



Personnel File and Reference Check Policy Progress Update

Progress

- Comment period
- Implementation documentation
- Ongoing Tasks
- Articles
- Timelines
- UW-Madison policies

Comment Period

- Online comment form
 - Open to all UW employees
 - Distributed on 9/17/18
 - Open for 3 weeks
 - Closes 10/5/18
- Shared governance will also have until 10/31/18 to submit group/formal comments outside the online form
 - Different timeline due to frequency of official meetings



Implementation Documentation

- The work group is continuing to draft documentation to insure a smooth rollout:
 - FAQs
 - PowerPoints and other training materials
 - List of institutional contacts for P-file transfer process
 - List of institutional contacts for reference check process



Other Ongoing Tasks

- Working with DOA to clarify procedures and processes for sharing personnel files between UW institutions and State agencies
- Researching options for electronic storage of personnel files
- Soliciting feedback/implementation advice from national professional associations (HR, Title IX, Legal)



Articles

- [No More Passing the Harasser](#) - Colleen Flaherty, Inside Higher Ed
- [UW schools to share personnel files with each other, state agencies as soon as January 2019](#) - Kelly Meyerhofer, Madison.com
- [UW System Planning To Present Employee Sexual Harassment Policy To Regents](#) - Rich Kremer/AP, WPR.org



System Timelines

Item	Dates
Online Comment Period (3 weeks)	Sept 17-Oct 5, 2018
Status update to Board of Regents	October 5, 2018
Feedback from Shared Governance due	October 31, 2018
Identify any campus policies that need to be revised/created	October 31, 2018
List of institutional contacts due	December 3, 2018
Policy Go Live	January 1, 2019

UW-Madison Policies

-To meet the requirements of the BOR resolution, UW-Madison has:

- Drafted a campus-wide Personnel File Policy, and
- Inserted draft reference check provisions in existing Recruitment, Assessment, and Selection Policy

-Engagement with campus stakeholders has begun including discussion on the logistical elements to implement

-Development of implementation processes/procedures in the early stages

-New policy provisions nest with other policies including Hostile and Intimidating Behavior (HIB) and Title IX efforts

-UW-Madison draft policies contain same mandatory elements as recent UPS policy drafts

UW-Madison Personnel File Policy

-Draft Personnel File Policy ensures that:

- Violations of sexual violence/sexual harassment policies placed in the employee's personnel file and may not be removed.
- If an employee leaves during an active investigation into an allegation of sexual harassment or sexual violence against them, the issue under investigation must be completed and documented in the personnel file unless unsubstantiated finding.
- Personnel files must be shared with other UW institutions/state agencies upon hire.
- Creates consistency in all personnel file content

-UW-Madison Electronic Personnel Files

- Implemented for approximately 70% of campus employees
- Over 1.5 million pages electronically stored
- Goal is complete digitization by end of 2019
- Provide for easy transfer of information between UW institutions/state agencies

UW-Madison Reference Check Policy

- In 2015, UW-Madison implemented a Recruitment, Assessment, and Selection Policy providing guidelines for hiring
- Draft reference check provisions were inserted in existing policy to ensure compliance with BOR resolution
- Draft provisions ensure:
 - Disclosure of policy violations of sexual violence and sexual harassment to any employer when the university or a supervisor is contacted for a reference check
 - Reference checks are conducted for UW-Madison hires and inquiries are made about sexual violence and sexual harassment during the reference check process (ask candidate and past/current employer)
- Processes being developed to ensure reference check information is triaged correctly and external employers get the appropriate information

UW-Madison Timeline for Implementation

Date	Action Item
August 2018	Campus stakeholders, including HR representatives and governance representatives given general information about the forthcoming new and updated UW-Madison policy drafts.
September 2018	UW-Madison draft policies created, updated, and shared with campus leadership for review, input, and feedback.
October 2018	Policy drafts and updates widely shared with campus stakeholders, including HR representatives and governance groups for discussion, questions, comments and feedback.
November 2018	Incorporate feedback from stakeholders as applicable into the policy drafts (maintaining the BoR requirements) and improve the drafts so they work well for the Madison campus. Work out processes and procedures for implementation. Complete development of policy training, tools, and resources.
December 2018	Finalize plans for 2019 policy implementation and share necessary information, including, training, tools, and resources campus-wide.
January 2019	January target date for implementation. Provide campus-wide on-going training, resources, and updates as needed.