



UW Colleges and UW-Extension Restructuring Employee Project Update

April 2018

Employee Transition Update

During the week of March 26 – 30, UW Colleges and UW-Extension employees participated in a series of town hall videoconferences which gave a high-level overview of employee transitions to new reporting structures at the receiving campuses, pending HLC approval later this summer.

Employees were invited to ask questions about their future transitions during the town hall videoconferences. Questions were answered by:

- Jason Beier, Assistant Vice Chancellor for Human Resources at UW Colleges and UW-Extension
- Shenita Brokenburr, Senior Associate Vice President of Human Resources at UW System Administration
- Human Resources Director of the respective receiving institution

The [Faculty & Staff FAQs](#) page of the UW Restructuring website is being updated to reflect the questions asked during the town hall meetings. Please check the site for updates in the coming weeks.

As part of the presentation, transitioning employees were reminded of the following key considerations:

- UW Colleges employees will transition to the receiving institutions effective 7/1/2018, pending HLC approval. The receiving institutions will have employment authority over branch campus employees, and their employment policies will govern branch employees effective 7/1/2018. *Note: file transfers and updates to employee portals will occur in the transitional year.*
- HR services for transitioning employees will be provided by central HR in collaboration with the receiving institution through the transitional year (2018-19).
- Pay plan information and scheduled pay increases for UW Colleges and UW-Extension employees with solid performance or higher has been entered into the budget. All eligible UW Colleges and UW-Extension employees will receive scheduled pay increases.
- The HR Functional Team is working toward ensuring a seamless transition for employees to their new organizational structure at the receiving institutions.

The March 29 town hall videoconference was recorded and is available to [view on demand](#). The slides that were presented during the town halls are attached to this update.

Later in April, UW System Administration will be sending letters to transitioning employees, further outlining the transition process.

Transitioning from Design to Implementation

The UW Colleges and UW-Extension Restructuring Project is nearing the end of the Design Phase, which concludes on April 13. During the design phase, functional teams (Human Resources, IT, Student Information Systems, etc.) and regional teams (receiving institutions, UWSA, and UW Colleges and UW-Extension) have been developing and finalizing their project plans, including timelines for key milestones and decisions. This has been a thoughtful process with collaboration across teams.

Focus has been on ensuring continuity of student and employee services during the transition. Priorities of the employee transition include clarity of employee integration through new organizational and reporting structures, as well as the seamless transition of payroll and employee services.



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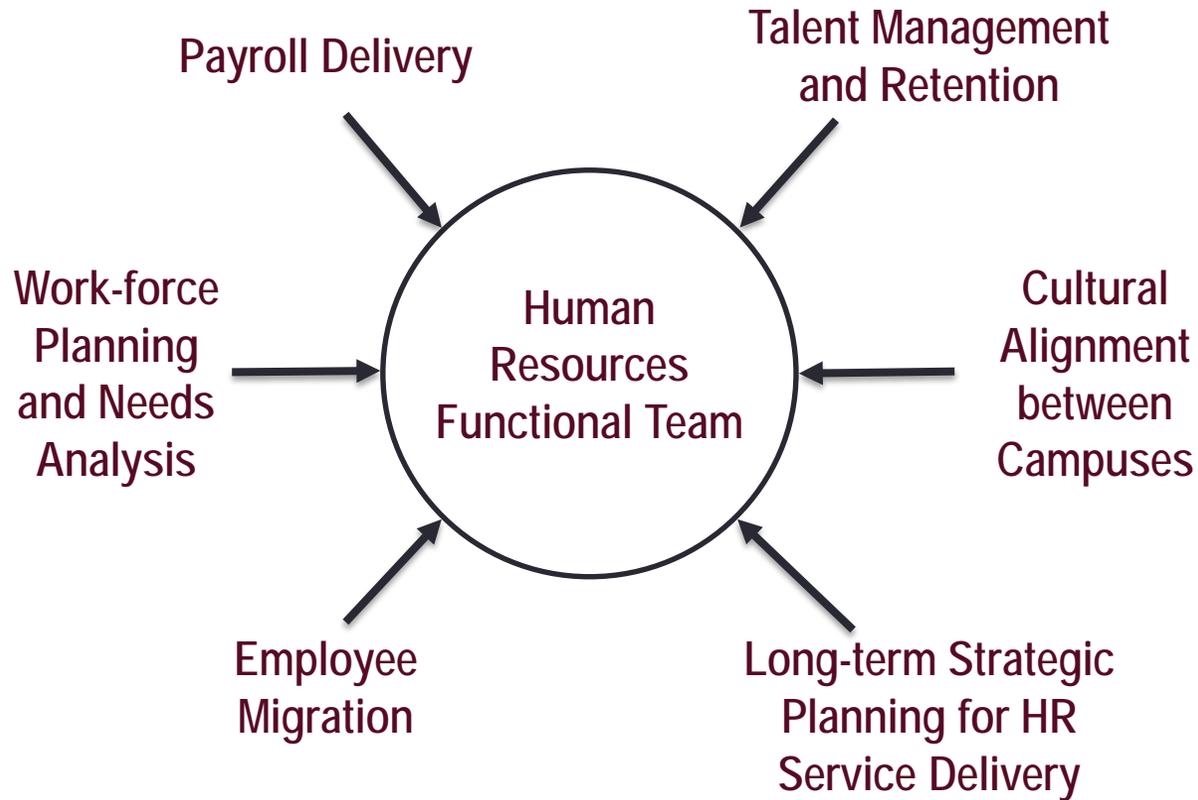
In the next phase of the project, regional teams and UWSA will begin preparations for implementation on July 1, pending approval from the Higher Learning Commission.

Helpful Resources

- [Restructuring website](#)
 - FAQs
 - Employee Project Updates
 - HLC application
 - Steering Committee updates and information
- [Submit questions online](#)
- [Subscribe to project updates](#)

Thank you,
Project Communications Office

Human Resources Functional Team Overview



Team Overview

Team Lead:

Dr. Shenita Brokenburr, Senior Associate Vice President for Human Resources and Workforce Diversity

Team Objectives:

- Provide technical guidance for how to transition pay systems and human resource records at scale
- Offer guidance to support employees sponsored by H1B visas and other work-related immigration documents
- Review and identify necessary human resources policy needs
- Develop a plan for the successful migration of employees during the restructuring

Employee Transitions Overview

Planning for employee transitions has been a thoughtful process undertaken by UW System and UW Colleges Human Resources Departments. On the basis of clearly defined assumptions, employees will move to one of three places:

Transition to UW System

Services defined in the HLC Submission:

- Human Resources
- Information Technology
- Procurement
- Risk Management
- Veterans Services
- WIPPS

Divisions of Extension:

- BAMI – ICS
- Division of Business and Entrepreneurship
- Majority of CEOEL
- Wisconsin Humanities Council

Transition to Receiving Institution

Overarching Assumption:

- Employees who are campus-based and campus-funded will move to the corresponding main campus
- Faculty must be assigned to an accredited institution

Divisions of Extension (UW-Madison):

- Conference Centers and Auxiliaries
- BAMI – WPR and WPT
- COOP
- School for Workers

Remain at UW Colleges and Extension Central Office

Overarching Assumption:

- UW Colleges and UW-Extension Central Office will continue to operate through 2018-2019
- It will continue to provide services to the branch campuses it currently supports through an MOU

Services defined in the HLC Submission:

- Admissions and Registration
- Bursar
- Financial Aid
- Library Support Services
- Marketing and Recruitment

February – April Timeline

Communication Plan for Transitioning Employees

Develop Transition Assumptions February 19th – March 9th

Planning Activities and Milestones:

Develop planning assumptions for UW Colleges and UW-Extension employee transitions

System and UWC/UWEX human resources departments verify assumptions

- ◆ **Finalize employee assumptions and decisions by March 9th**

Internal Communication Plan March 5 – March 9th

Internal Communications:

Develop list of recipients for internal communications

- ◆ **Draft employee assumptions and decisions are distributed to regional and project leadership on March 9th**

Regional and project leadership are updated on a biweekly basis

Employee Communication Plan March 9th – Ongoing

Employee Communications:

Human Resources Functional Team drafts messaging and materials for employee communications

- ◆ **Jason Beier and HR leadership communicate to UW Colleges and UW-Extension employees via a series of videoconferences March 26th – March 30th**

Board of Regents meets April 5th – 6th

- ◆ **Letters are sent to all employees in the following weeks**

Key Clarifying Points

1. UW Colleges employees will transition to the receiving institutions effective 7/1/2018. The receiving institutions will have employment authority over branch campus employees, and their employment policies will govern branch employees effective 7/1/2018. *Note: file transfers and updates to employee portals will occur in the transitional year.*
2. HR services for transitioning employees will be provided by central HR in collaboration with the receiving institution through the transitional year.
3. Pay plan information has been entered into the budget for the scheduled pay increases for UW Colleges employees with solid performance and eligible employees will receive scheduled pay increases.
4. The HR Functional Team is working toward ensuring a seamless transition for employees to their receiving institution in the restructured UW System.