

**University of Wisconsin-La Crosse**  
**EMPLOYEE HANDBOOK**  
**2008-09**

**UW-L EMPLOYEE HANDBOOK  
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## **UW-L EMPLOYEE HANDBOOK**

### **DISCLAIMER**

The University of Wisconsin-La Crosse (UW-L) Employee Handbook has been prepared to assist you in finding the answers to questions that you may have regarding your employment with UW-L. It is required that all new and existing employees read and acknowledge receipt of this handbook (see form at the end of handbook).

We do not expect this handbook to answer all of your questions. Your supervisor and Human Resources should also be a major source of information on specific procedures.

This handbook should not be considered, nor any other verbal or written communication by a management representative, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate University documents.

This handbook states only general UW-L guidelines. UW-L may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This handbook supersedes all prior handbooks.

### **STRUCTURE OF THE HANDBOOK**

While most of the topics in this handbook impact all employees, we recognize that certain subjects may be specific to a certain employee type. (specifically unclassified employees versus classified employees) or that the information contained in the chapter might be slightly different based on employee type. The following structure was used:

- In those instances where a chapter is specific to an employee type, we identified the employee type in the title of the chapter.
- In the cases where the chapter impacts all employees, but where there are differences in information based upon employee type, we listed information in the following order: unclassified employees, classified employees, all employees.

If no designation of employee type is made, it should be assumed that the information applies to all employees.

## **SECTION A – INTRODUCTION AND GENERAL STATEMENTS:**

### **A- 1 Welcome**

For those of you, who are commencing employment with the University of Wisconsin-La Crosse (UW-L), on behalf of the entire campus, welcome. We hope you will enjoy your work here and we are glad to have you with us. For those of you who have been with us, thank you for your past and continued service. We understand that it is our employees who provide the services that our students rely upon, and who will grow and enable us to create new opportunities in the years to come.

### **A- 2 Mission Statement**

The University of Wisconsin-La Crosse shares in the mission of the University of Wisconsin System which is to develop human resources; to discover and disseminate knowledge; to extend knowledge and its application beyond the boundaries of its campuses; and to serve and stimulate society by developing in students heightened intellectual, cultural, and human sensitivities as well as scientific, professional, and technological expertise and a sense of purpose. Inherent in this broad mission are methods of instruction, research, extended education and public service designed to educate people and improve the human condition. Basic to every purpose of the system is the search for truth.

The primary purpose of the University of Wisconsin-La Crosse is to provide education leading to baccalaureate and selected graduate degrees supplemented by appropriate research and public service activities as further detailed in the following set of goals:

- (a) The University shall emphasize excellence in educational programs and teaching.
- (b) The University shall provide a broad base of liberal education as a foundation for the intellectual, cultural, and professional development of the students.
- (c) The University shall offer undergraduate programs and degrees in the arts, letters, and sciences; health and human services; education; health, physical education, and recreation; and business administration.
- (d) The University shall offer graduate programs and degrees related to areas of emphasis and strength within the institution.
- (e) The University expects scholarly activity, including research, scholarship and creative endeavor, that supports its programs at the baccalaureate degree level, its selected graduate programs, and its special mission.
- (f) The University shall support studies related to the environment, culture, heritage, institutions, and economy of La Crosse and the surrounding Upper Mississippi Valley region.
- (g) The University shall serve as an academic and cultural center, providing service and professional expertise, and meeting the broader educational needs of the region.

### **A- 3 UW-L history and other pertinent facts**

The University of Wisconsin-La Crosse was founded in 1909 as the La Crosse Normal School. Today, it is one of the 13 four-year campuses in the University of Wisconsin System. Originally known for its nationally recognized physical education program, UW-La Crosse now offers 85 undergraduate programs in 30 disciplines, and 21 graduate programs and emphases in eight disciplines.

The compact 119-acre campus located in a residential section of La Crosse provides a vibrant place to live and learn. Enrollment has grown from 176 when the doors opened to more than 9,000. Statewide, freshman credentials are second only to UW-Madison, and showed the most improvement in ACT scores and class rank during the past decade, according to the Wisconsin Taxpayers Alliance. The campus embraces diversity, a commitment that has increased minority and international students, faculty and staff. Students take part in an array of organizations and community service. Intercollegiate teams compete in 19 sports and have produced 21 national championships since 1990.

A copy of the UW-L campus map and organizational chart can be found on the UW-L website.

#### **A- 4 AA/EEO Statement**

The University of Wisconsin-La Crosse is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

In accordance with the Americans with Disabilities Act (ADA), the University will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Assistant to the Chancellor for Affirmative Action & Diversity know.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Assistant to the Chancellor for Affirmative Action & Diversity. The University will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge.

#### **A- 5 Workplace Violence**

The University of Wisconsin-La Crosse is committed to an environment which is safe and free from physical assault, threats, and harassing behaviors for its students, faculty, staff, and visitors. All reports of possible workplace violence will be taken seriously by members of the campus community. The emphasis on campus will be proactive. The goals are education and training, early detection and intervention, and fair and expedient resolution. This policy is the result of cooperative efforts of the campus community including administrators, faculty, academic staff members, classified staff members, and students.

#### **Policy Statement**

Workplace violence is the attempted, threatened, or actual conduct of a person who endangers or is likely to endanger the health and safety of campus community members (administrators, faculty, academic staff members, classified staff members, and students) or visitors, any threatening statement, harassment, or behavior that gives a campus community member or visitor reasonable cause to believe that their health and safety is at risk.

Violence, threats, and harassment are always prohibited, especially whenever: 1) the act, behavior, or communication is abusive and could cause another person physical, emotional, or psychological harm; and/or, 2) the act, behavior, or communication damages or threatens damage to UW-La Crosse's or an individual's property or disrupts the education, work, or activities of an individual or group of people.

Employees or students who engage in actions or threats of violent behavior toward other employees, students, or the public while at UW-La Crosse will be disciplined, up to and including dismissal and/or arrest. A purpose of this policy is to deal with workplace violence proactively, through education, mediation, consultation, before it escalates to the formal level of disciplinary action. Workplace violence incidents reaching the formal level will be dealt with by relevant rules, regulations, and policies.

**Examples of workplace violence** include but are not limited to the following:

- Threats of harm
- Brandishing a weapon or an object which appears to be a weapon
- Intimidating, threatening, or directing abusive language toward another person
- Stalking a campus community member or visitor anywhere on the campus
- Slapping, punching, or otherwise physically attacking a person
- Telling another person you will "beat them up" to intimidate them

- Putting your closed fist close to another's face in an intimidating/threatening manner
- Using greater physical size/strength or greater institutional power to intimidate another.

A complete copy of UW-L Workplace Violence policy including procedure for reporting is available on the HR webpage.

## **A- 6 Drug Free Workplace**

Drug abuse and dependency is a national social and health problem, with devastating consequences to individuals, their friends, and family. UW-L is concerned about the adverse effects of drug abuse on employee job performance, health, safety, and campus security.

In accordance with the Federal Drug-Free Workplace Act and Wisconsin Administrative Code and Wisconsin Statutes, UW-L fosters a drug-free, healthful, and safe work environment for all. This applies to all students, employees and other individuals who perform work for the UW-L.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on UW-L premises, while on UW-L business (whether or not on UW-L premises) or while representing the UW-L, is strictly prohibited. Employees and other individuals who work for the UW-L also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any unlawful controlled substances.

The UW-L maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any UW-L employee, including themselves.

## **A- 7 Harassment/Hostile Working Environment**

It is the University of Wisconsin-La Crosse's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

It is also, the University of Wisconsin-La Crosse's policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the UW-L. It is to ensure that at the UW-L all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Assistant to the Chancellor for Affirmative Action & Diversity. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the UW-L will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the

investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

#### **A- 8 Publicity/Statements to the Media**

All media inquiries regarding UW–L and its operation must be referred to the Director of University Relations. Only the Director of University Relations, is authorized to make or approve public statements pertaining to the UW–L or its operations. No employees, unless specifically designated by the Director of University Relations, are authorized to make those statements. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the UW–L must first obtain approval from the Director of University Relations.

#### **A- 9 Clery Act**

In compliance with the Clery Act (originally known as the Campus Security Act) UW-L Protective Services discloses required information about security and crime on and around the UW-L campus. UW-L Protective Services provides this information in the University of Wisconsin-La Crosse Annual Security Report and Policy Statement which is available on the Protective Services webpage.

#### **A-10 Inclusive Language and Representations in Written and Spoken Communication at UW-L**

UW-L values diversity among our faculty, staff, and students and actively supports the use of inclusive language in which the diverse experiences of students, faculty, and staff are represented and valued with equal respect in relation to socioeconomic status, gender, racial background, sexual orientation, and ethnic background.

A complete copy of UW-L's Inclusive Language and Representations in Written and Spoken Communication Guidelines can be found on the HR webpage.

## **SECTION B – CODE OF ETHICS:**

The University of Wisconsin–La Crosse endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play. Unacceptable conduct may be subject to disciplinary action, up to and including discharge. UW-L has established work rules which employees are required to abide by. While these work rules are referenced as "Classified Work Rules", they may be used as a basis for unclassified misconduct as well. These rules are established so the University can attain its objectives in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct. Classified work rules are included in Appendix A.

Pursuant to s. 230.34, Wis. Stats. and Wis. Adm. Code section ER 46, UW-System Chapter 8 Unclassified Staff Code of Ethics or pursuant to existing collective bargaining agreements the observance of these work rules will help to ensure that our workplace remains a safe and desirable place to work.

In addition to the work rules, state employees are held to a standard code of ethics. The observance of high moral and ethical standards by state employees is essential to the conduct of free government. Employees hold their positions as a public trust, and any effort to realize personal gain through a university position is a violation of that trust.

The Wisconsin Code of Ethics and UW-System Chapter 8 Unclassified Staff Code of Ethics clarify what actions are protected rights of all state employees.

The code relates, but isn't limited, to the following:

1. The right to engage in outside employment as long as it does not conflict with performing the duties of a State position.
2. Employees retain their rights as citizens to personal or economic interests and gains.
3. The right to accept fees for appearances made on the employee's own time and not as the result of official duties.

Employees also retain all rights under the Constitution of the United States, the State Statutes, other regulations of the State of Wisconsin, and any labor agreements negotiated pursuant to Wisconsin Statutes. Corresponding to these rights, employees have responsibilities under the Wisconsin Code of Ethics and WU System Chapter 8 Unclassified Staff Code of Ethics.

For example, the code requires that employees adhere to the following:

1. An employee cannot use a State position to obtain financial gain, unlawful benefits, advantages, or privileges for self, members of the immediate family, or any business with which the employee has a significant trustee relationship.
2. Employees must notify their supervisor before accepting outside employment to ensure that no conflict of interest exists.
3. Employees must notify their supervisor before accepting a fee for an outside appearance.
4. An employee cannot use State property, including property leased by the university, for private activities. No personal use may be made of long-distance telephone lines or the campus mail service. Tools, equipment, or supplies may not be borrowed for personal use.

The Code of Ethics protects your rights. Violation of any provision under the Code of Ethics could result in disciplinary action, up to and including termination.

### **B-1 Criminal Background Check**

Employment at UW-L will require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.

A complete copy of UW-L's Criminal Background Check policy can be found on the HR webpage.

## **B-2 Nepotism**

Nepotism is favoritism shown or patronage granted by employees to relatives or close friends.

In selecting persons for employment, the applicant best qualified and available to perform in the position should receive the offer of employment. No restriction is placed on hiring persons related through affinity or consanguinity. However, to avoid possible conflict of interest which may result from peer judgment or administrative review procedures, a person so related must not participate either formally or informally in decisions to hire, retain, grant tenure, promote, or determine the salary of the other person.

## **B-3 Use of Communication and Computer Systems**

The University of Wisconsin La Crosse follows the established UW System's general policy on Information Technology usage which states: In accordance with its mission to disseminate and extend knowledge, to foster the free exchange of ideas, and to provide effective support for its teaching, research and public service functions, it is the policy of the University of Wisconsin System to afford broad access to information technology resources (1) for university (2) students, faculty and staff for use in fulfilling the university's missions, and for appropriate university-related activities.

### **Access by Individuals**

Access to information technology resources carries with it the responsibility for ensuring that the use of these resources is primarily for university purposes and university-related activities, and for maintaining the integrity and security of the university's computing facilities.

A complete copy of the UW System information technology usage policy is available on the UW-L Information Technology Services (ITS) webpage.

## SECTION C – GENERAL OPERATIONS:

### **C-1 Employment Types**

**Unclassified Employment:** Covers all state officers elected by the people, officers and employees appointed by the governor, the faculty and academic staff in the University of Wisconsin System, most division administrator positions, and justices of the Wisconsin supreme court. For purpose of the document, “unclassified employees” will identify all titles indicated below.

“Faculty” members are individuals who hold a terminal degree in their field, and tenure or tenure-track teaching positions with the rank of professor, associate professor, assistant professor, or instructor in an academic department. Faculty appointments are either probationary or tenure appointments.

*A probationary faculty appointment* is the appointment status held by a faculty member before a decision on tenure is made. A probationary appointment is limited to 7 years for a full-time faculty position, although this period may be extended for certain reasons, such as an approved leave of absence, a sabbatical, a teacher improvement assignment, childbirth, adoption responsibilities or circumstances beyond the control of the faculty member.

*A tenure appointment* is an appointment for an unlimited period of time, granted to a ranked faculty member by the Board of Regents. To be eligible for tenure, faculty members must hold an appointment of half-time or more.

“Academic staff” positions generally require a degree to hold professional and administrative positions with duties, subject to types of appointments, that are primarily associated with higher education institutions or their administration. Academic staff positions are further defined as follows:

“Administrative Administrators” constitute the executive layer of the institution, University and System academic leadership.

“Administrative Directors” titles are reserved for the administrative heads of non-academic unit and functional areas of the institution.

“Instructional Academic Staff (IAS)” positions primary responsibility is to provide for credit instruction and training to students in an academic discipline.

“Research Academic Staff” positions participate in conducting research, identifying research problems, designing methodology and related activities.

“Program Manager” positions provide management to a specific program. A program is a coordinated, defined set of services or activities usually focusing on a single objective.

“Professional” titles require specialized certification, a specific degree or other specific professional credentials and related qualifications for entry into the series.

“Limited Appointments” are special appointments to administrative positions, that serve at the pleasure of the Chancellor who is the appointing authority, and are subject to the provisions in the state statutes, administrative code and system unclassified personnel guidelines.

“Non-Instructional Academic Staff (NIAS)” is a term used to identify academic staff positions that do not have primary responsibility for providing credit instruction and training to students in an academic discipline (i.e. Professional, Program Manager, Research Academic Staff, Administrative Director, Administrative Administrator).

**Classified Employment:** Covers all state employees except for: those included in the unclassified service, employees whose employment is a necessary part of their training, student assistants, and student hourly help.

“Represented Employees” are those individuals in a position in a classification which is identified in a certified bargaining unit.

“Non-Represented Employees” are those individuals who are not represented by a certified collective bargaining unit. Includes supervisory and confidential positions as well as project appointments.

“Project Employee” are persons hired for a specific project or position with a definite end date. The conditions of employment do not provide for permanent status.

“Limited Term Employees (LTE)” are employees who are hired for short-term employment in and where the nature and conditions do not permit attainment of permanent status in class and for which the use of normal procedures for recruitment and examination are not practicable. An LTE cannot work more than 1044 hours in a year in the same position.

For more information about civil service categories and definitions, see Wisconsin Statutes, Chapter 36 and 230.

## **C-2 Hours of Operation (i.e. State Building hours)**

The University of Wisconsin-La Crosse normally is open for business from 7:45 a.m. to 4:30 p.m., Monday through Friday. Each employee will be assigned or establish, with supervisor approval, a specific work schedule (if outside of the hours above) and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis. Changes in schedules will occur with proper notice as outlined in the appropriate collective bargaining unit agreement.

As with any business, operating effectively takes cooperation and commitment from everyone, therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees, supervisor, and UW-L campus. Excessive absenteeism or tardiness could result in disciplinary action up to and including termination. We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to follow your department policies regarding notification of absences or tardiness. In the absence of a specific policy, each employee is expected to at least notify his/hers supervisor as early as possible, but no later than the start of the work day. Employees should be reporting on each day of the absence unless alternate arrangements are made with the supervisor. Failure to report absences in a timely fashion and/or at all could result in discipline, up to and including discharge.

## **C-3 Classified Rest Periods**

Each employee is entitled to receive two 15-minute rest periods/breaks for each full work day. Rest periods may be scheduled by the employee or the supervisor depending upon the rules of the department. Rest periods should not conflict with fulfilling the operational needs of the work unit. A rest period may be canceled entirely due to workload requirements and may not be made up during a subsequent work period. Rest periods cannot be used to make up lost time due to absences or tardiness, extend the employee's lunch period, used to arrive late or leave early from work, or saved up and used at a later date.

## **C-4 Leave Reports/Time Reports**

Employees must record their actual time worked for payroll and benefit purposes.

Unclassified employees must accurately record leave time used by completing the monthly Unclassified Leave Statement.

Classified employees must record their actual start and stop time for each day in order to ensure the accurate payment of hours. Employees are also expected to accurately record their absences from work utilizing the leave balances available to them.

Altering, falsifying or tampering with a leave report or time report is prohibited and may result in disciplinary action, up to and including discharge. It is your responsibility to sign your leave report or time report to certify the accuracy of all leave or time recorded. Any errors in your leave report or time report should be reported immediately to your supervisor, who will work with you to correct legitimate errors.

#### **C-5 Pay Periods**

Unclassified employees appointed for the academic year are paid on the first of each month on a nine-month basis, October 1 through June 1. Annual appointees are paid on the first of each month. If the first of the month falls on a Saturday, Sunday, or Monday holiday, checks are distributed the preceding Friday, except on January 1, when checks are available the first working day of the New Year.

Classified staff members are paid every other Thursday for the previous pay period. A pay period is comprised of two consecutive weeks. If a payday falls on a holiday, employees will be paid on the preceding workday.

Earnings statements are issued by the Payroll Processing Center in Madison and are sent to employees by campus e-mail a day or two prior to the pay date.

For a complete set of payroll calendars, please see the Human Resources webpage.

#### **C-6 Direct Deposit**

The University of Wisconsin-La Crosse distributes pay using an electronic direct deposit program. Automated Clearing House (ACH) allows the safe, fast, efficient crediting of your pay directly to your financial account. This service ensures that your check is available to you on payday, even when you are out of town or unable to pick up a paper check. Direct deposit is required of all employees at UW-L.

#### **C-7 Classified Overtime and Compensatory Time**

At times an employee may be required to work beyond his/her normal work schedule. During those times, overtime will be scheduled in accordance to the applicable collective bargaining unit agreement and/or compensation plan.

The state provides two categories for the purpose of determining overtime status: "exempt" and "non-exempt." Generally speaking, administrative, supervisory, or professional employees are normally exempt from overtime since their rate of salary is generally intended to include compensation for all required employment hours. At the discretion of the Employer, there are times when exempt employees may be compensated for overtime either in cash or as compensatory time off at a later date as the Employer directs. Compensation will be at the employee's base rate and may not necessarily be on an hour-for-hour basis.

Any Fair Labor Standards Act (FLSA) non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law. Compensation may be taken in the form of pay or compensatory time as directed by the Employer.

Employees may not work overtime without receiving prior management authorization. Compensatory time not used prior to January 1 may be carried over until April 30 of the new calendar year. If a balance still remains, it will be paid as a lump sum at the employee's April 30<sup>th</sup> pay rate.

## **C-8 Classified Shift Differential**

Differential pay for eligible classified employees is as follows:

Night Differential - additional pay for all hours worked on a regularly scheduled shift during the period between 6:00 p.m. and 6:00 a.m.

Weekend Differential - additional pay for all hours worked between 12:01 a.m. on Saturday and 12:00 Midnight Sunday.

Employees must actually work the qualifying hours in order to be eligible for differential pay. The hours should be indicated as night or weekend differential on the time report.

Please consult your bargaining unit agreement or non-rep. compensation plan to determine differential amounts and eligibility.

## **C-9 Personnel Files/Records**

All employee personnel files are officially maintained in the Office of Human Resources.

Unclassified employee personnel files contain official transcripts (provided by issuing institution); contract letters, copies of benefit forms, payroll changes, changes in rank or job title, annual reviews, and training records. Unclassified faculty and academic staff employees should contact the Office of Human Resources with any updated information relating to specialized training, education, significant professional activities, publications, special honors, or noteworthy research.

Classified personnel files contain job applications, position descriptions, probationary reports, evaluations, employee development and training reports, letters of recommendation, etc. Classified employees should contact the Office of Human Resources with any updated information relating to specialized training, education.

Basic personnel changes such as change of address and/or telephone number, change in marital status, etc. need to be communicated with Human Resources as soon as possible to ensure we have the most up-to-date information.

Personnel files may be viewed at any time by scheduling an appointment with Human Resources.

## **C-10 Alternative Work Patterns**

The University of Wisconsin-La Crosse is committed to exploring alternative work patterns in appropriate work environments, as determined by the Employer. These alternative work patterns could include flexible time, non-standard workweek employment, part-time employment, job sharing, or other patterns that may be developed/requested by the parties.

Request for an alternative work pattern should initially be discussed with the employee's immediate supervisor. Any approval of an alternative work pattern should be conveyed to Human Resources.

## **C-11 Telecommuting**

The University of Wisconsin-La Crosse recognizes the value and benefit of telecommuting. In the furtherance of this recognition, UW-L will explore requests for telecommuting in *appropriate* work environments.

Telecommuting is a cooperative arrangement between the employee and the employer. It is not a basic right of all employees. A telecommuting arrangement is based on the needs of the University and on the employee's past and present levels of performance. Approval of telecommuting will be at the sole discretion of the Employer. Telecommuting does not apply to faculty, instructional academic staff, graduate assistants, or LTEs. It is applicable to administrative and professional academic and classified staff only.

Please contact Human Resources for more information about telecommuting.

## **C-12 Political Activity**

No political activity, including directly or indirectly soliciting or receiving subscriptions or contributions for any political purpose, may take place on State time or while officially engaged in employee duties. Engaging in political activity when not on duty is prohibited if that activity will impair the person's efficiency during working hours or cause the individual to be tardy or absent from work. Violation of this section could result in discipline, up to and including discharge.

Unclassified employees who declare intent to run for public office must consult with the appropriate department chair and dean or director to determine if campaign activities will impair or encroach on the performance of university duties. Should it be determined that this activity will have an adverse effect, a leave or absence or reduction in appointment should be arranged, under Regent policy 89-8, for the duration of the primary campaign.

Classified employees who declare intent to run for public office must take a leave of absence for the duration of the election campaign and if elected must separate from classified service.

A complete listing of permitted and prohibited political conduct is available by contacting the Human Resources Office.

## **C-13 Children in the Workplace**

Liability and efficiency considerations require that the presence of children at the work place be restricted to occasional visits or emergency situations.

## **C-14 Parking**

The University of Wisconsin-La Crosse Campus Parking Services strives to provide safe, professional, and accessible parking to all students, faculty, staff, and visitors. UW-L Employees are eligible to apply for parking permits for the various parking lots on campus. Parking is limited so permits will be sold on a first-come-first-serve basis. For more information, please see the Parking Services web page.

## **C-15 Identification Card (Tower Card)**

The Tower Card serves as the official UW-La Crosse form of identification. Employees who wish to have access to library privileges, the student center, and field house facilities must obtain a UW-L identification card. Photo I.D. cards are available the first time for free (if lost, there is a nominal replacement fee) from University Centers which is located in the Cartwright Center. For more information about the Tower Card program, please see the University Centers webpage.

## **C-16 Voting**

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may be granted time off with pay not to exceed three (3) consecutive hours upon written request and approval of the appointing authority. The request must be submitted at least two (2) days prior to the election date. The appointing authority reserves the right to designate the time of day that the employee shall be allowed time off.

## **C-17 Taking Work Home**

Liability and efficiency considerations require that the work of all non-exempt employees eligible for premium overtime pay be accomplished only at university work locations.

## **C-18 Employee Dress and Personal Appearance**

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well groomed and wearing the proper attire.

## **C-19 Operation of Vehicles/Cellular Phones**

All employees authorized to drive UW–L owned, leased, or rented vehicles or personal vehicles in conducting University business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on UW–L property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. UW–L owned or leased vehicles may be used only as authorized by management.

The use of business-owned cellular phones shall be restricted to communication for business-purposes only.

## **C-20 Business Expense Reimbursement**

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your supervisor, and the Business Office. The reimbursement may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to your Supervisor along with the receipts (when required) in a timely manner. The complete travel reimbursement guidelines are available on the Business Services webpage.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your supervisor in advance if you have any question about whether an expense will be reimbursed.

## **C-21 Unclassified Compensation- (Extraordinary payments/inter institutional overload)**

Extraordinary payments (EOPs) are used to pay unclassified employees for teaching overload classes or additional work that is unusual, short-term or nonrecurring in nature. Overload payments may be subject to the \$12,000 limitation imposed on a calendar year basis by ACPS-4, UPG-4, and Wis. Stats 16.417(2).

An Inter-Institutional overload occurs when an unclassified employee holding an appointment at one UW institution exceeds 100% employment by providing services to another UW institution. The services reimbursed must be beyond those required of this position and must be performed without interference to one's normal schedule at one's resident institution.

Guidelines and required documents for Unclassified Compensation (Extraordinary payments/inter institutional overloads) can be found on the HR webpage.

## **C-22 Commencement & Reception**

Participation in commencement activities by faculty and academic staff is strongly encouraged because of the dignity and the impressiveness which their presence and participation in the academic procession add to the occasions. To ensure an adequate representation of faculty members at the two commencements, the following policy has been implemented: faculty members are expected to attend one of the two academic year ceremonies. Requests for an excused absence are to be addressed to the appropriate dean.

The reception for graduates and their families is an important event for those honored and the occasion is enhanced by the presence of faculty and academic staff. Attendance is encouraged

### **C-23 Summer Session and J-Term**

Summer Session is three academic session between mid/late May and early/mid August, between Spring and Fall semesters, when classes are offered at UW-La Crosse. Courses may span two sessions.

J Term is an academic session in January, between Fall and Spring semesters, when classes are offered at UW-La Crosse.

Summer session and J-term policy and procedures can be found on the HR webpage.

### **C-24 Authorization to work**

#### **I-9**

Employment is contingent upon verification of identity and work authorization as required by the Immigration Reform And Control Act of 1986. Completion of the Department of Homeland Security-US Citizenship and Immigration Services, Employment Eligibility Verification (I-9) Form is required by law within three (3) working days of employment start date. Federal law prohibits the University from employing an individual who has not provided documentation for verification within three days of employment.

#### **Selective Service**

Selective Service registration status must be provided as a condition of employment in order to comply with Wisconsin law (s. 230.08 (2) (k)). This requirement applies to all males seeking employment who are 18, but not yet 26 years of ages.

### **C-25 State Employee Suggestion Program**

All employees are invited to participate in the State Employee Suggestion Program. The Employee Suggestion Program is a vehicle for state and university employees to be recognized and rewarded for ideas which improve work processes or equipment, enhance efficiency, provide better service, save money, or increase health and safety in the workplace.

More information about the program, including procedures for submitting an idea, may be found on the Human Resources webpage.

### **C-26 Tuition Reimbursement**

In an effort to encourage continual learning and professional development of employees, UW-La Crosse participates in a tuition fee reimbursement program.

Unclassified employees (faculty and academic staff) must have a 50 percent or greater appointment. Classified employee must have a permanent or project appointment and must meet the eligibility guidelines outlined in the applicable bargaining unit agreement language.

Tuition Reimbursement policy and procedures and forms can be found on the HR webpage

### **C-27 Campus Activities Participation**

All employees are encouraged to take part in University activities such as volunteer projects, educational experiences, University committees, etc., subject to supervisory approval. Supervisors are urged to allow participation whenever possible. The Chancellor officially grants release time to employees for many University activities, though it is understood that offices must still remain operational. If there are any concerns regarding paid or unpaid time off for such participation, please consult your supervisor.

## **C-28 Donation of blood, organs and/or bone marrow**

### **Blood Donation**

Reasonable release time will be granted to employees during campus-wide blood drives.

### **Bone Marrow or Human Organ Donation**

Wisconsin Act 125 provides for special leave provisions for state employees if they elect to donate either bone marrow or human organs. A leave of absence of 5 workdays is granted to any employee for bone marrow donation and a 30 day leave is granted to any employee for the purposes of human organ donation. The employee must provide written verification of the procedure. An employee who is granted a leave under this section shall receive his or her base salary without interruption. Additionally, for the purposes of determining seniority, pay or pay advancement or performance awards and for the receipt of any benefit that may be affected by a leave the service of the employee shall be considered uninterrupted by the leave of absence.

Employees should contact Human Resources for more information regarding the process.

## **SECTION D – VACATION, HOLIDAYS AND OTHER ABSENCES:**

### **D-1 Vacation/Annual Leave**

Unclassified employees who hold an annual appointment and are participants in the Wisconsin Retirement System are eligible for paid vacation. Eligible employees receive 22 days (176 hours) per fiscal year (prorated to percentage of appointment). Employees are encouraged to use vacation during the year in which it is earned, however, up to 5 days (40 hours) of unused vacation days may be carried over into the next fiscal year. Requests to carry over more than 5 days (40 hours) must be recommended by the supervisor and Dean or Division Officer and approved by the Chancellor or Provost. Employees with **annual appointments** that have completed eleven or more years of State of Wisconsin service prior to the beginning of the fiscal year in appointments earning vacation may reserve, at their option, up to 5 days (40 hours) of vacation each fiscal year into an Annual Leave Reserve Account (ALRA).

Academic year pay basis employees do not accrue paid vacation entitlement.

Classified employees shall begin earning annual leave on their first day in pay status. After completion of the first six months in a permanent or project position, employees are eligible for and shall be granted non-cumulative annual leave based upon employee type and seniority date. Employees are encouraged to take vacation in the year in which it is earned, however, up to 40 hours (prorated to an employee's appointment percentage) of vacation that cannot be scheduled due to work load demands will automatically be carried over until June 30 of the next calendar year. Hours in excess of 40 will be lost unless the employee obtains prior authorization from the supervisor and human resources. Classified employees may also be eligible to reserve unused vacation time in a sabbatical account to be used at a later date or upon resignation/retirement. Eligibility is established based on employee type and seniority and is communicated to eligible employees at the end of each calendar year.

Limited Term Employees (LTE) are not eligible to earn annual leave.

### **D-2 Personal Holiday**

Eligible unclassified employees, with annual pay basis appointments are granted 36 hours of paid leave each fiscal year as a non-cumulative floating holiday to be scheduled and taken as determined by the institution. Personal holidays **do not** carry over from fiscal year to fiscal year and must be used by June 30 of the current fiscal year or they will be forfeited. Staff members whose appointments are less than full time will receive a pro-ration of the personal holiday entitlement.

Eligible classified employees receive 36 hours of personal holiday prorated according to the percentage of appointment each calendar year. Personal holidays may be used at any time during the calendar year provided employees receive approval from their immediate supervisor. Personal Holidays **must** be used in the calendar year in which they are earned or they will be forfeited. Employees on original probation may use personal holiday time during their first six months of employment; however, in the event the employee does not pass probation, the personal holiday allotment is prorated and over usage will be required to be paid back.

Limited Term Employees (LTE) are not eligible to earn personal holiday.

### **D-3    Legal Holidays**

Full-time and Part-time permanent employees will be paid for the following legal holidays:

New Year's Day (January 1)  
Martin Luther King, Jr. Day  
Memorial Day  
Independence Day (July 4)  
Labor Day  
Thanksgiving Day  
Christmas Eve (December 24)  
Christmas Day (December 25)  
New Year's Eve (December 31)

Holidays are based on the percentage of an employee's appointment (FTE).

Limited Term Employees (LTE) are not eligible for holiday pay.

If a holiday falls on a Sunday, state offices are closed the following Monday.

If a holiday falls on Saturday (which is the normal day off for most employees), annual basis unclassified academic staff and classified employees are granted this day as a floating holiday to be used at a different date (with supervisor approval). Additionally, if a holiday falls on an employee's scheduled day off, or if the employee is scheduled to work the holiday, the holiday may be banked as a floating holiday.

For unclassified employees legal holidays must be used within the fiscal year they are earned or they will be lost.

For classified employees, legal holidays must be used within the calendar year they are earned or they will be lost.

### **D-4    Bereavement Leave**

We know the death of a family member is a time when you wish to be with the rest of your family. When death occurs in the immediate family of the employee, accrued sick leave may be used.

Unclassified employees may use sick leave for the death of a family member. At the request of the employee, other paid leave may be used in lieu of sick leave.

Classified staff may use sick leave for death in the immediate family. Sick leave usage will be limited to a total of three (3) workdays, plus required travel time not to exceed four (4) workdays. Additionally, at the request of the employee, other paid leave time may be used in lieu of sick leave.

Employees should refer to the specific language in the applicable bargaining unit agreement, compensation plan or Unclassified Personnel Guideline #10 for more detailed information.

In administering this policy, the UW-L reserves the right to require verification of death.

## **D-5 Sick Leave**

All new unclassified faculty and academic staff are advanced 22 days of sick leave (176 hours) prorated to percentage of appointment. After one and one-half years of service on an annual basis or three semesters on an academic year basis, additional non-lapsing leave is earned by such members at the rate of one day per month (8 hours) for twelve months for persons holding annual appointments, 1.33 days per month (10.67 hours) for nine months for persons holding academic year appointments, with a maximum annual accumulation limited to not more than 12 days (96 hours). Sick leave earnings are prorated based on the percentage of the appointment.

If an unclassified employee takes sick leave, the rate of sick leave compensation shall be at the rate of pay the employee normally would receive. Other than the 176 hours of sick leave advanced to the employee upon appointment, sick leave may be taken only after it has been earned (i.e., it may not be anticipated, or used in advance). An employee utilizing paid sick leave continues to accumulate sick leave during the period of absence. Employees shall not accumulate sick leave while on an unpaid leave of absence.

Classified employees shall earn sick leave at the rate of 0.0625 per hour in pay status in a bi-weekly period to a maximum of 5 hours (certain employees may be eligible to earn up to an additional hour of sick leave for hours over 80 in a biweekly pay period).

Sick leave is time off with pay due to illness or injury. Sick leave may be used as it is earned. It cannot be anticipated (except in the cases of approved scheduled FMLA) or overdrawn. Examples of sick leave usage are listed below.

1. Personal illness, bodily injury, maternity/paternity, or exposure to contagious disease.
2. Personal medical and dental appointments.
3. Caring for members of immediate family.
4. Death in the immediate family of the employee or spouse.
5. To supplement worker's compensation payments.

For definition of "immediate family", employees should refer to the specific language in Unclassified Personnel Guideline #10, applicable bargaining unit agreement or the non-rep. compensation plan for more detailed information.

Sick leave must be reported on the leave report or time report. The university may require a doctor's statement to justify the granting of sick leave. Abuse of sick leave could result in disciplinary action, up to and including discharge.

There may be variations in the sick leave provisions for classified represented employees. Please refer to the provisions in the appropriate collective bargaining unit agreement for applicable provisions.

## **D-6 Leave of Absence**

A leave of absence without pay may be granted when the leave is mutually beneficial to both the employee and the department/unit. Leave of absences must be requested in advance. Leave requests for up to two weeks may be granted by the immediate supervisor and dean/division officer. When an employee plans to take a leave without pay for more than two weeks which is not covered under the Family Medical Leave Act (FMLA), a "Leave Without Pay Request/Authorization" form must be filled out. Employees should contact Human Resources for procedural information.

## **D-7 Military Leave**

The University of Wisconsin-La Crosse employees who are members of any reserve component of the military of the U.S. while in pay status with the University may take time off with pay to attend their military unit's annual training; military schools or any other Federal tours of active duty. The employee may choose to receive their state or military pay.

University employees that are called to active duty by either the Federal or State government in time of public emergencies are given time off with pay for the first thirty days in the same manner as the military leave provisions outlined above. In addition the University will pay the employers contribution for the employee's health insurance for 12 months from the date of the call up provided the employee was receiving employer contributions at the time of the call up and the employee has family coverage.

For information on procedures and notification requirements, please contact Human Resources.

## **D-8 Catastrophic Leave**

### **Unclassified**

Unclassified employees may voluntarily donate leave to another unclassified staff member who has exhausted all paid leave benefits in the event of a catastrophic illness. A catastrophic illness is defined as any illness, medical condition, or injury that incapacitates or is expected to incapacitate an employee or an employee's immediate family member and that requires the employee's personal attention for an extended period of time.

Only vacation, personal holiday, floating holiday and leave "banked" in an annual leave reserve account may be donated, and must be donated in full-day increments only.

In order to qualify for the receipt of donated leave under this program, the unclassified staff member must satisfy the following conditions:

- On an approved unpaid leave of absence due to a catastrophic illness or medical condition of the employee or the employee's immediate family member as defined in Unclassified Personnel Guideline 10.01.
- Able to provide sufficient information, in writing, to the Chancellor or designee, to conclude a catastrophic illness or medical condition exists. Such information or correspondence shall be treated in a highly confidential manner due to the sensitivity of the personal/medical nature of the request.
- Must have exhausted all paid leave benefits available to him/her, including sick leave.

Though leave donated under the Catastrophic Leave program may be used to meet the Income Continuation Insurance elimination period, at no time may payments received under the Catastrophic Leave Program and the Income Continuation Insurance Program, or any other state sponsored income replacement program, be collected simultaneously.

### **Classified**

The catastrophic leave program allows classified employees to voluntarily donate (transfer) annual leave, Saturday legal holiday, personal holiday and sabbatical leave time to employees who have been granted unpaid leaves of absence due to catastrophic need for which no eligible paid leave benefits or replacement income are available. Catastrophic illness or injury is defined as an illness or injury which is expected to incapacitate the employee and which creates a financial hardship. It may also include an incapacitated family member if the employee is required to take time off from work for an extended period to care for the family member.

A recipient cannot receive more than 80 days of catastrophic leave benefits per calendar year (prorated to percentage of appointment). To be an eligible recipient of donated leave, an employee must satisfy all of the following conditions:

- Covered by Catastrophic Leave provisions under a collective bargaining agreement or s. ER 18.15, Wisconsin Administrative Code.

- Completed the first six months of an original probationary period in a permanent position or six months in a project position.
- On an approved unpaid leave due to a catastrophic need of the employee or an immediate family member. The unpaid leave may be taken in non-continuous increments.
- Anticipate an approved unpaid leave of at least 160 hours duration, prorated for less than full-time employees.
- Provide medical certification of the catastrophic need as required by the union or agency.
- All available sick leave credits must be exhausted.
- Leave balance can be no more than 16 hours between accrued annual leave, including sabbatical/termination leave, and personal/legal holiday credits.
- Must not be receiving other salary replacement income or benefits.
- Must remain a state employee.

A donor cannot donate more than 24 hours of leave in any calendar year. To be an eligible donor, an employee must satisfy all of the following conditions:

- Covered by Catastrophic Leave provisions under a collective bargaining agreement or s. ER 18.15, Wisconsin Administrative Code.
- Completed the first six months of an original probationary period in a permanent position or six months in a project position.
- A state employee for at least one year.
- Must remain a state employee.

A non-represented donor may not make a donation to a represented recipient. Non-represented employees may donate leave credits only to other non-represented employees, while represented employees may only donate leave credits to other represented employees covered by the same collective bargaining agreement, subject to the catastrophic leave provisions of the applicable collective bargaining agreement.

Please contact Human Resources for more information about the catastrophic leave program.

#### **D-9 Jury Duty**

The University of Wisconsin–La Crosse realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide the UW–L with proper notice of the jury summons and with verification of service. Employees are also expected to keep management informed of the expected length of the jury duty service and to report to work when not impaneled or on days where the employee is impaneled but dismissed early. Classified employees should consult the applicable bargaining unit agreement or compensation plan for specific information regarding jury duty.

Limited Term Employees (LTE) may serve on jury duty but will not be compensated UW-L during jury duty service.

#### **D-10 Inclement Weather**

UW-L's inclement weather plan is invoked in the most serious times when conditions make travel to and from campus dangerously imprudent or other events cause serious safety concerns.

- When inclement weather (dangerous temperature, snow, ice, wind or rain) or other events (electrical failure, chemical spill, etc.) strike, Protective Services will confer with the Chancellor or designee prior to 5:45 a.m. for day classes and 1:45 p.m. for evening classes and events to determine if classes and events are canceled. Based on changing conditions, the plan can be implemented at any time.
- A determination of closure means all university classes and events are canceled. It is State policy to keep State offices open even when severe weather exists.
- Protective Services notifies University Relations, which, in turn, will notify news media and update the events line.

- Hourly classified employees who don't report to work, report late, or leave work before the end of the work day because of weather conditions will be allowed to make up lost time during the remainder of the work week, as much time as is beneficial to the work unit. Make up time shall be at the regular rate of pay. Hourly employees may also take leave without pay, vacation, personal holiday, or compensatory time to cover absences. If specific contract language differs from this policy, the contract prevails.
- Salaried classified and unclassified employees may use available annual leave (vacation), compensatory time, available holidays, or leave without pay to cover inclement weather absences. An employee and the employee's supervisor may agree that the employee can account for the time of the absence in another manner consistent with the professional nature of the employee's work assignment.
- When the governor closes state government offices, this DOES NOT mean the UW System or UW-La Crosse.

For more specific information regarding the inclement weather policy, employees should consult their applicable collective bargaining unit agreement or compensation plan or may contact Human Resources.

#### **D-11 Faculty Tenure Clock Stoppage**

UW-System and UW-L faculty personnel rules allow probationary faculty to “stop” the tenure clock for several reasons. A faculty member may request a delay of up to one year. This tenure clock stoppage results in extending the probationary period. Personnel rules UWS 3.04 and UW-L 3.04 apply. Tenure clock stoppage policies and procedures are different from those regarding leaves. For specific information, contact Human Resources.

#### **D-12 Faculty Sabbatical**

Faculty sabbatical program, established under state statute, are leaves granted for the purpose of enhancing teaching, course and curriculum development or conducting research or any other scholarly activist related to instructional programs within the field of expertise of the faculty member taking such leave.

## **SECTION E – BENEFITS:**

In addition to good working conditions and competitive pay, it is the University of Wisconsin-La Crosse's policy to provide a combination of supplemental benefits to all eligible employees.

The next few pages contain a brief outline of the benefits programs University of Wisconsin-La Crosse provides for you and your family. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from the University Benefits Specialist.

Further, the UW-System (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

After reading the summaries below, if you have specific questions regarding benefits, please contact Human Resources.

### **E-1 Wisconsin Retirement System (WRS)**

The Wisconsin Retirement System (WRS) provides eligible State of Wisconsin employees with a lifetime retirement annuity, unless an individual only qualifies for a lump sum payout or chooses a separation benefit prior to retirement age.

Approximately 10 percent of an employee's annual salary is contributed to his or her retirement account annually. Though UW-L makes the entire contribution (in most cases), the account is split between employee and employer contributions. The percentage invested may change slightly on an annual basis, but the amount is contributed *in addition* to the employee's annual salary (in most cases), rather than having the percentage deducted from his/her paychecks.

For more information regarding the Wisconsin Retirement System and other retirement benefits, see the Department of Employee Trust Funds or the UW–L Retirement web page.

For individuals returning to work after retiring from a WRS employer, please contact Human Resources.

In addition to being a retirement account, WRS eligibility dictates many leave and benefit options available to UW-L employees.

### **E-2 Health Insurance**

Employees eligible to participate in the Wisconsin Retirement System (WRS) and their qualifying dependents can choose coverage under one of the State Group Health Plans by completing and submitting any related paperwork within the first 30 days of employment. Eligibility is reviewed whenever a new appointment is granted.

Classified employees on an original probationary period are eligible to enroll in a health insurance plan, however, during the first two-months of the original probationary period; the employee will be responsible for the full premiums.

Employees with health insurance are given an annual opportunity to select a different health insurance plan during the Dual Choice Enrollment period which occurs each fall.

### **E-3 Life Insurance**

Employees eligible to participate in the Wisconsin Retirement System are eligible for State Group Life Insurance coverage after they have been active WRS members for six months. Employees may opt for up to five times their annual salary. Each level (basic, supplemental, and additional units) provides coverage of one year's salary rounded up to the next higher thousand. Employees may also elect optional coverage for a spouse or dependent(s).

Additionally, employees of the UW System who are eligible for a State of Wisconsin Health insurance program are eligible for a term life insurance plan. Employees may initially select \$5,000, \$10,000, or \$20,000 coverage, as well as coverage for a spouse or dependent(s). The employee and spouse are eligible to purchase additional amounts of insurance each year on a guaranteed basis up to a certain maximum. Premiums are based on age and amount of coverage desired.

Employees may be eligible for other life insurance options in addition to the two listed above.

### **E-4 Income Continuation Insurance (ICI)**

Employees who participate in the Wisconsin Retirement System are eligible for Income Continuation Insurance (ICI), which replaces a portion of your income in the event of a disability. Benefits from this plan are integrated with other programs such as Social Security and the Wisconsin Retirement System.

ICI premiums are determined based upon sick leave balances and salary. Premiums are reviewed annually or when a salary change occurs and are adjusted accordingly.

Upon enrollment unclassified faculty and academic staff must choose a waiting period which dictates premiums and when the ICI benefit would begin.

The ICI benefits for classified employees begin after a 30-day waiting period, or use of sick leave benefits (up to six months) whichever is longer. The amount of sick leave classified employees accumulate determines their share of premium costs.

### **E-5 Employee Reimbursement Account (ERA)**

Employees are eligible to elect to participate in the Employee Reimbursement Account (ERA) program by enrolling during the first 30-days of employment or during the annual open enrollment period, thereafter. The ERA offers employees the opportunity to pay qualified medical and/or dependent care expenses with tax-free dollars.

### **E-6 Tax Sheltered Annuity (TSA)**

All unclassified faculty and academic staff, classified, and limited term employees are eligible to participate in the TSA program. Eligible employees can enroll at any time. The TSA program allows UW-L employees to make voluntary, pre-tax investments toward retirement under the Internal Revenue Code 403(b). Employees choose an approved tax-sheltered annuity vendor and complete a vendor application by contacting the company of choice directly. Then, employees complete a Salary Reduction Agreement to have a specified amount deducted each pay period.

### **E-7 Wisconsin Deferred Compensation**

All State or University employees in Wisconsin are eligible to enroll in the plan. Eligible employees can enroll at any time. The Wisconsin Deferred Compensation (WDC) program is a supplemental retirement savings program authorized under Section 457 of the Internal Revenue Code (IRC). Although similar in many respects to the tax-sheltered annuity program, the WDC program differs in that it allows participants to begin receiving a distribution of their funds anytime after termination of employment or retirement without penalty.

## **E-8 Dental Insurance**

Health insurance plans often offer basic dental coverage; however, employees also have the option of enrolling in optional dental plans to supplement their health insurance. Plans differ based on employee type.

## **E-9 Accidental Death & Dismemberment Insurance**

Employees who are eligible for a State of Wisconsin health plan are eligible for this program. This plan provides coverage for accidental death, dismemberment or loss of sight, permanent total disability indemnity, and permanent and total loss of use indemnity. It is also possible to insure your spouse, children, domestic partner and domestic partner's family.

## **E-10 Miscellaneous Insurances & Programs**

The University of Wisconsin-La Crosse also offers a number of additional insurance options and savings programs. We encourage employees to contact Human Resources directly or view the Human Resources webpage for a complete list of all available options.

## **E-11 Charitable Contributions**

Each year the University of Wisconsin-La Crosse offers the opportunity to sign up for various charitable contributions including donating to the Great Rivers United Way. During the fund drives, employees are provided with information about the organizations seeking support and about the process for contributing (one-time donation, payroll deduction, etc.). Participation in the programs are completely optional and as a matter of campus policy, no employees is obligated to donate nor should employees be coerced through pressure of any kind.

## **E-12 Credit Union Deductions**

Employees may prepay credit union loans or participate in credit union savings plans through payroll deductions. Contact your credit union for more information on participation eligibility.

## **E-13 Family Medical Leave Act (FMLA)**

Benefits under the Family Medical Leave Act are guided by two laws: The Federal Family Medical Leave Act of 1993 (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA). When the statutes differ, the FMLA explicitly provides that the states may afford employees more expansive leave rights than those granted under federal law. Therefore, when the FMLA and the WFMLA do not match, the most liberal interpretation is granted to the employee.

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that group health benefits be maintained during the leave.

The Wisconsin Family and Medical Leave Act (WFMLA) provides eligible employees up to six (6) weeks of leave in a twelve-month period for the birth or adoption of a child, up to two (2) weeks of leave in a twelve-month period for the care of a child, spouse or parent with a serious health condition, up to two (2) weeks of leave in a twelve-month period for the employee's own serious health condition.

FMLA is designed to help employees balance their work and family responsibilities by taking reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers, and promotes equal employment opportunity for men and women.

Employees and/or supervisors should contact Human Resources for specific information regarding eligibility and the procedures for requesting/designating FMLA.

#### **E-14 Employee Assistant Program (EAP)**

The Employee Assistance Program (EAP) is available to all employees (regardless of appointment percentage and including limited term and project employees) and their immediate family members, including domestic partners. The EAP provides professional, confidential assistance to help individuals resolve concerns that affect their personal lives or work performance. UW–La Crosse cares about its employees and recognizes that work performance can be affected by problems related and unrelated to your job.

In order to help employees work through these problems, UW–La Crosse has contracted with Gundersen Lutheran Business Health Services to provide EAP services. Up to three sessions with a counselor are offered at no direct cost to employees or their family members. Confidentiality is the foundation of the EAP. No information may be released to any other person about an employee's participation without his/her written permission. Participation is protected and covered by state and federal laws. For limitations to this confidentiality, the employee should talk to his/her counselor.

For more information about the EAP services, please refer to the Human Resources Webpage. Information is also available directly from Gundersen Lutheran.

#### **E-15 Disability-Long/Short Term**

If you participate in the Wisconsin Retirement System, disability benefits may be available if you become totally and permanently disabled and are unable to engage in any gainful employment. This program, when used in conjunction with Income Continuation Insurance (ICI), can substantially replace the loss of income caused by a disability. This benefit is provided to all WRS participants who meet the creditable service requirements (if disability is work-related, there is no creditable service requirement).

#### **E-16 Domestic Partnership**

**Domestic Partners** are defined as two individuals who, together, each meet all of the following criteria set forth in the Domestic Partner Affidavit, UWS-50:

1. Are 18 years of age or older.
2. Are competent to enter into a contract.
3. Are not legally married to, nor the domestic partner of, any other person.
4. Are not related by marriage.
5. Are not related by blood closer than permitted under marriage laws of the State of Wisconsin.
6. Have entered into the domestic partner relationship voluntarily, willingly, and without reservation.
7. Have entered into a relationship which is the functional equivalent of a marriage, and which includes all of the following:
  - a. living together as a couple;
  - b. mutual support of each other;
  - c. mutual caring and commitment to each other;
  - d. mutual fidelity;
  - e. mutual responsibility for each other's welfare; and
  - f. joint responsibility for the necessities in life.
8. Have been living together as a couple for at least six (6) months prior to registration with the Subscriber's employer.
9. Intend to continue the domestic partner relationship indefinitely, while understanding that the relationship is terminable at the will of either partner

As defined by the core mission of the University Cluster of the University of Wisconsin System, the University of Wisconsin-La Crosse is committed to diversification of the student body, and the faculty and staff, as well as serving the needs of those diverse groups. Given this commitment, it is critical that all members of the student body, and faculty and staff, are accorded equal benefits to the extent allowable under University of Wisconsin System regulations. Therefore, Domestic Partners of students, faculty and staff will receive all benefits given to spouses of such groups as allowed by the University of Wisconsin System. Such benefits include, but are not

limited to: use of the Campus Child Care Center; borrowing privileges at Murphy Library; use of the Employee Assistance Program; donor recognition, family memberships and use privileges for the Cleary Center; and use of recreation facilities at Mitchell Hall. The University of Wisconsin System regulations preclude the extension of health insurance benefits to Domestic Partners. *(Approved by Chancellor Kuipers on May 18, 1998)*

Employees who wish to initiate the process for receiving domestic partner benefits should complete an Affidavit of Domestic Partnership (UWS-50). Employees and their domestic partners can use their copy of the Affidavit of Domestic Partnership to receive benefits on campus.

## **SECTION F – CAREER DEVELOPMENT:**

Employment opportunities, specific to UW-L campus, are posted on the UW-L website on the position vacancy webpage. In addition, most classified opportunities are advertised in the campus newsletter and/or via e-mail.

For classified employees, this notification includes information about transfer opportunities as well as those that are open to the public. Because the classified rules for eligibility for various positions are so complex and vary dependent upon position, employees are encouraged to contact Human Resources directly for information on eligibility or how to apply.

### **F-1 Faculty Promotion**

Annual evaluations of faculty members for promotion are based upon standards and guidelines adopted by the Board of Regents and UW-L Faculty Senate. These standards and guidelines have established minimum educational and experience standard for promotion. Promotion is not automatic once these minimums have been attained.

The annual evaluation process serves as the basis for the improvement of instruction and other assigned duties as well as a basis for making promotion recommendations. Areas and criteria for evaluation shall include teaching, research, professional and public service and contributions to UW-L. The method of evaluation of teaching will include both student and peer evaluations. Evaluation of research, professional and public service and contributions to UW-L will be accomplished by peer evaluation.

### **F-2 Faculty Tenure**

The faculty members of UW System, which includes UW-L, are unique among state employees by reason of eligibility for tenure, the right to participate in institutional governance, and the protection afforded by academic freedom. Although faculty members are included in the state's civil service system, the terms and conditions of their appointments are governed by a legal framework that differs significantly from that applicable to other state civil service employees.

At public institutions, including the UW-L, tenure and related legal principles are often codified in statutes and administrative rules. Chapter 36 of the Wisconsin Statutes creates the UW System, as well as the legal framework for faculty tenure and faculty governance. Section 36.13, Wis. Stats., defines faculty appointments and outlines the procedures for achieving tenure. Section 36.09(3), Wis. Stats., establishes the principle of shared university governance: the faculty of each institution-subject to the responsibilities and powers of the Board of Regents, the President of the System and the Chancellor-have the right to participate actively in the development of institutional policy and have the primary responsibility for educational and personnel matters, including tenure decisions. Administrative rules adopted by the Board of Regents, and institutional policies and procedures developed at each campus and approved by the Board, further implement these statutory provisions.

Once granted tenure, a faculty member may be dismissed only by the Board, and only for just cause, after due notice and hearing.

### **F-3 Instructional Academic Staff Career Progression**

Instructional Academic Staff Career Progression was implemented on the University of Wisconsin-La Crosse campus during the 2005-06 academic year. This process provides career progression for the instructional academic staff members in either one of two instructional academic staff title series- Lecturer and Clinical Professor.

The "Lecturer" title series provides formal classroom or laboratory instruction in an academic discipline, either independently or under the general supervision of a faculty member. Effective delivery of instructional material, testing and grading are the primary duties of a lecturer.

The "Clinical Professor" title series has been approved and is in use at UW-L for members of the instructional academic staff in the Health Professions programs where a large component of the program and accreditation

requires the employee to be heavily involved in ongoing practice and maintenance of current skills in the delivery of patient services, as well as teaching and supervising students in the program

#### **F-4 Non-Instructional Academic Staff Career Progression**

The University of Wisconsin System Academic Staff Title and Salary Structure was implemented on the University of Wisconsin-La Crosse campus during the 1986-87 academic year. A major goal of the structure is to provide career progression for members of the “Professional” academic staff. Within this structure there are two defined types of career progression.

The first type is “progression within a title.” The “Professional” staff titles are designed to reflect greater levels of proficiency within the title, e.g., associate, no prefix, and senior.

The second type of career progression is “progression across titles” which encompasses movement through a series of “Program Manager” titles reflecting greater levels of supervisory, budgetary, and decision-making control and impact.

The primary goal of Non-Instructional Academic Staff (NIAS) career progression is to ensure that the title and salary structure is applied fairly and equitably across the campus

#### **F-5 Non-Instructional Academic Staff Equity**

Academic Staff position titles and compensation issues are governed by the UW System. The salary structure for Faculty and Academic staff specifies salary minimum and maximum for each title. Chancellors have the authority to award base budget adjustments within these salary ranges to certain Non-Instructional Academic Staff (NIAS). At UW-L these awards are called “equity adjustments.” Non-Instructional Academic Staff (NIAS) equity adjustment provides a mean to address unusual salary disparities that cannot be remedied with the annual pay plan or the Career Progression Policies.

#### **F-6 Classified Personnel Transactions**

##### **Transfer**

A transfer is defined as a movement of an employee to a position in the same or counterpart pay range as the position which the employee currently holds.

##### **Demotion**

A demotion is defined as a movement of an employee to a position in a lower pay range as the position which the employee currently holds. Demotions can be voluntary or involuntary (i.e. as a result of disciplinary action or layoff).

#### **F-7 Classified Reclassification**

Reclassification is the assignment of a filled classified position to another classification based on both a “logical” and “gradual” change in the duties or responsibilities of a position. During the decision making process, the justification to reclassify a position based on logical and gradual changes includes the following criteria: sufficient “job change” which involves the assignment of higher-level duties and responsibilities; a review of the classification specification for a higher-level classification that more appropriately identifies the major functions of the position; and a comparison to other positions classified at the higher level. Human Resources reviews all the materials submitted and makes a determination based on the “best-fit” for the position.

For information on reclassification including the process for requesting a reclassification, please see the Human Resources webpage.

## **F-8 Classified Discretionary Compensation Awards/Payments (DCA/DCP)**

The DCA/DCP concept is intended to provide the appointing authority with the discretion to provide eligible employees with additional economic recognition. All classified represented and non-represented employees in pay status in positions allocated to classifications assigned to broadband pay schedules are eligible to be considered for a DCA or DCP. The bargaining unit and/or compensation plan language outlines specific criteria that must be met in order for employees to be eligible. DCA/DCPs are completely discretionary and may be denied based **ON** budget, etc.

For information on the DCA/DCP program including the process for requesting a DCA/DCP, please see the Human Resources webpage.

## **SECTION G - EMPLOYEE RELATIONS:**

### **G-1 Position Descriptions**

The position description (PD) is a necessary management tool for a number of functions including assignment of duties, classification of the position, performance evaluation, training and development, and recruitment and selection. An employer cannot measure an applicant's qualifications or work performance unless criteria for such measurements have been developed. A complete position description allows valid personnel decisions to be based upon factual job related information. An accurate PD allows the employee to know what is expected by clearly defining the essential function of the job in relation to the overall goals of the work unit.

For all of the reasons documented above, UW-L requires a position description for each position. The PDs are maintained in the employee's personnel files and it is our expectation that the supervisor and employee review the PD at least annually.

For more information about position descriptions, including development tools, please see the Human Resources webpage.

### **G-2 Performance Evaluations (Individual Development Plan)**

The Wisconsin Statutes, Chapter 230.37, state that appointing authorities should establish "an employee evaluation program to provide a continuing record of employee development and, when applicable, to serve as a basis for pertinent personnel actions." At UW-L, the method to document position expectations and results is accomplished through Individual Development Plan (IDP) process.

Annually, supervisors of unclassified academic staff and classified employees are expected to meet with their employees to discuss department/unit goals, employee career goals and supervisory position expectations. Information is documented on the IDP checklist and form and a copy of the completed IDP is placed in the employee's personnel file.

Information about the IDP process including timelines and sample forms can be found on the Human Resources webpage.

### **G-3 Classified Bargaining Unit Information**

The majority of the classified positions at the University of Wisconsin-La Crosse are represented by a bargaining unit. UW-L employs individuals represented by nine bargaining units: Building Trades, State Engineering Association (SEA), United Professionals for Quality Health Care (UPQHC), Wisconsin Education Association Council (WEAC), Wisconsin Law Enforcement Association (WLEA), Wisconsin Professional Education Council (WPEC), Wisconsin State Employees Union (WSEU), and Wisconsin Science Professionals (WSP). Where a bargaining unit exists, the language in the bargaining unit agreement dictates applicable rule/law.

The remainder of the classified employees are considered non-represented which means they are not represented by a certified bargaining unit. Non-represented employees are covered under the biennial compensation plan which is developed by the Office of State Employment Relations (OSER) in conjunction with agency input.

Classified employees are notified in their appointment letter whether they are represented by a bargaining unit. Union contact information is provided at orientation.

#### **G-4 Classified Probationary Periods**

Classified employees that are new to state service are required to serve a probationary period. The probationary period is an extension of the examination process and is meant to provide an opportunity for close observation of how employees apply their skills and talents. A probationary period may also be required when promoting to a new classification or for a transfer or reinstatement within state service.

The normal duration for a classified probation is 6 months, although supervisory and other sensitive positions may require a twelve-month or longer probationary period. During the probationary period, interim evaluations are conducted to keep the employee and Human Resources informed of the employee's progress.

An employee on probation earns vacation, sick leave, holidays, and personal holidays. However, a new employee may not use vacation until after the first six months of employment.

#### **G-5 Disciplinary Action**

At times it may become necessary for UW-L to take disciplinary action against an employee. Employees should be cognizant of the various work rules and expectations for conduct as outlined in this employee handbook and in the attached appendices. Should it become necessary to explore disciplinary action, all employees are guaranteed due process.

#### **G-6 Grievance Procedures**

A grievance is defined as "a written complaint by an employee requesting relief in a matter which is of concern or dissatisfaction relating to conditions of employment and which is subject to the control of the employer." Should it become necessary for an employee to file a grievance/complaint, the employee should seek council with the appropriate bargaining unit or governance group. Employees may contact Human Resources for clarification regarding bargaining unit or governance group representatives.

#### **G-7 Unclassified Employee Governance**

**Faculty and Instructional Academic Staff (IAS)** are governed by **Faculty Senate**. For information about Faculty Senate, employees should refer to the Faculty Senate webpage.

**Non-Instructional Academic Staff (NIAS)** are governed by the **Academic Staff Council**. For information about the Academic Staff Council, employees should refer to the Academic Staff Council webpage.

#### **G-8 Unclassified Employee Outside Work Activities**

Members of the unclassified staff are free to engage in outside activities, whether or not such activities are remunerative or related to staff members' fields of academic interest or specialization. However, no member of the unclassified staff may engage in an outside activity if it conflicts with his or her public responsibilities to the University of Wisconsin System or UW-L.

Unclassified faculty and academic staff are required to report annually whether they engaged in outside activities. This report is due on or before April 30<sup>th</sup> of each year.

## **SECTION H- HEALTH, SAFETY & WELLNESS:**

### **H-1 Work life/ Family life Balance**

A balance between work and family/private life is increasingly a factor in employee recruitment and retention. UW-L provides many positive services and policies to help balance work/family and is dedicated to promoting a healthy work life/ family life balance.

A website is available to assist in locating sites that maybe helpful to employees and their families.

General topics address:

- UW-L policies (i.e. FMLA, domestic partner, employee assistance, flexible work schedules)
- Educational opportunities
- Elder care
- Family –related resources (child care and parenting resources)
- Health and wellness
- Hospitals and healthcare services
- Housing
- Job listings
- La Crosse information
- Relocations services
- Entertainment
- School districts

### **H-2 Recreation/Strength Center Memberships**

Be active, stay fit, feel younger! Take advantage of UW-L's exceptional recreational facilities.

The recreation pass is your ticket to achieve or maintain an active and healthy lifestyle. All UW-L faculty, academic staff, classified staff and emeriti are eligible to purchase a recreation membership. The Rec Sports Department extends membership privileges for a fee, to the spouses of current students, faculty, staff, classified staff and emeritus. Faculty/staff and emeriti must possess an active recreation membership before a spouse/partner is permitted to purchase a recreation membership. Membership dues can be paid in advance or through payroll deductions.

### **H-3 Dining Service Opportunities**

The University of Wisconsin-La Crosse dining services offers an assortment of different dining locations to meet the variety of needs and desires of the campus community. UW-L has contracted with Chartwells to provide these exclusive dining services.

### **H-4 Workers Compensation & Accident/Injury Reporting**

The Wisconsin Statutes provide that an employee "suffering an injury while performing service growing out of and incidental to his or her employment is entitled to Worker's Compensation benefits. This allows for the payment of medical expenses. It also allows for the payment of lost wages based on two-thirds of the employee's wages up to a weekly maximum which is re-established each year.

All accidents (whether or not medical attention is necessary) must be immediately reported to the employee's supervisor. It is the responsibility of the immediate supervisor to investigate all Worker's Compensation injuries or illnesses and report these to Human Resources within 24 hours of an accident by obtaining and completing the required documentation. Further investigation may be made by the Worker's Compensation Coordinator or the Environmental Health and Safety unit.

## **H-5 Tuition Reimbursement**

In an effort to encourage continual learning and professional development of employees, UW-La Crosse participates in a tuition fee reimbursement program.

Unclassified employees must have a 50 percent or greater appointment.

Classified employee must have a permanent or project appointment to be eligible for reimbursement. Probationary classified employees are also eligible.

Employees may be reimbursed for authorized education and training within the constraints of the UWS General Administrative Policy Papers (GAPP) #25, applicable classified bargaining unit language, UW-L employee reimbursement guidelines, and budgetary constraints. If approved, employees are reimbursed from department or unit funds.

Approved coursework is taken on the employee's own time. If approved coursework is only available during the employee's work hours, a schedule of proportional compensatory time may be arranged, provided normal services of the employing unit are not disrupted or impaired.

Supervisors may contact Human Resources for information about scheduling options.

## **H-6 Child Care - Campus Child Center**

The Campus Child Center provides care for children of UW-L students and employees, with UW-L students receiving registration priority. The Campus Child Center is licensed to care for children ages 1 through 12. Currently, the Campus Child Center is open the last week in August through the first week in June and is closed during the summer session.

All clients must be part of the UW-L community to be eligible for the Campus Child Center service. To receive care in the toddler room (one-year-old area), the child's parent must be either a full-time student or a UW-L employee. Since enrollment capacity is reached each semester, the Campus Child Center highly recommends that families interested in receiving care place their name on the waiting list as soon as possible.

Contact the Campus Child Center to place your child on the waiting list or to ask questions about programming or enrollment.

## **H-7 Emergency Situations**

Your personal safety is of utmost concern. All employees are responsible for taking precautions to assure their safety by familiarizing themselves with UW-L's emergency response and preparedness plan. Protective Services has detailed procedures for specific types of emergencies located on the Protective Service webpage.

Emergencies that may be life threatening should be reported immediately to 911.

Other emergencies should be reported to University Police, 789-9999.

## **H-8 Smoke Free Buildings/ Campus**

Section 101.123 of the Wisconsin Statutes commonly referred to as the "Clean Indoor Air Act" or "1983 Wisconsin Act 211," provides that no persons may smoke in educational facilities, public offices, passenger elevators, public waiting rooms, and any enclosed indoor area of a state building, except for areas which have been designated for smoking and offices occupied exclusively by smokers. The law states further that signs will be posted only in areas where smoking is permitted.

Section UWS 18.06 (18) of the Wisconsin Administrative Code similarly states "No person may smoke in any University building except in those areas designated for that purpose."

Questions regarding this policy may be directed to the Director of Protective Services.

## **SECTION I - LEAVING EMPLOYMENT:**

An employee can leave a position through retirement, transfer, promotion, demotion or resignation.

### **I-1 Notice of Resignation**

Departing unclassified employees should give at least two weeks advance notice to their supervisors and the Office of Human Resources. Employees should state the reason(s) for departure and should indicate the last date of work at UW-L. Resignation letters will be forwarded by the supervisor to the Dean/Division Officer who, after approval, will forward it to the Provost. Upon Provost approval, the letter is delivered to Human Resources. An acknowledgement letter is then issued to the individual leaving University service.

A classified employee who voluntarily leaves state service is required to submit a letter including the effective date of the resignation. The letter is submitted to Human Resources with a copy to the supervisor not less than 14 calendar days prior to the effective date. Once a notice of resignation is submitted, there can be no withdrawal or stopping of the resignation action except upon mutual written agreement between the employee and the University.

Permanent classified employees who voluntarily resign may request reinstatement to positions in the same, counterpart, or lower pay range for which they may be qualified within five years from termination

All University keys, uniforms, ID cards, and equipment provided to the employee must be returned by the resignation date, and the employee should complete an Exit Checklist.

The Office of Human Resources will advise the employee regarding continuation of benefits and other separation information. Employees normally receive a paycheck after their last day of work. The last check may include pay for earned unused vacation or annual leave. If an employee is overdrawn because of the use of anticipated vacation, the value will be deducted from the final paycheck.

The Office of Affirmative Action & Diversity sends Exit Interview Questionnaires to employees leaving UW-L. Employees are encouraged to communicate concerns about the work climate in their department or unit to the Office of Affirmative Action & Diversity. Such information will be maintained in a confidential file in the Office of Affirmative Action & Diversity and will not become part of the employee's personnel file

### **I-2 Exit Checklist**

The exit checklist is used when unclassified employees, classified employees, limited term employees (LTE), graduate assistants, other employees/persons with access to state property (which could include student help, UW-L Foundation Employees, Chartwell Employees, Military Science personnel) in your unit/department:

- resigns from the university or transfers to another position or department/unit within the university (which would result in changing keys, trancodes, property, etc.)
- retires
- goes on leave (with or without pay) for a significant period of time
- is non-renewed
- is at the end of their contract period

In the event of the death of an employee, the exit checklist should be completed by the supervisor.

### **I-3 Death of an Employee**

Unfortunately at times UW-L may be faced with the death of a current employee. Human Resources will work with appropriate family members and the supervisor of the employee to ensure that employment and benefit information and documentation is appropriately disseminated.

#### **I-4     Retirement**

Unclassified employees are bound contractually to the university. Although contract language varies, it is expected that faculty and academic staff members planning to retire from employment at UW-L will submit a letter of retirement as far in advance of the effective date as possible, with the date of the retirement clearly stated in the letter. The retirement dated for faculty and instructional academic staff (IAS) is normally the last day of the contract year. This letter must be signed by the individual, dated and submitted to the department chair or the immediate supervisor. The retirement letter will be forwarded through the appropriate administrative levels for acceptance.

Classified employees should submit their letter of retirement to their current supervisor as far in advance of the effective date as possible. The letter will be forwarded to Human Resources for processing.

The Human Resources Office and/or Employee Trust Funds (ETF) are available to assist employees contemplating retirement in obtaining information necessary to make informed decisions on retirement issues. It is to the advantage of the employee to contact one of these offices well in advance of their planned retirement effective date.

Employees normally receive a paycheck after their last day of work. The last check may include pay for earned unused vacation or other annual leave. If an employee is overdrawn because of the use of anticipated vacation, the value will be deducted from the final paycheck.

All University keys, uniforms, ID cards, and equipment provided to the employee must be returned by the retirement date, and the employee should complete an Exit Checklist.

#### **I-5     Unclassified Emeritus Status**

Emeritus status is awarded to retired faculty and academic staff based upon defined criteria. Individuals who are awarded this status, have certain UW-L privileges and benefits.

#### **I-6     Layoff**

Layoff procedures are governed by Wisconsin Statutes, the Wisconsin Administrative Code, and collective bargaining unit agreements. They are intended to be fair to all employees; retain for state service its most effective and efficient personnel; and insure that all layoff actions, when required, are appropriately and systematically administered.

#### **I-7     Discharge/Termination**

At times it may become necessary for UW-L to take disciplinary action against an employee which may involve discharge/termination. Employees should be cognizant of the various work rules and expectations for conduct as outlined in this employee handbook and in the attached appendices. Should it become necessary to discharge/terminate an employee, the employee will be guaranteed due process.

# Receipt of Employee Handbook

This Employee Handbook is an important document intended to help you become acquainted with the University of Wisconsin–La Crosse. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because UW-L's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

**I have received and read a copy of University of Wisconsin–La Crosse's Employee Handbook and work rules. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the UW–L at any time. This handbook is subject to the terms of any applicable collective bargaining agreement.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the UW–L's Employee Handbook and work rules.**

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The signed original copy of this acknowledgment form will be filed in your personnel file. Send the completed copy to: Human Resources, 144 Graff Main Hall.*

# APPENDIX A –Work Rules

## CLASSIFIED WORK RULES

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Recent collective bargaining agreements with several employee associations provide that the employer establish reasonable work rules defined as and limited to "rules promulgated by the employer within its discretion which regulate the personal conduct of employees." The following work rules relating to personal conduct are issued by the University of Wisconsin System as part of its responsibility to inform all classified employees of personal conduct considered unacceptable as a University of Wisconsin employee. These rules are established so the University can attain its objectives in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct. Engaging in one or more of the following forms of prohibited conduct by a classified employee of the University of Wisconsin System may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the specific form of conduct and/or the number of infractions, pursuant to s. 230.34, Wis. Stats. and Wis. Adm. Code section ER 46, or pursuant to existing collective bargaining agreements.

### PROHIBITED CONDUCT

#### I. Work Performance

- A. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- B. Loafing, loitering, sleeping or engaging in unauthorized personal business.
- C. Unauthorized disclosure of confidential information or records.
- D. Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
- E. Failure to provide accurate and complete information whenever such information is required by an authorized person.
- F. Failure to comply with health, safety, and sanitation requirements, rules, and regulations.
- G. Negligence in performance of assigned duties.

#### II. Attendance and Punctuality

- A. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- B. Unexcused or excessive absenteeism.
- C. Failure to observe the time limits and scheduling of lunch, rest, or wash-up periods.
- D. Failure to notify the supervisor promptly of unanticipated absence or tardiness.

### **III. Use of Property**

- A. Unauthorized or improper use of University property or equipment including vehicles, telephone or mail service.
- B. Unauthorized possession or removal of University or another person's private property.
- C. Unauthorized posting or removing of notices or signs from bulletin boards.
- D. Unauthorized use, lending, borrowing or duplicating of University keys.
- E. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

### **IV. Personal Actions and Appearances**

- A. Threatening, attempting, or doing bodily harm to another person.
- B. Threatening, intimidating, interfering with, or using abusive language towards others.
- C. Unauthorized possession of weapons.
- D. Making false or malicious statements concerning other employees, supervisors, students, or the University.
- E. Use of alcoholic beverages or illegal drugs during work hours.
- F. Reporting for work under the influence of alcoholic beverages or illegal drugs.
- G. Unauthorized solicitation for any purpose.
- H. Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- I. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- J. Failure to exercise good judgment, or being discourteous in dealing with fellow employees, students or the general public.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, by Administrative Code, and by administrative procedures established by management. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require. Questions regarding the above work rules can be directed to the Office of Human Resource.