

## POLICY CONCEPT FORM E INSTRUCTIONS AND GUIDELINES

**All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via this form to the Office of the University Secretary with appropriate supporting information and documents.** Completed submissions are forwarded to the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

**Please keep the following definition of a university policy in mind as you develop your concept:**

*A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.*

*A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.*

**To help facilitate as smooth a process as possible, please consider the following:**

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template for revisions or a new concept. The existing policy template (revisions) or a blank template (new concepts) can be obtained from the Office of the Secretary by emailing [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu).
4. A “redlined” version of your concept is required for proposed revisions.
5. Include any appropriate related resources. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples include:
  - Other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept
  - Statutory or regulatory citations
  - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

**Please email [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu) if you have any questions.**

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Peter Fehrs and Brittany Jayne, Associate Directors of Employee and Labor Relations
Policy Title/# (if applicable):	Proscribed Conduct
Submitted on Behalf Of:	Human Resources
Responsible Executive Officer:	Jamie Moffitt, VPFA

**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**     Yes     No

If yes, which attorney(s): [Jeslyn Everitt](#)

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

[Proscribed Conduct, existing policy](#)

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

[Oregon Administrative Rule 580.022.0045.](#)

### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

[Minor updates and fixes for existing policy "Proscribed Conduct." Modifies a sentence and fixes a reference which was broken.](#)

### AFFECTED PARTIES

*Who is impacted by this change, and how?*

[Anyone engaging in proscribed conduct \(which could include, but is not limited to, all University employees, students, and community members\).](#)

## CONSULTED STAKEHOLDERS

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.))*

<b>Name</b>	<b>Office</b>	<b>Date</b>
Human Resources Policy Advisory Committee (including representatives from SEIU, United Academics, GTFF, UOPA, OAs, academic CFOs, and various other stakeholders), Seven review sessions from June 2023-December 2023		
Office of the General Counsel, Jeslyn Everitt, January 2024		
HR Leadership Group (all Central HR Directors and Chief Human Resources Officer), April-May 2024		
Jamie Moffitt, VPFA, May 2024		

# Proscribed Conduct

## **Reason for Policy:**

This policy proscribes certain conduct regarding the university, its property, or activities thereupon.

## **Entities Affected by this Policy:**

Anyone engaging in proscribed conduct.

## **Responsible Office:**

For questions about this policy, please contact Office of the Senior Vice President for Finance and Administration, [vpfa@uoregon.edu](mailto:vpfa@uoregon.edu)

## **Website Address for this Policy:**

<https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-7-property-facilities-planning-sustainability-2>

## **Enactment & Revision History:**

24 April 2023 – Revisions approved by Interim President Jamie Moffitt. New UO policy number assigned by the University Secretary.

02 September 2015 - Technical revisions enacted by the university secretary

01 July 2014 - Became a University of Oregon Policy by operation of law

Former Oregon Administrative Rule Chapter 580 Division 22, Section 0045

## **Policy:**

Procedures to impose applicable sanctions may be instituted against any person engaging in any of the following proscribed conduct:

- (1) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities, including the University's public service functions or other authorized activities on University owned or controlled property;
- (2) Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on University owned or controlled property;
- (3) Unauthorized entry to or use of University facilities, including buildings and grounds. Unauthorized use includes but is not limited to using non-residential facilities and spaces for residential purposes (e.g., prolonged sleeping, bathing in restrooms lacking shower facilities or that are not open to the general public, cooking, camping), and entering into any areas that are not open to the public without advanced authorization;
- (4) Possession or use of explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on University owned or controlled property, unless authorized by law, Board, or University rules or policies;
- (5) Detention or physical abuse of any person or conduct, whether successful or not, that intended to threaten imminent bodily harm or endangers the health of any person on any University owned or controlled property;
- (6) Malicious damage, misuse or theft of University property, or the property of any other person where such property is located on University owned or controlled property, or, regardless of location, is in the care, custody or control of the University;
- (7) Refusal by any person while on University property to comply with an order of the President or appropriate authorized official to leave such premises because of conduct proscribed by ~~Section A of~~ this policy when such conduct constitutes a danger to personal safety, property, educational, or other appropriate University activities on such premises;
- (8) Illegal use, possession, or distribution of drugs on University owned or controlled property;
- (9) Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct that calls on the person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the University, including the safety of persons, and the protection of its property;
- (10) Violating University Policy for Intercollegiate Athletics as described in Section 8 of the Internal Management Directives ("Intercollegiate Athletics"), specifically including the subsection thereof entitled Code of Ethics.

**Chapter/Volume:**

- Volume IV: Finance, Administration and Infrastructure
- Chapter 7: Property, facilities and planning; sustainability

**Related Resources:**

N/A

**Original Source:**

Oregon Administrative Rule

# Proscribed Conduct

## **Reason for Policy:**

This policy proscribes certain conduct regarding the university, its property, or activities thereupon.

## **Entities Affected by this Policy:**

Anyone engaging in proscribed conduct.

## **Responsible Office:**

For questions about this policy, please contact Office of the Senior Vice President for Finance and Administration, [vpfa@uoregon.edu](mailto:vpfa@uoregon.edu)

## **Website Address for this Policy:**

<https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-7-property-facilities-planning-sustainability-2>

## **Enactment & Revision History:**

24 April 2023 – Revisions approved by Interim President Jamie Moffitt. New UO policy number assigned by the University Secretary.

02 September 2015 - Technical revisions enacted by the university secretary

01 July 2014 - Became a University of Oregon Policy by operation of law

Former Oregon Administrative Rule Chapter 580 Division 22, Section 0045

## **Policy:**

Procedures to impose applicable sanctions may be instituted against any person engaging in any of the following proscribed conduct:

- (1) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities, including the University's public service functions or other authorized activities on University owned or controlled property;
- (2) Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on University owned or controlled property;
- (3) Unauthorized entry to or use of University facilities, including buildings and grounds. Unauthorized use includes but is not limited to using non-residential facilities and spaces for residential purposes (e.g., prolonged sleeping, bathing in restrooms lacking shower facilities or that are not open to the general public, cooking, camping), and entering into any areas that are not open to the public without advanced authorization;
- (4) Possession or use of explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on University owned or controlled property, unless authorized by law, Board, or University rules or policies;
- (5) Detention or physical abuse of any person or conduct, whether successful or not, that threatens imminent bodily harm or endangers the health of any person on any University owned or controlled property;
- (6) Malicious damage, misuse or theft of University property, or the property of any other person where such property is located on University owned or controlled property, or, regardless of location, is in the care, custody or control of the University;
- (7) Refusal by any person while on University property to comply with an order of the President or appropriate authorized official to leave such premises because of conduct proscribed by this policy when such conduct constitutes a danger to personal safety, property, educational, or other appropriate University activities on such premises;
- (8) Illegal use, possession, or distribution of drugs on University owned or controlled property;
- (9) Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct that calls on the person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the University, including the safety of persons, and the protection of its property;
- (10) Violating University Policy for Intercollegiate Athletics as described in Section 8 of the Internal Management Directives ("Intercollegiate Athletics"), specifically including the subsection thereof entitled Code of Ethics.

**Chapter/Volume:**



- Volume IV: Finance, Administration and Infrastructure
- Chapter 7: Property, facilities and planning; sustainability

**Related Resources:**

N/A

**Original Source:**

Oregon Administrative Rule