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Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between May 1 and 26, 2023. There was one (1) new and three (3) revised UW System Administrative policies.

I. New UW System Administrative Policy Approvals

- [SYS 1293, Mandatory Employee Training](#) (approved and effective May 2, 2023)
 - This is a new policy created in response to an internal audit regarding IS Security training and for the purpose of establishing standard, more formalized, procedures associated with our several mandatory employee training (MET) requirements.
 - Due to the volume of feedback, the major themes and issues are summarized as follows:
 - Concerns regarding tracking the completion of MET.
 - The policy has been clarified that UW System Shared Services (UWSS) will track all MET completion and issue reminder letters and notices of non-compliance.
 - Concerns regarding the documentation of the completion of student-oriented sexual assault awareness and IT security training by student employees for purposes of qualifying for the exemption.
 - Student employees were granted the exemption from MET as a class, relying on institution policies to ensure that the students completed their mandatory student training on these topics.
 - Concerns regarding the training mentioned in the policy beyond the initial and annual MET training required for pay plan eligibility.
 - Sections governing other types of mandatory training were removed from the policy.
 - Concerns regarding tracking exemption eligibility for employees of multiple UWS institutions.
 - UWSS tracks training by employee, not by institution, so they can enforce this provision.
 - Concerns regarding a “right to cure” for employees who miss required training but can make it up prior to the implementation of pay plan.
 - Right to cure language was added to the policy.

II. Revised UW System Administrative Policy Approvals

- [SYS 346, Patents and Inventions](#) (approved and effective May 24, 2023)
 - This policy establishes the applicable UW System policies with respect to inventions and outline the responsibilities, privileges, and options of faculty, staff, and students when they have made an invention. Revisions to the policy include:
 - In Section 2, updated the responsible UW System Officer to the Vice President for Finance and Administration to reflect the recent reorganization of the UW System Administration.

- In Section 5, updated the definition of invention to ensure it is comprehensive.
 - In subsection 6.A, added examples of inventions and updated language related to documentation.
 - In subsection 6.A, identified provisions that must be included in employee agreements related to their sponsored research projects.
 - In subsection 6.A, added references to sample agreements that may be used.
 - In subsections 6.A and 6.B, added new and revised existing language to ensure consistency with the Bayh Dole Act.
 - In subsection 6.B.III, added language related to special considerations for disposition of rights to unencumbered inventions which are embodied in tangible form.
 - In Section 7, added links to sample intellectual property agreement forms.
 - Institutional Comments and Concerns
 - UW-Eau Claire requested that UWSA clarify the use of “shall not” in the last sentence of Section 3, Scope. In response, “shall not” was replaced with “cannot.”
 - UW-Eau Claire requested that UWSA clarify the definition of “scholarships, fellowships, or training grants” in Section 3, Scope. At the recommendation of legal counsel, this request was not implemented to allow for flexibility to include multiple types of agreements that may not fall under a traditional definition. Inventors, schools, and/or departments should work with their applicable general counsel if they have questions or concerns in specific circumstances.
 - UW-Eau Claire requested that UWSA clarify the use of “should also be disclosed” in the second sentence of the second paragraph of Section 6.A. In response, “should also be disclosed” was replaced with “must be disclosed.”
 - UW-Whitewater requested that the second paragraph of Section 6.B.I be revised to allow a title to rest with a federal agency and university if an intellectual property management organization (IPMO) declines to take a title to invention. This recommendation was not implemented at the recommendation of legal counsel to comply with requirements under federal law.
 - UW-Eau Claire requested that UWSA clarify the use of “institutional officer” in Section 6.B.III. In response, “institutional officer” was replaced with “chancellor or designee” to be consistent with language found elsewhere in the policy.
- [SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts](#) (approved and effective May 23, 2023)
 - This technical update clarifies confusing language used in the heading of two tables included within the policy. It adds a new column to separate Full-Time University Staff – Exempt and Full-Time University Staff – Nonexempt Supervisors hired before 7/31/22.
 - While these two groups accrue hours at the same rate, the current formatting of the table makes it somewhat unclear that the information applied to two groups.
 - The proposed language clarifications appear in the chart headers in sections 6.B.1.a and in 6.E.1.a.ii. This does not make any substantive changes to the policy.
 - There were no comments or concerns from the Finance and General Administration Policy Committee (FGAPC) during the FGAPC review period.
- [SYS 1278, UW System Pay plan Distribution Framework for University Workforce](#) (approved and effective May 2, 2023)
 - The previous revision to this policy eliminated the option for chancellors to earmark up to 15% of the new money allocated through pay plan for the Chancellor’s discretionary use to meet special compensation needs within their institution. This revision restores that

authority to the Chancellors.

- Institutional Comments and Concerns
 - A UW-Platteville employee suggested postponing the implementation of the Chancellor's discretionary fund until the next biennium. Similarly, a UW-Stevens Point employee suggested not restoring the 15% Chancellor's discretionary fund.
 - These suggestions were not implemented, as the restoration of the 15% discretionary fund is the policy direction that the University of Wisconsin System Administration (UWSA) sought to pursue.
 - A UW-Stevens Point employee requested further clarification for the definition of "assigned responsibility."
 - This suggestion was not implemented. After consultation with other stakeholders, the phrase "areas of assigned responsibility" was determined to be sufficiently clear.

III. Policies in the Final Stages of Revision

- *SYS 102, Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting*
- *SYS 185, College Credit in High School*
- *SYS 185.A, Procedure for Awarding of UW System Credit in Wisconsin Schools*
- *SYS 215, Payment Methods and Timing for Payroll*
- *SYS 220, Affirmative Action Data Collection*
- *SYS 640, Foreign Gifts and Contract Reporting*
- *SYS 1281, Employee Off-Boarding*