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Memorandum

TO: All Faculty and Staff
FROM: Andrew P. Mangels, Vice Chancellor for Administration & Finance
SUBJECT: Amherst Campus Policies 2023
DATE: January 26, 2023

The following is an annual notification about Board of Trustee policies and applicable laws that govern the conduct of regular business operations. This notice is intended to both provide basic information and identify additional resources should questions arise.

GENERAL POLICIES

The following policies provide important information for an ethical and secure basis for the conduct of business at the University:

- [Policy on Fraudulent Financial Activities](#) (Doc. T00-051)
- [Principles of Employee Conduct](#) (Doc. T96-136, as amended)
- [State Conflict of Interest Law provisions, Chapter 268A](#)
- [State Whistleblower Legislation, Chapter 149, Section 185](#)
- [Policy on University Employees and Political Campaigns](#)

PUBLIC RECORDS

As a state university, the University of Massachusetts Amherst is responsive to public record requests under [Massachusetts Public Records Law, M.G.L. Ch. 66](#). Requests for campus records should be made to the Records Access Officer, who is tasked with coordinating the University response to public records requests. Please visit <https://www.umass.edu/records/> and click the link at the bottom of the page titled '[Your Responsibilities as a Public Employee](#)' to view the document.

RESPONDING TO LAW ENFORCEMENT OR GOVERNMENT AGENCY INQUIRIES

The UMass Office of General Council provides guidance on responding to any inquiries or requests from Local, State, and Federal Law Enforcement or Government Agencies located [here](#). This guidance is not intended to interfere with campus Public Safety/Police Departments and their routine cooperation with local law enforcement.

CONFLICT OF INTEREST

Conflicts of interest typically arise in situations where a public employee's public responsibilities and private interests or relationships intersect. Two sets of Board of Trustee policies, potentially applicable to different segments of the University's population, deal with outside activities – the Policy on Faculty Consulting and Outside Activities and the Non-Unit Professional Staff Policy. The Policy on Faculty Consulting and Outside Activities, [BOT T96-047](#), is applicable to all campus Faculty. The Non-Unit Professional Staff Policy, [BOT T94-023](#), applies to “members of the non-unit professional staff.”

Biannual conflict of interest law education and training is mandated by the University of Massachusetts Amherst and the Commonwealth of Massachusetts, which require that all university employees complete the training every two (2) years. New employees should complete the training within thirty (30) days of the date of hire. The training program can be found at <https://massethicstraining.skillburst.com/User/index.php>.

On an annual basis, all University employees are required to acknowledge receipt of the State Ethics Commission's conflict of interest law. Employees who are regular HR Direct users will be automatically prompted to acknowledge receipt upon sign in to HR Direct when their previous acknowledgement expires. Employees who are infrequent HR Direct users should use the following directions to acknowledge receipt of the conflict of interest law: Log into [HR Direct](#). Navigate to the *NAV BAR icon (top right-hand corner)*, click on *Navigator -> Menu -> Self Service -> Personal Information -> COI Acknowledgement*. The site will then display the date of your last acknowledgement and instructions for acknowledging receipt of the conflict of interest law if your acknowledgement has expired. You will be emailed an automated confirmation message.

DRUG FREE WORKPLACE ACT

The University of Massachusetts Amherst, in accordance with both federal legislation and existing University policy, is committed to providing a healthy, drug-free, and safe environment for all faculty, staff, and students. ***Federal law prohibits the use, possession, and/or cultivation of marijuana at the university.*** The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, and the unauthorized possession or use of alcoholic beverages on the Amherst campus (or as part of any University activity or business located off of the University premises) is strictly prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including termination of employment, expulsion of students, and referral for prosecution may result as deemed appropriate. Employees requiring help with substance abuse problems and co-workers/family members of substance abusers are encouraged to contact the University Employee Counseling and Consultation Office (413-545-0350 or ecco@umass.edu). Applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol and additional information about the Drug Free Workplace Act are summarized at:

- [University of Massachusetts Alcoholic Beverage Policy \(Doc. T93-116\)](#)
- [Drug Free Workplace Policy & Drug Free Schools and Communities Act](#)
- [Federal Drug-Free Workplace Policy](#)
- [University Alcohol & Drug Policies](#)

CAMPUS PET POLICY

Except for [service animals](#), pets are prohibited from campus buildings as follows:

- Food service areas, by regulations of the Massachusetts Department of Public Health.
- Academic and administrative buildings (including the Campus Center), by the Faculty Senate approval of a motion made by the University Health Council in December 1975.
- Residence halls and apartments (living units), by long-standing order of the Board of Trustees except for:
 - Full-time, live-in staff and Faculty-in-Residence per the [Residence Life Full-Time Employee Pet Policy](#).
 - Persons with a documented disability per the [Assistance Animal Policy](#).

INFORMATION TECHNOLOGY

Ethical, legal, and professional responsibility rules require appropriate management of institutional information and research data for all members of the university community. Users of university information and associated technology resources should report credible information security incidents to itprotect@umass.edu. It is the shared responsibility of all users of IT resources to protect the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for information technology resources. For more information, visit: <https://www.umass.edu/it/security>.

TRAVEL REGISTRY

All international and domestic overnight travel must be registered in the [Terra Dotta Travel Registry](#) prior to the travel. A reminder that travel pre-authorizations including blanket travel authorizations are for budgetary purposes only and do not replace the need for travel registration in Terra Dotta. Registration for each trip is required for reimbursement of funds expended for travel and helps to ensure the health, safety, and security of UMass students, faculty, and staff while traveling. Please click [here](#) for job aids and contact travel02@umass.edu for any travel registry questions.

EXPORT CONTROL REGULATIONS

Export controls are U.S. laws and regulations that restrict the release of critical technologies, information, and services to foreign nationals, within and outside of the United States, and foreign countries for reasons of foreign policy and national security. These laws and regulations, which include international sanctions programs, also restrict activities within [certain countries](#) and with [designated institutions, entities, and individuals](#), even if no controlled items are involved. If you have questions or concerns about the potential application of export controls to your research, please visit the [Export Controls](#) page of UMass Amherst's website for additional information or contact the Office of Research Compliance at rescomp@research.umass.edu or (413) 545-3468.

INTERNAL AUDIT

University Internal Audit has a hotline for reporting ethics violations and fraud by phone at (774) 455-7555 or email EthicsFraudHotline@umassp.edu. Additional information is available on the Internal Audit website. Please visit the University Internal Audit website at: <https://www.umassp.edu/internal-audit/ethics-fraud-awareness-center>.

Please contact the Controller's Office at (413) 545-0806 or aco@admin.umass.edu if you have any questions about the material. Thank you.