# BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM

I.2. Business and Finance Committee

Thursday, April 9, 2015 9:00 a.m.-10:30a.m. UW-Waukesha 1500 N. University Drive Room C101 Waukesha, Wisconsin

- a. Approval of the Minutes of the February 5, 2015 Meeting of the Business and Finance Committee
- b. UW Colleges and UW-Extension Presentation: *Finance and administration in two distributed state-wide institutions: challenges and opportunities*
- c. UW-La Crosse Food Service Contractual Agreement with Compass Group USA, Inc. [Resolution I.2.c.]
- d. UW- River Falls Food Service Contractual Agreement with Compass Group USA, Inc. [Resolution I.2.d.]
- e. UW-Superior Food Service Contractual Agreement with Compass Group USA, Inc. [Resolution I.2.e.]
- f. UW-Stout Bookstore Contractual Agreement with Nebraska Book Company, Inc. [Resolution I.2.f.]
- g. Presentation of UW System University Personnel System (UPS) Operational Policies
- h. Non-resident, Graduate, and Professional Tuition Initiatives at UW-La Crosse, UW-Milwaukee, UW-Parkside, UW-Platteville, UW-River Falls, UW-Stevens Point, UW-Stout, and UW-Whitewater [Resolution I.2.h.]
- i. Non-resident, Graduate, and Professional Tuition Initiatives at UW-Madison [Resolution I.2.i.]
- j. Report of the Senior Vice President

UW-La Crosse Contractual Agreement with Compass Group USA, Inc., by and through its Chartwells Division

# BUSINESS AND FINANCE COMMITTEE

Resolution:

That, upon the recommendation of the Chancellor of the University of Wisconsin-La Crosse and the President of the University of Wisconsin System, the Board of Regents approves the contractual agreement between the University of Wisconsin-La Crosse and Compass Group USA, Inc. by and through its Chartwells Division to provide Dining Services effective June 1, 2015, for a period of one year with six one-year renewal options.

04/10/2015

Agenda Item I.2.c.

# UW-LA CROSSE AGREEMENT WITH COMPASS GROUP USA, INC., BY AND THROUGH ITS CHARTWELLS DIVISON

# BACKGROUND

UW System Board of Regents policy requires any grant or contract with private profit-making organizations in excess of \$500,000 be presented to the Board for formal approval prior to execution.

The University of Wisconsin-La Crosse has run a competitive Request for Proposal (RFP) process (PS-15-2496) to seek a Dining Services contract for the institution and is now seeking approval to award the contract.

# **REQUESTED ACTION**

Approval of Resolution I.2.c.

# DISCUSSION

UW-La Crosse has contracted for dining services since the 1970's, with the current contract expiring on June 30, 2015. In response to a request for proposal (PS-15-2496 Dining Services) two vendors submitted proposals. Compass Group USA, Inc., by and through its Chartwells Division, received the highest total score. A twelve-member evaluation committee, including four students, seven staff members, one external reviewer and UW System Procurement staff, completed the scoring process. The Compass Group USA, Inc., by and through its Chartwells Division, proposal meets all of the UW-La Crosse desired outcomes.

Some highlights of the contract are as follows:

- Contractor will assume operation of the Dining Services on July 1, 2015 for one (1) year with six (6) one (1) year extensions. For a potential seven (7) year contract.
- The contractor will operate all dining services, including the residential dining program, retail operations, catering, conferences, camps and summer activities.
- Annual net revenue to the Contractor is valued at approximately \$5.28M per year.
- Estimated savings from the previous contract is \$544.8K annually or 10.31%.
- Estimated revenue to the vendor for life of the contract: \$37.02M.

- UW-La Crosse will receive a minimum annual guarantee of \$200K annually or commission from cash sales, retail, catering, alcoholic beverage, camps/conferences, campus cash, branded concepts and all convenience store items, whichever is greater.
- Estimated commissions to UW-La Crosse for life of the contract: \$1.4M.
- The contractor will invest \$1.39M.
- Dining options include regional/national brands such as Erbert and Gerbert's and Einstein Brothers Bagels.

# **RELATED REGENT POLICIES**

Regent Policy Document 13-1: General Contract Authority, Approval and Reporting

UW-River Falls Contractual Agreement with Compass Group USA, Inc., by and through its Chartwells Division

# BUSINESS AND FINANCE COMMITTEE

# Resolution:

That, upon the recommendation of the Chancellor of the University of Wisconsin-River Falls and the President of the University of Wisconsin System, the Board of Regents approves the contractual agreement between the University of Wisconsin-River Falls and Compass Group USA, Inc. by and through its Chartwells Division to provide Dining Services effective June 1, 2015, for a period of one year with six one-year renewal options.

# UW-RIVER FALLS AGREEMENT WITH COMPASS GROUP USA, INC., BY AND THROUGH ITS CHARTWELLS DIVISON

# BACKGROUND

UW System Board of Regents policy requires any grant or contract with private profit-making organizations in excess of \$500,000 be presented to the Board for formal approval prior to execution.

The University of Wisconsin-River Falls has run a competitive Request for Proposal (RFP) process (PS-15-2400) to seek a Dining Services contract for the institution and is seeking approval to award the contract.

# **REQUESTED ACTION**

Approval of Resolution I.2.d.

# DISCUSSION

UW-River Falls has contracted for dining services for more than thirty years, with the current contract expiring on May 31, 2015. In response to a request for proposal (PS-15-2400 Dining Services) six vendors submitted proposals. Compass Group USA, Inc., by and through its Chartwells Division, received the highest total score. A five-member evaluation committee, including one student, three staff members, one external reviewer and UW System Procurement staff, completed the scoring process. The Compass Group USA, Inc., by and through its Chartwells Division proposal meets all of the UW-River Falls desired outcomes.

Some highlights of the contract are as follows:

- Contractor will assume operation of the Dining Services for one (1) year with six (6) one (1) year extensions. For a potential seven (7) year contract.
- The contractor will operate all dining services, including the residential dining program, retail operations, catering, conferences, camps, summer and j-term activities.
- Annual net revenue to the Contractor is valued at approximately \$3.07M per year.
- Estimated savings from the previous contract is \$460.8K annually.
- Estimated revenue to the vendor for life of the contract: \$21.5M.

- UW-River Falls will receive approximately \$278.6K annually in commission from the combined return on all point sales, retail sales, convenience store sales, catering and alcohol sales.
- Estimated commissions to UW-River Falls for life of the contract: \$1.95M
- The institution will invest \$500,000.
- Dining options include regional/national brands such as Erbert and Gerbert's.

# **RELATED REGENT POLICIES**

Regent Policy Document 13-1: General Contract Authority, Approval and Reporting

UW-Superior Contractual Agreement with Compass Group USA, Inc., by and through its Chartwells Division

# BUSINESS AND FINANCE COMMITTEE

Resolution:

That, upon the recommendation of the Chancellor of the University of Wisconsin-Superior and the President of the University of Wisconsin System, the Board of Regents approves the contractual agreement between the University of Wisconsin-Superior and Compass Group USA, Inc. by and through its Chartwells Division to provide Dining Services effective June 1, 2015, for a period of one year with six one-year renewal options.

4/10/2015

Agenda Item I.2.e.

# UW-SUPERIOR AGREEMENT WITH COMPASS GROUP USA, INC., BY AND THROUGH ITS CHARTWELLS DIVISON

# BACKGROUND

UW System Board of Regents policy requires any grant or contract with private profit-making organizations in excess of \$500,000 be presented to the Board for formal approval prior to execution.

The University of Wisconsin-Superior has run a competitive Request for Proposal (RFP) process (PS-15-2397) to seek a Dining Services contract for the institution and is seeking approval to award the contract.

# **REQUESTED ACTION**

Approval of Resolution I.2.e.

# DISCUSSION

UW-Superior has contracted for dining services for more than thirty years, with the current contract expiring on May 31, 2015. In response to a request for proposal (PS-15-2397 Dining Services) two vendors submitted proposals. Compass Group USA, Inc., by and through its Chartwells Division, received the highest total score. A twelve-member evaluation committee, including four students, seven staff members, one external reviewer and UW System Procurement staff, completed the scoring process. The Compass Group USA, Inc., by and through its Chartwells Division proposal meets all of the UW-Superior desired outcomes.

Some highlights of the contract are as follows:

- Contractor will assume operation of the Dining Services on June 1, 2015 for one (1) year with six (6) one (1) year extensions. For a potential seven (7) year contract.
- The contractor will operate all dining services, including the residential dining program, retail operations, catering, conferences, camps and summer activities.
- Annual net revenue to the Contractor is valued at approximately \$1.265M per year.
- Estimated savings from the previous contract is \$114.5K annually.
- Estimated revenue to the vendor for life of the contract: \$8.86M.

- The UW-Superior will receive a minimum of \$38.5K from an annual guarantee or commission from cash sales, retail, catering, alcoholic beverage, and casual meals.
- Estimated commissions to UW-Superior for life of the contract: \$270K
- The contractor will invest \$349.5K

# **RELATED REGENT POLICIES**

Regent Policy Document 13-1: General Contract Authority, Approval and Reporting

UW-Stout Contractual Agreement with Nebraska Book Company, Inc. (Doing business as Neebo)

# BUSINESS AND FINANCE COMMITTEE

# Resolution:

That, upon the recommendation of the Chancellor of the University of Wisconsin-Stout and the President of the University of Wisconsin System, the Board of Regents approves the contractual agreement between the University of Wisconsin-Stout and Nebraska Book Company, Inc. (doing business as Neebo) to provide Bookstore Services effective May 22, 2015 for a period of one year with four one-year renewal options.

# UW-STOUT AGREEMENT WITH NEBRASKA BOOK COMPANY, INC. (DOING BUSINESS AS NEEBO)

# BACKGROUND

UW System Board of Regents policy requires any grant or contract with private profit-making organizations in excess of \$500,000 be presented to the Board for formal approval prior to execution.

The University of Wisconsin-Stout has run a competitive Request for Bid (RFB) process (PS-15-2395) to seek a Bookstore Services contract for the institution and is seeking approval to award the contract.

# **REQUESTED ACTION**

Approval of Resolution I.2.f.

# DISCUSSION

UW-Stout manages a contracted Bookstore Service, with the current contract expiring on May 21, 2015. In response to a request for bid (PS-15-2395 Bookstore Services), three vendors submitted proposals. Nebraska Book Company, Inc. submitted the winning bid. Nebraska Book Company, Inc. is the incumbent supplier having been under contract with UW-Stout since 2008.

Some highlights of the contract are as follows:

- Contractor will assume operation of the Bookstore Services on May 22, 2015 for one (1) year with four (4) one (1) year extensions. For a potential five (5) year contract.
- The contractor will operate all Bookstore Services.
- Annual net revenue to the Contractor is valued at approximately \$627.7K per year.
- Estimated revenue to the vendor for life of the contract: \$3.1M.
- UW-Stout will receive an annual guarantee or commission of \$115K annually.
- Estimated commissions to UW-Stout for life of the contract: \$575K.

# **RELATED REGENT POLICIES**

Regent Policy Document 13-1: General Contract Authority, Approval and Reporting

# UNIVERSITY OF WISCONSIN SYSTEM UNIVERSITY PERSONNEL SYSTEMS OPERATIONAL POLICIES REVIEW

# **EXECUTIVE SUMMARY**

# BACKGROUND

The 2013-15 biennial budget delayed by two years Wis. Stat. § 36.115, which authorizes and directs the development of university personnel systems separate and distinct from the personnel system under Chapter 230 of the Wisconsin Statutes. The statutes authorize a personnel system for all University of Wisconsin-Madison employees and a separate personnel system for the balance of University of Wisconsin System employees. The policies for authorizing and implementing these two new personnel systems require Board of Regents and then Joint Committee on Employment Relations (JCOER) approval before being implemented.

At the December 7, 2012 Board of Regents meeting, the Board approved the Regent Policy on University Personnel Systems which included delegation to the President of the UW System the establishment of operational policies for all UW System institutions except for UW-Madison and to the UW-Madison Chancellor the establishment of operational policies for UW-Madison. The Board policy requires that these operational polices be brought to the Board of Regents before the policies are implemented. JCOER approved the new personnel systems in April 2014, clearing the way for them to be implemented on July 1, 2015.

The Regent policy approved in December 2012 directed that operational policies relating to the 14 areas enumerated in the policy (see attached) need to be brought to the Board for review before initial implementation. Ten operational policies were brought forward for Board of Regents review at the December 2012 meeting and an additional policy was brought forward for review at the April 2013 meeting. Sixteen (16) UPS Operational Policies, which apply to the non-UW-Madison institutions, are being brought to the Board for review at the April 2015 meeting; this completes what is needed to be ready to implement the non-UW-Madison personnel system. It is expected that the UW-Madison operational policies will be brought forward in June 2015.

### **REQUESTED ACTION**

This item is for review and discussion purposes only.

# DISCUSSION

Attached are the sixteen UPS Operational Policies presented for review at the April 9, 2015 Board of Regents Meeting:

- 1. UPS Op BN 1: Vacation, Paid Leave Banks, and Vacation Cash Payouts
- 2. UPS Op BN 2: Personal Holiday and Legal Holiday Administration
- 3. UPS Op BN 3: Sick Leave
- 4. UPS Op BN 4: Wisconsin and Federal Family and Medical Leave Acts
- 5. UPS Op BN 5: Catastrophic Leave Program
- 6. UPS Op BN 6: Paid Leave of Absence for Bone Marrow & Human Organ Donation
- 7. UPS Op BN 7 Miscellaneous Leave Provisions Jury Duty, Voting, Election Official, Hostage Leave, and Leave Usage upon Death of Family Member
- 8. UPS Op BN 8: Non-Medical Leaves of Absence
- 9. UPS Op BN 9: Military Leave
- 10. UPS Op GEN 21: Crafts Workers
- 11. UPS Op GEN 23: Job-Related Coursework and Training
- 12. UPS Op GEN 24: Complaint Procedures
- 13. UPS Op HR 5: Employee Performance Management
- 14. UPS Op HR 7: University Staff Temporary and Project Appointments
- 15. UPS Op TC 3: Compensation
- 16. UPS Op WE 3: Workplace Conduct Expectations

In many cases, the operational policies build on Board of Regents and UW System policies that apply to faculty, academic staff, and limited appointees and now include University Staff, as indicated in each policy. Other operational policies, such as HR 7: University Staff Temporary and Project Appointments, provide UW System policies and procedures that were exclusively in the purview of the Office of State Employment Relations (OSER) and now are governed under the Regent Policy Document, "University Personnel System."

One of the guiding organizational principles of the university personnel system development was consistency that provides for fairness of policies and procedures among all employee categories whenever possible. Several of the operational policies begin this process of consistent application of human resources policies. Changes reflected in the attached operational policies that provide consistency in benefits application include:

- university staff able to use vacation from the first day of employment;
- enable catastrophic leave donation among all employee categories; and
- one-year vacation carryover option for all employees who earn vacation.

These policies have been reviewed by the appropriate stakeholders and shared governance groups at each UW System institution.

# **RELATED REGENT POLICIES**

Regent Policy Document on University Personnel Systems (approved December 7, 2012)

# The University of Wisconsin System UPS OPERATIONAL POLICY: BN 1



# SUBJECT: Vacation, Paid Leave Banks, and Vacation Cash Payouts

Original Issuance Date: July 1, 2015 Last Revision Date:

# 1. POLICY PURPOSE:

The purpose of this policy is to establish guidelines for the administration of paid vacation for UW System employees. The policy covers eligibility, accrual, use, reporting, carryover, paid leave banks, annual vacation cash payouts and treatment of vacation balances upon movement or termination of employment.

### 2. POLICY BACKGROUND:

Vacation options for eligible faculty, academic staff, and limited appointees were created by Regent Resolution <u>6698</u> (adopted 06/19/1994), amended by Resolution <u>7802</u> (adopted 11/08/1998) amended by Resolution <u>8745</u> (adopted 10/10/2003); and University Personnel Guidelines #9: <u>Unclassified</u> <u>Staff Paid Vacation, Holiday, and Catastrophic Leave</u> implemented the Regent resolutions.

Vacation for classified employees (university staff as of July 1, 2015), was provided for in <u>Wis. Stat.</u> <u>§ 230.35</u>, and <u>Wis. Admin. Code § ER 18.02</u>.

Effective July 1, 2015, vacation, paid leave banks, and vacation cash payouts for all UW System employees will be provided for by this policy.

# **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

### **Definitions specific to this policy:**

"Nonexempt Supervisor" means an employee identified as a "working supervisor" but who possesses sufficient responsibility and authority to be considered a supervisor within the meaning of <u>Wis. Stat. § 111.81 (19)</u>. Such an employee is typically nonexempt only because he or she devotes more than 20 percent of work time to activities that are not directly and closely related to exempt work.

### 4. POLICY:

UW System employees who meet the eligibility requirements set forth in this policy are eligible for paid time off work for vacations and other personal purposes.

### A. Eligibility for Paid Vacation

### (1) University Staff

All university staff, except those in a temporary appointment, are eligible for paid vacation.

Crafts workers will be provided vacation in accordance with provisions in this policy, except as indicated in UPS Operational Policy <u>GEN 21: Crafts Workers.</u>

### (2) Faculty, Academic Staff, and Limited Appointees (annual basis appointments only)

All faculty, academic staff, and limited appointees are eligible for vacation if they are:

- In an annual-basis appointment; and
- Covered by the Wisconsin Retirement System (WRS), or
- If not covered by the WRS, expected to work at least 440 hours (21% for annualbasis appointment) for at least one year.

If not initially eligible to earn vacation, the employee can later become eligible through a change in expectations or meeting the above criteria during the immediately preceding 12-month period.

### (3) **Rehired Annuitants**

A rehired annuitant for purposes of this policy is a UW System employee who is currently receiving a retirement or disability annuity from the Wisconsin Retirement System (WRS). See UPS Operational Policy <u>GEN 10: Rehired Annuitants</u> for additional information.

- A rehired WRS annuitant is eligible to earn vacation if the eligibility requirements provided for in this policy are met.
  - NOTE: Only time worked for a UW System institution after the employee's WRS annuity effective date is included to meet the one-year duration requirement in Section 4.A.(2) of this policy.
- If not initially eligible to earn vacation, a rehired annuitant can later become eligible through a change in expectations or meeting the above criteria during the immediately preceding 12-month period.
- Vacation hours earned as a rehired annuitant are subject to the same provisions outlined in Section 4.F. of this policy relative to termination and movement to another appointment.

# **B.** Vacation Accrual

### (1) University Staff

(a) Vacation is granted upon hire, provided eligibility requirements are met, and again on January 1<sup>st</sup> of every year. Vacation granted during the year of hire is prorated based on the start date of the appointment, per the Accrual Bracket Factor Table in this policy.

Vacation accruals for university staff are based on years of continuous service, appointment percentage (defined as hours in pay status), and status under the Fair Labor Standards Act (FLSA); however, FLSA nonexempt supervisors, as defined in this policy, earn vacation at the same rate as FLSA exempt university staff.

	Full-Time University Staff – Nonexempt	Full-Time University Staff – Exempt and Nonexempt Supervisors
Full Years of Service	Hours Earned Each Year	Hours Earned Each Year
During First 5 Years	104	120
5+ to 10 Years	144	160
10+ to 15 Years	160	176
15+ to 20 Years	184	200
20+ to 25 Years	200	216
25 Years & Over	216	216

- (b) If an employee has a less than full-time appointment or a full-time employee is not paid for 80 hours in a pay period, the employee will earn a prorated amount of vacation based on the number of hours in pay status.
- (c) If an employee terminates during the year, the amount of vacation accrued through the last day of employment will be prorated per the Accrual Bracket Factor Table in this policy.
- (d) If an employee becomes eligible for a new vacation accrual rate mid-year, the employee will earn vacation at the new rate per the Accrual Bracket Factor Table in this policy as of the employee's anniversary date.

# (e) Accrual Bracket Factor Table

The Accrual Bracket Factor is the factor that determines how many hours of vacation are earned based on the number of hours in pay status. It varies by the number of work days in a calendar year.

Annual Vacation Leave Rate	Bracket Factor – 2080 work hours/year	Bracket Factor – 2088 work hours/year	Bracket Factor – 2096 work hours/year
104 hour rate	0.050000	0.049808	0.049618
120 hour rate	0.057692	0.057471	0.057252
144 hour rate	0.069231	0.068966	0.068702
160 hour rate	0.076923	0.076628	0.076336
176 hour rate	0.084615	0.084291	0.083969
184 hour rate	0.088462	0.088123	0.087786
200 hour rate	0.096154	0.095785	0.095420
216 hour rate	0.103846	0.103448	0.103053

### (2) Faculty, Academic Staff and Limited Appointees

- (a) Vacation is granted upon hire, provided eligibility requirements are met, and again on July 1<sup>st</sup> of every year. Vacation granted during the year of hire is prorated based on the start date of the appointment.
- (b) Full-time faculty, academic staff, and limited appointees in an annual-basis appointment earn 176 hours of vacation per fiscal year. Employees may not accrue more than 176 hours of vacation in a fiscal year.
- (c) Employees who work less than full-time accrue vacation based on their percentage of appointment (as defined as hours in pay status).
- (d) Faculty in an annual-basis appointment who are on an approved Faculty Sabbatical will continue to earn vacation at the same rate earned prior to the sabbatical date.

### C. Vacation Scheduling

- (1) The employing unit/supervisor shall try to accommodate the employee's requests for vacation, subject to workload demands in the employing unit.
- (2) Employees may use annual vacation allocation before it is earned; however, upon termination of employment, the University shall recover the value of vacation used, but not yet accrued. Each institution may limit the use of allocated vacation prior to accrual.

### **D.** Vacation Usage and Carryover

### (1) University Staff

- (a) University staff may use vacation from the first day of employment (no waiting period before vacation can be used). Employees in their original probationary period are eligible to use vacation as of July 1, 2015.
- (b) If vacation is not used within the calendar year it is earned, any remaining vacation may be carried over until December 31<sup>st</sup> of the following year. Any carried over vacation remaining at the end of the following calendar year (December 31), will be lost. An institution may further limit the amount of vacation that may be carried over.

### (2) Faculty, Academic Staff and Limited Appointees

- (a) Vacation may be used from the first day of employment (no waiting period before vacation can be used).
- (b) If vacation is not used within the fiscal year it is earned, any remaining vacation may be carried over until the end of the following fiscal year. Any carried over vacation remaining at the end of the following fiscal year (June 30) will be lost. An institution may further limit the amount of vacation that may be carried over.

### (3) Catastrophic Leave

Vacation donated through the Catastrophic Leave Program is not subject to the above carryover provisions. See UPS Operational Policy <u>BN 5: Catastrophic Leave</u> for details.

### (4) Military Leave

Leave accrued while an employee is on an approved military leave is not subject to the above carryover provisions. See UPS Operational Policy <u>BN 9: Military Leave</u> for details.

### E. Banking Unused Vacation and Vacation Cash Payouts

Employees who earn vacation are eligible to bank unused vacation once eligibility requirements, as outlined in this policy, are met. Once vacation is banked, the hours do not expire. Banked vacation can be used at any time (can be used in any circumstance where paid leave can be used) upon supervisor approval. There is a limit to how many hours may be banked per year, but there is no limit on the total hours in the employee's banked leave account.

### (1) University Staff

- (a) The option to bank vacation hours and/or receive a vacation cash payout is offered in the fall of each year. If an employee's anniversary date falls in the middle of the year, the employee is eligible to either bank and/or receive a cash payout, prorated for the calendar year. If an employee reaches a new vacation accrual rate during the calendar year, the amount of leave that can be banked is prorated. If the eligibility to bank leave is based on the accumulation of 520 hours of sick leave, there is no proration.
- (b) An employee must make a decision to bank vacation on or before January 30<sup>th</sup> of the following calendar year.

The deadline to make a decision to receive a vacation cash payout will be determined on an annual basis by the UW System Office of Human Resources & Workforce Diversity. The deadline will be in December of each year and the exact date will be based on the calculation date of the final paycheck paid in the calendar year.

If an employee fails to meet the above deadlines, the vacation will be treated as though the options were not available.

Employees may elect to bank leave or receive a cash payout only within the annual election period.

If an employee chooses the cash payout option, the amount should be included in the last paycheck of the calendar year.

#### (c) Bank Vacation into Paid Leave Bank (formerly classified sabbatical account)

(i) Eligibility to bank unused vacation is based on years of continuous service, appointment percentage (defined as hours in pay status), and status under the Fair Labor Standards Act (FLSA). FLSA non-exempt supervisors, as defined in this policy, may bank vacation at the same rate as FLSA-exempt university staff. (ii) Full-time employees are eligible to bank unused vacation (either vacation earned in the current calendar year or vacation carried over from prior calendar year) into a paid leave bank per the following schedule:

University Staff Paid Leave Banking Schedule				
Years of Service	Full-Time University Staff – Nonexempt	Full-Time University Staff – Exempt and Nonexempt Supervisors		
First 5 Years	0 hours	0 hours		
5+ to 10 Years	0 hours	40 hours		
10+ to 15 Years	40 hours	40 hours		
15+ to 20 Years	40 hours	80 hours		
20+ to 25 Years	80 hours	120 hours		
25+ Years	120 hours	120 hours		
Earn < 160 hrs of vacation & have accrued at least 520 hrs of sick leave	40 hours	40 hours		

(iii) If an employee works less than full-time during the calendar year, the amount of leave that can be banked is prorated. If the eligibility to bank leave is based on the accumulation of 520 hours of sick leave, there is no proration.

(iv) If an employee reaches a new vacation accrual rate during the calendar year, the amount of leave that can be banked is prorated. If the eligibility to bank leave is based on the accumulation of 520 hours of sick leave, there is no proration.

### (d) Vacation Cash Payout

- (i) Once an employee begins earning vacation at the 200 hour rate (or a prorated amount of 200 hours if part-time), the employee can receive up to 40 hours of the amount of leave that can be banked as a cash payout. For example, if the employee is eligible to bank 80 hours of vacation, the employee can receive 40 hours as a cash payout and put 40 hours into a Paid Leave Bank Account (sabbatical).
- (ii) If the employee's anniversary date that allows for a cash payout falls in the middle of the year or the employee is part-time, the number of hours that can be cash payout is prorated.

# (2) Faculty, Academic Staff and Limited Appointees

# (a) Bank Vacation into Paid Leave Bank [formerly Annual Leave Reserve Account (ALRA)]

(i) The option to bank vacation hours is offered in July following the fiscal year in which the employee qualifies. An eligible employee must make a decision to bank vacation by on or before November 30<sup>th</sup> following the end of the fiscal year in which the absence occurred. If an employee fails to meet this deadline, the vacation will be treated as though the option was not available.

Employees may not elect to bank leave after the deadline to make the election passes.

- (ii) Eligibility to bank unused vacation is based on years of continuous service and appointment percentage (defined as hours in pay status).
- (iii) Full-time employees are eligible to bank unused vacation (either vacation earned in the current fiscal year or vacation carried over from prior fiscal year) into a Paid Leave Bank (ALRA) account. Cash payouts are not permitted. Leave may be banked per the following schedule:

Full-Time Faculty, Academic Staff, and Limited Appointees Paid Leave Bank (ALRA) Banking Schedule		
Years of Continuous Service*	Hours that can be placed in leave bank	
First 10 Years	0	
10+ to 25 Years	40	
25 Years & Over	80	

\* Years of Continuous Service for Paid Leave Bank (ALRA) eligibility – includes time in a vacation-earning position with the State of Wisconsin and any time in a faculty, academic staff, or limited appointment eligible to earn <u>sick</u> leave. For employees with a **break in service**: years of continuous services must be adjusted for any breaks in service and employee must return within sick leave reinstatement period to count years prior to break in service.

(iv) In order to administer the program with limited proration, the employee is allowed to bank up to 40 hours of vacation at the start of the 11<sup>th</sup> fiscal year of employment, and is allowed to bank up to 80 hours of vacation at the start of the 26th fiscal year of employment.

# F. Vacation Credits upon Retirement, Layoff, Termination, or Movement to Another Appointment

(1) At termination or retirement, employees are eligible to receive a lump sum payment of any remaining vacation and/or banked vacation hours. If the termination is not the result of layoff or termination for cause, the institution may allow the employee to extend their termination date beyond the last day worked by vacation and/or banked vacation hours. Upon institutional approval, the employee may also elect to use some leave to remain on payroll and receive the rest paid out as a lump sum per the calculation method in Section 4.F.(4), below.

To be eligible for a lump sum payment of vacation and/or banked vacation hours at termination, the employee must be expected to remain terminated from all UW System leaveeligible employment for at least 30 calendar days. If the leave is paid out and the employee later secures leave-eligible UW System employment within 30 days of termination, the leave payout is considered valid and the employee is not required to nor is eligible to repay UW System any of the leave previously paid out.

(2) The institution, after sufficient notice to the employee, may require an employee to use all <u>accrued</u> vacation and accumulated banked leave prior to retirement, layoff or termination without cause or forfeit any unused leave balance.

- (3) Employees who terminate employment during a probationary period are eligible to receive payment for any vacation credits earned during such period of service.
- (4) If a lump sum payout of hours is made to the employee, the calculation of the value of the outstanding leave will be as follows:
  - (a) University staff multiply the numbers of remaining hours by the employee's hourly rate at the time of termination.
  - (b) Faculty, academic staff, and limited appointees follow the rules set forth in <u>Section III.</u> <u>J of Financial and Administrative Policy 29</u> using the employee's salary at the time of termination.

### (5) **Overuse of Vacation**

At termination, if an employee used vacation that was not yet earned, the employee is required to repay the institution the value of the overused leave. The calculation of the value of the leave is as follows:

- (a) University staff multiply the number of overused hours by the employee's hourly rate at the time of termination.
- (b) Faculty, academic staff, and limited appointees follow the rules set forth in <u>Section III.J</u> of Financial and Administrative Policy 29 using the employee's salary at the time of termination.

#### (6) Movement to New Appointment

(a) When an employee moves from one UW System institution to another, moves to a different appointment within the same UW institution or moves to a State of Wisconsin agency, any current vacation earned during the calendar or fiscal year shall transfer to the new leave-eligible appointment.

The new hiring authority will determine if vacation carried over from a prior year and/or banked leave hours will be transferred to the new appointment. Any leave not accepted by the hiring institution or agency shall be paid to the employee as a lump sum.

(b) If an employee moves to a UW System appointment that is <u>ineligible</u> for earning vacation any earned vacation, vacation carryover, and leave in a paid leave bank
(ALRA/sabbatical) shall be paid out as a lump sum per the calculation method in Section 4.F.(4) of this policy).

**Note**: if an employee takes a leave of absence from a vacation-eligible appointment and temporarily moves to an appointment ineligible for earning vacation, accrued leave may be retained by the employee until the employee returns to the vacation-eligible appointment. Vacation and vacation carryover retained for the employee will be subject to the carryover provisions of this policy and will be lost if not used timely.

(c) If an employee is moving from a university staff project position within the UW System to a successive leave-eligible position within the UW System on or after July 1, 2015, all leave earned in the project position will transfer into any successive leave-eligible

appointment. See UPS Operational Policy <u>HR 7: University Staff Temporary & Project</u> <u>Employees.</u>

- (d) If an employee is moving from a university staff appointment to a vacation-eligible faculty, academic staff or limited appointment, any vacation earned during that calendar year in the university staff appointment will be transferred to the current fiscal year's vacation allocation in the new appointment. The employee will also be granted a prorated amount of vacation in the new appointment.
  - (i) The amount of vacation that transferred from the university staff appointment plus the new vacation allocation cannot exceed 176 hours. If it is greater than 176 hours, any remaining vacation hours will be moved to vacation carryover and must be used by the end of the fiscal year (June 30) that the leave transferred to the new appointment, or the hours will be lost.
  - (ii) The hiring authority determines if vacation carryover will be accepted. If the hiring authority accepts vacation carryover from the university staff appointment, it will be treated in the same manner as (i) above. It will first be credited to the current fiscal year's vacation until the 176-hour limit is reached and any remaining carryover will be moved to vacation carryover and must be used by the end of the fiscal year (June 30) that the leave transferred to the new appointment, or the hours will be lost.
  - (iii) The number of hours in vacation carryover may not exceed 176. If the number of hours that need to be moved to vacation carryover is greater than 176 hours, any remaining vacation will be paid out to the employee, at the wage rate of the university staff appointment.
- (e) If an employee is moving from a vacation-eligible faculty, academic staff or limited appointment to a vacation-eligible university staff appointment, any vacation earned during that fiscal year in the faculty, academic staff or limited appointment will be transferred to the current calendar year's vacation allocation in the new appointment. The employee will also be granted a prorated amount of vacation in the new appointment.
  - (i) The amount of vacation that transfers from the faculty, academic staff or limited appointment plus the new vacation allocation cannot exceed the annual vacation allocation in the university staff appointment. If it is greater than the annual vacation allocation amount, any remaining vacation hours will be moved to vacation carryover and must be used by the end of the calendar year (December 31) that the leave transferred to the new appointment, or the hours will be lost.
  - (ii) The hiring authority determines if vacation carryover will be accepted. If the hiring authority accepts vacation carryover from the faculty, academic staff or limited appointment, it will be treated in the same manner as (i) above. It will first be credited to the current calendar year's vacation until the annual vacation allocation is reached and any remaining carryover will be moved to vacation carryover and must be used by the end of the calendar year (December 31) that the leave transferred to the new appointment, or the hours will be lost.
  - (iii) The number of hours in vacation carryover may not exceed the annual vacation allocation. If the number of hours that need to be moved to vacation carryover is greater than the annual vacation allocation, any remaining vacation will be paid out

to the employee, at the wage rate of the faculty, academic staff or limited appointment.

### G. Vacation Reporting

### (1) Designated Work Week

- (a) For the <u>purpose of leave reporting</u>, each full-time leave-eligible employee will designate a work week consisting of 40 hours. The work week will be prorated for a less than fulltime appointment. For faculty, academic staff, and limited appointees, the work week will include all scheduled classes, office hours, and research, as well as other regular University meetings and professional activities.
- (b) For purposes of this section, a normal work week is deemed to consist of 40 hours worked within a fixed and regularly recurring period of seven consecutive days. Hours worked per day may vary.

See UPS Operational Policy <u>GEN 2: Standard Office Hours, Legal Holidays and Other</u> <u>UW System Institution Closures</u> for information about standard office hours.

### (2) Amount of Vacation to be Charged

### (a) University Staff Not Exempt from FLSA

(i) Vacation leave is charged in 15-minute increments.

# (b) Faculty, Academic Staff and Limited Appointees and University Staff Exempt from FLSA

(i) Vacation leave for full-time faculty, academic staff, and limited appointees and FLSA-exempt university staff is charged in half-day increments. Absences of onequarter to three-quarters of a day should be charged as one half-day. Absences greater than three-quarters of a day should be charged as one day.

Hours Missed	Leave Reported
0 to $< 2$ hours	0 hours
2 hours to 6 hours	4 hours
> 6 hours	8 hours

**Example:** Employee works 8-hour days and 5 days per week

(ii) Employees with less than full-time appointments should report actual hours absent.

### H. Reporting and Recording Leave

#### (1) Leave Reports

The UW Service Center will provide each leave-eligible faculty, academic staff, and limited appointee with a report of his/her leave balances at least once each month. The UW Service Center will also provide this information to all university staff on a bi-weekly basis. This process should allow for review by the employee for accuracy of the record.

### (2) Submitting Time Worked and Leave Used - University Staff

- (a) All leave-eligible university staff are required to submit both time worked and leave taken on a bi-weekly basis either on a paper timesheet or electronically. Each institution will determine which leave reporting method is used.
  - (i) If a paper timesheet is submitted, the timesheet must be signed by the employee's supervisor or designee.
  - (ii) If time worked and leave taken is reported electronically, the employee's supervisor or designee must electronically approve both the time worked and leave taken.

### (3) Submitting Leave Used - Faculty, Academic Staff, and Limited Appointees

- (a) Each leave-eligible UW System faculty, academic staff, and limited appointee is required to submit a leave report on a monthly basis, whether or not leave is used. This report may be submitted either via paper leave report or electronically. Each institution will determine which leave reporting method is used.
- (b) If the paper leave reporting method is used, the employee must complete, sign, and file a monthly leave report with his/her designated unit record keeper whether or not leave is used. The leave report must contain the written attestation *"I certify that my leave report is accurate. I understand that misrepresentation can lead to disciplinary action."* The monthly leave report must also be signed by the employee's department chair, director, supervisor, or designee.
- (c) If the electronic leave reporting method is used, the employee must enter leave usage information for every generated report. If no leave is used, the employee must indicate that no leave was taken. Once leave is electronically submitted, the leave must be approved electronically by the employee's department chair, director, supervisor, or designee.
- (d) The designated signatory for the Chancellor's monthly leave report is the Provost/Vice Chancellor (deputy) or the CBO/Vice Chancellor. The designated signatory for the System President's monthly leave report is the Senior Vice President for Administrative and Fiscal Affairs.

# (4) Changing Leave Type Used after Reported

If an employee initially reports one leave type for an absence, the employee may later request to use a different leave type for the absence. Sick leave shall only be used per the provisions outlined in UPS Operational Policy BN 3: Sick Leave. Each institution will determine what documentation is necessary to change the leave type once it is reported.

**University Staff** – all requests to change the leave type used must be received by the institution no later than January  $30^{th}$  of the year following the calendar year in which the absence occurred.

**Faculty, Academic Staff and Limited** – all requests to change the leave type used must be received by the institution no later than November  $30^{th}$  following the end of the fiscal year in which the absence occurred.

**All** – changes to leave after the deadlines outlined in the policy may be permitted if the changes are associated with a Worker's Compensation or disability claim.

### (5) Records

The employee's signed leave report must be retained for five years. Electronic submission of leave reports through HRS will be archived in the HRS Enterprise Performance Management (EPM) Data Warehouse for a minimum of five years.

# 5. RELATED DOCUMENTS:

Financial Administration Policy F29: <u>Salary and Fringe Benefits Calculations for Unclassified Staff</u> UPS Operational Policy BN 2: <u>Personal Holiday and Legal Holiday Administration</u> UPS Operational Policy BN 3: <u>Sick Leave</u> UPS Operational Policy BN 5: <u>Catastrophic Leave</u> UPS Operational Policy BN 9: <u>Military Leave</u> UPS Operational Policy HR 7: <u>University Staff Temporary & Project Employees</u> UPS Operational Policy GEN 2: <u>Standard Office Hours, Legal Holidays and Other UW System</u> Institution Closures

# 6. POLICY HISTORY:

Regent Policy Document 20-10: Establishment of Annual Leave Reserve Accounts for Unclassified Staff Earning Vacation, [Regent Resolution <u>6698</u> (adopted 6/19/994), amended by Resolution <u>7802</u> (adopted 11/6/1998), and amended by Resolution <u>8745</u> (adopted 10/10/2003)]. Regent Policy Document 20-13: <u>Paid Annual Leave Options for Unclassified Staff</u> [Regent Resolution <u>7802</u> (adopted 11/06/1998); amended by Resolution <u>8745</u>, (adopted 10/10/2003)]. University Personnel Guideline #9: Unclassified Staff Paid Vacation, Holiday, and Catastrophic Leave

Wis. Stat. § 230.35, State office hours; standard workweek; leaves of absence; holidays Wis. Admin. Code § ER 18.02, Annual leave of absence

Wisconsin Human Resources Handbook Chapter <u>704</u>, <u>Annual Leave Options</u> and Chapter <u>732</u>, <u>Transfer of Continuous Service and Accumulated Leave Credits upon Movement within State Service</u>

# The University of Wisconsin System UPS OPERATIONAL POLICY: BN 2



# SUBJECT: Personal Holiday and Legal Holiday Administration

Original Issuance Date: July 1, 2015 Last Revision Date:

# **1. POLICY PURPOSE:**

The purpose of this policy is to establish guidelines for the administration of personal and legal holidays for UW System employees. The policy covers eligibility, accrual, use, carryover, and treatment upon movement or termination of employment.

### 2. POLICY BACKGROUND:

Personal holidays for faculty, academic staff and limited employees were created by Regent Resolution 7178 (adopted 4/12/1996), amended by <u>Resolution 7803</u> (adopted 11/06/1998), amended by <u>Resolution 8817</u> (adopted 04/02/2004). <u>University Personnel Guideline #9: Unclassified Staff</u> <u>Paid Vacation, Holiday, and Catastrophic Leave</u> implemented the Regent resolutions.

Personal and legal holidays for classified employees (university staff as of July 1, 2015), were provided for in <u>Wis. Stat. § 230.35 (4)</u>, and <u>Wis. Admin. Code § ER 18.04</u>.

Effective July 1, 2015, personal and legal holiday administration policies for all UW System employees will be provided for in this policy.

# 3. POLICY DEFINITIONS:

Please see the Definitions Operational Policy for a list of general terms and definitions.

# 4. POLICY:

UW System employees who meet the eligibility requirements set forth in this policy are eligible for nine paid legal holidays per year, as well as paid personal holiday hours.

### A. Personal Holidays

### (1) Eligibility for Personal Holidays

### (a) University Staff

All university staff are eligible for personal holidays if they are:

- Not in a temporary appointment, or
- Not in a crafts worker appointment as defined in UPS Operational Policy <u>GEN 21:</u> <u>Crafts Workers.</u>

### (b) Faculty, Academic Staff, and Limited Appointees (annual pay basis employees only)

All faculty, academic staff, and limited appointees are eligible for personal holidays if they are eligible to earn vacation (based on the following criteria):

- In an annual-basis appointment; and
- Covered by the Wisconsin Retirement System (WRS), or
- If not covered by the WRS, expected to work at least 440 hours (21% for annualbasis appointment) for at least one year.

If not initially eligible to earn personal holiday, the employee can later become eligible through a change in expectations or meeting the above criteria during the immediately preceding 12-month period.

### (c) Rehired Annuitants

A rehired annuitant for purposes of this policy is a UW System employee who is currently receiving a retirement or disability annuity from the Wisconsin Retirement System (WRS). See UPS Operational Policy <u>GEN 10: Rehired Annuitants</u> for additional information.

- A rehired WRS annuitant is eligible to earn personal holiday if the eligibility requirements provided for in this policy are met.
  - NOTE: Only time worked for a UW System institution after the employee's WRS annuity effective date is included to meet the one-year duration requirement in Section 4.A.(1)(b) of this policy.
- If not initially eligible to earn personal holiday, a rehired annuitant can later become eligible through a change in expectations or meeting the above criteria during the immediately preceding 12-month period.
- Personal holiday hours earned as a rehired annuitant are subject to the same provisions outlined in Section 4.A.(4) of this policy relative to termination and movement to another appointment.

# (2) Accrual of Personal Holidays

Full-time eligible employees are granted 36 hours (4.5 days) of personal holiday hours per year. Part-time employees are granted a prorated amount based on appointment percentage.

- University staff granted upon hire and every January 1<sup>st</sup> thereafter
- Faculty, academic staff, and limited appointees granted upon hire and every July 1<sup>st</sup> thereafter

### (a) Appointment Percentage Change after Personal Holiday Granted

If an employee's appointment percentage permanently increases, the number of personal holiday hours generated for the employee will increase as of the effective date of the change. The increase in hours is based on the increased appointment percentage and is not affected by the amount of time remaining in the granting period.

If an employee's appointment percentage decreases, the number of personal holiday hours generated for the employee will not decrease until the next personal holiday allocation is granted.

### (3) Personal Holiday Usage

- (a) Personal holiday hours are available for use from the first day of employment, subject to approval by the employee's supervisor.
- (b) Personal holiday hours must be used by the end of the year (fiscal or calendar) in which they were granted
  - (i) University staff must use all personal holiday hours on or before December 31 of the calendar year granted.
  - (ii) Faculty, academic staff, and limited appointees must use all personal holiday hours on or before June 30 of the fiscal year granted.
  - (iii) If the hours are not used by the end of the designated year, the hours are lost and cannot be carried into the following year. Employees on a military leave are not subject to these provisions. See UPS Operational Policy <u>BN 9: Military Leave</u> for details.
  - (iv) If extenuating circumstances exist, the Human Resource Director at each institution (or his/her designee) in consultation with the UW System Administration Office of Human Resources and Workforce Diversity may approve the carryover of personal holiday hours if the employee was not permitted to use the hours during the year earned. Any personal holiday hours carried over must be used within twelve months or will be lost.
    - The following are **NOT** allowable reasons for carryover of personal holiday hours:
      - The employee is hired toward the end of the calendar or fiscal year and does not schedule time off before the hours expire; or
      - The employee uses other paid leave during the year and chooses to wait until the end of the calendar or fiscal year to use personal holiday hours but runs out of time or is called into work on a day personal holiday was scheduled to be used.

• If the employee used other paid leave that can be carried into the following year, the institution should consider consulting with the employee to exchange personal holiday hours with the other leave used.

# (4) Personal Holiday Credits upon Retirement, Layoff, Termination, or Movement to Another Appointment

- (a) At termination or retirement, employees are eligible to receive a lump sum payment for any remaining personal holiday hours. If the termination or retirement is not the result of layoff or termination for cause, the institution may allow the employee to extend their termination date beyond the last day worked by using personal holiday hours.
- (b) The institution, after sufficient notice to the employee, may require an employee to use all <u>accrued</u> personal holidays prior to retirement, layoff or termination without cause or forfeit any unused leave balance.
- (c) When an employee moves to another State of Wisconsin agency, remaining personal holiday will typically transfer to the new agency. Any leave not accepted by the hiring institution or agency will be paid to the employee as a lump sum.

# (d) Movement to Another UW System Appointment

- (i) When an employee moves from one university staff appointment to another university staff appointment within UW System, including to an appointment at a different UW institution, remaining personal holiday hours will transfer to the new appointment, provided the new appointment is eligible for personal holidays.
- (ii) When an employee moves from one eligible faculty, academic staff or limited appointment to another eligible faculty, academic staff or limited appointment within UW System, including to an appointment at a different UW institution, remaining personal holiday hours will transfer to the new appointment, provided the new appointment is eligible for personal holidays.
- (iii) Employees who move between employee classifications per (iv) and (v) below, will be given consideration for leave accrual schedule differences; however, an employee shall not receive more than two personal holiday allocations in an 18-month period.
- (iv) If an employee moves from a university staff appointment to an eligible faculty, academic staff or limited appointment, the following applies:
  - If the new appointment is effective at any time from July 1 to January 1, the employee will receive 36 hours of personal holiday (prorated if part-time).

Any remaining personal holiday from the university staff appointment must be paid out to the employee, at the wage rate of the university staff appointment.

• If the new appointment is effective at any time from January 2 to June 30, the employee will <u>not</u> receive additional personal holiday hours until the beginning of the next fiscal year (July 1).

Any remaining personal holiday from the university staff appointment will be transferred to the new appointment and must be used by June 30<sup>th</sup> following the begin date of the new appointment or it will be lost.

- (v) If an employee moves from a faculty, academic staff or limited appointment to an eligible university staff appointment, the following applies:
  - If the new appointment is effective at any time from January 1 to July 1, the employee will receive 36 hours of personal holiday (prorated if part-time).

Any remaining personal holiday from the faculty, academic staff or limited appointment must be paid out to the employee, at the wage rate of the faculty, academic staff or limited appointment.

• If the new appointment is effective at any time from July 2 to December 31, the employee will <u>not</u> receive additional personal holiday hours until the beginning of the next calendar year (January 1).

Any remaining personal holiday from the faculty, academic staff or limited appointment will be transferred to the new appointment and must be used by December  $31^{st}$  following the begin date of the new appointment or it will be lost.

(vi) If the employee moves to an appointment not eligible for personal holiday, any remaining personal holiday hours will be paid as lump sum to the employee, at the wage rate of the last position eligible to earn personal holiday.

# **B.** Legal Holidays

- (1) The University of Wisconsin System grants eligible employees nine paid legal holidays per calendar year for the following legal holidays:
  - January 1 (New Year's Day)
  - Third Monday in January (Martin Luther King, Jr. Day)
  - Last Monday in May (Memorial Day)
  - July 4 (Independence Day)
  - First Monday in September (Labor Day)
  - Fourth Thursday in November (Thanksgiving Day)
  - December 24 (Christmas Eve Day)
  - December 25 (Christmas Day)
    - December 31 (New Year's Eve Day)

### (2) Eligibility for Paid Legal Holidays

All employees who earn sick leave are eligible for paid legal holidays provided that the employee is actively employed on the date of the legal holiday, and meets one of the following criteria:

(a) Works or uses paid leave on the last scheduled work day immediately before the legal holiday; or

- (b) Works or uses paid leave on the first scheduled work day immediately following the legal holiday; or
- (c) Works on the legal holiday; or
- (d) Is on an approved military leave of absence see UPS Operational Policy <u>BN 9: Military</u> <u>Leave</u> for details.

**EXCEPTION:** If one of the requirements listed in (2)(a) - (2)(d), immediately above, is not met, those with alternate work schedules whose scheduled work days do not fall on or after the legal holiday, will be granted legal holiday based on the number of hours in pay status during the pay period in which the legal holiday falls.

### (3) Administration of Legal Holidays

- (a) Full-time employees earn eight hours of paid leave for each legal holiday. Part-time employees earn a prorated amount based on their hours worked during the pay period that includes the legal holiday.
- (b) If a legal holiday falls on a Sunday, the legal holiday is observed and the UW System is closed on the Monday following the legal holiday.
- (c) Faculty, academic staff and limited appointees in an academic-year basis appointment are <u>not</u> eligible for floating legal holidays. All other staff may earn floating legal holidays in the following situations:
  - If a legal holiday falls on a Saturday, the employee will be granted eight hours of floating legal holiday (prorated if part-time).
  - Floating legal holiday is granted to employees who are required to work on the legal holiday or if the legal holiday is on an employee's regularly scheduled day off.
- (d) An employee may use floating legal holiday hours prior to the date on which the legal holiday occurs.
- (e) Floating legal holidays must be used by the end of the year in which it was granted
  - University staff must use on or before December 31 of the end of calendar year granted.
  - Faculty, academic staff, limited must use on or before June 30 of the end of the fiscal year granted.
  - If the hours are not used by the end of the designated year, the hours are lost and cannot be carried into the following year (calendar or fiscal).
- (f) If extenuating circumstances exist, the institution may approve the carryover of legal holiday hours if the employee was not permitted to use the hours during the year earned.

- Example if an employee is unexpectedly called in to work on December 24, 25 and/or 31<sup>st</sup>, and the employee is unable to schedule time off prior to the end of the year, the legal holiday hours could be carried into the following year.
- If the employee used other paid leave that can be carried into the following year, the institution should consider consulting with the employee to swap legal holiday hours with the other leave used.

### (4) Pay for University Staff Employees Required to Work on Actual or Observed Legal Holidays

(a) A university staff employee required to work at any time during a legal holiday (defined as 12:00am – 11:59pm of the actual legal holiday) will receive either compensatory time or wages, either of which will be at the premium rate of time and one-half, for all hours worked on the holiday. Refer to UPS Operational Policy <u>TC 3: Compensation</u> for further information.

The employee will also be granted a floating legal holiday per the provisions of this policy.

- (b) A university staff employee required to work on the Monday following a Sunday legal holiday will be paid at straight time. The employee will also be granted a floating legal holiday per the provisions of this policy.
- (c) University staff temporary employees shall be paid at the premium rate of time and onehalf for all time worked on a legal holiday and straight time if required to work on the Monday following a Sunday legal holiday. Temporary employees will not be granted a floating legal holiday.

### (5) Personal and Legal Holiday Leave Reporting

Refer to UPS Operational Policy <u>BN 1: Vacation, Paid Leave Banks, and Vacation Cash</u> <u>Payouts</u> for leave reporting requirements.

### (6) Legal Holiday credits upon Retirement, Layoff, Termination, or Movement to Another Appointment

- (a) At termination or retirement, employees are eligible to receive a lump sum payment of any remaining floating legal holiday hours. If the termination or retirement is not the result of layoff or termination for cause, the institution may allow the employee to extend their termination date beyond the last day worked by using floating legal holiday hours.
- (b) The institution, after sufficient notice to the employee, may require an employee to use all <u>accrued</u> floating holidays prior to retirement, layoff or termination without cause or forfeit any unused leave balance.
- (c) An employee may use regular or floating legal holiday hours prior to the date on which the legal holiday occurs. If the employee leaves University employment prior to the date on which the legal holiday occurs, the employee must repay any legal holiday hours used in advance of the legal holiday. In lieu of paying back overused legal holiday hours, the employee is eligible to swap other available accrued leave, if available.

**Reminder** – sick leave may only be used per UPS Operational Policy <u>BN 3: Sick Leave</u> and may not be used in this situation unless the original absence is eligible for sick leave.

- (d) When an employee moves from one appointment to another within UW System, including to an appointment at a different UW institution, remaining floating legal holiday will transfer to the new appointment, provided the new appointment is eligible for floating legal holidays. If the employee moves to a different appointment type, the floating legal holiday hours transferred will be subject to the floating legal holiday expiration rules of the new appointment type.
- (e) If the employee moves to an appointment not eligible for floating legal holiday, any remaining floating legal hours will be paid as lump sum to the employee, at the wage rate in effect on the termination date of the last position eligible to earn floating legal holiday.
- (f) When an employee moves to a State of Wisconsin agency, remaining floating legal holiday will typically transfer to the new agency. If the leave is not accepted by the agency, any remaining floating legal holiday hours will be paid as lump sum to the employee, at the wage rate in effect on the employee's UW System termination date.

### 5. RELATED DOCUMENTS:

UPS Operational Policy <u>BN 1: Vacation, Paid Leave Banks, and Vacation Cash Payouts</u> UPS Operational Policy <u>BN 3: Sick Leave</u> UPS Operational Policy <u>BN 9: Military Leave</u> UPS Operational Policy <u>TC 3: Compensation</u>

# 6. POLICY HISTORY:

Regent Policy Document 20-11: <u>Establishment of Personal Holidays for Faculty, Academic Staff and Limited Appointees</u> Res. 7178 (04/12/96); amended by Res. <u>7803</u> (11/06/1998); amended by Res. <u>8817</u> (04/02/2004) <u>University Personnel Guideline #9: Unclassified Staff Paid Vacation, Holiday, and Catastrophic Leave</u> Wis. Stat. § <u>230.35(4)</u> Wis. Admin. Code § <u>ER 18.04, Holidays</u>

# The University of Wisconsin System UPS OPERATIONAL POLICY: BN 3



**SUBJECT**: Sick Leave

Original Issuance Date: July 1, 2015 Last Revision Date:

# 1. POLICY PURPOSE:

The purpose of this policy is to establish guidelines for the administration of sick leave for all UW System employees. This policy covers sick leave eligibility, accrual, usage and reporting.

# 2. POLICY BACKGROUND:

Sick leave for faculty, academic staff, and limited appointees was created by <u>Regent Resolution 506</u> (adopted 6/08/1973), amended by <u>Resolution 1092</u> (adopted 10/24/75); <u>Wis. Stat. § 36.30</u>; <u>Wis.</u> <u>Admin. Code UWS 19</u>; and administered by <u>University Personnel Guideline #10</u>: <u>Unclassified Sick</u> <u>Leave Policy.</u>

Sick leave for former classified employees (current university staff) until June 30, 2015:

- Wis. Stat § 230.35, State office hours; standard workweek; leaves of absence; holidays.
- Wis. Admin. Code § <u>ER 18.03</u>, <u>Sick leave</u>.

Effective July 1, 2015, UW System sick leave policies have been revised to include university staff. UW System employees will be subject to the sick leave policies and procedures set forth in <u>Wis. Stat.</u> <u>§ 36.30</u> and this policy. Faculty, academic staff, and limited appointees will continue to be subject to <u>Wis. Admin. Code UWS 19</u>.

# **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

### **Definitions specific to this policy:**

"Family member" includes all of the following:

- Employee's legal spouse;
- Employee's domestic partner;
- Children of the employee or of the employee's spouse or domestic partner (biological, adopted, step or foster child, or legal ward);
- Grandchildren of the employee or of the employee's spouse or domestic partner;

- Parents of the employee or of the employee's spouse or domestic partner (biological, adoptive, stepparent, foster parent or legal guardian
- Grandparents of the employee or of the employee's spouse or domestic partner;
- Brothers and sisters of the employee or of the employee's spouse or domestic partner and the spouse or domestic partner of the brothers and sisters;
- Aunts and uncles of the employee or of the employee's spouse or domestic partner;
- Sons-in-law or daughters-in-law (including domestic partner of the son or daughter) of the employee or of the employee's spouse or domestic partner; or
- Other relatives of the employee or the employee's spouse or domestic partner who reside in the same household as the employee.

# 4. POLICY:

The sick leave policy is designed to provide eligible employees with position and salary continuation in the event of illness or injury and to promote sick leave conservation for extended protection.

### A. Eligibility for Sick Leave

- (1) Employee eligibility to accrue sick leave must be evaluated upon hire. If an employee is not immediately eligible to accrue sick leave, eligibility must be monitored on an on-going basis throughout employment.
- (2) Once an employee becomes eligible to accrue sick leave, he or she continues to accrue sick leave in sick-leave eligible appointment types during all subsequent University employment, unless:
  - (a) All sick-leave-eligible employment is terminated for 12 or more consecutive months (must be re-evaluated upon re-hire); or
  - (b) The employee receives a distribution from the Wisconsin Retirement System (WRS). A WRS distribution includes any of the following:
    - WRS retirement or disability monthly annuity;
    - WRS lump-sum retirement benefit; or
    - WRS lump-sum separation benefit.

The employee must be re-evaluated for eligibility upon re-hire if one of the WRS distributions above was taken.

### (3) University Staff Eligibility

All university staff, except those in a temporary appointment, are eligible to accrue sick leave upon hire.

### (4) Faculty, Academic Staff and Limited Appointee Eligibility

Faculty, academic staff and limited appointees are eligible to accrue sick leave once the employee is:

• Covered by the Wisconsin Retirement System (WRS) through employment; or
- Expected to work at least 440 hours (21% for annual-basis and 28% for academic year appointment) for at least one year. Employees initially hired on an academic year contract meet the one-calendar-year-duration requirement if they are expected to return the following academic year.
- (a) If an employee is a visiting professor, visiting associate professor, visiting assistant professor, visiting lecturer, visiting researcher or any other visiting appointment title, the employee is eligible for sick leave through the University if the home institution does not provide sick leave, provided the employee meets the sick leave eligibility criteria above.
- (b) If not initially eligible to earn sick leave, the employee can later become eligible through a change in expectations or by meeting the above criteria during the immediately preceding 12-month period.

#### (5) Rehired Annuitant Eligibility and Administration

A rehired annuitant for purposes of this policy is a UW System employee who is currently receiving a retirement or disability annuity from the Wisconsin Retirement System (WRS). See UPS Operational Policy <u>GEN 10: Rehired Annuitants</u> for additional information.

- (a) A rehired WRS annuitant is eligible to earn sick leave if the eligibility requirements provided for in this policy are met.
  - NOTE: Only time worked for a UW System institution after the employee's WRS annuity effective date is included to meet the one-year duration requirement in Section 4.A.(4) of this policy.
- (b) If not initially eligible to earn sick leave, a rehired annuitant can later become eligible through a change in expectations or meeting the above criteria during the immediately preceding 12-month period.
- (c) A rehired annuitant is <u>not</u> eligible to receive a sick leave initial entitlement as outlined below under Accrual of Sick Leave for Faculty, Academic Staff and Limited appointees in 4.B(2)(a) of this policy.
- (d) Sick leave hours earned as a rehired annuitant are subject to the same provisions outlined in Section 4.D.(1) (3) and (5) relative to termination and movement to another appointment.
- (e) If a rehired annuitant elects to resume active WRS coverage and later re-applies for a WRS retirement benefit, all sick leave accrued as a rehired annuitant is eligible to be converted under the Accumulated Sick Leave Conversion Credit (ASLCC) and Supplemental Health Insurance Conversion Credit (SHICC) programs provided the employee meets the requirements of the program(s) per Wis. Stat. §§ 40.05(4)(b) and 40.95, Wis. Stats.
- (f) If a rehired annuitant does not elect to resume active WRS coverage, any sick leave remaining at the termination of all sick-leave eligible employment at the University of Wisconsin is lost and is not eligible for sick leave reinstatement under Section 4.G. of this policy.

#### **B.** Accrual of Sick Leave

Sick leave accrual is based on rules surrounding employment type as outlined below. The following applies to all eligible sick-leave employees:

- While using sick leave, an employee remains in pay status and continues to accumulate sick leave.
- Sick leave does not accrue during an unpaid leave of absence, with the exception of a military leave of absence per UPS Operational Policy BN 9: Military Leave. Previously accumulated sick leave is not affected by an unpaid leave of absence.

#### (1) University Staff

- (a) Eligible university staff earn .0625 hours of sick leave for each hour in pay status up to 80 hours in a bi-weekly payroll period.
- (b) Full-time university staff may earn five hours of sick leave per bi-weekly pay period for a total of 130 hours (16.25 days) per calendar year. The accrual amount is prorated for employees who work less than 80 hours in a bi-weekly pay period, based on the number of hours in pay status.
- (c) Unused sick leave shall accumulate from year to year, without limit, in the employee's sick leave account.

#### (2) Faculty, Academic Staff and Limited Appointees

#### (a) Initial Entitlement

- (i) The following full-time faculty, academic staff, and limited appointees are granted 176 hours (22 days) of Initial Entitlement sick leave available for use during the first 18 months of employment:
  - Those who meet the eligibility requirements set forth in section 4.A. this policy who have never worked in a sick-leave eligible faculty, academic staff, or limited appointment at the University of Wisconsin; or
  - Those who have worked in a sick-leave eligible faculty, academic staff, or limited appointment at the University of Wisconsin but are not eligible for the reinstatement of sick leave as outlined in Section 4.G. of this policy.
- (ii) Once the Initial Entitlement period ends, the employee will accrue sick leave per Section 4.B.(2)(b) of this policy.
- (iii) If an employee had a university staff appointment or an appointment with a State of Wisconsin agency in which they earned sick leave, the employee is granted an Initial Entitlement of sick leave at the start of an eligible faculty, academic staff or limited appointment. Previously accrued sick leave and sick leave granted under Initial Entitlement is immediately available for use.
- (iv) Rehired annuitants are <u>not</u> eligible for an Initial Entitlement.

- (v) The 18-month Initial Entitlement period begins on the first day of sick leave eligibility and ends 18 months later. The 18-month period is <u>not</u> extended if an employee goes on a leave of absence during the Initial Entitlement period.
- (vi) Part-time faculty, academic staff, and limited appointees are granted a prorated Initial Entitlement based on the employee's appointment percentage at the time of eligibility.
  - If the appointment percentage <u>increases</u> during the Initial Entitlement period, the amount of Initial Entitlement will increase prospectively according to the new appointment percentage.
  - If an employee's appointment percentage <u>decreases</u> during the Initial Entitlement period, the amount of Initial Entitlement will <u>not</u> decrease.
- (vii) Initial entitlement may be reduced if leave is not reported completely, accurately, and in a timely manner per this policy [see Section 4.G. (3)].
- (viii) If an employee retires during the 18-month initial entitlement period, the entire amount of the Initial Entitlement will not be available for sick leave credit conversion. The number of sick leave hours available for conversion will be equivalent to what the employee would have earned if not in the Initial Entitlement period.

**Example:** Full-time, annual-basis employee

- Initial Entitlement starts January 1; and
- Employee retires July 1 retires 6 months into Initial Entitlement period.
- Employee would have earned 48 hours of sick leave during this period if not in IE (6 months x 8 hours of sick leave/month).
- **Result**: 48 hours of sick leave available for conversion (as well as any hours earned prior to the Initial Entitlement).
- (b) Sick Leave Accrual outside of Initial Entitlement Period
  - (i) Full-time faculty, academic staff, and limited appointees who are no longer in the Initial Entitlement period, or who are not eligible for Initial Entitlement, earn 96 hours (12 days) of sick leave per fiscal year. Employees may not accrue sick leave in excess of 96 hours per fiscal year.
  - (ii) Part-time faculty, academic staff, and limited appointees are granted a prorated sick leave based on the employee's appointment percentage.
  - (iii) Sick leave does not accrue during summer service/summer session employment.
  - (iv) Sick leave does not accrue during an unpaid leave of absence, except as provided for in UPS Operational Policy <u>BN 9: Military Leave</u>. Previously accumulated sick leave is not affected by an unpaid leaves of absence.

(v) If leave is reported completely, accurately, and in a timely manner per this policy [see Section 4.G.(3)], unused sick leave accumulates from year to year without limit.

#### C. Use of Sick Leave

Sick leave shall not be used until it has been accrued (i.e., it may not be anticipated). Faculty, academic staff, and limited appointees who are granted an Initial Entitlement are eligible to use these hours of sick leave during the first 18 months of employment.

#### (1) Sick Leave Absence Reasons

Each employee who has accrued sick leave shall be eligible to use sick leave for periods of absence from employment, as follows:

- (i) For personal illnesses, injury, disability, pregnancy, adoption, or exposure to contagious disease.
- (ii) For the care of an immediate family member (for up to five consecutive work days) Additional time off may be approved by the institution - refer to Section 4.C. (3) of this policy for certification requirements if absence exceeds five days.
- (iii) For immediate family or personal medical or dental appointments
- (iv) Up to three days of sick leave may be used after the death of an immediate family member. An additional four days of sick leave may be used for travel time related to a funeral or other circumstances after the death of an immediate family member. See full policy in UPS Operational Policy <u>BN 7: Miscellaneous Leave</u>.
- (v) Any absence covered by the Wisconsin Family and Medical Leave Act (WFMLA) per UPS Operational Policy <u>BN 4: Wisconsin and Federal Family and Medical Leave</u> <u>Acts.</u>

#### (2) Use of Other Leave in Lieu of Sick Leave

- (a) Per institution policy or supervisor approval, when an employee is absent for a reason specified in this policy, the following leave types may be used instead of sick leave to account for the absence:
  - Vacation and/or vacation carryover
  - Personal holiday
  - Floating legal holiday
  - Hours in an employee's paid leave bank (Annual Leave Reserve Account or sabbatical account)
  - Leave without pay
- (b) Leave must be used and reported in accordance in accordance with the guidelines surrounding each type of leave and the Fair Labor Standards Act (FLSA) designation of the employee. See UPS Operational Policy <u>HR-4: FLSA Designation</u> for additional information

#### (3) Certification of Medical Necessity

(a) If sick leave is used for absences in excess of five working days, the employee must submit a written certification to the institution from a health care provider of the medical necessity for use of sick leave, except where the use of sick leave is authorized, pursuant to the Wisconsin or Federal Family and Medical Leave Act.

If the employer is aware that an absence in excess of five working days is eligible for the use of sick leave, but an employee elects to use a different type of paid leave (ex. vacation or personal holiday), the institution is authorized to require written certification from a health care provider to verify the medical necessity for the employee's absence.

- (b) When an institution is aware of an emergency that prevents communicating with or obtaining information about the condition of the employee, such written certification is not be required until such time as communication is possible and appropriate, given the condition of the employee.
- (c) In cases of suspected sick leave abuse, the institution is 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.

#### (4) Teaching Responsibilities and Leave Usage -- Faculty, Academic Staff and Limited Appointees

Faculty, academic staff, and limited appointees who have teaching responsibilities, but do not meet these responsibilities because of an absence specified in Section 4.C.(1) of this policy, must report leave, regardless of whether a qualified instructor covers the aforementioned responsibilities. Teaching responsibilities include class time preparation, actual classroom instruction, and scheduled office hours available to students for educational guidance.

#### (5) Sick Leave During Winter and Spring Sessions Breaks – Academic-Year-Basis Faculty, Academic Staff and Limited Appointees

Academic year employees are in pay status during winter and spring session breaks and are required to fulfill their University obligations, research, and/or educational pursuits and to observe their official work schedules. If they are not able to fulfill their academic obligations due to the reasons specified in Section 4.C.(1) of this policy, leave must be used.

#### (6) Sick Leave Use Outside of Regular Contract Year -- Academic Year-Basis Faculty, Academic Staff and Limited Appointees

- (a) Faculty, academic staff, and limited appointees who are under contract with the University of Wisconsin to teach or perform other duties for compensation during a period outside their regular contract year (e.g., employees who contract for summer service or summer session) may use sick leave during the contract period for reasons described in Section 4.C.(1) of this policy.
- (b) Sick leave may be used during the contract period if the employee is unable to fulfill his/her contractual duties due to an illness or other medical necessity that begins before the effective date of the contract and continues during the contract period.

- (c) Sick leave may not be charged for hours that the employee did not work because the class or other duties were cancelled by the University due to lack of enrollment, lack of funding, or similar reasons.
- (d) Sick leave used outside the regular contract year should be reported in actual hours missed.

#### D. Sick Leave at Movement to another Position at UW or State Agency and Termination

- (1) All sick leave earned as a UW System employee will transfer to a successive UW System leave-eligible appointment. If there is a break in employment, see Section 4.F. of this policy to determine if the employee is eligible for sick leave reinstatement.
- (2) If an employee is moving from a project position within the UW System to a successive leave-eligible position within the UW System on or after July 1, 2015, all leave earned in the project position will transfer into any successive leave-eligible appointment. See UPS Operational Policy <u>HR 7: University Staff Temporary & Project Employees</u>.
- (3) All sick leave earned as a University employee will move to a State of Wisconsin agency. See UPS Operational Policy: BN 14 Effect on WRS Service, Accrued Leave & Continuous Service When Moving To and From Institutions or Agencies.
- (4) If an employee terminates <u>all</u> leave-earning employment with UW System before attainment of 20 years of state service, retirement, or death, and is not moving to another sick-leave eligible appointment with the University or State of Wisconsin agency, accrued sick leave is lost unless the employee returns to University employment and is eligible for sick leave reinstatement per Section 4.F. of this policy.
- (5) If termination from the University is due to misconduct or delinquency, an institution may revoke all unused accumulated sick leave. Employees whose sick leave is revoked are not eligible for sick leave conversion per Section 4.E. of this policy and/or sick leave reinstatement per Section 4.F. of this policy.

#### E. Sick Leave Conversion at Layoff, Retirement or Death

UW System employees are eligible for the conversion of their sick leave credits to pay for State Group Health Insurance at layoff, retirement, termination with 20 years of state service, or death provided eligibility requirements are met under the Accumulated Sick Leave Conversion Credit (ASLCC) and Supplemental Health Insurance Conversion Credit (SHICC) programs as outlined in Wis. Stat. §§ 40.05(4) (b) and 40.95.

#### F. Sick Leave Reinstatement

Accrued sick leave will be reinstated upon return to leave-eligible University employment under one of the following conditions:

(1) If a faculty, academic staff, or limited appointee terminates University employment and returns to a sick leave-eligible faculty, academic staff or limited appointment at the University within three years (<u>Wis. Admin. Code UWS 19</u>), the employee's sick leave balance at the time of termination will be reinstated.

- (a) If the return is after 3 years and the sick leave is not reinstated, the employee will be granted an Initial Entitlement per Section 4.B.(2)(a) of this policy.
- (2) If a faculty, academic staff, or limited appointee terminates University employment and returns to a sick leave-eligible university staff appointment at the University within five years, the employee's sick leave balance at the time of termination will be reinstated.
- (3) If a university staff employee terminates University employment and returns to any sick leave-eligible appointment at the University within five years, the employee's sick leave balance at the time of termination will be reinstated.
- (4) If an employee of a State of Wisconsin agency terminates employment and starts a sick-leave eligible appointment at the University within five years, the employee's sick leave balance at the time of termination will be reinstated.

#### G. Reporting and Recording Sick Leave

#### (1) Designated Work Week

- (a) For the <u>purpose of leave reporting</u>, each full-time leave-eligible employee will designate a work week consisting of 40 hours. The work week will be prorated for a less than fulltime appointment. For faculty, academic staff, and limited appointees, the work week will include all scheduled classes, office hours, and research, as well as other regular University meetings and professional activities.
- (b) For purposes of this section, a normal work week is deemed to consist of 40 hours worked within a fixed and regularly recurring period of seven consecutive days. Hours worked per day may vary.

See UPS Operational Policy <u>GEN 2: Standard Office Hours, Legal Holidays and Other</u> <u>UW System Institution Closures</u> for information about standard office hours.

#### (2) Amount of Sick Leave to be Charged

- (a) University Staff Not Exempt from FLSA
  - (i) Sick leave charged in 15-minute increments.

## (b) Faculty, Academic Staff and Limited Appointees and University Staff Exempt from FLSA

(i) Sick leave for full-time faculty, academic staff, and limited appointees and FLSAexempt university staff is charged in half-day increments. Absences of one-quarter to three-fourths of a day should be charged as one half-day. Absences greater than three-fourths of a day should be charged as one day.

Hours Missed	Leave Reported
0 to $< 2$ hours	0 hours
2 hours to 6 hours	4 hours
> 6 hours	8 hours

Example: Employee works 8-hour days and 5 days per week

- (ii) Employees with less than full-time appointments should report actual hours absent.
- (iii) Sick leave and other paid leave used during Summer and Inter Sessions by academic year employees should be reported in actual hours absent.

#### (3) Reduction of Sick Leave Accrual for Failing to Report Leave Usage – Faculty, Academic Staff, and Limited Appointees Only

- (a) Any faculty, academic staff, or limited appointee who fails to file a report on leave usage as required by UW System policy in one or more months of any year shall not be permitted to accrue sick leave for that year in an amount exceeding the cap established by Wis. Stat. <u>§ 40.05(4)(bp)1</u> (i.e., 8.5 days if annual-basis or 6.4 days if academic year basis). The cap may be blended if the employee has both an academic year and annual basis appointment during the same fiscal year.
- (b) If an employee on an academic year contract performs services outside of the regular contract year (ex. summer service or session), one leave report will be generated to account for leave used during the entire period of service outside of the regular contract period. This leave report must be filed or the employee will be subject to the sick leave reduction described in (a) above.
- (c) If an employee is in the Initial Entitlement period, the employee is also subject to the sick leave reduction process.

#### (4) Changing Leave Type Used after Reported

If an employee initially reports sick leave used for an absence, the employee may later request to use a different leave type for the absence. Each institution will determine what documentation is necessary to change the leave type once it is reported.

**University Staff** – all requests to change the leave type used must be received by the institution no later than January  $30^{th}$  of the year following the calendar year in which the absence occurred.

**Faculty, Academic Staff and Limited** – all requests to change the leave type used must be received by the institution no later than November  $30^{th}$  following the end of the fiscal year in which the absence occurred.

**All** – changes to leave after the deadlines outlined in the policy may be permitted if the changes are associated with a Worker's Compensation or disability claim.

#### (5) Leave Reports

The UW Service Center will provide each leave-eligible faculty, academic staff, and limited appointee with a report of his/her leave balances at least once each month. There will be one cumulative leave report at the end of summer for any academic year contract employees working summer appointments. The UW Service Center will also provide leave balance information to all university staff on a bi-weekly basis. This process should allow for review by the employee for accuracy of the record.

#### (6) Submitting Time Worked and Leave Used - University Staff

- (a) All leave-eligible university staff are required to submit both time worked and leave taken on a bi-weekly basis either on a paper timesheet or electronically. Each institution will determine which leave reporting method is used.
  - (i) If a paper timesheet is submitted, the timesheet must be signed by the employee's supervisor or designee.
  - (ii) If time worked and leave taken is reported electronically, the employee's supervisor or designee must electronically approve both the time worked and leave taken.

#### (7) Submitting Leave Used - Faculty, Academic Staff, and Limited Appointees

- (a) Each leave-eligible UW System faculty, academic staff, and limited appointee is required to submit a leave report on a monthly basis, whether or not leave is used. If an academic year employee works a summer session/summer service appointment(s), he/she must complete one comprehensive leave report for the summer employment prior to the start of the fall semester. This report may be submitted either via paper leave report or electronically. Each institution will determine which leave reporting method is used.
- (b) If the paper leave reporting method is used, the employee must complete, sign, and file a monthly leave report with his/her designated unit record keeper whether or not leave is used. The leave report must contain the written attestation "I certify that my leave report is accurate. I understand that misrepresentation can lead to disciplinary action." The monthly leave report must also be signed by the employee's department chair, director, supervisor, or designee.
- (c) If the electronic leave reporting method is used, the employee must enter leave usage information for every generated report. If no leave is used, the employee must indicate that no leave was taken. Once leave is electronically submitted, the leave must be approved electronically by the employee's department chair, director, supervisor, or designee.
- (d) The designated signatory for the Chancellor's monthly leave report is the Provost/Vice Chancellor (deputy) or the CBO/Vice Chancellor. The designated signatory for the System President's monthly leave report is the Senior Vice President for Administrative and Fiscal Affairs.

#### (8) Leave Earned and Leave Reporting during Faculty Sabbatical

Consistent with the intent of <u>Academic Planning Statement #3.3</u> (ACPS 3.3) and Wis. Stat. §§ <u>36.11(17)</u> and <u>40.02(22)(em)</u>, faculty granted sabbatical leave shall earn sick leave at the same rate as was in effect immediately before the sabbatical leave began. Faculty who are absent from work during a sabbatical leave for a reason described in Section 4.C. (1) of this policy must report the sick leave usage.

#### (9) Records

The employee's signed sick leave report must be retained for five years. Electronic submission of leave reports through HRS will be archived in the HRS Enterprise Performance Management (EPM) Data Warehouse for a minimum of five years.

#### 5. RELATED DOCUMENTS:

Regent Resolution <u>506</u> (adopted 06/08/1973), amended by Resolution <u>1092</u> (adopted 10/24/75) Regent Resolutions <u>9416</u>, <u>9417</u> and <u>9418</u> (adopted 12/07/07) UPS Operational Policy <u>BN 4</u>: Wisconsin and Federal Family and Medical Leave Acts UPS Operational Policy <u>BN 7</u>: Miscellaneous Leave UPS Operational Policy <u>BN 8</u>: Non-Medical Leaves of Absence UPS Operational Policy <u>BN 9</u>: Military Leave UPS Operational Policy <u>GEN 10</u>: Rehired Annuitants UPS Operational Policy <u>HR 4</u>: FLSA Designation UPS Operational Policy <u>HR 7</u>: University Staff Temporary & Project Employees Wis. Stat. § <u>36.30</u>, Sick leave Wis. Stat. § <u>40.05(4)(b)</u> and <u>40.05(4)(bp)</u> Wis. Stat. § <u>40.95</u>, Health insurance premium credits Wis. Admin. Code Chapter UWS 19

#### 6. POLICY HISTORY:

## The University of Wisconsin System UPS OPERATIONAL POLICY: BN 4



SUBJECT: Wisconsin and Federal Family and Medical Leave Acts

Original Issuance Date: July 1, 2015 Last Revision Date:

#### 1. POLICY PURPOSE:

This policy outlines the provisions of the federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and the employer under both laws.

The information provided in this policy should not serve as the sole family and medical leave resource. As laws may change, always verify information with the corresponding regulations, statutes, etc., to confirm it is still current prior to making FMLA decisions.

#### 2. POLICY BACKGROUND:

The federal Family and Medical Leave Act became effective for most employers on August 5, 1993. The Wisconsin Family and Medical Leave Act became effective on April 26, 1988.

The Wisconsin Family and Medical Leave (WFMLA) Act is authorized by Wis. Stat. <u>§ 103.10</u> and <u>Wis. Admin. Code § DWD 225</u>.

The Federal Family and Medical Leave (FMLA) Act is authorized by <u>29 CFR Part 825</u> and <u>29</u> U.S.C. 2601, *et seq*.

#### **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

#### **Definitions specific to this policy:**

"Child" includes all individuals encompassed by both the WFMLA definition outlined in Wis. Stat  $\frac{103.10(1)(a)}{1000}$  and the federal FMLA definition outlined in  $\frac{29 \text{ C.F.R.}}{29 \text{ C.F.R.}}$  (See "Son or daughter"). See the <u>U.S. Dept. of Labor administrator's interpretation (No. 2013-1)</u> about FMLA leave to care for an adult child (age 18 or older).

Under this policy, any employee who stands *in loco parentis*, as defined by <u>29 C.F.R. §</u> <u>825.122</u> and <u>U.S. Department of Labor Wage and Hour Division Fact Sheet #28C</u>, to a child will be granted the same rights under both FMLA and WFMLA as a biological, adoptive or stepparent.

**"Federal Family and Medical Leave (FMLA)"** means all of the provisions set forth in the Family and Medical Leave Act under <u>29 C.F.R. Part 825</u> and <u>29 U.S.C. 2601, *et seq*</u>.

**"Paid leave"** means sick leave, vacation, vacation carryover, personal holiday, legal holiday, compensatory time, and leave in a paid leave bank.

**"Serious health condition"** is defined in Wis. Stat. § 103.10(1)(g) for the purposes of the WFMLA and defined in 29 §§ <u>C.F.R. 825.113-.115</u>, 825.119, and 825.113 for the purposes of the FMLA.

**"Wisconsin Family and Medical Leave (WFMLA)"** means all of the provisions set forth in the Wisconsin Family Leave act under Wis. Stat. § 103.10 and Wis. Admin. Code § <u>DWD 225</u>.

#### 4. POLICY:

The Wisconsin and Federal Family and Medical Leave Acts (W/FMLA) grant eligible employees the right to job-protected leave due to the serious illness of an employee or employee's family member and the birth, adoption or placement of a child. FMLA also provides for a job-protected leave due to a qualifying exigency that results from a family member's military service and to care for an injured or ill military service member or covered veteran.

The University of Wisconsin System complies with all applicable state and federal laws relating to family and medical leave, and will not discriminate against or interfere with the rights of an employee to take such leave. Application of these laws must be coordinated with leave benefits provided by the University of Wisconsin. Institutions must all be mindful that the American with Disability Act (ADA) and Wisconsin Fair Employment law may also apply in a particular situation.

Employees who use leave benefits provided under the W/FMLA will simultaneously use leave benefits provided under University of Wisconsin leave policies. *All qualifying leave runs concurrently and* may be taken in one continuous increment, intermittently or on a reduced work schedule for certain situations. It is the responsibility of the University of Wisconsin institution to designate qualifying leave as W/FMLA leave. The institution may NOT, upon request of an employee, refrain from designating a qualifying leave as W/FMLA leave.

If an employee meets the eligibility requirements for both the WFMLA and the FMLA, the employer must comply with both laws simultaneously. The provision of the WFMLA, FMLA, or University of Wisconsin leave policy that provides the most generous benefit to the employee must be applied. If an employee is eligible under only one law, then the employer needs only to comply with that one law.

#### A. Employer Coverage

Each UW System institution is an employer within the meaning of both the Wisconsin and Federal Family and Medical Leave Acts.

#### **B.** Employee Eligibility

When an institution determines whether or not an employee has worked both the requisite number of hours and time to be eligible for WFMLA or FMLA, all institutions within UW System as well as all State of Wisconsin agencies are considered one employer. All hours and time worked for any institutions/state agencies must be combined to establish eligibility.

Eligibility for WFMLA and FMLA is determined as of the first day of requested leave.

- (1) <u>Wisconsin FMLA</u>: in accordance with Wis. Stat.  $\frac{103.10(2)(c)}{100.000}$ , an employee is eligible for WFMLA leave if the employee:
  - Has been employed by any UW institution or State of Wisconsin agency for more than 52 <u>consecutive</u> weeks; *and*
  - Has worked for any UW System institution or State of Wisconsin agency for at least 1,000 hours (*paid leave used counts towards the 1,000 hours worked*) during the preceding 52-week period.

The employee is still considered "employed" even if an employee is on an approved leave of absence, military leave, worker's compensation, temporary disability, temporary layoff, or permanent layoff if the employee is reinstated.

- (2) <u>Federal FMLA</u>: In accordance with <u>29 C.F.R. §825.110</u>, an employee is eligible for FMLA leave if the employee:
  - Has been employed by any UW System institution or State of Wisconsin agency for at least 12 months (the 12 months do not need to be consecutive and the summer months count for academic year employees); *and*
  - Has worked for any UW System institution or State of Wisconsin agency at least 1,250 hours (*paid leave used does <u>not</u> count towards the 1,250 hours worked*) during the 12 months immediately preceding the beginning of the requested leave.
    - Full-time academic year employees are assumed to meet the 1,250-hour standard unless proven otherwise.
    - If an employee is on a military leave of absence from the UW covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), that period of time will count towards both the time worked for an employer and the number of hours worked requirements.

#### C. Reasons for Leave and Duration of Covered Leaves

(1) <u>Wisconsin FMLA:</u> Eligible employees are entitled to use WFMLA-covered leave during each <u>calendar year</u> for the reasons and durations provided in Wis. Stat. §§ <u>103.10(3)</u> and (4). For more information on the reasons for and duration of covered leave see

Publications <u>ERD-7983-P</u> and <u>ERD-9680-P</u> from the State of Wisconsin Department of Workforce Development Equal Rights Division.

- (2) Federal FMLA: Eligible employees are entitled to use up to a total of 12 weeks of unpaid FMLA-covered leave during each <u>calendar year</u> for the reasons provided in 29 U.S.C. § 2612 and 29 C.F.R. § 825.112(a); duration of leave: <u>29 C.F.R. §§ 825.200</u> and 825.127(c). For more information on the reasons for covered leave, see Department of Labor Wage and Hour Division <u>Fact Sheet 28F</u>.
- (3) Note regarding leave for birth and adoption: No more than six weeks of WFMLA leave and no more than twelve weeks of FMLA leave may be used by an employee for the birth or adoption of any one child, even if eligibility for leave extends into another calendar year. Birth or adoption of more than one child at the same time is considered a single event. When this occurs, an employee does not receive an additional twelve weeks of leave for each additional child. WFMLA does not include leave in connection with the placement of child for foster care.

#### **D.** Intermittent/Partial Leave

(1) An employee may take family or medical leave in non-continuous increments (i.e., partial absence from employment). A partial absence must be in increments equal to the shortest increment permitted by the institution for any other non-emergency leave, as long as such leave does not unduly disrupt the employer's operations.

When an employee takes intermittent leave or a reduced leave schedule, the institution must account for the leave using an increment no greater than the shortest period of time that the employer uses to account for use of other forms of leave, provided that it is not greater than one hour. The institution may not require the employee to take more leave than necessary to address the circumstances that precipitated the need for leave, and that FMLA leave may only be counted against an employee's FMLA entitlement for leave taken and not for time that is worked for the employer

Intermittent leave for all UW System employees will be tracked in 15-minute increments.

- (2) Leave without pay for any number of hours taken as intermittent leave for documented FMLA-qualifying purposes will not affect an eligible employee's FLSA exempt status.
- (3) Only the amount of leave actually taken (with our without pay) may be counted toward annual WFMLA or FMLA allocation. For example, if an employee who normally works five eight-hour days per week takes one day off, the employee would use eight hours of W/FMLA entitlement.
- (4) For less than full-time employees, the amount of leave to which they are entitled is determined on a proportional basis by comparing the new schedule with the employee's normal schedule. For example, if an employee who normally works 30 hours per week now works 20 hours per week under a reduced work schedule, the employee would use ten hours of FMLA leave per week. The normal workweek of an employee whose schedule varies shall be based on a weekly average of the hours scheduled, including any leave hours, over the 12 months prior to the beginning of the leave period.

(5) Where it is physically impossible for an employee using intermittent leave or working a reduced leave schedule to commence or end work mid-way through a shift, the entire period that the employee is forced to be absent is designated as FMLA leave and counts against the employee's FMLA entitlement.

#### E. Use and Substitution of Paid Leave

All qualifying leave, with or without pay, must be designated by the institution as leave under W/FMLA and it will count against the employee's W/FMLA entitlement. Employees are entitled to use any available paid leave during a qualifying W/FMLA leave. However, UW institutions must designate all qualifying paid leave as W/FMLA leave. Employees may also choose to use unpaid leave if they are taking W/FMLA leave, rather than use their paid leave.

During leave that qualifies only as WFMLA leave or that qualifies as concurrent WFMLA and FMLA leave, employees may substitute any and all available paid leave, including sick leave, regardless of UW System and institutional policies about that paid leave. However, if a paid leave does not qualify as WFMLA leave, the employee must comply with all UW System and UW institution policies regarding that paid leave. If an employee is entitled to take FMLA leave but not WFMLA leave and the employee has no qualifying paid leave available, the employee may only take unpaid leave.

#### F. Continuation of Employee Benefits

All employee benefits may be maintained during an unpaid or paid WFMLA and/or FMLAcovered leave. The employee must continue to pay any employee-required premium in a timely manner to maintain benefits.

State Group Health Insurance coverage must be maintained under the conditions that applied immediately before the W/FMLA leave began. The employee must continue to pay the employee contribution and is entitled to the employer contribution towards the premium for the duration of the W/FMLA-covered leave.

#### G. WFMLA and FMLA Administrative Process

It is the responsibility of the UW System institution to ensure that employees submit and receive the appropriate WFMLA and/or FMLA forms on a timely basis.

#### (1) Employee's Request for Leave

- (a) Employees must provide 30 days advance notice of the need to take W/FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must generally comply with the UW institution's usual and customary notice and procedural requirements for requesting leave. If an employee does not comply with the usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLAprotected leave may be delayed or denied.
- (b) Employees are encouraged to use the <u>Employee Request for Family and/or Medical</u> <u>Leave (UWS 80)</u> form to request a W/FMLA-covered leave from the institution. An employee who requests a WFMLA leave to care for a domestic partner or a domestic

partner's parent must complete this form in order to certify the domestic partnership for WFMLA purposes.

#### (2) Employee Certification Forms

- (a) Any health care provider certification form must comply with the confidentiality requirements of the Genetic Information Nondiscrimination Act of 2008 (GINA). See Appendix A for the information that must be included with all requests to health care providers for medical information.
- (b) An employee, or the employee's spokesperson (e.g., if the employee is incapacitated, the employee's spouse, adult child, parent, doctor, etc.) must provide sufficient information regarding the reason for an employee's leave request in order for the UW institution to determine if W/FMLA leave is appropriate.
- (c) An institution may require an employee to provide a certification and periodic recertification supporting the need for leave.

If medical certification is required, the employee must submit the medical certification to the institution designee within 15 calendar days after the leave is requested unless it is not practical under the circumstances. Approval is granted pending receipt of medical certification, if required. (Note: if the medical certification is inadequate, the employee has 7 days to provide additional clarifying medical documentation).

- (d) If a certification form is required, it is recommended that one of the following certification forms, or equivalent, is completed by the employee or employee's spokesperson.
  - <u>Certification by Health Care Provider for Employee's Serious Health Condition</u> (UWS 82)

**Note regarding employees who take a WFMLA leave only** - If an employee is taking a <u>WFMLA only leave</u> (employee does not qualify for federal FMLA), the employee should use the WFMLA compliant form, <u>UWS 82a</u>, to certify his or her own serious health condition.

• <u>Certification by Health Care Provider for Family Member's Serious Health Condition</u> (UWS 83)

**Note regarding employees who take a WFMLA leave only** - If an employee is taking a <u>WFMLA only leave</u> (employee does not qualify for federal FMLA and/or the employee is taking a leave to care for a domestic partner or a domestic partner's parent), the employee should use the WFMLA compliant form, <u>UWS 82a</u>, to certify a family member's serious health condition.

- <u>Certification of Qualifying Exigency for Military Family Leave</u> (UWS 84)
- <u>Certification of Serious Injury or Illness of Covered Servicemember for Military</u> <u>Leave</u> (UWS 85) - an employee must complete this form if the employee wants

FMLA-protected leave to care for a covered military servicemember who is a family member or next of kin and who is seriously ill or injured due to military service

#### (3) UW Institution Responsibilities

#### (a) Rights & Responsibilities Notice

The UW institution must provide the Notice of Eligibility and Rights & Responsibilities (UWS 81) form, or equivalent, to an employee <u>within five business</u> <u>days</u> (when feasible) of an employee's request for leave that may be covered under WFMLA and/or FMLA. If employee request was not submitted prior to the leave being taken, the form must be provided within five days of the date the WFMLA and/or FMLA-qualifying leave was first taken (See Retroactive Designation below).

#### (b) **Designation Notice**

The UW institution must provide a <u>Designation Notice</u> (UWS 86), or equivalent, to the employee who has requested a W/FMLA-protected leave to let the employee know if the leave is approved and/or if the employee needs to submit any additional information before the leave can be approved.

If the UW institution requires the employee to present a fitness-for-duty certification to be restored to employment, the institution must provide notice of such requirement with the designation notice. The UW institution must include a list of the essential functions of the employee's position and must indicate in the designation notice that the certification must address the employee's ability to perform those essential functions.

If the information provided by the institution to the employee in the designation notice changes (e.g., the employee exhausts the W/FMLA leave entitlement), the agency shall provide written notice of the change **within five business days** of receipt of the employee's first notice of need for leave subsequent to any change.

The institution must notify the employee of the amount of leave counted against the employee's W/FMLA leave entitlement. If it is not possible in advance to determine the amount of leave, then the agency must provide notice of the amount of leave counted against the employee's W/FMLA leave entitlement upon the request by the employee, but no more often than once in a 30-day period in which leave was taken. The notice of the amount of W/FMLA leave taken may be oral or in writing. If oral, it shall be confirmed in writing, no later than the next payday which occurs at least one week later. Written notice may be in any form.

If leave would qualify as both leave to care for a covered servicemember or veteran during a single 12-month period and leave to care for a family member with a serious health condition, the leave shall be designated and counted as leave to care for a covered servicemember, and <u>not</u> as leave to care for a family member with a serious health condition.

**Retroactive designation:** If the institution does not designate leave in a timely manner, the institution must retroactively designate leave as W/FMLA leave with appropriate notice to the employee UNLESS the employer's failure to timely

designate leave causes harm or injury to the employee. In all cases, an employer and an employee may mutually agree that leave be retroactively designated as W/FMLA leave.

#### H. Conclusion of Leave

Leave available during the calendar year must be used within that calendar year. Leave available during a single 12-month period to care for a covered service member or veteran must be used within that single 12-month period. If not used, the employee's entitlement to the leave expires at the end of the 12-month period in which the leave was earned. An employee's entitlement to leave for birth or adoption expires 12 months after the date of birth or placement for adoption.

If an employee was hired for a specific term or only to perform work on a discrete project, the institution has no obligation to restore the employee if the employment term or project is over and the agency would not otherwise have continued to employ the employee.

#### I. FMLA and Workers Compensation

When a serious health condition results from injury to an employee while on the job, the employee's FMLA entitlement will run concurrently with any worker's compensation benefits. If the health care provider treating the employee for the worker's compensation injury certifies the employee is able to return to a "light duty job" but is unable to return to the same or equivalent job, the employee may decline the offer of a light duty job. As a result, the employee may lose worker's compensation payments, but is entitled to remain on unpaid FMLA leave until the 12-week entitlement is exhausted.

Any period that an employee is absent from work while on worker's compensation leave should not be counted as time used under the WFMLA.

#### J. Employee Right to Reinstatement

On return from W/FMLA leave, an employee is generally entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee is entitled to such reinstatement even if the employee has been replaced or his or her position has been restructured to accommodate the employee's absence. An employee, however, has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. An employer must be able to show that an employee would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.

#### K. WFMLA and FMLA Required Posted Notices

#### (1) WFMLA

In accordance with Wis. Stat.  $\S$  103.10(14), each UW institution must post in one or more conspicuous places where notices to employees are customarily posted a notice in the form approved by DWD setting forth state employees' rights under the WFMLA.

#### (2) **FMLA**

In accordance with <u>29 C.F.R. § 825.300</u>, each UW institution must post in one or more conspicuous places where notices to employees are customarily posted a notice setting forth employees' rights under the FMLA. This notice should be posted in both <u>English</u> and <u>Spanish</u>.

#### L. Recordkeeping

UW institutions must keep records for at least three years of all leave taken under WFMLA and FMLA. Records that must be maintained include:

- Basic payroll and identifying employee data, including name, address, and occupation; rate of pay and terms of compensation (i.e., salary vs. hourly); daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid.
- Dates FMLA leave is taken by employees. Leave must be designated in records as FMLA leave
- The hours of the leave, if FMLA leave is taken in increments of less than one full day.
- Copies of employee notices of leave furnished to the agency under FMLA and copies of all notices given to employees as required under FMLA. These copies may be maintained in the employee's personnel file.
- Any documents (including written and electronic records) describing employee benefits or agency policies and practices regarding the taking of paid and unpaid leave.
- Premium payments of employee benefits.
- Records of any dispute between the agency and an employee regarding designation of leave as FMLA leave, including any written statement from the agency or employee of the reasons for the designation and for the disagreement.

Records and documents relating to medical certification, recertifications or medical histories of employees or employees' family members, created for purposes of FMLA, must be maintained as confidential medical records in separate files from the usual personnel files. If the ADA is also applicable, such records must be maintained in conformance with ADA confidentiality requirements, except that:

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations.
- First aid and safety personnel may be informed, when appropriate, if the employee's physical or medical condition might require emergency treatment.
- Government officials investigating compliance with FMLA shall be provided relevant information upon request.

#### 5. RELATED DOCUMENTS

#### Employee Forms

Employee Request for Family and/or Medical Leave (UWS 80) Certification by Health Care Provider for Employee's Serious Health Condition (UWS 82) Certification by a Health Care Provider for Employee's Serious Health Condition - WFMLA only (UWS 82a) Certification by Health Care Provider for Family Member's Serious Health Condition (UWS 83) Certification by Health Care Provider for Family Member's Serious Health Condition – WFMLA only (UWSA 82a) Certification of Qualifying Exigency for Military Family Leave (UWS 84) Certification of Serious Injury or Illness of Covered Servicemember for Military Leave (UWS 85)

#### Employer Forms

Notice of Eligibility and Rights & Responsibilities (UWS 81) Designation Notice (UWS 86)

UW System Documents

UPS Operational Policy BN 1: <u>Vacation, Paid Leave Banks, and Vacation Cash Payouts</u> UPS Operational Policy BN 2: <u>Personal Holiday & Legal Holiday Administration</u> UPS Operational Policy BN 3: <u>Sick Leave</u> UPS Operational Policy BN 5: <u>Catastrophic Leave Program</u> UPS Operational Policy BN 6: <u>Bone Marrow & Human Organ Donation</u>

#### State WFMLA and Federal FMLA Information

<u>State of Wisconsin Department of Workforce Development – Wisconsin Family and Medical Leave</u> <u>Benefits</u> Department of Labor – Family and Medical Leave Benefits

#### 6. POLICY HISTORY:

FMLA provided for by <u>29 CFR Part 825</u> and <u>29 U.S.C. 2601, *et seq*</u>. WFMLA provided for by Wis. Stat. <u>§ 103.10</u> and Wis. Admin. Code <u>Chapter DWD 225</u> Unclassified Personnel Guideline #10: <u>Unclassified Staff Sick Leave Policy</u> Wisconsin HR Handbook Chapter 724 – Family and Medical Leave

#### Appendix A

#### Notice to FMLA Administrators at UW Institutions

The Genetic Information Nondiscrimination Act (GINA) notice shown below should be included with all requests to health care providers for medical information. The statement may be included on the medical certification form or fitness-for-duty form, or it may be provided in a letter or memo that accompanies the request for medical information.

Providing a GINA notice gives a "safe harbor" when genetic information is inadvertently acquired that may not be necessary for a complete medical certification under the FMLA.

#### **Genetic Information Nondiscrimination Act of 2008 Notification**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law including, but not limited, to when the employee requests leave for a family member's health condition to (1) document appropriate use of sick leave; and (2) where "family medical history" is required to the extent necessary to make the medical certification complete and sufficient under the FMLA and WFMLA.

To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information unless it meets the family member exceptions noted above.

'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## The University of Wisconsin System UPS OPERATIONAL POLICY: BN 5



### **SUBJECT**: Catastrophic Leave Program

Original Issuance Date: July 1, 2015 Last Revision Date:

#### 1. POLICY PURPOSE:

The purpose of this policy is to establish a catastrophic leave program for UW System employees. This program allows employees to donate earned paid leave credits, with the exception of sick leave or compensatory time, to employees who have a catastrophic need at their own or at a different UW institution.

#### 2. POLICY BACKGROUND:

Catastrophic leave provisions for faculty, academic staff and limited employees were created by Regent Resolution <u>8227</u> (adopted 10/06/2000), and Unclassified Personnel Guidelines #9 <u>Unclassified Staff Paid Vacation, Holiday, and Catastrophic Leave</u> implemented the Regent resolution.

Catastrophic leave provisions for classified employees (university staff as of July 1, 2015), were provided for in <u>Wis. Stat. § 230.35(2r)</u>, which allows for the Director of the Office of State Employment Relations (OSER) to establish a catastrophic leave program for classified employees. <u>Wis. Admin. Code § ER 18.15</u> sets forth the policies to be followed in the administration of the catastrophic leave program for classified employees. Prior to July 1, 2011, several collective bargaining agreements also contained catastrophic leave program provisions for union-represented classified UW System employees.

Effective July 1, 2015, catastrophic leave provisions for all UW System employees will be provided for in this policy.

#### **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

#### **Definitions specific to this policy:**

**"Catastrophic need"** means a significant financial hardship that is due to an illness, medical condition, or injury that incapacitates or is expected to incapacitate an employee or an employee's family member that requires the employee to take <u>unpaid</u> time off from work for an extended period of time, as defined by the institution.

"Donor" means any person meeting the eligibility requirements under Section 4.B. of this policy

"Family member" includes all of the following:

- Employee's legal spouse
- Employee's domestic partner
- Children of the employee or of the employee's spouse or domestic partner (biological, adopted, step or foster child, or legal ward);
- Grandchildren of the employee or of the employee's spouse or domestic partner;
- Parents of the employee or of the employee's spouse or domestic partner (biological, adoptive, stepparent, foster parent or legal guardian
- Grandparents of the employee or of the employee's spouse or domestic partner;
- Brothers and sisters of the employee or of the employee's spouse or domestic partner and the spouse or domestic partner of the brothers and sisters;
- Aunts and uncles of the employee or of the employee's spouse or domestic partner;
- Sons-in-law or daughters-in-law (including domestic partner of the son or daughter) of the employee or of the employee's spouse or domestic partner; or
- Other relatives of the employee or the employee's spouse or domestic partner who reside in the same household as the employee.

"Leave credits" means vacation, vacation carryover, personal holiday, accrued legal holiday/floating legal holiday and leave in a paid leave bank (ALRA/sabbatical). "Leave credits" do not include sick leave or compensatory time-off credits. Refer to each applicable UPS operational policy for further information on types of leave credits.

"Recipient" means any person meeting the eligibility requirements under Section 4.A. of this policy.

#### 4. POLICY:

The catastrophic leave program allows employees to donate earned paid leave credits, other than sick leave or compensatory time, to employees at their own or at a different UW institution who have a catastrophic need.

The manner in which leave is solicited and credited to the recipient shall be left to the discretion of each institution; however, great care should be taken to protect the confidentiality and the medical status of the recipient and of the recipient's family.

#### A. Determining Recipient Eligibility

#### (1) Eligible Recipient Criteria

To be an eligible recipient an employee must satisfy <u>all</u> of the following conditions:

- (a) Must be an active University of Wisconsin employee who earns sick leave; and
- (b) Must be in a university staff, faculty, academic staff, or limited appointment. Employees in student hourly, student assistant/graduate assistant, employee-in-training, or university staff temporary appointments are not eligible for this program; and
- (c) Be on approved unpaid leave of absence due to a catastrophic need of the employee or an immediate family member. The unpaid leave may be taken in non-continuous increments that are no shorter than one hour; and

- (d) Must submit an *Employee Request for Catastrophic Leave* (UWS-420) form to the Chancellor or designee who determines recipient eligibility; and
- (e) Must have used all available sick leave credits earned under Wis. Stat. § 36.30; and
- (f) Must have an accrued leave balance of no more than 16 hours of combined earned vacation, vacation carryover, personal holiday, and banked vacation (sabbatical/ALRA); and
- (g) Must not be receiving other salary replacement income. Salary replacement income may include, but is not limited to:
  - Replacement income from other employment
  - Income Continuation Insurance
  - Workers Compensation
  - Hazardous duty benefits per UPS Operational Policy GEN 12: Hazardous Employment Benefits
  - Unemployment Compensation
  - Social Security
  - Private insurance
- (h) Be approved as an eligible recipient by the Chancellor or designee.

#### (2) **Required Recipient Forms**

- (a) A potential recipient must complete an *Employee Request for Catastrophic Leave* (UWS-420).
- (b) The Chancellor or designee will determine recipient eligibility consistent with program policies and guidelines and complete an *Employer Approval of Catastrophic Leave* (UWS-421). Such information or correspondence shall be treated in a highly confidential manner due to the personal/medical nature of the request.
- (c) If the leave meets the requirements and conditions of the Wisconsin (WFMLA) and Federal Family and Medical Leave Acts (FMLA), it should be charged to the employee's FMLA/WFMLA allocation, if available. See UPS Operational Policy BN 4: Wisconsin and Federal Family and Medical Leave Acts for additional information.

#### **B.** Determining Donor Eligibility

- (1) Potential donors must complete a *Catastrophic Leave Donor Authorization* (UWS-422) form. The Chancellor or designee will determine donor eligibility consistent with program policies and guidelines.
- (2) To be an eligible donor, the employee must be actively employed at a UW institution (including UW-Madison) and have accrued leave credits available for donation.

#### **C. Leave Credit Donations**

- (1) All employees who meet the eligibility requirements in Section 4.A. of this policy may benefit from leave donated under this program. Recipients of donated leave may accept any type of eligible leave donation. For example, a donor may donate personal holiday to an employee who does not earn personal holiday (ex. employees in an academic year appointment do not earn personal holiday but they may use donated personal holiday hours under the catastrophic leave program). The recipient may use the leave donated in one-hour increments up to the percentage of his/her budgeted position.
- (2) A donor may donate leave credits to any eligible recipient, within the same UW institution or at another UW institution (including UW-Madison).
- (3) A donor may donate leave credits to any eligible recipient in any employee category. For example, university staff may donate leave credits to not only other university staff but also to faculty, academic staff and limited appointees and vice versa.
- (4) Leave credits may be donated in whole-hour increments only.
- (5) A donor may donate as frequently as the donor desires and may donate to more than one recipient (i.e., there is no limit on number of accrued leave hours a donor may donate).
- (6) Donated leave credits will be deducted from a donor's official leave accounting balance when the credits are actually used by the recipient. If a donor uses donated leave credits prior to use by the recipient, the donation is negated.
- (7) Donated leave credits will not be accepted if the recipient is no longer covered by catastrophic leave provisions (e.g., due to the recipient's return to work, end of employment contract or resolution of the catastrophic need).
- (8) Institutions are required to maintain adequate documentation to support leave use and adjustments to leave balances.
- (9) Leave donated for the purpose of a catastrophic illness or medical need shall in no way assume the rights, character or benefits of sick leave.

#### D. Leave Credit Usage by Recipients

Donated leave credits will be processed only after a catastrophic leave has been approved and notice provided to the appropriate payroll and/or human resources office pursuant to established institutional procedures.

- There is no limit to the number of donated leave credits a recipient may receive, subject to (a) (f) below.
  - (a) A recipient may only use donated leave consistent with the recipient's regularly scheduled hours per pay period at the time the unpaid leave began. Exception if the employee is working a reduced schedule due solely to the catastrophic need, the employee may use catastrophic leave up to the employee's regular appointment percentage in absence of the catastrophic need.

"Regularly scheduled hours" does not include overtime hours or hours worked in excess of the employee's appointment percentage.

- (b) Donated leave credits may be used by the recipient retroactively. For a recipient who subsequently leaves the position and is no longer an eligible employee or who terminates UW System employment, donated leave credits may only be used up to the date of ineligibility or termination.
- (c) Donated leave credits will be used on a first-in, first-used basis as determined by the date of receipt of the Catastrophic Leave Donor Authorization (UWS-422) form at the appropriate payroll and/or human resources office.
- (d) Leave credits earned by the recipient while using donated leave credits will be used prior to the donated leave credits.

Example: if an employee remains on payroll by using donated paid leave credits, the employee will continue to earn sick leave for the entire time in pay status. This earned sick leave should be used before donated paid leave credits are used.

- (e) If a legal holiday falls in a pay period in which a recipient is using paid leave credits, the employee is eligible to receive legal holiday pay provided the employee is otherwise eligible for legal holiday pay per UPS Operational Policy BN 2: Personal Holiday and Legal Holiday Administration.
- (f) Leave donated under the Catastrophic Leave program may be used to meet the Income Continuation Insurance (ICI) elimination period. Once the ICI elimination period is met and the recipient is eligible to receive ICI benefits, no more donated leave may be used. At no time may payments received under the Catastrophic Leave Program and the Income Continuation Insurance Program, or any other state sponsored income replacement program, be collected simultaneously.
- (2) Leave credits donated to recipients are not subject to the carryover provisions and limitations regarding vacation, vacation carryover, and personal holiday. The leave credits must be donated prior to the leave expiration date.

Example: Personal holiday hours expire at the end of each calendar year for university staff. A university staff employee can donate unused personal holiday hours on December 30<sup>th</sup> of a year and the recipient may use these hours on or after January 1<sup>st</sup>. These hours do not expire provided they are donated before they are lost.

- (3) Donated leave credits will not be reflected on the recipient's official leave accounting balance until the pay period in which the credits are actually used by the recipient.
- (4) The donated leave credits will be paid to the recipient at the recipient's wage rate during the pay period in which the credits are used.

#### E. Catastrophic Leave and Insurance Benefits

When an employee is using donated leave credits to remain on payroll, benefit deductions should continue to be deducted from earnings; however, donated leave cannot be used intermittently to extend the employer contribution towards benefits.

#### F. Appeal Provisions

No employee may grieve a UW System institution's decision relative to the catastrophic leave program. Each respective institution may establish appeals procedures for this policy separate from the established grievance procedures.

#### 5. RELATED DOCUMENTS:

Employee Request for Catastrophic Leave UWS-420 (under construction) Employer Approval of Catastrophic Leave UWS-421 (under construction) Catastrophic Leave Donor Authorization UWS-422 (under construction) UPS Operational Policy GEN 12: <u>Hazardous Employment Benefits</u> UPS Operational Policy BN 1: <u>Vacation, Paid Leave Banks, and Vacation Cash Payouts</u> UPS Operational Policy BN 2: <u>Personal Holiday & Legal Holiday Administration</u> UPS Operational Policy BN 3: <u>Sick Leave</u> UPS Operational Policy BN 4: <u>Wisconsin and Federal Family and Medical Leave Acts</u> Regent Resolution <u>8227</u> (adopted 10/06/2000)

#### 6. POLICY HISTORY:

University Personnel Guideline #9: <u>Unclassified Paid Vacation, Holiday and Cat9.08: Catastrophic Leave Policy</u> <u>Wis. Stat. § 230.35(2r)</u> Wis. Admin. Code § <u>ER 18.15, Catastrophic leave</u> Wisconsin Human Resources Handbook, Chapter 660, Catastrophic Leave Program

## The University of Wisconsin System UPS OPERATIONAL POLICY: BN 6



## SUBJECT: Paid Leave of Absence for Bone Marrow & Human Organ Donation

Original Issuance Date: July 1, 2015 Last Revision Date:

#### 1. POLICY PURPOSE:

The purpose of this policy is to establish a leave policy for UW System employees who serve as a bone marrow or human organ donor.

#### 2. POLICY BACKGROUND:

Effective May 24, 2000, <u>1999 Wisconsin Act 125</u> created <u>Wis. Stat. § 230.35(2d)</u>, which provides for State of Wisconsin employers to grant a paid leave of absence to classified state employees to donate bone marrow or a human organ. This provision is also referenced in <u>Wis. Admin. Code § ER 18.17</u>.

Regent Resolution <u>8228</u> (adopted 10/06/2000) created the Bone Marrow and Human Organ Donation policy for faculty, academic staff and limited appointees consistent with <u>Wis. Stat. § 230.35(2d)</u>. Its administration was included in University Personnel Guideline #10 <u>Unclassified Staff Sick Leave</u> <u>Policy</u>.

Effective July 1, 2015, leave policies for all UW System employees who are bone marrow or human organ donors will be provided for in this policy.

#### **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

#### **Definitions specific to this policy:**

"Bone marrow" means the soft material that fills human bone cavities [Wis. Stat. § 146.34(1)(a)].

"**Human organ**" means a heart, lung, liver, pancreas, kidney, intestine, or other organ that requires the continuous circulation of blood to remain useful for purposes of transplantation [Wis. Stat. § 230.35(2d)(a)2].

#### 4. POLICY:

A UW institution must grant eligible faculty, academic staff, limited appointees and university staff a paid leave of absence to serve as a bone marrow or human organ donor.

#### A. Eligibility

In order for an employee to receive a paid leave of absence to serve as a bone marrow or human organ donor, the employee must satisfy **<u>both</u>** of the following conditions:

- (1) The employee must be in a faculty, academic staff, limited or university staff appointment that earns sick leave; and
- (2) Prior to the donation of an organ or bone marrow, the employee must provide written verification of the employee's intent to serve as a bone marrow or human organ donor. The employee and employee's physician must complete the *University of Wisconsin System Intent to Donate Bone Marrow or a Human Organ* (UWS 425) form before the paid leave of absence is granted.

As an alternative to the completion of the above form, the employee may submit the same information requested on the form in a different written format such as an email, memo or letter.

#### **B.** Guaranteed Paid Leaves

The following paid leave periods are guaranteed and are not subject to institutional approval. Time off should not be charged to any leave category during this period.

- (1) Five working days to serve as a bone marrow donor
- (2) Thirty working days to serve as a human organ donor

If additional leave/recovery time is required, the employee may use paid leave, including sick leave if appropriate, or the donor may be placed on a leave without pay. Any leave requested in addition to the time provided for in this policy, is subject to institutional approval.

#### C. Pay/Service

An employee granted a paid leave of absence under this policy will receive his/her base pay, without interruption, during the leave of absence period. For the purposes of determining continuous service, pay or pay advancement, and performance awards and for the receipt of any benefit that may be affected by this leave of absence, the service of the employee will be considered to be uninterrupted by the leave of absence.

#### D. FMLA/WFMLA

Bone marrow and human organ donation will generally meet the requirements and conditions of the Wisconsin (WFMLA) and Federal Family and Medical Leave Acts (FMLA) and should be administered concurrently with the employee's FMLA/WFMLA leave rights per UPS Operational Policy <u>BN 4: Wisconsin and Federal Family and Medical Leave Acts</u>.

#### 5. RELATED DOCUMENTS:

UPS Operational Policy BN 3: <u>Sick Leave</u> UPS Operational Policy BN 4: <u>Wisconsin and Federal Family and Medical Leave Acts</u> University of Wisconsin System Intent to Donate Bone Marrow or Human Organ Request (UWS 425) (under construction)

#### 6. POLICY HISTORY:

 1999 Wisconsin Act 125

 Wis. Stat. § 230.35(2d)

 Wis. Admin. Code § ER 18.17, Paid leave to serve as a bone marrow or organ donor

 Regent Resolution 8228 (adopted 10/06/00)

 Univerity Personnel Guideline #10: Unclassified Staff Sick Leave Policy

 OSER Bulletin CLR/POL-54 (June 12, 2000): Notification of Statutory Change Regarding Leaves of

 Absence for State Employees to Participate as Bone Marrow or Human Organ Donors

## The University of Wisconsin System UPS OPERATIONAL POLICY: BN 7



SUBJECT: Miscellaneous Leave Provisions - Jury Duty, Voting, Election Official, Hostage Leave, and Leave Usage upon Death of Family Member

Original Issuance Date: July 1, 2015 Last Revision Date:

#### **1. POLICY PURPOSE:**

The purpose of this policy is to establish guidelines granting paid leave for jury duty, voting, and serving as an election official during working hours. This policy also provides for a paid leave of absence in certain circumstances after an employee is held hostage and outlines leave usage upon the death of a family member.

#### 2. POLICY BACKGROUND:

Paid leave for jury duty for classified employees (university staff effective July 1, 2015) was provided for in <u>Wis. Stat. § 230.35(3)(c)</u> and <u>Wis. Admin. Code § ER 18.10</u>.

Time off to vote is provided to all employees pursuant to <u>Wis. Stat. § 6.76</u>. Additional provisions for classified employees (university staff as of July 1, 2015) were provided for in <u>Wis. Stat. §</u> 230.35(4)(e) and <u>Wis. Admin. Code § ER 18.11</u>.

Provisions related to the use of sick leave after the death of a family member for former classified employees (university staff effective July 1, 2015) were provided for in <u>Wis. Stat. § 230.35(2)</u> and <u>Wis. Admin. Code § ER 18.03(4)(d)</u>. This benefit was provided for faculty, academic staff and limited appointees in <u>University Personnel Guideline #10.04(1)(c)</u>: <u>Unclassified Staff Sick Leave Policy</u>.

Provisions related to hostage leave and serving as an election official were provided for in past collective bargaining agreements and compensation plans.

Effective July 1, 2015, the provisions detailed above are now outlined in this policy and apply to all UW System employees.

#### **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

#### **Definitions specific to this policy:**

**"Election Official"** means an individual who is charged with any duties relating to conducting an election.

**"Hostage"** means an employee who was held against his or her will for a period of time, and the person or persons holding the employee attempted to obtain a pledge from the University to submit to certain terms and/or conditions prior to releasing the employee.

"Family member" includes all of the following:

- Employee's legal spouse
- Employee's domestic partner
- Children of employee or employee's spouse or domestic partner (biological, adopted, step or foster child or legal ward)
- Grandchildren of the employee or employee's spouse or domestic partner
- Parents of employee or employee's spouse or domestic partner (biological, adopted, step or foster parent or legal guardian of employee)
- Grandparents of employee or employee's spouse or domestic partner
- Brothers and sisters and the spouse or domestic partner of the brothers and sisters of the employee or the employee's spouse or domestic partner
- Aunts and uncles of the employee or the employee's spouse or domestic partner.
- Sons-in-law or daughters-in-law (including domestic partner of the son or daughter) of the employee or the employee's spouse or domestic partner
- Other relatives of the employee or the employee's spouse or domestic partner who reside in the same household of the employee.

"Jury Duty" means time responding to a jury summons or serving on a jury.

#### 4. POLICY:

#### A. Jury Duty

(1) All University of Wisconsin System employees are entitled to leave for jury duty during standard office hours as defined in UPS Operational Policy <u>GEN 2: Standard Office Hours</u> and Legal Holidays and Other Institution Closures.

If an employee's work schedule is outside of standard office hours (e.g. the employee works second or third shift), the following manner: employee is entitled to leave for jury duty and is entitled to be temporarily transferred to first shift (standard office hours) for the period of jury duty. Upon supervisor approval, the employee may trade shifts to accommodate jury duty.

- (2) All <u>sick-leave eligible</u> faculty, academic staff, limited appointees, and university staff are entitled to <u>leave with pay</u> when summoned for grand or petit jury duty. UW earnings are <u>not</u> reduced by any pay the employee receives for jury duty service.
- (3) Employees who are not sick-leave eligible are entitled to <u>leave without pay</u> for jury duty.

(4) When not impaneled for actual service and only on call, the employee should report to work unless authorized by the institution to be absent.

#### **B.** Voting Time

- (1) All University of Wisconsin System employees are entitled to leave to vote during the employee's standard working hours if the employee is unable to vote during non-working hours.
- (2) All <u>sick-leave eligible</u> faculty, academic staff, limited appointees, and university staff are entitled to up to three consecutive hours of <u>leave with pay</u> to vote.
- (3) Employees who are not sick-leave eligible are entitled to <u>leave without pay</u> to vote.
- (4) The institution will determine the process an employee must follow to request leave to vote.

#### C. Election Official Time Off on Election Day

- (1) All University of Wisconsin System employees are entitled to leave to serve as an election official during standard office hours on a public, special, primary or general election day.
- (2) All <u>sick-leave eligible</u> faculty, academic staff, limited appointees, and university staff are entitled to <u>leave with pay</u> to serve as an Election Official during work hours on a public, special, primary or general election day.
- (3) Employees who are not sick-leave eligible are entitled to <u>leave without pay</u> to serve as an election official.
- (4) Employees must submit a written or verbal request to be absent to serve as an election official in advance of the election and, upon institutional request, must provide written verification from the municipal clerk of their appointment as an election official.
- (5) Any employee who is approved to be absent <u>without loss of pay</u> to serve as an election official must provide the institution with written proof of the amount of compensation that he/she receives as an election official.
  - (a) The employee may elect to receive his/her state pay OR the pay he/she receives for being an election official.
  - (b) If state pay is selected, the amount of pay for being an election official must be deducted from the state pay.
  - (c) If an employee uses accrued paid leave time (excluding sick leave) to serve as an election official, the employee will <u>not</u> be required to deduct the election official pay from their state pay.
- (6) The institution reserves the right to limit the number of employees approved for leave on any given election day, based on operational needs.

#### **D.** Hostage Leave

If a sick-leave eligible employee alleges that he or she suffered an injury as a result of being taken hostage, the UW institution may approve a leave of absence without loss of pay or benefits for up to 45 calendar days from the date of the conclusion of the hostage event upon documentation from a mental health professional.

#### E. Leave Usage upon the Death of an Immediate Family Member

Any employee in a sick-leave earning appointment may use accrued sick leave or any other accrued paid leave after the death of an immediate family member. See Operational Policy BN 3: Sick Leave for additional information about circumstances in which sick leave may be used.

- (1) Accrued leave, including sick leave, may be used within 14 calendar days following the death of an immediate family member. Upon institutional approval, additional leave, including sick leave, may be used after the first 14 calendar days following the death.
- (2) Up to three days of sick leave may be used after the death of an immediate family member. An additional four days of sick leave may be used for travel time related to a funeral or other circumstances after the death of an immediate family member.
- (3) Institutions can approve reasonable requests for additional time off or use of additional sick leave on a case-by-case basis.

#### 5. RELATED DOCUMENTS:

UPS Operational Policy GEN 2: <u>Standard Office Hours and Legal Holidays and Other Institution</u> <u>Closures</u> UPS Operational Policy DN 2: Sight Legan

UPS Operational Policy BN 3: Sick Leave

#### 6. POLICY HISTORY:

Jury Duty: <u>Wis. Stat. § 230.35(3)(c)</u> and <u>Wis. Admin. Code § ER 18.10, Jury service</u> Voting Time: <u>Wis. Stat. §§ 6.76 and 230.35(4)(e)</u> and <u>Wis. Admin. Code § ER18.11, Voting time</u> Hostage Leave: <u>2013-2015 Compensation Plan (Section K 8.00)</u> Use of Sick Leave after Death of Immediate Family Member: <u>Wis. Stat. § 230.35(2)</u>, <u>Wis. Admin.</u> <u>Code § ER 18.03(4)(d)</u>, <u>University Personnel Guideline #10.04(1)(c)</u>: <u>Unclassified Staff Sick Leave</u> <u>Policy</u>

## The University of Wisconsin System UPS OPERATIONAL POLICY: BN 8

# UNIVERSITY OF WISCONSIN SYSTEM

SUBJECT: Non-Medical Leaves of Absence

Original Issuance Date: July 1, 2015 Last Revision Date:

#### **1. POLICY PURPOSE:**

The purpose of this policy is to address the granting of a non-medical leaves of absence. Military leave of absence policies are not included in this policy (see UPS Operational Policy BN 9: Military Leave).

#### 2. POLICY BACKGROUND:

Regent Resolution <u>5364</u> (adopted 11/10/1989), amended by Resolution <u>8457</u> (adopted 10/05/2001); repealed and recreated by Resolution <u>9704</u> (adopted 12/11/2009); amended by Resolution <u>9938</u> (adopted 06/10/2011) set forth the policy regarding non-medical leaves of absence for faculty, academic staff and limited appointees.

Provisions related to leaves of absence for classified employees (university staff as of July 1, 2015) are provided for in <u>Wis. Stats. § 230.35(2)</u> and <u>Wis. Admin. Code § ER 18.14</u>.

Effective July 1, 2015, the existing UW System Non-Medical Leaves of Absence policy has been revised to include university staff as well as faculty, academic staff and limited appointees.

#### **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

#### 4. POLICY:

University of Wisconsin System employees possess talents, expertise, and interests that are often valued and sought after by organizations and governmental units outside the UW System, or by other institutions within the System. Granting leaves of absence in appropriate circumstances allows employees to share these special skills with other entities, and can offer significant benefits both to the employee's home institution and the outside organization by fostering collaborations and developing productive relationships among businesses, educational institutions, research organizations, and other branches of government.

#### A. Eligibility for a Non-Medical Leave of Absence

Faculty, academic staff, limited appointees and university staff (except those on a temporary or project appointment) are eligible to request a non-medical leave of absence.

#### **B.** Granting Non-Medical Leave of Absence

- (1) The chancellor (or designee) of each institution, after considering specific institutional needs, may grant an eligible employee a full- or part-time leave of absence without pay for non-medical reasons for a period up to five years.
- (2) A leave of absence granted under this policy must specify the period and the percentage time of the leave.
- (3) A leave of absence granted under this policy may be granted for reasons including, <u>but not</u> <u>limited to</u>, the following:
  - (a) Allowing the employee to engage in entrepreneurial activities such as forming companies or businesses related to or arising in connection with employee's institutional research or area of academic specialization;
  - (b) Allowing the employee to perform services for another UW System institution or UW System Administration;
  - (c) Allowing the employee to engage in public service as an elected or appointed official of local, state, or federal government;
  - (d) Allowing the employee to serve as a fellow of a research entity affiliated or engaged in research with a UW System institution;
  - (e) Allowing the employee to take a maternity, paternity or adoption leave beyond what is covered by the Wisconsin and/or Federal Family and Medical Leave Act.
  - (f) Allowing the employee to engage in activities similar or related to those enumerated in this section.
- (4) The chancellor (or designee) of each institution may grant an eligible employee an extension of a leave of absence beyond five years for the reasons enumerated in Section 4.B.(3) of this policy.

#### C. Oversight, Roles and Responsibilities

UW Chancellors will be responsible for implementing this policy. The UW System Office of Human Resources and Workforce Diversity will monitor compliance with this policy.

#### 5. **RELATED DOCUMENTS:**

UPS Operational Policy BN 4: <u>Wisconsin and Federal Family and Medical Leave Acts</u> UPS Operational Policy BN 9: <u>Military Leave</u>

#### 6. **POLICY HISTORY:**

Regent Resolution <u>5364</u> (adopted 11/10/1989), amended by Resolution <u>8457</u> (adopted 10/05/2001); repealed and recreated by Resolution <u>9704</u> (adopted 12/11/2009); amended by Resolution <u>9938</u> (adopted 06/10/2011) Board of Regents Policy 20-6: <u>Policy on Non-Medical Leaves of Absence for Unclassified Staff</u>
<u>Wis. Stat. § 230.35(2)</u> Wis. Admin Code § <u>ER 18.14</u>, Leave of absence without pay <u>Wisconsin Human Resources Handbook Chapter 740</u>

# The University of Wisconsin System UPS OPERATIONAL POLICY: BN 9



**SUBJECT**: Military Leave

Original Issuance Date: July 1, 2015 Last Revision Date:

## **1. POLICY PURPOSE:**

The purpose of this policy is to establish a policy for approving a military leave of absence and define military leave benefits for UW System employees.

## 2. POLICY BACKGROUND:

<u>Wis. Stat. § 230.35(3)</u> provides 30 work days of leave without loss of pay each calendar year for eligible military service. In addition, <u>Wis. Stat. § 230.315</u> provides up to four years of military differential pay and leave benefits for employees called up for eligible military duty from a reserve status on or after January 1, 2003. The provisions outlined in <u>Chapter 230</u> apply to classified employees and UW System extended these benefits to all eligible UW System employees.

Effective July 1, 2015, the provisions detailed above are now outlined in this policy and apply to all UW System employees.

## **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

#### **Definitions specific to this policy:**

**"Differential pay"** means the pay an employee receives from the University when an employee is on an eligible military leave and the employee's pay from the University is higher than the employee's military base pay. The University will pay the employee the employee's University pay minus the employee's military base pay received.

If an employee is eligible for the 4-year military leave benefit, differential pay is the employee's University pay minus the sum of the employee's military base pay and base military housing allowance (BAH).

#### 4. POLICY:

All employees who are ordered or inducted into active military service, and who present their orders and request a military service leave, shall be placed on an unpaid military leave of absence. Once an employee is approved for a military leave of absence, the institution must determine if the employee is eligible for any related military leave benefits, including differential pay (amount paid to the employee by the University when the employee's University pay is greater than the employee's military pay). An employee on an approved military leave of absence may also use accrued paid leave, except sick leave, to remain on payroll during all or part of the leave.

Eligibility for military leave benefits is based on the employee's appointment type and type of military duty (see Section 4.C.: Eligibility). Employees on military leave may be eligible for one or both of the following military leave benefits:

- The annual 30-day military leave benefit; and/or
- The 4-year military leave benefit.

In addition to the military leave benefits outlined in this policy, UW System employees are also afforded the rights and protections provided by the federal <u>Uniformed Services Employment and Reemployment Rights Act (USERRA)</u>.

## A. 30-Day Military Leave Benefit

During the first 30 work days of an eligible military leave, an eligible employee shall receive differential pay if the employee's University pay is greater than the employee's military base pay. If military pay is higher than University pay, the employee has the option to take an unpaid military leave of absence or use accumulated leave, except sick leave, to remain on payroll. An employee is eligible to maintain all benefits, accumulate paid leave, and earn Wisconsin Retirement System (WRS) service credit (if covered by the WRS).

The 30-day military leave benefit applies to the first 30 work days of military leave each calendar year. If a legal holiday falls within the 30 work day period, it does not count towards the 30 work days. The employee is eligible for full University pay for any legal holidays that fall within these 30 days.

## **B.** 4-Year Military Leave Benefit

During the 4-Year Military Leave Benefit, an eligible employee shall receive differential pay if the employee's University pay is greater than the sum of the employee's military base pay and base military housing allowance (BAH). If military pay is higher than University pay, the employee has the option to take an unpaid military leave of absence or use accumulated leave, except sick leave, to remain on payroll. An employee is eligible to maintain all benefits, accumulate paid leave, and earn Wisconsin Retirement System (WRS) service credit (if covered by the WRS).

## C. Eligibility

(1) The chart below outlines eligibility for military leave benefits by appointment type.

Appointment Type	30-Day Benefit	4-Year Benefit
University Staff w/ Expectation of Continued Employment	Yes	Yes
University Staff during Initial Probationary Period	No	Yes

Appointment Type	30-Day Benefit	4-Year Benefit	
University Staff Project (never attained permanent status as classified employee or never held appointment w/ expectation of continued employment at UW	No	Yes	
University Staff Project (attained permanent status as classified employee or previously held appointment w/ expectation of continued employment at UW)	Yes	Yes	
University Staff - temporary	No	No	
Limited Appointee	Yes	Yes	
Faculty	Yes	Yes	
Academic Staff – renewable	Yes	Yes	
Academic Staff – working in $1^{st}$ terminal appt w/ no intention of continued employment	No	Yes	
Academic Staff - working in minimum of 2 <sup>nd</sup> consecutive terminal appointment	Yes	Yes	
Student Assistant – Teaching Asst, Project/Program Asst, Research Asst	No	Yes	
Student Assistant – Adv Opp Fellow, Scholar, Trainee	No	No	
Employee-in-Training (Post-Grad Trainee/1-7, Intern (non- physician), Research Intern, Research Associate) working in 1st terminal appt w/ no intention of continued employment	No	No	
Employees in Training (Post-Grad Trainee/1-7, Intern (non-physician), Research Intern, Research Associate) working in a minimum of 2nd consecutive terminal appointment	No	Yes	
Employees in Training – Grad Intern/Trainee, Post Doc Fellow, Post Doc Trainee	No	No	
Student Hourly	No	No	

Eligibility for military leave benefits ends when the employment contract ends unless the employee would have received another consecutive appointment if not on active military duty. If there is an established pattern of consecutive terminal appointments, the employer should make a reasonable determination of whether the employee would have received another consecutive terminal appointment if he or she were not on active duty and, if possible, renew the appointments prior to the beginning of the military leave.

In cases where the intent is not to renew the appointment in absence of the military duty, incumbents should be notified prior to reporting for active duty.

## (2) Type of Military Leave Eligible for 30-Day Military Leave Benefit

If an employee is eligible for any military leave benefits per this policy, and the employee meets all the following criteria, the employee is eligible for the 30-day military leave benefit if:

- The employee is a member of the reserve component of the national guard, the state defense force, or any other reserve component of the military forces of the United States; and
- Is attending military school, annual field training or annual active duty for training, or any other state or federal tours of active duty, except extended active duty service or service as a member of the active armed forces of the United States; and
- The military duty is at least 3 continuous calendar days.

## (3) Type of Military Leave Eligible for the 4-Year Military Leave Benefit

If an employee is eligible for any military leave benefits per this policy, and the employee meets all the following criteria, the employee is eligible for the 4-year military leave benefit:

- On or after January 1, 2003, the employee is activated to serve on military duty in the U.S. armed forces for other than training purposes; and
- On the date activated, the employee is either a member of the Wisconsin National Guard or a member of the reserve component of the U.S. armed forces or is recalled to active military duty from inactive reserve status; and
- The employee is on an approved military leave of absence from the University.

#### (4) Inactive Military Service

An employee whose military service is listed as "inactive" on his or her military orders is not eligible for benefits under the 30-day or 4-year military provisions. Employees on inactive military duty are not eligible for any paid military leave benefits. Such an employee does have the option to take either an unpaid leave of absence or use accrued paid leave, except sick leave, to remain on payroll in this situation.

The employee <u>is</u> eligible to accrue vacation, sick leave and legal holiday credits if an unpaid military leave is taken for inactive military service. An employee is eligible to maintain all benefits during inactive duty per the provisions in Section 4.E. of this policy.

#### **D.** Leave Benefits

#### (1) Accrual while on military leave

If an employee is eligible for the 30-day and/or 4-year military leave benefit or if the employee is on military leave due to "inactive" military service, the employee will continue to accrue vacation, sick leave and legal holiday hours as if the employee were in regular pay status.

#### (2) Leave usage upon release from military service

- (a) Once the employee is formally released from military service, the military leave of absence ends. Upon release from military service, the employee who is eligible for the 4year military leave benefit can take up to a 180-day paid or unpaid personal leave of absence before returning to work. The employee remains an employee of the University while on military leave and while on a personal paid or unpaid leave of absence. During the 180-day period, the employee may use accumulated leave earned before or during the military leave.
- (b) An employee cannot lose leave time because of military duty. Upon return to work, any unused accrued leave available to the employee prior to military activation plus the amount of accrued leave earned during an employee's military leave will be available for use by the employee for a period of not more than 2 consecutive calendar years from the year the employee returns to work. Leave time earned after the employee returns to work to subject to normal carryover provisions.
- (c) If an employee was on military leave during a period of the year in which an employee is eligible to either bank unused vacation or receive a cash payout of vacation, the employee should be given notice of their eligibility and 30 days to make the choice upon return to work. See UPS Operational Policy BN 1: Vacation, Paid Leave Banks, and Vacation Cash Payouts.

## E. Employee Benefits

#### (1) **Insurance Benefits**

An employee is eligible to maintain all employee benefits while on a military leave of absence. Employee benefit premiums may be deducted from payroll in advance of the leave, during the leave if the employee is receiving differential pay or through personal payment.

If the employee is not eligible for differential pay or the amount of differential pay is not enough to allow for benefit deductions, the employee may elect to be paid additional earnings in order to maintain benefit deductions. Any pay received that is greater than the differential pay provided for in this policy must be repaid by the employee upon return to work. The repayment period shall not exceed the length of the military leave.

The employee may also elect to have benefits lapse during a military leave of absence and reenroll in any lapsed benefits within 30 days of returning to work. The employee may also enroll in any benefits that have open enrollments during the military leave.

The employee is eligible for the employer contribution towards all benefits during the entire military leave of absence, regardless of whether the leave is paid or unpaid.

The employee should complete an <u>Employee Benefit Checklist</u> (UWS 47a) and <u>Health</u> <u>Insurance Election for Military Personnel</u> (ET-2350) form prior to the start of the leave to indicate what actions should be taken relative to benefits during the military leave.

#### (2) Wisconsin Retirement System

While on an approved military leave of absence, either paid or unpaid, the employee is eligible to continue to accrue WRS service credits. The employee will receive WRS service credit while on military leave of absence if:

- The employee notifies the University of the military leave; and
- Upon return to work, the employee provides a copy of a DD214 or military leave and earnings statements showing the dates of duty; and
- The employee must not have separated military service with a disqualifying discharge or under other than honorable conditions; and
- The employee returns to work for the UW System.

The employee is required to pay employee-required WRS contributions on any differential pay received while on a military leave of absence. If the military leave is partially or fully unpaid, the employee has the option to pay some, all or none of the WRS contributions based on what the employee would have earned in absence of the military leave. The UW will match the employee contributions. The UW will also fund any additional obligations, including interest that would have accrued on the employee- and employer-required contributions, once those contributions are made.

If the employee elects to <u>not</u> pay the WRS contributions on what the employee's full salary would have been while on military leave, the employee will still receive WRS service credit for the hours the employee would have worked during the military leave but the employee will not receive the associated earnings or employer-required WRS contributions.

If an employee received differential pay or no pay during a military leave, the institution must provide the employee with a <u>USERRA Certification form (ET-4560)</u> upon the employee's return to work. Once the employee completes the form, the institution must complete the employer section of the form and remit it to the Department of Employee Trust Funds along with a copy of the DD-214 or the employee's military orders of the DD-214 is not available. A copy is sent to the UW Service Center.

## (3) Continuous Service

An employee's continuous service is considered uninterrupted during a military leave of absence.

#### F. Re-Employment Rights

Upon return from military leave, an employee has the right to return to the same or similar position that the employee had prior to the military leave unless a decision has been made to terminate or non-renew an employee prior to the military leave. If an employee's fixed terminal appointment ends during the military leave, there is no mandatory right back to the fixed terminal appointment under this policy. Employees will be afforded the rights and protections provided by the federal <u>Uniformed Services Employment and Reemployment Rights Act (USERRA)</u>.

An employee in a probationary period when the military leave began should be returned to that point in the probationary period upon return to work.

## 5. RELATED DOCUMENTS:

UPS Operational Policy BN 1: Vacation, Paid Leave Banks, and Vacation Cash Payouts

Informational Documents

- <u>Summary of Military Leave Provisions & Information about Benefits during a Military Leave of Absence (UWS-47)</u>
- <u>30 Day and 4 Year Military Leave Provisions Q&A</u>
- List of Appointment Types Eligible for Military Leave
- <u>Military Service and Your WRS Benefits</u> (Department of Employee Trust Funds)
- Information about the federal Uniformed Services Employment and Reemployment Rights Act (<u>USERRA</u>)

#### <u>Forms</u>

- Employee Benefit Check-List Upon Activation for Military Service (UWS 47a)
- <u>Health Insurance Election for Military Service Personnel ET-2350</u> (ETF)
- <u>USERRA Certification Form (ET-4560)</u> must be submitted by employee after every military leave of absence

#### 6. POLICY HISTORY:

#### Statutory References

- Wis. Stat. <u>§ 230.35(3)(a)</u> refers to annual 30 day military leave benefit
- Wis. Stat. <u>§ 230.315</u> refers to military leave provisions for employees activated into federal service
- Wis. Stat. <u>§ 230.32</u> refers to restoration after military leave

#### Office of State Employee Relations (OSER) References

- <u>CLR/PP-216/MRS-220/OS-86</u> Rights & Benefits of Employees Called Up for Active Military Duty (October 26, 2001)
- <u>OSER-0019-CLR/LR</u> Implementation of New Military Leave Provisions, Incl Leave Without Loss of Pay or Benefits & Use of Accrued Leave Before Return to Work (March 31, 2004)
- <u>OSER-0046-CLR/LR</u> Implementation of Executive Order #50: Extending Military Leave Benefits for up to Two Years (August 4, 2004)
- <u>OSER-0140-CLR/LR</u> Extension of Military Leave Benefits for an Additional Two Years by Executive Order #156 (September 18, 2006)
- OSER-0211-CLR Leave Accrual During Military Leave Without Pay (July 23, 2008)

## The University of Wisconsin System UPS OPERATIONAL POLICY: GEN 21



**SUBJECT**: Crafts Workers

Original Issuance Date: July 1, 2015 Last Revision Date:

## **1. POLICY PURPOSE:**

The purpose of this operational policy is to provide compensation structures and benefits information for crafts worker employees working at a UW System institution.

## 2. POLICY BACKGROUND:

Crafts workers in the UW System are employees who are skilled journeyman crafts workers in the following building trade titles:

- Heat and Frost Insulator
- Bricklayer and Mason
- Carpenter
- Electrician
- Elevator Constructor
- Glazier
- Craftsworker Lead
- Painter
- Plasterer
- Plumber
- Sheet Metal Worker
- Steamfitter
- Terrazzo and Tile Setter
- Welder

When administered in accordance with Wis. Stat. Chapter 230, compensation structures and benefits administration for crafts workers were covered under the State of Wisconsin Compensation Plan or under an applicable collective bargaining agreement. Effective July 1, 2015, compensation and benefits for UW System crafts workers will be administered according to this operational policy.

#### **3. POLICY DEFINITIONS:**

"Crafts worker" means a UW System employee who is a skilled journeyman crafts worker, including the skilled journeyman crafts worker's apprentices and helpers, but does not include employees who are not in direct line of progression in the craft.

"Crafts Worker Supervisor," "Shop Supervisor," and "Crafts Operations Manager" are positions in the UW System that supervise crafts workers.

## 4. POLICY:

#### A. Compensation

The pay of crafts workers with documented satisfactory performance will continue to be based on the crafts workers' rates set by OSER in 2009 and increased as a result of subsequent general wage adjustments (see Appendix 1).

#### **B.** Additional Compensation

- (1) The statewide additional pay for spray painting shall be fifty cents (\$0.50) per hour added to the regular hourly compensation rate.
- (2) Lead crafts workers will be paid in accordance with the adjusted hourly rate schedule, plus they may be provided an additional fifty cents (\$0.50) per hour. Temporary lead crafts workers will be paid in accordance with the adjusted hourly rate schedule, plus they may be provided an additional twenty cents (\$0.20) per hour.
- (3) Crafts Worker Supervisors will be paid one dollar (\$1.00) per hour more than the adjusted hourly rate for the highest paid craft worker supervised, or one dollar (\$1.00) per hour more than the adjusted hourly rate for the craft in which they have journeyman status, whichever is greater.
- (4) Shop Supervisors will be paid one dollar and fifty cents (\$1.50) per hour more than the pay rate established in accordance with (3) above, for the highest paid Crafts Worker Supervisor supervised, or one dollar and fifty cents (\$1.50) per hour more than the adjusted hourly rate for the craft in which they have journeyman status, whichever is greater.
- (5) Crafts Operations Manager(s) will be paid the greater of the following rates:
  - (a) Two dollars (\$2.00) per hour more than the greater of the pay rates established in accordance with (3) or (4) above, for the highest paid Crafts Worker Supervisor or Shop Supervisor supervised, or
  - (b) Two dollars (\$2.00) per hour more than the adjusted hourly rate for the craft in which they have journeyman status.

NOTE: The additional pay for supervisors listed above will always be based on the rate paid crafts workers as adjusted. The applicable adjusted hourly rate is considered to be the base pay rate for pay administration purposes.

## C. Vacation

Crafts workers will be provided vacation in accordance with provisions in UPS Operational Policy BN 1: <u>Vacation, Paid Leave Banks, and Vacation Cash Payouts</u>, except as indicted below.

(1) Crafts workers have three vacation options. They will be granted 100 hours (12½ days) of vacation on an annual basis, but they may elect, with a corresponding adjustment to their hourly rate, an increased vacation allocation of either 140 hours (17½ days), or 180 hours (22½ days).

Vacation will be prorated if the crafts workers are part-time employees or are not employed for the entire calendar year.

If an employee wants to elect a different vacation option, the employee must submit a written request to his or her institution no later than January 1<sup>st</sup> of the year. If no election is made by January 1<sup>st</sup>, the employee will retain his or her current vacation allocation.

(2) Crafts workers are not eligible to bank unused vacation into a paid leave bank or receive a vacation cash payout at the end of the calendar year.

## **D.** Personal Holiday

Crafts workers are not eligible for personal holidays.

## E. Health Insurance Premiums

If a crafts worker, crafts worker supervisor, shop supervisor, or crafts operation manager chooses the health insurance offered by the UW System, that employee is required to pay the full cost of health insurance premiums as administered by the Department of Employee Trust Funds. See <u>Wis. Stat. § 40.05(4)(ah)</u>.

#### F. Eligibility for Supplemental Health Insurance Conversion Credits (SHICC)

Crafts workers are generally not eligible for Supplemental Health Insurance Conversion Credits (SHICC) as provided for in <u>Wis. Stat. § 40.95</u>. Crafts worker supervisors, shop supervisors, and crafts operation managers are eligible for SHICC.

## 5. **RELATED DOCUMENTS:**

Vacation Option Election – Wisconsin Building Trades

## 6. **POLICY HISTORY:**

2013-15 State of Wisconsin Compensation Plan

#### **APPENDIX 1 - Crafts Workers Adjusted Rates**

Rates are effective January 26, 2014 with implementation of the FY 2013-2014 collective bargaining agreement with the Building Trades union.

5	0		ADJUSTED	ADJUSTED	ADJUSTED
		GROSS	100 HOUR	140 HOUR	180 HOUR
	AREA	OR MAXIMUM	LEAVE	LEAVE	LEAVE
CRAFT and INSTITUTION	NAME	LTE RATE	RATE	RATE	RATE
			82.8%	81.5%	80.2%
76100 HEAT & FROST	7		plus 1.0% GWA	plus 1.0% GWA	plus 1.0% GWA
INSULATOR WORKER				38.747 45,414 45,414 37,413	100
	_				\$V.
UW-Oshkosh	Green Bay	47.070	39.364	38.747	38.129
UW-Stewens Point	Appleton/Wansan			.5	
UW-Milwaukee	Milwankee	52.740	44.106	45.414	42.721
				×200	
	-		á	Q.	
76200 BRICKLAYER & MASON			0	, -	
UW- River Falls	Eau Claire	45.450	Course	37.413	36.816
UW-Em Claire	Latically	43.439	6	37.413	50.510
			~?		
UW- Stevens Point	St. Point/Wausau	45.450	ل 38.010	37.413	36.816
		X)	y-		
UW- Green Bay	Green Bay	45.440	38.002	37.405	36.808
UW-LaCrosse	La Crosse		38.010	37.413	36,816
UW-LaCrosse			38.010	37.913	30.810
UW- Milwankee	Milwankee	× <del>19.940</del>	41.765	41.110	40.453
	100	2			
	-				
76260 CARPENTER					
UW-Milwankee	Milwaukee	47.670	39,866	39.241	38.615
	. 200	11.010	33.000	39.241	56.015
UW-Platteville	Madison	43.320	36.228	35.660	35.091
	Alt				
UW-Em Claire	Grtr. Fox	43.320	36.228	35.660	35.091
UW-LaCrosse XC	River Valley				
UW-Oshkosh					
UW- River Falls					
UW- Stevens Point					
UW-Green Bay					
UW- Whitewater	Janesville	43.320	36.228	35.660	35.091
UW-Superior	Superior	39.900	33.369	32.845	32.320
	-				
76300 ELECTRICIAN	4				
UW- Oshkosh	Appleton	43.800	36.630	36.054	35,480
UW-Eau Claire	Eau Claire/	45.720	38.236	37.635	37.035

CRAFT and INSTITUTION	AREA <u>NAME</u>	GROSS OR MAXIMUM <u>LTE RATE</u>	ADJUSTED 100 HOUR LEAVE <u>RATE</u> 82.8% phrs 1.0% GWA	ADJUSTED 140 HOUR LEAVE <u>RATE</u> 81.5%	ADJUSTED 180 HOUR LEAVE <u>RATE</u> 80.2%
UW- LaCrosse UW-River Falls UW- Platteville UW- Stout	La Crosse		pus 1.0% GWA	phas 1.0% GWA	plus 1.0% GWA
UW- Greenbay	Green Bay	43.640	36.496	35.923	Jasa 350
UW- Steven's Point	Stevens Point/	44.570	37.274	36.689	36.104
UW-Parkside	Kenosha	52.470	43.881	43,192	42.502
UW-Whitewater	Janesville	46.270	38.696	ST 88.089	37.481
UW-Superior	Superior	51.100	42.735	42.064	41.393
UW-Milwzukee	Milwaukee	51.800	43300	42.640	41.960
76250 ELEVATOR MECHANIC	]	100	elsi		
UW-Milwaukee UW-Whitewatar	Milwaukee	<b>61</b> 43	51.972	51.156	50.340
UW-Stout	Menomonie Dehingh C SUDSUIT	58.140	48.622	47.859	47.096
76360 GLAZIER					
UW-Oshkosh	Outlingth	40.600	33.954	33.420	32.888
76400 PAINTER-BRUSH					
76400 PAINTER-BRUSH UW- Stevens Point UW- Stout	Wausau/Stevens Point	31.940	26.712	26.293	25.873
UW-Stoat UW-LaCrosse UW-Eau Claire UW-River falls	Eau Claire	37.710	31.537	31.042	30.547
UW-Superior	Superior/Duluth	39.930	33.394	32.869	32.345
UW- Plattaville	Madison	38.750	32.406	31.898	31.389
UW- Milwankee UW- Whitewater	Milwaukee	43.260	36.179	35.610	35.042
UW-Oshkosh	Oshkosh	31.940	26.712	26.293	25.873

Operational Policy: GEN 21 - App	endix l
----------------------------------	---------

CRAFT and INSTITUTION	AREA <u>NAME</u>	GROSS OR MAXIMUM <u>LTE RATE</u>	ADJUSTED 100 HOUR LEAVE <u>RATE</u> 82.8% phrs 1.0% GWA	ADJUSTED 140 HOUR LEAVE <u>RATE</u> 81.5% phr: 1.0% GWA	ADJUSTED 180 HOUR LEAVE <u>RATE</u> 80.2% plus 1.0% GWA
76460 PLASTERER					
UW - Milwaukee	Milwaukee	45.180	37.785	37.191	36.598
UW-Stevens Point	Stevens Point/Wausan	45.450	38.010	37.413	36,816
76500 PLUMBER	3			5	50°*
UW-Stout UW-Stevens Point UW-Eau Claire UW-LaCrosse UW-Platteville	Eau Claire/La Crosse/ WI Rapids	46.570	38.946	37.413 38.3375 55 1111 200 37.940	37.724
UW-River Falls			.6		
UW- Green Bay UW- Oshkosh	Appleton/ Fond du Lac/	46.090	38.545	37.940	37.335
UW- Whitewater	Racine/Kenosha/	52.250	43.696	43.010	42.325
UW-Milwaukee	Walworth Counties Milwaukee	10140	42.768	42.097	41.426
UW-Superior	Superior	× 48.400	40.477	39.841	39.206
76560 SHEETMETAL WORKER	Eau Claime?				
UW-Stout	Eau Claine	46.300	38.721	38.113	37.505
UW-La Crosse	La Croise	41.740	34.907	34.360	33.811
UW-Stevens Point	Wansan	45.270	37.859	37.265	36.671
UW-Milwankee	Milwaukee	52.400	43.822	43.134	42.446
76600 STEAMPTTTER & (76660 WELDER) UW-Stout UW-Stoutsville UW-Stouces Point UW-LaCrosse UW-Eau Claire	Eau Claire/LaCrosse/ WI Rapids	46.570	38.946	38.335	37.724
UW- Green Bay UW- Oshkosh	Appleton/Fond du Lac Green Bay	46.090	38.545	37.940	37.335
UW-Parkside	Racine/Kenosha/	52.250	43.696	43.010	42.325

## Operational Policy: GEN 21 - Appendix 1

CRAFT and INSTITUTION	AREA <u>NAME</u>	GROSS OR MAXIMUM <u>LTE RATE</u>	ADJUSTED 100 HOUR LEAVE <u>RATE</u> 82.8% phs 1.0% GWA	ADJUSTED 140 HOUR LEAVE <u>RATE</u> 81.5% phs 1.0% GWA	ADJUSTED 180 HOUR LEAVE <u>RATE</u> 80.2% phr: 1.0% GWA
UW-Whitewater	Walworth Counties				
UW-Milwankee	Mihvaukee	52.190	43.647	42.961	42.276
UW-Superior	Superior	48.400	40.477	39.841	39,206
76870 TERRAZZO & TILE SETTER <u>TERRAZZO</u>	ב			×155	stile
TILZ SETTER				X12	
La Crosse	LaCrosse	45.450	38.010	37.413	36.816
UW-Whitewater UW-Milwankee UW-Superior <u>F6870 TERRAZZO &amp; TILE</u> <u>SETTER</u> <u>IERRAZZO</u> ILLE SETTER La Crosse	will be substitu	ted after th	etsile		

1

# The University of Wisconsin System UPS OPERATIONAL POLICY: GEN 23



## SUBJECT: Job-Related Coursework and Training

Original Issuance Date: July 1, 2015 Last Revision Date:

## 1. POLICY PURPOSE:

The purpose of this policy is to outline job-related coursework and training procedures that support the University of Wisconsin System in its goal to promote the continuing education of employees and reimburse employees for authorized education and training.

## 2. POLICY BACKGROUND:

Regent Resolution <u>1386</u> (adopted 02/11/1977) and Financial Administration G25: <u>Educational</u> <u>Assistance for Faculty and Staff</u> outline the procedures relating to eligibility and reimbursement for education and training. Additionally, <u>Unclassified Personnel Guideline #8</u>, <u>Wis. Stat. §</u> <u>230.046</u>, and various collective bargaining agreements also provided guidance in the area of jobrelated coursework and training.

Effective July 1, 2015, this policy applies to all UW System employees.

## **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

## **Definitions specific to this policy:**

"Qualifying education or training" means coursework or training which enhances skills or provides knowledge that will improve an employee's job performance; are mandated by law or regulation in order for the employee to retain the job; are directly related to the employee's current profession; or provide for career development. Courses for personal enrichment do not fit this definition.

## 4. POLICY:

It is the policy of the University of Wisconsin System to promote continuing education of employees to improve employee job performance. Employees may be reimbursed for authorized education and training within the constraints of Internal Revenue Code Section 127, the Wisconsin Department of Revenue Tax Regulations, and budget constraints.

Job-related course work and training is accomplished through two means:

- The provision of job-related educational assistance in the form of tuition reimbursement;
- The provision or promotion of training programs related to employee responsibilities.
- A. Tuition reimbursement for job-related coursework and training is available to employees who hold a half-time or greater appointment. Temporary employees, employees-in-training, and student assistant employee categories are not eligible.
  - 1. Institutions are encouraged to establish a mechanism that ensures equitable distribution of opportunity for educational assistance.
  - 2. Management's decision to authorize educational assistance should be based on the determination that successful completion of the qualifying education or training will be beneficial to both the University and the employee in terms of increased knowledge, abilities, and skills. A job-related coursework or training form must be completed and approved in advance of the beginning of such coursework or training. Financial Administration G25: Educational Assistance for Faculty and Staff further outlines the policy and process for educational assistance. Assistance may be denied in cases where management determines that neither the course nor the degree pursued is of sufficient benefit to the University, or where management determines there is a lack of funding available.
  - 3. Course work may be taken at any accredited public or private higher educational institution or Wisconsin Technical College System district institution. Course work at a UW System institution is encouraged. Reimbursement for course work taken at private institutions should be limited to the rate of an equivalent course at the home institution.
  - 4. Normally, course work is taken on an employee's own time. If the employer determines that the needed course work is available only during the employee's scheduled hours of service, a program of proportional compensatory time may be arranged, provided normal services of the employing department are not disrupted or impaired.
  - 5. Normally, no more than one course (up to five credits) or its training equivalent in any academic term (e.g., a semester, summer session, or an equivalent) should be reimbursed. Additional course work may be authorized by the chancellor or designee.
  - 6. For authorized course work or training (see Section 4B #2 for employer directed training), institutions will reimburse the employee for basic instructional fee/tuition charges, but not book and supply costs, upon successful completion of the course/training.
  - 7. This program shall not be used as a form of compensation for any employee.
  - 8. This policy does not apply to attendance at periodic professional meetings and conferences where state and UWS travel guidelines presently accommodate employee travel and registration expenses. To qualify as reimbursable coursework or training, the activity must result in a 'grade' or other formal certification of completion or accomplishment. Most professional 'meetings' and 'conferences' are informational and

do not lead to a grade or certification nor are they characterized as 'coursework' or 'training' generally.

- B. Training opportunities available through either UW-sponsored or outside programs will be promoted as a means of developing skills, knowledge, and abilities which will enable employees to establish and maintain a high level of job performance. Depending on the employee's position and/or job responsibilities, certain training may be mandated.
  - 1. <u>Supervisor training</u>. Each UW institution shall establish a supervisor development program. The program should include elements such as:
    - a. UPS personnel policies;
    - b. Grievance handling;
    - c. Discipline;
    - d. Performance management;
    - e. Development of an inclusive work environment; and
    - f. Development of leadership skills.
  - 2. Where the employer has directed training deemed essential to the continued effectiveness of an employee, that training may occur during scheduled working hours of the employee and should be paid for directly by the employer.
  - 3. Each UW institution is encouraged to maintain records of employee participation in training programs.

#### 5. **RELATED DOCUMENTS:**

Regent Resolution <u>1386</u> (adopted 02/11/1977) (formerly Regent Policy Document 20-4)

#### 6. POLICY HISTORY:

Regent Policy Document 20-4: <u>Tuition Reimbursement to Unclassified Staff Members</u> Unclassified Personnel Guideline #8: <u>Employee Performance Improvement: Procedures for</u> <u>Implementing Regent Policy on Authorized Job-Related Coursework and Training.</u>

# The University of Wisconsin System UPS OPERATIONAL POLICY: GEN 24



## **SUBJECT:** Complaint Procedures

Original Issuance Date: July 1, 2015 Last Revision Date:

## 1. POLICY PURPOSE:

The purpose of this policy is to establish university staff complaint procedure guidelines.

## 2. POLICY BACKGROUND:

This policy provides for the establishment of procedures to deal with allegations concerning the conduct by university staff members that violates the rules or policies of a UW System institution, or which adversely affects the university staff member's performance or obligation to the university. Chapters <u>UWS 6</u> and <u>13</u> of the Wisconsin Administrative Code require UW System institutions to establish complaint procedures for faculty and academic staff in cases involving allegations made by persons other than the employee's supervisor. Complaints against faculty or academic staff may be submitted by administrators, students, other faculty or academic staff members, university staff, or members of the public.

Effective July 1, 2015, this policy establishes university staff complaint procedure guidelines.

## **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

## **Definition specific to this policy:**

"Complaint procedure" means the process through which UW System administrators (other than the university staff member's supervisor), students, academic staff members, faculty members, other university staff members, or members of the public may allege that a university staff member has engaged in conduct that violates the rules or policies of the institution, or which adversely affects the university staff member's performance or obligation to the university.

## 4. POLICY:

This policy requires UW System institutions to establish procedures regarding the submission of complaints against university staff members.

UW System administrators (other than the university staff member's supervisor), students, academic staff members, faculty members, other university staff members, and members of the

public may submit complaints against university staff employees for conduct that violates the rules or policies of the UW System institution, or which adversely affects the university staff member's performance or obligation to the university.

Institutional complaint procedures should provide that the allegations contained in a complaint must be reviewed by the chancellor or the chancellor's designee, and such procedures should designate an individual or body with the power and authority to investigate the complaint and to recommend solutions to the chancellor if the problem cannot be otherwise resolved.

## 5. **RELATED DOCUMENTS:**

Wis. Admin. Code Chapter <u>UWS 6, Faculty Complaints and Grievances</u> Wis. Admin. Code Chapter <u>UWS 13, Academic Staff Complaints and Grievances</u>

#### 6. **POLICY HISTORY:**

## The University of Wisconsin System UPS OPERATIONAL POLICY: HR 5



## **SUBJECT:** Employee Performance Management

Original Issuance Date: July 1, 2015 Last Revision Date:

## **1. POLICY PURPOSE:**

The purpose of this policy is to provide a framework for the process that will foster continued improvement in the work performance of UW System employees and provide all employees with clear objectives, ongoing and valuable feedback, professional development, and recognition for work well done.

## 2. POLICY BACKGROUND:

Wis. Stat. § 230.37 and Wis. Admin. Code § ER 45.03, require performance evaluations for classified staff.

Effective July 1, 2015, the employee performance evaluation program described in this operational policy sets forth performance management principles for all UW System employees.

## **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

#### **Definitions specific to this policy:**

"Performance evaluation" means a continual process of identifying, measuring, and developing jobrelated employee performance.

"Performance management" is a continual process of establishing expectations, ongoing coaching and feedback, and measuring outcomes in formal performance evaluations of employees.

## 4. POLICY:

All UW System employees, other than employees-in-training and student hourly employees, will participate in the performance management process. The policy provides a framework for the process that will foster continued improvement in the work performance of UW System employees and serve as a component in the determination of merit-based salary adjustments for eligible employees

(faculty, academic staff, university staff, and limited appointees). To implement this policy, each UW System institution must develop a performance management system that ensures:

- All supervisors are adequately trained to evaluate performance and are held accountable for providing performance evaluations;
- Employees are provided clear expectations for the work they perform;
- Employees receive ongoing information about how effectively they are meeting expectations;
- Merit increases are consistent with employee performance;
- Opportunities for employee development are identified and provided;
- Employee performance which does not meet expectations is addressed;
- Management evaluates employees in a fair and consistent manner.

#### A. Tenured Faculty

Each University of Wisconsin System institution shall have an evaluation process, in accordance with <u>Wis. Admin. Code UWS 3.05</u> and developed through the normal governance process, for tenured faculty review and development. Each institution's evaluation process must include the components identified in <u>Regent Policy Document 20-9</u>, <u>Guidelines for Tenured Faculty Review</u> and Development.

Each institution's evaluation process shall incorporate the use of student evaluation of instruction in accordance with <u>Regent Policy Document 20-2</u>, <u>Student Evaluation of Instruction</u>.

## **B.** Probationary Faculty

Each University of Wisconsin institution shall have an evaluation process in accordance with <u>Wis. Admin. Code UWS 3.05</u> for non-tenured faculty review and development. The purpose of the evaluation process is to promote development of professional skills and academic excellence and identify areas for improvement, along with recommendations for performance improvement.

Each institution's evaluation process shall incorporate the use of student evaluation of instruction in accordance with <u>Regent Policy Document 20-2</u>, <u>Student Evaluation of Instruction</u>

## C. Teaching Assistants

Each University of Wisconsin institution employing teaching assistants shall have a plan to establish standards for supervision and evaluation of teaching assistants pursuant to <u>Regent Policy</u> <u>Document 20-17</u>, <u>Selection</u>, <u>Training</u>, and <u>Evaluation of Teaching Assistants</u>.

- Evaluation and supervision may be carried out at the college or departmental level, as appropriate.
- New teaching assistants shall be evaluated for the purpose of teaching improvement as early in the first semester as possible.
- All teaching assistants shall be evaluated each semester.
- All operational areas employing teaching assistants must establish a process for receiving and addressing student complaints and concerns about teaching assistants. This information should be available in the course syllabi.

• Meaningful, appropriate accountability standards and procedures must be in place to ensure all operational areas employing teaching assistants are complying with institutional policies on teaching assistants.

#### D. Academic Staff, University Staff, and Limited Appointees

Each University of Wisconsin institution shall have in place for all academic staff, university staff, and limited appointees a performance evaluation process which requires employees to be evaluated at least once a year. Supervisors may conduct additional reviews as needed. Suggested components of the performance evaluation process include the following:

- Supervisors shall clearly communicate goals and expectations for employees;
- It is advised that employees be given the opportunity to contribute to goals and expectations and provide their perceptions of their performance prior to formal completion of evaluations;
- Supervisors should use first-hand knowledge of the employee's performance, the employee's self-evaluation, and feedback from other employees with whom the employee interacts, as appropriate;
- Supervisors may consider various options (e.g., performance management systems/technology) to make the performance management process as efficient as possible;
- Supervisors are advised to meet with employees to review completed evaluations;
- Supervisors may conduct additional reviews and ongoing feedback is advised;
- An employee may not appeal a performance evaluation but may submit a written response which will be attached to the evaluation;
- Completed evaluations must be maintained per institutional policy.

#### E. Relationship Between Performance Management and Pay Plan Implementation

The result of the performance evaluation is a critical component in determining salary increases both as part of and outside the pay plan. Each chancellor shall have in place for all employees a salary evaluation system, the results of which can be a factor to be considered for pay plan purposes. The salary review should be conducted in accordance with the performance standards outlined in Recommendation #9 of the 1992 Report of the Governor's Commission on University of Wisconsin Compensation which states salary adjustments should be awarded primarily, if not exclusively, on the basis of merit.

For further details please see UPS Operational Policy TC 4, Regent Pay Plan Guidelines.

## 5. RELATED DOCUMENTS:

Regent Policy Document 20-2, <u>Student Evaluation of Instruction</u>
Regent Policy Document 20-9, <u>Guidelines for Tenured Faculty Review and Development</u>
Regent Policy Document 20-17, <u>Selection, Training and Evaluation of Teaching Assistants</u>
Wis. Admin. Code UWS 3.05, <u>Periodic Review</u>
Wis. Stat. § <u>230.37, Standards of performance and ratings</u>
Wis. Admin. Code Chapter <u>ER 45, Employee performance evaluation</u>

## 6. **POLICY HISTORY:**

# The University of Wisconsin System UPS OPERATIONAL POLICY: HR 7



# SUBJECT: University Staff Temporary & Project Appointments

Original Issuance Date: July 1, 2015 Last Revision Date:

## 1. POLICY PURPOSE:

The purpose of this policy is to define university staff temporary and project employees and to establish guidelines about when these appointment types should be used.

## 2. POLICY BACKGROUND:

Wis. Stat. § 36.115(4) requires the creation of a personnel system that includes a civil service system. Financial Administration G26: Limited Term Employment and Wis. Stat. § 230.26 provided rules and requirements for limited term or temporary employment, and Wis. Stat. § 230.27 provided rules and requirements for project positions.

Effective July 1, 2015, this policy provides guidelines for the employment of university staff temporary and project employees at UW System institutions.

## **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

## **Definitions specific to this policy:**

**"Immediate family"** means an employee's spouse or domestic partner; and an employee's relatives by blood, marriage, domestic partnership or adoption; and any other person who directly or indirectly receives more than one-half of his or her support from the employee, or from whom the employee directly or indirectly receives more than one-half of his or her support.

**"University staff project appointment"** means a university staff appointment of up to four years; the need is project-based and there is an established probable date of termination.

**"University staff temporary appointment"** means a university staff appointment of up to 1,044 hours within a twelve-month period; the need for the position/duties is temporary in nature.

## 4. POLICY:

University staff positions may be filled on a temporary or project basis if the work to be done by the individual in this type of appointment is not of an on-going nature.

#### A. Temporary Appointment

#### (1) Attributes Specific to a Temporary Appointment

- (a) UW System institutions shall develop their own recruitment and assessment methods for hiring temporary staff.
- (b) Temporary employees are assigned to Compensation Category F as outlined in <u>UPS</u> <u>Operational Policy TC 3</u>: <u>Compensation</u>. The institution has the authority to set the employee's salary no lower than both the state and federal minimum wages (unless a lower wage is authorized pursuant to <u>Section 14 of the Fair Labor Standards Act</u> and <u>Wis.</u> <u>Stat. § 104.07</u>), and no higher than the pay range maximum for the position title. See <u>UPS Operational Policy TC 3</u>: <u>Compensation</u> for additional information about compensation for university staff temporary employees.
- (c) Temporary employees have no expectation of continued employment. The total time worked by an individual temporary employee in a temporary appointment cannot exceed 1,044 hours in a twelve-month period.
- (d) Temporary employees are hired for positions where the hours worked by the employee will never exceed 1,044 hours in a twelve-month period because the position is seasonal in nature or occurs on an irregular basis (e.g., agricultural workers, special events staff, or support staff during peak student registration periods).
- (e) Positions filled as a temporary appointment will not count in an institution's full time equivalent (FTE) report.
- (f) There is no restriction on hiring non-residents of Wisconsin.
- (g) Unless the situation fits the exceptions outlined in (h) below, when an employee in a temporary appointment works 1,044 hours within a twelve-month period, and the need for the duties to be performed would result in the temporary employee exceeding the 1,044 hour limit, the institution must consider two options:
  - Filling the position with an expectation of continued appointment; or
  - Filling the position with a project appointment.
- (h) Upon institutional approval, a temporary employee may be eligible to work beyond 1,044 hours within a twelve-month period for any of the following reasons:
  - Coverage during an approved extended leave such as an FMLA leave.
    - The temporary appointment must be tied to the specific leave for an employee with an on-going appointment that resulted in the need for the temporary employee.
    - The extension beyond 1,044 hours can include an overlap of an ongoing appointment and temporary staff to allow for training prior to the leave

or a transition period after the employee with an ongoing appointment has returned to work.

- Coverage during an extended period of recruitment.
  - The temporary appointment must be tied to the specific vacancy that resulted in the need for coverage by a temporary employee.
- Coverage after layoff notices to university staff have been given or the closing of an operational unit has been announced.
  - The temporary appointment must have an established end date identified at the start of the appointment that coincides with the established closing or layoff date.

#### (2) Multiple Temporary Appointments

#### (a) **Different Positions**

Concurrent temporary appointments may be used if the temporary appointments are for different positions. The following factors should be considered when reviewing multiple temporary appointments for purposes of determining whether or not they are different appointments. All factors should be considered collectively; no one factor will be determinative.

- At least 50% of the duties of each temporary position must be different from the duties of the other temporary position held
- A different title or working title is appropriate for each position
- The employee attained the multiple positions through separate recruitments
- The appointments are in different employing units
- The appointments report to different supervisors

#### (b) Successive Temporary Appointments

Successive temporary appointments can be made if the employee is working in different positions per (a) above. If the employee reaches the 1,044 hour limit within a twelvemonth period, but the work of the position continues, the employee must be terminated and a new temporary employee appointed or the position must be filled as a project appointment or with a university staff appointment with the expectation of continued employment.

#### **B.** Project Appointment

#### (1) Attributes Specific to a Project Appointment

(a) UW System institutions shall use the merit-based principles as outlined in <u>UPS</u> <u>Operational Policy TC 1: Recruitment Policies</u> when hiring project employees.

- (b) Project employees are hired for positions when there is a temporary workload increase or for a planned undertaking which is not a regular function of the department and for which there is an established probable date of termination, and there is no expectation of continued employment.
- (c) The total duration of a project appointment cannot exceed four years. If a project appointment is originally established for less than four years, it may be extended; however, the total duration of the original and extended appointment shall not exceed four years.
- (d) Positions filled as a project appointment will count in an institution's full time equivalent (FTE) report.
- (e) If the duties of the project appointment are expected to be continuous or exceed four years, the institution should consider filling the position with a university staff appointment with the expectation of continued employment.
- (f) Project employees are assigned to Compensation Category F as outlined in <u>UPS</u> <u>Operational Policy TC 3: Compensation</u>. The institution has the authority to set the employee's salary within the established salary range for the position's title.

## C. Attributes of Both Temporary and Project Appointments

#### (1) "At Will" Employment

Both temporary and project employees are "at will," meaning an institution can terminate the appointment without notice for any or no reason, provided it is not based on prohibited discrimination. It is recommended that an institution, where practicable, provide a minimum two-week notice of termination.

#### (2) Family Members

In accordance with section III.C.(2)(e) of the <u>Regent Policy Document on Code of Ethics</u>, no employee may recommend or make a temporary or project appointment or supervise the position when the person to be hired or supervised is a member of the employee's immediate family.

#### (3) FLSA Status

University staff temporary employees are nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA). If a temporary employee has more than one appointment, under the FLSA all hours worked for a UW System institution within a work week are combined to determine the total hours worked in any given week.

If the employee's duties are exempt from the FLSA overtime provisions, the position should be filled as academic staff – fixed terminal.

See <u>UPS Operational Policy HR 4: FLSA Designation</u> for detailed information.

## (4) Notification to Employee of Appointment Terms

The employing institution is responsible for informing the temporary or project employee of his/her status at the time a temporary or project appointment is made. The temporary or project employee must be given a written communication that includes, at a minimum:

- An explanation of the duties and nature of temporary or project employment, specifically stating that there is no expectation of continued employment.
- An explanation of the potential benefits available to the temporary or project employee.
- A brief summary of the policy regarding temporary or project employment.
- An explanation of the institution's authority to terminate the appointment at any time.
- A place for the appointee and the appointing authority or designee to sign the acknowledgment.

## **D.** Temporary and Project Employee Benefits

- (1) Temporary and project employees are subject to the Wisconsin Retirement System (WRS) eligibility requirements in Wis. Stat. §§ <u>40.02(26)</u> and <u>40.22</u>, and in <u>Chapter 3 of the WRS</u> <u>administrative manual</u>.
- (2) All temporary and project employee may participate in the following benefit plans, regardless of whether or not they are covered by the WRS:
  - Tax-Sheltered Annuity 403(b) Program
  - Wisconsin Deferred Compensation 457 Program
  - Long-Term Care Insurance
- (3) Temporary and project employees must be covered by the WRS in order to be eligible for coverage under all benefit plans except those listed in (2) above.

NOTE – employees with a university staff temporary appointment may not participate in the Employee Reimbursement Account (ERA) program.

#### (4) Eligibility for Employer Contribution Towards Health Insurance

#### (a) **Temporary Employees**

Temporary employees must be covered by the Wisconsin Retirement System in order to be eligible for health insurance. They are eligible for the employer contribution towards health insurance on the 1<sup>st</sup> of the month on or following the completion of two months of WRS state service per <u>Wis. Stat. § 40.05(4)(a)2</u>. If a temporary employee wants to enroll in health insurance when first eligible for the employer contribution towards health insurance, the employee must submit an application on or before the first of the month following the completion of two months for state WRS service.

If an employee holds only one WRS-covered temporary appointment and no other WRScovered appointment, the employee is required to pay the less-than-half time rates for health insurance.

If an employee has a WRS-covered temporary appointment and at least one other WRS-covered appointment within UW System, and works at least 50% time between the appointments, the employee is eligible for the full employer contribution towards health insurance (State Group Health Insurance Administration Manual – Section 302B).

#### (b) **Project Employees**

Project employees are eligible for the employer contribution towards health insurance on the 1<sup>st</sup> of the month on or following the completion of two months of WRS state service. If a project employee wants to enroll in health insurance when first eligible for the employer contribution towards health insurance, the employee must submit an application on or before the first of the month following the completion of two months for state WRS service.

Project employees are eligible for the full employer contribution towards health insurance provided they work at least 50% time.

## E. Temporary and Project Employee Paid Leave Benefits

- (1) Temporary employees are not eligible for paid leave benefits.
- (2) Project employees are eligible for the same paid leave benefits available to university staff with an expectation of continued employment.
  - All leave earned in a project appointment will transfer into any successive leave-eligible appointment.
  - At termination, sick leave is treated like the sick leave for university staff with an expectation of continued employment see UPS Operational Policy BN 3: <u>Sick</u> <u>Leave</u> (this includes sick leave reinstatement provisions) for additional information.
  - Time in a project appointment counts towards continuous service.
  - Employees in project appointments on July 1, 2015 who have never attained permanent status will have a continuous service date of July 1, 2015.
  - Employees hired on or after July 1, 2015 will have a continuous service date established in accordance with UPS Operational Policy BN 12: Continuous Service.

## 5. RELATED DOCUMENTS:

UPS Operational Policy BN1: <u>Vacation, Paid Leave Banks, and Vacation Cash Payouts</u> UPS Operational Policy BN 2: <u>Personal Holiday and Legal Holiday Administration</u> UPS Operational Policy BN 3: <u>Sick Leave</u> UPS Operational Policy BN 12: Continuous Service UPS Operational Policy TC 3: <u>Compensation</u> UPS Operational Policy HR 4: <u>FLSA Designation</u> <u>State Group Health Insurance Manual (Chapter 3)</u> <u>Wisconsin Retirement System Manual (Chapter 3)</u> Wis. Stat. § <u>36.115, Personnel systems</u> Financial Administration G26: <u>Limited Term Employment</u>

## 6. POLICY HISTORY:

Wis. Stat. § 230.26, Limited term appointments
Wis. Stat. § 230.27, Project positions
Wis. Admin. Code § ER 10.01, Definition and categories of limited term appointments
Wis. Admin. Code § ER-MRS 1.02, Definitions
Wis. Admin. Code § ER-MRS 10.04 (2), Procedures and records
Wis. Admin. Code § ER-MRS 24.04(2)(e), Standards of conduct
Wis. Admin. Code Chapter ER-MRS 34, Project appointment

# The University of Wisconsin System UPS OPERATIONAL POLICY: TC 3



**SUBJECT**: Compensation

Original Issuance Date: July 1, 2015 Last Revision Date:

## **1. POLICY PURPOSE:**

The purpose of this policy is to outline procedures to be used when setting and adjusting salaries of UW System employees. These policies support the compensation philosophy described below and apply regardless of the source of funds supporting the salaries.

This policy does not address procedures to be used when implementing a Regent Pay Plan (see UPS Operational Policy TC 4: Regent Pay Plan Distribution Guidelines).

## 2. POLICY BACKGROUND:

## **Chapter 16**

<u>Wis. Stat. \$16.417(2)(f)2</u> exempts an individual employed by the Board of Regents of the University of Wisconsin from the \$12,000 limit on the amount a **full-time** employee may earn during the employment period. This exemption applies only to compensation received with the System.

#### Chapter 36

Wis. Stat. § 36.09(1)(e) sets forth the basic statutory authority of the Regents to set salaries.

Wis. Stat. § 36.115(2) requires the Board of Regents to develop a personnel system that is separate and distinct from the personnel system under Wis. Stat. Chapter 230.

Before enactment of <u>Wis. Stat. § 36.115</u>, <u>Wis. Stat. § 20.923(4g)</u> authorized the Board of Regents to establish and adjust the salary ranges for the System President, Senior Vice Presidents, the Chancellors, and Vice Chancellor (Provosts) at UW-Madison and UW-Milwaukee. However the salary ranges for the Vice Presidents and the Vice Chancellors (Provosts) at the comprehensive institutions, UW-Extension and UW Colleges were approved by the Joint Committee on Employment Relations. Effective July 1, 2015, under <u>Wis. Stat § 36.115 (3m)</u>, the Board of Regents is now authorized to also set the salary ranges for the Vice Presidents and all the Vice Chancellors (Provosts).

Effective July 1, 2015, <u>Wis. Stat § 36.115</u> also authorizes Board of Regents to assign non-deputy Vice Chancellors, and other officers with modified chancellor and vice president titles to salary ranges that had previously been a requirement of <u>Wis. Stat. § 20.923(5)</u>.

<u>Wis. Stat. § 36.09(1)(h)</u> directs the Board of Regents to allocate funds to the institutions giving consideration to the principle of equitable compensation for faculty and academic staff with comparable training, experience and responsibilities and recognizing the competitive ability to recruit and retain qualified faculty and academic staff.

Wis. Stat. § 36.09(1)(j) provides that the Regents shall set the salaries of unclassified staff prior to July 1 of each year and shall designate the effective dates for payment of the new rates.

**IMPORTANT:** LANGUAGE MAY BE ADOPTED IN THE 2015-17 BIENNIAL BUDGET TO ELIMINATE SPECIFIC REASONS TO USE BASE FUNDS. IF IT IS NOT APPROVED, THE FOUR (4) REASONS TO USE BASE FUNDS (1) CORRECT SALARY INEQUITIES; (2) FUND JOB RECLASSIFICATIONS (3) FUND PROMOTIONS; AND/OR (4) RECOGNIZE COMPETITIVE FACTORS AS OUTLINED <u>Wis. Stat. § 36.09(1)(j)</u>IN WILL REMAIN IN EFFECT.

Effective July 1, 2015, <u>Wis. Stat. § 36.09(1)(k)</u> requiring the Board of Regents to establish an academic staff title and salary range system is repealed by 2011 Wis. Act 32, as affected by 2013 Wis. Act 20, § 2365m and 9448.

#### **Regent Policy Documents and Resolutions**

From several Regent actions over the years, basic salary administration guidelines have evolved in the area of authority and responsibility delegated by the Board to the System President and the Chancellors.

Regent Policy Document 6-3: Delegation of Authority to President for Personnel

<u>Actions</u> delegates to the System President, authority to approve personnel transactions in which the planned rate of pay does not exceed 75% of the salary of the UW System President except for senior executives covered by <u>Regent Policy Document 6-5</u>. Effective June 27, 2000, the System President further delegated this authority to each Chancellor.

Regent Policy Document 6-5: Executive Salary Structure serves to fulfill the Regents' obligations under <u>Wis. Stat. § 36.115 (3m)</u> to set the salary ranges of the System President, Senior Vice Presidents, Vice Presidents, Chancellors and Vice Chancellors.

<u>Regent Resolution #5980</u> (adopted December 6, 1991) affirms the delegated authority of the President to monitor and maintain the unclassified title and salary structure and affirms the responsibility of the System President to take any and all necessary actions to ensure consistent use of the title and salary structure among the institutions.

Regent Resolutions <u>8167</u> (adopted June 9, 2000); <u>9058</u> (adopted September 9, 2005); <u>9938</u> (adopted June 10, 2011); <u>9910</u> (adopted April 8, 2011); and <u>9950</u> (adopted July 15, 2011) that authorized additional delegations are discussed in more detail in the policy section of this document. Additionally, UPS Operational Policy, GEN 1, Authority for Personnel Actions, further details the authority delegated to the President and the Chancellors.

Prior to July 1, 2015, the University of Wisconsin System <u>Unclassified Personnel Guideline # 4</u> <u>Unclassified Compensation</u> presented the laws, rules, policies and practices pertaining to salary setting and salary adjustments for limited appointees, faculty and academic staff members, while the State of Wisconsin Compensation Plan contained the provisions governing salary transactions for university classified employees.

Effective July 1, 2015, the compensation policies and guidelines outlined in this operational policy are for all UW System employees. Please see UPS Operational Policy TC 4: Board of Regents Pay Plan Guidelines for pay plan details.

#### **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

#### **Definitions specific to this policy:**

"Institution base funds" means institutional funds that are part of an institution's budget, not part of Board of Regents pay plan funds.

"Compensatory time" means time off the job which is earned and accrued by an employee in lieu of immediate cash payment for overtime in accordance with FLSA.

"Overtime" means any hours worked over forty (40) in a work week by an FLSA non-exempt employee.

"Premium rate" means the regular hourly rate plus .5 times the regular rate paid the FLSA nonexempt employee.

"Range spread" means the percent difference from the midpoint of the range to the minimum and maximum

"Regular rate" means the average hourly rate actually paid the employee as straight time pay for all hours worked in the workweek or work period, including all remuneration for employment paid to, or on behalf of, the employee, except any payments specifically excluded from the calculation of the regular rate under the FLSA and related federal regulations.

"Work hours" means work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work.

"Range Minimum" is the lowest salary that will be paid to individuals qualified to hold positions in the range.

"Range Mid-Point" is the salary that represents the middle of the range i.e. the salary is equidistant to the minimum of the range and the maximum of the range.

"Range Maximum" is the highest salary that can be paid to individuals holding positions in a range. A salary above range maximum will be "red-circled" until adjustments to the salary structure bring it to within range. A range maximum can be exceeded if an extraordinary salary range is approved.

## 4. POLICY:

## UW System Compensation Philosophy

In order to fulfill its mission, the UW System shall maintain a comprehensive compensation program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Employee compensation shall be externally competitive, internally equitable, and shall reward contribution, recognize quality performance, and encourage growth and development.

#### UW System Compensation Objectives

- 1. Provide a comprehensive compensation package that includes salary and benefits.
- 2. Recruit and retain a highly skilled and diverse workforce through a competitive salary package and reward them by providing opportunities to learn, grow, and develop professionally.
- 3. Encourage and reward excellent performance by individual staff or teams by recognizing efforts that meet the mission of the individual UW institution through pay for performance, and recognizing university service when it is a contributing factor to performance effectiveness.
- 4. Encourage growth and development by providing for pay increases related to expanded duties and responsibilities and/or newly acquired skills and experiences.
- 5. Provide flexibility appropriate to the dynamic challenges facing the university and to differences across the schools, colleges and UW institutions.
- 6. Promote fiscally responsible pay decisions and ensure compliance with applicable laws and statutory requirements.
- 7. Ensure that all jobs of like responsibility and labor market conditions are paid within comparable pay ranges/grades based on an evaluation of each job and relevant market data; and individuals with comparable backgrounds (experience, skills, ability, and education) are hired at comparable pay for the same or a similar job.
- 8. Assure that all employees at each UW System institution are fully informed of principles, goals, design, procedures, and relevant external market information used to set compensation.
- 9. Review compensation practices as the workforce evolves over time to ensure that the intended objectives are met.
- 10. Each UW institution has the responsibility for determining compensation and ensuring pay practices comply with applicable laws and statutory requirements and are consistent across the institution.

This policy is composed of the following sections:

- A. Compensation Categories
- B. General Salary Administration Guidelines
- C. Salary Adjustments Outside of the Board of Regents Approved Pay Plan
- D. Temporary Base Adjustments, Overtime, Overload Payments, and Summer Payments for Academic Year Appointments
- E. Additional Pay Components for FLSA Nonexempt University Staff

- F. Pay Components Pertaining to Crafts Workers
- G. Miscellaneous Provisions

UW institutions may further define compensation parameters within the guidelines of this policy to address institution-specific needs for any or all of the pay structure mechanisms as long as the parameters are communicated to employees and consistency of application is maintained. Each UW institution Chancellor shall be responsible for the consistent application of and compliance to this policy.

The UW System Office of Human Resources & Workforce Diversity will monitor compensation practices throughout UW System to ensure compliance with this policy.

## **TWO IMPORTANT NOTES:**

Retroactive salary adjustments for personnel transactions are prohibited per <u>Art. IV, § 26,</u> <u>Wisconsin Constitution</u>. However, the institution may establish a personnel transaction policy that establishes an effective date based on the date that documented materials are received by an appointing authority or office.

Payment prior to work being performed is prohibited per Wis. Stat. § 109.03(1).

## A. COMPENSATION CATEGORIES

There are eight broad compensation categories: A, B, C, D, E, F, G, and H. These categories address the compensation needs and practices of the seven employee categories described in UPS Operational Policy HR 2, Designation of Positions.

## 1. Compensation Category A

Compensation Category A refers to the salary grade structure composed of 13 salary ranges, each with a dollar value minimum and a dollar value maximum (see Appendix 1, Category A Salary Ranges). Administrative Directors, Administrative Officers, Program Managers and Professional academic staff title groups are assigned to Category A. Quantitative evaluation systems are directly applicable to the positions found in these title groups. The work levels typically reflect both personal growth and assumption of some level of managerial responsibility. As a result, the compensable factors include both recognition of education and experience as well as rewards for impact on an organization and the level of managerial responsibility assumed. The salary grade assignment of each title is determined by the duties and responsibilities at the full performance level. In the Administrative Director group, the Associate and Assistant prefixes are assigned one and two grades, respectively, below the rating level of the Director. In the Professional group, the Associate prefix is assigned one grade below the rating level of the No-Prefix level and the Senior and Distinguished prefixes are assigned one and two grades.

The dollar values of the salary ranges were derived from a market survey of comparable positions in the external competitive market. The midpoint of each salary range reflects an estimate of the market rates paid for comparable positions assigned to the same salary grade. The salary range structure for Category A jobs uses the standard 40% "range spread" with the salary range minimum set at 80% of the range midpoint and the salary range maximum set at 120% of the range midpoint. The dollar values of the pay ranges are determined by the biennial pay plan recommended and approved by the Board of Regents.

## 2. Compensation Category B

Compensation Category B refers to the salary structure applicable to Instructional (except Emeritus/Emerita and Military Science faculty) and Research academic staff titles (see Appendix 2, Category B Minimum Salaries as a Percentage of Faculty Minimum Salaries). It is a structure of salary minima linkages to the ranked faculty salary minima. Individuals holding these titles do some portion of the work of faculty members and the jobs are defined in terms of a particular academic discipline. Typically, compensation awards are based on educational and experience levels plus ongoing personal development and growth. Moreover, given the nature of the work assigned, title evaluation is not appropriate for Category B. Titles in this compensation category cover all academic disciplines. In the academic job market, these disciplines carry widely varying levels of compensation. Attempting to cover such a wide range of salary levels within salary range minima and maxima would result in ranges so wide as to be unworkable. As a result, only minima are appropriate for Instructional and Research academic staff titles. This situation is directly parallel to the use of salary minima (but not maxima) for the faculty ranks. The percentage linkages to ranked faculty are designed to reflect historical salary relationships between these positions and ranked faculty. Therefore, "target" salaries for Compensation Category B positions should reflect the appropriate relationship to the rank average salary within the discipline, school or college.

## 3. Compensation Category C

In general, this compensation category is for specially defined or statutorily mandated positions. Although a salary range structure may apply, salary range assignments are not set for Academic Administrators, Academic Program Directors, Emeritus/Emerita and Military Science faculty, and Other Academic Staff/Limited title groups are placed in this compensation category.

## 4. Compensation Category D

Compensation Category D refers to salary structures applicable to the Faculty, Employees-in-Training, Graduate Student Assistants, and Other Special Use title groups. Although the UW System establishes minimum salary levels for ranked faculty (see Appendix 3, Faculty Salary Minima), each institution is free to establish a salary structure that exceeds those minima. Stipend rates for graduate student assistants are established at the institution.

## 5. Compensation Category E

Compensation Category E refers to the salary structure applicable to Executive Staff. The Board of Regents shall establish the salary ranges as provided in <u>Regent Policy Document 6-</u> 5 (see Appendix 4, Executive Salary Ranges).

## 6. Compensation Category F

Compensation Category F refers to the salary structure applicable to the university staff (see Appendix 5, University Staff Salary Ranges) other than Crafts Workers (see Compensation Category G). The salary structure is comprised of 15 pay schedules, each with a unique number of salary ranges and each range having an established dollar value minimum and dollar value maximum. University staff titles are assigned to one of the 15 pay schedules and
a specific salary range within the schedule based on the previous assignment made by the Office of State Employment Relations.

## 7. Compensation Category G

Compensation Category G refers to the salary structure applicable to university staff Crafts Workers (see Appendix 6 Crafts Worker Rates).

## 8. Compensation Category H

Compensation Category H refers to the salary structure for student hourly employees. Student hourly rates are established by the institutions.

## **B. GENERAL SALARY ADMINISTRATION GUIDELINES**

## 1. Delegation of Personnel Transaction Authority

Pursuant to <u>Regent Policy Document 6-3</u>, the President received delegated authority from the Board of Regents to approve personnel transactions involving positions in which the salary does not exceed 75% of the UW System President's salary. On June 27, 2000, the System President extended this delegated authority to the Chancellors to the extent that Chancellors may approve personnel transactions involving positions in which the salary does not exceed 75% of the President's salary.

Personnel transactions involving positions in which the salary exceeds 75% of the UW System President's salary, should be submitted to the UW System Office of Human Resources and Workforce Diversity for review and forwarding to the Board of Regents for approval. Typically the Regents will be asked to approve a salary range that will be used with the recruitment process. If prior approval has not been granted, the Regents will be asked for salary approval before any public statement of a salary offer that exceeds 75% of the President's salary.

As outlined in <u>Regent Policy Document 6-5</u>, the Board approves the starting salary of Chancellors at the time of hire. The System President shall set the starting salary for an interim Chancellor appointment, after consultation with the Board of Regents President and Vice President. Board approval is required for interim appointments only when the salary is outside the established Board of Regents salary range.

<u>Regent Resolution #9058</u> (adopted September 9, 2005) directed that the Board of Regents shall review and approve as appropriate the total compensation package for the President and each Chancellor

Per <u>Regent Policy Document 6-5</u>, the Board delegated to the UW System President the authority to set and approve the starting salaries of newly hired Provosts/Vice Chancellors (deputy), Senior Vice Presidents and Vice Presidents provided the salary is within the approved Board salary range and not above 75% of the System President's Salary. The President further delegates to UW Chancellors the authority to set and approve new and interim Provosts/Vice Chancellors (deputy) provided the salaries that fall within the approved Board salary range and not above 75% of the System President's salary.

Per <u>Regent Policy Document 6-5</u>, salary increases for the UW System President and continuing Chancellors will be awarded in conformance with the approved pay plan and approved by the Board of Regents when salary increases are considered for all other UWS employees. At any other times throughout the year, the Board may authorize salary increases to correct a salary inequity or to recognize competitive factors as allowed by law.

<u>Regent Policy Document 6-5</u> states that salary increases for continuing Senior Vice Presidents, Vice Presidents and Provosts/Vice Chancellors (deputy) will be awarded in conformance with the approved pay plan and approved by the System President unless the salary is 75% of the System President's salary. The System President further delegates to the UW Chancellors the authority to approve Provosts/Vice Chancellors' (deputy) pay plan and base adjustments within the Board approved pay ranges and not above 75% of the System President's salary.

In addition, the Board delegates to the UW System President the authority and discretion to make a base adjustment up to a specified level within six to nine months of the date of hire for the other senior executives as outlined in <u>Regent Policy Document 6-5.</u>

<u>Regent Resolution #9938</u> (adopted June 10, 2011) endorsed the President's delegation of the following salary flexibilities provided the salary is not above 75% of the President's salary:

- to the UW College and UW-Extension Chancellor to appoint and set the salary of the UW Colleges Interim Deans and the State Geologist; and
- to the UW-Madison Chancellor to appoint and set the salary of the Director of the State Laboratory of Hygiene, the Director of the Psychiatric Institute, and the State Cartographer.

<u>Regent Resolution #9950</u> (adopted July 15, 2011) endorsed the President's delegation of the following salary flexibility provided the salary is not above 75% of the President's salary:

• the UW Colleges and UW-Extension Chancellor to set the salary for the UW College Deans.

<u>Regent Resolution #9950</u> (adopted July 15, 2011) also endorsed the President's delegation to the UW Chancellors to establish institution-specific peer institutions for market salary comparisons.

<u>Regent Resolution #8167</u> (adopted June 9, 2000) delegates to the UW System President authority to assign officers with modified Chancellor and Vice President titles to salary ranges pursuant to the requirements of <u>Wis. Stat. § 20.923(5)</u>. The assignment of officer positions to salary ranges is based on functions performed, scope of responsibility, span of institutional influence, inter-institutional equity, and market factors. <u>Regent Resolution</u> <u>#9950</u> (adopted July 15, 2011) further delegates to the UW Chancellors the authority to assign a UW System salary range to modified Chancellor titles.

<u>Regent Resolution #9058</u> (adopted September 9, 2005) directed that all UW institutions shall be required to seek approval from the UW System President for all settlements involving the termination of a limited appointment. Such settlements shall be reported to the Board of Regents.

## 2. Authority to Establish Salaries Within Pay Ranges and Salary Range Limits

- a. Chancellors have the authority to set salaries within the established pay range for the position title, subject to the above-noted limitation relative to the President's salary. If desired, institution-specific ranges may be established; however those range minima and/or maxima cannot fall outside the established ranges. In addition to institution-specific ranges, institution-specific guidelines for setting salary rates may be established.
- b. Unless an extraordinary salary range (ESR) has been established, no salary rate may be set outside of the established pay range for the title assigned. For example:
  - In the event of a promotion or title change, the salary rate must be equal to or greater than the salary range minimum for the new title.
  - In the event an employee accepts or is placed in a position assigned to a lower salary range, the new salary shall be set at a rate not exceeding the new salary range maximum.
  - In the event a new salary range minimum is established, the salaries of all employees under the new minimum will be brought up to the new minimum.

## 3. Extraordinary Salary Ranges

Although the salary range structure is designed to accommodate general market demands, there are significant market conditions for certain positions that require an extraordinary salary range in order to address documented recruitment and retention needs. <u>Regent</u> <u>Resolution #9950</u> (adopted July 15, 2011) provides the UW Chancellors the delegated authority to establish extraordinary salary ranges when the salary range assigned to the title does not adequately address the market conditions and affects recruitment and retention needs. The extraordinary salary range should be based on salaries paid for comparable positions in the external market.

## 4. Faculty Member Movement to and from an Administrative Position

- a. Faculty members who assume an administrative position for more than 50% time must be assigned to the appropriate administrative salary range for that position, and the salary for such appointment shall be within the salary range limits, if applicable.
- b. As directed by <u>Regent Resolution #9058</u> (adopted September 9, 2005) when a ranked faculty member leaves an administrative limited appointment to return to his/her faculty position, the faculty member will be compensated at a salary rate consistent with other faculty members of the same rank in the department when considering years of service, previous salary as a faculty member, length of time served as an administrator and other factors normally considered when setting faculty salaries. <u>Regent Resolution #9950</u> (adopted July 15, 2011) delegates to the UW Chancellors the authority to approve the faculty salary when an administrator returns to a faculty position.

c. <u>Regent Resolution #9058</u> (adopted September 9, 2005) further directs that limited appointees returning to the faculty from an administrative position, who are provided with transition time for teaching preparation must develop the equivalent of a sabbatical proposal clearly outlining the work to be accomplished during the transition time and a report of work accomplished during the transition period. The transition period should be no longer than one academic semester unless the person has served in a limited position for five or more years, whereby two academic semesters may be allowed. UW System approval of the transition plan is not required. However, the transition plan and subsequent report of work accomplished should be an audit of compliance with this policy.

## 5. Academic Staff Member Movement to and from a Limited Appointment

An academic staff member who assumed a limited appointment for 50% or more time must be assigned to the appropriate administrative salary range for that position, and the salary for such appointment shall be within the salary range limits of the assigned position. When an academic staff member leaves a limited position and the concurrent academic staff appointment does not specify a title and salary range, the title and salary range shall be determined based on the functions to be performed in the academic staff appointment, and the salary upon return to an academic staff position shall be established within the salary range limits.

## 6. Acting or Interim Appointment Salaries for Administrators

- a) Administrators serve at the executive/policy making level so it is extremely important for an acting appointee to maintain leadership continuity during a temporary leave of absence or during the search and screen process. The salary offered to an individual to serve on an acting or interim basis can be an important factor in securing the temporary services of a highly qualified person.
- b) The following human resource compensation principles should be considered in setting the salary for acting appointments:
  - i. An evaluation should be made to ensure that, to the extent possible, the salary offered for an acting assignment does not create inequities with comparable positions both within and between institutions in the UW System.
  - ii. When a permanent appointment is made, the acting or interim appointee can expect to be returned to his/her former position at a salary consistent with the salary the person had before assuming the acting appointment, plus any increases that the person would have received but for accepting the acting responsibility.

## 6. Executive Salary Structure

a) The Board of Regents establishes the salary ranges for the President, Senior Vice Presidents, Vice Presidents, and Provosts/Vice Chancellors (Deputy) as outlined in Regent Policy 6-5.

- b) Per <u>Regent Policy 6-5</u>, Chancellors have been delegated the authority to (1) set new and interim Provost/Vice Chancellor salaries, and (2) approve Provosts/Vice Chancellors (deputy) pay plans and base adjustments within the Board approved salary range and not above 75% of the UW System President's salary.
- c) The President has been delegated the authority to set salaries of the Senior Vice Presidents and Vice Presidents within the approved Board salary range and not above 75% of the System President's Salary (see <u>Regent Policy 6-5</u>).

## 7. University Staff Temporary Employment

- a) University staff temporary employees must be paid at least the state or federal minimum wage, whichever is greater, unless a lower wage is authorized pursuant to Section 14 of the Fair Labor Standards Act and Wis. Stat. § 104.07. The salary of a university staff temporary employee may not exceed the established pay range maxima for the title assigned. The rate determination should take into consideration the pay of similar university staff who have an expectation of continued employment.
- b) University staff temporary employees are all non-exempt from the FLSA and must be paid for hours worked and must be paid at the premium rate for all hours worked over 40 in a workweek (or 80 hours in a pay period for law enforcement officers). Compensatory time credits may not be provided in lieu of overtime payment to a university staff temporary employee.
- c) University staff temporary employees may receive the supplemental pay identified in the Additional Pay Components for FLSA Nonexempt University Staff section of this policy.

See UPS Operational Policy <u>HR 7: University Staff Temporary & Project Employees</u> for more information.

# C. SALARY ADJUSTMENTS OUTSIDE OF THE BOARD OF REGENTS APPROVED PAY PLAN

Biennial pay plans are approved by the Board of Regents. The distribution of the biennial pay plan is described in UPS Operational Policy TC 4, Board of Regents Pay Plan Distribution Guidelines.

**IMPORTANT**: LANGUAGE MAY BE ADOPTED IN THE 2015-17 BIENNIAL BUDGET TO ELIMINATE SPECIFIC REASONS TO USE BASE FUNDS. IF IT IS NOT APPROVED, THE FOUR (4) REASONS TO USE BASE FUNDS (1) CORRECT SALARY INEQUITIES; (2) FUND JOB RECLASSIFICATIONS (3) FUND PROMOTIONS; AND/OR (4) RECOGNIZE COMPETITIVE FACTORS AS OUTLINED IN <u>Wis. Stat. §</u> <u>36.09(1)(j)</u> WILL REMAIN IN EFFECT –EXCEPTIONAL PERFORMANCE WILL NOT BE A PERMISSABLE REASON.

It is critical that each UW institution have published guidelines on granting salary adjustments outside of the Board of Regents approved pay plan. Each UW Chancellor is responsible for seeking input from the appropriate governance groups on pay plan recommendations. Institution base funds may be used to increase salaries beyond the approved pay plan for a number of reasons including, but not limited to, those identified below. The adjustments may be either base-building or lump sum.

## • Title and/or Salary Range Changes Due to Career Progression

Institution base funds may be used to increase salaries that accompany salary range advancement in a career progression track.

## • Major Changes in Duties Resulting in Title Change

Institution base funds may be used for salary increases that accompany major changes in duties that result in a title change.

## • Major Changes in Duties Resulting in Within-Range Salary Change

Institution base funds may be used for salary increases that accompany major changes in duties in cases where the current title remains appropriate.

## • Response to Competitive Factors

Institution base funds may be used to support salary increases to retain faculty, academic staff, university staff and limited appointees.

## Remedy Inequitable Compensation

Institution base funds may be used to correct salary inequities in documented, individual and group cases.

## • Exceptional Performance (only permitted if statutory language change approved)

Institution base funds may be used to support salary increases related to employee recognition for superior and meritorious performance.

Merit criteria/factors to consider include but are not limited to:

- Length or frequency of the outstanding performance.
- Overall significance or importance of the employee's work products to the organization.
- Regularity with which the outstanding performance or unique contribution is demonstrated (e.g., an employee who routinely demonstrates exceptional performance and performs special projects on an ongoing basis, as compared to an employee who completes a one-time special project).
- Whether the employee has acquired additional competencies (e.g., educational attainment, certifications, etc.), which are both specialized and critical in carrying out the permanent functions of the position.

## D. TEMPORARY BASE SALARY ADJUSTMENTS, OVERTIME, OVERLOAD PAYMENTS, AND SUMMER PAYMENTS FOR ACADEMIC YEAR APPOINTMENTS

Situations exist for which payment above the ordinary rate is appropriate or mandated by law.

## 1. Temporary Base Salary Adjustments

- a) Temporary base salary adjustments may be utilized in cases where an employee assumes temporary responsibilities. The level of the base salary adjustment should be appropriate for the new assignment. Temporary base salary adjustments are not overload payments.
- b) Additionally, a temporary base salary adjustment may be used as a mechanism to acknowledge a special qualification or job attribute that is not permanent or is seasonal. For example, a police officer may receive a temporary base salary adjustment for horseback duties since these would be performed on a seasonal basis. It is expected that in most cases compensation for a special qualification or job attribute would be on a permanent basis and would, therefore, be addressed as an adjustment meeting the requirement of the final bullet under Section C, Exceptional Performance.
- c) Faculty, academic staff, university staff and limited appointees are eligible for temporary adjustments to their base salaries.

# 2. Overtime for University Staff Who Are Not Exempt From the Overtime Provisions of the Fair Labor Standards Act (FLSA)

- a) Designation of employees as exempt or nonexempt will be done by the UW institution and will be in accordance with the FLSA. In general, designation is based on each employee's employment situation with a UW institution, regardless of the number of positions occupied by the employee in that UW institution.
- b) Except for law enforcement officers, FLSA nonexempt employees must be paid at a premium rate or receive compensatory time credits at a rate of 1.5 hours per hour worked, for each hour <u>worked</u> in excess of 40 hours in a workweek. <u>Hours worked</u> <u>do not include hours of paid leave</u>. Law enforcement officers must be paid at a premium rate or receive compensatory time credits at a rate of 1.5 hours per hour worked, for each hour worked in excess of 80 hours in a 2-week pay period.

## c) Compensatory Time in Lieu of Overtime Payment

- Unless agreed to otherwise, the UW institution has the authority to decide whether to provide compensatory time credits as payment for overtime rather than cash payment.
- Employees will be allowed to accumulate up to 80 hours of compensatory time credits. Any overtime hours worked which if compensated for in compensatory time would result in that limit being exceeded must be paid in cash at the premium rate.

- Any compensatory time credits earned in a calendar year which are unused by April 30 of the following calendar year will be converted to cash payment and included in the earnings for the pay period that includes May 1.
- Payment of overtime at a premium rate shall be paid in addition to the premium rate paid for work performed on a legal holiday during the same workweek (or pay period in the case of law enforcement officers).

# **3.** Overload Payments for Faculty, Academic Staff, FLSA Exempt University Staff, and Limited Appointees

Effective July 1, 2013 <u>Wis. Stat. § 16.417(2)(f)</u> states that the \$12,000 overload cap does not apply to individuals employed by the UW System <u>but only with respect to</u> <u>compensation received within the System</u>. The \$12,000 cap continues to apply for compensation earned by a UW System employee at any other state agency, although it does not apply to compensation earned at private organizations.

The salary received by full-time faculty, academic staff, FLSA exempt university staff, and limited appointees is considered to be full compensation for all work during the period of appointment. Faculty, academic staff, FLSA exempt university staff and limited appointees exempt from the provisions of the Fair Labor Standards Act are expected to expend the total effort necessary to complete their assignments without additional compensation. The chancellor or designee may approve increased compensation in the form of an overload payment in cases where a temporary assignment is undertaken at another UW System institution, or an individual is asked to assume additional short-term responsibilities.

In general, options such as adjustments in the employee's other duties in order to release time to meet new responsibilities; a temporary base adjustment; or a purchase-of-load arrangement in which funds are transferred into an employee's department or unit as a purchase of institutional time from the department or unit should be considered before overload payments are granted.

However, there are instances in which asking an employee to do more than his/her appointment requires is the only viable alternative and overload compensation is appropriate. There may also be other situations in which the individual is asked to assume, on a temporary basis, different duties and responsibilities within the full time appointment period such that the base salary for performing those functions needs to be examined. (See below for temporary base salary adjustments.) **Note:** An overload is not permissible for an employee who is paid in some part on a federal grant unless it is agreed upon in the grant proposal document approved by the granting agency, or unless the granting agency approves the specific overload circumstance in writing. (<u>OMB</u> circular A-21 J.10.d(1),)

Institutions are encouraged to develop institution specific overload policies within this UW System policy.

## Overloads

- (1) Overload payments may be made where with the consent of the employee, substantial additional work requirements are added to the existing duties of a full-time employee creating a workload in excess of 100% of the employee's time and the performance of these additional duties is unusual, short-time or nonrecurring in nature.
- (2) Overload payments may also be made where a full-time employee of one UW System institution accepts an institution-approved part-time appointment to perform duties at another UW System institution in addition to his/her full-time position (Financial Administration Policy F18: <u>Inter-institutional Financial Transactions</u> details the procedures for payment between institutions).
- (3) If a staff member is not full-time, additional compensation is not considered an overload.
- (4) Overload payments must be approved, in advance, by the chancellor or designee.
- (5) Overload compensation may not exceed the higher of either 20 percent of the employee's academic (c-basis/9 month) salary base or annual (a-basis/12 month) salary base or \$18,000 unless the chancellor or designee determines that good cause exists to exceed this threshold and issues an exception in writing.
- (6) Overload maxima are calculated on a fiscal year basis.
- (7) Summer compensation (see Financial Administration Policy F29: <u>Salary and Fringe</u> <u>Benefits Calculations for Unclassified Staff</u>) for the calculation of summer salary) for academic year (c-basis/9-month) employees is not considered an overload for the purposes of this policy.

## 4. Summer Payments for Academic Year Appointments

Each UW Institution may have staff that are on an academic year contract, but required to work during the summer. Staff on academic year contracts are compensated for summer session assignments at the rate up to the equivalent of 2/9<sup>ths</sup> of the previous academic year salary rate for a full work load of an eight week summer session. All summer payments, whether summer session and/or summer service are counted in the 2/9<sup>ths</sup> rule. Compensation received in a summer period may not in aggregate exceed 2/9<sup>ths</sup> of the previous academic year salary unless explicit exception is granted by the Chancellor or designee, regardless of the sources of funds. See <u>Financial Administration F29</u>: <u>Salary</u> and Fringe Benefits Calculations for Unclassified Staff for more information.

# E. ADDITIONAL PAY COMPONENTS FOR FLSA NONEXEMPT UNIVERSITY STAFF

There are pay components for which only FLSA nonexempt university staff are eligible. These pay components are consistent with the nature of the hourly salary structure of FLSA nonexempt university staff employees.

## 1. Night Differential

Forty-five cents (\$0.45) per hour for all hours worked between the hours of 6:00 p.m. and 6:00 a.m.

## 2. Weekend Differential

Sixty cents (\$0.60) per hour for all weekend hours worked (i.e., work hours between the hours of 12:01 a.m. on Saturday and 12:00 midnight on Sunday).

## 3. Standby Pay

When an employee is required by the institution's administrators to be available for work and able to report to work in less than one hour, the employee will receive \$2.25 for each hour in standby status.

## 4. Call-Back/Call-In Pay

A minimum of two hours pay is guaranteed when an employee is called back for duty or called in on the employee's day off.

## 5. Calls at Home

If the Employer contacts the employee at home for the purpose of discussing job-related business, the employee shall be credited with work time for all such calls. In no case shall the employee receive less than a single one-half (1/2) hour credit per day for such calls under this section.

- a) For purposes of this section, examples of job-related business calls include:
  - i. Calls regarding specific patient treatment procedures,
  - ii. Questions regarding operation of equipment,
  - iii. Clarification of instructions,
  - iv. Repair procedures.
- b) Examples of non-job-related business calls include:
  - i. Calls made to call an employee back to work,
  - ii. Availability for overtime,
  - iii. Scheduling changes.

## 6. Legal Holiday Premium

Compensatory time off or payment at the premium rate will be granted for hours worked on days identified as legal holidays in UPS Operational Policy <u>BN 2: Personal Holiday & Legal Holiday Administration.</u>

# F. PAY COMPONENTS PERTAINING TO CRAFTS WORKERS

See UPS Operational Policy <u>GEN 21: Crafts Workers</u> for the compensation structure for Crafts Workers.

## G. MISCELLANEOUS PROVISIONS

This section contains provisions for payment, which are outside the parameters of the other sections.

## 1. Leave Payout

Upon termination, employee leave balances will be reviewed and eligible leave balances will be converted to cash payment to be included in the employee's final regular paycheck or a supplemental paycheck. The guidelines for this payout are found in UPS

Operational Policies: <u>BN 1 Vacation, Paid Leave Banks, and Vacation Cash Payouts</u>, and <u>BN 2 Personal Holiday and Legal Holiday Administration</u>.

## 2. Reimbursement for Damaged Personal Articles

The UW institution may reimburse its employees for the cost of repairing or replacing articles of clothing, watches, or eye glasses damaged in the line of duty if such damage is not caused by employee carelessness or normal wear and tear resulting from the type of work performed by the employee. Payments under this section are subject to the approval of the Chancellor or his/her designee and are likely taxable.

## a) Determination of Value

The appointing authority shall determine the value of damaged personal articles at the time damage occurs. If the appointing authority determines that the personal articles are damaged beyond repair, the reimbursement amount shall not exceed the actual replacement value, less depreciation, of the damaged articles.

## b) Reimbursement Limitations

The reimbursement amount shall not exceed \$100.00 for any one incident except that reimbursement for watches shall not exceed \$75.00.

These provisions shall not apply to articles where the actual replacement value, less depreciation, or repair cost is less than \$10.00.

## 3. Safety Equipment

Employees shall be reimbursed, in accordance with institution policy, for safety and protective equipment if, in the performance of their assigned duties, the equipment is required by the employer. These payments are likely taxable.

## a) Protective Clothing

The employer shall furnish, in accordance with institutional limits, required protective clothing and equipment necessary for the performance of assigned duties. Such equipment shall be in accordance with the standards established by regulating agencies.

## b) Protective Shoes

If the employer requires the purchase of safety shoes necessary in the performance of assigned duties, the employer shall pay an allowance, in accordance with institutional limits, toward such purchase as an expense check.

## c) Safety Glasses

If the employer requires the purchase of safety glasses and/or safety sunglasses for the performance of assigned duties, the employer shall reimburse the employee for such expense, in accordance with institutional limits, including the cost of any eye examination required for such purposes and not covered by any health insurance program. Reimbursement for eye examinations under this provision shall not exceed one per fiscal year.

## 5. **RELATED DOCUMENTS:**

UPS Operational Policy TC 2: Title Definitions UPS Operational Policy GEN 1: Authority for Personnel Actions UPS Operational Policy <u>GEN 17: Inter-institutional Financial Transactions</u> UPS Operational Policy <u>GEN 21: Crafts Workers</u> UPS Operational Policy <u>HR 4: FLSA Designation</u> UPS Operational Policy <u>HR 7: University Staff Temporary & Project Appointments</u> UPS Operational Policy <u>HR 8: Title Change</u>

## 6. **POLICY HISTORY:**

# 2014-15 CATEGORY A SALARY RANGES

Effective July 1, 2014 through June 30, 2015

#### **Twelve Month Staff**

Range	Minimum	Midpoint	Maximum	6
1	\$28,011	\$35,014	\$42,017	L'S
2	\$32,102	\$40,127	\$48,152	00
3	\$36,790	\$45,987	\$55,184	
4	\$42,167	\$52,709	\$63,251	
5	\$48,333	\$60,416	\$72,499	
6	\$55,406	\$69,257	\$83,108	$\Sigma$
7	\$63,513	\$79,391	\$95,269	-
8	\$72,814	\$91,018	\$109,222	
9	\$83,481	\$104,351	\$125,221	
10	\$95,710	\$119,637	\$143,564	
11	\$109,738	\$137,172	\$164,606	
12	\$125,898	\$157,373	\$188,848	
13	\$144,443	\$180,554 O	\$216,665	
Nine Month 9	Staff	will be		
Rando	Minimum	Midpoint	Maximum	

#### Nine Month Staff

Rance	Minimum		Maximum
1	\$22,918 🛷	\$28,648	\$34,378
2	\$26,265	\$32,831	\$39,397
3	\$30,101	\$37,626	\$45,151
4	\$34,500	\$43,126	\$51,751
5	\$39,545	\$49,431	\$59,317
6	\$45,332	\$56,665	\$67,997
7	\$51,965	\$64,956	\$77,947
8 🔨	\$59,575	\$74,469	\$89,363
90	\$68,303	\$85,378	\$102,454
10	\$78,308	\$97,885	\$117,461
11	\$89,786	\$112,232	\$134,678
12	\$103,007	\$128,760	\$154,512
13	\$118,181	\$147,726	\$177,271

#### 1.0% Adj to the 07/1/13

#### 2014-15 CATEGORY B MINIMUM SALARIES AS A PERCENTAGE OF FACULTY MINIMUM SALARIES Effective July 1, 2014 through June 30, 2015

	-	-	
INSTRUCTIONAL	A-Basis	C-Basis	Comment
Adiana Defense	\$67,500	\$55,200	100% of Professor Minima
Adjunct Professor Adjunct Associate Professor		\$00,200	100% of Professor Minima 100% of Associate Professor Minima
	\$55,900		100% of Assistant Professor Minima
Adjunct Assistant Professor	\$44,000	\$36,100	
Adjunct Instructor	\$36,800	\$30,100	100% of Instructor Minima
Dist Professor (CHS)	\$67,500	\$55,200	100% of Professor Minima
Professor (CHS)	\$67,500	\$55,200	100% of Professor Minima
Associate Professor (CHS)	\$55,900	\$45,700	100% of Associate Professo. Minima
Assistant Professor (CHS)	\$44,000	\$36,100	100% of Assistant Professor Minima
Instructor (CHS)	\$36,800	\$30,100	100% of Instructor Minima
Dist Clinical Professor	\$67,500	\$55,200	100% of Professor Minima
Clinical Professor	\$67,500	\$55,200	100% of Professor Minima
Clinical Associate Professor	\$55,900	\$45,700	100% ct Associate Professor Minima
Clinical Assistant Professor	\$44,000	\$36,100	100% of Assistant Professor Minima
Clinical Instructor	\$36,800	\$30,100	100% of Instructor Minima
Professor L/I	\$67,500	\$55,200	100% of Professor Minima
Associate Profesosr L/I	\$55,900	\$45,700	100% of Associate Professor Minima
Assistant Professor L/I	\$44,000	\$36,100 🔍	100% of Assistant Professor Minima
Instructor L/I	\$36,800	\$30,100	100% of Instructor Minima
		0	
Extension Associate	\$38,645	\$3(619	101.0% of the 7/1/13 rate
Dist Franks Associate	857 047	A 40 000	85% of Professor Minima
Dist Faculty Associate	\$57,347	\$46,920 \$41,400	75% of Professor Minima
Faculty Associate	\$50,600		
Associate Faculty Associate	\$41,892	\$34,275	75% of Associate Professor Minima 75% of Assistant Professor Minima
Assistant Faculty Associate	\$33,092	\$27,075	15% of Assistant Professor Minima
Dist Instrumentation Innovator.	<u>^</u>		
Instruction	\$57.347	\$46,920	85% of Professor Minima
Instrumentation Innovator.	10		
Instruction	\$50,600	\$41,400	75% of Professor Minima
Associate Instrumentation	1		
Innovator, Instruction	\$41,892	\$34,275	75% of Associate Professor Minima
Assistant Instrumentation	411,002		
Innovator, Instruction	\$33,092	\$27,075	75% of Assistant Professor Minima
6			
Distinguished Lecturer	\$57,347	\$46,920	85% of Professor Minima
Senior Lecturer	\$50,600	\$41,400	75% of Professor Minima
Lecturer S	\$41,892	\$34,275	75% of Associate Professor Minima
Associate Lecturer	\$33,092	\$27,075	75% of Assistant Professor Minima
Senior Visiting Lecturer	\$39,710	\$32,490	90% of Assistant Professor Minima
Visiting Lecturer	\$35,298	\$28,880	80% of Assistant Professor Minima
Associate Visiting Lecturer	\$30,886	\$25,270	70% of Assistant Professor Minima
Vicition Professor	897 E00	855 200	100% of Professor Minima
Visiting Professor	\$67,500	\$55,200	
Visiting Associate Professor	\$55,900	\$45,700	100% of Associate Professor Minima
Visiting Assistant Professor	\$44,000	\$36,100	100% of Assistant Professor Minima
Visiting Instructor	\$36,800	\$30,100	100% of Instructor Minima

#### (Category B Minimum Salaries Effective July 1, 2014 through June 30, 2015)

RESEARCH	A-Basis	C-Basis	Comment
Dist Instrumentation Innovator, Research	\$57,347	\$46,920	85% of Professor Minima
Instrumentation Innovator, Research Associate Instrumentation	\$50,600	\$41,400	75% of Professor Minima
Innovator, Research Assistant Instrumentation	\$41,892	\$34,275	75% of Associate Professor Minin
Innovator, Research	\$33,092	\$27,075	75% of Assistant Professor Minima
Dist Research Animal Veterinarian	\$57,347	\$46,920	85% of Professor Minima
Research Animal Veterinarian Associate Research Animal	\$50,600	\$41,400	75% of Professor Minima
Veterinarian Assistant Research Animal	\$41,892	\$34,275	75% of Associate Professor Minima
Veterinarian	\$33,092	\$27,075	75% Assistant Professor Minima
Distinguished Scientist Senior Scientist	\$64,093 \$57,347	\$52,440 \$46,920	90% of Professor Minima 85% of Professor Minima
Associate Scientist Assistant Scientist	\$47,477 \$37,504	\$38,845 \$30,685	85% of Associate Professor Minima 85% of Assistant Professor Minima
Distinguished Researcher	\$57,347	\$46.920	85% of Professor Minima
Researcher Associate Researcher	\$50,600 \$41,892	\$41,400 \$34,275	75% of Professor Minima 75% of Associate Professor Minima
Assistant Researcher	\$33,092	\$27,075	75% of Assistant Professor Minima
Senior Visiting Scientist Associate Visiting Scientist	\$57,347 \$47,477	\$46,920 \$38,845	85% of Professor Minima 85% of Associate Professor Minima
Assistant Visiting Scientist	\$37.5040	\$30,685	85% of Assistant Professor Minima
200	Ę,		
1000			
5			
201			
v			

1.0% adjustment to the July 1, 2013 minima

### 2014-15 FACULTY SALARY MINIMA

Effective July 1, 2014 through June 30, 2015

	Annual (A) (12 Month Basis)	Academic Year (C) (9 Month Basis)	
Professor Associate Professor Assistant Professor Instructor	\$67,500 \$55,900 \$44,000 \$36,800	\$55,200 \$45,700 \$36,100 \$30,100	6
			2010
		ited July	
		JUDSTITUL	
	s will be		
2	andes		
1653121		\$45,700 \$36,100 \$30,100	
2015			

## 2013-15 EXECUTIVE SALARY RANGES

	2013-15 EXECUTIVE SALARY RANGES Salary Ranges 1 and 2 Revised April 23, 2014					
Range	Update Authority	Position(s)	Minimum	Midpoint	Maximum	
9	Board of Regents	UW System President	\$399,000	\$498,750	\$598,500	
8	Board of Regents	UW-Madison Chancellor	\$389,500	\$486,875	\$584,250	
7	Board of Regents	UW-Milwaukee Chancellor	\$304,000	\$380,000	\$456,000	
6	Board of Regents	UW-Madison Provost	\$295,369	\$369,212	\$443,054	
5	Board of Regents	UW System Senior Vice Presidents	\$203,456	\$254,320	\$305,184	
4	Board of Regents	UW-Milwaukee Provost	\$240,798	\$300,997	\$361,196	
3	Board of Regents	Non-Doctoral Chancellors	\$205,046	\$256,308	\$307,570	
2	OSER	UW System Vice Presidents	\$176,252	\$220,315	\$264,377	
1	OSER	Non-Doctoral Provosts	\$145,397	\$181,746	\$218,096	

2015-16 salary ranges will be su

## UNIVERSITY ADMINISTRATIVE SUPPORT

Pay Schedule 02					
Effective: July 1, 2015					
Salary Range	Minimum	Midpoint	Maximu		
8	12.199	15.615	19.031		
9	13.185	16.680	20.174		
10	14.250	18.027	21.803		
11	15.411	19.495	23.579		
12	16.668	21.086	25.503		
13	18.024	22.801	27.577		
14	19.491	24.657	29.822		

## **BLUE COLLAR**

UNIV		ISTRATIVE SUPP	ORT	
	•	edule 02 July 1, 2015		
Salary Range	Minimum	Midpoint	Maximum	
8	12.199	15.615	19.031	
9	13.185	16.680	20.174	
10	14.250	18.027	21.803	
11	15.411	19.495	23.579	
12	16.668	21.086	25.503	
13	18.024	22.801	27.577	
14	19.491	24.657	29.822	
		COLLAR		
	-	edule 03		
		luly 1, 2015		
Salary Range	Minimum	Midpoint	Maximum	
8	11.511	15.271	19.031	
9	12.190	16.182	20.174	
10	13.152	17.478	21.803	$\checkmark$
11	14.194	18.887	23.579	
12	15.324	20.414	25.503	
13	16.545	22.061	27.577	
14	17.866	23.844	29.822	
15	19.298	25.773	32.248	
16	20.843	27.862	34.880	
17	22.511	30.119	37.727	

#### **SECURITY & PUBLIC SAFETY** Pay Schedule 05

	Pay Schedule 05					
	Effective: July 1, 2015					
	Salary Range	Minimum	Midpoint	Maximum		
	8	11.711	15.869	20.026		
	9	12.657	17.151	21.644		
	10	13.681	18.538	23.395		
	11	14.791	20.042	25.293		
	12	15.998	21.678	27.357		
	13	17.300	23.442	29.583		
	14	18.712	25.355	31.998		
	15	20.241	27.427	34.613		
	16	21.649	29.335	37.020		
	17	23.165	31.389	39.613		
(	31	15.194	20.892	26.590		
	32	15.954	22.575	29.196		
	40	22.046	27.147	32.248		
	41	24.691	29.786	34.880		

#### UNIVERSITY STAFF SALARY RANGES

## TECHNICAL Pay Schedule 06 Effective: July 1, 2015

	Effective: July 1, 2015				
Salary Range	Minimum	Midpoint	Maximum		
8	11.879	15.455	19.031		
9	12.114	16.144	20.174		
10	13.103	17.453	21.803		
11	14.179	18.879	23.579		
12	15.342	20.423	25.503		
13	16.601	22.089	27.577		
14	17.964	23.893	29.822		
15	19.438	25.843	32.248		
16	21.041	29.384	37.727		
17	22.771	30.249	37.727		
18	24.643	32.725	40.806		
19	26.616	35.376	44.136		

## FISCAL & STAFF SERVICES Broadband Pay Schedule 07

Effective: July 1, 2015

Salary Range	Minimum	Midpoint	Maximum
2	26.282	43.391	60.499
3	22.470	37.076	51.681
4	17.243	28.451	39.659
5	13.695	22.597	31.499
32	32.640	46.820	61.000
33	28.560	41.280	54.000
34	24.480	35.740	47.000
35	20.400	30.200	40.000

## PROFESSIONAL EMPLOYEES IN RESEARCH,

## STATISTICS AND ANALYSIS

**Broadband Pay Schedule 08** 

Effective: July 1, 2015

Salary Range	Minimum	Midpoint	Maximum
3	22.470	37.076	51.681
4	17.243	28.451	39.659

# PATIENT CARE

Broadband Pay Schedule 11 Effective: July 1, 2015							
Salary Range	Salary Range Minimum Midpoint Maxim						
1	32.947	45.548	58.148				
2	29.049	41.486	53.922				
3	25.281	36.961	48.641				
4	22.291	32.824	43.357				
5	19.438	26.042	32.645				

## PROFESSIONAL SOCIAL SERVICES

	Pay Schedule 12 Effective: July 1, 2015				
Salary Range	Minimum	Midpoint	Maximum		
1	12.719	16.447	20.174		
2	13.750	17.777	21.803		
3	14.866	19.223	23.579		
4	16.074	20.789	25.503		
5	17.385	22.481	27.577		
6	18.803	24.313	29.822		
7	20.341	26.295	32.248		
8	22.002	28.441	34.880		
9	23.788	30.758	37.727		
10	25.710	33.258	40.806		
11	27.677	35.907	44.136		
12	29.785	38.762	47.738		
13	32.062	41.848	51.634		

## EDUCATION

## Broadband Pay Schedule 13 Effective: July 1, 2015

Salary Range	Minimum	Midpoint	Maximum
2	26.282	43.366	60.449
3	22.470	37.076	51.681
4	17.243	28.451	39.659

## ENGINEERING

Pay Schedule 14

	Effective: July 1, 2015				
Salary Range	Minimum	Midpoint	Maximum		
13	22.470	37.076	51.681		
14	17.243	28.451	39.659		
15	13.695	22.597	31.499		

## SCIENCE PROFESSIONALS

**Broadband Pay Schedule 15** 

Effective: July 1, 2015

Salary Range	Minimum	Midpoint	Maximum
2	41.737	50.085	58.432
3	22.470	37.076	51.681
4	17.243	28.451	39.659

## LAW ENFORCEMENT **Pay Schedule 36**

r uj schedule ev					
Effective: July 1, 2015					
Salary Range	Minimum	Midpoint	Maximum		
11	14.683	19.131	23.579		
12	15.880	20.692	25.503		
13	17.173	22.375	27.577		
14	18.573	24.198	29.822		
15	20.091	26.170	32.248		
40	20.353	26.301	32.248		
41	28.285	31.583	34.880		
42	17.852	22.715	27.577		

## PATIENT RELATED **Broadband Pay Schedule 50** Effective: July 1, 2015

	LAW EN	FORCEMENT	
	Pay S	Schedule 36	
	Effectiv	e: July 1, 2015	6
Salary Range	Minimum	Midpoint	Maximum
11	14.683	19.131	23.579
12	15.880	20.692	25.503
13	17.173	22.375	27.577
14	18.573	24.198	29.822
15	20.091	26.170	32.248
40	20.353	26.301	32.248
41	28.285	31.583	34.880
42	17.852	22.715	27.577
	PAT	ENT RELATED	
	Broad	band Pay Schedu	le 50
	Ef	fective: July 1, 20	15
Salary Range	Minimum	Midpoint	Maximum
11	35.194	52.791	70.388
20	40.804	61.206	81.608
50	66.143	85.986	105.829
51	66.895	87.031	107.166
52	72.976	94.942	115.908

## **INFORMATION SYSTEMS-RELATED**

**Broadband Pay** Schedule 70

Effective: July 1, 2015

Salary Range	Minimum	<b>Midpoint</b>	Maximum
1	36.720	52.360	68.000
2	32.640	46.820	61.000
3	28.560	41.280	54.000
4	24.480	35.740	47.000
5	20.400	30.200	40.000

# GENERAL

**Broadband Pay Schedule 81** 

Effective: July 1, 2015

Salary Range	Minimum	Midpoint	Maximum
1	29.024	48.616	68.207
2	26.282	43.366	60.449
3	22.470	37.076	51.681
4	17.243	28.451	39.659
5	13.695	22.597	31.499

## **Crafts Workers Adjusted Rates**

## Rates are effective January 26, 2014 with implementation of the FY 2013-2014 collective bargaining

.....

agreement with the Building Trades union.

			ADJUSTED	ADJUSTED	ADJUSTED
		GROSS	100 HOUR	140 HOUR	180 HOUR
	AREA	OR MAXIMUM	LEAVE	LEAVE	LEAVE
CRAFT and INSTITUTION	NAME	LTE RATE	RATE	RATE	RATE
			82.8%	81.5%	80.2%
	-		plus 1.0% GWA	plus 1.0% GWA	plus 1.0% GWA
76100 HEAT & FROST INSULATOR WORKER	J				Jeo
UW-Oshkosh	Green Bay	47.070	39.364	38.747	38.129
UW-Stevens Point	Appleton/Wausau			38.747 55 43.314 37.413	
				12	
UW-Milwaukee	Milwaukee	52.740	44.106	45.414	42.721
				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
	_		2	Q.	
76200 BRICKLAYER & MASON			- C	)×	
	-		. 60		
UW- River Falls	Eau Claire	45.450	38.010	37.413	36.816
UW-Em Claire			.51		
			$\sim$		
UW- Stevens Point	St. Point/Wausau	45.450	2 38.010	37.413	36.816
		X	y		
UW- Green Bay	Green Bay	45.440	38.002	37.405	36.808
UW-LaCrosse	La Crosse	<b></b>	38.010	37.413	36.816
		0			
UW- Milwaukee	Milwankee	49.940	41.765	41.110	40.453
		7			
	- CV				
76260 CARPENTER					
UW-Milwaukee	Milwaukee	47.670	39.866	39.241	38.615
	10-				
UW-Platteville	Madian	43.320	36.228	35.660	35.091
	A.				
UW-Eau Claire	Grtr. Fox	43.320	36.228	35.660	35.091
UW-LaCrosse	River Valley				
UW-Oshkosh					
UW-River Falls					
UW- Stevens Point					
UW-Stout					
UW-Green Bay					
UW-Whitewater	Janesville	42,200	34.000	24.660	36.001
OW-Whitewater	Janesville	43.320	36.228	35.660	35.091
		39.900	33.369	32.845	32.320
UW-Superior	Superior	39.900	33.309	32.843	52.520
COMPTRATING AN	7				
76300 ELECTRICIAN	4				
UW-Oshkosh	Appleton	43.800	36.630	36.054	35,480
OW-OMBORN		13.000	30.030	30.034	33.400
UW-Em Claire	Eau Claire/	45.720	38.236	37.635	37.035
OW-ENCOMP		43.729	36.230	37.033	31.033

			ADJUSTED	ADJUSTED	ADJUSTED
		GROSS	100 HOUR	140 HOUR	180 HOUR
	AREA	OR MAXIMUM	LEAVE	LEAVE	LEAVE
CRAFT and INSTITUTION	NAME	LTE RATE	<u>RATE</u> 82.8%	RATE 81.5%	<u>RATE</u> 80,2%
			a2.8% plus 1.0% GWA	51.5% plus 1.0% GWA	plus 1.0% GWA
UW-LaCrosse	La Crosse		partitioneount	partitiona	page 1.0 % 0 % A
UW-River Falls					
UW-Platteville					
UW- Stout					
					35350
UW- Greenbay	Green Bay	43.640	36.496	35.923	10000 C
UW- Steven's Point	Stevens Point/	44.570	37.274	36.689	36.104
				3	0
UW-Parkside	Kenosha	52.470	43.881	43.192	42.502
				~C~	
UW- Whitewater	Janesville	46.270	38.696	88.089	37.481
	<b>6</b>	61 100		42.064	41.202
UW- Superior	Superior	51.100	42.735	9 42.004	41.393
UW-Milwankee	Milwaukee	51.800	43:320	42.640	41.960
			615		
	_		~		
76250 ELEVATOR MECHANIC		20	2		
16250 ELEVATOR MECHANIC		, N	7		
		- and	2		
UW-Mihwaukao	Milwaukee	62.145	51.972	51.156	50.340
UW-Whitewater		8.			
UW-Stout	Menomonie	58.140	48.622	47.859	47.096
OW-Stote:	Menomome	Q1 36.140	78.022	47.839	47.090
	02	r"			
76360 GLAZIER	Menomonie				
	_ ్లా				
UW-Oshkosh	College C	40.600	33.954	33.420	32.888
	· 1				
76400 PAINTER-BRUSH	- Ale				
76400 PAINTER-BRUSH UW- Starvans Point UW- Storet	<u> </u>				
UW- Stevens Point	Wausau/Stevens Point	31.940	26.712	26.293	25.873
( ×°°-					
UW-Stout	Eau Claire	37.710	31.537	31.042	30.547
UW-LaCrosse					
UW-Eau Claire UW-River Falls					
OW-KINGT FAIL					
UW-Superior	Superior/Duluth	39.930	33.394	32.869	32.345
-	-				
UW-Platteville	Madison	38.750	32.406	31.898	31.389
UW-Milwankee	Milwaukee	43.260	36.179	35.610	35.042
UW-Whitewater					
UW- Oshkosh	Oshkosh	31.940	26.712	26.293	25.873
		201210			

CRAFT and INSTITUTION	AREA <u>NAME</u>	GROSS OR MAXIMUM <u>LTE RATE</u>	ADJUSTED 100 HOUR LEAVE <u>RATE</u> 82.8% phrs 1.0% GWA	ADJUSTED 140 HOUR LEAVE <u>RATE</u> 81.5% phr: 1.0% GWA	ADJUSTED 180 HOUR LEAVE <u>RATE</u> 80.2% phus 1.0% GWA
76460 PLASTERER	4				
UW - Milwankee	Mihwaukee	45.180	37.785	37.191	36.598
UW-Stewars Point	Stevens Point/Wausan	45.450	38.010	37.413	36,816
76500 PLUMBER	3			S	50°
UW-Stout UW-Stevens Point UW-Ean Claire UW-LaCrosse UW-Plattoville	Eau Claire/La Crosse/ WI Rapids	46.570	38.946	37.191 37.413 38.33515 55 11117000 37.940	37.724
UW-River Falls			60	/	
UW- Green Bay UW- Oshkosh	Appleton/ Fond du Lac/	46.090	38.545	37.940	37.335
UW- Whitewatar	Racine/Kenosha/	52.250 K	43.696	43.010	42.325
UW- Milwankee	Walworth Counties Milwankee	10140	42.768	42.097	41.426
UW-Superior	Superior	48.400	40.477	39.841	39.206
76560 SHEETMETAL WORKER	Supenor	Э			
UW-Stout	Eau Claire	46.300	38.721	38.113	37.505
UW-La Crosse	La Choise	41.740	34.907	34.360	33.811
UW-Stevens Point	Wansau	45.270	37.859	37.265	36.671
UW-Milwaukee	Milwaukee	52.400	43.822	43.134	42.446
76600 STEAMFTTTER & (76660 WELDER) UW-Stout UW-Plattoville UW-Stevens Point UW-LaCrosse UW-Eau Claire	Eau Claire/LaCrosse/ WI Rapids	46.570	38.946	38.335	37.724
UW- Green Bay UW- Oshkosh	Appleton/Fond du Lac Green Bay	46.090	38.545	37.940	37.335
UW-Parkside	Racine/Kenosha/	52.250	43.696	43.010	42.325



# The University of Wisconsin System UPS OPERATIONAL POLICY: WE 3



# **SUBJECT:** Workplace Conduct Expectations

**Original Issuance Date**: July 1, 2015 **Last Revision Date**:

## **1. POLICY PURPOSE:**

The purpose of this policy is to provide a set of expectations regarding conduct in the university setting that may be applied to all UW System employees.

## 2. POLICY BACKGROUND:

Wis. Stat. § 36.115 requires the Board of Regents to develop a personnel system that is separate and distinct from the personnel system under Wis. Stat. Chapter 230. The "classified employee work rules," which prior to July 1, 2015 were applicable to classified UW System employees covered by Wis. Stat. Chapter 230, no longer apply.

Effective July 1, 2015, this operational policy provides general workplace conduct expectations for all members of the University of Wisconsin System workforce.

## **3. POLICY DEFINITIONS:**

Please see the Definitions Operational Policy for a list of general terms and definitions.

## 4. POLICY:

As described below, there are general expectations for conduct of UW System employees in the workplace. These general expectations do not preclude a UW System institution, a department, or a work unit from establishing additional rules that are necessary for the effective operation of that institution, department, or work unit.

The workplace expectations listed below or further developed by a UW institution apply to:

- All UW System employees
- Volunteers and other representatives when speaking or acting on behalf of a UW System institution.

These guidelines are not meant to and shall not interfere with academic freedom. The following are general expectations for UW System employee conduct in the workplace:

- A. **Be Fair and Respectful to Others -** Every UW System employee shall be courteous and respectful in interactions with students, other employees, members of the general public or any other individual when acting on behalf of the UW System. Other expectations in furtherance of this principle include but are not limited to:
  - Avoid all forms of harassment, abuse, illegal discrimination, threats, or violence;
  - Provide equal access to programs, facilities, and employment;
  - Treat others with fairness and impartiality;
  - Promote conflict resolution.

<u>UWS 18.10</u> defines specific offenses against public safety and <u>UWS 18.11</u> defines offenses against public peace and order.

- B. **Protect and Preserve UW System Resources -** Employees shall responsibly use and care for UW System property. UW System property, services, resources, or information shall not be used for personal gain. Other expectations in furtherance of this principle include but are not limited to:
  - Use UW System property, equipment, finances, materials, information technology, electronic and other systems and other resources for legitimate UW System purposes (See <u>Regent Policy Document 25-3: Use of University Information Technology</u> <u>Resources</u>);
  - Promote efficient operations and prevent waste and abuse.

<u>UWS 18.12</u> defines property offenses and <u>UWS 18.08</u> further defines personal conduct prohibitions.

- C. Act Ethically and with Integrity All UW System employees shall act according to the highest ethical and professional standards of conduct (See <u>RPD Code of Ethics</u>) and <u>Wis.</u> <u>Stat. § 19.45(11)(b)</u>). UW System employees are expected to, among other things:
  - Be personally accountable for individual actions;
  - Fulfill obligations owed to students, clients, and colleagues;
  - Conscientiously meet UW System responsibilities.
- D. Contribute to a Healthy and Safe Workplace The UW System strives to promote health and safety in the workplace. It is the responsibility of all to ensure a safe, secure, and healthy environment for all. General expectations in this regard include but are not limited to:
  - Dangerous weapons are not allowed on any UW System property;
  - Illegal drugs are not allowed on any UW System property;
  - The use of alcohol is limited to those areas on UW System property where allowed by law;
  - Any individual acting in any capacity on behalf of the UW System shall not do so while under the influence of alcohol or illegal drugs.

<u>UWS 18.09</u> defines alcohol and drug prohibitions, <u>UWS 18.10</u> defines offenses against public safety, <u>UWS 18.11</u> defines offenses against public peace and order, and <u>UWS 18.15</u> defines additional statutory penalty provisions regulating conduct on university lands.

- E. **Promote a Culture of Compliance** The UW System is committed to meeting legal requirements and to fostering ethical and lawful conduct. Expectations for UW System employees include:
  - Learn and follow all applicable laws, regulations and UW System policies and procedures;
  - Protect the security, integrity and confidentiality of university information and records where appropriate and required by law;
  - Be proactive to prevent and detect any compliance violations;
  - Report suspected violations.

## 5. RELATED DOCUMENTS:

Wisconsin Admin. Code Chapter <u>UWS 18, Conduct on University Lands</u> Regent Policy Document <u>Code of Ethics</u> (effective July 1, 2015) UPS Operational Policy <u>GEN 11: Workplace Safety</u> UPS Operational Policy WE 1: Code of Ethics

## 6. POLICY HISTORY:

# BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM

# Resolution I.2.h:

That, upon the recommendation of the President of the University of Wisconsin System and the Chancellors of the University of Wisconsin-La Crosse, the University of Wisconsin-Milwaukee, the University of Wisconsin-Parkside, the University of Wisconsin-Platteville, the University of Wisconsin-River Falls, the University of Wisconsin-Stevens Point, the University of Wisconsin-Stout, and the University of Wisconsin-Whitewater, the Board of Regents approves the proposed nonresident and graduate tuition increases for these eight UW institutions, as detailed in the attachment.

# **PROPOSED NONRESIDENT AND GRADUATE TUITION INCREASES**

# BACKGROUND

The 2013-15 Biennial Budget (2013 Act 20) restricted the Board of Regents' authority to increase tuition on resident undergraduate students during the biennium:

Notwithstanding section 36.27 (1) (a) of the statutes, the Board of Regents of the University of Wisconsin System may not charge resident undergraduates enrolled in an institution or college campus in the 2013–14 or 2014–15 academic year more in academic fees than it charged resident undergraduates enrolled in that institution or college campus in the 2012–13 academic year.

While the Board retained authority to increase tuition on nonresident students and graduate students, the Board did not approve any tuition increases in 2013-14 or 2014-15.

The 2015-17 Biennial Budget proposed by the Governor includes the following language:

Notwithstanding section 36.27 (1) (a) of the statutes, the Board of Regents of the University of Wisconsin System or the University of Wisconsin System Authority may not charge resident undergraduates enrolled in an institution or college campus in the 2015–16 or 2016–17 academic year more in academic fees than it charged resident undergraduates enrolled in that institution or college campus in the 2014–15 academic year.

Consistent with this provision, no tuition increases for resident undergraduate students are proposed for the upcoming biennium.

However, the Board retains tuition authority for nonresident, graduate, and professional students. In response to the proposed GPR reductions in the biennial budget, President Cross asked UW institutions to review their nonresident, graduate, and professional tuition pricing. Institutions were invited to submit tuition proposals that reflect their unique missions and markets for Board approval.

# **REQUESTED ACTION**

Approval of Resolution I.2.h., approving the proposed nonresident and graduate tuition increases.

# DISCUSSION AND RECOMMENDATIONS

Summarized below are the recommended tuition increases for nonresident and graduate students attending eight UW institutions. If approved, the new tuition rates would be effective for the 2015-16 academic year.

Institutions have considered the impacts of the proposed tuition increases on student demand and enrollment. It should be noted that tuition at UW institutions has not increased in two years, while tuition at peer institutions has generally continued to increase.

The Board has previously delegated some tuition-setting authority to institutions for online and nontraditional programming. Institutions would be able to exercise this authority during 2015-16 and 2016-17. Consistent with tuition restrictions in the proposed biennial budget, tuition increases will not impact resident undergraduate students.

## UW-La Crosse

Undergraduate	2014-15	2015-16	Change
Nonresident	\$15,158	\$15,536	\$378
Graduate		·	
Resident	\$7,780	\$8,162	\$382
Nonresident	\$16,911	\$17,750	\$839

Anticipated Additional Revenue: \$417,587

# UW-Milwaukee

Undergraduate	2014-15	2015-16	Change
Nonresident	\$17,820	\$18,265	\$445
Graduate			
Nonresident	\$22,852	\$23,424	\$572
Health Science Masters			
Nonresident	\$27,423	\$28,245	\$822
Business Masters			
Resident	\$11,781	\$12,429	\$648
Nonresident	\$24,316	\$25,653	\$1,337

Anticipated Additional Revenue: \$1,693,000

## UW-Parkside

Un	dergraduate	2014-15	2015-16	Change
	Nonresident	\$13,871	\$14,287	\$416
Gr	aduate			
	Resident	\$7,640	\$7,870	\$230
	Nonresident	\$16,771	\$17,274	\$503

Anticipated Additional Revenue: \$100,000

# UW-Platteville

UW-Platteville proposes an additional \$1,000 tuition charge on international undergraduate students in addition to a nonresident undergraduate tuition increase.

Un	dergraduate	2014-15	2015-16	Change
	Nonresident	\$13,991	\$14,268	\$277
	International	\$13,991	\$15,268	\$1,277

Anticipated Additional Revenue: \$116,900

UW-Platteville also proposes a per-credit tuition increase on graduate cost recovery programming in the School of Education.

Graduate (Per Credit)	2014-15	2015-16	Change
School of Education Cost Recovery	\$450	\$460	\$10

Anticipated Additional Revenue: \$9,700

# **UW-River Falls**

UW-River Falls proposes that the new Master of Science in Computer Science program, which is scheduled to begin in Fall 2015, be priced at the same rate as the MBA program. The current MBA tuition rate is \$691.50 per credit.

# Anticipated Additional Revenue: \$38,500

Currently, UW-River Falls charges tuition to graduate students for up to nine credits per semester. Graduate students taking more than nine credits are not charged any additional tuition. This is referred to as the tuition plateau.

UW-River Falls proposes that the tuition plateau be removed from four graduate programs beginning in Fall 2015:

- 1. Master of Science in Computer Science
- 2. Master of Science in Clinical Exercise Physiology
- 3. Master of Science in Communicative Disorders
- 4. STEMTeach post-baccalaureate program.

If approved, students in these programs will be charged for each credit taken. The Board approved a similar proposal in the past; in 2001, the Board approved a per-credit tuition pricing structure at UW-Stout that removed the graduate plateau on all programs.

Anticipated Additional Revenue: \$18,000

# **UW-Stevens Point**

Un	dergraduate	2014-15	2015-16	Change
	Nonresident	\$13,871	\$14,565	\$694
Gr	aduate		·	
	Resident	\$7,640	\$7,870	\$230
	Nonresident	\$16,771	\$17,274	\$503

Anticipated Additional Revenue: \$303,176

# UW-Stout

UW-Stout proposes a tuition increase on eight graduate programs. All UW-Stout programs charge per-credit tuition without a tuition plateau.

Resident Graduate (Per Credit)	2014-15	2015-16	Change
M.S. Applied Psychology	\$367	\$380	\$13
M.S. Clinical Mental Health			
Counseling	\$367	\$384	\$17
M.S. Food and Nutrition Sciences	\$367	\$380	\$13
M.S. Marriage and Family Therapy	\$367	\$389	\$22
M.S. School Counseling	\$367	\$389	\$22
M.S. School Psychology	\$367	\$389	\$22
Ed.S. (Education Specialist) School			
Psychology	\$367	\$384	\$17
M.S. Vocational Rehabilitation,			
Rehabilitation Counseling			
Concentration	\$367	\$389	\$22
Nonresident Graduate (Per Credit)			
M.S. Applied Psychology	\$778	\$792	\$13
M.S. Clinical Mental Health			
Counseling	\$778	\$796	\$17
M.S. Food and Nutrition Sciences	\$778	\$792	\$13
M.S. Marriage and Family Therapy	\$778	\$801	\$22
M.S. School Counseling	\$778	\$801	\$22
M.S. School Psychology	\$778	\$801	\$22
Ed.S. (Education Specialist) School			
Psychology	\$778	\$796	\$17
M.S. Vocational Rehabilitation,			
Rehabilitation Counseling			
Concentration	\$778	\$801	\$22

\*Table is rounded to the nearest dollar

Anticipated Additional Revenue: \$105,000

## **UW-Whitewater**

2014-15	2015-16	Change		
\$14,092	\$14,592	\$500		
\$7,640	\$7,793	\$153		
\$16,771	\$17,107	\$336		
-	•			
\$8,195	\$8,358	\$163		
\$17,351	\$17,698	\$347		
Online MBA				
\$11,142	\$11,306	\$164		
	\$14,092 \$7,640 \$16,771 \$8,195 \$17,351	\$14,092 \$14,592 \$7,640 \$7,793 \$16,771 \$17,107 \$8,195 \$8,358 \$17,351 \$17,698		

Anticipated Additional Revenue: \$805,000

UW-Whitewater also proposes a tuition increase of \$100 per credit in the Doctor of Business Administration program. The current tuition rate is \$1,300 per credit. Because incoming students have been recruited at the current rate, the Board is asked to approve an increase that will first apply to the Fall 2016 cohort of students.

## **RELATED REGENT POLICIES**

Regent Policy Document 32-5, *Tuition Policy Principles* Regent Policy Document 32-4, *Tuition Structure: 12-18 Credit Plateau* 

# **PROPOSED NONRESIDENT AND GRADUATE TUITION INCREASES**

## SUPPLEMENTAL MATERIAL

The 2015-17 biennial budget proposed by the Governor continues the restriction on resident undergraduate tuition increases from the previous biennium. The Board retains authority for nonresident and graduate tuition increases. In February, President Cross asked UW institutions to review their nonresident, graduate, and professional tuition pricing. As part of their evaluation, institutions were asked to consider the impact that pricing could have on affordability and enrollments.

The amount of additional revenue generated by each proposal varies significantly. Some proposals are limited to specific programs, and the revenue generated will be reinvested into the program. Broader proposals support the growing cost of providing a high-quality education. The following narratives from UW institutions provide examples of the context of their proposals.

## **UW-Milwaukee**

UW-Milwaukee has proposed a 2.5 percent institution-wide increase for both nonresident undergraduate and nonresident graduate students. This proposed increase is based on a market analysis for peer urban research universities and was reviewed and approved by all deans and by the enrollment experts in the Chancellor's Enrollment Management Action Team. Below is an additional explanation for the proposed increases.

*Nonresident Undergraduates.* The requested increase of \$445 (2.5 percent) is relatively conservative and was selected due to ongoing demographic pressures on undergraduate enrollment. This proposed increase is close to the price sensitivity point of \$500 that UW-Milwaukee believes exists for its student body, based on historical evidence relating to past increases, and remains substantially lower than the peer midpoint.

This increase applies to a small number of students – nonresidents who do not participate in the Midwest Student Exchange Program (MSEP) – as MSEP tuition is set at 150 percent of the currently-frozen in-state rate.

*Resident Graduates.* The resident graduate tuition rate is proposed to remain at \$10,387. In addition to market considerations, two other factors weighed in: 1) advocacy for equal treatment of all Wisconsin students; 2) avoiding increased costs to units that support graduate assistants.

*Nonresident Graduates.* UW-Milwaukee recognizes that the requested increase of \$571 (2.5 percent) is moderately higher than the midpoint of the traditional peer tuition rates. UW-Milwaukee believes this modest increase is supportable given consistent robust graduate applications, selectivity, and yield parameters. In addition, UW-Milwaukee has held tuition rates for nonresident graduate students constant for the past seven years.

In addition to reviewing the traditional peer group, UW-Milwaukee also examined the nonresident graduate tuition rates for UW-Madison and the entire Big Ten. Compared with this group, only one institution (University of Nebraska-Lincoln) has lower rates than UW-Milwaukee for nonresident graduates. UW-Milwaukee's modest proposed increase will maintain its relative position within that group.

# Comprehensives

Market factors were among the factors considered by the UW comprehensive institutions that submitted proposals. UW-Parkside and UW-Whitewater are illustrative of the considerations:

# UW-Parkside

At UW-Parkside, two primary considerations drove the decision on the size of the proposed nonresident tuition increase. First, the university wanted to remain competitive with Illinois tuition rates because it is located near the Illinois state line and draws students from Illinois. The goal is to maintain the relative position of UW-Parkside's nonresident tuition rate compared to Illinois peers.

Second, UW-Parkside believed that the tuition increase should not exceed 3 percent. With inflation generally at a little over 2 percent and no increases on out-of-state tuition rates in recent years, 3 percent seemed to be a reasonable adjustment.

Because a similar relationship to Illinois tuition rates is maintained, an adverse effect due to the requested tuition increase is not anticipated.

Given the nature of the student base at UW-Parkside and various nonresident programs, including MSEP, the institution expects to generate only about \$100,000 from the proposed increase. The additional revenue will be used to continue efforts to provide upgraded classrooms and remain competitive with other universities so that UW-Parkside can grow enrollment.

# UW-Whitewater

Nonresident enrollments at UW-Whitewater have tripled in the last ten years. Nonresident enrollments grew at a steady rate during a period of modest tuition increases and the expectation is for enrollment levels to continue to grow if the requested increase is granted.

The majority of nonresident students come from Illinois, where the total cost of attendance for a resident undergraduate student is at or above the total cost of attendance for a nonresident student at UW-Whitewater. The combination of tuition, segregated fees, room, board, and text rental makes UW-Whitewater attractive to students from Illinois.

UW-Whitewater is requesting a modest increase of \$250 per semester, or 3.55 percent. The last such increase was approved for the 2012-13 academic year. After consultation with the Admission's Office, it was felt that this level of increase would allow the university to remain competitive in its target markets.
By way of comparison, the total cost of attendance for Illinois institutions participating in the College Profile program are shown below:

- Southern Illinois In-State \$25,409
- Chicago State In-State \$25,763
- Eastern Illinois In-State \$24,015
- UW-Whitewater Nonresident \$24,967

Additionally, UW-Whitewater's total cost of attendance for a nonresident student in 2014-15 ranks at the bottom of its UW System peers.

The College of Graduate Studies consulted with the other colleges on campus and evaluated various tuition increase levels. It was determined that a 2-percent increase in graduate tuition would not harm enrollment levels in the graduate programs. The largest program, the online MBA, determined that if all other AACSB-accredited programs froze tuition, then UW-Whitewater's increase would not move UW-Whitewater past the next-highest program.

It is estimated that the additional revenue generated from the graduate and nonresident undergraduate increases will be approximately \$800,000. The additional revenue from this request will help maintain quality and offset a portion of the proposed general reduction in state support while funding cost increases in self-supporting programs.

#### General Peer Comparison

The following tables compare tuition and required fees at UW institutions to their peers over the current biennium. Generally, tuition and fees increased by more at peer institutions than they did at UW institutions.

Tuition and Fees							
	Nonre	sident	Res	sident	Nonre	sident	
	Underg	raduate	Gra	duate	Graduate		
	2012-13	2014-15	2012-13	2014-15	2012-13	2014-15	
University of Wisconsin-Milwaukee	\$18,910	\$19,120	\$11,477	\$11,687	\$23,942	\$24,152	
Average excluding UW-Milwaukee	\$21,609	\$23,124	\$11,464	\$12,249	\$21,491	\$22,943	
Midpoint excluding UW-Milwaukee	\$22,935	\$23,753	\$11,586	\$12,166	\$21,590	\$23,023	
UW-Milwaukee Distance from Midpoint	(\$4,025)	(\$4,633)	(\$109)	(\$479)	\$2,352	\$1,129	
UW-Milwaukee's Peer Rank	10/15	12/15	8/15	9/15	6/15	6/15	

# 

ow comprehensive reers										
Tuition and Fees										
		Nonre	sident		Resi	dent		Nonresident		
		Undergraduate Graduate		duate Graduate Grad		Graduate				
		2012-13	2014-15	20	12-13	2014-15		2012-13	2014-15	
UW Average		\$15,449	\$15,552		\$8,494	\$8,537		\$17,428	\$17,403	
Average excluding UW Average		\$17,003	\$17,958		\$8,952	\$9,423		\$15,096	\$15,806	
Midpoint excluding UW Average		\$16,266	\$17,089		\$8,136	\$8,265		\$14,496	\$14,926	
UW Distance from Midpoint		(\$817)	(\$1,537)		\$359	\$272		\$2,933	\$2,478	Р
UW Average Peer Rank		21/35	25/35		18/35	17/35		12/35	13/35	

enrollment, and enrollment shifts among UW institutions resulted in an overall lower average tuition rate.

The full detail of peer tuition and required fees is attached to this document.

#### 2014-15 Peers for UW-Milwaukee Tuition and Required Fees

Nonresident Undergraduate **Resident Graduate** Nonresident Graduate Rutgers-Newark \$28.075 Rutgers-Newark \$17,883 Wayne State University \$31,356 The University of Texas at Dallas \$26,894 University of Illinois at Chicago Rutgers-Newark \$28,731 \$16,050 \$26,864 Wayne State University \$15,352 University of Illinois at Chicago \$26,396 University of Illinois at Chicago Wavne State University \$26,592 Temple University \$15,180 University of Cincinnati \$26.210 University of Cincinnati \$26.334 The University of Toledo \$14,575 The University of Toledo \$24,911 Temple University University of Cincinnati University of Wisconsin-Milwaukee \$24,152 \$25,122 \$14,468 University at Buffalo - The State University of New York University of Louisville \$24,320 \$12,392 Georgia State University \$24,142 \$23,186 The University of Texas at Dallas \$23,764 Georgia State University \$11.940 University of Louisville \$22,535 University of Wisconsin-Milwaukee The University of Texas at Dallas \$22,282 University of Missouri-Kansas City \$11.687 University at Buffalo - The State University of New York \$22,291 University of Louisville \$11,522 University at Buffalo - The State University of New York \$22,212 The University of New Orleans \$21,002 Cleveland State University The University of New Orleans \$21,344 \$9,615 University of Wisconsin-Milwaukee \$19,120 The University of Akron Temple University \$20,544 \$8,966 \$18,030 The University of Toledo \$18,801 Georgia State University \$8.644 Cleveland State University The University of Akron \$18,792 The University of New Orleans \$7,734 University of Missouri-Kansas City \$16,910 Cleveland State University \$12,928 University of Missouri-Kansas City \$7,159 The University of Akron \$14,364

UW-Milwaukee	\$19,120	UW-Milwaukee	\$11,687	UW-Milwaukee	\$24,152
Midpoint excluding UW-Milwaukee	\$23,753	Midpoint excluding UW-Milwaukee	\$12,166	Midpoint excluding UW-Milwaukee	\$23,023
UW-Milwaukee Distance from Midpoint	-\$4,633	UW-Milwaukee Distance from Midpoint	-\$479	UW-Milwaukee Distance from Midpoint	\$1,129

Data from IPEDS

#### 2014-15 Peers for the UW Comprehensives Tuition and Required Fees

Resident Graduate

Nonresident Undergraduate		Resident Graduate		Nonresident Graduate	
Michigan Technological University	\$29,520	University of Minnesota Duluth	\$16,540	Western Michigan University	\$27,018
Eastern Illinois University	\$28,009	Oakland University	\$15,294	University of Minnesota Duluth	\$24,762
Eastern Michigan University	\$25,706	Michigan Technological University	\$15,017	Oakland University	\$24,648
Western Michigan University	\$24,917	Grand Valley State University	\$14,154	Eastern Michigan University	\$23,901
Oakland University	\$24,736	Western Michigan University	\$13,226	Saginaw Valley State University	\$23,124
University of Michigan-Dearborn	\$23,150	Wright State University	\$12,788	Wright State University	\$21,724
Central Michigan University	\$22,881	Eastern Michigan University	\$12,694	University of Michigan-Dearborn	\$19,698
Saginaw Valley State University	\$20,409	Saginaw Valley State University	\$12,292	University of Northern Iowa	\$19,007
Indiana University–Purdue University Fort Wayne	\$19,092	Central Michigan University	\$11,330	Grand Valley State University	\$18,832
University of Michigan-Flint	\$18,922	University of Michigan-Dearborn	\$10,920	Eastern Illinois University	\$18,764
The University of Akron	\$18,792	Western Illinois University	\$10,469	Western Illinois University	\$17,984
Indiana State University	\$18,346	University of Illinois at Springfield	\$9,948	University of Illinois at Springfield	\$17,630
Indiana University Southeast	\$18,081	University of Michigan-Flint	\$9,679	University of Wisconsin Comprehensive Average	\$17,403
Indiana University South Bend	\$18,081	Eastern Illinois University	\$9,260	Central Michigan University	\$17,028
Indiana University Northwest	\$18,081	University of Northern Iowa	\$9,013	Indiana University Southeast	\$15,353
University of Northern Iowa	\$17,647	The University of Akron	\$8,966	Indiana University South Bend	\$15,353
University of Illinois at Springfield	\$17,142	University of Wisconsin Comprehensive Average	\$8,537	Indiana University Northwest	\$15,353
Governors State University	\$17,036	Youngstown State University	\$8,391	Michigan Technological University	\$15,017
Wright State University	\$16,910	Governors State University	\$8,138	Governors State University	\$14,834
Chicago State University	\$16,806	Chicago State University	\$8,100	The University of Akron	\$14,364
University of Minnesota Duluth	\$16,467	St. Cloud State University	\$7,880	University of Michigan-Flint	\$14,296
Ferris State University	\$16,414	Bemidji State University	\$7,769	Indiana State University	\$13,646
Grand Valley State University	\$15,696	Northern Michigan University	\$7,716	Southern Illinois University Edwardsville	\$13,344
Western Illinois University	\$15,558	Southern Illinois University Edwardsville	\$7,524	Indiana University-Purdue University Fort Wayne	\$13,314
University of Wisconsin Comprehensive Average	\$15,552	Minnesota State University, Mankato	\$7,265	Chicago State University	\$12,960
Purdue University Calumet	\$15,429	Winona State University	\$7,130	Minnesota State University Moorhead	\$12,823
St. Cloud State University	\$15,195	Indiana State University	\$7,040	Northeastern Illinois University	\$12,297
Minnesota State University, Mankato	\$15,053	Indiana University Southeast	\$6,857	Purdue University Calumet	\$12,208
Northeastern Illinois University	\$15,026	Indiana University South Bend	\$6,857	St. Cloud State University	\$11,839
Minnesota State University Moorhead	\$14,714	Indiana University Northwest	\$6,857	Northern Michigan University	\$10,812
Northern Michigan University	\$14,556	Northeastern Illinois University	\$6,771	Youngstown State University	\$10,799
Winona State University	\$14,250	Minnesota State University Moorhead	\$6,757	Winona State University	\$10,410
Southern Illinois University Edwardsville	\$11,244	Ferris State University	\$6,144	Ferris State University	\$9,216
Youngstown State University	\$8,557	Indiana University–Purdue University Fort Wayne	\$5,880	Bemidji State University	\$7,769
Bemidji State University	\$8,134	Purdue University Calumet	\$5,732	Minnesota State University, Mankato	\$7,265
		· · · ·	· · ·	• • • • • • • • • • • • • • • • • • •	. · ·
UW Comprehensive Average	\$15,552	UW Comprehensive Average	\$8,537	UW Comprehensive Average	\$17,403
Midpoint excluding UW Average	\$17,089	Midpoint excluding UW Average	\$8,265	Midpoint excluding UW Average	\$14,926
UW Distance from Midpoint	-\$1,537	UW Distance from Midpoint	\$272	UW Distance from Midpoint	\$2,478

Data from IPEDS

#### BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM

Resolution I.2.i:

That, upon the recommendation of the Chancellor of the University of Wisconsin-Madison and the President of the University of Wisconsin System, the Board of Regents approves the schedule of tuition increases described in the UW-Madison four-year tuition plan (Table 1) for implementation in academic years 2015-16, 2016-17, 2017-18, and 2018-19.

 Table 1

 UW-Madison Proposed Four-Year Tuition Plan

		2014-15	2015	5-16	2010	5-17	2017-18		201	8-19
	Undergraduate	Tuition	Increase	Tuition	Increase	Tuition	Increase	Tuition	Increase	Tuition
	Nonresident	\$25,523	\$3,000	\$28,523	\$3,000	\$31,523	\$2,000	\$33,523	\$2,000	\$35,523
	International	\$25,523	\$4,000	\$29,523	\$3,000	\$32,523	\$2,000	\$34,523	\$2,000	\$36,523
	chool of Business									
Gi	aduate Programs					[				
	Resident	\$13,184	\$1,292	\$14,476	\$1,419	\$15,894	\$1,558	\$17,452	\$1,710	\$19,162
	Nonresident	\$26,678	\$2,614	\$29,293	\$2,871	\$32,164	\$3,152	\$35,316	\$3,461	\$38,777
(	Hobal Real Estate Master's*									
	Nonresident	\$13,339	\$1,307	\$14,646	\$1,436	\$16,082	\$1,576	\$17,658	\$1,731	\$19,389
I	octor of Pharmacy									
	Resident	\$15,157	\$1,364	\$16,521	\$1,487	\$18,008	\$1,621	\$19,629	\$1,767	\$21,396
	Nonresident	\$27,614	\$2,485	\$30,100	\$2,709	\$32,809	\$2,953	\$35,761	\$3,219	\$38,980
I	Ooctor of Medicine									
	Resident	\$23,807	\$2,309	\$26,117	\$2,533	\$28,650	\$2,779	\$31,429	\$3,049	\$34,478
	Nonresident	\$33,704	\$2,309	\$36,013	\$2,533	\$38,546	\$2,779	\$41,325	\$3,049	\$44,374
D	octor of Veterinary Medicine									
	Resident	\$17,925	\$1,751	\$19,676	\$1,950	\$21,626	\$2,150	\$23,776	\$2,350	\$26,126
	Nonresident	\$24,769	\$5,000	\$29,769	\$5,000	\$34,769	\$5,000	\$39,769	\$5,000	\$44,769
Ľ	octor of Nursing Practice*									
	Resident	\$13,409	\$1,400	\$14,809	\$1,500	\$16,309	\$1,600	\$17,909	\$1,700	\$19,609
	Nonresident	\$30,068	\$2,000	\$32,068	\$2,000	\$34,068	\$2,000	\$36,068	\$2,000	\$38,068

\*Please note that all rates are Academic Year totals, with the exception of Global Real Estate Master's, which is a one-semester program, and Doctor of Nursing Practice, which includes summer. Numbers are rounded to the nearest dollar.

## **UW-MADISON TUITION PLAN**

#### **EXECUTIVE SUMMARY**

#### BACKGROUND

The 2015-17 Biennial Budget proposed by the Governor includes the following language:

Notwithstanding section 36.27 (1) (a) of the statutes, the Board of Regents of the University of Wisconsin System or the University of Wisconsin System Authority may not charge resident undergraduates enrolled in an institution or college campus in the 2015–16 or 2016–17 academic year more in academic fees than it charged resident undergraduates enrolled in that institution or college campus in the 2014–15 academic year.

Consistent with this provision, no tuition increases are requested on resident undergraduate students. UW-Madison proposes a four-year tuition plan for nonresident undergraduates and professional programs. Undergraduate students enrolled in a school with a professional program tuition increase will continue to be charged the undergraduate tuition rate. For example, an undergraduate student majoring in Nursing will not pay the higher Doctor of Nursing Practice tuition rate.

#### **REQUESTED ACTION**

Approval of Resolution I.2.i., approving the four-year tuition plan at UW-Madison (Table 1).

#### DISCUSSION AND RECOMMENDATIONS

The following proposals are presented as a multiyear strategic plan for institutional financing. The Board is asked to approve the direction of the plan for four years. The Board fully retains the authority to revisit the plan at any time in the future.

The proposed tuition plan is summarized in Table 1 on the previous page. The full tuition proposals from UW-Madison are attached as appendixes.

Table 2 on the following page shows the estimated additional revenue from the proposed tuition increases.

	2015-16	2016-17	2017-18	2018-19
Nonresident Undergraduate	\$17.5	\$33.0	\$43.3	\$53.6
School of Business Programs	\$0.2	\$0.4	\$0.7	\$1.0
Doctor of Pharmacy	\$0.8	\$1.7	\$2.7	\$3.8
Doctor of Medicine	\$1.4	\$2.9	\$4.6	\$6.4
Doctor of Veterinary Medicine	\$1.0	\$2.2	\$3.5	\$4.8
Doctor of Nursing Practice	\$0.1	\$0.2	\$0.3	\$0.4
Total	\$21.0	\$40.4	\$55.1	\$70.0
Change from Previous Year		\$19.4	\$14.7	\$14.9

# Table 2 Estimated Revenue from Tuition Proposals (in millions)

#### Nonresident Undergraduate (For the full proposal, please see Appendix A)

UW-Madison is consistently ranked one of the nation's best values among public colleges and universities. UW-Madison's nonresident undergraduate tuition is well below tuition levels at peer institutions, including most Big 10 institutions. These low nonresident tuition levels are particularly striking because of strong and growing nonresident demand for a UW-Madison education.

The university is seeking to set nonresident tuition at market rates. Higher nonresident undergraduate tuition will generate additional revenue to help UW-Madison address budget reductions while holding down costs for Wisconsin residents. UW-Madison proposes a nonresident undergraduate tuition increase of \$3,000 per year for the 2015-16 and 2016-17 academic years and \$2,000 per year for the 2017-18 and 2018-19 academic years.

Since September 11, 2001, the Federal government has substantially increased the requirements on universities to monitor international students. The cost of handling international applications and enrollees is substantially higher than for domestic students. UW-Madison proposes a \$1,000 increase, in addition to the nonresident tuition increase, for international students in 2015-16 to support these costs.

If approved, UW-Madison estimates that the nonresident undergraduate tuition increases will generate \$53.6 million after four years. These estimates are based on current nonresident enrollments.

School of Business Graduate Programs (For the full proposal, please see Appendix B)

The School of Business proposes a 9.8 percent increase in each of four years on the full-time MBA, the Masters of Accountancy, and the MS in Applied Security Analysis. These programs are priced significantly below peer programs and are respected for their high quality.

Tuition for the Global Real Estate Master's program is recommended to increase by 9.8 percent in each of four years as well. Please note that this program is unique in that students complete the program in one semester.

If approved, these tuition increases will generate an estimated \$1 million after four years.

**Doctor of Pharmacy** (For the full proposal, please see Appendix C)

Like the School of Business, the Pharmacy program is priced well below peer programs despite the high quality. The School of Pharmacy proposes a nine percent increase on tuition in the Pharm.D. program for each of four years.

If approved, the tuition increases will generate approximately \$3.8 million per year after the four years.

**Doctor of Medicine** (For the full proposal, please see Appendix D)

UW-Madison's tuition for medical education is the lowest of its peer institutions. To address the growing costs of providing a comprehensive education and meeting accreditation standards, a 9.7 percent increase on resident tuition is proposed in each of the next four years. Nonresident tuition will increase by the same dollar amount.

The tuition increases are expected to generate \$6.4 million per year after the four years.

Doctor of Veterinary Medicine (For the full proposal, please see Appendix E)

UW-Madison proposes a \$5,000 per year increase during each of four years on nonresident tuition in the Doctor of Veterinary Medicine program. At the conclusion of four years, the tuition rate is expected to be below the peer average.

Resident tuition would increase more gradually over four years and would not exceed a 10 percent increase in a single year.

After four years, the proposed increases are expected to generate approximately \$4.8 million per year.

**Doctor of Nursing Practice** (For the full proposal, please see Appendix F)

The School of Nursing proposes a tuition increase to offset the growing cost of maintaining program quality in the Doctor of Nursing Practice. Nonresident tuition will increase by \$2,000 in each of four years. Resident tuition will increase gradually over four years, beginning with \$1,400 in 2015-16.

Please note that the Doctor of Nursing Practice is a 12-month program. The tuition rates in Table 1 include the summer term.

The proposed increases are expected to generate approximately \$400,000 per year after four years.

#### **RELATED REGENT POLICIES**

Regent Policy Document 32-5, Tuition Policy Principles

# Appendix A

# The Case for Increasing Nonresident Undergraduate Tuition Submitted by the University of Wisconsin-Madison

#### The Problem

The University of Wisconsin-Madison faces a significant structural deficit, at least some of which needs to be filled with revenue increases. Undergraduate tuition revenue, in combination with GPR, funds the entire undergraduate program and all the required support services for undergraduates at UW-Madison. The majority of these funds are used to cover faculty and instructional staff salaries. Our current estimate is that UW-Madison will need to fill a \$95 million budget hole in FY2016. At least some of this must be filled through expanded sources of revenue.

We have a responsibility to maintain access for Wisconsin residents and a high-quality education for all students. We also have a responsibility to maintain lower tuition and subsidize access for our in-state residents. It is because of our commitment to this access that we want to set nonresident tuition at a market rate. This will allow us to reduce our structural deficit, maintain quality in our educational programs, and cross-subsidize lower tuition for in-state students.

Our current low nonresident tuition level, combined with limits on the percentage of the nonresident undergraduate population, constrains our ability to generate revenue from nonresident students. These low tuition levels are particularly striking given the strong and rising applicant pool among nonresident students for a UW-Madison degree. Many of these applicants are looking at a mix of private and public options and are not focusing primarily on price.

#### **Comparing Nonresident and Resident Students and Tuition Levels**

Table 1 provides information on UW-Madison resident and nonresident tuition in comparison to our Big Ten peers, inclusive of student fees. As shown, our nonresident tuition rates are very low. This is particularly striking given our overall quality level; UW-Madison ranked third among its Big 10 peers in the most recent U.S. News and World Report rankings. We should also note that price is often assumed to be a subtle marker of educational quality for the nonresident population.

We are confident that we can implement substantial nonresident tuition increases without hurting our ability to attract top students. The interest in UW-Madison by nonresident applicants has increased in recent years. Figure 1 shows applicant data for the last several years. Nonresident applicants more than doubled in the last decade, from 8,908 to 19,310.

Nonresident students who are admitted to UW-Madison are academically very competitive. For example, the average ACT score of admitted nonresident students is 29.5 in 2014, while for resident admitted students the average score is 28.4 – a modest but significant difference. As an aside, these scores are a tribute to the very high quality of resident students UW-Madison enrolls.

Furthermore, nonresidents graduate in a shorter time period creating more openings for all students. Nonresidents admitted to UW-Madison also appear to have a greater financial capacity than their in-state counterparts. According to recent financial aid data, the average family income of nonresidents applying for financial aid is \$203,873. That compares with an average family income of \$135,240 for Wisconsin resident applicants.



The yield rate (calculated by dividing the number who enroll by the number admitted) for nonresidents is 25.1%, much lower than that for residents (65.2%). Our high acceptance rate for Wisconsin residents (72%) affirms our commitment to providing a world-class education to our state residents. The lower yield on nonresidents is probably because many more nonresidents are doing a national search and applying to a broad range of institutions. For admitted nonresidents who choose not to attend, where do they go? Although not a comprehensive list, the top institutional destinations for such applicants are similar large research institutions such as UCLA, UC-Berkeley, the University of Southern California and the University of Michigan. More than half of domestic nonresidents who were admitted but did not enroll at UW-Madison enrolled at a private or public university outside their home state. The cost of attendance at such institutions is well above UW-Madison's.

#### The Proposal

In light of this discussion, we propose a nonresident tuition increase of \$3,000 per year for the next two years, followed by increases of \$2,000 for the following two years.

Such an increase over four years would position us at \$35,523 in nonresident tuition in four years. This is more than \$5,000 less than University of Michigan *currently* charges and just over \$2,000 more than Michigan State *currently* charges. Since nonresident tuition at our peers has been rising at an average rate of 3.2% per year over the last decade, we anticipate that our requested increases would likely place us no higher than 4<sup>th</sup> or 5<sup>th</sup> in the Big 10 by 2018-19. This is an appropriate position, given the quality of our education.

#### **A Further Proposal for International Students**

Many comparable public institutions in others states charge additional tuition for international students. This is because the cost of handling international applications and enrollees is substantially higher than for domestic students. Particularly since 9/11, the Federal government has substantially increased the requirements on universities to monitor their international students. As examples of current tuition differentials for international students, Ohio State charges an additional \$1,000. Purdue charges an additional \$2,000. And the Univ. of Illinois charges nearly \$3,000 more in tuition for international students.

In order to responsibly manage our budget, we are also requesting permission to charge an additional \$1,000/year for international students, compared to other nonresident students. That means that international student tuition would increase \$4,000/year in the first year, and then rise at the same increment as tuition for other out-of-state students in the remaining three years.

#### The Impact

Using current nonresident enrollments, we estimate that this would provide \$17.5 million in additional funding in the first year, and an additional \$15.5 million in the second year. The tuition increase would provide an additional \$10.3 million per year in the third and fourth years. Note that these tuition increases are very important as a way to close the estimated structural deficit at UW-Madison, but they solve only part of the problem and must be combined with budget cuts and other measures.

In the final two years of this proposal, we will use these resources to help fund salary increases, particularly those targeted at high-demand faculty and staff, and to invest in science, technology, engineering and mathematics (STEM) programs with increasing enrollments where there is a need for additional faculty and staff.

	Resider	nt	Nonresident		
University	Amount	Rank	Amount	Rank	
University of Michigan	13,486	5	41,906	1	
Michigan State University	13,200	6	34,965	2	
Indiana University	10,388	8	33,241	3	
Pennsylvania State University	17,502	1	30,452	4	
University of Illinois	15,602	2	30,228	5	
University of Maryland	9,428	11	29,721	6	
Purdue University	10,002	10	28,804	7	
Rutgers University	13,813	3	28,591	8	
University of Iowa	8,079	12	27,409	9	
University of Wisconsin-Madison	10,410	7	26,660	10	
Ohio State University	10,037	9	26,537	11	
University of Nebraska	8,070	13	21,990	12	
University of Minnesota	13,560	4	20,810	13	
Average Excluding UW-Madison	11,931		29,555		
Midpoint Excluding UW-Madison	11,794		29,263		
UW-Madison Distance From the	-1,384		-2,603		
Midpoint					

#### Table 1. 2014-15 Academic Year Tuition & Required Fees for Undergraduates at Public **Big Ten Universities**

Notes: All of the public Big Ten Universities assess additional fees, beyond those shown above, for undergraduates enrolled in specific academic programs, such as engineering or business. Sources: AAUDE Survey of Academic Year Tuition & Required Fees at AAU Public Universities, and the University of Virginia Survey of Academic Year Tuition & Required Fees. See also 2014-15 Data Digest (http://www.apir.wisc.edu/datadigest.htm )

# Appendix B

# Proposal for a four-year tuition increase in the Wisconsin School of Business Submitted by Dean François Ortalo-Magné

#### The Problem

We are currently pricing our master's programs significantly below our peers. This puts us at a disadvantage when it comes to faculty and staff hiring and retention. The foregone resources also prevent us from competing for the best students through offers of financial aid and project assistantships.

In some cases, our tuition rates are so extraordinarily low relative to our peers that they affect our brand negatively. The situation is particularly concerning for our Full-Time MBA and Master of Accountancy because these are standard programs with popular rankings, hence making comparison easy for prospective students. This proposal will bring us closer to our peers while keeping us on the lower end of the distribution of tuition rates relative to the same peers – hence still very much a high-return-on-investment school.<sup>1</sup>

#### The Proposal

We propose to increase all tuitions at a constant rate over the next four years. We propose the same rate of 9.8% for all programs.

#### The Impact

Increasing tuition will contribute additional resources critical to our ability to hire and retain the quality faculty, staff and students who will sustain the prestige of our programs and launch our graduates on the same path to success as our alumni. These resources are particularly critical given the difficult competition we face in the market for accounting faculty, a market that has experienced fast growth in recent years. The incremental resources allocated to faculty will also benefit students in our other programs including undergraduate and Ph.D. students.

<sup>&</sup>lt;sup>1</sup> Bloomberg BusinessWeek ranks Full-Time MBA program based on return on investment. In 2014, we were highlighted as an outlier at #1. See <u>http://www.businessweek.com/articles/2014-11-11/best-business-schools-2014-is-my-mba-worth-it-roi-at-top-schools</u> Poets & Quants recently published a different approach to the same question of value for money; we ranked #2 <u>http://poetsandquants.com/2015/02/11/ranking-top-mba-programs-by-credit-ratings-is-your-school-a/</u>

2015 Sample	Institution		Resident	Tuition	Nonresident Tuition		
Ranking	Institution	Peer	2013-14	2014-15	2013-14	2014-15	
6	Northwestern University	Ν	59,085	61,596	59,085	61,596	
11	University of Michigan	Ν	52,200	54,778	57,200	59,778	
15	University of Texas-Austin	Y	31,718	31,718	46,514	46,514	
19	University of North Carolina- Chapel Hill	Y	34,565	37,066	53,997	55,521	
21	Indiana University	Y	24,984	25,500	44,460	44,460	
27	Ohio State University	Y	28,688	29,536	46,352	48,080	
27	University of Wisconsin-Madison	Y	13,184	13,184	26,678	26,678	
33	University of Minnesota	Y	34,230	35,260	45,000	45,000	
35	Michigan State University	Y	27,191	28,313	43,135	44,895	
35	University of Illinois	Y	19,976	21,974	29,976	32,974	
40	Purdue University	Y	22,409	22,409	42,174	42,174	
41	University of Maryland	Y	38,475	39,555	45,765	47,655	
41	Pennsylvania State University	Y	22,410	23,080	35,888	36,692	
51	University of Iowa	Ν	19,246	19,592	35,314	35,950	
60	Rutgers	N	26,153	24,812	43,151	42,659	
	Average All w/o UW Ma	adison	31,524	32,513	44,858	45,996	
	Average peers w/o UW Ma	adison	28,465	29,441	43,326	44,396	

### Table 1. Full-Time MBA Reference

# Table 2. Masters of Accountancy Reference

2015 Sample	Institution	Resident	t Tuition	Nonresident Tuition		
Ranking		2013-14	2014-15	2013-14	2014-15	
1	University of Texas at Austin	22,654	29,275	38,630	47,490	
2	University of Illinois	22,500	22,500	29,000	29,000	
6	University of Michigan	52,394	54,778	57,394	59,778	
15	UW-Madison	13,184	13,184	26,678	26,678	
17	University of Virginia	25,558	29,440	30,996	35,630	
22	Arizona State University	17,650	24,300	26,322	39,700	
Av	verage w/o UW-Madison	28,151	32,059	36,468	42,320	

Institution	Resident Tuition	Nonresident Tuition
Ohio State University	54,995	55,005
University of Maryland	47,000	59,000
Purdue	42,000	48,500
Michigan State	36,000	38,070
University of Illinois	33,784	33,784
Rutgers	31,033	58,086
University of Wisconsin - Madison	13,184	26,678
Average Peers w/o UW Madison	40,802	48,741

Table 3. Masters of Applied Securities Analysis Reference, 2014-15

#### Table 4. Global Real Estate Master's Reference, 2014-15

Institution	Major	Nonresident Tuition Per Year
Georgia State	Real Estate	\$75,000
Massachusetts Institute of Technology	Development	\$62,652
University of Florida	Real Estate	\$60,148
Arizona State University	Development	\$51,000
University of Denver	Real Estate	\$34,885
University of Wisconsin-Madison*	Global Real Estate	\$26,678
Average F	Peers w/o UW Madison	\$56,737

\*The Global Real Estate Master's is a one-semester program. The rate above is twice the one-semester rate to facilitate comparison with other programs.

# Appendix C

## Proposal for a four-year tuition increase in the School of Pharmacy Submitted by Dean Steven Swanson

#### **The Problem**

The UW-Madison School of Pharmacy (SOP) is proposing a revision to the tuition for our Pharm.D. degree program over a four-year period. In comparing tuition rates among UW-Madison peer institutions that have a pharmacy school, UW-Madison ranks last for both in-state and out-of-state tuition (Table 1). Furthermore, UW-Madison has the tenth-lowest tuition in the entire country. On the other hand, the UW-Madison SOP ranks 5<sup>th</sup> out of 131 programs in the US and was selected as the Best Pharmacy Educational Institution in the world by the World Education Congress in 2012. The funds we fail to bring in with a competitive tuition rate jeopardize our ability to compete with our peers, both for the best faculty and the best students. We are less able to maintain and enhance classroom and laboratory technology and equipment, and we are less able to support the needs of our students in terms of advising, career development, and so forth. In fact, our low tuition is viewed nationally not as *good* for the students, but *bad* for our reputation and our brand strength. This was articulated last November in an article published in the *Wisconsin State Journal* entitled "On professional school tuition, UW-Madison needs freedom to compete on price."

In addition, cuts to the School's budget over the past 10 years have totaled \$1.5M and 8.25 FTEs. These cuts and reductions-in-force have had a decidedly negative impact on our teaching, research, service, and practice missions. We are rapidly approaching a scenario where our accreditation status will be in doubt. However, we can take action to reverse this trend.

#### **The Proposal**

Our Pharm.D. tuition is currently \$15,157 per year for in-state students and \$27,614 per year for out-of-state students. We propose to revise tuition in both the in-state and out-of-state categories by 9% per year for four consecutive years. The annual tuition targets of \$21,396 (in-state) and \$38,980 (out-of-state) will still be below the median of our peers for *this year*. The tuition revision was discussed extensively with students, staff, faculty, and alumni, many of whom are parents of current students. Immediately after approval, we will implement our communication plan with our students (and parents) to fully inform them about the 2015-2016 tuition levels. This will include town hall meetings if the approval is provided prior to the end of the spring semester. It will also include extensive email contact over the summer and offer one-on-one meetings to discuss the revision and answer questions.

#### The Impact

At the end of the four-year plan (based on our current mix of in-state and out-of-state students), approximately \$3.8M would be added to the SOP's annual 101 budget. This new revenue will be used for key strategic priorities, including but not limited to:

- Student support staff in academic advising and career development services;
- Hiring faculty in lines that have been vacant due to previous budget cuts;
- Student support for events, awards, and diversity initiatives;
- Classroom technology and instructional laboratory equipment;
- Educational innovation projects designed to enhance student learning;
- Participation in campus inter-professional education programs.

We will be strongly committed to good stewardship of the new resources that this initiative will generate. The combination of frugal resource management and strategic focus of our vision will allow us to maintain our margin of excellence in the years to come.

Rank by USN&WR	University	In-State Tuition	Out-of-State Tuition
1	University of California, San Francisco	\$30,858	\$43,103
10	University of Washington	\$26,496	\$49,215
14	University of Illinois	\$24,454	\$39,604
3	University of Minnesota	\$24,498	\$35,898
7	University of Michigan	\$23,032	\$38,488
17	University of Iowa	\$21,570	\$40,214
7	Ohio State University	\$20,192	\$39,720
2	University of North Carolina at Chapel Hill	\$19,572	\$44,518
4	University of Texas at Austin	\$15,830	\$40,920
5	University of Wisconsin-Madison	\$15,157	\$27,614
	Peer Group Mean (w/o UW)	\$22,945	\$41,298
	Peer Group Median (w/o UW)	\$23,032	\$40,214

# Table 1. Pharm.D. tuition comparison with peer institutionsthat have schools/colleges of pharmacy\*

\* Source: The American Association of Colleges of Pharmacy (data from 2014-2015 academic year). Note: all tuition data are presented exclusive of mandatory fees. Purdue's tuition data have been excluded since their tuition (\$9,208) represents only 42% of the cost to attend (\$21,924). USN&WR: US News & World Report

# **Appendix D**

## Proposal for a four-year tuition increase in the School of Medicine and Public Health Submitted by Dean Robert Golden

#### The Problem

The UW School of Medicine and Public Health (SMPH) is nationally recognized for delivering high-quality, low-cost medical education. Our medical student tuition has fallen far behind that of our regional and national peers, while our costs for maintaining our teaching program and training experiences have grown. This widening gap between educational costs and financial resources will negatively impact our ability to maintain the high-quality of our educational and student service programs, maintain the standards that are required for re-accreditation, and recruit top students to our school.

<u>**Table 1**</u> compares SMPH tuition for the current academic year to that of the other Big 10 and national peer schools. **Our tuition is the lowest**. While other schools have implemented substantial tuition increases over the past several years, our tuition has been frozen during the current biennium, following several years of very modest increases. Data from the Association of American Medical Colleges (AAMC) Medical School Profile System show that the UW SMPH ranked 120 out of 134 schools for total cost of attendance for resident students in 2014.

The SMPH has grown in size and scope. It has developed an outstanding national reputation, which to date has endured despite decreasing GPR support. We have instituted substantial costsaving efficiencies, but without increased support from market-based tuition adjustments we will see an inevitable decline in the quality and scope of our programs. Competition from other regional medical schools continues to drive up the cost of training our students at affiliated clinical sites throughout the state, and if we do not have the resources to cover these rising costs, we may lose our ability to maintain our current class size, even as we seek to expand, rather than contract our pipeline of new medical graduates. New accreditation standards for curriculum delivery and student support services are also creating an ongoing escalation in our costs. **Failure to raise funds through modest, market-based tuition increases will compromise the quality of our education program and jeopardize the maintenance of our accreditation.** It may also impact our national rankings and decrease our ability to attract the best students. Currently the school is ranked No. 28 by *U.S. News and World Report* among research-intensive medical schools and No. 9 among schools focused on primary care. We are also ranked No. 27 in the amount of NIH funding.

#### **The Proposal**

Annual medical student tuition is currently \$23,807 for resident students and \$33,703 for nonresident students. We propose a 9.7% increase in resident tuition in each of the next four years, and an increase in nonresident tuition by the same dollar amount.

For the 2015-16 academic year, this would increase tuition by \$2,309 per year to rates of \$26,117 and \$36,013 for resident and nonresident students respectively. After four increases, our tuition would remain below the mid-point of the comparison schools, assuming they maintain their current pattern of modest annual tuition increases. These potential increases have been discussed with both students and faculty, and we will share these plans with potential incoming students.

#### The Impact

The tuition increase will generate approximately \$1.4 million per year of new revenue in the first year of implementation and a total of \$6.4 million per year after four annual increases. These new funds will help support existing commitments as well as new priorities, including, but not limited to:

- Increased cost of state-wide training sites (see above);
- Mandated curriculum changes, including increased community service learning activities, a broader range of electives, more robust assessment (including narrative assessments), expansion of interdisciplinary training and inter-professional education, increased goal-oriented curricular mapping, and increased use of standardized patients;
- Movement from large group lectures to more intensive teaching modalities, including small group, hands-on, team-based, blended, simulated, and interactive problem-based learning;
- Increased use of clinical simulation technology;
- Development of proficiency-based teaching and evaluation.

The tuition increases will allow us to maintain and improve our nationally renowned high educational standards, while still providing great value to our students.

	Resident Annual or Average Annual* Tuition	Nonresident Annual or Average Annual* Tuition
University of Wisconsin-Madison	\$23,807	\$33,704
Ohio State University*	\$29,964	\$48,660
University of Michigan*	\$30,998	\$48,618
University of California, San Francisco*	\$33,091	\$46,106
Indiana University	\$33,349	\$53,703
University of Iowa*	\$34,179	\$50,957
Michigan State University *	\$35,690	\$71,558
University of Minnesota*	\$35,875	\$46,532
University of Washington*	\$36,965	\$71,048
University of Illinois	\$37,462	\$73,452
Medical College of Wisconsin	\$43,496	\$48,496
University of Virginia*	\$44,356	\$54,964
Penn State University	\$46,592	\$51,984
* Average Annual Tuition is used v 4 years of m	when tuition amounts diff edical school	er over the

# Table 1. UW School of Medicine and Public Health FY 15 Tuition Comparisons

# Appendix E

# Proposal for a four-year tuition increase in the School of Veterinary Medicine Submitted by Dean Mark D. Markel

#### The Problem

The University of Wisconsin-Madison School of Veterinary Medicine's (SVM) current tuition rates rank at the bottom for nonresidents, near the bottom for residents compared to our national public peer and neighboring schools of veterinary medicine, and far below the mean in both categories. We also rank at the bottom among Big Ten institutions and far below their mean for both nonresident and resident tuition (Table 1).

The SVM proposes to increase the tuition for its Doctor of Veterinary Medicine program. Prospective students judge educational quality based on tuition rates and our current pricing point places the School of Veterinary Medicine at a significant disadvantage to other schools of veterinary medicine. These foregone revenues prevent us from competing effectively in educational programming and research support against our peers nationally and among our neighboring schools of veterinary medicine. Implementing this proposal will enable the school to lead veterinary medicine going forward in the research we conduct, the clinical service we deliver in the hospital, and the education we provide to our students to create the next generation of leaders in the veterinary medical profession.

#### The Proposal

Currently our DVM tuition is \$24,770 per year for nonresidents and \$17,926 per year for residents. The school proposes increasing tuition over the next four years to bring both the nonresident and resident rates significantly closer but still lower than the mean of our peer institutions. We assumed an increase of 3% per year for the other institutions (Table 2). Specifically:

- <u>Nonresident tuition</u>: Increase \$5,000 per year, or \$2,500 per semester, each year for four years, bringing the tuition to a new steady state of \$44,769 in the 2018-19 academic year. The final rate would be less than our projected peer and neighboring schools of veterinary medicine mean (excluding UW-Madison) of \$50,363. The projected all Big Ten mean (excluding UW-Madison) is \$55,087.
- <u>Resident tuition</u>: Increase by no more than 10% per year. The first year increase would be \$1,751. The new steady state tuition would be \$26,126 in the 2018-19 academic year. The final rate would be less than our projected peer and neighboring schools of veterinary medicine mean (excluding UW-Madison) of \$28,974. The projected all Big Ten mean (excluding UW-Madison) is \$32,020.

We have communicated the potential tuition increase to current and incoming students and their parents.

#### The Impact

At the end of the four-year plan, approximately \$4.8 million will be added to the SVM's base budget. This new revenue will be used for the following key priority areas as identified in our strategic plan.

- Hire sufficient faculty to create core specialty groups or research groups in areas such as emergency and critical care, shelter medicine, emerging infectious diseases, and one-health. We anticipate hiring eight new faculty.
- Implement many educational initiatives that enhance students' clinical skills such as expanding the Clinical Skills Training Center, hiring the necessary support staff for blended learning course development, creating new core competency modules, and building the infrastructure required to develop and implement small group learning spaces.
- Provide staff assistance for pre- and post-award grant support, offer dedicated research support for clinical trials and clinical research, and build the infrastructure that supports important components of our basic research mission.

#### **Cost Containment Measures**

The university has asked each school and college to submit scenarios on how they would absorb the anticipated budget reduction from the state. The SVM has submitted a detailed plan to campus leadership on how the potential budget reductions would be absorbed. In addition, some current vacancies are being held open, major capital expenditures are being scrutinized, and all expenditures are being prioritized in order to provide the most flexibility to manage any budget reductions.

#### **Supporting Data**

School of Veterinary Medicine		Rank	Nonresident	Rar	ık	Resident
University of Minnesota		1	\$57,696	1		\$30,920
Michigan State University		2	\$56,819	2		\$29,537
Colorado State University		3	\$52,807	6		\$25,919
Iowa State University		4	\$47,073	7		\$22,257
University of Illinois		5	\$45,577	5		\$26,613
University of California, Davis		6	\$40,648	3		\$28,403
Ohio State University		7	\$35,684	4		\$26,726
North Carolina State University		9	\$21,668	9		\$15,567
University of Wisconsin-Madison		8	\$24,770	8		\$17,926

# Table 1.Doctor of Veterinary Medicine (DVM) Tuition1Public Peer and Neighboring Schools of Veterinary MedicineFY 2014-15

Mean Nonresident Tuition w/o UW-Madison = \$44,747 / Mean Resident Tuition w/o UW-Madison = \$25,743

**Big Ten Schools of Veterinary Medicine Data (Purdue Excluded – Tuition not separately reported)** Mean Nonresident Tuition w/o UW-Madison = \$48,944 / Mean Resident Tuition w/o UW-Madison = \$28,449

1. Mean of 4 year tuition which for some institutions are variable over the 4 year curriculum. Ohio State and NC State allow nonresidents to switch to resident tuition rates after year 1. Nonresident tuition rates for these two institutions represent the mean of nonresident rates for year 1 and resident rates for years 2-4.

# Table 2. Projected Change in Tuition - Doctor of Veterinary Medicine (DVM)1Public Peer and Neighboring Schools of Veterinary MedicineFY 2018-19 \*

School of Veterinary Medicine	Rank	Nonresident	Rank	Resident
University of Minnesota	1	\$64,937	1	\$34,801
Michigan State University	2	\$63,950	2	\$33,244
Colorado State University	3	\$59,435	6	\$29,172
Iowa State University	4	\$52,981	8	\$25,050
University of Illinois	5	\$51,297	5	\$29,953
University of California, Davis	6	\$45,750	3	\$31,968
Ohio State University	8	\$40,163	4	\$30,080
North Carolina State University	9	\$24,388	9	\$17,521
UW-Madison	7	\$44,770	7	\$26,126

Mean Nonresident Tuition w/o UW-Madison = \$50,363 / Mean Resident Tuition w/o UW-Madison = \$28,974

#### **Big Ten Schools of Veterinary Medicine Data**

Mean Nonresident Tuition w/o UW-Madison = \$55,087 / Mean Resident Tuition w/o UW-Madison = \$32,020

1. Mean of 4 year tuition which for some institutions are variable over the 4 year curriculum. Ohio State and NC State allow nonresidents to switch to resident tuition rates after year 1. Nonresident tuition rates for these two institutions represent the mean of nonresident rates for year 1 and resident rates for years 2-4.

\* Projected data assuming implementation of the tuition plan and institutions increasing tuition 3% per year.

# Appendix F

# Proposal for a four-year tuition increase in the School of Nursing Submitted by Dean Katharyn May

#### The Problem

The School of Nursing at the University of Wisconsin-Madison is facing rapidly rising costs associated with a critical program that educates future advanced practice nurses and nurse faculty.

The School of Nursing is among the top 25 graduate nursing programs in the last three national rankings, and has a long-standing reputation for excellence and innovation. Its graduates are in clinical and academic leadership positions in practice, education and research across the state and around the world.

The school's Doctor of Nursing Practice (DNP) program prepares nurses for advanced practice (i.e., nurse practitioner, nurse specialist) and faculty roles. The program began in 2010, and currently has 103 students enrolled. Approximately 30 students are admitted each year, and enrollment will reach steady state at 130 in the 2015-16 academic year. The program serves two critical needs:

- <u>Preparation of advanced practice registered nurses (APRNs) to deliver primary care, especially in underserved areas and for older adults and others with chronic health problems</u>. The most recent report on the Wisconsin nursing workforce (Wisconsin Center for Nursing, 2013) projects that the supply of APRNs in the state will need to increase by 10% each year over the next decade to meet demands for essential health care services in Wisconsin as the population ages and as the physician shortage in primary care deepens.
- <u>Preparation of nurses for faculty roles to help offset a deepening nursing faculty</u> <u>shortage in Wisconsin and nationwide</u>. Across the UW System, 50-85% of qualified applicants to baccalaureate and graduate nursing programs were turned away primarily because of a lack of well-qualified faculty. *At present, nearly two-thirds of the state's nursing faculty workforce is expected to retire in the next 10 years, precisely when enrollments in nursing programs must be maintained or increased to meet workforce requirements.*

With the completion of Signe Skott Cooper Hall in 2014, the School of Nursing is positioned for growth. However, the potential for program growth is now severely constrained by rising costs. Rising costs are fueled by significant salary pressures to attract and retain qualified nursing faculty, new requirements by agencies for compensation in order to place students in clinical courses, and to certify that students and faculty have met all health-care compliance requirements.

Salary pressures have become a major challenge in academic nursing in Wisconsin.

Competitive salaries for professional nurses with graduate education have risen much faster than the school's capacity to generate new revenue. Even with focused efforts to expand revenue, salaries for clinical faculty qualified to teach in the DNP program are \$30,000 to \$40,000 below salaries they could receive as advanced practice nurses in major health-care systems in Wisconsin. As the faculty shortage deepens and as opportunities for APRNs expand in a changing health care system, competitive salary offers will undoubtedly continue to rise.

#### The Proposal

The School of Nursing seeks to increase tuition in its DNP program to keep pace with tuition rates in comparable programs elsewhere in the Committee on Institutional Cooperation (Big 10 universities plus the University of Chicago) and across the country (see Table 1).

The School of Nursing has no differential tuition arrangements in place for any of its programs, despite the fact that instructional costs are clearly higher than in many other fields. The school's current tuition rate for its DNP program is lower than many similar programs at competitor schools, and is lower than UW-Oshkosh's tuition rate for its DNP program.

The School of Nursing is proposing to adjust the tuition rate for its DNP program, effective Fall 2015, to \$14,809 per year for residents and \$32,068 for nonresidents, and ask that the additional revenue from this adjustment return to the school to be used to offset costs and provide financial aid for students in the program.

However, this proposed increase, should it become effective for Fall 2015, will not be sufficient to bring DNP tuition at UW-Madison to parity with current tuition levels at Illinois-Chicago, Iowa, Michigan and Minnesota. For this reason, the School of Nursing proposes to phase in average additional increases for residents of 9.95%, beginning in 2015-16 over the next three years. Table 1 shows the proposed new tuition levels for residents and nonresidents in comparison to tuition levels for DNP programs in other peer schools.

#### The Impact

This tuition increase will generate much-needed new revenue to support high-quality simulated and clinical learning, to ensure continued access to critical clinical placements for students, and increase financial aid for adult learners who are managing family and professional commitments in addition to the demands of graduate training.

The increase will generate approximately \$400,000 per year in the fourth year of implementation. These new funds will be used to address current and anticipated needs, such as:

- ensuring competitive salaries to recruit and retain top nursing faculty;
- covering rising administrative and agency costs associated with clinical placement of students;
- maintaining and improving required elements in the curriculum, including expansion of clinical simulation, increased use of standardized patients and developing competency-based performance assessments that can be used to evaluate students across a range of clinical specialty areas.

This tuition increase will help the School of Nursing to maintain its high educational standards and continue its commitment to building a well-educated nursing workforce to meet the needs of the state.

#### Table 1: UW-Madison DNP Tuition Comparisons, Academic Year 2014-2015

Table 1 provides the annual cost of full-time tuition for resident and nonresident DNP students at peer schools with DNP Programs.

University Name	Resident Annual Tuition	Nonresident Annual Tuition	
University of Pittsburgh	\$32,586	\$37,520	
University of Michigan	\$25,531	\$52,558	
University of Minnesota	\$23,164	\$23,164	
University of Illinois at Chicago	\$21,870	\$37,078	
University of Iowa	\$20,952	\$38,696	
University of Virginia	\$17,220	\$28,716	
University of North Carolina	\$14,120	\$33,100	
UW-Madison (Current)	\$13,409	\$30,068	