

The University of Wisconsin System UPS OPERATIONAL POLICY: TR 1



SUBJECT: Transition of Classified Staff to
University Staff

Original Issuance Date: July 1, 2015

Last Revision Date:

1. POLICY PURPOSE:

The purpose of this policy is to provide for the transition of classified staff under the authority of the Office of State Employment Relations pursuant to [Wis. Stat. Chapter 230](#) (State Employment Relations) to university staff under the authority of the Board of Regents of the University of Wisconsin System as required by [Wis. Stat. § 36.115](#).

2. POLICY BACKGROUND:

[Wis. Stat. § 36.115\(6\)](#) requires that all UW System employees holding positions in the classified service of the civil service system under [Wis. Stat. Chapter 230](#) on June 30, 2015 be included in the university personnel system.

3. POLICY DEFINITIONS:

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

“University staff” are members of the university workforce who contribute in a broad array of positions in support of the university’s mission and are not exempt (hourly) from the overtime provisions of the Fair Labor Standards Act (FLSA).

[Note: All FLSA exempt employees holding positions in the State of Wisconsin “classified” service as of June 30, 2015 are given the choice to remain in the university staff for as long as they retain their existing positions, or to voluntarily be reassigned to a position that the institution has designated as either an academic staff or limited appointment position - see [UPS Operational Policy TR 3: Voluntary Reassignment](#)]

4. POLICY:

This policy applies to those classified staff who were employed on June 30, 2015, and became university staff on July 1, 2015. As set forth in [Wis. Stat. § 36.115\(6\)](#), employees holding positions in the classified service on June 30, 2015, who have achieved permanent status on that date, shall retain, while serving in the position as a university staff member, those protections afforded employees in the classified service under [Wis. Stat. §§ 230.34\(1\)\(a\)](#) and [230.44\(1\)\(c\)](#) relating to

demotion, suspension, discharge, layoff, or reduction in base pay (see [UPS Operational Policy GEN 14: Grievance Procedures](#)). Such employees shall also have reinstatement privileges to the classified service provided under [Wis. Stat. § 230.31\(1\)](#) (see [UPS Operational Policy TR 4: Reinstatement of Employment Privileges under § 36.115](#)). Employees who held positions in the classified service on June 30, 2015, who did not achieve permanent status on that date are eligible to receive the protections, privileges, and rights preserved as noted above for permanent staff if they successfully completed service equivalent to the probationary period required for the position held on June 30, 2015.

An employee holding a classified position on June 30, 2015, transitioned to a university staff position with the same title, base salary, and benefits on July 1, 2015.

5. RELATED DOCUMENTS:

Wis. Stat. § [36.115, University Personnel Systems](#)
Wis. Stat. Chapter [230, State Employment Relations](#)

POLICY HISTORY:

Reviewed by the Board of Regents, December 7, 2012