



**Sarah Ebben**  
**Policy Analyst**

Madison, WI 53715  
(248) 978-3376  
[sebben@uwsa.edu](mailto:sebben@uwsa.edu) <http://www.wisconsin.edu>

**March 7, 2025**

Below, please find a listing of all new and revised UW System Administrative policies approved between February 7 and March 7, 2025. There were 10 Revised UW System Administrative Policies and one (1) new UW System Administrative Procedure.

**I. Revised UW System Administrative Policies**

- *SYS 232, Summer Prepay Deductions and Summer Session Benefits Eligibility (Approved March 6, 2025)*
  - Summary of Policy and Policy Revisions
    - This policy governs the prepayment of employee benefit contributions for academic year employees for the purpose of continuing benefit coverage through the summer months. These updates serve the purpose of expanding the eligibility to participate in summer benefits to those employees who do not expect to return in the following fall semester and who provide timely notice of this fact to their local HR department. Under the current policy and ETF rules, the only way an employee can retain benefit eligibility in their last summer of employment is to conceal their intent to retire until August. This update creates a mechanism whereby employees who notify HR of their intent not to return by May 1st can be placed on a formal leave of absence during the summer to extend their eligibility to receive benefits through the end of the summer. Proposed revisions include:
      - In Section 3, deleted “except for employees of UW-Madison,” as they are subject to this policy.
      - In Section 4, deleted the paragraph regarding the evolution of the summer prepay deductions process and the paragraph that precluded university staff from the benefit.
      - In Section 5, added definition for “Leave of Absence.”
      - In Section 6.A, added language to create the mechanism for Academic “C” basis employees who will not be returning the next academic year and give notice by May 1st to be placed on a leave of absence without pay from the last day of the academic contract year to the new academic year contract start date. An employee granted a leave of absence pursuant to this paragraph will remain in employment status and will retain access to their work e-mail account and other appropriate resources for the duration of the leave. Employees on a leave of absence under this paragraph are required to remain in communication with their department and their institution as needed for the duration of the leave.
      - In Section 6.C.I, eliminated the bullet point “UW Employees, Inc. Life Insurance” and the parenthetical “(only deducted on April and May payrolls)” from after Income Continuation Insurance.
      - In Section 6.C.III, eliminated the bullet point “Health Savings Account (HAS) Program.”
      - In Section 6.D, added reference to the terminal leave of absence detailed in Section 6.A to the last sentences of the first and third paragraphs.
    - University Comments and Concerns
      - UW-La Crosse expressed support for the revisions.
        - No change required.
      - UW-Milwaukee noted that “accident insurance” was listed twice in Section 6.C.I.
        - Second instance was deleted.

- [SYS 334, \*Accountability for Capital Equipment\* \(Approved February 12, 2025\)](#)
  - Summary of Policy and Policy Revisions
    - This policy establishes systemwide parameters to maintain accountability for capital equipment. These include parameters for maintaining an inventory of capital equipment and performing financial reporting and indirect cost calculations, as well as provisions for property purchased either in whole or in part with federal funds.
      - The following revisions are being made to be in compliance with recent OMB changes:
      - Removed the reference to "capital lease" as GASB 87 eliminates that terminology.
      - In Section 5 within the definition of Capital equipment, language regarding useful life was revised to match the language used in the Annual Financial Report.
      - In Section 6.C, the basis for audit levels was updated.
      - \$10,000 replaced with \$20,000.
  - University Comments and Concerns
    - UW-Madison and UW-Milwaukee noted that revisions originally included in the distributed draft policy to change the threshold for capital equipment from \$5,000 to \$10,000 would conflict with UW-Madison's currently negotiated F&A rate agreement. This agreement currently defines equipment as having a \$5,000 threshold and will be in place until at least June 30, 2026.
      - In response to the feedback, the proposed changes to the threshold were removed from the draft policy and the proposed changes to Form A: Capital Equipment Useful Life/Depreciation Schedule were withdrawn. The threshold will be re-addressed after UW-Madison's current agreement expires.
- [SYS 820, \*Segregated University Fees\* \(Approved February 17, 2025\)](#)
  - Summary of Policy and Policy Revisions
    - This policy sets forth legal and policy principles applicable to the administration of segregated university fees.
      - Updated the formatting throughout the policy to follow the new policy formats, including adding Section 4 for Background and updating the numbering scheme throughout the policy.
      - Updated references to other policies, and the internal references to other sections within this policy.
      - Section 6.A.I.2.e.viii was added to allow segregated fees to be used for food and other operating costs for a campus-based student food pantry.
      - Section 6.A.I.6.b.iii was updated to remove language about debt service and operating contingencies, which are no longer defined in statute as part of a reserve policy.
  - University Comments and Concerns
    - There were no comments received from the institutions during the feedback period.
- [SYS 1037, \*Information Security: IT Disaster Recovery\* \(Approved February 11, 2025; Effective August 1, 2025\)](#)
  - Summary of Policy and Policy Revisions
    - This policy establishes the minimum requirements for Information Technology (IT) Disaster Recovery (DR) efforts for University of Wisconsin (UW) institutions and is designed to assist in executing recovery processes in response to a disaster or significant IT disruption. This policy covers all High Impact Systems and mission-critical IT operations under the direct control of UW institutions but does not apply to software-as-a-service (SaaS) solutions that are managed or operated entirely by external vendors and are not under UW operational control. The following revisions were made to the policy:
      - Specific elements required for institutions to incorporate into their IT DR plans have been moved into the accompanying *SYS 1037.A, Information Security: IT Disaster Recovery Plan*

*Standard.* These elements were further grouped and additional context provided to assist institutions in interpretation.

- Added a requirement to review and update IT DR plans annually to reflect changes in technology and business requirements
- Adjusted specific requirements related to frequency, validation, and testing of IT backups for High Impact Systems. This includes:
  - Requiring all High Impact Systems to be backed up in alignment with the institutional operational needs and Recovery Point Objectives, not to exceed 28 days
  - Verification of backups for High Impact Systems on a quarterly basis to ensure no data has been missed during the backup process
  - A recommendation to perform full recovery tests for each High Impact System on an annual basis to ensure backup and recovery processes work as intended
- Added a requirement to document all backup and testing activities
- Added a requirement to evaluate, upon activation of the IT DR plan, the effectiveness of the institution's recovery efforts and update DR plans to address any gaps or weaknesses identified.
- General enhancements to policy purpose and background to reflect the importance of IT DR efforts.
- Updated formatting and layout of the policy.
- The following resources were used to inform these revisions:
  - Interim campus and stakeholder feedback
  - Recommendations and observations resulting from a 2022 Internal Audit of Information Technology Disaster Recovery processes throughout UW System
  - 2021 IS Actions Memo, Disaster Recovery Effort (Now Rescinded)
  - NIST Cybersecurity Framework 2.0, specifically IT Disaster Recovery components spread across several areas of the framework, particularly under the "Recovery" function
  - NIST SP 800-171, which outlines specific requirements related to IT DR within the broader context of protecting data on non-federal systems
- University Comments and Concerns
  - See the [SYS 1037 & SYS 1037.A University Comments and Concerns page](#) for a full summary of the feedback and how it was addressed.
- [SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts \(Approved March 6, 2025; Effective July 1, 2025\)](#)
  - Summary of Policy and Policy Revisions
    - This policy establishes guidelines for the administration of paid vacation for UW System employees. Revisions are as follows: In Sections 6.B.I.1 and 6.B.I.5, convert the accumulation of vacation for University Staff from a calendar year basis to a fiscal year basis.
      - In Sections 6.D.I.1, 6.D.I.2, throughout 6.E.I, and throughout 6.E.VI.2, relevant decision dates with respect to banking or cash payouts are also updated to reflect the new fiscal year basis for this benefit. In Section 6.E.VI.2, clarified that once employees elect to cashout vacation during the annual election period, that will be paid in the pay period immediately following in the election.
      - In Section 6.F.VI.2.a and 6.F.VI.2.d removed "calendar or" when discussing transferring leave upon movement to another UW System appointment. In Section 6.F.2.h, updated deadlines from "calendar" and "December 31" to "fiscal" and "June 30."
      - In Section 6.H.IV, the ability to change the type of leave used for a particular absence is time-limited, with the deadline being the end of the second pay period following the absence.
    - No substantive changes are made to the benefit itself.
      - This change is made to coincide with the implementation of Workday on July 1, 2025.

- University Comments and Concerns
  - UW-Milwaukee noted that SYS 1213, *Wisconsin and Federal Family and Medical Leave Acts* and SYS 1214, *Catastrophic Leave Program*, may require updated to reflect shift to fiscal year.
    - Declined. SYS 1213 and SYS 1214 were reviewed at project outset, and it was determined that no language changes would be required as a result of the fiscal year changeover for University Staff.
  - Academic Staff Council requested that Academic staff be granted to ability to bank vacation earlier in career and that cash payouts be made available for academic staff.
    - Declined at this time. This is being evaluated but is outside the scope of this policy change, which only relates to the transition of University staff from a calendar year to a fiscal year leave basis.
- [SYS 1211, \*Personal Holiday and Legal Holiday Administration\* \(Approved March 6, 2025; Effective July 1, 2025\)](#)
  - Summary of Policy and Policy Revisions
    - This policy establishes guidelines for the administration of personal and legal holidays for UW System employees. Revisions to the policy are as follows:
      - In Sections 6.A.II and 6.A.III.2.a, convert the accrual and usage of personal holidays and legal holidays for University Staff from a calendar year basis to a fiscal year basis.
      - In Section 6.A.III.2.c and 6.B.III.5, some language with respect to unused holiday carryover has also been updated to reflect the new fiscal year basis of the benefit. The ability to change the type of leave used for a particular absence is time-limited, with the deadline being the end of the second pay period following the absence.
      - In Section 6.A.V, simplified language around movement to another UW System Appointment.
    - No substantive changes are made to the benefit itself.
    - This change is made to coincide with the implementation of Workday on July 1, 2025.
  - University Comments and Concerns
    - There was no feedback received from universities during the distribution period.
- [SYS 1212, \*Sick Leave\* \(Approved March 6, 2025; Effective July 1, 2025\)](#)
  - Summary of Policy and Policy Revisions
    - This policy establishes parameters for the administration of sick leave for all UW System employees. Revisions are as follows:
      - In Section 6.A.II, clarify that an employee holding a sick-leave eligible appointment continues to be eligible for sick leave, even if they transfer to a new position that would not otherwise meet the criteria for initial eligibility. (This is an existing rule- only included for clarity.)
      - In Section 6.B.I.2, convert the accrual of Sick Leave for University staff from a calendar year basis to a fiscal year basis.
      - In Sections 6.C.I.2 and 6.C.II.1, clarify the requirement that Paid Parental Leave be used prior to sick leave for any absence that qualifies for Paid Parental Leave.
      - Throughout Section 6.G, update reflect name changes for organizational units involved in the administration of sick leave.
      - In Section 6.G.II (example 2), clarified that exempt university staff should only enter period less than a half day or full day if the time off is covering an FMLA/WIFMLA absence.
      - In Sections 6.G.IV, clarify that the ability to substitute other kinds of leave for sick leave is time-limited, with the new deadline being the second pay period following the use of the leave.
    - This change is made to coincide with the implementation of Workday on July 1, 2025.

- University Comments and Concerns
  - There was no feedback received from universities during the distribution period.
- [SYS 1238, \*Crafts Workers\* \(Approved March 6, 2025; Effective July 1, 2025\)](#)
  - Summary of Policy and Policy Revisions
    - This policy provides compensation structures and benefits information for crafts workers employees working at a UW System institution. Revisions are as follows:
      - Added Section 2. Responsible UW System Officer, Section 3. Scope and Institutional Responsibilities, and Section 9. Scheduled Review Date to align with current policy template.
      - In Section 5, eliminate some obsolete titles from the definition of a “Trades Supervisor.”
      - In Section 6.C, transition the accrual of vacation hours from a calendar year to a fiscal year basis.
      - In Section 6.E, simplified list of employees by using term “Trades Supervisors.”
    - No substantive changes have been made to the benefit itself.
    - This change is made to coincide with the implementation of Workday on July 1, 2025.
  - University Comments and Concerns
    - UW Oshkosh requested that Crafts Workers be allowed to bank unused vacation.
      - Declined. Outside the scope of this policy revision, which only adjusts the leave basis for Crafts workers from a calendar year to a fiscal year basis to coincide with the adoption of Workday.
- [SYS 1254, \*Performance Management\* \(Approved March 6, 2025; Effective July 1, 2025\)](#)
  - Summary of Policy and Policy Revisions
    - This policy provides a framework for managing and evaluating performance that fosters employee engagement, encourages continuous performance improvement, and maximizes the individuals’ contribution to the University of Wisconsin System. These revisions reflect upcoming changes to the performance management system that will accompany the transition to Workday on July 1, 2025. Revisions are as follows:
      - In Section 6.A.VI, added that the baseline evaluation process and template will be created with input from system-wide shared governance.
      - In Section 6.B.I, clarified that a baseline evaluation template, rating scale and timeline will be implemented, retaining the ability for each institution to supplement the baseline standards with institution-specific performance measures. Shifted the performance evaluation timeline for all employees to a fiscal-year evaluation period.
      - In Section 6.B.II, established that each UW System institution must have a formal evaluation process for instructional academic staff where supervisors provide documentation of the performance rating and evidence that supports the rating.
  - University Comments and Concerns
    - UW-Stout observed an inactive link to the records retention schedules.
      - Link was updated.
    - UW-Stout requested that the header of Section 6.B be changed from “Non-faculty positions: Academic Staff, Limited Appointees, University Staff” to “Non-Instructional Positions: Academic Staff, Limited Appointees, University Staff”, due to risk of confusion for instructional academic staff assuming they were covered by the policy.
      - Declined. Instructional Academic staff are covered by the policy. This point was clarified with additional language in section 6.B.2.
- [SYS 1277, \*Compensation\* \(Approved March 6, 2025; Effective July 1, 2025\)](#)
  - Summary of Policy and Policy Revisions
    - This policy outlines parameters for setting and adjusting salaries of UW System employees. Proposed revisions to the policy include:

- In Section 5, added definition for “Nonexempt Academic Staff holding a Nonexempt Job Title.”
- Throughout Section 6.A, create a single source for compensation appendices and remove references to individual categories.
- In Section 6.D.II.4, update changes the conversion date for compensatory time to reflect the changeover to a fiscal year compensation and benefit basis for FLSA non-exempt employees. This change is made to coincide with the implementation of Workday on July 1, 2025.
- Throughout the policy, replace several instances of “his/her” with “their,” reflecting current institutional practices regarding pronoun use in policies.
- University Comments and Concerns
  - There was no feedback received from universities during the distribution period.

## II. New UW System Administrative Procedure

- *SYS 1037.A, Information Security: IT Disaster Recovery Standard (Approved February 11, 2025; Effective August 1, 2025)*
  - Summary of Procedure
    - This procedure supports the policy that establishes the minimum requirements for Information Technology (IT) Disaster Recovery (DR) efforts for University of Wisconsin (UW) institutions and is designed to assist in executing recovery processes in response to a disaster or significant IT disruption. This policy covers all High Impact Systems and mission-critical IT operations under the direct control of UW institutions but does not apply to software-as-a-service (SaaS) solutions that are managed or operated entirely by external vendors and are not under UW operational control.
    - Specific elements from the prior policy required for institutions to incorporate into their IT DR plans have been moved into the accompanying *SYS 1037.A, Information Security: IT Disaster Recovery Plan Standard*. These elements were further grouped and additional context provided to assist institutions in interpretation.
  - University Comments and Concerns
    - See the *SYS 1037 & SYS 1037.A University Comments and Concerns* page for a full summary of the feedback and how it was addressed.

## III. Policies in the Final Stages of Revision

- *SYS 1xx, Institutional Statements*
- *SYS 216, Academic Basis Pay Deferral Policy*
- *SYS 650, Public Records Management Roles and Responsibilities*
- *SYS 1275, Recruitment Policies*
- *SYS 1290 Guidance: (Code of Ethics) Nepotism and Consensual Relationships*
- *SYS 1293, Mandatory Employee Training*
- *SYS 1315, Patents and Inventions*