

The University of Wisconsin System
UPS OPERATIONAL POLICY: GEN 27



SUBJECT: Development, Revision, and
Approval of Operational Policies

Original Issuance Date: July 1, 2015

Last Revision Date:

1. POLICY PURPOSE:

The purpose of this policy is to establish an approval process to establish or revise University of Wisconsin System UPS operational policies.

2. POLICY BACKGROUND:

[Wis. Stat. § 36.115\(2\)](#) required the Board of Regents to develop a personnel system that is separate and distinct from the personnel system under [Wis. Stat. Chapter 230](#), and the Board delegated to the President (or designee) of the UW System or designees the authority to implement and maintain a personnel system for all UW System employees except employees assigned to UW-Madison. The implementation and maintenance of the new University Personnel System (UPS) required the promulgation of operational policies that incorporate civil service safeguards into the personnel system, establish policy across a range of other personnel system matters, ensure compliance with applicable laws and regulations, and apply broadly across all UW System institutions except UW- Madison.

3. POLICY DEFINITIONS:

Please see UPS Operational Policy [GEN 0: General Terms and Definitions](#) for a list of general terms and definitions.

4. POLICY:

A. Basic Principles

UPS operational policies will be developed, revised, approved, and retired under the direction of the Senior Associate Vice President for Human Resources and Workforce Diversity. Policies should be established or revised to promote quality and operational efficiency and to ensure compliance with applicable laws and regulations. The UPS policy development and approval process is guided by the following principles:

- The policy formulation and revision process is well defined and understandable.
- The process sets out and follows a timeline for each new policy or revision.

- Stakeholder input and feedback are broadly sought and valued.

B. Proposing a New Policy or Revision of a Current Policy

Proposals for new policies and for policy revisions should be submitted to the Senior Associate Vice President for Human Resources and Workforce Diversity using the policy proposal form (see form attached as [Appendix 1](#)). The Senior Associate Vice President, in consultation with the Human Resources Directors at UW institutions and the UWSA Human Resources and Workforce Diversity Leadership Team, determines if a new policy or a revision to a current policy should be considered.

C. Developing a New Policy or Revision

Feedback is solicited from governance and other stakeholder groups, and policy drafts are submitted to the UPS Operational Policies Review Team for additional feedback and for endorsement to proceed to the Senior Associate Vice President for Human Resources and Workforce Diversity with the final draft.

D. Approval of a New or Revised Policy

If the Senior Associate Vice President agrees that the proposed new or revised policy is needed, he or she must submit the proposed or revised policy to the UW System President for approval. If the new or revised policy does not address one of the 14 areas outlined in the [Regent Policy Document 20-21: University Personnel Systems](#), no further review is required. If the new or revised policy addresses one of 14 areas outlined in [RPD 20-21](#), Board of Regents review is required. If the Senior Associate Vice President determines that a policy or policy revision is not needed, appeal for reconsideration of the Senior Vice President's action can be made directly to the UW System President by a Chancellor.

E. Implementing a New or Revised Policy

Human Resources Directors at the UW institutions communicate policies to employees and provide training and information about the policies.

F. Decommissioning a Policy

The Senior Associate Vice President for Human Resources and Workforce Diversity, in consultation with the Human Resources and Workforce Diversity Leadership Team, may recommend that a policy be decommissioned when it is no longer needed. Such a recommendation must be submitted to the UW System President for approval.

5. RELATED DOCUMENTS:

6. POLICY HISTORY: