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To: Johannes Britz, *Interim Vice President for Academic and Student Affairs*
Julie Gordon, *Interim Vice President for Finance and Administration*

From: Sarah Ebben, *Policy Analyst, Office of Finance and Administration*

Re: Q3 Preview of Fiscal Year 2025 UW System Administrative Policy Priorities

In the past quarter, UW System Administration (UWSA) has made progress on several policy priorities on the Fiscal Year 2025 Policy Priorities plan and has been responding to new policy priorities as they arise. In FY2025 to date, there have been 16 revised policies, two (2) revised procedures, one (1) renumbered policy, three (3) new interim policy actions and one (1) revised interim policy action. This work has been detailed in the monthly Policy Action Summary memos.

Below, please find a detailed accounting of policies that have already been distributed to institutions and are planned for finalization and approval (section I). Also, please find a listing of policies and procedures planned for distribution to campuses (section II) in the third quarter (January 1st- March 31st). Policies on the Fiscal Year 2025 Policy Priorities plan are **bolded**.

I. POLICIES AND PROCEDURES PLANNED FOR FINALIZATION IN FY2025 Q3 (JAN-MAR.)

Academic and Student Affairs

- **SYS 1XX, Institutional Statements**
- **SYS 135, UW System Undergraduate Transfer Policy**

Human Resources

- **SYS 216, Academic Basis Pay Deferral Policy**

Financial Administration

- **SYS 334, Accountability for Capital Equipment**

Risk Management and Compliance

- **SYS 650, Public Records Management Roles and Responsibilities**

Information Security

- **SYS 1037, Information Security: IT Disaster Recovery**
- **SYS 1037.A, Information Security: IT Disaster Recovery Plan Standard**

University Personnel System Operational Policies

- **SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts**
- **SYS 1211, Personal Holiday and Legal Holiday Administration**
- **SYS 1212, Sick Leave**
- **SYS 1238, Crafts Workers**
- **SYS 1254, Performance Management**

- SYS 1275, *Recruitment Policies*
- SYS 1277, *Compensation*
- SYS 1290 Guidance: (Code of Ethics) Nepotism and Consensual Relationships
- SYS 1293, *Mandatory Employee Training*

Intellectual Property

- SYS 1315, *Patents and Inventions*

II. POLICIES AND PROCEDURES PLANNED FOR DISTRIBUTION TO CAMPUSES IN FY2025 Q3 (JAN.-MAR.)

Academic and Student Affairs

- SYS 180, *Child Care Centers*

Human Resources

- SYS 220, *Affirmative Action Data Collection*
- SYS 232, *Summer Prepay Deductions and Summer Session Benefits Eligibility*
- **SYS 237, *Utilization of Borrowed Employees/Employee Interchange Agreements***

Financial Administration

- **SYS 312, *Official Functions***
- **SYS 330, *Prizes, Awards and Gifts***
- **SYS 351, *Purchasing Card Compliance Policy***
- **SYS 351.A, *Purchasing Card Procedure***

Travel

- **SYS 405, *Travel & Expense- General Travel and Expense Policy***
- **SYS 410, *Purchase & Payment of Business Air Travel***
- **SYS 415, *Purchase & Payment of Lodging***
- **SYS 420, *Travel & Expense- Meal and Incidental (M&IE) Per Diem Allowance Reimbursements***
- **SYS 425, *Use of Personal Vehicles, Rental Cars, and Fleet for Business Transportation***
- **SYS 430, *Travel & Expense- Purchase & Payment of Miscellaneous Travel Expenses***
- **SYS 435, *Headquarter City & UW System Sponsored Events Policy***

Risk Management and Compliance

- SYS 6XX, *Digital Accessibility Compliance*

Tuition and Fees

- **SYS 820, *Segregated University Fees***

Information Security

- **SYS 1039, *Information Security: IS Risk Management***
- **SYS 1042, *Information Security: Threat and Vulnerability Management***

University Personnel Systems Operational Policies

- **SYS 1292, *Workplace Conduct Expectations***
- **SYS 12XX, *Volunteer Management and Employee Volunteerism***

CC: Academic and Student Affairs Policy Committee
Finance and General Administrative Policy Committee