



Sarah Ebben  
Policy Analyst

Suite 105, 780 Regent St.  
Madison, WI 53715  
(608) 265-4623  
[sebben@uwsa.edu](mailto:sebben@uwsa.edu)  
<http://www.wisconsin.edu>

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Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between April 1 and 28, 2023. There were six (6) revised UW System Administrative policies, one (1) revised UW System Administrative procedure, and one (1) rescinded UW System Administrative policy.

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

- [SYS 523, Emergency Procurements](#) (approved and effective April 20, 2023)
  - The technical revisions to this policy are supplementary to the revisions which were approved by President Jay Rothman on March 21, 2023.
    - In Section 6, Policy Statement, clarified that UW institutions other than UW-Madison and UW-Milwaukee may contact the UW System Office of Procurement if a contract exceeds \$500,000. This language was intended to be included in the initial revision, although it was unintentionally excluded.
  - There were no comments or concerns from the Finance and General Administration Policy Committee (FGAPC) during the FGAPC review period.
- [SYS 540, Non-Competitive Procurement Contracts](#) (approved and effective April 20, 2023)
  - The technical revisions to this policy are supplementary to the revisions which were approved by President Jay Rothman on March 21, 2023.
    - In Section 5, Definitions, replaced “procurement director” with “purchasing director.”
  - The following changes to the policy were made after receiving feedback from the Finance and General Administration Policy Committee (FGAPC):
    - In the first paragraph of Section 6, Policy Statement, added language to clarify that all competitive procurement contracts require a justification for why the contract is non-competitive, as well as a cost review or a cost analysis.
    - In the last paragraph of Section 6, Policy Statement, removed “with private, profit making organizations” to avoid confusion when evaluating different thresholds.
- [SYS 610, Uninsured Personal Property Loss or Damages](#) (approved and effective April 19, 2023)
  - This policy establishes the standards for individuals who experience loss or damages to personal property who may be eligible to be reimbursed from University of Wisconsin System departmental funds. Proposed revisions to this policy include:
    - Updated the policy into the standard SYS policy template.
      - Added Section 1. Policy Purpose, Section 2. Responsible UW System Officers, Section 3. Scope and Institutional Responsibilities, Section 5. Definitions, Section 7. Related Documents, Section 8. Policy History, and Section 9. Scheduled Review.
      - Updated the formatting of citations to State statutes throughout the policy.
      - Updated the numbering scheme to match the current SYS template.

- In Section 4, removed language regarding the process prior to the issuance of the policy as it dates to the 1980s and is currently irrelevant.
  - In Section 4, added language to clarify how to file claims covered by the UW System self-funded insurance program.
  - In Section 6, removed initial paragraph regarding the State Collective Bargaining Contracts.
  - In the first paragraph of Section 6, removed “non-represented” as a qualifier to employees and removed the last sentence referenced the state compensation plan. Added language to state that goodwill coverage for items not address in the statutes will be determined on a case-by-case basis.
  - In the second paragraph of Section 6, replaced “UW System Risk Manager” with “institution Chief Business Officer” as this is the individual better suited to determine how campus funds are utilized.
  - In Section 6.A, increased the maximum threshold of claims that the department can authorize from \$50 to \$100 and increased the threshold above which of claims that must be formally filed against the University from \$50 to \$100. Clarified that if personal injury is involved a formal claim must be filed against the university.
  - In Section 6.B, added language to clarify the role of campus risk management, in consultation with UWSA Risk Management, in determining that there is no insurance coverage available.
  - In Section 6.B, increased the maximum amount of a claim that may be submitted against departmental funds for reimbursement from \$500 to \$1000.
  - In Section 6.B, changed the claim reviewer and approved from the “institution risk manager” to the “UW department head or division lead,” as this is the individual better suited to determine how department funds are utilized.
  - In Section 6.B, changed the reviewer and approver of claims exceeding \$1000 to the institution’s “Chief Business Officer” and removed the institution’s risk manager and the System Risk Manager roles in reviewing the claim to determine if it should be processed through the State Claims Board and the System Risk Manager’s role in giving final approval.
  - Removed Section 6.C which referred to collective bargaining agreements as most of these agreements have been eliminated since the last revision of the policy.
  - Retitled Section 6.C from “Procedures” to “Required Claim Documentation,” and removed the subsection titled “Approvals Required” as this is already described in prior sections.
  - In Section 6.C.II.2, clarified that the receipt, invoice, or cancelled check to substantiate the cost of repair or replacement must be “with items of like kind and/or quality.”
  - Removed Section V, Compliance as the process described is outdated.
- Institutional Comments and Concerns
    - UW-Madison requested that non-employees not be excluded from the scope of this policy as most goodwill payments are made to non-employees for minor losses that occur on campus where there is no negligence and therefore the matter is not covered under the Wisconsin Self-Funded Liability program and Wis. Stats. §§ 893.82 and 895.46. Non-employees were added back into the scope of the policy in section 3 and proposed revisions to remove language regarding non-employees from section 4 were not incorporated in the final policy.

- UW-Madison requested that language be added to the first paragraph of section 6 to clarify how to consider items that are not explicitly covered by Wis. Stat. § 20.918. The following language was added: “Goodwill coverage for all other items claimed will be determined on a case-by-case basis.”
- SYS 1035, Information Security: IT Asset Management (approved April 11, 2023, effective October 1, 2023)
  - The purpose of this policy is to establish minimum requirements and responsibilities for the inventory and management of UW IT Assets. This policy revision was developed with a group of subject matter experts representing multiple institutions across UW System including UW-Madison, UW-Platteville, UW-Stevens Point, UW System Administration, and UW-Whitewater. The following revisions were made to the policy:
    - Simplified the definition for IT Asset. Scoping statements within the definition were moved to Scope section of the policy, section 3. Examples of IT Assets were removed as these are covered in the Standard for the purpose of inventory requirements.
    - Added a definition for IT Inventory.
    - Added a requirement that institutions have documented processes for IT Asset lifecycle management for hardware devices, including what documentation and justification is necessary when physical assets are decommissioned.
    - Added a requirement that inventory of IT Assets must be kept up to date within a month of changes occurring.
    - Removed a provision which indicated UWSA would identify a system-wide standard IT management tool to be used by all institutions to account for their IT Assets.
    - Removed annual reporting requirement, but added a requirement that institutions are to provide inventories upon request by UWSA departments.
    - Other minor clarifications, reorganizations, and adjustments.
  - Institutional feedback/suggestions and applicable resolutions have been summarized on the following [webpage](#).
- SYS 1225, General Terms and Definitions (approved and effective April 14, 2023)
  - This policy provides a list of general terms and definitions that are used in the 1200 series of the UW System Administrative (SYS) policy set.
    - The update adds an official definition for the term “domestic partner” as it is used in SYS policies and procedures.
  - There were no comments or concerns from campuses during the institutional review period.
- SYS 1277, Compensation (approved April 18, 2023, effective July 2, 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 affects two provisions of SYS 1277:
    - It authorizes overtime to be calculated for Law Enforcement Officers on the basis of either hours in excess of 40 hours in one workweek, or on the basis of hours in excess of 80 hours over two workweeks. The current policy includes the 80-hour option only for this employee group.
    - It updates the amount of the Night Differential and the Weekend Differential for

University Staff and Academic staff holding a FLSA nonexempt job title.

- There were no comments or concerns from campuses during the institutional review period.

## II. Revised UW System Administrative Procedure Approvals

- *SYS 1035.A, Information Security: IT Asset Management Standard* (approved April 11, 2023, effective October 1, 2023)
  - Along with the revisions to *SYS 1035, Information Security: IT Asset Management*, the following revisions were made to the procedure:
    - Procedure renamed from IT Asset *Management* Standard to IT Asset *Inventory* Standard.
    - Scope of the procedure was further limited to IT Asset inventory requirements. Previous sections for IT Asset provisioning and decommissioning, as well as reporting requirements, were removed and generalized in the policy.
    - Added a statement that IT Asset inventories do not need to be maintained in a single system. Inventories may be spread out across various inventory systems and solutions.
    - Clarified that if an IT Asset detail is not applicable for a technology or implementation, then it is not required.
    - Based on feedback received from institutions, descriptive information was provided to identify the categories of IT Assets included in the IT Inventory.
    - IT Asset details were updated to align with current technologies.
  - Institutional feedback/suggestions and applicable resolutions have been summarized on the following [webpage](#).

## III. Rescinded UW System Administrative Policy Approvals

- *SYS 840, Student Financial Aid in Extended Degree Program Administration* (approved and effective April 12, 2023)
  - This policy establishes the eligibility of Extended Degree Program students for student financial aid. Per the policy, Extended Degree Programs are those in which the program delivery has been customized so that it “takes into account the life situation of adult students.” In these programs, student and faculty interaction may include “on-campus or off-campus group learning experiences (weekend or evening sessions) and frequent individual conferences and tutoring session. It may also involve individual or group telephone conferences, use of cassette audio and video tapes, and traditional interaction via mail.” The programs are non-semester based and the working agreement between the student and the campus is facilitated by a contract.
  - The policy also provides guidelines for the administration of these programs on behalf of Extended Degree students, with particular attention given to Extended Degree Programs as both separate and distinct from courses of correspondence instruction.
  - There are no UW System institutions which currently offer an Extended Degree Program as defined by this policy – Extended Degree programming appears to pre-date the evolution of online and other distance education modalities as a means of providing flexible delivery modes to non-traditional students. Given the absence of Extended Degree Programs within the UW System, and the advent of various distance education modalities that more effectively provide flexible programming, the University of Wisconsin System Administration (UWSA) believes that this policy is obsolete.

- There were no comments or concerns from campuses during the institutional review period.

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

- SYS 156, Guidelines for Faculty Retraining, Renewal, and Development (RESCISSION)
- 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 346, Patents and Inventions
- SYS 640, Foreign Gifts and Contract Reporting
- SYS 1278, UW System Pay Plan Distribution Framework for University Workforce
- SYS 1281, Employee Off-Boarding
- SYS 1293, Mandatory Employee Training