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Below, please find a listing of all new and revised UW System Administrative policies approved between November 8 and December 6, 2024. There was one (1) Revised UW System Administrative Policy and one (1) Revised UW System Interim Policy Action.

## **I. Revised UW System Administrative Policy**

- [SYS 425, Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation](#)
  - Summary of Policy and Policy Revisions
    - This policy prescribes the mileage reimbursement rates and the requirements for using contract vehicle rental vendors, communicates driver authorization requirements, defines the responsibility for determining the most appropriate mode of transportation, vehicle expenses that can be reimbursed, business mileage and calculation of miles for reimbursement and the responsibilities for institutions that operate a fleet. Revisions were made to reflect that the Universities of Wisconsin has entered into a new contract term with Enterprise and National. Revisions to the policy include:
      - In Section 6.A, updated language and reimbursement requirements around Business Mileage (formerly Business versus Commuting Miles), including clarifying that the lesser distance will be reimbursed for mileage when travelling from home or headquarters to a temporary worksite, removing the subsection on multiple worksites, simplifying language regarding non-workday travel, and adding a subsection on mileage to airport, train station or other transportation terminal.
      - In Section 6.B, added reference to SYS 616, University of Wisconsin Student Drivers Under the State's Liability Protection. Clarified that at times individuals who are not students or employees are able to drive on University business, and added that Risk Management reserves the right to remove drivers from the authorized driver's list.
      - In Section 6.C, added "University Risk Management Contact" to list of parties who must be informed of an accident.
      - In Section 6.H, the second paragraph now includes the "State of Wisconsin (WSCA/NASPO) contract with Hertz" and redefines Eligible business renters as "Employees authorized by the University." Added reference to SYS 615, Vehicle Use and Driver Authorization, and clarified that student drivers are eligible.
      - In Section 6.H, the third paragraph was revised to reflect that the University now considers Enterprise/National to be equal to Hertz as contracted partners.
      - In Section 6.H, the 7th paragraph was added to include information about which contract Student Organizations and Student Clubs should use as their insurance coverage and rates are now separate with Enterprise/National.
      - Throughout Section 6.I, replaced references to "CDW/LDW" with "CDW, LDW, and liability."
      - In Section 6.I, the first paragraph was revised to include the following:
        - "The Big Ten Alliance contracts include collision (CDW) and loss damage waiver (LDW), and liability protection insurance coverage, excluding Student Club and Student Organization rentals."
        - Removed the sentence that read, "The Big Ten agreement offers rates and some insurance coverage for international rentals, but travelers are advised that rules and coverage vary by rental location."

- “Travelers and those that arrange travel for others must review the rental vehicle contracts for rates, surcharges and included coverages prior to renting a vehicle.”
- Removed reference to the WSCA (State of Wisconsin) contract ID.
- “The Hertz contract with the State of Wisconsin also includes the necessary CDW, LDW, and liability insurance for domestic rentals.”
- In Section 6.I, a third paragraph was added to include the expectation for drivers to inspect their vehicle prior to leaving the rental agency.
- In Section 6.I, added a subsection to specifically address the requirements for Foreign Vehicle Rentals (previously included in paragraphs with domestic rental information.)
- In Section 6.K, universities will allow for refueling packages on a rare occasion with a reasonable explanation.
- In Section 6.L, removed the first sentence regarding approved payment methods.
- In Section 6.M, removed the specific “10%” from the tolerance above “point to point” map mileage.
- In Section 6.N, universities will now allow transponder purchases.
- In Section 6.O, the first bullet point in the right-hand column now includes “unless renting under the Student Club and Student Organization contract.”
- In Section 7, added reference to SYS 616, University of Wisconsin Student Drivers Under the State’s Liability Protection.
- University Comments and Concerns
  - UW-La Crosse asked that Campus Risk Managers be included as someone that accidents can be reported to.
    - Revision made.
  - UW-Madison asked that we reference the desired SYS policy for the term “benefit guide.”
    - Revision made. References to SYS 616, University of Wisconsin Student Driver’s Under the State’s Liability Protection, have been included in sections 6.B and 6.H.
  - UW-Madison asked for further clarification regarding international rentals in section 6.I
    - Revision partially made. Section 6.I.II was added, which includes advice from Risk Management regarding purchasing insurance while abroad. The policy language is intentionally vague, as coverages vary by country and change regularly. Policy states that travelers should purchase insurance unless they have verified in advance that it is not needed.
  - UW Madison proposed language changes for Section 6.I.II regarding corporate Travel Card usage.
    - Language regarding University Corporate Card use has been removed entirely from the policy. There have been multiple reports of claims not being successful and U.S. Bank (our credit card provider) is unable to send us reporting on claims at all. Section was removed as we do not want employees to assume they will be covered, when that has not been the case.
  - UW-Madison had several questions regarding section 6.O, specifically why certain items were not reimbursable in a business use rental context.
    - Three of the four suggested revisions were made. Maintenance and repair costs, Roadside services/towing, and GPS are now reimbursable. Insurance beyond CDW/LDW remains non-reimbursable, however language was added to further clarify.

## II. Revised UW System Interim Policy Action

- [SYS 100-10, Interim: Institutional Statements](#)
  - Summary of Interim Policy and Interim Policy Revisions
    - This interim policy action is designed to provide further clarification and guidance on the principles affirmed in RPD 4-12, Commitment to Academic Freedom and Freedom of Expression, until such time as a full UW System Administrative policy on the topic is drafted and approved. (This interim policy action will expire on October 1, 2025 or upon the approval

of this new UW System Administrative Policy on Institutional Statements, whichever is sooner.) Revisions to the interim policy action include:

- In Section 1, remove reference to “a matter of political or social controversy” and replace with “any other matter.”
- In Section 4, revise the definition of Public Statement to remove reference to matters of political or social controversy.
- In Section 4, revise the definition of University Leader to clarify and recognize that department chairs are primarily faculty members, and that this policy applies to department chairs only when they make formal institutional statements on behalf of the academic department they chair.
- In Section 4, revise the definition of Unit to remove “program” and replace “other institutional entity” with “institutional office.”
- In Section 5, paragraph 1, remove reference to “a matter of political or social controversy” and replace with “any other matter.”
- In Section 5, paragraph 4, revise recommendations so that institutional statements expressing solidarity or empathy “are permitted in response to incidents or events that directly affect the operations and core mission of the university so long as” their selective issuance “does not imply” preference for the viewpoint of one group or another.
- In Section 5, paragraph 5, add clarification so that “university leaders are likewise encouraged to consult with their supervisor with respect to any proposed institutional statements in cases where it is not entirely clear that such statement is advisable.”
- In Section 5, added new paragraph 7 to clarify that officially recognized shared governance groups are not covered by this interim policy but should be mindful of its intent and make clear that their statements on matters of public interest are on behalf of their group and not on behalf of the institution.
- In Section 5, added new paragraph 10 to clarify that this interim policy action preserves academic freedom and that individuals are encouraged to draw upon their knowledge and expertise to engage in the public sphere and share their view.
- In Section 5, new paragraph 11 added to clarify that individuals within the university community maintain rights to free expression when making statements as private citizens.

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

- [SYS 121, Professional Licensure Programs, Determining Student Location](#)
- [SYS 135, UW System Undergraduate Transfer Policy](#)
- [SYS 216, Academic Basis Pay Deferral Policy](#)
- [SYS 334, Accountability for Capital Equipment](#)
- [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 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 1277, Compensation](#)
- [SYS 1290 Guidance: \(Code of Ethics\) Guidelines for Reporting Outside Activities Under UWS 8.025](#)
- [SYS 1315, Patents and Inventions](#)