

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: New Policy

New Policy Title: VII – 8.05 Policy on Professional Conduct of Nonexempt and Exempt Staff Employees

Old Policy Title:

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

VII - 8.05 - POLICY ON PROFESSIONAL CONDUCT OF NONEXEMPT AND EXEMPT STAFF EMPLOYEES

(Approved by the USM Board of Regents on(date), 2015)

I. PURPOSE AND APPLICABILITY

This policy establishes expectations for the conduct of Regular and Contingent Nonexempt and Exempt staff employees.

II. GENERAL STANDARDS OF CONDUCT

- A. Employees shall exhibit integrity and exemplary conduct and use honest efforts in the performance of their duties.
- B. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Institution.
- C. Employees shall act impartially and not give preferential treatment to any private organization or individual.
- D. Employees shall protect and conserve State property and shall not use it for other than authorized activities.
- E. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, including federal, State, or local taxes that are imposed by law.
- F. Consistent with all applicable laws, all employees shall be treated with dignity and respect and shall not be discriminated against on the basis of race, ethnicity, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation.
- G. Employees shall conduct intra-agency and interagency relations predicated upon civility, collaboration, cooperation. These same principles shall apply to interactions with officials and employees of the legislative and judicial branches.

III. CONFLICTS OF INTEREST

Consistent with State Ethics laws, Md. Code Ann., State Government Article, Title 15:

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- A. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- B. An employee shall not, except as permitted by applicable law or regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- C. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- D. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, which conflict with official Government duties and responsibilities.
- E. Employees shall endeavor to avoid any actions creating the appearance that they are violating applicable law or the ethical standards in applicable regulations.
- F. Upon leaving state service, USM employees shall be bound by the restrictions of the Annotated Code of Maryland, State Government Article §15-504, with respect to lobbying and other forms of representation.

IV. POLITICAL ACTIVITY

Consistent with Md. Code Ann., State Personnel and Pensions Article, Section 2-304:

- A. Employees have the right to participate freely in any political activity and express any political opinion.
- B. Employees may not be required to provide any political service or make a political contribution.
- C. An employee may not:
 - 1. Engage in political activity on the job during working hours;
 - 2. Use institution resources to advance the employee's political activities; or
 - 3. Advocate the overthrow of the government by unconstitutional or violent means.

V. REPORTING REQUIREMENTS

- A. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities. To make such reports, employees may access the resources and procedures for confidential disclosure of misconduct set forth in the following USM policies:
 - 1. VII-2.30 Policy on Employee and Applicant Disclosure of Misconduct
 - 2. VIII-7.10 Policy on Reporting Suspected or Known Fiscal Irregularities

3. VIII-7.11 Policy on the Communication of Suspected Fraud, Unethical & Illegal Business Activities
 - B. All institutions shall immediately refer to the Institution's Assistant Attorney General or to the Deputy Attorney General with supervisory responsibility for the Attorney General's Criminal Investigations Division, any instance of possible criminal or unethical conduct by any employee or contractor of this State, for such actions as the Office of the Attorney General deems appropriate.
 - C. Employees are required to report to their department or unit head as to any arrest of the employee and as to each legal proceeding in which an employee is involved, as a party or otherwise, if the arrest or legal proceeding affects, or reflects on, the employee's job fitness or performance.

IMPLEMENTATION PROCEDURES

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her Institutional community, and post it on its Institutional website.

REFERENCE:

Governor's Executive Order 01.01.2007.01 Standards of Conduct for Executive Branch Employees