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Below, please find a listing of all new and revised UW System Administrative policies approved between April 11 and May 9, 2025. There were two (2) revised UW System Administrative Policies.

**I. Revised UW System Administrative Policies**

- [SYS 330, Prizes, Awards and Gifts](#) (approved April 23, 2025)
  - Summary of Policy and Policy Revisions
    - The purpose of this policy is to establish parameters for UW System institutions when granting prizes, awards, and gifts. Proposed revisions include:
      - Updating the policy to the current policy template by adding the following sections:
        - Section 1, Policy Purpose
        - Section 2, Responsible UW System Officer
        - Section 3, Scope and Institutional Responsibilities (formerly Background)
        - Section 4, Background (formerly Constraints)
        - Section 7, Related Documents
        - Section 8, Policy History
        - Section 9, Scheduled Review
      - In Section 6.A (third bullet), establishing that cash prizes made to UW System employees will be made through payroll. This change will result from the implementation of Workday.
  - University Comments and Concerns
    - As this was a technical revision, this policy was not sent to the universities for comment. The FGAPC did not raise any concerns during their review.
- [SYS 1228, Telecommuting \(Remote Work\)](#) (approved May 6, 2025)
  - Summary of Policy and Policy Revisions
    - This policy provides a framework for the creation of telecommuting (remote work) agreements authorizing employees to work at alternate work locations. Specific proposed revisions include:
      - In Section 5, add the definition of "Fieldworker."
      - In Section 6.C.VI, create an exception to some of the normal restrictions/limitations for employees whose position meets the definition of "Fieldworker."
      - The exception permits an institution to designate either the employee's home/alternate work location or the position's assigned work location at the institution as the employee's headquarter location (at the discretion of the institution). While the ability to designate the employee's home/remote work location as the employee's headquarters exists already in the policy with special HR approval, this change is intended to communicate that for this class of employees, this alternate headquarters designation should be considered a more routine matter.
      - This update also exempts this class of employees from the automatic restrictions on travel reimbursement in policy section 6. Normal travel reimbursement rules apply for this class of employees.
  - University Comments and Concerns
    - Employee at UW Oshkosh commented that language surrounding the provision of equipment

for hybrid work was confusing.

- No change to proposed policy language. This comment was outside the scope of the proposed changes.

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

- SYS 1xx, *Institutional Statements*
- SYS 216, *Academic Basis Pay Deferral Policy*
- SYS 351, *Purchasing Card Compliance Policy*
- SYS 351.A, *University Card Procedures*
- SYS 352, *US Bank Shared Liability Card Policy*
- SYS 405, *Universities of Wisconsin Travel and Expense Policy*
- SYS 435, *Universities of Wisconsin Business Meals and Events*
- SYS 400 Series Policy Rescissions
- SYS 655, *Digital Accessibility in Web Content and Mobile Applications*
- SYS 655 Guidance: Accessibility of Web Content and Mobile Applicants Guidance
- SYS 1275, *Recruitment Policies*
- SYS 1290 Guidance: (Code of Ethics) Nepotism and Consensual Relationships
- SYS 1315, *Patents and Inventions*