

Local Procedure: Abusive Conduct in the Workplace

Responsible Officer:	UCOP Chief Human Resources Officer
Effective Date:	5/5/2025
Scope:	All University employees, unpaid interns, and third parties UCOP local procedures apply only to UCOP employees. Employees at other UC locations should consult their respective local procedures.
Contact:	UCOP Local HR Procedure

I. PROCEDURE SUMMARY

This procedure provides requirements for implementation of the systemwide [Abusive Conduct in the Workplace](#) for local University of California Office of the President (UCOP) employees.

II. PROCEDURE TEXT

A. Confidential Resources

Ombuds services for UCOP employees include conflict analysis, strategies to resolve and prevent disputes, identification of options and information, effective communication coaching, mediation, group facilitation, and resource referrals.

Individuals experiencing Abusive Conduct may seek confidential assistance from the [UCOP Office of the Ombuds](#) to discuss strategies and options for moving forward based on the conduct they have experienced. Ombuds may help identify options when the individual is determining which resolution route is best for the situation. Employees should submit a [Confidential Intake Form](#) to request an appointment.

The [Faculty and Staff Assistance Program \(FSAP\)](#) for UCOP employees is provided through UCSF and is staffed by licensed psychologists and postdoctoral fellows. Employees who work at the UCPATH Center may access the [UC Riverside FSAP](#). FSAP services include individual counseling, consultation services for managers and supervisors, assistance with investigation of threats and violence within the workplace, and other resources. Services are voluntary, free, and confidential.

[Confidential assistance](#) is available to provide support and advice for affected UCOP employees.

B. Reporting Incidents of Abusive Conduct

1. General

UCOP encourages employees who believe they have been subjected to or who become aware of conduct they believe is abusive to promptly report it to their supervisor or any

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supervisor; or directly to UCOP Local HR using the [Abusive Conduct Complaint Intake Form](#).

If an individual's health or safety is immediately threatened, please call 911.

2. Manager and Supervisor Reports

Managers and supervisors who observe conduct that may constitute Abusive Conduct have a responsibility to address and report such conduct immediately. Managers and supervisors who receive a report of Abusive Conduct must immediately submit the report to the [UCOP Local HR Employee and Labor Relations Manager \(ELRM\)](#) at reportabusiveconduct@ucop.edu. The report should include all known details, including date, time, location, and the names of the parties.

C. Initial Assessment and Resolution Options

The UCOP Local Employee and Labor Relations Manager or designee is responsible for conducting the initial assessment described in Section V.E, the early resolution process described in Section V.F.1, and determination for a formal investigation as described in Section V.F.2 of the Abusive Conduct in the Workplace policy.

Within 30 business days of receiving a report, the ELRM or designee will complete an initial assessment as a preliminary review to determine how to proceed and whether a formal investigation is warranted. The ELRM or designee may extend this timeline for good cause with written notice to the Complainant and Respondent of the reason for the extension.

If warranted after completion of the initial assessment, the formal investigation shall be completed by a fact-finding investigator as determined by the ELRM or designee and typically within 60-90 business days of notifying parties in writing that a formal investigation of the complaint will be conducted.

University employees who are interviewed and asked to provide information or otherwise participate in an investigation have a duty to fully cooperate with University-authorized investigators and to maintain complete confidentiality.

The fact-finding investigator will apply the preponderance of evidence standard to the investigative report to determine if the Abusive Conduct in the Workplace policy was violated. The investigative report will be shared with the Complainant and Respondent with recommendations from the ELRM or designee. Appeals to the investigative report, decision, and recommendations thereof shall be escalated for review to the [Chief Human Resources officer \(CHRO\) of UCOP Local Human Resources \(HR\)](#).

III. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Procedure

The [Chief Human Resources Officer of UCOP Local Human Resources \(HR\)](#) is the Responsible Officer for this procedure and has the authority, in consultation with the appropriate UCOP leadership, to implement the procedure. The Responsible Officer may develop other supplementary information to support the implementation of this procedure. These procedures apply to all units under the jurisdiction of UCOP, including UCPath.

B. Revisions to the Procedure

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UC local procedures supplement [systemwide Presidential policies](#). When a systemwide policy is updated, the corresponding local procedure will be updated accordingly.

The CHRO of UCOP Local HR has the authority to initiate revisions to the procedure and ensure that procedures are regularly reviewed and updated, consistent with other UC policies, procedures, and applicable law.

C. Approval of Actions

All actions applicable to employees covered by this procedure that exceed this procedure (i.e. exceptions) must be approved by the CHRO of UCOP Local HR, consistent with the requirements of the applicable systemwide policy. Requests for exceptions to the applicable systemwide policy must be made to the officer described in that policy.

D. Compliance with the Procedure and Applicable Systemwide Policy

If there is a conflict between a local procedure and a systemwide policy, the content of the systemwide policy governs. Individual departments may maintain documented processes applicable to their internal operations or activities, but those processes may not conflict with this procedure or the applicable systemwide policy.

The CHRO of UCOP Local HR is responsible for the administration of this procedure.

IV. RELATED INFORMATION

- [Abusive Conduct in the Workplace](#) (referenced in Section I)
- PPSM [62](#), [63](#), and [64](#) (referenced in Section III.E)
- [PPSM-70: Complaint Resolution](#)
- [Sexual Violence and Sexual Harassment](#)
- [Anti-Discrimination](#)
- [Collective Bargaining Agreements](#) for represented employees
- [Whistleblower Policy](#)
- [Whistleblower Protection Policy](#)

V. REVISION HISTORY

May 5, 2025: Initial issuance of procedure