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Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between October 4 and November 8, 2024. There were five (5) Revised UW System Administrative Policies.

**I. Revised UW System Administrative Policies**

- [SYS 205, \*Employment of Student Help\*](#) (Approved October 7, 2024)
  - Summary of Policy and Policy Revisions
    - This policy was identified for policy owner review because of a scheduled review date June 2024.
    - The policy owner reviewed the policy and determined that it did not need revision at this time.
    - Following this review, the scheduled review date has been extended to September 2029.
  - University Comments and Concerns
    - As this was a technical amendment, this policy did not go to the universities for comment. The FGAPC did not have any concerns during their review.
- [SYS 206, \*Student FICA Exemptions\*](#) (Approved October 7, 2024)
  - Summary of Policy and Policy Revisions
    - This policy was identified for policy owner review because of a scheduled review date June 2024.
    - The policy owner reviewed the policy and determined that it did not need revision at this time.
    - Following this review, the scheduled review date has been extended to September 2029.
  - University Comments and Concerns
    - As this was a technical amendment, this policy did not go to the universities for comment. The FGAPC did not have any concerns during their review.
- [SYS 210, \*Educational Assistance for Faculty & Staff\*](#) (Approved October 7, 2024)
  - Summary of Policy and Policy Revisions
    - This policy was identified for policy owner review because of a scheduled review date June 2024.
    - The policy owner reviewed the policy and determined that it did not need revision at this time.
    - Following this review, the scheduled review date has been extended to September 2029.
  - University Comments and Concerns
    - As this was a technical amendment, this policy did not go to the universities for comment. The FGAPC did not have any concerns during their review.
- [SYS 236, \*Utilization of Independent Contractors\*](#) (Approved October 7, 2024)
  - Summary of Policy and Policy Revisions
    - This policy establishes the requirements associated with UW institutions' use of independent contractors and the processes that may be used for payments related to their services.
      - In response to an internal audit regarding practices surrounding the use of

independent contractors, this policy update adds section 6.E, which includes the following provisions, to the independent contractor policy.

- If a contractor requires digital or physical access to a UWS institution, an individual must be designated who is responsible for both granting and eventually terminating that access.
- Access granted to contractors must terminate when the contract ends, and grants of access must be regularly reviewed to ensure the associated contracts are still active.
- Prior to accessing UWS IT resources, contractors must either complete UWS IS Security awareness training or certify that their employees have completed similar training that meets the standards established by UWS IS.
- University Comments and Concerns
  - This policy received two comments from UW-Madison:
    - Section 6E, subsection I- replace the term “individual” with the term “employee.”
      - Revision made.
    - Section 6E, subsection IV, suggested rewording to clarify that training requirement falls on all individual employees of the contractor and that each individual employee must attest to their completion of the training.
      - Revision declined. The intent of the policy is that the contractor provides the attestation for all of their employees.
  - This policy received one comment from UW-Milwaukee, suggesting that contractors would not be able to be entered as employees in HRS and so would not be able to access UWS training.
    - Revision declined. Nonemployees can be entered into HRS as “Persons of Interest” for purposes of training access, and other purposes.
- [SYS 1275, Recruitment Policies](#) (Approved November 5, 2024)
  - Summary of Policy and Policy Revisions
    - The purpose of this policy is to provide a framework for UW System institutions to use in the development of merit-based recruitment, selection, and hiring processes that produce a talented, effective workforce and that reflect UW System’s commitment to the principles of equal employment opportunity, non-discrimination, and diversity.
    - This update makes revisions to the following policy sections:
      - Section 6.B- Changes the required questions for the final candidate to instead require a mandatory review of the candidate’s personnel file for any previous state or UWS employment.
      - Section 6.C is updated to update the number of reference checks required and to specify that reference checks will be completed by the new automated reference checking system. It also specifies when the reference check process may be waived.
      - Section 6.D is updated to replace human reference questioning with a personnel file review, with an option to institutions to use live reference checking for certain positions.
      - Section 6.E is modified to reflect updated requirements regarding misconduct checks.
      - Policy sections regarding providing employment references and candidate’s right to comment regarding adverse disclosure are eliminated.
    - The corresponding appendices have also been revised or rescinded.
      - Appendices 1 and 2 have been revised.
      - Appendix 4 has been revised and re-numbered to “Appendix 3”.
      - Appendices 3, 5 and 6 have been rescinded.

- University Comments and Concerns
  - UW Platteville asked for clarification of 3 reference checks “conducted” or “completed”. Wondered about procedure if reference checks were attempted but not completed. Also requested ability to waive electronic reference checks in lieu of live reference checks for certain positions.
    - Verbally discussed expectations regarding completion of reference checks. Updated policy to permit live reference checking for certain positions as approved by local HR.
  - UW Stout also asked questions around the expectation for the “completion” of reference checks and how the process for confirming the completion of the SHRC will be handled on the back end.
    - Back-end procedures are not usually included in policies. Verbally discussed expectations regarding completion of reference checks.

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

- [SYS 135, UW System Undergraduate Transfer Policy](#)
- [SYS 334, Accountability for Capital Equipment](#)
- [SYS 425, Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation](#)
- [SYS 650, Public Records Management Roles and Responsibilities](#)
- [SYS 1037, Information Security: IT Disaster Recovery](#)
- [SYS 1037.A, Information Security: IT Disaster Recovery Plan Standard](#)
- SYS 1290 Guidance: (Code of Ethics) Nepotism and Consensual Relationships