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Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between January 7 and March 3, 2023. There were one (1) revised Regent Policy Document, nine (9) revised UW System Administrative policies, and four (4) revised System Administrative procedures.

**I. Regent Policy Document Approvals, Recissions, and Amendments**

- [RPD 13-5, Capital Projects Solely Managed by the UW System: Approval, Signature Authority, and Reporting](#) (approved and effective as of February 10, 2023)
  - In addition to being renamed, RPD 13-5 was amended to clarify approval and signature authority and related responsibilities, as well as to align the signature authority thresholds that were amended in [RPD 13-1, General Contract Approval, Signature Authority, and Reporting](#). Changes include:
    - Permitting a Chancellor to delegate approval authority for capital projects solely managed by the UW System to other university employees, provided that the Chancellor has requested and received approval for the specific delegation from the UW System President. The Chancellor's delegation request must be developed in consultation with the UW System Office of Capital Planning and Budget.
    - Increasing the threshold at which a Chancellor, or employee with delegated authority, may approve a project falling under the scope of RPD 13-5 to up to \$5,000,000.
    - Increasing the threshold for which the UW System President may approve the related design and construction contracts for capital projects solely managed by the UW System to \$5,000,000, up from \$1,000,000.
    - Requires the Office of Capital Budget and Planning to report to the Board of Regents the status of all capital projects solely managed by the UW System on a semi-annual basis, instead of a periodic basis.

**II. Revised UW System Administrative Policy Approvals**

- [SYS 435, Headquarter City & UW System Sponsored Events Policy](#) (approved and effective as of January 23, 2023)
  - SYS 435 had a scheduled review date of September 2022. However, no substantive revisions were necessitated at the time of review.
    - Because this policy did not require any substantive revisions, technical revisions were proposed to have its scheduled review date changed to September 2027. This review date was chosen instead of January 2028 to reflect revisions to the policy which were approved on June 30, 2022.
- [SYS 605, Loss-Fund Operations](#) (approved and effective as of February 16, 2023)
  - This policy establishes the guidelines and reporting procedures for reimbursement from the Fund 999 in the event of damage to University of Wisconsin (UW) System property.
    - Revisions have been made throughout the policy to place it into the current

standard SYS policy template, including adding sections for Policy Purpose, Responsible UW System Officer, Definitions, Related Documents, Policy History, and Scheduled Review.

- Throughout the policy, updated all references to the Institution Risk Manager (IRM) to include “or the IRM’s designee.”
  - In the third paragraph of section 6, replaced language about establishing an expenditure limit with a statement about estimating the total loss and scope of work.
  - In the fourth paragraph of section 6, replaced “expenditure” with “predetermined scope of work expenditure.”
  - In the fifth and sixth paragraphs of section 6, removed information about the Uninsured Loss Fund and clarified that all institutional losses are reimbursed by the State Self-Funded Property Program (SSPP) and that all invoices charged to the 999 fund will be collected and reviewed by the Institution Risk Manager (IRM).
  - In the seventh and eighth paragraphs of section 6, revised language to reflect current processes for reimbursement from the 999 fund and outlined the process for the IRM to reconcile Fund 999 activity. Removed the sentence referring to unused proceeds being transferred to UWSA’s 999 fund if the institution decides not to replace the items.
  - In the ninth paragraph of section 6, removed the requirement to submit a Loss Reconciliation Report by October 1<sup>st</sup> of each year and replaced it with the requirement that institutions reconcile receipts and disbursements associated with each loss on at least an annual basis.
- [SYS 625, Youth Protection & Compliance](#) (approved February 14, 2023, effective March 1, 2023; implementation of the reference check requirement for designated individuals who are not employees in Section 6.D.II is deferred until an adequate tool is in place to meet this requirement)
    - The purpose of this policy is to establish minimum standards for the protection of minors engaged in covered activities throughout the University of Wisconsin System (UW System). This policy does not supersede any stricter standards set by the institution and state or federal law. The items below have been revised.
      - In Section 3, Scope and Institutional Responsibilities:
        - Revised the scope statement to allow institutions the option to adopt this policy or adopt their own.
        - Clarified that the policy only applies to events which are targeted towards youth participants in covered activities, with some exceptions.
      - In Section 5, Definitions:
        - Updated Authorized Adults to remove completion of training and screening from first sentence, as it is addressed in Section 6D.
        - Removed examples of covered activities sponsored and/or operated by Third Parties. Additionally, removed the second bullet, revised the Third Party definition and added a Third-Party Covered Activity definition.
        - Added the definition of Field Trip.
        - Changed Escalation Matrix to Escalation Plan to align with institutional language.
      - In Section 6, Policy Statement:
        - Updated language to align with change made to the scope of the policy.
        - Changed department to unit in Section 6.A.I.
        - Replaced “covered activities” with “covered activities and third party covered activities” in Section 6.A.I.

- Removed “to have a designated institutional Sponsor” in Section 6.C.I to correct a copy and paste error in original policy.
  - Revised registration requirement in Section 6.C.II to define that covered activities are providing custodial care. Removed “have a designated institutional Sponsor” to correct a copy and paste error in original policy.
  - Transferred all Third-Party requirements from Section 6.C.III to Section 6.P.
  - Changed “institutional” to “UW System” in Section 6.D.I.
  - In Section 6.D.II, clarified those individuals requiring reference check screening and instances in which an exemption is permissible.
  - Addressed grammatical typos in Section 6.D.III.
  - Removed “monitor and repot” from Section 6.F; Monitoring and Reporting are addressed in 6.L.I. which clarifies that reporting obligations shall be done in accordance with institutional procedures, relevant policy, or applicable law.
  - Revised Section 6.F.VI to clarify prohibited behavior.
  - Explained the supervision ratio for covered activities in which custodial care is provided and simplified reference to ATCP78 in Section 6.G.I.
  - Defined when the need for prior permission for 1:1 interaction is not needed in Section 6.G.III.
  - Revised Section 6.H to reflect change in scope to include procedures.
  - In Section 6.L.I, defined individuals responsible for monitoring violations of the policy and reporting protocols. Additionally, incorporated Section 6.L.II into 6.L.I.
  - Identifies the responsibility of Third Parties to conduct background checks in Section 6.P.II.
  - Section 6.P.II was specifically outlined in one location to clearly define the minimum requirements of Third Parties.
  - In Section 6.P.III, removed Third Party submission requirement to the responsible entity. Instead, Third Parties requirements are subject to audits or requests within seven years.
- [SYS 1000, Information Security: General Terms and Definitions](#) (approved and effective as of January 19, 2023)
    - This policy was revised to incorporate the definitions from policies and procedures from the SYS 1000 Series which were approved in calendar year 2022.
      - Added definitions from the following policies and procedure:
        - [SYS 1036, Information Security: Endpoint Protection](#)
        - [SYS 1038, Information Security: Network Protection](#)
        - [SYS 1038.A, Information Security: Network Protection Standard](#)
      - Updated the definition of IT Asset to match upcoming revision to policy.
      - Added definition for IT Inventory.
      - Removed references to all other SYS 1000 policies in Related Documents.
  - [SYS 1036, Information Security: Endpoint Protection](#) (approved and effective as of January 19, 2023)
    - This policy was revised as part of a SYS 1000 Series technical amendment package. Definitions that were found in this policy were transferred to [SYS 1000, Information Security: General Terms and Definitions](#).
      - Removed definition for Endpoint and Malware. Kept terms in the body of the policy.

- [SYS 1038, Information Security: Network Protection](#) (approved and effective as of January 19, 2023)
  - This policy was revised as part of a SYS 1000 Series technical amendment package. Definitions that were found in this policy were transferred to [SYS 1000, Information Security: General Terms and Definitions](#).
    - Removed definitions for External Network, Managed Interface, Network Security Zone, System Boundary, and Trusted Network Security Zone. Kept terms in the body of the policy.
- [SYS 1040, Information Security: Privacy Policy](#) (approved and effective as of February 24, 2023)
  - This policy establishes expectations for the handling and protection of UW System community member's personal data, set the tone and foundation for a systemwide Privacy Program, and address core privacy ideologies and expectations of our students and staff. This policy has also been developed to ensure UW's compliance with current and future privacy legislation.
  - Technical revisions to this policy include:
    - Removed the past effective date
    - In Section 2, removed acronym for Associate Vice President
    - In Section 6.B, corrected a typographical error.
- [SYS 1211, Personal Holiday and Legal Holiday Administration](#) (approved and effective as of February 24, 2023)
  - This revision is designed to clarify current practices in the granting of personal holiday hours to employees who separate from service with UW System and then are rehired into a new position during the same personal holiday accrual period.
    - These changes impact policy sections 4.A.II and 4.A.IV.4.g.
  - Additionally, technical revisions were made to align the policy with current UW System Administrative (SYS) Policies template. These changes include:
    - Added Section 2, Responsible UW System Officer and Section 3, Scope and Institutional Responsibilities. The successive sections were re-numbered in accordance with the addition of these two sections.
    - Updated Section 7, Related Documents and Section 8, Policy History.
    - Added Section 9, Scheduled Review.
    - Re-numbered subsections to align with the current numbering scheme.
    - Updated references to policy subsections within the policy to align with the new numbering scheme.
- [SYS 1254, Performance Management](#) (approved and effective as of January 19, 2023)
  - SYS 1254 had a scheduled review date of November 2022. However, no substantive revisions are necessitated at the time of review.
    - Because this policy did not require any substantive revisions, technical revisions were proposed to have its scheduled review date changed to January 2028.

### III. Revised System Administrative Procedure Approvals

- [SYS 304.A, Fiscal Misconduct: Reporting and Review Process](#) (approved and effective as of January 23, 2023)
  - On November 11, 2022, technical revisions to SYS 304.A were approved to update the procedure with references to the UW System Office of Finance and Administration and the Vice President for Finance Administration. A reference to the former Vice President for

Finance, however, was omitted from the list of proposed revisions. This technical amendment retroactively approves the revision.

- In the third paragraph of Section 4.b, replaced “Vice President for Finance” with “Vice President for Finance and Administration.”
  - No substantive edits are proposed for this procedure.
  - Due to the retroactive nature of this technical revision, no changes were proposed to the Last Revision Date nor Section 6, History.
- [SYS 1038.A, Information Security: Network Protection Standard](#) (approved and effective as of January 19, 2023)
    - This procedure was revised as part of a SYS 1000 Series technical amendment package. Definitions that were found in this policy were transferred to [SYS 1000, Information Security: General Terms and Definitions](#).
      - Removed definitions for External Network, High Risk, Managed Interface, Moderate Risk, Network Backbone Connection, Network Security Zone, Remote Access, Research Network, Split Tunneling, System Boundary, Transit Peer Link, Trusted Network Security Zone, Untrusted Network Security Zone, Zero Trust Architecture. Kept terms in the body of the procedure.
  - [SYS 1040.A, Information Security: Privacy Procedure](#) (approved and effective as of February 24, 2023)
    - This procedure establishes expectations for the handling and protection of UW System community member’s personal data, set the tone and foundation for a systemwide Privacy Program, and address core privacy ideologies and expectations of our students and staff.
    - Technical revisions to the procedure include:
      - Removed the past effective date.
      - In Section 2, removed acronym for Associate Vice President.
      - In Section 4.A.III.3-4, corrected four typographical and grammatical errors.
  - [SYS 1277.B, Compensation: Merit Pay](#) (approved and effective as of February 14, 2023)
    - The purpose of this procedure is to establish more detailed criteria for the award of merit pay increases than are found in the basic language of [SYS 1277, Compensation](#).
      - This revision eliminates all of the procedure-specific definitions in favor of an incorporation by reference of our standard policy definitions as found in [SYS 1225, General Terms and Definitions](#).
      - The revision to the procedure eliminates several grounds upon which an employee would be found to be ineligible for merit-based increases, including: the failure of a supervisor to complete a performance review before the deadline, employees who have recently changed appointments or been promoted, employees who received merit increases outside of pay plan in two consecutive years, employees in interim appointments, and student hourly staff. This change gives institutions more flexibility in the use of merit pay increases.
      - The revision also clarified that crafts workers will be eligible for lump sum merit increases only.
      - The revision clarifies that the overall significance of an employee’s work products to the *goals and mission* of the organization as an eligibility factor for a compensation change for meritorious performance.
      - The revision lowers the continuous employment period requirement for a merit increase from twelve (12) months to six (6) months.

#### IV. Policies in the Final Stages of Revision

- *SYS 156, Guidelines for Faculty Retraining, Renewal, and Development* (RESCISSION)
- *SYS 185, College Credit in High School*
- *SYS 185.A, Procedure for Awarding of UW System Credit in Wisconsin Schools*
- *SYS 215, Payment Methods and Timing for Payroll*
- *SYS 220, Affirmative Action Data Collection*
- *SYS 346, Patents and Inventions*
- *SYS 521, Authority to Sign Procurement Contracts in the UW System*
- *SYS 523, Emergency Procurements*
- *SYS 540, Non-Competitive Procurement Contracts*
- *SYS 610, Uninsured Personal Property Loss or Damages*
- *SYS 6XX, Foreign Gifts and Contract Reporting*
- *SYS 1278, UW System Pay Plan Distribution Framework for University Workforce*
- *SYS 1281, Employee Off-Boarding*
- *SYS 12XX, Mandatory Employee Training*