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**To:** "[ucrfacultyandstaff@lists.ucr.edu](mailto:ucrfacultyandstaff@lists.ucr.edu)" <[ucrfacultyandstaff@lists.ucr.edu](mailto:ucrfacultyandstaff@lists.ucr.edu)>

**Subject:** Presidential Guidance Regarding Staff Abusive Conduct and Bullying

Dear Colleagues:

UCR is committed to creating and maintain a respectful, cooperative, professional and courteous work environment. Each year, I remind the campus of our [Principles of Community](#) which outline our collective responsibility to support and show consideration for one another. On our campus, as in every other workplace, there are occasional lapses in interpersonal behavior that may detract from the positive working environment we strive to maintain. In the extreme, this behavior could be considered bullying or abusive conduct. While each UC campus has a number of resources available to deal with complaints about this type of conduct, as a system we have not had a published definition of the types of behaviors that are prohibited or clarity around the various resources available for staff who may experience this behavior.

Earlier this year, in response to this reality, UC President Napolitano formed a working group to aid in the development of Presidential Guidance with regard to abusive behavior and bullying of staff. This Guidance (attached) establishes a systemwide definition of bullying and abusive conduct that will be used when assessing compliance with our Principles of Community, and with Regents Policy 1111 (Statement of Ethical Values and Standards of Ethical Conduct). The guidance defines abusive conduct as:

**Conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests.**

**Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.**

The Guidance contains clarification regarding application of the definitions to workplace situations.

In addition the working group made a number of recommendations for steps the Office of the President and each campus location can take to prevent bullying, identify abusive conduct in the workplace and provide appropriate resources to staff when such incidents arise. This Guidance applies to staff at all levels.

At UCR, staff who are experiencing bullying or abusive conduct have a number of options for resolution, including:

- Discussing the conduct with their supervisor or manager
- Consulting with the Ombuds Office, which provides confidential and impartial conflict resolution
- Consulting with the Department of Employee and Labor Relations, which will address the issue directly with relevant department management
- Contacting the Faculty and Staff Assistance Program (FSAP), which offers confidential counseling, consultation and referrals services for employees and managers
- Initiating a PPSM-70 complaint (for non-represented staff)
- Initiating a grievance pursuant to the applicable collective bargaining agreement (for represented staff)
- Making a complaint via the Whistleblower hotline, [(800) 403-4744] , which would be referred to the appropriate office for investigation or intervention
- Making a complaint with the Title IX Office, where the conduct includes gender-based harassment
- Making a complaint with the Equal Employment Opportunity/Affirmative Action Department, where the conduct includes harassment based on the employee's protected status (i.e., race, ethnicity, age, religion, sexual orientation, national origin, physical abilities, gender identity, etc.)

Individuals who report bullying or abusive behavior are protected from retaliation.

UCR strives to maintain a campus of respect and a positive working environment for all. Staff who experience conditions which they believe are consistent with the definitions of bullying or abusive conduct outlined in the [Guidance](#) are encouraged to utilize the resources listed above.

Kim A. Wilcox  
Chancellor