



Office of Human Resources & Workforce Diversity

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March 27, 2014

(Sent via e-mail only)

MEMORANDUM

TO: Chancellors

FROM: Alan N. Crist 
Senior Associate Vice President

SUBJECT: Report of Outside Activities,
Unclassified Staff (Faculty, Academic Staff, Limited Appointees)

Annual Notice of University of Wisconsin System Policy on Institutional and
Employee Relationships with Educational Loan Lenders
(Regent Policy Document 13-4)

Notice to Avoid Conflict of Interest, Classified Staff

This memo will serve as our annual reminder of (1) our UW System policies and obligations for unclassified staff to report on outside activities, (2) our obligation to inform all staff of our policy on institutional and employee relationships with educational loan lenders, and (3) the need to advise classified staff of their obligation to avoid conflicts of interest.

The Board of Regents requires all UW System unclassified staff (faculty, academic staff and limited appointees) with half-time appointments or more, to report annually (by April 30 of each year) on outside activities and interests related to their areas of professional responsibility and for which they receive remuneration as specified in the attached guidelines. All reports are to be filed in a central place at each institution and should be open to public inspection. The UW System Guidelines for Reporting Outside Activities, the 2013 UWS Report Form and Chapter UWS 8 are attached for your reference. Outside activities reporting is separate from, and in addition to, the annual economic interests reporting requirement applicable to those unclassified staff who are authorized to sign contracts; economic interests reporting is administered by the Board of Regents Office.

Also attached is Regent Policy Document (RPD) 13-4, University of Wisconsin System Policy on Institutional and Employee Relationships with Educational Loan Lenders. Per section 5.3 of this policy, I ask that you forward a copy of RPD 13-4 to all staff as a means of informing them of the provisions of this Policy. This section also directs that applicable ethics codes be forwarded to all staff. The attached Chapter UWS 8 for unclassified staff and Chapter ER-MRS 24 for classified staff will satisfy this requirement.

When sending classified staff copies of Chapter ER-MRS 24, please take the opportunity to advise your classified employees of their obligations, under ER-MRS 24, to avoid conflicts of interest.

In particular, classified staff should be advised of ER-MRS 24.04(2)(b) that states, "No employee may solicit or accept from any person or organization, directly or indirectly, money or anything of value if it could reasonably be expected to influence such employee's official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of such employee."

If you have any questions, please do not hesitate to contact me.

Thank you.

Attachments (6)

UW System Guidelines for Reporting Outside Activities 8.025
Instructions for filling out the Outside Activities Report form
2013 UWS Outside Activities Report Form
Chapter UWS 8, Unclassified Code of Ethics
Chapter ER-MRS 24, Code of Ethics
Regent Policy Document 13-4

cc: President Cross
Board of Regents
Provosts
UWSA Cabinet
HR Directors
Academic Personnel Officers
Chief Business Officers