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Below, please find a listing of all new and revised UW System Administrative policies and procedures approved from October 1, 2022 through November 1, 2022. There were two (2) new UW System Administrative (SYS) Policies, three (3) revised SYS Policies, and one (1) revised SYS Procedure.

### I. New UW System Administrative Policy Approvals

- [SYS 335, \*Deaccessioning of Works of Art and Historical Treasures\*](#) (approved and effective as of October 3, 2022)
  - This new SYS policy is designed to replace Regent Policy Document 22-2, *Disposal of Works of Art*, which was rescinded on September 29, 2022. It was distributed to the institutions for comments simultaneously with the proposal for the RPD 22-2 rescission and went through the Board of Regents (BOR) feedback process. It outlines the expectations of UW System Administration related to the deaccessioning and disposal of works of art and historical treasures owned by UW System institutions.
    - The new policy addresses all the components of the deaccessioning of works of art that are included in RPD 22-2, with the exception that reporting on decommissioned works of art will occur to the UW System Vice President for Finance and Administration instead of the Board of Regents.
    - It also provides a definition for “works of art and historical treasures” and provides additional information on the process to be followed if a donor agreement for the sale proceeds of donated items to be used for alternative purposes.
- [SYS 635, \*Return to Work: Worker’s Compensation\*](#) (approved and effective as of October 3, 2022)
  - This policy has been developed to ensure institutions make reasonable efforts to accommodate transitional modified work assignments within the limits of an injured employee’s capabilities when the employee has been involved in a work-related incident. It outlines provisions related to:
    - Institutions make reasonable efforts to make temporary transitional modified work assignments.
    - The need for notice in writing from a healthcare provider outlining the employee’s functional limitations.
    - The role of the employer’s department in covering wage and benefit costs (regardless of placement).
    - The preference to place employees in their department and modification or reassignment of tasks to accommodate a modified duty assignment.

## II. Revised UW System Administrative Policy Approvals

- SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts (approved and effective as of October 13, 2022)
  - This policy establishes guidelines for the administration of paid vacation for UW System employees.
  - As part of the continuing policy updates associated with the Title and Total Compensation Project, this addressed a historic assumption that all University Staff were hourly, FLSA non-exempt employees and that all Academic Staff were salaried, FLSA exempt employees. The recent system-wide title and job description review determined that this was not the case. This policy, among others, allocated certain benefits based on employee classification that were originally intended to be based on FLSA status. These updates correct this issue for new employees hired after July 31, 2022.
  - Existing employees who are FLSA exempt University Staff or FLSA non-exempt Academic Staff will be grandfathered under this policy and will have no changes made to their respective vacation entitlements.
  - In accordance with this revision above the following updates were made:
    - In Section 6.B.I.1, amended language for FLSA nonexempt supervisors so that only those hired before July 31, 2022 earn vacation at the same rate as FLSA exempt university staff.
    - In section 6.B.I.1, added “hired before 7/31/22” in accompanying table.
    - In Section 6.E.I.1, added “hired before 7/31/22” in accompanying table.
    - In Section 6.F.IV and 6.F.V, eliminated sections a. and b. and updated reference to calculations of leave benefits in Section 6.L. of SYS 230, Salary & Fringe Benefit Calculations.
    - In Section 6.H.II, added “and FLSA nonexempt Academic Staff hired after 7/31/22” to title.
    - In Section 6.H.III.4, updated the title of the designated signatory for the System President’s biweekly leave report to “Executive Director and Corporate Secretary of the Office of the Board of Regents.”
    - Updated the numbering scheme and subsection number references throughout Section 6 to align with the standard SYS policy template.
- SYS 1212, Sick Leave (approved and effective as of October 13, 2022)
  - This policy establishes parameters for the administration of sick leave for all UW System employees. The following revisions were made:
    - Added Section 6.C.VII. This revision was initially introduced as an interim policy during the COVID-19 pandemic. The change specifically allows employees to use sick leave for time off required to care for a minor child whose school or day care has been closed due to a disease that has been declared to be a public health emergency.
    - Added Section 2, Responsible Officer; Section 3, Scope and Institutional Responsibilities; and Section 9, Scheduled Review to align with the current UW System Administrative Policies template.

- Re-formatted subsection numbers to align with the current UW System Administrative Policies template.
- *SYS 1244, Summer Prepay Deductions and Summer Session Benefits Eligibility* (approved and effective as of October 21, 2022)
  - The purpose of this policy is to set forth provisions for the following:
    - Maintaining employee benefit coverage over the summer months for faculty, academic staff, limited appointees, student assistants, and employees-in-training that are on an academic year contract or on an annual contract that does not include work during one or more summer months.
    - Benefit eligibility for employees whose first appointment is a summer service or summer session appointment.
    - Administration of benefit changes that occur during a short work break (SWB).
  - The following updates were made to the policy:
    - In Section 1, reworded “guidelines” as “provisions.”
    - In Section 6.C.II and 6.C.III, references to the “TSA” benefit were removed and replaced with references to the “SRP” benefit. This is the same 403(b) Supplemental Retirement Program, which has just been renamed internally. Additionally, this update clarifies that deductions are taken from summer earnings for Flexible Spending Accounts (FSA) and Health Savings Accounts (HAS). These updates are to bring the policy into compliance with IRS regulations for these types of accounts.
    - In Section 6.E.II, reformatted “after” to be bolded instead of in all capital letters.
    - In Section 6.G., reformatted the second sentence to clarify that administrator resources can be found in the UW System Human Resources Family Changes web page, which is referenced in the preceding sentence.
    - In Section 6.I, removed gendered language in reference to the UW System Human Resources Benefits Director’s designee.
    - In Section 7, added references to the UW System Human Resources Family Changes and Summer Prepay Resources webpages.
    - Re-formatted subsection numbers to align with the current UW System Administrative Policies template.

### III. Revised UW Administrative Procedure Approvals

- SYS 363.A, SFS Change Requests of Bank and Contact Information (approved and effective as of November 1, 2022)
  - This procedure outlines the processes through which changes to suppliers in the UW System's shared financial systems are to be verified in compliance with SYS 363, Change Requests of Bank and Contact Information.
    - In Section 2, re-titled the responsible UW System officer from Vice President for Finance to Vice President for Finance and Administration.
    - In Section 4, clarified procedures for PO addresses in the context of out-of-band verification.
    - In Section 5, removed references to optional forms, as they were made obsolete with the introduction of ShopUW+.