



ADMINISTRATIVE ACADEMIC STAFF HANDBOOK

August 2012

INTRODUCTION

This handbook is a summary of resource documents from the University of Wisconsin Board of Regents, the University of Wisconsin System, and the policies and procedures of the University of Wisconsin Colleges. Its primary purpose is to acquaint academic staff, whose positions are administrative and non-instructional in their responsibilities, with the basic policies and procedures that affect them. Many of the documents referred to in this handbook are accessible via the web and Public Folders. Please see Chapter VII for document summaries and complete citations. Where important resources are not available on the web or in Public Folders, sources and locations are cited. This electronic format makes the Administrative Academic Staff Handbook more readily accessible to all staff from their personal or campus computers and allows for more timely updates of information.

It is important to remember that policies can change through Senate or administrative actions. Your campus dean and the director of human resources at the UW Colleges central office will help you with questions and interpretations. We hope this will be a useful document for you.

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August 2012

If you have comments, corrections, or additions for the handbook, please e-mail Pam Dollard, Director of Human Resources, UW Colleges (pamela.dollard@uwc.edu).

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CHAPTER I

UW System Merger History

The University of Wisconsin System was created on October 11, 1971 by state law (Chapter 100), which combined the state's two public university systems under a single Board of Regents. The 1971 legislature set July 1, 1973, as the final date for completion of the merger. However, the 1973 Assembly Bill 930, drafted with the help of a Merger Implementation Committee, did not pass in the assembly until the spring session of 1974 and failed for lack of senate action when the regular session ended. The bill passed both houses, as Senate Bill 2, in the May 1974 special session and became law on July 9, 1974. The bill combined the former Chapter 36 (University of Wisconsin) and Chapter 37 (Wisconsin State Universities) institutions to create a new University of Wisconsin System governed by Chapter 36 of the Wisconsin Statutes. The University of Wisconsin Colleges is one of the 15 institutions that comprise the University of Wisconsin System.

University of Wisconsin System Structure

The Board of Regents

<http://www.uwsa.edu/bor>

The University of Wisconsin System is governed by the **Board of Regents**, an 18-member board, as established under Chapter 36 of the Wisconsin State Statutes. The Governor of Wisconsin appoints Board members to seven-year terms, except the two student regents who are appointed to two-year terms. The Board appoints the president of the UW System, the chancellors of the 13 universities, the chancellor of UW-Extension and UW Colleges, and the campus executive officers/deans of the 13 colleges. All appointees serve at the pleasure of the Board. The Board also sets admission standards, reviews and approves university budgets, and establishes the regulatory framework within which the individual units operate.

UW System Administration

<http://www.uwsa.edu>

The president and chancellors of the University of Wisconsin System are charged with implementing Board of Regents policies and with administration of the institutions. Merging the central staffs of the two former systems formed the UW System administrative staff. It is responsible to the president of the UW System and assists the Board of Regents in establishing policies, reviewing the administration of such policies, and planning the programmatic, financial, and physical development of the System. The president and vice presidents of the UW System have offices in Van Hise Hall on the UW-Madison campus.

As executive heads of their respective faculties and institutions, the chancellors are responsible for the administration of their institutions and, in consultation with their faculties, for such matters as curriculum; setting degree requirements; determining academic standards; establishing grading patterns; criteria for faculty appointments, evaluation, promotion and tenure; recommending merit increases; administering auxiliary services; and managing budgets.

Role of the Faculty

Chapter 36 <http://docs.legis.wisconsin.gov/statutes/statutes/36> of the Wisconsin Statutes specifically provides that the faculty of each institution, "subject to the responsibilities and powers of the board, the president, and the chancellor of such institution, shall be vested with responsibility for the immediate governance of such institution, and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for the academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance. Any rules

adopted by the faculty under this subsection shall be in writing, made after posted notice and hearing, and are effective until suspended by the board.”

Faculty of the University of Wisconsin Colleges have the same general functions of faculty members at other institutions of the UW System. These functions, consistent with the select mission of the UW Colleges (see Chapter II), include:

Teaching. Teaching loads vary (see Senate #601, Faculty Workload Policy*) but, in general, 12 credit hours a week is the norm. Faculty loads may be higher or lower than the norm depending on the type of instruction, number of students, or assignment of other duties.

Research and Scholarly Activity. Faculty members are expected to engage in research, scholarship, and creative endeavor that support UW Colleges programs.

Professional Community Service. Professional service to the citizens of Wisconsin has been and will continue to be one of the expectations of the faculty of the University of Wisconsin System. University of Wisconsin Colleges faculty are in a particularly strategic position to render professional services of many types because of the close ties of each campus to its surrounding community.

Other Responsibilities. Although teaching, research and other scholarly activity and professional community service are the formal duties of a UW Colleges faculty member, there are other responsibilities by virtue of faculty membership in an academic community. Student advising can be one of those responsibilities. Another responsibility is participation in campus, department, and institutional governance.

The Role of the Academic Staff

The academic staff in the University of Wisconsin System are the professional and administrative support staffs, including student services, administrative services and university relations personnel, librarians and outreach program managers on each campus as well as the instructional academic staff that includes associate lecturers, lecturers, and senior lecturers.

Chapter 36 of the Wisconsin State Statutes provides that the “academic staff members of each institution, subject to responsibilities and powers of the board, the president, and the chancellor and faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members have the primary responsibility for the formulation and review, and shall be represented in the development, of all policies and procedures concerning the academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.”

The Role of Students

Chapter 36 of the Wisconsin State Statutes provides that the students of each institution or campus, “subject to the responsibilities and powers of the board, the president, the chancellor and the faculty shall be active participants in the immediate governance and the policy development for such institutions. As such, students shall have primary responsibility for the formulation and review of policies concerning student life, services, and interest. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees that constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance. Any rules adopted by the students under this subsection shall be in writing, made after posted notice and hearing, and are effective until suspended by the board.”

CHAPTER II

A History of the University of Wisconsin Colleges

University of Wisconsin-Richland History Professor Emeritus Jerry L. Bower wrote a history of the institution: *The University of Wisconsin Colleges, 1919 – 1997: The Wisconsin Idea at Work* (Friendship, Wisconsin: New Past Press Inc.) published in 2002. This chapter begins with a brief summary of the creation and development of the UW Colleges based on Professor Bower's work.

Few institutions of public higher education in the United States have held to the philosophy of the late 19th-century reform movement as tenaciously as the University of Wisconsin System. President Charles R. Van Hise, in a speech to the Wisconsin Press Association in 1904, said: "I shall never rest content until the beneficent influences of the University reach into every home in the Commonwealth, and the boundaries of our campus are co-extensive with the boundaries of the state." President Van Hise envisioned a democratic community in which students of differing interests would profit from close association with one another and take an active part in improving society and an educational milieu in which the liberal arts, applied sciences, and creative research would go forward together. The campus of the University of Wisconsin was to be, in truth, the entire state of Wisconsin.

Almost a hundred years later, the Van Hise charge to the university and the state, his "Wisconsin Idea," both as a phrase and a living philosophy, continues to be invoked in the legislature, meetings of the Board of Regents, and in public hearings across the state. The University of Wisconsin System is today one of the largest unified systems of public higher education in the United States, enrolling approximately 181,000 students on 26 campuses.

Following a three-month period of study that was initiated by UW System Administration President Kevin P. Reilly, on February 10, 2005, the Board of Regents approved the administrative integration of the University of Wisconsin Colleges and the University of Wisconsin-Extension, primarily by recruiting one chancellor who would oversee the senior-level administrative functions of both institutions, all of which would be integrated, with the exception of the two provost positions. Other integrated positions include the vice chancellor for administration and finance, director of university relations, director of human resources, chief information officer (Central Information Technology Services), director of Office of Inclusion, and director of government relations. The decision to integrate the senior administrative levels of the two institutions was based upon a study submitted to UW System Administration President Reilly in January 2005, "Opportunities for Consolidation of Administration Between the UW Colleges and UW-Extension," which made recommendations for efficiencies that could emerge by consolidating some administrative functions of the two institutions.

A July 2005 Report to the Higher Learning Commission submitted by UW Colleges requested and received approval for the change in administrative structure. The recruitment process for a new, shared chancellor was framed by a commitment to the common goals of the institutions—increasing access, increasing quality, and increasing efficiency. The search committee for the new chancellor discussed issues of institutional culture and values, institutional assets, organizational structures, reporting relationships, expectations of the new chancellor, and physical space resources. Administrative integration was also facilitated by the UW Colleges and UW-Extension Administrative Integration Steering Committee, which generated a "Subcommittee and Work Group Status report" in January 2006. The committee reported on the integration of several areas: Administrative Services, Equal Employment Opportunity and Diversity Programs, Human Resources, Information Technology, and Communications. The Administrative Integration Steering Committee also investigated ways in which the two institutions could work together on increasing baccalaureate degrees and could consolidate office operations

In 2002-2003, the institution was led by Chancellor William Messner, who served from 1997-2004. Provost and Vice Chancellor for Academic Affairs Margaret Cleek stepped into the position of UW Colleges

chancellor on an interim basis when Chancellor Messner left to assume a new position outside of the University of Wisconsin System. Dr. David Wilson was appointed as the first chancellor to lead both UW Colleges and UW-Extension in May, 2006, and served until July, 2010. Dr. Marv van Kekerix (formerly interim chancellor of UW Colleges/UW-Extension, prior to Dr. Wilson's appointment) again served as chancellor to both institutions on an interim basis until the Board of Regents appointed Dr. Raymond Cross in December, 2010.

The University of Wisconsin Colleges, with enrollments of more than 14,000 students, is a multi-campus institution that prepares students for success at the baccalaureate level of education, provides the first two years of a liberal arts general education that is accessible and affordable, and advances the Wisconsin Idea by bringing the resources of the University to the people of the state and the communities that provide and support its campuses. The physical facilities were built by the citizens of local communities and belong to them. The educational program is geared to the standards of the University of Wisconsin System, and the courses are transferable to colleges and universities through the state and country.

The Beginnings

The UW Colleges had its genesis within the philosophy and organization of the University of Wisconsin-Extension. A 1911 legislative act empowered Wisconsin's system of vocational education to contract for university instruction through Extension. In 1933, Extension put three or four university freshman courses together into a "single package" and arranged for professors from the university to teach them. The vocational schools provided the physical facilities and the funding. During the 1933-35 biennium, more than a thousand students were enrolled in these "packaged courses" in such diverse and widely separated communities as Antigo, Fond du Lac, Kenosha, Madison, Mayville, Racine, Rhinelander, Sheboygan, Wausau, and Wisconsin Rapids. From these beginnings, the University of Wisconsin Colleges (then known as the University of Wisconsin Centers) educational program became a substantial part of the state's higher education system. By 1937, there were sixteen UW Centers, some enrolling as many as 450 freshmen that had just graduated from high school, and four times as many adults returning to school after a lapse of a few years.

The Post World War II Environment

At the end of World War II, the returning veterans seeking a college education placed a great deal of pressure on the University of Wisconsin campuses, and additional UW Centers were opened. However, by 1947, with the immediate pressures easing, the UW Centers were reorganized to serve a changed mission. Seventeen of the smaller Centers were closed. Sophomore studies were added at Fond du Lac, Green Bay, Kenosha, Manitowoc, Marinette, Menasha, Sheboygan, and Wausau. Resident directors were appointed at Green Bay, Wausau, and Marinette, where professional adult institutes were added to enrich undergraduate offerings. A UW-Madison School of Education report in 1947 documented the need for college opportunities within reach of every home in the state. Nevertheless, the number of centers was reduced further. Of the 14 operating in 1948, eight remained in 1952: Green Bay, Kenosha, Manitowoc, Marinette, Menasha, Racine, Sheboygan, and Wausau.

The curriculum at the remaining centers continued to expand. As they became something more than temporary sites for classes, they began to emerge as campuses with identities of their own. They developed as strong regional outposts of the university and began to reflect more closely the freshman-sophomore curricular offerings of the state's flagship campus, UW-Madison. As these university centers took on characteristics of small, integral collegiate units, a more broadly based curriculum and a range of extracurricular activities emerged.

Construction of Permanent Facilities

In 1958, the Wisconsin legislature authorized local units of government to issue bonds for construction of University of Wisconsin Centers buildings. Marathon County was quick to respond. Early in the spring of 1960, the first facility in the state designed entirely for freshman-sophomore use was built in Wausau.

An active citizen group in Kenosha County followed Marathon's lead, but worked to have its facilities financed jointly by the city of Kenosha and the county. Kenosha secured the necessary legislation to allow municipalities, as well as counties, to allocate money for these university center facilities. Thus, the legal framework was laid for new UW campuses to be constructed with financing by counties, cities, or by both. The educational program continued to be funded by general state tax revenue. By the mid-1960s, new physical facilities had been constructed under this formula for all UW Center campuses.

Institutionalization of the UW Center System

Administrative reorganization within the University of Wisconsin in 1964 separated the university centers from UW-Extension and established the UW Center System as a distinct administrative unit within the restructured University of Wisconsin. A central administration and faculty organization were created, and new arrangements were designed for the academic departments. Formal ties with UW-Madison and UW-Extension were severed, and the faculty from within each department chose department chairs.

Changes in the UW Center System

Between 1964 and 1968, five new UW Center System campuses were opened. The first was at Marshfield in 1964, created at the initiative of the Board of Regents. The Regents on the recommendation of the Coordinating Committee for Higher Education authorized the others. Campuses were opened at Janesville (Rock County) and Waukesha in 1966, at West Bend (Washington County) and Baraboo (Sauk County) in 1968. In each case, the pattern of the early 1960s was repeated: the cities and/or counties built the physical facilities; the university provided the academic program.

In the late 1960s, the UW Center System lost six campuses with the creation of four-year campuses at UW-Parkside and UW-Green Bay. The UW Center System campuses at Racine and Kenosha became the base of the new UW-Parkside; the UW Center System campus in Green Bay became UW-Green Bay with the UW Center System campuses at Marinette, Menasha, and Manitowoc as satellite campuses.

During this time, four of the Wisconsin State Universities constructed two-year branch campuses, using the same formula established in the Center System: local communities provided the facilities; state tax revenue provided the academic program; and the parent campuses influenced the curriculum and organization of the branches. These branch campuses likewise were authorized on the recommendation of the Coordinating Committee for Higher Education. Thus, the Wisconsin State University (WSU) at Platteville opened the new campus at Richland Center (1967); WSU-Stout opened Barron County (1966); WSU-Oshkosh opened Fond du Lac (1968); and WSU-Stevens Point opened the Medford campus (1969).

Merger and its Effects

In October 1971, by legislative act, the University of Wisconsin and the Wisconsin State University System were merged into a single system of higher education, the University of Wisconsin System. As part of this action, all of the freshman-sophomore campuses were merged into a new institution, the University of Wisconsin Center System. The institution then included the seven campuses of the former UW Center System with their roots in UW-Madison and UW-Extension, the three satellite campuses of UW-Green Bay, and the four branch campuses of the former Wisconsin State University System.

In 1972, the Board of Regents approved a governance document, the *Charter of the UW Center System*, which established a Collegium form of governance with representatives of faculty, academic staff, students, and administration participating in the new governance structure. Under a new chancellor, the Charter was replaced with a new document, the *Constitution of the UW Center System*. The Board of Regents approved the Constitution in January 1976 and it became effective in September 1976.

The Medford campus was closed in 1981 by legislative action because of declining enrollments. In 1982, the institution's name was changed to the University of Wisconsin Centers. Thirteen campuses and the central administrative office in Madison continue to comprise the institution, which was renamed in 1997 as the University of Wisconsin Colleges.

The governing body of the UW System, the Board of Regents, establishes institutional missions. The University of Wisconsin Colleges shares in the UW System mission and also has a select mission, which articulates the goals of the institution.

The University of Wisconsin System Mission

Each institution of the University of Wisconsin System shares in the mission of the UW System.

The mission of the University of Wisconsin System is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and humane sensitivities, scientific, professional and technological expertise, and a sense of purpose. Inherent in this broad mission are methods of instruction, research, extended training, and public service designed to educate people and improve the human condition. Basic to every purpose of the UW System is the search for truth.

Select Mission of the University of Wisconsin Colleges

In addition to the UW System mission, the University of Wisconsin Colleges has the following select mission:

The University of Wisconsin Colleges is a multi-campus institution that prepares students for success at the baccalaureate level of education, provides the first two years of a liberal arts general education that is accessible and affordable, and advances the Wisconsin Idea by bringing the resources of the University to the people of the state and the communities that provide and support the campuses.

To carry out its select mission, the University of Wisconsin Colleges commits itself to the following goals:

1. To excel at delivering a liberal arts general education associate degree that prepares students for transfer to baccalaureate-granting institutions and professional programs.
2. To emphasize teaching excellence including the development, use, and assessment of effective teaching methods.
3. To prepare students for lifelong learning, leadership, service and responsible citizenship.
4. To foster scholarly activity that supports the mission of the University of Wisconsin Colleges.
5. To serve the people of Wisconsin by promoting continuing education and outreach in Wisconsin communities.
6. To participate in collaborative relationships with other University of Wisconsin System institutions, the Wisconsin Technical College System, private colleges, and K-12 public schools in order to maximize educational opportunities and resources for the people of Wisconsin.
7. To serve the needs of ethnically diverse students, students with disabilities, and nontraditional students.
8. To make available as a service to business, industry, and the general public, the unique professional expertise of the faculty and staff.
9. To provide opportunities for civic and cultural enrichment in the communities that support its campuses

Liberal Arts General Education

The University of Wisconsin Colleges excels in providing its students with a liberal arts general education, the foundation of the Bachelor's degree. This includes a steadfast commitment to instruction in the natural sciences and mathematics, the social sciences, and the arts and humanities. It also involves an equally strong commitment to preparing students for lifelong learning, leadership, service and responsible citizenship.

As students pursue the UW Colleges Associate of Arts and Science degree they learn how to think critically, communicate effectively, solve quantitative and mathematical problems, and reflect on works of creative expression. In this way UW Colleges students gain a sound liberal arts general education that will

serve them as they transfer and pursue Bachelor degrees, and prepare for leadership in their chosen professions.

Basic Nature of a UW Colleges Campus

Ask a member of the public to describe a college, and the response would likely fall into three categories: a community college; a small, private liberal arts college; or a larger, state-supported public university. The UW Colleges campuses are all of these and none of these. The institution is at its best when it maximizes the positive aspects of each and minimizes any negatives.

UW Colleges campuses resemble community colleges in that the local community provides and maintains the physical plant; the institution offers an Associate degree; and most students transfer to other institutions. Many faculty and staff live in and are integrated into the local communities. Course offerings, campus events, outreach efforts, and the campus styles are often shaped to meet the needs of the community. There is strong support for the campuses in their respective communities, and faculty and staff generally identify with the communities that support the campus.

Like students at most community colleges, the majority of UW Colleges students live at home and commute to campus. Almost all of them have full-time or part-time jobs and many have families. Classes and campus activities must fit into these other important aspects of student lives. This makes more challenging the task of building a learning community in which student development occurs within and outside of the classroom.

A UW Colleges campus resembles a small, private liberal arts college because of the smaller student body and smaller classes. The Associate of Arts and Science degree awarded by the UW Colleges is a liberal arts degree. In addition, students can now receive a UW bachelor's degree without leaving their local UW Colleges (UWC) campus. In the UWC collaborative bachelor's degree programs, UWC faculty teach the general education courses, and the cooperating UW baccalaureate institution faculty teach the courses in the specified major. The UW baccalaureate institution then awards the bachelor's degree upon completion of requirements of the degree program.

The intimate nature of a UW Colleges campus allows the faculty, staff, and students to engage across disciplinary, friendship, and occupational lines to form a learning community. Students and faculty collaborate on research and artistic endeavors. Staff and faculty work together to advise students and create improved learning situations and other opportunities for student growth and development. Daily interactions among faculty, staff, and students often are focused on scholarly ideas and university concerns because of the intensity of the learning community. While this focus could lead to isolation from the community and their concerns, the unique orientation and community integration of UW Colleges' campuses generally prevents that isolation.

The UW Colleges also has characteristics of a large, state-supported public university because it is a part of the University of Wisconsin System. Many UW Colleges students transfer to other campuses within the UW System, and courses, departments, and the Associate degree tend to follow the model of the larger public university to ease transfer. In addition, many faculty and staff are products of public state universities and bring that conceptual model of the college experience with them.

Because the University of Wisconsin Colleges has characteristics of each of these three types of institutions in higher education, it attracts a variety of student types. For example, students use a UW Colleges campus as the first step toward a degree at a UW baccalaureate institution. Some enroll for a single course for a specific interest or career need. Others just want to “sample” college by taking a few courses or because they want a small college liberal arts experience.

CHAPTER III

The Governance Structure and Process of the UW Colleges

Representing the State of Wisconsin, the governor and other elected state officials oversee the general operation of the University of Wisconsin System through the legislative and budgetary processes. The legislature, through its taxing powers, provides basic funding for the UW System, and the Board of Regents has the primary responsibility for its governance. The president of the University of Wisconsin System, appointed by and responsible to the Regents, is the UW System's chief executive officer who directs a central staff that establishes system-wide policies consistent with Chapter 36 of the Wisconsin State Statutes and the Wisconsin Administrative Code. The following brief descriptions of the governance responsibilities of the University of Wisconsin Colleges Senate, academic departments, and campus collegia assume the larger context of the UW Colleges within the UW System and state government.

The faculty of the UW Colleges, subject to the responsibilities and powers of the UW System Board of Regents, the UW System president, and the UW Colleges chancellor, have the responsibility for the immediate governance of the institution and thus actively participate in its policy development. The faculty has the primary responsibility for academic and educational activities and faculty personnel matters. Academic staff also are active participants in the institutional governance process. The University of Wisconsin Colleges Constitution defines the role of the chancellor, the campus executive officers/deans, the senate, the collegia, and the academic departments in the governance of the institution. Each UW Colleges campus has its own constitution which must conform to the UW Colleges Constitution and which defines the local campus governance structure. Additional policies and procedures have been established by the chancellor and the senate and are compiled in policy books. Administrative and Senate policies are available in public folders.

UW Colleges Chancellor

<http://www.uwex.uwc.edu/chancellor>

The chancellor is the chief executive officer of the UW Colleges and administers UW System Board of Regents policies under the direction of the UW System president. In consultation with the faculty and staff, the chancellor is responsible for designing curricula and setting program degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, renewal, promotion, and tenure; recommending merit increases; administering associated auxiliary enterprises; and administering all funds. The chancellor has the authority to delegate some of these responsibilities to the provost/vice chancellor for academic affairs and the vice chancellor for administrative services. The chancellor also serves as the presiding officer of the UW Colleges Senate.

UW Colleges Board of Visitors

<http://www.uwex.uwc.edu/visitors>

The Board of Visitors represents the interests of the general public in the governance of the UW Colleges. Each campus has one board representative who has been recommended by the campus executive officer/dean, nominated by the chancellor, and appointed by the UW System Board of Regents. The UW Colleges' administrative offices in Madison staff serves as staff to the Board of Visitors.

The purposes and functions of the Board of Visitors include:

- Becoming informed about the UW Colleges mission, purposes, achievements and challenges, and exchanging information on matters of interest to UW Colleges campuses and local advisory boards;
- Advising and assisting the UW Colleges administration in communicating with faculty members, students, prospective students, parents, alumni, government officials, and the general public;

- Suggesting to the chancellor ways to improve the UW Colleges services to and relationships with the faculty, students, community, and the state; and
- At the request of the UW System Board of Regents, the UW System president, the UWC chancellor, or on its own initiative, conduct inquiries into specific matters and make reports and recommendations to the Regents, the president, and the chancellor.

The UW Colleges Senate

<http://www.uwc.edu/administration/senate>

The UW Colleges Senate serves as the deliberative and legislative body of the UW Colleges. Its responsibility is to adopt policies pertaining to educational and academic matters such as admissions requirements, academic actions, curriculum, program requirements, and faculty and academic staff personnel rules. UW Senate policies are subject to the approval of the chancellor and, where appropriate, the president of the UW System and the UW System Board of Regents.

Senate membership includes representatives of the faculty, academic staff, and students. A campus executive officer/dean and a department chair serve as ex officio members. Membership is defined in the UW Colleges Constitution (Chapter 2.02).

All UW Colleges Senate actions that create or amend/revise a policy designed to be used on a continuing basis must follow a two-step process: a written proposal introduced at one senate meeting and an adoption vote taken at a subsequent senate meeting. Any substantive changes to the initial proposal must be circulated to the campuses for discussion prior to adoption of the policy. When the senate adopts a policy, it goes to the chancellor for approval. The chancellor indicates approval by disseminating the policy to institutional constituents: campus executive officers/deans, department chairs, senators, campus steering committee chairs, and campus libraries.

The senate, through its steering committee, may determine that a particular issue is of such importance that an advisory referendum would be the only appropriate manner to determine opinion. A petition to the chancellor also may initiate a referendum if it is signed by at least 10 percent of the collegium members from at least half of the UW Colleges campuses. The chancellor may also initiate a referendum. The Senate Steering Committee will establish procedures to distribute and tally ballots.

UW Colleges Senate Committees

Much of the work of the UW Colleges Senate is accomplished through committees. Committees typically request information from and submit recommendations to campus collegia and academic departments prior to making decisions or forwarding recommendations to the senate.

The senate elects from its membership its standing committees: steering, budget, academic policy and professional standards. The senate elects some senate bylaw committees and its steering committee appoints other bylaw committees; senate bylaw committee members are selected from other faculty and academic staff. Elected senate bylaw committees include assessment, online program, professional development, faculty appeals and grievances, curriculum, information and instructional technology, teaching awards, research and review, academic staff appeals and grievances, academic staff nominations and elections, academic staff personnel, and the correspondence committee. The Senate Steering Committee appoints the members of the ad hoc committees and recommends faculty and staff nominees to administrative committees. Senate committees are detailed in the UW Colleges Constitution, (Chapter 2.03) and in Senate Bylaws, both available in public folders.

Current non-teaching academic staff with a 50% or greater appointment are eligible to serve on the UW Colleges Senate. However, all administrative academic staff members are eligible to vote in academic staff senator elections regardless of their appointment.

Academic Staff Council of Senators

Membership shall include current academic staff senators and one senator will serve as the lead senator. This individual shall be responsible for convening and conducting meetings of the academic staff senators as necessary and shall be one of the academic staff members of the Senate steering committee. The Academic Staff Council of Senators shall establish ad hoc committees and elect academic staff members to the academic staff appeals and grievances and academic staff personnel committees, and represent the academic staff perspective to the UW Colleges Senate.

UW Colleges Academic Departments

<http://www.uwc.edu/depts>

All faculty and instructional academic staff are members of one or more departments, depending on the terms of appointment and disciplines in which they teach. A department is defined as a group of faculty and instructional academic staff representing a common field of knowledge or having a common or closely related disciplinary interest. The UW Colleges has the following departments: Anthropology and Sociology; Art; Biological Sciences; Business and Economics; Chemistry; Communication and Theatre Arts; Computer Science/Engineering/Physics and Astronomy; English; Geography and Geology; History; Mathematics; Music; Philosophy; Physical Education; Political Science; Psychology; Women's Studies and World Languages.

Departments are responsible for maintaining standards in the discipline. Each department determines, and periodically reviews, course titles and descriptions, prerequisites, and number of credits, and submits them to the Senate Curriculum Committee for review and action; those actions are sent to the provost and vice chancellor for review and approval.

The department judges individual faculty qualifications for teaching courses, screens faculty candidates, reviews probationary faculty, conducts post tenure reviews, and regularly evaluates all department members for merit. No appointment, renewal, or promotion, may be recommended, and no one may teach a credit course without departmental approval. The department also is responsible for encouraging the professional development of its members.

Departments usually hold meetings for all members at least once a semester and develop bylaws to specify policies and procedures. Chapter 4 of the UW Colleges Constitution provides the framework for departments. A copy of an academic department's bylaws are available electronically in Public Folders>All Public Folders>Documents & Policies>Bylaws (Department).

Department Chair

Each department has a chair that is appointed by the chancellor, with the concurrence of the provost and vice chancellor for academic affairs, following an advisory ballot by department members. The chair is the spokesperson for the department, calls meetings, maintains department records, and presides at department and executive committee meetings.

Department Executive Committee

Each department has an executive committee consisting of a specified number of tenured department members. The executive committee has final responsibility for recommending personnel actions, including appointment, renewal, tenure, promotion, and salary merit increases.

Each department has as many committees and subcommittees as it deems necessary to provide recommendations to the department, the senate, the campuses, campus deans, the provost and vice chancellor and the chancellor.

UW Colleges Campuses

Each UW Colleges campus collegium is the deliberative and legislative body of the campus. Through its actions and standing committees, the collegium recommends to the campus executive officer/dean on campus academic programs and curriculum and recommends to the senate on matters of institution-wide

concern. Each collegium creates its own constitution or charter in compliance with the University of Wisconsin Colleges Constitution. This document defines the specific governance structure for the campus.

The collegium consists of the faculty (professor, associate professor, assistant professor, and instructor), instructional academic staff, non-instructional academic staff (50% level of appointment or greater) and student representatives. If a faculty member has an appointment split between two campuses, the governance rights associated with the home campus will be included in the appointment letter. Instructional academic staff with a half-time teaching appointment for the semester are members of the collegium at their home campus.

Each campus has a steering committee and as many standing committees as it deems necessary to serve the campus in its advisory capacity to the campus executive officer/dean. Although faculty frequently serve on department and institution-wide committees, the regular participation on campus committees is the principle contribution an individual makes to the governance of the UW Colleges. A copy of the campus constitution and by-laws are available in public folders or from the chair of the campus steering committee or the campus executive officer/dean.

Campus Executive Officer and Dean

The campus executive officer/dean is the administrative and executive head of the campus and its faculty and staff.

The campus executive officer/dean serves at the pleasure of the UW Colleges chancellor, subject to appointment by the Board of Regents, and is periodically reviewed by the chancellor, who consults with appropriate campus personnel. The campus executive officer/dean is responsible to the chancellor for the effective administration and implementation of the academic and fiscal program of the campus. The campus executive officer/dean makes recommendations to the chancellor concerning appointments, renewal, tenure, and promotion, after consulting with appropriate department and campus committees.

Unless the local campus constitution bylaws provide for a different arrangement, the campus executive officer/dean or designee serves as the presiding officer of the collegium. The campus executive officer/dean also serves as the UW Colleges liaison with county and/or city governments.

Open Meeting Law

<http://www.uwsa.edu/gc-off/deskbook/woml.htm>

The Wisconsin Statutes note that for citizens to be informed, meetings of governmental bodies must be as accessible as possible. Important statutory provisions are summarized below.

All meetings must be convened as open meetings. "Open session" is a meeting held in a place reasonably accessible to members of the public and open to all citizens at all times (Subchapter 19.82). Subchapter 19.84 states that "public notice" must be given as to the time, date, place, and subject matter of the meeting, including matters intended for consideration at any closed session. Public notice must be given at least 24 hours prior to the meeting.

Public notice applies to faculty and academic staff committees and subcommittees and to administrative boards, councils, and committees.

Departments and their subunits are exempt from these strict public notice requirements, but should provide timely meeting notice, which is reasonably likely to inform those interested citizens and news media representatives who have filed written requests to receive such notice.

Bodies considering the granting or denial of tenure, dismissal, demotion, or disciplining of a university faculty member are permitted to meet in closed session (Subchapter 19.85[1][b]). Such bodies are required to notify the person concerned of any evidentiary hearings and of meetings at which final action may be

taken, and to give the person concerned the right to demand that such hearings and meetings be held in open session. If the person requests an open meeting, the body will meet in open session to (1) receive information relating to the tenure consideration; (2) to deliberate concerning the granting or denial of tenure; and (3) decide whether tenure will be granted or denied. In other words, when a government body meets to consider a faculty member for any of the above actions, the faculty member is entitled to demand that the meeting be open for all purposes: receiving information, deliberating, and voting.

Bodies considering employment, renewal, promotion, merit salary increases, compensation, or performance data are permitted to meet in closed sessions, without giving the person concerned specific notification or the right to demand an open session. However, the open meeting law does not require that such meetings be closed (Subchapter 19.85[1][c]).

Subchapter 19.85(1) specifies the procedures for a closed session: motion by a member of the body, passage by majority roll-call vote, and announcement by the presiding officer of the nature of the business to be considered and the specific exemption(s) by which the closed session is authorized. Such an announcement becomes part of the meeting record. No business may be taken up during closed session except that which was announced. Minutes of the closed session should include the motions and votes that occurred during the session.

In general, only election of officers may be by secret ballot. Without specific statutory authorization, no other election or decision may be made by secret ballot in any meeting. For example, in voting on personnel recommendations, department executive committees may vote either by show of hands or by signed paper ballots. Any member of a government body may ask for a roll call vote, which must be taken and recorded in the minutes. Motions and roll call votes are recorded, preserved, and open to public inspection to the extent provided in the state open records law.

CHAPTER IV

Administrative Academic Staff Personnel Policies and Procedures

The administrative academic staff of the UW Colleges enjoy the same rights, privileges, and protections afforded the administrative academic staff of each institution of the UW System. Each institution develops rules and procedures, pursuant to the appropriate chapters of the Wisconsin State Statutes and the Wisconsin Administrative Code. Specific UW Colleges policies and procedures for administrative academic staff are defined in the UW Colleges Constitution, UW Colleges Senate Policies, UW Colleges Administrative Policies, and the UW Colleges Human Resources/Affirmative Action Policies and Procedures. By utilizing the Public Folders of the UW Colleges computer network, a copy of each of these documents can be obtained electronically by following the steps listed below. Copies may also be obtained from the campus dean, the campus library, and from the Office of Human Resources of the UW Colleges.

UW Colleges documents:

- [UW Colleges Constitution](#)
- [UW Colleges Senate Policies](#)
- [UW Colleges Administrative Policies](#)
- [UW Colleges Human Resources/Affirmative Action Policies and Procedures](#)

Senate Personnel Policy by Type of Appointment: Administrative Academic Staff

Academic staff titles are organized in three broad categories with duties and types of appointments that are primarily associated with higher education institutions or their administration. Academic staff appointments should be made in accordance with applicable UW Colleges academic staff policies and procedures and must have necessary campus dean and/or department or central office supervisory approvals. The focus of this handbook is those policies and procedures which apply for categories A and C.

Category A includes titles for non-instructional professional, instructional support, and administrative positions. (Examples include professional titles, program manager, and administrative director.)

Category B includes those titles in which the duties and responsibilities are primarily instructional or research duties typical of UW Colleges faculty. (Examples include instructional academic staff and research academic staff.)

Category C titles apply to the University's executive positions such as the chancellor and the campus executive officers/deans. These positions receive limited appointments in the Colleges.

For additional details about Academic Staff positions classifications, refer to UW Colleges Academic Staff Personnel Policy – Hiring, Promotion, Merit and Review Policy 701: Academic Staff Appointments and Titles.

Every administrative academic staff member of the UW Colleges should become familiar with several policies, procedures, expectations, and timelines relative to their appointment as a new or continuing employee of the institution. Policies and their location are:

Administrative Academic Staff Policies and Procedures

Senate Institutional Personnel Policies

- [703](#) Hiring, Promotion, Merit and Review – Administrative Academic Staff Evaluation (Category A)
- [704](#) Hiring, Promotion, Merit and Review – Administrative Academic Staff Promotion (Category A)
- [705](#) Hiring, Promotion, Merit and Review – Emeritus Status for Retired Academic Staff
- [706](#) Hiring, Promotion, Merit and Review – Dismissal of Academic Staff for Cause
- [801](#) Administrative Academic Staff Leave of Absence Without Pay Policy
- [802](#) Layoff for Reasons of Budget or Program
- [804](#) Non-Renewal of Fixed-Term Renewable Appointments

General Administrative Operations

[UW Colleges Administrative Policies](#)

Layoff for Reasons of Budget or Program

As provided in section UW System 12.01, Wisconsin Administrative Code, the chancellor may lay off a member of the academic staff prior to the end of the appointment period where deemed necessary to implement program or budget decisions requiring program discontinuance, curtailment, modification, or redirection. A laid-off administrative academic staff member retains the rights specified in UW System 12.07 through 12.11; procedures described in this chapter shall apply only to academic staff members who are laid off prior to the completion of their appointments. Non-renewal is not a layoff under this section. Prior to proceeding with a decision to lay off academic staff, the chancellor shall discuss the program decision with the Academic Staff Council of Senators. Academic staff members within an operational area affected by a program or budget decision shall be laid off according to seniority with the UW Colleges or its predecessors. Refer to the UW Colleges Senate Academic Staff General Personnel Policy #802 – Layoff for Reasons of Budget or Program for additional details regarding this policy and its implementation.

Non-Renewal of Fixed-Term Renewable Appointments

In conjunction with the UW Colleges Constitution Chapter 8 and the Wisconsin Administrative Code Chapter 10, a member of the administrative academic staff holding a fixed-term renewable appointment may be non-renewed at the end of the appointment. Grounds for renewal are a funding loss; a budget or program decision requiring a program to be discontinued, curtailed, modified or redirected; or unsatisfactory performance. Termination during an initial period of evaluation is not a non-renewal and is not subject to these provisions. Refer to the UW Colleges Academic Staff General Institutional Policy #804 – Non-renewal of Fixed-Term Renewable Appointments for additional details such as the employer's consideration and responsibility, notice, referral priority for long-term staff, right of appeal and the appeal process. Chapter 8 of the UW Colleges Constitution also provides details relevant to non-renewals for administrative academic staff who have rolling horizon appointments.

Procedures for Academic Staff Grievances and Complaints

A grievance is an academic staff (including non-instructional) member's written allegation of unfair treatment or dissatisfaction with aspects of that person's working conditions within the institution that are outside the person's control. The academic staff member (also known as the grievant) shall initiate the process by submitting in writing any grievance for discussion with the supervisor(s) within 20 working days from the date when the grievant knew of or should have known of the problem. The supervisor shall discuss the grievance with the grievant within five working days from receipt of the grievance and then provide the grievant with a written decision on the grievance within five working days of the discussion. This and all subsequent correspondence regarding the grievance shall be sent by registered mail so that receipt may be documented.

For additional details such as the appeal of the initial decision, appeal to the vice chancellor, appeals to the Senate Academic Staff Grievance Committee and other pertinent procedures, refer to the UW Colleges Constitution, Chapter 9, as well as:

- [UWCAP 5](#) – Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, and Retaliation
- [UWCAP 6](#) – Procedures Related to Concerns and Complaints of Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, & Retaliation

Employment Periods for Non-instructional Academic Staff

There are two standard employment periods for non-instructional academic staff which are July 1 – June 30 (12-month, A-Basis) and the nine-month academic year (C-Basis).

Holidays

<https://uwservice.wisc.edu/calendars-schedules/legal-holidays.php>

According to Wisconsin State Statutes, paid holidays for administrative academic staff are the following.

- January 1
- Third Monday in January (Martin Luther King, Jr. Holiday)
- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- Fourth Thursday in November (Thanksgiving)
- December 24, 25, and 31

CHAPTER V

General Policies and Procedures

Several general policies and procedures apply to all UW Colleges administrative academic staff as they do to other employees of the institution. By utilizing the Public Folders of the UW Colleges computer network, a copy of each of these documents can be obtained electronically by following the steps listed below. Copies may also be obtained from the campus executive officer/dean's office on each campus and from the UWC office of human resources/affirmative action.

- [UW Colleges Constitution](#)
- [UW Colleges Senate Policies](#)
- [UW Colleges Administrative Policies](#)
- [UW Colleges Human Resources/Affirmative Action Policies and Procedures](#)

Equal Opportunity/Affirmative Action, Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, and Retaliation

Pursuant to the authority of the UW System Board of Regents Policy, Section 14, and state and federal civil rights and employment laws, UWC prohibit members of the university community from engaging in any form of unlawful discrimination or harassment in employment, education, or participation in programs or activities on the basis of age (40+); race, ancestry, color, national origin, cultural background or ethnicity (specifically involving harassment by employees); creed/religion; disability; sex (*this includes sex discrimination, including sexual harassment and sexual violence under Title IX of the Education Amendments of 1972, as amended, as well as student discrimination under Wisconsin Statutes, Chapter 36.1*), sexual orientation, gender identity, and gender expression; marital status; pregnancy (including childbirth or related conditions); genetic testing; honesty testing; military obligations (including membership in the national guard; state defense force or any other reserve component of the military forces of the United States or the state of Wisconsin); Vietnam-era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized; arrest or conviction record; use or nonuse of lawful products off the employer's premises during nonworking hours. UWC also prohibit any form of retaliation for engaging in a protected activity such as making a complaint of discrimination or harassment, taking part in an investigation related to unlawful activities or behavior, or performing mandatory reporting duties. Furthermore, UWC will include provisions in all contracts that the contractor or subcontractor will comply with the non-discrimination provisions of University policies and federal and state laws as a condition of doing business with the University.

Ensuring equal employment opportunity is a legal, social, and economic responsibility of the UW Colleges and is provided in accordance with applicable federal and state laws and University of Wisconsin System policy. The UW Colleges policy and practice at all levels assure the active and positive implementation of federal and state equal employment opportunity/affirmative action laws, executive orders, rules and regulations and University of Wisconsin System equal employment opportunity/affirmative action policies and procedures.

The Office of Human Resources has the full text of this policy statement and its implementation. For additional policies and procedures relative to prohibiting discrimination in the UW Colleges, refer to the following UW Colleges Administrative Policies:

- [UWCAP 4](#) Accommodation of Religious Beliefs
- [UWCAP 5](#) Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, and Retaliation

- [UWCAP 6](#) Procedures Related to Concerns and Complaints of Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, & Retaliation
- [UWCAP 10](#) Reasonable Accommodations Policy
- [UWCAP 32](#) AIDS Policy
- [UWCAP 37](#) Student Discrimination
- [UWCAP 38](#) Web Accessibility

Professional Conduct

There are several policies that address the conduct of administrative academic staff, instructional academic staff, and faculty in the UW Colleges. Each is referenced below.

Code of Conduct

The UW Colleges Senate Institutional Policy 305, Code of Conduct states:

“Respect for human dignity is essential to the university environment. The UW Colleges affirms its commitment to promoting the ideal that faculty, staff, students, and guests are free to engage in academic expression and debate, and to pursue their social and private lives in our communities, unthreatened by discrimination or harassment. All who come to the UW Colleges to work and to study will be accepted and judged as individuals; discrimination, disruption, or harassment on the basis of race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age will not be tolerated.

“The UW Colleges accepts the responsibility of representing these values to our students, faculty, staff, and the communities we serve.

“The success of a policy which seeks to prevent harassment in all of its forms and to protect the educational environment of the university community depends on the willingness of faculty, staff, and students to make known when they encounter behavior and conduct which are defined as unacceptable in this policy.”

Consensual Relations Statement

<http://www.uwc.edu/students/uwc-student-rights-regulations-booklet.pdf>

The University of Wisconsin Colleges consider an amorous, romantic, or sexual consensual relationship, in which both parties appear to have consented but where there is a definite power differential between parties (such as between instructor and student, or supervisor and employee) not only fits the category of ‘conflict of interest,’ but also has the potential for additional serious consequences.

In the case of instructor and student, the respect and trust accorded the instructor in assigning grades, performing evaluations, and recommending the student for further study or future employment, may diminish the student’s ability to avoid a consensual amorous or sexual relationship. One of the things that can happen is a transition from a consensual relationship to a case of sexual harassment based on the power differential between the instructor and student.

The UW Colleges are committed to fostering the development of an environment based on professionally ethical behavior and free of discriminatory attitudes. Therefore, consenting amorous or sexual relationships between instructor and student or supervisor and employee are unacceptable.

Wisconsin Executive Order 54

UW Colleges complies with Executive Order 54: “All University of Wisconsin System (UWS) professors, administrators, coaches, and other UWS employees shall report child abuse or neglect immediately if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur.” The UW

System Administration Office of General Counsel provides a Frequently Asked Questions page on its Web site: http://www.uwsa.edu/gc-off/docs/Child-Abuse-and-Neglect_Executive-Order-FAQ.pdf

Policies and Procedures Concerning Administrative Academic Staff Outside Activities

The Wisconsin Administrative Code (Chapter UWS 8) requires that administrative academic staff members, at the time of appointment, make a personal commitment to the professional honesty and integrity that meets the demanding standards of the state and national academic communities. Administrative academic staff members may not disregard the interests of the University of Wisconsin System in order, through use of their positions or through official conduct, to seek financial gain for themselves, their immediate families, or businesses with which they are associated.

Administrative academic staff members have various skills and professional knowledge that enable them to serve the community outside of their official university duties. Such service may enhance the image of the university and provide opportunities for staff to develop professional skills and experience to add to the effectiveness of teaching, research, and professional community service. However, the university expects a basic devotion to the recognized university responsibilities of teaching, research and scholarly activity, and university and community service.

The most common concern of the legislature, and thus the Board of Regents, is the extent to which outside activities infringe upon the ability of the administrative academic staff to perform their university-assigned duties. The Board of Regents has articulated a policy that requires an annual report on outside activities from each administrative academic staff member. All unclassified staff receive a form to complete each spring and submit to the Vice Chancellor's Office.

Generally, if an administrative department chair or campus executive officer/dean believes an outside activity interferes with the ability of the administrative academic staff member to perform university-assigned activities, the parties must attempt to reconcile the matter with the staff member. If resolution is not possible, the dispute is then forwarded to the chancellor and to the UW Colleges Professional Standards Committee. The committee advises the chancellor as to the appropriateness of an activity. The administrative academic staff member may appeal the decision according to the UW Colleges Constitution Chapter 9.

Political Activities

<http://www.uwsa.edu/govrel/camprule.htm>

The University of Wisconsin System Government Relations Office provides general guidelines for employees and students of the UW System who wish to engage in an important but strictly regulated activity: political campaign involvement.

In addition to the general guidance provided in the above link, certain university employees holding highly visible positions, or those who serve in a liaison capacity with state and federal legislators, should be aware of the ethical and practical consequences of political campaign involvement as well as the basic legal issues, such as the application of state and federal lobbying rules to the activities of state university employees.

Personnel Files

Official personnel files for administrative academic staff are maintained in the UW Colleges Office of Academic Affairs. Personnel records are also maintained at the UW Colleges campus where the administrative academic staff member is located. Administrative academic staff must furnish official transcripts and notice of degrees earned for the personnel file. These records and documents relating to periodic evaluations conducted by campus personnel are maintained in the file and may be used for future employment decisions. Necessary changes and additions should be made promptly. An administrative academic staff member may see the contents of his or her own personnel file. Administrative academic

staff wishing to review their file should make arrangements with the campus executive officer/dean or the director of human resources.

CHAPTER VI

Benefits, Privileges, and Services

Benefits

Campus administrative personnel will initiate the fringe benefits enrollment process when a new administrative academic staff member is hired. Every new staff member must also contact the UW Colleges Office of Fringe Benefits by phone (608/262-6169 or 608/890-4596) or email hrstaff@uwc.edu within 30 days of employment regarding all phases of the benefits program. Such contact will ensure that enrollment opportunities are not missed. Any change in family or employment status should be reported to the UWC staff benefits office within 30 days of the change. The most current information about employee benefits can be found at the University of Wisconsin Employee Benefits web site: <http://www.uwsa.edu/hr/benefits> and also as an appendix to this handbook.

Topics covered in this interactive document include:

- Wisconsin Retirement System (WRS)
- Social Security and Medicare
- State Group Health Insurance.
- Domestic Partner Benefits
- Income Continuation Insurance
- State Group Life Insurance
- Retiree Health Insurance Credits
- Employee Reimbursement Accounts (ERA)
- Tax-Sheltered Annuities (403(b) Plan)
- Wisconsin Deferred Compensation (457 Plan)
- EPIC Benefits+ Insurance
- Dental Wisconsin Dental Insurance (Select Plan and PPO)
- VSP Vision Insurance
- University Insurance Association (UIA) Life Insurance
- Accidental Death & Dismemberment Life Insurance
- Individual Family & Term Life Insurance
- UW Employees Inc., Life Insurance
- Long-Term Care Insurance
- Miscellaneous Benefits – Minnesota Life’s Lifesuite
- Workers Compensation
- Unemployment Compensation
- Family & Medical Leave
- Vacation
- Sick Leave
- Legal & Floating Holidays
- Sabbatical
- Military Leave
- Other Paid Leave
- Career-Related Education Reimbursement
- Parking Fees & Bus Passes

Leave of Absence

An administrative academic staff member may request approval for a leave of absence without pay for a specific period of time. This does not include leaves for illness, family leave, military service, or political activity. It is understood that the employee will return to the University at the conclusion of the leave.

Failure to return at the conclusion of the approved leave period constitutes a resignation from the University.

Leaves may be granted for educational pursuits, professional development opportunities, and personal reasons that do not relate to the position or the University but are deemed acceptable by the functional area and/or campus or the UW Colleges administrative offices in Madison. Initial leaves may be a percentage of appointment or 100% of appointment for one year or less. An extension for a second year must be applied for and approved according to the same procedures as the initial request. Except in special or unusual circumstances, the administrative academic staff member shall submit in writing to his/her immediate supervisor an Administrative Academic Staff Leave of Absence Without Pay Request Form at least 90 days prior to the requested starting date.

For additional details regarding the procedures and policies associated with a leave of absence without pay, refer to the UW Colleges Senate Academic Staff Personnel Policy 801, Administrative Academic Staff Leave of Absence Without Pay Policy.

Sick Leave Policy

An administrative academic staff member must notify their direct supervisor prior to or at the start time of the assigned work time if he/she will be absent due to illness, personal injury, the condition of a family member which requires the staff member's care, or the death of an immediate family member. If the individual's direct supervisor is unreachable then the staff member needs to contact the campus executive officer/dean or the direct supervisor's administrative designee.

Effective October 7, 2005, the Board of Regents of the University of Wisconsin System approved Unclassified Personnel Guideline #10.04 which applies to all administrative academic personnel and other unclassified personnel throughout the University System.

All UW System institutions shall require written certification from a health care provider of the medical necessity for use of sick leave for absences of more than five consecutive full working days, except where the use of sick leave is authorized in advance, pursuant to the Wisconsin or Federal Family and Medical Leave Acts. Where an institution is aware of an emergency that prevents communicating with or obtaining information about the condition of the employee, such written certification shall not be required until such time as communication is possible and appropriate, given the condition of the employee. In cases of suspected abuse of the sick leave privilege, the institution shall be authorized to require written certification from a health care provider to verify the medical necessity for the employee's absence regardless of the length of absence.

Managers, supervisors, or department chairs are authorized to request medical certification for use of sick leave if they suspect the request for sick leave is inappropriate, regardless of the length of the absence.

Employees must be provided at least 15 days, from the day of their return to work, to secure their health care provider's medical certification. The certification should include a Health Care Provider statement that absence from work is justified based upon medical necessity and the specific time period for which an absence is medically necessary. At the minimum, a specific start date and a "best guess" return to work date. The certification should not include any confidential medical information. If a staff member fails to submit a Medical Certification, as prescribed in UPG #10.04 (c), the period of the sick leave should be charged to Leave Without Pay as an unexcused absence.

If an administrative academic staff member has questions regarding the use of sick leave, he/she needs to contact their direct supervisor, the campus executive officer/dean, or the UW Colleges director of human resources/affirmative action.

Parental Leave/Family Medical Leave Act

Both Wisconsin law and federal law provide options for parental leave. The Wisconsin law provides that an administrative academic staff member may use up to 30 days of accrued sick leave in any 12 month period for parental leave as follows:

- For the birth of a natural child, if the leave begins within 16 weeks of birth; or
- For the placement of a child with an employee for adoption or as a precondition to adoption (but not both) if the leave begins within 16 weeks of the child's placement.

Family Medical leave, under federal law, provides that an administrative academic staff member can take up to 12 weeks of leave (using accrued sick leave or leave without pay) without job detriment, for the following purposes:

- Birth/Adoption or Pre-Adoptive Foster Care
- Foster Placement
- Employee's Own Serious Health Condition
- Care for Family Member's Serious Health Condition

Contact the Office of Human Resources to identify the appropriate leave and circumstances that will be most beneficial to the individual and the family.

Earnings Statements and Paydays

Administrative academic staff normally receive earnings the first workday of the month throughout their employment period (12 or nine month). Earnings are based on 30 or 31-day cycles that begin with the first day of the annual contract program. Initial pay may be delayed, depending on receipt of all necessary payroll information.

The earnings statement reflects the gross pay, deductions, and net pay and is available electronically on the "My UW System" portal, <https://my.wisconsin.edu/portal>. If there are questions or problems, please contact the Office of Human Resources at hrstaff@uwc.edu.

Direct Deposit of Earnings

Earnings must be sent directly to a bank, savings and loan, or credit union in Wisconsin by completing a direct deposit authorization form. New staff receive this form with their initial contracts; forms are also available through the Office of Human Resources. All employees are required to use this service.

Liability and Legal Indemnity

Wisconsin State Statute 895.46 protects employees of the state who are defendants in civil suits because of acts committed while carrying out their official duties. If the employee is found to be "acting within the scope of employment," any damages and costs will be paid by the state in excess of any insurance applicable to the employee. The state will also provide legal representation or pay attorney costs, if not covered by any applicable insurance.

State of Wisconsin Travel Regulations

Below are some key points of the UW travel regulations. A more detailed look can be found on the UW System travel website at <http://www.uwsa.edu/fadmin/fppp/fppp36.htm>.

- *Effective October 17, 2005*, to meet DOA directives, UW Colleges employees will use the US Bank Travel Card for the following costs for which the employee will be seeking reimbursement from the university:
 - hotel room costs
 - car rental costs
 - airline tickets
 - travel agency service fees

- Effective October 17, 2005, travel expenses listed above which are paid with personal credit cards or cash may not be reimbursed.

Exceptions - UW Colleges employees do **not** need to use the US Bank Travel Card for:

- Business travel in which the employee is to be reimbursed only a portion of the cost of their trip. Examples may include professional development travel, conferences, etc. The employee will complete a TER for this travel and be reimbursed for the previously authorized amount.
 - Student travel when not chaperoned by a faculty/staff advisor.
 - Non-employees, such as job candidates.
 - Entertainers hired under a performance contract. This travel must be included in the performance fee for tax reasons.
- The US Bank Travel Card is personally held by the employee.
 - The employee will use the card for university business travel only, including hotel, airfare, rental cars. Use of the card for meals while traveling is optional.
 - The employee will file a Travel Expense Report (TER) with the campus business office and will receive reimbursement via direct deposit to their bank account.
 - The employee will receive a monthly statement from US Bank and pay the balance in full each month.

Meals

Meal claims must be actual, reasonable and necessary and represent the amount **actually** spent. For a claim to be reimbursed in excess of the maximum, a receipt or charge card credit slip must be provided, and there must be documentation showing that the cost was incurred outside of the employee's control. This generally means that the employee had no choice in selection of the restaurant or the menu items therein. The maximums, which include tax and tip, should not be used as per diems. To be allowed breakfast, departure must be before 6:00 AM; lunch, departure must be done before 10:30 AM, and return after 2:30 PM; dinner, the employee must return after 7:00 PM or depart his/her headquarters for overnight travel before 6:00 PM.

Maximums Allowed for Meals:	Breakfast	Lunch	Dinner	Total
In-State	\$8.00	\$9.00	\$17.00	\$34.00
Out-of-State	\$10.00	\$10.00	\$20.00	\$40.00

When an employee is entitled to two or more consecutive meals in a day he/she may exceed the maximum on one or more meal claims as desired, as long as the total allowable for the consecutive meals per day is not exceeded. Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodging. Meals already included in the cost of conference registrations or lodging are not separately reimbursable and are not to be included in this calculation.

Vehicle Transportation

When using fleet vehicles, passengers must be limited to UW/State employees or students engaged in UW/State activities. Fleet vehicles should be utilized for university travel when possible. When using private owned vehicles, reimbursement is limited to business related travel at the mileage rates listed below. Explanations are required for mileage in excess of normal map mileage.

- Employees shall be reimbursed at the rate of 51¢ per mile for use of a personal vehicle if there is no access to a fleet vehicle in the headquarters city.

- For University employees who have access to a fleet vehicle in the headquarters city, employees shall be reimbursed at the rate of 51¢ per mile if the fleet vehicle is requested, but unavailable. A fleet non-availability certification form must be provided to claim the standard rate.
- Employees, who are headquartered in Madison, will be reimbursed at the rate of 51¢ per mile if the accumulated round trip mileage is less than 100 miles. For round trip mileage of 100 miles or more, a non-availability certificate form is required to obtain the standard rate.
- The reimbursement limit for claims not in compliance with the above is limited to the turndown rate of 35.2¢ per mile.
- Persons with disabilities who use a privately owned, specially equipped van on UW business shall be reimbursed at the standard rate. When a state-owned van, specially equipped for disabled employees, is available, the reimbursement rate shall be at the turndown rate unless a certification of nonavailability is provided or blanket approval has been granted under the institution's ADA procedures

Lodging for In-State Hotels

- State lodging rate maximums must be observed (\$70 statewide; \$80 for Milwaukee, Waukesha, and Racine Counties).
- **Exceptions:**
 - Conference site hotel rules vary depending upon whether the conference is sponsored by a UW institution.
 - If not sponsored by a UW institution, employees may stay at the conference site at the conference lodging rate being offered by the hotel.
 - If sponsored by a UW institution, employees may stay at the conference site as long as the rate does not exceed the state maximums.
 - Any other exceptions given pre-approval must be documented on the Travel Expense Report filed with the campus business office.

Lodging for Out-of-State Hotels

- There is no contract for out-of-state hotels at this time.
- Out-of-state rate maximums apply:
 - (see www.uwsa.edu/fadmin/fppp/fppp36d.htm)
 - **Exception:** Out-of-state conference site hotels are exempt from maximums.

Rental Cars

- Travelers should always check for the availability of a university-owned vehicle first.
- There is a choice of three mandated vendors for vehicle rentals – Enterprise, Hertz, and National. Please check the UW System website for the appropriate booking codes (<http://systemwide.uwsa.edu/fadmin/fppp/fppp36c.htm>)
- The state's Fleet Driver and Management Policies and Procedures apply to all vehicles driven for official UW business including rental cars (www.doa.state.wi.us/docs_view2.asp?docid=3962)
- The National Big Ten Contract should be used for any rental that does not fit the State contract guidelines, including more than incidental personal mileage and/or where there is an accompanying non-employee (spouse, family, etc.) who is not traveling on UW business.

Air Travel

UW System has a contractual partnership with Fox World Travel to offer the Concur self-booking tool as the preferred method of making all internet based domestic and non-complex international airfare purchases. Travelers may also use a traditional travel agency service or call the airlines directly. Complex international travel arrangements may be made by calling Fox World Travel or your preferred travel agency. You may not purchase airline tickets using Orbitz, per order of the Wisconsin Department of Administration.

Travel Claims Requiring Receipts:

- Airfare – Receipt containing traveler name, date and times of flight, flight itinerary, class of travel, total cost of flight, and confirmation of payment
- Taxi-Limo – If one-way exceeds \$25.
- Vehicle Rentals – Final invoice/billing plus gasoline receipts.
- Meals – If claims exceed the maximum; all meals purchased for other than the employee.
- Lodging – Original itemized receipt.
- Registration Fee – If cost exceeds \$25.
- Laundry/Cleaning – From \$0 on up. Only allowed when an employee is away from home more than three days.
- Portage/Tips – If cost exceeds allowed amount.
- Train/Bus – For intercity travel only.
- Business communications (including local, long distance, fax, and internet access fees) – If claim exceeds \$5.0
- Parking – If claim exceeds \$25.00
- Miscellaneous – Any claims in excess of \$25.00
- ATM charges – From \$0 on up.

Expenses Not Reimbursable:

- Expenses which are not UW-business related.
- Alcoholic beverages except as provided under Section XIV.F.2 of the UWSTR.
- Spouse or family member's travel costs (Chancellor's and President's spouse and host may be allowable.)
- Nonbusiness-related telephone calls (exceptions: Section XIII.B of the UWSTR)
- Lost/stolen cash or personal property.
- Personal items and services, e.g. toiletries, luggage, clothes, haircuts, shoe shines, etc.
- Laundry, cleaning, pressing costs for trip of three days or less.
- Avoidable expenses for nonbusiness-related activities, e.g. sightseeing tours, etc.
- Traffic citations, parking tickets, and other fines.
- Additional charges incurred for personal reasons involving vehicle rentals.
- Locksmith charges on fleet, rental or personal vehicles, except when fleet or rental vehicles experience mechanical problems.
- Excess costs of circuitous or side trips for personal reasons.
- Parking costs at the assigned workplace.
- Repairs, towing service, lubrication, etc. for personal vehicles.
- Meals included in the cost of airfare, registration fees, lodging, etc.
- Pay for view movies in hotel/motel rooms.
- Personal entertainment.
- Extra costs for additional person(s) in room.
- Charges for late checkout or uncancelled guaranteed reservations (unless justified).
- Lodging at unlicensed facilities unless there is a substantial cost benefit to the UW.
- Lodging within 50 miles of the headquarters city (unless properly justified and approved).
- Flight insurance.
- Trip insurance (exceptions may occasionally be granted for foreign travel when cleared in advance through the Institution Controller). See also reimbursable medical insurance coverage for foreign travel in Section XVIII, (UWSTR).
- Extra baggage charges for personal items, such a golf clubs, skis, etc.
- Airline, car, hotel, corporate card club membership fees
- Childcare costs.
- Kennel fees.
- Late payment penalties and interest on corporate card.

Questions about these travel policies and procedures should be directed to the Assistant Campus Dean for Administrative Services at the campus.

Employee Assistance Program

<http://uwex.uwc.edu/eao>

The University of Wisconsin Colleges provide employee assistance services to employees, their immediate family members, and/or significant others to help with personal, work-related, behavioral, or health problems and to promote the utilization of these services at all organizational levels and locations. Employee assistance services include problem consultation/assessment with individuals and groups, information about community resources, educational programs, and appropriate referrals of individuals in need of help. Refer to UW Colleges Administrative Policy #19 for details concerning the scope, access, confidentiality, and referral procedures for the Employee Assistance Program. (Nothing in this statement of policy is to be interpreted as constituting a waiver of the UW Colleges' right to take corrective/disciplinary measures or an employee's right to grieve such action through union contract, faculty, or academic staff policies or procedures.) It is the responsibility of campus executive officers/deans, department chairs, and directors to implement this policy and inform other managers and supervisors of established procedures. Questions regarding the services should be directed to the UW Colleges Employee Assistance Program; phone (800) 385 – 8511 or (608) 265 – 5127.

Miscellaneous Services

Each campus provides a variety of services to new and continuing administrative academic staff members. These services are usually explained to new staff during an orientation session or in campus publications. They can include identification cards, offices, keys, phones, parking privileges, copying privileges, word processing, supplies, student help, public information, printing, library services, and other technology-based services. Office telephones are not to be used for personal calls. Off-campus printing must be approved through the Office of University Relations.

Specific questions about the use of physical facilities, special types of assistance, and routine procedures should be directed to the campus administrative staff before any commitments are made.

CHAPTER VII

Pertinent Documents

This annotated list of UW Colleges, campus, department, Board of Regents, Senate, and other policies is not all-inclusive. It is a guide to some basic sources of information, policies, and procedures within the university. Access to all of these documents is possible through the campus dean's office, the campus library, and through UW Colleges' or UW System websites.

UW System Documents

Chapter 36, Wisconsin State Statutes. This statute governs the operation of the University of Wisconsin System. Principal sections of concern to faculty include the powers and duties of the Board of Regents, faculty probationary and tenure appointments, rights and responsibilities of faculty members, and sick leave provisions. This is available at: <http://www.uwsa.edu/spp.htm>

Wisconsin Administrative Code: Rules of the Board of Regents. The administrative code includes the basic rules covering such faculty issues as appointments, procedures for dismissal, complaints and grievances, outside activities, code of ethics, sick leave, student academic misconduct, and student disciplinary procedures. This is available at: <http://www.uwsa.edu/spp.htm>

UW System Fact Book. Published annually by the UW System Office of University Relations, this publication contains a current directory of the UW System Board of Regents, UW System administrators, chancellors, and UW Colleges campus executive officers/deans. The Fact Book has comprehensive sections on the history and patterns of student enrollment, degrees conferred, majors offered, financial aid, and student costs. It includes detailed tables on university faculty and staff budgeted positions, and ranks by institution with breakdowns by race and gender, budget allocations, and land, building and equipment values. It also includes a useful map and Chapter 36, Wisconsin State Statutes. This is available at: <http://www.wisconsin.edu/cert/publicat/archive/>

Financial and Administrative Policy Papers. This series of policy papers is primarily oriented to directing the administrative functions of the university. The policies are available on the UW System Financial Administration Web site at: <http://www.wisconsin.edu/fadmin/fap.htm>. Two types of policies may be found here, financial (formerly referred to as Financial Policy and Procedure Papers, or FPPPs) and general (formerly referred to as General Administrative Personnel Policies, or GAPPs). Policies of interest include G10 (Computer Software Ownership, regarding ownership of computer software developed by University of Wisconsin System faculty members) and G25 (Educational Assistance for Faculty and Staff, regarding tuition and fee reimbursement for coursework or training).

Academic Planning Statements. The ACPS series has a varied set of topics including UW System academic program planning principles, faculty development, sabbatical programs, and the academic-year definition. Please see: <http://www.uwsa.edu/acadaff/acps>

Unclassified Personnel Guidelines. The UPGs describe possible types of appointments and other employment considerations, such as salary adjustments, inter-institutional recruiting, professional development, sick leave, vacations, and holidays. Please see: <http://www.uwsa.edu/hr/upgs/upg.ht>

UW System Budget. Commonly referred to as the "Red Book," this four-volume publication is issued annually and contains budgets for each institution in the UW System, as well as salaries for faculty and staff. Please see: <http://www.uwsa.edu/budplan/redbook/index.html> (Note: this site can be accessed from UW Colleges or campus-based computers only.)

UW System Administrative Directory. This is the principal directory of UW System administrative personnel. It is divided into sections for each campus and organized by functional areas. E-mail addresses are included in most postings. Please see:
<http://www.wisconsin.edu/direct/>

UW Colleges Institutional Documents

UW Colleges Constitution. The Constitution defines the roles of administration, faculty, academic staff, and students, in the governance of the institution. The senate, department, and campus collegia roles are also explained. There are significant chapters in the Constitution that relate to faculty members. [The Constitution can be found on the UW Colleges Web site:](http://www.uwc.edu/administration/senate/constitution/)
<http://www.uwc.edu/administration/senate/constitution/>

Senate Policy Book. This comprehensive set of Senate policies provides further information about the governance of the UW Colleges and policies and procedures for a wide variety of subjects and areas. It can be found on the UW Colleges Web site:
<http://www.uwc.edu/administration/senate/policies/>

Faculty-Staff Directory. The principal telephone and address directory of all personnel in the UW Colleges. In addition to lists of personnel by department and by alphabetical order, the directory also lists personnel by office and function. The Marketing and University Relations office distributes the directory electronically at <http://www.uwc.edu/directory>

Academic Staff (Non-instructional) Handbook. This publication contains the policies and procedures that apply to non-instructional academic staff. Not currently available electronically. Copies can be reviewed in the campus executive officer/dean's office and the campus library.

UW Colleges Administrative Policy Book. Also known as UWCAPs, these are administrative policies and implementation rules. A copy is available in the campus executive officer/dean's office and the campus library, as well as on the UW Colleges Web site:
<http://www.uwc.edu/administration/senate/administrative-policies/>

UW Colleges Catalog. The catalog contains course descriptions, associate degree requirements, policies affecting students, descriptions of campuses, and lists of faculty members. It is published on a two-year cycle and is available at <http://www.uwc.edu/catalog/>

UW Colleges Academic Department Documents

Department Bylaws. Academic department bylaws include policies on appointment, retention, tenure, and promotion of faculty, as well as committee structures. Policies on courses, other academic matters, and department criteria for retention, tenure, and promotion are important for faculty to understand. Available in Public Folders > All Public Folders > Documents & Policies (Colleges-wide) > Academic Departments > Bylaws.

Departments may also have other documents that can be very helpful, especially to new faculty, including examples of syllabi, course guides, and copies of self-study reports. Contact the department chair for copies of such documents.

UW Colleges Campus Documents

Campus Constitution. The campus governance structure, including standing collegium committees, is described in this document. Each campus constitution available in Public Folders > All Public Folders > Documents & Policies (Colleges-wide) > Constitutions (Campus)

Local Collegium Actions. Each campus collegium maintains a compilation of campus policies and procedures.

Campus Course Schedule. The course schedule lists courses, times, places and instructors for all offerings each semester, winterim session, and summer sessions. It also often includes information about associate degree requirements, the academic calendar, and policies and procedures that are important to faculty and students. Please see the UW Colleges Web site:

<http://www.uwc.edu/academics/schedule/> or the campus Web site.

Useful Telephone Numbers	
Office of the Chancellor	(608) 262-3786
Office of the Provost and Vice Chancellor for Academic Affairs	(608) 263-1794
Office of the Associate Vice Chancellor for Academic Affairs	(608) 263-7217
Office of the Vice Chancellor for Administrative Services	(608) 265-3040
Office of Human Resources	(608) 262-0534
Chief Student Affairs Office	(608) 263-0476
Office of the Registrar	(608) 262-9652
Office of Professional Development	(608) 263-5393
Office of Grants	(608) 265-5393
Office of Marketing and University Relations	(608) 263-5061
Office of Institutional Research	(608) 263-5991
Office of Information and Instructional Technology	(608) 263-6012
Office of Services for Students with Disabilities	(608) 262-2001
Office of Financial Aid	(608) 262-5928
Office of Staff Benefits	(608) 262-6169
Office of Distance Education	(608) 265-0659
Office of Continuing Education	(608) 263-1794

Appendix

UNIVERSITY OF WISCONSIN SYSTEM
2012 BENEFITS SUMMARY for
FACULTY, ACADEMIC STAFF AND LIMITED EMPLOYEES
 (Excluding short-term appointments)
 and
UNCLASSIFIED SENIOR EXECUTIVE EMPLOYEES

Insurance program eligibility depends on participation in the Wisconsin Retirement System (WRS). To participate in insurance plans, you must file an application within limited enrollment deadlines. Please take note of the specific enrollment deadlines, which may vary for employees with previous WRS service.

Applications and plan brochures can be accessed electronically at <http://uwservice.wisc.edu/forms.php>. Payroll and benefits information is available in the [My UW System portal](#) ([My UW portal](#) for UW-Madison employees).

[WISCONSIN RETIREMENT SYSTEM \(WRS\)](#)

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>For employees who begin employment on or after July 1, 2011 who have never worked for a WRS-participating employer:</p> <ul style="list-style-type: none"> WRS coverage is immediate and mandatory for those with expected employment of two-thirds of full-time for at least one year. This is equivalent to 880 hours per year (42% of full-time for 12-month employees; 56% of full-time for 9-month employees). Employees not immediately eligible will be placed under WRS after one year if they worked at least 880 hours in the previous 12 months. Must have five years of creditable WRS service to be vested in the WRS (may take more than five years if working part-time). <p>For employees who have worked for a WRS-participating employer prior to July 1, 2011:</p> <ul style="list-style-type: none"> WRS coverage is immediate and mandatory for those with expected employment of one-third of full-time for at least one year. This is equivalent to 440 hours per year (21% of full-time for 12-month employees; 28% of full-time for 9-month employees). Employees with WRS-creditable service prior to July 1, 2011, are immediately vested. Employees without WRS-creditable service prior to July 1, 2011, must have five years of creditable WRS service to be vested in the WRS. <p>Visiting staff that are on leave from another educational institution are excluded by state law from WRS coverage for the first twelve months of university employment.</p>	<p><u>If vested</u>, lifetime retirement income based on years of service and average of highest three years of earnings (or total cash value of account, if greater). Full benefits at age 65 or at age 57 with 30 years of service. Reduced benefits at age 55.</p> <p>Also provides death, permanent disability, and separation benefits.</p> <p>If not vested, eligible to take a separation benefit which includes the employee WRS contributions and investment returns. Employer contributions and years of creditable service are forfeited and WRS account closed.</p>	<p>Percent of salary:</p> <p>5.9% for all except</p> <p>7.05% for those covered by the Executive WRS category</p> <p>Deductions taken on a pre-tax basis for state and federal tax purposes.</p>	<p>Percent of salary:</p> <p>5.9% for all except</p> <p>7.05% for those covered by the Executive WRS category.</p> <p>The UW also contributes 1.2% to fund retiree health insurance credits.</p>

SOCIAL SECURITY AND MEDICARE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
All employees, except certain "F" and "J" visa holders, have this mandatory coverage.	Provides a basic retirement annuity based on age and years of contribution. Reduced benefits available at age 62. Also provides death and permanent disability benefits. Medicare provides basic health insurance coverage at age 65.	5.65%* on covered compensation up to \$110,100 (4.2%* for Social Security and 1.45% for Medicare) and 1.45% on compensation above \$110,100 (Medicare only) *Rate subject to change due to federal legislation	7.65% on covered compensation up to \$110,100 (6.2% for Social Security and 1.45% for Medicare) and 1.45% on compensation above \$110,100 (Medicare only)

STATE GROUP HEALTH INSURANCE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays												
<p>All employees covered by WRS are eligible.</p> <p>Visiting staff who are excluded from WRS are eligible if they are appointed to work at least 28% for at least one semester or 21% for 6 months (these employees should refer to the Graduate Assistant/Short-Term Academic Staff benefit summary).</p> <p>Must apply within 30 days of the begin date of WRS eligibility.</p> <p>Coverage begins the first of month on/after the Benefits Office receives timely application.</p> <p>*Special enrollment opportunities available under HIPAA regulations and for less than half time-staff when increased hours qualify for larger employer contribution to premium.</p> <p>There is an annual opportunity each October to enroll in health insurance, change health plans and add/remove eligible family members for the following year.</p>	<p>Comprehensive hospital, surgical, and medical benefits from Health Maintenance Organizations, Preferred Provider Plans (PPO) or the State's self-funded Standard Plan, which is a PPO.</p> <p>All of the health plans, except the Standard Plan, offer a uniform benefit package. Preventive and diagnostic dental coverage vary among plans.</p> <p>Single and family coverage available.</p>	<p>Monthly employee cost varies according to plan tier and appointment percentage.</p> <p>Employees working 50% or more per year pay a monthly premium of:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Tier</th> <th style="text-align: center;">Single</th> <th style="text-align: center;">Family</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$81</td> <td style="text-align: center;">\$201</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">\$118</td> <td style="text-align: center;">\$297</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">\$219</td> <td style="text-align: center;">\$548</td> </tr> </tbody> </table> <p>Unclassified employees working less than 50% pay 50% of the total premium.</p>	Tier	Single	Family	1	\$81	\$201	2	\$118	\$297	3	\$219	\$548	<p>Premium contribution varies depending on the tier of the plan.</p> <p>For employees working less than 50%, the University contributes 50% of total premium.</p>
Tier	Single	Family													
1	\$81	\$201													
2	\$118	\$297													
3	\$219	\$548													

DOMESTIC PARTNER BENEFITS

<p>Employees are eligible to cover a domestic partner and the domestic partner's children on all insurance benefits that offer dependent coverage.</p> <p>In order to cover a domestic partner on health insurance & any or all other benefits, including those under the WRS, such as survivor benefits, an employee must submit a notarized ETF Affidavit of Domestic Partnership (ET-2371) directly to ETF in order to establish a domestic partnership for benefit purposes (<i>this is referred to as a Chapter 40 domestic partnership</i>).</p> <ul style="list-style-type: none"> The domestic partnership is effective on the date ETF receives a valid affidavit. Employees have 30 days from the domestic partnership effective date to add a domestic partner to all eligible benefits. Must submit a copy of ETF acknowledgement letter to campus benefits office. <p>If an employee does not want to create a Chapter 40 domestic partnership, an employee is eligible to enroll a partner and partner's children in all benefits except health insurance and State Group Life Insurance. The employee must submit a notarized UWS Affidavit of Domestic Partnership (UWS 50) and benefit enrollment applications directly to campus benefits office.</p> <ul style="list-style-type: none"> Domestic partnership is effective on the date that UWS receives a valid affidavit. Employees have 30 days from domestic partnership effective date to add domestic partner to all non-Chapter 40 benefits (all benefits except health and State Group Life) <p>See www.wisconsin.edu/hr/benefits/dpbenefits.html for detailed enrollment information.</p> <p>IMPORTANT TAX CONSIDERATIONS: Under federal tax code, a domestic partner and a domestic partner's children are typically not considered tax dependents for health insurance purposes. There are tax consequences if you cover dependents that are considered "non-tax dependents" for health insurance purposes under federal and state tax codes.</p> <p>If any of your covered family members are considered "non-tax dependents" for health insurance purposes, the fair market value of the health insurance benefits provided to those dependents will be included in both your taxable state and federal income. This amount is considered "imputed income" and will increase your taxable income and your tax liability. If you cover a domestic partner and a domestic partner's children, he or she must each qualify as a tax dependent under the "qualifying relative" test under Internal Revenue Code (IRC) §152, otherwise you will be taxed on the fair market value of the cost of coverage provided.</p>

You should consult with your tax advisor to confirm that tax status of your domestic partner and your domestic partner's children. Detailed tax information is available online at: <http://www.wisconsin.edu/hr/benefits/ins/sqhealth.htm> and <http://uwservice.wisc.edu/imputed-income.php>.

Income Continuation Insurance

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>Employees are initially eligible for coverage after completion of six months of WRS participation at any WRS employer.</p> <p>Must apply no later than 30 days after the first of the month following six months of any WRS service OR no later than 30 days after the completion of 12 months of STATE/UW WRS service.</p> <p>Coverage effective the first of month on/after the Benefits Office receives timely application. If application is not received during initial enrollment period, coverage can also be obtained by providing medical evidence of insurability or through deferred enrollment after accumulating 1,040 hours of sick leave.</p>	<p>Disability/income replacement insurance that replaces up to 75% of salary if unable to work due to short or long term disability. If enrolled in the basic plan, the first \$64,000 of salary is insured (maximum monthly benefit of \$4000).</p> <p>May enroll in the Supplemental ICI plan to insure salary up to \$120,000 (maximum monthly benefit of \$7500).</p> <p>Benefits begin after selected waiting period of 30, 90, 125 or 180 consecutive calendar days or use of all accumulated sick leave (up to 130 days), whichever is greater.</p> <p>State and federal entitlements or payments from other employer-sponsored programs may reduce benefits.</p>	<p>100% of premium</p> <p>until employee has 12 months of WRS state service.</p> <p>After 12 months WRS state service:</p> <p>0% - 63% of premium based on the waiting period selected.</p> <p>Supplemental Plan: 100% of premium</p>	<p>No contribution until completion of 12 months of WRS state service.</p> <p>After 12 months of WRS state service:</p> <p>37% - 100% of premium based on the waiting period selected.</p> <p>Supplemental Plan: 0%</p>

STATE GROUP LIFE INSURANCE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>Employees are initially eligible for coverage after completion of six months of WRS participation at any WRS employer.</p> <p>Application must be received no later than 30 days after the first of the month following six months of any WRS coverage.</p> <p>Coverage effective the first of month on/after the Benefits Office receives timely application.</p> <p>If application is not received during initial enrollment period, late enrollment for all levels of coverage is available only through medical evidence of insurability.</p> <p>Premiums for coverage up to \$50,000 are deducted pre-tax.</p>	<p>Term group life insurance with coverage option of up to five times annual salary (Basic, Supplemental, and three levels of Additional). Coverage reduces after age 70 for active employees.</p> <p>On termination with 20 years of WRS service or at retirement, coverage can be continued. Premium ends at age 65, if retired, and at age 66 coverage drops to one half of Basic level of coverage; any coverage in addition to Basic coverage ceases at age 65 (if retired).</p> <p>Spouse, Domestic Partner and Dependent coverage available. Accidental Death and Dismemberment and Living Benefits included for employee.</p> <p>For further information visit the ETF website</p>	<p>Basic & Supplemental: Premium cost based on age of employee and amount of coverage.</p> <p>Additional levels of employee coverage and Spouse/DP & Dependent Coverage: 100%</p> <p>Premiums</p>	<p>Basic: Additional 65.25% of employee's premium amount.</p> <p>Supplemental: Additional 37.25% of employee's premium amount.</p> <p>Additional levels of employee coverage and Spouse/DP & Dependent Coverage: 0%</p>

RETIREE HEALTH INSURANCE CREDITS

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>Credits to fund continued coverage in the State Group Health Insurance plan for retirees and dependents may be available upon retirement or layoff.</p> <p>Survivors may use the credits if family plan coverage is in effect at employee's death or the sick leave is escrowed and the survivor had comparable coverage.</p> <p>No enrollment is needed.</p>	<p>Accumulated sick leave converted to a dollar amount to pay for health insurance upon retirement, layoff, or for employees who terminate with 20 years of WRS creditable service who do not immediately retire.</p> <p>A tax-free account is set up to pay State Group Health Insurance premiums, equal to the retiree's unused sick leave hours multiplied by the highest hourly rate of base pay. The retiree pays the full premium cost when the account is exhausted.</p> <p>Employees with 15 or more years of continuous University or State service may receive supplemental sick leave credits at retirement.</p>	<p>0% of salary</p>	<p>1.2% of salary to pre-fund the accumulated sick-leave account</p>

EMPLOYEE REIMBURSEMENT ACCOUNTS (ERA)

for Dependent Care & Medical Expenses

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees are eligible. New employees must enroll within 30 days of employment.</p> <p>Coverage is effective on the first of the month on/after you submit your enrollment form to your Benefits Office. Change in family or employment status may create an enrollment/change opportunity under one or both of the accounts.</p> <p>Each fall, employees must enroll for the next calendar year.</p> <p>State Group Health Insurance, VSP Vision, Dental Wisconsin and EPIC Benefits+ premiums are automatically taken pre-tax unless option is waived or, for the optional plans, you are covering a non-tax dependent.</p>	<p>Expenses that can be reimbursed from ERAs include qualified dependent care expenses as defined by IRS and allowable medical and dental expenses not covered by insurance. You save federal, Wisconsin, and social security taxes on these expenses. Insurance premiums may not be reimbursed by ERAs.</p> <p>See the 2012 plan booklet for more information.</p>	<p>Pre-tax salary reductions that save income and social security taxes.</p> <p>Annual maximums are \$5,000 for Dependent Care (restrictions may apply), \$7,500 for Medical expenses.</p>	<p>100% of program administrative cost</p>

TAX-SHELTERED ANNUITIES [403(b) Plan]

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees are eligible and can enroll at any time.</p> <p>For further information see the Tax-Sheltered Annuity Program web site Salary Reduction Agreement</p>	<p>This voluntary supplemental retirement savings program allows employees to invest pre-tax salary and defer income taxes on savings. A post-tax Roth option is also available. Investment companies approved by UW System oversight committee include mutual funds, insurance companies and TIAA-CREF.</p> <p>Under age 50 contribution limit: \$17,000 Age 50 & over contribution limit: \$22,500</p>	<p>Pre-tax salary reductions that defer income taxes. Annual \$15.00 administrative fee and investment company charges.</p>	<p>0%</p>

WISCONSIN DEFERRED COMPENSATION (457 Plan)

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees are eligible and can enroll at any time.</p> <p>For more information see the WDC web site at www.wdc457.org.</p>	<p>This voluntary supplemental retirement savings program allows employees to invest pre-tax salary and defer income taxes on savings. A post-tax Roth option is also available. Funds are chosen and monitored by the State of Wisconsin Deferred Compensation Board.</p> <p>Under age 50 contribution limit: \$17,000 Age 50 & over contribution limit: \$22,500</p>	<p>Total contribution on either a pre-tax or post-tax (Roth option) basis. Administrative fee based on account balance.</p>	<p>0%</p>

EPIC BENEFITS+ INSURANCE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees who are covered by WRS are eligible. Must apply within 30 days of hire.</p> <p>Coverage begins first of month on/after the Benefits Office receives timely application.</p>	<ul style="list-style-type: none"> Pays 50% of covered, non-routine dental charges up to \$1000/person per year after a \$75/person deductible. \$1,200 lifetime orthodontia benefit (child) A benefit of \$100 per day payable beginning on the third day and continuing through the 365th day of a hospital confinement. A benefit of \$100 per outpatient surgery paid when performed in a hospital outpatient department or freestanding Ambulatory Surgical Center. \$10,000 AD&D benefit Vision discount plan part of basic coverage 	<p>100% of premium</p> <p>Without Vision Insurance: \$18.99 Employee \$37.98 Employee +1 \$56.97 Family</p> <p>With Vision Insurance: \$22.99 Employee \$45.05 Employee +1 \$67.36 Family</p>	<p>0%</p>

	or can add optional vision insurance plan.		
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DENTAL WISCONSIN DENTAL INSURANCE (SELECT PLAN AND PPO)

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees who are covered by WRS are eligible.</p> <p>Must apply within 30 days of hire. Coverage begins on the first of the month on/after the Benefits Office receives timely application.</p> <p>Once enrolled, must remain covered until the end of the calendar year. Must submit an application by December 1st to cancel coverage for the following year.</p> <p>This dental coverage is in addition to and separate from any dental benefit provided with the health insurance.</p>	<p>Two plan designs are offered. The PPO plan includes coverage for diagnostic and preventive services; the Select plan does not. Both cover a percentage of other services, such as fillings and crowns.</p> <p>Annual \$1000 benefit maximums apply to each covered member. The member generally pays coinsurance and an annual deductible. Benefits vary between plans.</p> <p>Both plans provide a \$1000 lifetime benefit for orthodontia for children under age 19. Any orthodontist may be used.</p>	<p>100% of monthly premium</p>	0%
		<p>Select Plan</p> <p>\$17.84 Employee \$36.68 Employee + Spouse/DP \$42.32 Employee + Child(ren) \$62.24 Family (EE + 2 or more family members)</p> <p>PPO</p> <p>\$26.82 Employee \$56.78 Employee + Spouse/DP \$63.49 Employee + Child(ren) \$95.97 Family (EE + 2 or more family members)</p>	

VSP VISION INSURANCE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>Employees eligible for the State Group Health Insurance Program. Must apply within 30 days of hire. Coverage begins the first of the month on/after the Benefits Office receives timely application.</p> <p>Once enrolled, must remain covered until the end of the calendar year. Must submit an application by December 1st to cancel coverage for the following year. Annual enrollment opportunity in October.</p>	<p>The plan provides partial payment to help offset the costs of annual eye exams, frames, lenses and contact lenses. Benefits are greater if a VSP provider is used.</p>	<p>100% of premium</p>	0%
		<p>\$5.24 Employee \$10.49 Employee + Spouse/DP \$11.23 Employee + Child(ren) \$17.93 Employee + Family</p>	

UNIVERSITY INSURANCE ASSOCIATION (UIA) LIFE INSURANCE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>Coverage is mandatory, by action of the Board of Regents, for all eligible appointments with base salary of at least \$2,484.00 per month, indexed annually. Coverage begins either October 1 or April 1. No application is required.</p>	<p>Decreasing term life insurance based on age.</p> <p>Includes a Living Benefit.</p>	<p>\$24.00 per year</p>	0%

ACCIDENTAL DEATH & DISMEMBERMENT LIFE INSURANCE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees eligible for State Group Health Insurance. May enroll at any time. Coverage becomes effective on the first of the month on or after the Benefits Office receives the application.</p> <p>Annuity may continue coverage in effect at the date of retirement.</p>	<p>Coverage options range from \$25,000 to \$500,000. Spouse or domestic partner and dependents may be covered for lower amounts. Provides several benefits to care for family members and additional benefits for specific injuries. Includes Zurich Travel Assist benefit when traveling 100 miles or more from home to assist with medical, legal or personal services. AD&D coverage reduces after age 70.</p>	<p>100% of premium</p>	0%

INDIVIDUAL & FAMILY TERM LIFE INSURANCE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees eligible for State Group Health Insurance. Must apply within 30 days of employment. Coverage begins on the first of the month on/after the Benefits Office receives timely application.</p> <p>Late enrollment requires medical evidence of insurability.</p>	<p>Initially, employees may select coverage amounts of \$5,000, \$10,000, \$15,000 or \$20,000 for themselves, \$5,000 or \$10,000 for spouse or domestic partner, and \$2,500 or \$5,000 for eligible children. Maximum employee coverage is \$200,000 for employees, \$100,000 for spouse or domestic partner and \$10,000 for child.</p> <p>Participants will have an annual opportunity to increase coverage without evidence of insurability. Includes a living benefit.</p>	<p>100% of premium:</p> <p>Cost based on age and coverage amount selected.</p>	0%

UW EMPLOYEES INC. LIFE INSURANCE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees eligible for State Group Health Insurance. Must apply within 30 days of employment. Coverage begins on the first of the month on/after the Benefits Office receives timely application. Late enrollment requires medical evidence of insurability.</p>	<p>Decreasing term insurance, coverage amount based on age, ranges from \$30,000 for employees under age 35 decreasing to \$4,000 for employees over age 64.</p>	<p>100% of premium:</p> <p>Cost and coverage based on age.</p>	0%

LONG-TERM CARE INSURANCE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees may apply at any time, subject to medical underwriting. Spouse, domestic partner and parents (who reside in WI) of employees may also apply. For further information, visit the ETF website.</p>	<p>Short and long-term care, including assisted living, community-based care, and nursing home care.</p>	100% of premium	0%

MISCELLANEOUS BENEFITS – MINNESOTA LIFE'S [LIFESUITE](#)

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>Employees are initially eligible for benefits after completion of six months of WRS participation at any WRS employer. Follows same eligibility rules as for State Group Life insurance.</p>	<p>Travel Assistance if more than 100 miles from home; Legal Services; Beneficiary Financial Counseling for beneficiaries of employees covered under the State Life Insurance program if they receive at least \$25,000 in State Group Life Insurance benefits.</p>	\$0	\$0

WORKER'S COMPENSATION

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>All employees have this insurance coverage.</p> <p>In most cases, the first payment will be made by the insurance company within 14 days of your last day worked. Timely reporting of the accident is required of the employer and employee.</p>	<p>Cash compensation, medical expenses and death benefits for on-the-job injuries or occupational diseases.</p>	0%	100% of benefits

UNEMPLOYMENT COMPENSATION

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
<p>If in a position covered by unemployment insurance, employees who are laid off or terminated may be eligible for unemployment insurance if covered wages meet minimum eligibility requirements.</p>	<p>Weekly benefits are 4% of the highest quarter of wages in the first four of the last five completed quarters.</p>	0%	100% of benefits

FAMILY & MEDICAL LEAVE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
All employees who meet eligibility requirement of 1,250 hours of state employment in preceding 12 months (federal law) and/or 1,000 hours of state employment in the preceding year (Wisconsin law). Employees must also meet duration of employment standard.	Eligible employees may take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons. Under federal FMLA, employees may take up to 26 weeks of job-protected leave to care for an eligible military service member who has a serious injury or illness. Paid leave may be substituted in some situations.	0%	100% of program costs

VACATION

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
Employees with qualifying 12-month (not academic/school year) appointments. Vacation time is earned on a fiscal year basis but can be used immediately.	Twenty-two days per year (prorated for part-time employment). After 10 years of service, employee may bank up to 40 hours vacation per year in an Annual Leave Reserve Account (ALRA). After 25 years, up to 80 hours of vacation per year may be banked.	0%	100% of benefits

SICK LEAVE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
Employees who are covered by the WRS or are not covered by the WRS but are expected to work at least one-third of full-time (21% for an annual appointment and 28% for an academic year appointment) for at least one year (includes visiting faculty whose home institution does not provide sick leave). Sick leave is earned on a fiscal year basis but can be used immediately.	Initial 22 day allocation; after 18 months, one day per month or six days per semester (prorated for part-time employment). If leave is reported completely, accurately and in a timely manner, unused sick leave balance accumulates without limit and may be converted to credits to pay for post-retirement health insurance.	0%	100% of benefits

LEGAL & FLOATING HOLIDAYS

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
Most employees. Academic year employees receive limited holidays. Personal holidays may be used immediately.	All employees: Nine days of legal holiday . Annual (12 month) appointments also receive 36 hours of personal holiday. Legal and personal holidays are prorated for part-time employees.	0%	100% of benefits

SABBATICAL

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
Provision of this leave benefit is determined by each institution. If offered, instructional faculty may request sabbatical leave after they complete 6 full years of UW System service.	100% of pay for one semester; up to 65% of pay for full year sabbatical.	0%	100% of benefits approved

MILITARY LEAVE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
All employees are eligible upon reporting for active duty or required field training.	Job-protected leave for active duty or required field training. Up to 30 days paid leave per calendar year for duty or training lasting 3 days or more. Most employees are also eligible for up to four additional years of differential pay and eligible benefits while on active duty. Unpaid leave thereafter.	0%	Excess of base over military pay for up to 30 work days per year. Excess of base over military pay plus housing allowance, for up to four years.

OTHER PAID LEAVE

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
All permanent employees. All employees.	Paid leave when summoned as a witness for the employer or impaneled as a jurist. Paid leave to vote if you cannot vote outside of work hours.	0%	100% of benefits

CAREER-RELATED EDUCATION REIMBURSEMENT

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
Employees with appointments of half time or more, upon approval.	Based on campus reimbursement policy and availability of funding, limited tuition and fee reimbursement is available.	0-100%	0-100%

PARKING FEES & BUS PASSES

Who is Eligible and When	Benefits You Receive	Employee Pays	University Pays
All employees can participate at any time.	Parking availability and fees vary by campus. Most parking costs deducted on a pre-tax basis.	100%	0%

WHERE TO GET MORE INFORMATION: Contact your campus [Staff Benefits Office](#) to get detailed, personalized information. Consult the UW System Administration web site at <http://www.wisconsin.edu/hr/benefits/> for any changes to this form and for expanded information on benefit plans. Master insurance contracts are available for inspection upon reasonable notice by contacting UW System Human Resources.

Should there be a discrepancy between the information contained herein and the contract, the contract will prevail.

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