

# **Employee Relations**

## **Responsible Conduct for Research and Research Misconduct**

The University has established guidelines for the responsible conduct of research. These guidelines are intended to promote the highest scientific and ethical standards. In the event that an allegation of Research Misconduct is made, the Office of Research and Graduate Studies is responsible for investigating the complaint. For details on the procedures and process of a research misconduct investigation, or to obtain a copy of the guidelines, please contact the Office of Research and Graduate Studies. For further information on conduct, please see SPG 303.3.

## **Discipline**

The University has a progressive discipline philosophy and this policy applies to all staff members. All University employees are expected to conduct themselves in a manner that will not interfere with University operations. Disciplinary action can range from an oral warning to discharge. The severity of the disciplinary action depends on the nature of the misconduct and any previous discipline record. There is no requirement that discharge must be preceded by any other disciplinary action. Discharge may result from a single offense such as theft or the possession or sale of drugs. For further information on discipline, please see SPG 201.12.

## **Grievance Procedure**

All non-bargained-for staff members have the right to file a formal challenge without fear of retaliation. Representatives from Affirmative Action, Human Resources or the Medical School can assist you in resolving your concerns informally. This pre-grievance counseling may preclude the need to file a grievance. The University has a three-step grievance procedure to assist you in resolving your concern.

- Step 1 – Oral hearing with your direct supervisor
- Step 2 – Written step following a meeting with a manager, director or department head
- Step 3 – Written step following a meeting with the University Review Committee

Staff members can file a grievance at any time they are having a problem. If the problem is with the direct supervisor, staff members will need to speak with their Human Resources representative for their department. For further information on the grievance procedure, please see SPG 201.08.

## **Conflict of Interest**

Work outside the University is not prohibited, but it must not detract from the performance of the duties and responsibilities of the University position, nor may it create a conflict of interest.

Honesty and professional integrity are expected of all faculty and staff and it would be a serious violation of this trust if the interests of the University were to be disregarded in the course of performing professional duties. The use of official position and influence to further personal gain or that of families or associates is considered to be unacceptable behavior and in direct opposition to University policy.

It is not expected that every faculty or staff member would have a complete and current knowledge of the laws and regulations that apply to conflict of interest. However, every individual, particularly those with significant exposure to potential conflict of interest situations, should develop sensitivity to this issue and seek guidance when appropriate. Advice is available from your supervisor, department administrator, the Faculty and Staff Resources Office, the Office of Research and Graduate Studies, as well as the Human Resources Department. For further information on conflict of interest, please see SPG 201.65-1.

## **Dress Code**

The Medical School does not have one specific dress code because of the variety of work performed here. Your supervisor will let you know what attire is appropriate for your work area and profession. The expectation is that staff members' appearance will not be a distraction or a health/safety concern. Clothing such as tube tops, short shorts, tee shirts with inappropriate logos should be avoided.

## **Employee Assistance Program (EAP)**

The EAP is a confidential, no cost service for faculty, staff and their families to help explore problem areas that affect your well-being. Their services include: personal issues, workplace issues, services to work groups, consultation, and education and training. EAP's hours are 8:00 a.m. – 5:00 p.m. Monday through Friday and alternate hours by appointment prior to 8:00 a.m. or after 5:00 p.m. For further information on EAP, please see SPG 201.14.

## **Employee Recognition**

Recognition is an important aspect of your employment with the Medical School and the University. You may receive recognition in a variety of ways throughout your employment. On a University wide level, you will be recognized for achieving certain milestones of continuous years of service. The Health System has a program called You're Super and you may be the recipient of a recognition award from that program. In addition, each department may have implemented their own recognition program. You will receive specific information from your supervisor about any department program.

## **Educational Opportunities**

Training programs are conducted on the Medical and Central campuses for employees. Lunch & Learn workshops are held monthly and are scheduled over the lunch hour. Lunch & Learn topics include assertiveness training, organizational skills and information on medical issues. These workshops are announced on line with a date and room number.

Staff Development programs are currently offered to Medical School staff at a reduced cost. These programs are held on the Medical Campus to accommodate employees. Programs are selected to help staff members develop leadership and organizational skills. Catalogs of program offerings are available on line, in the Human Resources department, as well as in employee publications. Programs are typically offered during work hours so supervisors will need to approve your time away from work and cost to attend.

## **Tuition Support Program**

The University offers tuition support for degree programs up to the Masters level. Tuition support comes in two forms, an advance or reimbursement. The University will cover the cost of up to four credit hours plus registration fees for UM courses and a maximum of \$1352.00 plus registration fees for non-UM courses. Courses must be work related or for a position that is reasonable to aspire to within the University. Staff members must obtain a grade "C" or better for undergraduate classes, or "B" or better for graduate classes. Staff members must be in their position for at least six months and have at least a half-time appointment to be eligible for tuition support. Staff members must get their supervisor's approval at least 30 days prior to starting classes. For further information on tuition support, please see SPG 201.69-0.

## **Hosting and Travel Expenses**

**Hosting policy:** The University recognizes hosting as an appropriate expense of University funds. Such "hosting" activities are expected to contribute to, or result from, legitimate University related business and are subject to University limits and guidelines.

**Travel policy:** Reimbursement may be allowed to faculty, staff, and others for reasonable and necessary expenses subject to University limits and guidelines incurred in connection with approved travel on behalf of the University.

See the Standard Practice Guide for specific limits and guidelines SPG 501.04-1, 501.04-2. Information is also available from the Accounts Payable and Travel Office 764-6253 or via e-mail [Travel.Office@umich.edu](mailto:Travel.Office@umich.edu). Departments may have more restrictive limits and guidelines. Please check with your department administrator before expenses are incurred.