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## **February 11, 2022**

Below please find a listing of all new and revised Regent Policy Documents and UW System Administrative policies and procedures approved from December 9, 2021, through February 11, 2022.

### **I. New Regent Policy Document Approval**

- [RPD 8-2, Tribal Consultation](#) (approved and effective as of December 10, 2021)
  - The purpose of this policy is to develop strong, collaborative relationships with the sovereign American Indian Tribes in Wisconsin. This policy reflects UW System's commitment to these important government-to-government relationships by recognizing and affirming fundamental principles as they pertain to consultation and respect.

### **II. Revised Regent Policy Document Approval**

- [RPD 20-24, Procedures Relating to Financial Emergency of Program Discontinuance Requiring Faculty Layoff and Termination](#) (approved and effective as of December 10, 2021)
  - The purpose of this policy is to establish procedures for University of Wisconsin System institutions in the event that a financial emergency or program discontinuance requires faculty layoffs.
  - This policy was amended to align with accreditation requirements related to academic program discontinuance.
- [RPD 7-3, UW System Freshman Admissions Policy](#) (approved and effective as of December 10, 2021)
  - This policy outlines requirements and criteria for freshman admissions.
  - This policy was amended to extend the temporary suspension of ACT/SAT Requirements.
- [RPD 21-4, Identity Theft Detection, Prevention, and Mitigation](#) (approved and effective as of December 10, 2021)
  - The purpose of this policy is to implement an identity theft prevention program at UW System institutions.
  - This policy was amended to reformat it in alignment with RPD standards as identified in RPD 2-3 and to provide additional guidance regarding the Red Flags Rule.

### **III. Revised UW System Administrative Policy Approvals**

- [SYS 230, Salary & Fringe Benefit Calculations](#) (approved and effective as of December 22, 2021)
  - This policy describes the process for calculating salaries and fringe benefits to UW System employees.
  - Revisions have been made to Section 6.D., Summer Payments, to reflect the shift to a biweekly pay schedule for all employees.
- [SYS 306, Accounting and Budget Control](#) (approved and effective as of January 25, 2022)
  - This policy identifies the basic accounting activities to be performed within the University of Wisconsin System and establishes requirements for each accounting activity. Revisions to the policy included:
    - Reformatted policy to meet current policy format in alignment with SYS 1.A, UW System Administrative Policy Template, including drafting new sections for the scope, background, and definitions, and moving some previously used language to different sections to better cohere with the policy format.
    - Revised language for concision and clarity.
    - Throughout policy, replaced references to “Central Administration” with “UW System Administration”.
    - In Section 6.A, removed definition of budget now included in definitions section.
    - In section 6.A, removed unnecessary references to specific types of budget adjustments to be reported to the Board of Regents.
    - In Section 6.A, revised the frequency with which budget adjustments must be reported to the Board of Regents from “monthly” to “at least [...] semi-annual[ly]”.
    - In Section 6.C.I, removed outdated references to processing centers.
    - In Section 6.C.I, added language to reflect current UW System Administration and business unit responsibilities related to the UW System’s finance ERP system.
    - In Section 6.C.II, removed outdated references to a Central Administration pre-audit department.
    - In Section 6.E., clarified updated responsibilities for business units and UW System Administration related to preparing the Annual Financial Report, as well as reporting standards.
    - During the review period, the following recommendations were made:
      - To subsection C. Expenditures; III. Supplier Payments, a reviewer recommended adding the following sentence: “The preaudit process can be an electronic invoice to PO match within set tolerances as defined in the UW System’s Finance ERP system.”
        - This sentence was added.

- In Section D. Reconciliation, a reviewer recommended not naming the State’s ERP system.
      - In response, the reference to the current ERP system, STAR, was removed.
    - In section E. Reporting, a reviewer recommended revising the section to indicate that reports are submitted as requested to the UW System Office of Finance, rather than to the Office of the Vice President for Finance and Controller.
      - This change was made.
- *SYS 1237, Student Employment* (approved and effective as of December 22, 2021)
  - This policy outlines UW System provisions specific student employment and provides guidance for university departments on complying with the Patient Protection and Affordable Care Act of 2010 as those requirements relate to student workers. Revisions to this policy included:
    - Throughout the policy, updating language to use “UW System” when the entire system is being referenced.
    - In Section 1, clarified the acronym of “ACA” for the Patient Protection and Affordable Care Act of 2010).
    - In section 3, updated definition of Non-benefits eligible to include corrected titles of benefits packages.
    - In section 3, updated definition of Standard Measurement Period to reflect the date parameters for this period.
    - Throughout the policy, made other formatting changes like removing unnecessary spaces.
    - Updated section headers to align with the format outlined in SYS 1.A, UW System Administrative Policy Template.
- *SYS 1238, Crafts Workers* (approved and effective as of December 22, 2021)
  - This purpose of this operational policy is to provide compensation structures and benefits information for crafts worker employees working at UW System institutions. Revisions to this policy included:
    - In section 3, revised definition of “Crafts worker” to clarify that it includes only those who practice skilled trades as defined by the State of Wisconsin.
    - In section 3, revised definition of “Crafts worker supervisor, Shop supervisor, and Crafts operations manager” to include academic staff positions.
    - Revised section 4.E, Health Insurance Premiums, to indicate health insurance eligibility for crafts workers.
- *SYS 1244, Summer Prepay Deductions and Summer Session Benefits Eligibility* (approved and effective as of December 22, 2021)

- This purpose of this operational policy is to provide compensation structures and benefits information for crafts worker employees working at UW System institutions. Revisions to this policy included:
  - In section 3, revised definition of “Crafts worker” to clarify that it includes only those who practice skilled trades as defined by the State of Wisconsin.
  - In section 3, revised definition of “Crafts worker supervisor, Shop supervisor, and Crafts operations manager” to include academic staff positions.
  - Revised section 4.E, Health Insurance Premiums, to indicate health insurance eligibility for crafts workers.
- [SYS 1277, Compensation](#) (approved and effective as of January 31, 2022)
  - This policy outlines the parameters for setting and adjusting salaries of UW System employees. Revisions to the policy included:
    - Revised language in section 6.C related to salary changes due to career progression. The new language clarifies that institution base funds may be used to increase salaries within a salary range.
      - The new language also stipulates that criteria must be met to increase a salary within a salary range.
    - In response to institutional feedback, the following changes were added in addition to those outlined above:
    - Updated the descriptions of the Compensation Categories to reflect the new title and job classification structure implemented as part of the Title and Total Compensation project.
    - Added a definition of FLSA.
    - Updated section headers to align with the format outlined in SYS 1.A, UW System Administrative Policy Template.
    - Updated language in 6.D.III.8, Summer Payments for Academic Year Appointments to reflect the transition to biweekly pay periods for all employees.
- [SYS 1278, UW System Pay Plan Distribution Framework for University Workforce](#) (approved and effective as of December 22, 2021)
  - The purpose of this policy is to provide Chancellors with a framework for the distribution of UW System approved pay plans for the university workforce. Revisions to the policy included:
    - Revised definition of “Continuing Staff” for concision.
    - Revised sub-section 6.B to clarify updated criteria for receiving pay plan increases; the revised policy eliminates the ability of Chancellors to earmark 15% of the total pay plan each year for the chancellor’s discretionary use.

- Revised sub-section 6.E to remove the language, “across-the-board compensation adjustments not based on merit are prohibited.”
  - Revised sub-section 6.G to clarify updated effective payment dates.
  - Revised sub-section 6.I to reflect changes resulting from the 2021 Title and Total Compensation project.
- *SYS 1287, Voluntary Reassignment of Formerly Classified FLSA Exempt Employees and Certain Current University Staff to Academic Staff/Limited Appointment Positions*
  - The purpose of this policy is to provide the necessary information formerly classified Fair Labor Standards Act (FLSA) exempt staff, and certain current university staff, need to make an informed decision regarding whether to accept a voluntary reassignment to a position that the institution has designated as either an academic staff or limited appointment position as a result of system-wide classification project. Revisions to the policy included:
    - Revised section 1 to clarify that the revised policy includes certain current university staff, and the information it provides may be applicable in the event of a system-wide classification project.
    - Added language to section 2 to reflect changes made as a result of the 2021 Title and Total Compensation project.
    - Revised definition of “Incumbent employee” to include additional employees with FLSA exempt university staff positions.
    - Revised sub-section 4.A to reflect expanded nature of the policy.
    - In sub-section 4.B, added language to clarify effective date of voluntary reassignment and related reasoning.
    - In sub-section 4.C, revised language on benefits eligibility to improve clarity.
    - Added sub-section 4.D to communicate new policy sunset date of June 30, 2022.

#### **IV. Rescinded System Administrative Policy Approval**

- *SYS 1110, Information Technology Acquisitions Approval*
  - The purpose of this policy had been to authorize UW System institutions to make information technology acquisitions and provide for review by the UW System Chief Information Officer where such an acquisition would be classified as a large or high-risk information technology project under *Regent Policy Document 25-4, Strategic Planning and Large or High Risk Projects.*
    - The amendment to *RPD 25-4* (on 7/9/2021) formally delegates limits of information technology purchases below \$1 million to the UW President

and Chancellors and establishes a process for approval of the large or high-risk projects above the \$1 million threshold.

- As such, all policy statements from SYS 1110 were superseded, so SYS 1110 was rescinded.

#### **V. Upcoming Policy Effective Date Reminders**

The following policy and procedure will go into effect on **April 1, 2022**.

- [SYS 1042, Information Security: Threat and Vulnerability Management](#)
- [SYS 1042.A, Information Security: Threat and Vulnerability Management Standard](#)

#### **VI. Policies in the Final Stages of Revision**

The following policies were distributed for comment in prior months and are currently being revised by the policy owners:

- Rescission of SYS 150, *The Application of Job Market and Placement Information to Academic Planning*
- SYS 625, *Youth Protection and Compliance*
- SYS 822, *Student Services Funding*
- SYS 920, *Standards Manual for UW Managed Capital Projects*
- SYS 1036, *Information Security: Endpoint Protection*
- SYS 1036.A, *Information Security: Endpoint Protection Standard*