


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE-28</b>
<b>Subject:</b>	<b>Personal Disputes</b>	<b>Effective Date:</b>	<b>February, 1993</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All personal disputes related to the private affairs of employees will not be allowed to interfere with job performance.

**Purpose**

To ensure that a work environment free of disputes is provided to all employees and to ensure that only UT related work activities are performed during work time.

**Procedure**

1. All personal disputes of private nature will be ordered off campus and contact by outside parties to employees involved will not be allowed during working hours.
2. All disputes between employees that have a detrimental effect on job performance or other employees will not be tolerated and is strictly prohibited.
3. Any person who feels they are not being permitted to perform their assigned duties because of a personal dispute should bring it to the Manager's attention for corrective action.
4. Disputes that are unresolved by the manager will be forwarded to the Human Resources Department for proper disciplinary action.