental units (see Questions 4 and 5) as well as the divisional executive committees, and college and campus-wide committees created by faculty or Regent resolution.

Under sec. 36.09(4m), Stats., academic staff members of the university "shall be active participants in the immediate governance of" the institution, "subject to the responsibilities and powers of the board, the president and the chancellor and faculty of the institution." The responsibility of the academic staff to be "active participants" is exercised by the Academic Staff Assembly and its committees and by academic staff area review committees. These bodies, also having been "created by ... rule or order," are subject to the requirements and prohibitions of the open meetings law.

Committees and bodies which are neither created by "rule or order" nor formally constituted subunits of ones which are created that way are not "governmental bodies." Examples of committees which are not governmental bodies are *ad hoc* or standing committees created by deans, directors or department chairpersons to advise them *as administrators*. Another example is *ad hoc* or standing committees created by the chancellor to advise her as an

administrator, such as the Committee on Undergraduate Education, which are not "created" by "rule or order." The key words are "created by" and "rule or order" which imply formal action by a governmental body which directs or authorizes the establishment of a subunit of the body. Thus, committees formally "created" by the Regents, the Faculty, the Faculty Senate, departmental executive committees, or the Academic Staff Assembly, for example, would be "governmental bodies," but committees established by a dean, director, or chancellor normally would not qualify.

Some committees established administratively may become governmental bodies by action of related bodies. For example, a committee established by a department chairperson to assist him or her may be formally recognized by an executive committee and assigned specific functions by that committee. When dealing with these assigned matters, the committee should consider itself acting as a governmental body.

Departmentally sponsored meetings of nonuniversity groups such as the American Chemical Society are not governmental bodies.

3. Q: Can you give examples of campus-wide committees which are governmental bodies?

A: As stated above, campus-wide committees created by faculty resolution or *Faculty Policies and Procedures* or academic staff committees created by resolution of the Academic Staff Assembly or by ASA (Academic Staff Appointment) *Policies and Procedures* are governmental bodies. Examples of faculty committees which are governmental bodies are the divisional executive committees and the committees listed in *Faculty Policies and Procedures*, Chapter 6; including among others the Athletic Board, the Committee on Faculty Rights and Responsibilities, the Library Committee, and the University Committee. Examples of academic staff committees which are governmental bodies are the Academic Staff Committee, the academic staff area review committees, and the standing committees created by resolution of the Academic Staff Assembly.

4. Q: Which departmental subcommittees are "governmental bodies"?

A: In answering Question 2, a criterion emerged: what is the source of the committee's authority--was it created by formal action of the executive committee or departmental faculty, or was it created administratively by the department chairperson?

Many departmental "committees" are not "formally constituted subunits" of the parent body. Care should be taken to distinguish between bodies which have, over time, been established by chairpersons to advise them, and those which have been created by the departmental faculties or departmental executive committees. The former are not governmental bodies, the latter are. A committee is not a governmental body if it is appointed by a chairperson and is responsible to him or her, and the chairperson (not the committee) is recognized as having the authority in the particular process in question.

It is doubtful whether the law was intended to apply also to a committee performing only routine administrative tasks even though it is formally created by a department. A common method of performing these tasks in a department is to appoint several persons, often denominated as a "committee," to perform them. A common example would be a graduate admissions committee. Graduate admissions committees may have the dual roles of establishing admissions policy and deciding individual admissions cases. When this committee is considering policy matters it should consider itself a "governmental body" holding "meetings." When it is deciding individual cases it is performing an administrative task and is probably not a "governmental body" holding "meetings."

A graduate examination committee, whose members are asked to serve by the thesis advisor after consultation with the student and approval of the Graduate School Dean, is another example of a committee which is not a "governmental body," because it is not created by statute, rule or order.

5. Q: Are departmental "personnel committees" or "tenure review committees" which assemble and/or evaluate a candidate's credentials for promotion to tenure subject to the open meetings law?

A: If the tenure review committee is established under departmental rules (such as a resolution of the executive committee directing the chairperson to appoint the committee), then it is a formally constituted subunit of the executive committee and a "governmental body" and therefore subject to the requirements of the open meetings law.

If, on the other hand, there is no executive committee legislation or formal action directing the establishment of the committee, then it is not a governmental body. An example of such a situation would be a tenure review committee appointed by a department chairperson in his or her capacity as presiding officer of the executive committee who has responsibility for preparing matters for its consideration. In furtherance of this responsibility, the chairperson might appoint a committee to assist him or her in the performance of official duties by assembling materials for consideration of an individual for promotion or for tenure, and to develop a recommendation for inclusion on the agenda.

6. Q: Are interdepartmental committees, grant review committees, "quasi-departments" and the like governmental bodies?

A: Generally, no. These committees would not be governmental bodies because they are not created by "rule" or "order" of a governmental body.

Committees required to be established under federal government contracts are therefore not "governmental bodies." This is also true with respect to administrative and advisory committees at the program level. If a program, no matter how large or important, does not have departmental status, its internal committees, even if labeled "executive" committees, are not subject to the open meetings requirements.

7. Q: Are all get-togethers and staff meetings considered to be "meetings" for the purpose of the open meetings law and therefore subject to its requirements?

A: No. A "meeting" is statutorily defined as:

... the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. If one-half or more of the members of a governmental body are present the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference which is not intended to avoid this subchapter. [sec. 19.82(2), Stats.] (emphasis added)

This implies that there will be group gatherings which do not constitute "meetings." Thus, the inevitable "shop talk" which attends academic social functions does not violate the law as long as no official action is considered or taken. This permits departments to continue their "brown bag lunches," etc. Caution: Care should be taken that informal discussions not be used to avoid the law's intent that government business be conducted with right of access by the public. The open meeting should include a full debate on the

issue instead of a public reiteration of privately rehearsed positions. The Wisconsin Supreme Court in *State ex rel. Newspapers, Inc. v. Showers*, a 1987 case, held that the open meetings law applies whenever members of a governmental body meet to engage in government business and the numbers present are sufficient to determine the parent body's course of action (i.e., if members present could block parent body action and they discuss in private such a blocking, the open meetings law applies).

### III. NOTICE OF MEETINGS

The law provides that "every meeting of a governmental body shall be preceded by public notice." [sec. 19.83, Stats.] The requirements for the notice are set forth in sec. 19.84, Stats. Departments and their subunits are relieved of some of the more burdensome notice procedures but other bodies, such as divisional executive committees, are subject to more stringent ones.

8. Q: What are the requirements for notice of meetings held by campus units, other than departments and their subunits?

A: The requirements for meeting notice by campus units (for departments and their subunits—see Question 9) are specific and are set forth in sec. 19.84(1)-(4), Stats. There are three basic elements of notice which are important and units which are subject to sec. 19.84(1)-(4) will comply with the law if the following are observed:

Content: The notice must "set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in which form as is reasonably likely to apprise members of the public and the news media thereof." Since notice of the subject matter must be reasonably likely to apprise the public of the meeting's agenda, it is not adequate merely to state "regular business." Instead, specific mention should be made of matters on which discussion or action is anticipated. (See also Question 11 for content of notices for personnel matters.)

The person preparing the notice should be careful to list all items on which discussion or action is anticipated. These should be listed specifically. Since it is also possible from time to time that matters will arise after notice is given or may even be raised spontaneously at the meeting, the meeting notice should also include an additional item of "miscellaneous business" to cover these situations. However, remembering that the intent of the law is to give the public the best possible notice, "miscellaneous business" is not a substitute for specific notice when discussion or action of an item could, through diligence, have been foreseen.

Manner of giving notice: The notice must be given to the Secretary of the Faculty or to the Secretary of the Academic Staff, as appropriate, for posting in Bascom Hall. Where it appears appropriate because of the issues involved, notice should also be posted on an area bulletin board in the school or college. If there is time, notice should be published in *WisconsinWeek* by sending a copy of the notice to the Managing Editor, *WisconsinWeek*, 19 Bascom Hall, no later than the Friday before the weekly Wednesday publication date. Actual notice must be given to a member of the news media who has filed a written request for it. Notice to a media requestor can be given orally by telephone or in writing.

When notice must be given: Section 19.84(3), Stats., requires advance notice of at least 24 hours "unless for good cause such notice is impossible or impractical," in which case there may be shorter notice, but NOT LESS THAN

2 HOURS IN ADVANCE OF THE MEETING. This two-hour minimum is absolute; less notice is forbidden. Section 19.84(4) requires that separate notice must be given for each meeting at a time and date "reasonably proximate" to each meeting.

9. Q: How should departments and their subunits give notice?

A: Section 19.84(5), Stats., provides that departments and their subunits are exempt from the more stringent requirements applicable to other governmental bodies and need only "provide meeting notice which is reasonably likely to apprise interested persons, and news media who have filed requests, for such notice."

The following are our recommendations for notice "reasonably likely to apprise":

Content: See discussion in Question 8 under this heading.

Manner of giving notice: Notice must at least be posted on a departmental bulletin board to which students, staff, and faculty have routine access. Notice must be given to the news media if a written request for such notice has been received; in this case, notice can be given orally by telephone or in writing.

When notice must be given: The statute does not establish time requirements for departments or their subunits. We recommend a general guideline of posting notice at least 24 hours before a meeting although less notice could be given due to the emergency nature of a matter.

10. Q: Must notice of closed meetings be given?

A: Yes. Section 19.83, Stats., provides that "every meeting of a governmental body shall be preceded by public notice...." (emphasis added)

Thus, notice that there will be a closed session, stating the matters on which discussion or action is anticipated, must be given for meetings which are all or partly closed as well as for those entirely in open session. (See Question 11 for the content of notice for personnel matters.)

11. Q: When a meeting agenda includes consideration of personnel matters, must the meeting notice identify the individuals under consideration?

A: No. It is necessary here to balance the need to give notice to the public which adequately apprises it of the matters to be considered by the governmental bodies against the concern for the sensitive nature of many personnel decisions where public identification of the individual and the issue might be harmful. Except that an individual under consideration has the right to request that a meeting be open to the public (see Section IV), the law generally permits consideration of personnel matters in closed session. It would thus appear to defeat the underlying intent of the law to interpret it to require inclusion of names in notices concerning personnel matters.

We therefore suggest that notices state only "consideration of individual(s) for promotion (or for tenure)" or "consideration of personnel matters." When a meeting is open to the public at the request of the individual under consideration the notice should include the individual's name.

#### IV. CLOSED MEETINGS

Some meetings of governmental bodies may be held in closed session. The law provides exceptions to the open meetings requirement. Procedures for

convening in closed session are discussed in Section V.

Section 19.85(1), Stats., specified a number of exceptions to the open meetings requirement of which six appear potentially relevant. Before deciding to hold a closed meeting under one of these provisions, the specific statutory language which is set forth in the Attachment to this memorandum should be consulted along with the information in Questions 12 and 13.

12. Q: How should the closed meetings provisions be applied in tenure proceedings?

A: Section 19.85(1)(b) is the pertinent provision. While other provisions appear relevant to tenure deliberations, it must be presumed that by specifically providing for tenure deliberations under par. (b), the legislature did not intend other provisions to apply.

Par. (b) permits a consideration of a grant or denial of tenure to be held in closed session if the deliberating body votes to do so. However, the individual under consideration has the right to require that certain of these deliberations be held in open session against the wishes of the body. Candidates can require that meetings which are "evidentiary hearings" prior to "final action being taken" and "meetings" at which final action may be taken be held in open session.

Examples of evidentiary hearings and meetings to take final action which must be open at the candidate's request are meetings of a departmental or school executive committee, under UWS 3.06(1)(c), Wis. Adm. Code, to consider a grant or denial of tenure. An example of an evidentiary hearing is a departmental or executive committee meeting, considering whether or not to recommend tenure, at which the candidate or others "testify." Meetings of a divisional executive committee to consider advice to the dean regarding departmental or school tenure recommendations are held for the purpose of taking "final action" within the meaning of the statute. If a candidate requests an open meeting in a tenure proceeding, as described here, then it is open for all purposes: receiving "testimony," deliberating, and deciding.

Meetings of a tenure review subcommittee which are preliminary to the executive committee's initial consideration, if subject to open meetings law (see Question 5 above), may be closed even if the candidate requests that they be open; these meetings do not appear to be evidentiary hearings and meetings to take final action as those terms are used in the statute.

Section 19.85(1)(b) specifically requires that the candidate be given actual notice of evidentiary hearings and meetings for final action. The notice must include the statement that the candidate has the right to demand that the meetings be held in open session. (Please note also that UWS 3.06(1)(c) and *Faculty Policies and Procedures* require that the probationary faculty member be notified in writing at least 20 days prior to the departmental executive committee's meeting to take final action.)

13. Q: Can meetings be closed to consider other matters besides tenure?

A: Yes. Section 19.85 authorizes closed meetings for many purposes. Six categories of them appear likely to occur in a university setting and they will be discussed. In each of these instances under the statute, the governmental body, not the individual under consideration, is authorized to decide whether it will convene in closed session.

The first category of meetings which may be closed includes those held for considering either dismissal, demotion, discipline, or the investigation of charges against public employees [par. (1)(b) of sec. 19.85, Stats.].

Public employees in this instance are employees of the University.

The second is for considering the employment, promotion, or compensation of public employees or the evaluation of their performance [par. (1)(c)]. Renewal or nonrenewal considerations where tenure is not at issue constitute "employment" matters under this paragraph. Performance evaluation includes such meetings as departmental executive committee sessions to review students' evaluations of its courses.

Third, meetings may be closed to confer with lawyers for the University concerning pending or possible lawsuits involving the body or its members [par. (1)(g)].

Fourth, meetings may be closed for conducting deliberations which follow an open judicial or quasijudicial trial or hearing [par. (1)(a)]. A faculty grievance before the University Committee or an academic staff grievance or hearing under the Academic Staff Appointment Policies and Procedures probably would be a quasijudicial trial or hearing if the subject matter involves allegations of improper action or conduct on the part of University officials or employees which must be resolved by the University Committee or under the Academic Staff Appointment Policies and Procedures. Those deliberations would be closed and would not be subject to a demand that they be open.

Fifth, meetings may be closed for studying personnel data which, if discussed in public, would be likely to have a substantial adverse effect upon reputations if it were discussed in open meetings [par. (1)(f)]. Meetings in this category include those to consider individuals' financial, medical, social or personal histories, as well as disciplinary data about them. The statute casts no light on the difference between "social" and "personal" histories. This fifth category also includes preliminary considerations both of specific personnel problems and of investigations of charges against specific persons, where no action on either is contemplated at the meetings. Even if action is contemplated the meetings may be closed, but notice of them must be given in the manner discussed in the answers to Questions 10 and 11. Meetings for the preliminary consideration of investigation of charges include instances where employees are alleged to have been engaged in improper activities and it is necessary to decide whether the circumstances warrant a full investigation. It also includes sessions to review the results of investigations, to determine whether information, if true, would warrant discipline, and to decide whether disciplinary proceedings against employees should be instituted.

Sixth, meetings can be closed for deliberation on purchase of public properties or conduct of other specified public business, whenever competitive or bargaining reasons require it [par. (1)(e)].

14. Q: Can persons under discussion demand that a portion of a meeting which pertains to them be open in situations other than tenure matters?

A: Yes. When sessions are held for the purposes of taking final action on the investigation of charges against public employees or for taking final action on their dismissal, demotion or discipline, then the employees who are under consideration may demand that the meetings be open. The persons who are the subjects of those meetings must be given actual notice both of any evidentiary hearing held before final action is taken, and of the final action meetings themselves. The notices must tell them they have the right to have the hearings and the meetings held in open session. If an individual does elect to require an open session, then any portion of the meeting at which that individual is discussed must be open. Included in this category are departmental executive committee meetings for the initial consideration and the reconsideration of nonrenewal of faculty probationary appointments.

15. Q: Can a meeting to discuss and decide whether to hire an individual be closed?

A: Yes. This would be a meeting which could be closed under sec. 19.85(1)(c) since its purpose is to consider "employment ... of [a] public employee over which the governmental body has jurisdiction or exercises responsibility."

#### V. PROCEDURES FOR HOLDING A CLOSED MEETING

Section 19.85(1), Stats., contains procedural requirements for convening in closed session.

16. Q: How should a closed meeting be convened?

A: The following steps must precede a closed session:

a. The body must first convene in open session.

b. A motion is made that the body convene in closed session. The motion should state the nature of the business to be considered in closed session.

c. The chair must (1) announce that if the motion is passed, the body will convene in closed session, (2) state the nature of the business to be considered in closed session, and (3) cite the relevant provision of sec. 19.85(1) which is the authority for the closed session.

d. The contents of the announcement should be recorded in the minutes of the meeting.

e. The motion must be passed by a majority vote of those present. The vote of each member on the motion to close the session must be ascertained and recorded in the meeting minutes, or if the vote is unanimous, the minutes should so state.

f. Only business relating to the matters stated in the chair's announcement may be taken up at the closed session.

17. Q: Does the order in which a body convenes in open or closed session make any difference?

A: Yes. There are two caveats here: First, a closed session may not precede an open session. Section 19.85(1) requires that the body convene first in open session, if only to approve a motion to convene in closed session by following steps set forth in Question 16.

Second, sec. 19.85(2) prohibits a governmental body from commencing a meeting, convening in closed session, and then reconvening again in open session within 12 hours after completion of the closed session UNLESS notice of the subsequent open session was given at the same time and in the same manner as the notice for the open session prior to the closed session.

#### VI. BALLOTS, VOTES, AND RECORDS

Section 19.88, Stats., provides that secret ballots may not be used in any meeting to determine any election or other decision of a governmental body (except the election of officers of that body) and that any member of the

body may require that votes at any meeting be taken so that the vote of each member is ascertained and recorded. Motions and roll call votes must be recorded, preserved, and be open to public inspection to the extent that is allowed under the state public records law.

18. Q: How should the provision regarding secret ballots be interpreted operationally?

A: Given the prohibition on secret ballots the following interpretations seem inescapable:

1. No secret ballot may be taken at any meeting. (A show of hands or voice vote is not a secret ballot.)

2. If paper ballots are used, they will be "secret ballots" unless the name of the person voting or some other identifying characteristic appears on the ballots.

3. Any ballot, regardless of form, must be taken in such a manner that members' votes can be ascertained and recorded if such a request is made by a member of the body at the time the vote is taken. This means that a request by a single member is sufficient to compel a roll call, instead of a voice, vote. (See also Question 19.)

19. Q: Is it necessary to record each individual's vote where the vote was by paper ballot and no member of the body requested that each individual's vote be recorded?

A: Yes. Section 19.88(3), Stats., provides: The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved, and open to public inspection to the extent prescribed in subch. II of ch. 19, [the state's public records statute].

Thus, when a decision is made by a governmental body by paper ballot at a meeting, the contents of the ballot, the individual's name and vote, must be recorded and preserved.

On the other hand, when votes are taken by voice, only the result of the vote must be recorded; or, in the case of a vote by show of hands, only the total number voting each way need be recorded. In either of these cases, names of voters need not be recorded.

20. Q: If a UW- Madison governmental body makes decisions but not at a meeting, does the prohibition on secret ballots apply? For example, if it is the established custom or practice of a governmental body to discuss and deliberate on a matter at a meeting, but decide the matter by written ballot some time after the close of a meeting, may secret ballots be used?

A: The prohibition on secret ballots applies to decisions of a governmental body in any meeting. If, as the question notes, it is the established custom and practice for a governmental body to make decisions not at a meeting, then the prohibition on secret ballots does not apply. A governmental body, however may not devise such a custom or practice to avoid the prohibition on secret ballots. Thus, if it has not been the custom or practice of a governmental body to make decisions outside a meeting, then devising such a custom or practice likely would be viewed as an impermissible effort to avoid the requirements of the law.

21. Q: Is the expression of preference for departmental chairperson called for in Section 5.30 of the *Faculty Policies and Procedures* subject to the prohibition on secret ballots?

A: No. Section 5.30.A of the Faculty Policies and Procedures provides in part that

All members of a department ... shall be given the opportunity to express their preference for chairman each year by secret ballot, and all ballots are transmitted by the departmental chairman to the dean. (emphasis added)

Moreover, paragraph B of that section provides that the designation of a departmental chairperson is a decision of the dean, not the individual members of the department:

After considering the preference ballots and following consultation with the chancellor, the dean appoints a chairman from among the members of the department. (emphasis added)

Section 5.30 and its predecessor provision have been viewed in practice as providing the dean with the advice of the individual members of the department. Section 5.30.B states that the dean appoints the chairperson and Section 5.30.A requires that all ballots be transmitted to the dean; both provisions view the procedure as a statement of preference.

Construed as a whole, the provisions of Section 5.30 make it clear that it is the individual faculty member, rather than the department, who is expressing a preference, and that the department, as a department, is not vested with any power, responsibility or duty in selecting a chairperson. That power-expression of preference-is vested in individual members.

Consequently, it is our opinion that the use of a secret preference ballot in this instance does not constitute determination of "any election or other decision of a governmental body" or an "election of officers" within the meaning of sec. 19.88, Stats., and therefore the secret ballot in this situation does not violate the prohibitions of the open meetings law.

22. Q: Must the motions and roll call votes of closed sessions be recorded, and are they open for public inspection?

A: Yes. The motions and roll call votes must be recorded. Whether they are open depends on whether the document can be maintained in confidence under the exceptions to the Public Records Law or under that law read together with the Open Meetings Law.

Section 19.88(3), Stats., requires that "the motions and roll call votes of each meeting ... shall be recorded, preserved, and open to public inspection to the extent prescribed in s. 19.21." There is no requirement that minutes be kept for other business conducted in closed session by a governmental body at UW-Madison.

Section 19.21, Stats., is the Wisconsin public records law which permits public inspection of official documents, including minutes of closed sessions. The state's public records statute has been interpreted by the Wisconsin Supreme Court to permit a document to be maintained in confidence if the document deals with a matter that, were it the subject of a meeting of a governmental body, could be considered in a closed meeting. Therefore, where personnel matters are discussed and decided in closed session, and that discussion is recorded in the minutes (even though not required to be recorded in the minutes by law), the minutes of the closed session should not be available for public inspection. Where an individual under consideration has requested that the meeting be open, the minutes of that portion of the meeting which pertain to the individual would be available for public inspection.

VII. POTENTIAL CONSEQUENCES FOR KNOWINGLY VIOLATING THE OPEN MEETINGS LAW

23. Q: Who can challenge an asserted failure to comply with the open meetings law?

A: Although the attorney general has power to enforce the law, it is usually the district attorney (DA) who brings an action for forfeiture of penalty against the individual alleged to have violated the law. If the DA refuses, the complainant (a citizen or corporation) can bring the action for forfeiture. In Wisconsin it has usually been either a newspaper or the DA that has brought suit.

24. Q: What are the potential liability and other consequences for knowing violation of the open meetings law?

A: While we are not aware of any actions being brought against members of the UW-Madison community, there are basically two potential consequences. First, the body might have to hold the meeting a second time with proper notice and take action again. A court could void the action taken in the meeting, if in weighing the interests, it found the stronger interest was in protecting the public's right to have access to the meeting. Second, the statute provides for a forfeiture of \$25 to \$300 and costs (payable by the individual) for "knowingly" attending a meeting held or other act or omission in violation of the law. ("Knowingly" includes actual knowledge and awareness of facts that would indicate a violation.)

VIII. ASSISTANCE

We have endeavored in this memorandum to provide general advice to assist in complying with the provisions of this law. It is our hope that it will provide guidance for most situations that might be encountered. Advice on specific situations which do not appear to be covered is available through the Office of the Vice Chancellor for Legal and Executive Affairs, Office of Administrative Legal Services, 361 Bascom Hall, telephone, 263-7400.

Revised October 1989

# **UW-Extension Media Communications Policy and Protocol**



UWEX Communications Team  
University of Wisconsin-Extension  
1995

## ***PREAMBLE***

“How people react to crises and/or extreme events provides one of the most powerful windows, if not the most powerful window, into the souls of the people and their institutions.”

Ian Mitroff. *We're So Big & Powerful Nothing Bad Can Happen To Us* (1990)

While an emerging, fast-breaking or “crisis”<sup>\*</sup> news event can obviously create problems, it may also create opportunities. The opportunities include the potential to increase public awareness of extension programs, generate public support for an action or position, and get positive information on the table. Remember — only dull or irrelevant organizations never attract media attention.

What are the chances of the University of Wisconsin-Extension having to deal with a fast-breaking or “crisis” communications situation? Research<sup>\*\*</sup> indicates organizations like Extension are at “medium” to “high” risk for adverse publicity, especially considering the sometimes controversial public issues in which extension education is involved. Our own experience and the experiences of the other UW System institutions substantiate the potential we face.

UWEX has a responsibility — to its employees, to its students and other customers, to the communities in which it operates and to its partners and stakeholders — to anticipate fast-breaking issues and concerns and handle them honestly. This policy and protocol has been developed to deliver on this commitment and to help insure effective communications with both internal and external audiences, especially in potentially negative or damaging news situations.

This policy and protocol are not etched in stone. Rather, they provide a context within which reasonable people can initiate discussion and take action. The intent is to help all Extension colleagues avoid major mistakes and minimize any potential damage to Extension’s credibility. As Lynne Doll, executive vice president of Rogers & Associates, a corporate public relations firm, observes: “Organizations that run their operations in an ethical manner and consider the way their actions will be perceived by their various audiences actually will avoid crises.”

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\* Crisis news can be defined as stories that are potentially adverse, negative, politically or legally sensitive, reputation-threatening, scandalous or otherwise damaging. It’s “bad news.”

\*\*“Risk associated with the Product or Service,” in *Crisis in Organizations: Managing and Communicating in the Heat of Chaos*, by Laurence Barton, 1993, College Division, South-Western Publishing Co., Cincinnati; pp 65-66.

## ***POLICY CONSIDERATIONS***

The UW-Extension Media Communications Policy shall:

- Be consistent with and reinforce the overall missions of UW System and UWEX;
- Encourage units to operate in an anticipatory manner, and to create and maintain a good name for UWEX;
- Require timely and truthful responses to media and public inquiries;
- Require that the appropriate parties are promptly informed of and involved in handling an emerging situation, and that these responses be shared with UWEX employees, stakeholders and others, as appropriate;
- Balance the rights of individuals in the organization to privacy, and the right of the public to know what is going on with a publicly funded institution.

The UWEX Media Communications Protocol is based on these policy considerations.

### **Essential Concepts for a Media Communications Protocol**

**Maintaining a good name** for UWEX and its units over the long term is the best preparation for weathering a public storm when something goes wrong. Part of this strategy is maintaining an ongoing, positive rapport with the media. Reporters, editors and news directors are powerful gatekeepers. The occurrence of a crisis is not the time to begin cultivating positive rapport with the media. That should have been done beforehand.

**Communicating internally** in an effective and timely manner is a must for dealing with any fast-breaking or crisis news situation. Internal communications can go in many different directions, depending on who gets the initial media inquiry (e.g., secretary, dean, chancellor), who is most knowledgeable about the situation, and who should be the official spokesperson on a particular issue.

**Anticipating** when a program, an action, a decision, an individual's behavior, a statement, a published work or an event is likely to spark public controversy or negative media coverage is key for turning a potentially adverse situation around. Questions (by both the media and the public) should be anticipated, and answers developed that include key ideas we want to get across. Of course, many things cannot be anticipated, but it's far better to be prepared for what we *can* anticipate.

**Being prepared** is critical. Being prepared means acting in advance to deal with an expected difficulty. This can be accomplished by developing "message points" that reflect the institutions's or unit's position on an issue. Being prepared also includes training front line staff to respond promptly and effectively to initial media inquiries; setting in motion a fail-safe method of informing the proper UWEX, campus, or UW System spokespersons about a fast-breaking news situation; and identifying a situation team with designated spokespersons to deal with the issue. When people anticipate and prepare to respond to the questions, their critics have less chance to control the debate.

**Being timely** is important if we want to get our side of the story across. If we are not prepared to respond to media inquiries for **today's** news, our critics' comments may be the only versions reported. By tomorrow, it's yesterday's news, and it may be too late to comment on or correct the previous day's story.

**Being truthful** at all times is essential. Misleading, false or half-true statements to the media invariably injure the UWEX reputation. The truth can sometimes be painful, but lies are deadly. "I haven't got enough information to comment at this time," or "This is a personnel matter and I can't comment on that aspect of the story," or "I don't know, but I will find out," are sometimes appropriate responses, but stonewalling or lying to reporters will guarantee that they will actively seek and emphasize the negative. At the same time, any fair policy must balance the individual's right to privacy against the right of the public to know what is going on with a publicly funded institution.

# **MEDIA COMMUNICATIONS PROTOCOL**

## **1. Know What to Do When a Reporter Calls**

When a secretary, staff person, dean or chancellor is contacted by a reporter, he or she may be the first person to become aware of a developing issue or fast-breaking news situation. Make sure everyone at all levels understands what to do when a reporter calls. Also be sure that staff are clear on whom to inform and when to involve them. The checklist includes:

- Informing all relevant individuals who will need-to-know in order to respond appropriately to an emerging situation.
- Forming a situation team to consider strategies, monitor the situation, and prepare a prompt and accurate response to the issue.
- Deciding key message points for a public response.

Many reporters' inquiries are about ongoing programs, events or dates. These should be handled as a routine part of the job. However, when a potentially sensitive situation arises, involving the right people **early** is critical. (*NOTE: Legal concerns may be involved in some situations, especially when they involve personnel issues, so the advice of human resources and legal staff should always be considered.*)

## **Developing a Situation Team**

When a crisis is brewing, the chancellor, dean, director or designee should identify a "Situation Team" immediately. This team is responsible for:

- Monitoring the situation
- Monitoring media queries and coverage
- Working with appropriate administrators to develop message points and a response strategy.
- Making the official spokesperson available to the media to respond to questions.
- Keeping administrators and others, as appropriate, within the organization informed.

*The Situation Team is responsible for **communications** — not for making policy or decisions about resolving the problem. However, the communications team will be most effective when it works closely with the administrators who are involved in solving the problem.*

The situation team should be appointed and do its work at the level and location in the organization that is either closest to the situation or the most appropriate for a public response. The composition of the team will vary depending on where the problem is happening. A team may need no more than two or three members. One should be an administrator with decision-making authority. This administrator may also serve as the official spokesperson. Another member should have a good working knowledge of the media and the principles of public information. In some cases, the public information or communications expert from the team should include the dean's or Chancellor's staff or from another UW institution, legal counsel, a personnel director and/or others. At the county level in Cooperative Extension, the situation team might be designated by the office chair or appointed by the CE district director. At a campus with extension faculty and programs, the team would work at the campus level and would be appointed by the appropriate campus and Extension dean.

**In all cases, however, it is critical that the Situation Team make sure that their next level supervisor or supervisory unit is kept informed about what is going on.** A small problem at a local or campus level can swiftly turn into a wider issue, requiring involvement by a dean, the chancellor or others.

## **2. Decide Who Should Respond**

Response to issues should come from a person at the appropriate level. This will vary among divisions and units. Whatever *can* be handled locally or by those closest to the situation should be handled there. However, in sensitive or “crisis” cases, the appropriate dean/director and Chancellor’s staff should be notified/consulted immediately so they are not caught off guard by a media question that may come to them.

**When responding to or anticipating a media inquiry about a potentially sensitive situation, create a two- or three-person Situation Team to deal with fast-breaking news, as well as a Need-to-Know list to inform others. This list of who needs to be informed about an emerging issue will vary greatly, depending on its nature, location and degree of seriousness. Make sure everyone on your unit’s Need-to-Know list is informed *promptly* of the situation or inquiry.**

It is important to respond in a timely manner, so procedures should be clarified in advance. At every UWEX office, a primary spokesperson and at least one alternate should be named.

### **Developing a “Need to Know” List**

For every kind of crisis there’s a core group of people inside the organization who should be kept informed. As with considerations about the composition of the situation team, the list of who needs to be informed about potentially sensitive situations or emergencies (that may or may not engage the interest of the media) — will vary greatly. The variables include the nature, location and degree of seriousness of the event or situation.

Remember that internal communications will need to go in many directions. It may not be enough to inform your own next level up and wait for direction. In general, people throughout the organization should consider carefully how and when to share communications, the appropriate spokesperson for a given issue, and how much to tell. It can be a difficult judgment call to decide how to share information internally. In the case of personnel problems, the circle should be quite small. In other kinds of events, it may be best to be very open.

The sample Need to Know lists at the end of this protocol may serve as a guide and a reminder of the people who might belong on any “need-to-know” list. Think about people you supervise and your peers and their “need to know” as well. In addition to the organizational hierarchy, think about *functions* people serve. For example, the names that probably belong at the very top of any need-to-know list are the people who answer the telephone and greet visitors in your office. They are a first point of contact — the people who answer initial questions, direct calls and make the first impression. They definitely need to know: 1) the general context of the issue so they can refer calls properly, 2) who to contact, 3) the necessity for a prompt, courteous response.

### 3. *Decide How to Respond*

The kind of response will vary depending on the situation. With input from your unit's communications specialist, decide whether a one-on-one response, a news release, or a news conference is appropriate. *(Note: A news conference in a crisis situation is an extraordinary step. It should not normally be attempted without assistance from communications staff at the Division or Chancellor's office.)*

### 4. *Maintain Internal Communication*

The job is not necessarily done after responding to the initial interview. The same reporter may call again, perhaps to a different staff person. Other media may pick up on the issue. In all cases, the information given must be clear and consistent, and all affected staffs must be kept informed.

Share clippings and news reports with everyone on your Need-to-Know list as quickly as possible, especially in volatile situations. Maintain a record of media contacts as reporters' inquiries come in. Advise other offices or individuals if information you release to media might generate calls to them.

## Message Building

Call a meeting of your Situation Team members. They need to agree on the response and develop key message points. A news story can convey, at most, two or three points effectively. Prepare a single communications objective and two or three secondary points you would like to make and then make them. Follow these tips: 1) Keep the message simple. 2) Make the message easy to remember and articulate. 3) Develop core message points.

Organize your statement. Make a list of the facts in a case and rank these facts, listing the most important fact first. Reporters are searching for the gist of a matter. They won't take the time for drawn-out explanations.

## Media Interviews

If someone from your office will be speaking with reporters, identify an articulate, informed spokesperson. Anticipate tough questions, formulate answers, and rehearse them. If time permits, place the spokesperson in an interview location over which you have control and in which the person feels comfortable and confident. Encourage the person to answer all questions in a straightforward fashion and to stay away from evasive answers.

*(Please review "Media Interviews — Do's and Don'ts" pages in this protocol for guidance.)*

## 5. Follow Up

When the issues have passed or been resolved, caucus with your situation team and prepare a brief summary to share with your UWEX unit colleagues and your program's stakeholders, as appropriate. Include audio, video and print clips, if you can. Point out what worked well and what didn't, and offer suggestions for improving response in the event of continuing interest in this or another fast-breaking news situation. Be as specific as you can regarding incidents, people and issues that merit attention. This review may prevent or mitigate future problems.

When a reporter writes or broadcasts a well-presented story, let him or her know about it. (Journalists define a well-presented story as a **balanced** one, with both your views and opposing views included.)

If an error appears in a press report, let the reporter know — but not in an angry way. If you don't offer a correction, the error may be repeated.

If you or your spokesperson is misquoted, try to contact the reporter instead of the editor. Don't over-react, especially if the error is minor or not quite the choice of words you would have used.

Keep in mind that, in print media, the reporter is rarely responsible for the way a story's headline is written.

## Legal Concerns

### *Libel and Slander*

The law affects what should be said and what should be avoided in a crisis communications setting. Often in the heat of a crisis, people may be angry and thus eager to place blame. The following should be reviewed by anyone who meets the press in a crisis situation:

**Libel** is the *written* defamation of character; **slander** is the *spoken* defamation. When a spokesperson makes a statement about another party, in the case of libel that person could be sued for defamation of character if it can be proved that the statement 1) was published, including broadcast; 2) identified another party; and 3) defamed the other party. To avoid a defamation charge, spokespersons should be especially careful that what they say about another person or organization is accurate, and that they can substantiate everything they say. The failure to do so places them at substantial risk, as the alleged defamed party can sue and claim substantial losses in terms of potential lost income (and possibly customers) from irreparable damage to the individual's or organization's reputation.

### *Open Records*

Wisconsin's open records and open meetings laws are among the strongest in the nation. The UW System and UWEX are fully committed to complying with those statutes. (*The statutes and policies are found in the UWEX Employees Handbook.*)

### *Personnel Matters*

Personnel matters always call for a delicate balance between an individual's right to privacy and the public's right to know what's going on with a tax-supported institution. In personnel matters, **say nothing** until you have consulted with your situation team, human resources and legal staff.

## ***MEDIA INTERVIEWS — DO'S AND DON'T'S***

If you are the designated spokesperson to respond to media inquiries about a given issue, here are some tips for responding effectively to reporters and others:

### **DO's**

- Tell the truth.
- Whenever possible, state your position in positive terms.
- Release all facts as quickly as possible. In other words, don't let the details dribble out if known. Getting the whole story out early enhances your credibility.
- Keep your answers brief. Avoid expanding explanations beyond the question.
- Use simple language rather than technical terms, and speak in short sentences.
- Be aware of the type of medium your questioner is representing. Newspaper reporters can take more time in their interviews and present more information than can reporters from radio or TV. Nine seconds is the average length of a radio or TV soundbite.
- Be knowledgeable, sincere, compassionate and energetic.
- Always assume that everything you tell a reporter will be quoted and on the record. If you don't want to see it in print or on TV, **don't say it** — not before, during, or even after an interview!
- Encourage a reporter's follow-up phone call for further information or clarification if you fear that a point has not been fully understood.
- Formulate responses for the public. The public, not the media, is your real audience.
- Use words and phrases that are the same language you would use to explain a matter to your non-UWEX friends and family.
- The crisis may be an opportunity to educate people about your unit's role as an essential educational arm of Extension. This does **not** mean, however, that you have the right to evade a reporter's appropriate, direct questions.
- Be patient if questioning becomes repetitive. Just answer it again. Avoid saying, "As I've already told you ..."
- Admit when you don't know the answer. Offer to find the answer or someone else who does to call the reporter back.

## **DON'T's**

- Never go off the record, regardless of your relationship with a reporter.
- Never speculate or play favorites among reporters.
- Don't repeat inflammatory or negative words suggested by a reporter. Hostile questions do not require hostile answers.
- Never lie, mislead, or cover up.
- Do NOT speculate on others' motives or possible outcomes.
- Don't be defensive or show anger when responding to media inquiries.
- Don't let reporters put words into your mouth. Some reporters have the tendency to say, "So in other words. . . ."
- Never give a "No comment" answer. It suggests you are trying to hide something or evade the question, so explain why you cannot make a comment.
- Avoid long-winded answers and explanations. Stay with the message-point facts.
- Don't expect to review a story before publication or broadcast. This conflicts with news gatherers' ethics and professionalism.
- Don't use jargon and acronyms that are not widely understood.
- Don't try to give an answer if you're unsure. Guessing can get you into trouble. If you don't know the answer, tell the reporter you'll try to find out and get back to him/her.
- Don't let false statements or misperceptions stand. Refute them by communicating a positive message. Don't call anyone a liar.
- Don't give a personal opinion unless the reporter understands that you are speaking for yourself, not for your colleagues or UWEX or division administrators. Stick to the facts.

## **UW-EXTENSION**

### **EXIT POLICY AND PROCEDURES**

#### **PURPOSE**

It is the intention of UW-Extension to give terminating employees the opportunity to provide feedback regarding his/her employment. Information collected at employee exit may be used for research purposes, to document the reasons individuals leave employment, to identify potential problem areas, and to improve personnel practices and the overall work environment.

Extension will extend to separated individuals all possible considerations consistent with integrity, UWEX personnel policies, and sound business practices. All terminations of employment shall be consistent with the provisions of federal/state fair employment laws, and UW System and UW-Extension policies prohibiting discrimination in employment because of one's race, color, disability, religion, national origin, ancestry, sex/gender, age, sexual orientation, political affiliation, veteran's status or non-job-related arrest or conviction record.

#### **POLICY**

It is the policy of UW-Extension that all separating employees shall complete an Exit Questionnaire and participate in an exit interview. This policy shall apply to both voluntary and involuntary separations. Employment may be terminated by Extension in accordance with the terms and conditions set forth in any employment contracts, union contracts and/or unclassified personnel guidelines or by an employee. Separations include dismissals, lay-offs, non-renewals, resignations, and retirements.

#### **CONFIDENTIALITY OF EXIT PROCESS INFORMATION**

It is the policy of the UW-Extension to make all reasonable efforts to protect the confidentiality of persons completing an Employee Exit Questionnaire and/or an Exit Interview. Information that could reveal your identity is revealed only as necessary on a "need-to-know" basis for the management of personnel practices and the work environment.

Wisconsin law provides for public access to most records made and kept by governmental agencies, including UW-Extension. Public access means that any member of the public, including the media, can request and receive copies of public records upon request, unless the custodian of the record determines that the public interest in not releasing the record outweighs the clear statutory presumption in favor of disclosure. UW-Extension pledges to make reasonable efforts, to the extent allowed by law, to maintain the confidentiality of your identity and information which might disclose your identity.

In cases in which UW-Extension intends to take action that is wholly or partially based on information you have provided, through the exit questionnaire or interview, it may not be possible to maintain your confidentiality or the confidentiality of the information you have provided. If such a situation should arise, UW-Extension will inform you prior to disclosure of this information, whenever possible.

Also, unlike communications between a doctor and patient, lawyer and client, or psychologist and patient, Wisconsin law does not recognize any special privilege for university records. Therefore, disclosure of

information you provide may be compelled by law if these records are subpoenaed in a court proceeding.

#### **EXIT PROCEDURES**

**1. Resignation:** If an employee decides to leave employment with Extension, the employee is responsible for providing adequate written notice: classified - two weeks; unclassified - 30 days or a different notice period if one is specified by contract or appointment letter.

The employee will receive written confirmation of the resignation from the hiring authority.

**2. Exit Questionnaire:** All separating employees shall complete an Exit Questionnaire, available from the supervisor or divisional personnel representative, and bring the completed questionnaire to the exit interview. This information will be retained in a confidential file, separate from other personnel records, in the Affirmative Action office.

**3. Exit Interviews:** Prior to the last day worked, an exiting employee will have an exit interview conducted by one of the following offices: EEO office; Director of Personnel Services, Classified Personnel Services; or Secretary of the Faculty and Academic Staff. The exiting employee shall choose the office to conduct the interview and the supervisor or divisional personnel representative shall assist in scheduling the interview. A telephone interview will be arranged for employees who do not work in the Madison area. The exiting employee's supervisor will not participate in the exit interview but the employee and supervisor are encouraged to discuss any matters of interest.

Information collected during the Exit Interview Process shall be **confidential** and will not be used in any way to reflect upon the exiting employee. Employees are encouraged to be candid and to ask any questions they may have regarding their separation. The exit interview is intended to give the employee a chance to speak freely concerning reasons for leaving Extension.

Exit interview data shall be compiled, summarized, and reported to the Executive Committee on a quarterly basis.

**4. Other Out-Processing Procedures:** Upon receipt of a notice of termination or letter of resignation, the employee's supervisor shall schedule a meeting for out-processing activities. The UW Extension Exit Process Checklist should be used for this meeting and possible follow-up. Matters to be reviewed or collected at this time are:

- Keys and key cards.
- Computer access authorization codes.
- Telephone cards or ID cards.
- Corporate credit cards.
- Forwarding address.
- Identification cards/badges.
- Return Employee Handbook.
- Arrange last paycheck and vacation pay.\*

•Insurance conversion and benefits continuation rights.\*

\* (Terminating employees will receive a letter from Staff Benefits Office with information about benefits. Employees will be paid all salary earned through the last day of work, including any accrued vacation as provided by union contract, classified personnel policies or unclassified personnel policies, **provided that all leave reports are up to date**. An appointment may be scheduled with the Benefits Officer in order to make benefit continuation elections and to terminate appropriate benefits.)

Exit processing forms include:Exit Process Checklist (available from your supervisor)

Exit Questionnaire (available from your supervisor)

**Adopted - April, 1995**

UW EXTENSION EXIT PROCESS CHECK LIST

Employee \_\_\_\_\_ Department \_\_\_\_\_

Termination Date \_\_\_\_\_ Exit Interview Date \_\_\_\_\_

Supervisor: Provide Exit Questionnaire, and assist employee in making an appointment with one of the following offices for an exit interview, and completing the tasks listed below.

\_\_\_\_Affirmative Action Office    \_\_\_\_Director of Personnel Services  
\_\_\_\_Classified Personnel Office    \_\_\_\_Secretary of the Faculty and Academic Staff

Exiting Employee:

- Complete Exit Questionnaire and bring it to Exit interview.
- Classified staff must complete final timesheet.
- Unclassified staff must complete final leave report and send to payroll office; discuss payment or transfer of vacation balance with payroll office.
- Arrange for last paycheck.
- Inform the payroll Office of any change of address so W-2 tax forms will be sent to the proper address at the end of the year.
- Benefits: A termination letter from the Staff Benefits Office with information about benefits will be sent to every exiting employee. If questions remain, the Benefits Office should be contacted for an appointment.
- Return keys and/or security cards.
- Return identification cards/badges.
- Notify appropriate computer personnel for purposes of computer authorization.
- Return telephone credit card.
- American Express Corporate Credit Card: Except in the case of retirement or continued employment within the UW System, a corporate credit card should be returned to the Payroll Office.
- Parking: remove decal from car window and take pieces to Parking Office for refund.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

Forwarding Address \_\_\_\_\_

# UW-EXTENSION EMPLOYEE EXIT QUESTIONNAIRE

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Gender: \_\_\_\_\_ Ethnicity/Race: \_\_\_\_\_ Age: \_\_\_\_\_ Disability: Yes \_\_\_ No \_\_\_

A. Please rate the following working conditions in your job with Extension.

	Fully Agree	Agree	Disagree	Strongly Disagree	N/A
1. My skills were used effectively.					
2. At time of hire my educational background was sufficient.					
3. At time of hire my knowledge of the job was sufficient.					
4. My orientation to the job was effective.					
5. My job training was adequate.					
6. My workload was reasonable.					
7. My equipment, supplies, and other resources were adequate.					
8. My work accomplishments were acknowledged.					
9. My request(s) for additional job training/professional development was met.					
10. My relationship with co-worker(s) was satisfactory.					

B. Please describe your perception of your supervisor.

	Always	Usually	Sometimes	Seldom	Never
1. Provided effective supervision.					
2. Clearly defined work standards and expectations.					
3. Gave fair and equal treatment.					
4. Was available to discuss job-related information.					
5. Provided useful work related information.					
6. Provided periodic performance feedback.					
7. Maintained consistent policies and practices.					
8. Provided recognition for good work.					
9. Encouraged cooperation among staff.					
10. Maintained a positive working environment.					
11. Conducted fair performance appraisals.					
12. Encouraged my advancement.					

C. How did you feel about your pay and benefits provided by Extension.

	Excellent	Good	Satisfactory	Poor	N/A
1. Performance Appraisal Program					
2. Job Classification					
3. Annual Salary Increases					
4. Vacation Leave					
5. Sick Leave					
6. Holidays					
7. Retirement					
8. Life Insurance					
9. Health Insurance					
10. Dental Insurance					
11. Parking					
12. Promotional Process/Advancement					
13. Other - Specify:					

D. General Comments:

1. Do you believe that the Affirmative Action Office and/or Personnel Department was accessible to you?  
 Yes: \_\_\_\_\_ No: \_\_\_\_\_ If not, why?

\_\_\_\_\_

2. Would you recommend employment with UW-Extension and the department you are leaving to a friend or relative?  
 Yes: \_\_\_\_\_ No: \_\_\_\_\_ If not, why?

\_\_\_\_\_

3. Would you return to work with Extension? Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_

4. Other comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand this information is confidential; however, I understand the information contained in this questionnaire may be revealed on a "need to know" basis. (See Confidentiality of Exit Process Information in the Exit Policy and Procedures.)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exit Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**CHANGE OF ADDRESS**

**DIRECTORY INFORMATION**

Whenever a staff member changes one of the following, please complete the person file information form and send to the UWEX Payroll and Staff Benefits Office, Room 105 Extension Building, 432 North Lake Street, Madison, WI 53706.

Office Address and Phone

Electronic Mail Address

Health Care Information

Home Address, Phone and Release Information

A copy of the person file information form is attached. You are welcome to duplicate this form, complete the information and send to the Payroll and Staff Benefits Office.

### PERSON FILE INFORMATION

PLEASE PRINT

Name	Last	First	Middle	Social Security Number
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**CHECK BOX(ES) THAT APPLY**

- Part I Office Address and Phone**
- Part II Electronic Mail Address**
- Part III Health Care Information**
- Part IV Home Address, Phone and Release Authorization**  
 Your home address will be printed in the Staff Directory **unless** you indicate NO in Part IV

**PART III - HEALTH CARE INFORMATION**

If you are a subscriber in the U.W. Standard, Standard II, SMP Blue Cross/Blue Shield indicate the county in which you live.
If you are an HMO subscriber indicate the county where your doctor is located.

**PART I - PRIMARY OFFICE MAILING ADDRESS AND TELEPHONE NUMBER**

Building Name	Room Number	
Street Address or P.O. Box Number		
City	State	Zip Code
Phone Number (       )		
<b>Optional:</b> Secondary phone number (do not list the number at which your telephone is backed up). (       )		

**PART IV - PERMANENT HOME ADDRESS AND TELEPHONE NUMBER**

Telephone Number (       )	
Street Number and Name or P.O. Box Number	
City	State or Country
Zip Code	
<b>My home address and telephone number may be released to the public upon request and printed in the Staff Directory. If left blank "YES" is assumed.</b>	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

**PART II - ELECTRONIC MAIL ADDRESS**

Questions on E-Mail? WISPLAN users call 608-262-4552. LAN users call 608-263-5031.
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<b>Effective Date of Change (Mo/Day/Yr)</b>	<b>Signature</b>
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## **INSTRUCTIONS FOR 1994-95 STAFF DIRECTORY**

- 1. Verify above information.**
- 2. If no changes are needed, sign and return this form.**
- 3. If changes are needed:**
  - a. Print name and social security number on reverse side.**
  - b. Complete appropriate portion(s) of form on reverse side.**
  - c. Sign and return form to: University of Wisconsin Extension**

## UWEX STATEMENT ON CONSENSUAL RELATIONSHIPS

It is the policy of UW-Extension that romantic and/or sexual relationships involving conflict of interest of a University employee or student are unacceptable. Further, UW-Extension warns of the potential for abuse in power differential relationships even where the conflict of interest issue is resolved.

### 1. Conflict of Interest

Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other instructional staff and students, or between supervisors and subordinates. UW-Extension policy and more general ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making with regard to the student, subordinate or prospective employee.

### 2. Abuse of Power Differential

Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving a power differential the potential for serious consequences remains. Individuals entering into such relationships must recognize that:

- a. the reasons for entering such a relationship may be a function of the power differential;
- b. where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment; and
- c. the individual with the power in the relationship will bear the burden of accountability.\*

Procedures relating to this statement are included in UWEX Chapter Sections 6.01, 8.07, and 13.01.

\* An instructor's or supervisor's liability protection under Wisconsin statutes may not apply to protect the individual in subsequent litigation arising out of the relationship's effect on the student or employee. It is the instructor, supervisor, or other employee who, by virtue of his or her special power and responsibility, will bear a special burden of accountability.

Adopted 6/92