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Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between December 2, 2022 and January 6, 2023. There were five (5) revised SYS policies and one (1) new SYS procedure.

I. Revised UW System Administrative Policy Approvals

- *SYS 120, UW System Policy Regarding Offering On-Site Undergraduate and Graduate and Other Instruction Programs* (approved and effective as of December 20, 2022)
 - This policy was updated to align with the standard UW System Administrative (SYS) policy template. The policy was not substantively revised.
 - Additional non-substantive revisions include:
 - In Section 6, removed a paragraph concerning the history of the policy, as it was made redundant with the addition of Section 8, Policy History.
- *SYS 326, Collections and Write-Offs* (approved and effective as of December 20, 2022)
 - This policy was updated to align with the standard UW System Administrative (SYS) policy template. The policy was not substantively revised.
 - Additional non-substantive revisions include:
 - In Section 4, replaced “paper” with “policy.”
 - In Section 5, reformatted the definition of student from “for the purpose of this paper, a student is defined as one...” to “an individual.”
 - In Section 6.A.V, de-capitalized “State” and rephrased “in regard to” to “regarding.”
 - In Section 6.C, replaced “State” with “Department of Administration.” A possessive apostrophe was also added to Controller Office.
- *SYS 510, Sharing Services/Products* (approved and effective as of December 20, 2022)
 - This policy was updated to align with the standard UW System Administrative (SYS) policy template. The policy was not substantively revised.
 - Additional non-substantive revisions include:
 - In Section 7, reformatted references to Wisconsin State Statute and UW System Administrative (SYS) policies.

- [SYS 1275, Recruitment Policies](#) (approved and effective as of December 21, 2022)
 - This policy establishes 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 policy was updated to align with the UW System Administrative (SYS) policy template. These changes include:
 - Added Section 2, Responsible UW System Officer.
 - Added Section 3, Scope and Institutional Responsibilities.
 - Re-numbered and re-titled Section 2, Policy Background as Section 4, Background
 - Additionally, added “UW” before “System President.”
 - Re-numbered and re-titled Section 4, Policy as Section 6, Policy Statement.
 - Re-numbered Section 5, Related Documents as Section 7.
 - Re-numbered Section 6, Policy History as Section 8.
 - Added Section 9, Scheduled Review.
 - This policy has also been updated to reflect the actions taken by the Business & Finance Committee of the Board of Regents during their meeting on November 10, 2022. One of these actions involved re-numbering and re-titling Regent Policy Document (RPD) 6-4, *Search and Screen Procedures for Chancellors, Senior Vice Presidents, or Vice Presidents as [Regent Policy Document 20-27, Selection Process for System President, Chancellors, Vice Chancellors, and UW System Senior Leadership Positions](#)*.
 - In Section 4, Background, a reference to RPD 6-4 was replaced with a reference to RPD 20-27.
- [SYS 1277, Compensation](#) (approved and effective as of January 5, 2023)
 - The purpose of this policy is to outline parameters for setting and adjusting salaries of UW System employees. This policy provides the compensation administration policy framework for the university workforce except for employees at UW-Madison.
 - This revision to SYS 1277 addresses multiple pay revisions on the same date, clarifies language regarding the Delegation of Personnel Transaction Authority, lays out rules regarding salary upon hire and placement, adds criteria for merit raises to match state criteria, adds the ability to offer recruitment or retention pay increases, and clarifies the operation of additional pay components for FLSA nonexempt staff.
 - The following substantive and technical revisions have been made to the policy.
 - In Section 4:
 - Clarified that the Board of Regents is authorized to set the salary ranges for

the UW System President, Senior Vice Presidents, Chancellors, and all Vice Chancellors in addition to Vice Presidents.

- Removed sections related to Wis. Stat. § 36.09(1)(j) and Wis. Stat. § 36.09(1)(k).
- Removed a section related to Regent Policy Document (RPD) 6-3, *Delegation to President for Personnel Actions*, which was rescinded by the Board of Regents on November 10, 2022.
- Replaced a reference to RPD 6-5, *Executive Salary Structure* with RPD 20-28, *Executive Salary Structure*, as it was renumbered by the Board of Regents on November 10, 2022.
- In Section 5, revised the definition of Extraordinary Salary Range (ESR) to clarify that an ESR is associated with a specific job title.
- In Section 6:
 - Retitled “TWO IMPORTANT NOTES” to “FIVE IMPORTANT NOTES” to reflect the addition of three items.
 - Clarified that student hourly rates are established by UW institutions.
 - Clarified that, unless an extraordinary salary range has been established, no salary rate may be set outside of the ESR for the title assigned.
 - Clarified the order in which multiple salary adjustments on the same date are to be applied.
 - Replaced a reference to RPD 6-5 with the re-numbered RPD 20-28.
 - Clarified that the Board of Regents has delegated basic salary administration authority and responsibility to the UW System President and Chancellors, removing a condition for salaries which do not exceed 75% of the UW System President’s salary.
 - Explicitly established the general salary administration authority of the Board of Regents, the UW System President, Chancellors, University Leadership, UW System Human Resources, and Institution Human Resources, and managers.
 - Removed references to RPD 6-5, Regent Resolution #9938, Regent Resolution #9950, Regent Resolution #8167, and Regent Resolution #9058.
 - Added Section 6.B.III, Salary upon Hire-Placement: Faculty, Limited, Academic Staff and University Staff.
 - Re-titled Section 6.B.IV, 6.B.V, and 6.B.VI
 - Removed Section 6.B.VII, Executive Salary Structure and re-numbered Section 6.B.VIII accordingly.

- Replaced “recognized bargaining unit” with “certified bargaining unit,” “state approved compensation plan pay increases” with “state approved pay plan increases,” and “salary progression within range” with “pay progression within range.”
- Clarified that institutional base funds may be used to correct salary inequities via equity or parity adjustments.
- Added new permanent job duties and/or responsibilities as a merit criterion.
- Clarified that craft workers are only eligible for lump sum merit increases.
- Added a recruitment subsection to Section 6.C, which states that institution base funds can be used to support lump sum payments related to the recruitment of certain employees.
- In Section 6.D.I.2, clarified that compensation would be addressed as an adjustment meeting the criteria for Merit Pay, as outlined in *SYS 1277.B, Compensation: Merit Pay*.
- Re-titled Section 6.D.II.
- Added Section 6.E.IV, which provides pay components if a supervisor has scheduled an employee to work on qualifying days or during qualifying hours. Additionally, Section 6.E.I and II were moved to this section as subsections. The other sections of Section 6.E were re-numbered accordingly.
- Re-numbered the subsections of 6.E.III.1, 6.E.III.2, and 6.G to align with the current UW System Administrative (SYS) policy template.
- In Section 7, added a reference to *SYS 1277.C, Compensation: Recruitment Bonus*.

II. New System Administrative Procedure Approvals

- *SYS 1277.C, Compensation: Recruitment Bonus* (approved and effective December 27, 2022)
 - Alongside the revisions to *SYS 1277, Compensation*, *SYS 1277.C* was developed to establish a process for the payment of recruitment bonuses for certain positions. The procedure outlines the criteria/factors that must be considered by an institution in the decision to grant a recruitment bonus.

III. Upcoming Policy Effective Date Reminders

- *SYS 1036, Information Security: Endpoint Protection* (approved on February 17, 2022, effective on February 17, 2023)
- *SYS 1036.A, Information Security: Endpoint Protection Standard* (approved on February 17, 2022, effective on February 17, 2023)

IV. Policies in the Final Stages of Revision

- *SYS 155, Faculty Development and Renewal – The 1970's and Beyond*
- *SYS 156, Guidelines for Faculty Retraining, Renewal, and Development*
- *SYS 185, College Credit in High School*
- *SYS 215, Payment Methods and Timing for Payroll*
- *SYS 220, Affirmative Action Data Collection*
- *SYS 521, Authority to Sign Procurement Contracts in the UW System*
- *SYS 523, Emergency Procurements*
- *SYS 540, Non-Competitive Procurement Contracts*
- *SYS 605, Loss-Fund Operations*
- *SYS 840, Student Financial Aid in Extended Degree Program Administration*
- *SYS 1040, Information Security: Privacy Policy*
- *SYS 1040.A, Information Security: Privacy Procedure*
- *SYS 1257, Title Change*
- *SYS 1281, Employee Off-Boarding*