

Utah Tech University Policy 302 Addenda C

Policy Compliance & Acknowledgement



As an employee or volunteer of Utah Tech University (“University”), you are required to comply with all University policies and procedures. Two specific policies require unique acknowledgement as a University employee: Policy 150 (Minors and Vulnerable Adults on Campus) and Policy 302 (Professional Boundaries in Relationships). Below is required information about these policies:

Policy 302:

Subject to limited exceptions, no employee or university representative* may engage in any romantic relationship with an employee within their direct chain of supervision. This may include those subordinates of a secondary, tertiary, or further level. No supervisor shall initiate or participate in institutional decisions involving a direct employee benefit or penalty to a person with whom that individual currently has, or previously had within the last five (5) years, a romantic relationship.

- A supervisor should, but is not required to, disclose a prior/concluded romantic relationship.
- For pre-existing romantic relationships, the supervisor must disclose the relationship to their direct supervisor.
- After disclosing a romantic relationship, a supervisor will be required to abide by the terms of a written plan to address such romantic relationship, if such a plan can be reasonably approved by Human Resources and General Counsel.

No employee or university representative that occupies a position of a special trust employee* to that undergraduate or graduate student may engage in any sexual conduct with that student or engage in sharing of any sexually explicit or lewd communication, image, or photograph.

Subject to limited exceptions, no employee or university representative may engage in a romantic relationship with any University undergraduate student:

- Who is enrolled in courses or majoring in a subject within the employee or university representative’s academic college or school (includes both those who teach in such college or school as well as administrators and support staff).
- For whom the employee serves as an Academic Advisor, Resident Advisor, Resident Manager, or Mentor.
- Who is a student-athlete when that employee or university representative works or volunteers in the Athletic Office.
- If that employee is at the Assistant Director level or above as reflected in the employee’s job description.
- If that employee or university representative works within the University’s Office of General Counsel or University Police.

No employee shall initiate or participate in institutional decisions involving a direct benefit or penalty to a student with whom that individual currently has, or previously had within the last five (5) years, a romantic relationship.

Student Employees and Work-Study Employees (see Policy 310 for definitions) shall not be subject to the prohibition on romantic relationships with other students. However, student employees in positions such as Resident Advisors, Resident Managers, or Teaching Assistants may not engage in a romantic relationship with any University student for whom they occupy an official university position of authority.

For pre-existing relationships between an employee or university representative and a University student:

- The employee or university representative must immediately disclose the relationship to their direct supervisor.
- Prior/concluded romantic relationships should, but are not required, to be disclosed.
- After disclosing a romantic relationship with a University student, an employee or university representative will be required to abide by the terms of a written plan to address such romantic relationship, if such a plan can be reasonably approved by the Executive Director of Human Resources, in consultation with the General Counsel.

I understand the above regarding romantic relationships with employees in my chain of command or University students. I understand that any action inconsistent with this policy or failure to take action mandated by University Policy 302 will be subjected to action pursuant to University Policy 372: Corrective & Disciplinary Action, up to and including termination. My signature confirms that I have read the above policy information and that as a person working with other employees and interacting with University students, I agree to follow these standards and other related policies of the University.

Employee Signature

Employee Printed Name

Digital ID Number

Date

**Employee is defined as an individual employed by the University, including all faculty and staff with their associated classifications. University Representatives are an individual that is officially recognized by and acts on behalf of the university, but is not classified as an employee (official campus volunteers, independent contractors, etc.). Special Trust employees are the above in a position of authority, which enables the individual to exercise undue influence over a subordinate student (faculty members, advisors, coaches, counselors, etc.)*