SUBJECT: Development, Revisions, 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 of the UW System or his 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:

4. POLICY:

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.
The Policy Development and Revision Process

Proposing a new policy or revising 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.

Developing a new policy or revising a current policy

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. If the Senior Associate VP agrees that the proposed new or revised policy is needed, he or she may submit it to the UW System President for approval and submission to the Board of Regents for review. If the Senior Associate VP 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.

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.

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 decommission a policy when it is no longer needed.

5. RELATED DOCUMENTS:

6. POLICY HISTORY:
Proposal to Develop or Revise a UPS Operational Policy

Person responsible for the proposal:

Primary contact name, e-mail, phone:

New, revision, or decommission:

Policy name (& number if applicable):

Implementation target date:

Date policy proposal submitted:

1. **Draft Policy Statement:**

2. **Reason for policy and desired result:** (Include a statement of what the proposer is trying to accomplish or fix; and why the proposer is recommending a new or revised policy.)

3. **Individuals and entities affected by the policy; policy stakeholders:** (Identify employees to whom the policy will apply and who will be affected.)

4. **Anticipated impact of the policy** on UW System institutions. (*Who, what, when, cost, etc.*)

5. **UPS policy drafting group members (if applicable):** (*Add rows as needed*)

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6. **Policy interactions:** (*List all current UPS policies and any federal or state legislation and regulations that govern, require, or relate to the policy.*)

7. **Attach** a timeline and communication/implementation plan.