

NEW EMPLOYEE CAMPUS DIRECTORY 2022-2023

Prepared for:

www.uwlax.edu/human-resources/services/onboarding-center/onboarding



Welcome to the University of Wisconsin-La Crosse!

This Resource Guide will provide you with important, often essential, information about our campus and community. We encourage you to read this guide and use it as a reference during your first year at UWL.

Your experience at UWL is full of exciting possibilities and your first year on campus is the perfect opportunity to take advantage of what we have to offer. Take time to try new things, meet new people, and explore the area.

La Crosse is recognized as one of the best places to live with its arts, restaurants, shopping, and outdoor recreation. With a population of 52,000, there is plenty to see beyond the campus.

We are honored that you chose UWL to further your career! Human Resources is here to support and assist you during your time here.

Once again, welcome to the UW-La Crosse team.

We're glad you're here!



Human Resources
144 Graff Main Hall
1725 State Street
La Crosse, WI 54601
608.785.8013
hrinfo@uwlax.edu
www.uwlax.edu/human-resources

CAMPUS DIRECTORY

For directory information, visit www.uwlax.edu/info/a-z-directory

At the University of Wisconsin-La Crosse, "department" is used to refer to an academic department (i.e., the Accountancy department). "Office" or "unit" is used to refer to non-academic service or support areas within the organization, (i.e., the office of Human Resources).

HUMAN RESOURCES (5)

Benefits, payroll, compliance Graff Main Hall 144 <a href="https://hrt

ADMISSIONS

Student admissions, campus tours Student Union 2320 admissions@uwlax.edu | Ext. 8939

ACADEMIC STAFF COUNCIL (6)

Shared governance ascouncil@uwlax.edu

BUSINESS SERVICES (7)

Purchasing, accounting, travel, driver authorization, contracts Graff Main Hall 125 businessservices@uwlax.edu | Ext. 8554

CHANCELLOR'S OFFICE

Graff Main Hall 135 solson@uwlax.edu | Ext. 8004

COMMUNITY ENGAGEMENT (13)

Volunteering, partnerships, community engaged learning 615 East Ave. N. |klein@uwlax.edu | Ext. 8153

DIVISION OF DIVERSITY & INCLUSION (10)

Graff Main Hall 145 | Ext. 5097

DIVISION OF ADVANCEMENT (12)

Donor relations, alumni engagement, marketing, communication, community engagement 615 East Ave. N. foundation@uwlax.edu | Ext. 6868

EAGLE ID CARD OFFICE

Employee ID card
Student Union 3200
univcerters@uwlax.edu | Ext. 8888

FACILITIES MANAGEMENT (8)

Risk management, workorders, custodial 855 East Ave. North facilitiesmanagement@uwlax.edu | Ext 8585

FACULTY SENATE (6)

Shared governance, ombudspersons Graff Main Hall 323 senate@uwlax.edu | Ext. 8018

INSTITUTIONAL RESEARCH, ASSESSMENT AND PLANNING (9)

Assessment, data/research Graff Main Hall 227 gengen@uwlax.edu | Ext. 8057

INFORMATION TECHNOLOGY SERVICES (7)

Computers, email, phone, network, software, other tech-related items Wing Technology Center 103 helpdesk@uwlax.edu | Ext. 8774

MURPHY LIBRARY (9)

Murphy Library libraryoffice@uwlax.edu | Ext. 8505

PARKING SERVICES (8)

Parking, parking permits 605 17th St. N. parking@uwlax.edu | Ext. 8061

RECORDS & REGISTRATION (9)

Transcripts, FERPA, WINGS, grades, course enrollment Graff Main Hall 117 records@uwlax.edu | Ext. 8951

REC SPORTS (11)

Fitness, wellness, outdoor gear rental Recreational Eagle Center 125 recoffice@uwlax.edu | Ext. 5225

STUDENT LIFE (10)

Student conduct, resources for students, CARE, sexual violence reporting
Graff Main Hall 149
studentlife@uwlax.edu | Ext. 8062

TITLE IX & COMPLIANCE (10)

Executive Order 54, report sexual misconduct Graff Main Hall 145 dthompson@uwlax.edu | Ext. 8043

UNIVERSITY CENTERS (11)

Dining services, food/catering, Eagle ID card, campus activities, reservations
Student Union 3200
univcenters@uwlax.edu | Ext. 8888

UNIVERSITY MARKETING & COMMUNICATIONS (12)

Branding, communications, marketing Graff Main Hall 115 ucomm@uwlax.edu | Ext. 8487

UNIVERSITY POLICE DEPARTMENT (8)

Public safety, emergency management 605 17th St. N. Ext. 9000 (non-emergency) Ext. 9999 (emergency)

UNIVERSITY STAFF COUNCIL (6)

Shared governance usc@uwlax.edu

UW CREDIT UNION (11)

521 East Ave. N. 608.232.5000 Ext. 3100 www.uwcu.org



UW-LA CROSSE EMERGENCY RESPONSE

For more information, visit https://www.uwlax.edu/police/emergency-management/emergency-response-plan/

Employees should familiarize themselves with the University's Emergency Response Plan, located here: https://www.uwlax.edu/police/emergency-management/emergency-response-plan/. More specific information can be obtained from your supervisor. The purpose of the emergency procedures outlined in this plan is to provide protection to the lives, property, and operations through the effective use of university, community, county and state resources.

Timely Warning Policy - RAVE (UWL ALERT)

Campus Police are responsible for issuing a timely warning when a crime is reported to or brought to the attention of the Campus Police that there is a serious or on-going threat to the safety of members of the campus community. Information also comes from other law enforcement agencies. Every attempt will be made to distribute the warning promptly; however, the release is subject to the availability of accurate facts concerning the incident.

Timely Warning Procedure

<u>RAVE</u> is used to enable local government officials to record, send and track personalized messages to thousands of residents in minutes. By registering, any message generated by the university for any reason will be sent via the method chosen by the registered user. Available choices of notification are email, text or call notification.

Campus Police will prepare a warning whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious or on-going threat to the safety of students, faculty and staff. Warnings will be emailed as quickly as possible to faculty, staff and students, and distributed throughout the campus, provided to campus media and if appropriate, posted in off-campus areas frequented by students.



amayer@uwlax.edu

Human Resources
144 Graff Main Hall
1725 State Street
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hrinfo@uwlax.edu
www.uwlax.edu/human-resources

HUMAN RESOURCES

For more information, visit http://www.uwlax.edu/human-resources/

The Office of Human Resources is responsible for benefits, payroll, employee relations, recruitment, continued learning & development, data & analytics related to employment, as well as acting as a resource to help employees navigate UW-La Crosse and UW System.

Information on Benefits	Academic Affairs HR Contact	All Other Divisions HR Contact
Benefits are an integral part of your employment at UW-La Crosse. Eligible employees will be contacted within the first few days of their start date regarding benefit consultation.	For employees who work in the Division of Academic Affairs, use the following contact for anything related to Human Resources:	For employees who work in all other Divisions, (other than Academic Affairs), use the following contact for anything related to Human Resources:
	GENERAL SUPPORT	GENERAL SUPPORT
BENEFITS	144 Graff Main Hall	144 Graff Main Hall
Jenn Wiesjahn	608.785.8013	608.785.8013
Benefits & Wellness Specialist	<u>hrinfo@uwlax.edu</u>	<u>hrinfo@uwlax.edu</u>
144 Graff Main Hall		
608.785.6498	HR PARTNER	HR PARTNER
jwiesjahn@uwlax.edu	144 Graff Main Hall	144 Graff Main Hall
	Shannon Miller	Carri O'Melia
LEAVE & WORK COMP	608.785.8015	608.785.6495
Anna Mayer	smiller4@uwlax.edu	comelia@uwlax.edu
Leave & Work Comp Specialist		
144 Graff Main Hall		
608.785.8629		

Reporting Accidents & Injuries - Worker's Compensation is a benefit program that pays for medical treatment and wages lost due to work-related injuries or illnesses. To learn more or to report an injury, visit https://www.uwlax.edu/human-resources/services/benefits-employee-wellness-and-work-life/accidents--workers-compensation/

New Employee Reminders - As a new employee, please remember the following information during your first 45 days of employment:

- O Complete the mandatory Employee Compliance Training.
- O Review the University System Ethics webpage as well as the specific reporting requirements for your employment classification: University Staff or Academic Staff, Limited, or Faculty.
- O Obtain your employee identification card from the Eagle ID Card office.
- O Enroll in direct deposit to ensure timely payment of your salary.



SHARED GOVERNANCE

For more information, visit https://www.uwlax.edu/human-resources/services/employee-relations/employee-recognition/#expand-187949

Shared governance is the set of practices outlined in WI Chapter 36.09 under which faculty, staff and students in the UW System participate in significant decisions concerning the operation of their institutions.

Grants and awards - Annually, the shared governance groups provide awards/recognition as well as professional development grants to one or more of their members. Learn more:

- Faculty Retirements: Recognizing Excellence
- Eagle Teaching Excellence Award
- Faculty Research Award for Extraordinary Service
- Academic Staff Excellence Award
- University Staff Excellence Award

ACADEMIC STAFF COUNCIL

For more information, visit https://www.uwlax.edu/academic-staff-council/

Serving all employees that are classified as Academic Staff, (mostly, Non-Instructional Academic Staff, however, some Instructional Academic Staff are served).

FACULTY SENATE

For more information, visit https://www.uwlax.edu/faculty-senate/

Serving all employees that are classified as Faculty and most Instructional Academic Staff. Faculty Senate provides its membership with Ombudspersons. The role of the ombudsperson is neutral and thus ombudspersons are not "support" persons; they help faculty members seeking information about or assistance with informal resolution of personnel problems, including non-renewals, dismissals, complaints, grievances and appeals.

UNIVERSITY STAFF COUNCIL

For more information, visit https://www.uwlax.edu/university-staff-council/

Serving all employees that are classified as University Staff. Created in November 2009, the UW-La Crosse University Staff Council (USC) endeavors to promote ongoing education, professional development activities, and communication between all classified employees and the broader University community.



STUDENT GOVERNANCE: STUDENT ASSOCIATION

For more information, visit https://www.uwlax.edu/university-staff-council/

BUSINESS SERVICES

Transfers

For more information, visit https://www.uwlax.edu/business-services/

Business Services provides support services in such areas as accounting, contract administration, procurement, accounts payable, and accounts receivable. Services include:

<u>Payment Cards</u> <u>Gift Funds</u>

<u>Capital Equipment</u> <u>Grant Accounting</u>

Cashier's Office/Accounts ReceivablePetty Cash & Change FundsContracts/Contract AdministrationPurchasing/Procurement

Driver AuthorizationRisk ManagementExpense ReimbursementSignature Authority

Food Purchases Student Faculty Organization

<u>Foreign Influence Reporting</u> <u>Travel</u>

Policies & procedures - Many policies, forms and procedures are located in the UWL KnowledgeBase (KB). Please visit Business Services KnowledgeBase Guide to see a listing of these resources.

Reporting misconduct, illegal activity, fraud & abuse - If there is a concern about misconduct, abuse, fraud, illegal activity, violations of university policy, or fear of retaliation for speaking out, the University of Wisconsin System provides a simple and anonymous way to file a report – <u>online</u> or call 855.827.4950.

INFORMATION TECHNOLOGY SERVICES (ITS)

For more information, visit https://www.uwlax.edu/its/

Information Technology Services provides support and resources to the campus community regarding network access, access to software programs, technology purchases, the phone/VoIP system, and much more.

First time access/logging in - For employees who have never used UWL NetIDs, please use this resource https://www.uwlax.edu/info/password-reset/.

Eagle Help Desk - For any technical assistance, contact the Eagle Help Desk via email, <u>ticket</u>, phone, (Ext. 8774), chat or by visiting us in Room 103 Wing Technology Center. For more information, visit https://www.uwlax.edu/its/client-services-and-support/eagle-help-desk/.

Campus technology purchases - Before placing an order for any technology software or hardware, please contact Information Technology Services. For more information, visit https://www.uwlax.edu/its/technology-purchases/purchasing/.



FACILITIES MANAGEMENT

For more information, visit https://www.uwlax.edu/facilities-management/

Facilities Management is responsible for maintenance, construction and renovation of all UW-La Crosse buildings and grounds. As a service organization, the scope of responsibilities ranges from litter pick-up to maintenance of complex building systems to construction of new facilities.

Department Maintenance/Repairs – 608.785.8585 – requests must be approved by the department chairperson, dean or director prior to entering the system. Place requests using <u>iServiceDesk Request Form.</u>

After Hours Emergency Repairs – 608.789.9000 –During normal working hours, requests may be called in but must be limited to conditions that would immediately affect the health/safety of personnel or create a condition that, if not corrected immediately, would result in further damage or cost.

Key Requests – Employees are responsible for the security and proper use of all assigned keys. A master record of all issued keys is maintained in the Customer Service Center. Place key and key card requests using <u>iServicedesk</u>.

Building Managers – Each building has an assigned building manager. They play an active role in relaying information to the Customer Service Center and notifying building occupants of maintenance issues and construction projects in their building(s). For more information, visit https://www.uwlax.edu/facilities-management/building-managers/building-managers-contact-list/.

PARKING SERVICES

For more information, visit https://www.uwlax.edu/parking/

Providing services to campus students and employees regarding the annual permitting of parking on campus as well as providing resources and information on transportation in and around the greater La Crosse community.

Parking on campus - Annual, fall, and spring semester parking permits are sold online beginning in April. Employees are notified of availability by email. After September 1, permits are sold on a first-come, first-served basis. For more information, visit https://www.uwlax.edu/parking/parking-regulations/#tm-permits.

Transportation - For information on other transportation options in and around campus, visit https://www.uwlax.edu/parking/transportation/

UNIVERSITY POLICE DEPARTMENT

For more information, visit https://www.uwlax.edu/police/

University Police serve a busy and vibrant campus, 24 hours a day seven days a week. Emergencies happen without warning so take a few moments to be prepared while knowing you can count on a prompt and professional response from our certified police officers and dispatch staff.



RECORDS & REGISTRATION

For more information, visit https://www.uwlax.edu/records/

The Records & Registration Office is driven to provide support for student success and to enhance the academic and administrative activities of the university. Services include:

- Maintaining student records
- Course catalogs and curriculum management
- Reporting enrollment
- Providing advisement reports
- Recording degrees earned
- Developing course schedules
- Administering classroom reservations
- Confirming academic eligibility for student athletes
- Providing benefit services to our <u>student veterans</u> and their family members

All employees should be familiar with the <u>Family Educational Rights & Privacy Act of 1974 (FERPA)</u>. FERPA provides that, with certain explicit exceptions, students have the right to determine who will see their educational records (confidentiality) and students have the right to see their education records (accessibility).

INSTITUTIONAL RESEARCH, ASSESSMENT & PLANNING (IRAP)

For more information, visit https://www.uwlax.edu/institutional-research/

Institutional Research, Assessment, and Planning (IRAP) serves as a comprehensive source for information about UW-La Crosse. Within our website you will find information on enrollment, retention and graduation, degrees, accreditation, assessment and more.

MURPHY LIBRARY

For more information, visit https://www.uwlax.edu/murphylibrary/

The library provides a dynamic and diverse learning environment centered on the core principles of service, stewardship, information literacy and equity of access. Exemplifying these principles, this teaching library carefully manages information resources that support and promote excellence in academic study and research, success in teaching and learning, and intellectual and cultural exploration.

In addition, the library houses several digital collections including the History of UW-La Crosse in photos: https://search.library.wisc.edu/digital/AUWLAbout.



DIVISION OF DIVERSITY & INCLUSION (D&I)

For more information, visit https://www.uwlax.edu/diversity-inclusion/

The division provides leadership and services, and advocates for access, equity and inclusion for historically marginalized and systematically under-served populations. The division creates an inclusive environment for preparedness, global awareness and service to others.

Embedded within the Diversity & Inclusion is the Affirmative Action & Equity Office. Employees who believe they have been discriminated against or have witnessed discrimination should consult and/or report their observations to Affirmative Action/Equity Officer or visit https://www.uwlax.edu/equity/discrimination/.

TITLE IX & COMPLIANCE

For more information, visit https://www.uwlax.edu/title-ix/

UWL is committed to preventing and responding to sexual misconduct to ensure a safe and equitable educational environment for all. This office is responsible for responding to reports of sexual misconduct, taking immediate action to eliminate sexual harassment or sexual violence, preventing its recurrence, and addressing its effects. For information on reporting sexual harassment, violence, or misconduct, visit https://www.uwlax.edu/title-ix/process/.

The University of Wisconsin System Administration and the University of Wisconsin-La Crosse prioritize safety and strive to provide a safe learning environment for everyone. Children encounter UW System Administration through various programs and events. Executive Order #54, signed by the Governor on December 19, 2011, requires that all University of Wisconsin System employees report incidents of child abuse and neglect.

STUDENT LIFE

For more information, visit https://www.uwlax.edu/student-life/

The Office of Student Life supports and encourages students' growth and well-being in ways that enable them to thrive. We strive to empower students to share responsibility in the learning process and to create a positive learning community.

Care Team - Responding to critical incidents and supporting students in crisis. For more information, visit https://www.uwlax.edu/student-life/our-services/care/care-team/

Student conduct - Addressing the student's relations to the institution's policies. For more information, visit https://www.uwlax.edu/student-life/our-services/student-conduct/Overview/

Student support - Supporting students in distress through advocacy & empowerment. For more information, visit https://www.uwlax.edu/student-life/our-services/student-support/advocacy-empowerment/

Violence prevention - Violence in any form can interfere with the work and learning taking place in our community. For more information, visit https://www.uwlax.edu/violence-prevention/

Wellness - Working to support and empower students to make healthy decisions. For more information, visit https://www.uwlax.edu/wellness/



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144 Graff Main Hall
1725 State Street
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hrinfo@uwlax.edu
www.uwlax.edu/human-resources

REC SPORTS

For more information, visit https://www.uwlax.edu/recsports/

Recreational Sports (Rec Sports) enhances the UW-La Crosse experience by offering diverse programs, innovative services, growth opportunities and welcoming facilities. A recreation membership is your ticket to achieve or maintain an active and healthy lifestyle. Take advantage of UWL's exceptional recreational facilities by purchasing a membership monthly, semesterly, by academic year or calendar year. Membership includes:

- access to the Fitness Center, track-side cardiovascular and strength equipment, 200-meter track, courts, climbing wall, racquetball courts, multipurpose room, conditioning room, and multi-activity court in the Recreational Eagle Center (REC)
- access to EZONE Esports & Gaming
- access to the Mitchell Hall pool
- reduced rental and trip rates at the Outdoor Connection
- ability to sponsor guests (up to 3 per visit) for appropriate guest fee
- eligibility to play intramural sports.

For more information on faculty staff and spouse/partner memberships, visit https://www.uwlax.edu/recsports/memberships/#tm-current-faculty-staff--retirees--and-emerti

UNIVERSITY CENTERS

For more information, visit https://www.uwlax.edu/university-centers/

University Centers, made up of the Student Union, the Center for Organizations, Vision, and Engagement (the COVE), and Whitney Dining Center, serves the UWL community by providing a welcoming environment that facilitates learning opportunities, embraces diversity, and enriches the campus experience. The Student Union is a place where students, faculty and staff can come together for informal interactions, as a place to eat, socialize, and relax. The COVE is home to over 200 student organizations, the Pride Center, and the campus Food Pantry. Whitney Dining Center is the centralized dining facility here on campus, with an ever-changing variety of homestyle recipes to make you feel at home.

UW CREDIT UNION

For more information, visit https://www.uwcu.org/

UW Credit Union makes it easy for UW-La Crosse community to manage their finances. Enjoy using the best-in-class mobile app, user-friendly online banking via Web Branch, paperless accounts with free debit cards, surcharge- free ATMs, and more! Get personalized, in-person support at the full-service branch in the Student Union, next to the Eagle ID office. Open Monday through Friday, 9 a.m. to 5 p.m.



DIVISION OF UNIVERSITY ADVANCEMENT

For more information, visit https://www.uwlax.edu/advancement/

The Division of University Advancement is responsible for strengthening relationships with university stakeholders and managing engagement and fundraising activities to secure resources and support for the university's mission and vision. Employees that are graduates of the UW-La Crosse are encouraged to learn more about Eagles@Work.

- For information on the University Foundation: https://www.uwlax.edu/foundation/
- For information on the Alumni Association: https://www.uwlax.edu/alumni/

UNIVERSITY MARKETING & COMMUNICATIONS (UCOMM)

For more information, visit https://www.uwlax.edu/ucomm/

University Marketing & Communications is your go-to resource for marketing and communication needs on campus. Every team at UWL has a primary contact with UComm. You can work with that colleague to submit project requests at https://share.uwlax.edu. Services include:

- Major publications, annual reports at the college and division level
- Events calendar
- Graphic design
- Digital signs
- News releases, media tips and training
- Campus Connection internal weekly newsletter
- Photography, videography
- Social media
- <u>www.uwlax.edu</u> website management
- Email and newsletter template support
- Downloads (wallpapers, virtual backgrounds and templates) www.uwlax.edu/ucomm/downloads/

Your profile page and email signature - Your profile page and email signature are the primary ways colleagues, community members and students learn about you. A professional headshot, taken by UComm, and an up-to-date and well-written profile page helps make a good first-impression for people looking for your contact information. Your profile page can be edited at https://share.uwlax.edu/profile.

University brand - Maintaining a strong and consistent brand is the job of every university employee. Learn about the brand guidelines, fonts, colors and the writing Style Guide at https://www.uwlax.edu/brand.



COMMUNITY ENGAGEMENT

For more information, visit https://www.uwlax.edu/community/

Community Engagement serves as the primary liaison between the university and community. To ensure UWL is engaged, we actively participate on many local committees and maintain close relationships with businesses, non-profits and civic organizations. These connections allow for collaborations that enhance student learning and provide a meaningful outlet for employees interested in exploring personal or professional social responsibility opportunities.

For faculty, UWL can help find collaborative community-engaged learning projects through research or service learning for either a classroom experience or a faculty member's personal research on the UWL Community Idea Exchange. Instructors are also invited to learn more about, and potentially take part in, UWL's Community Engaged Learning Program.

For all employees, UWL can help you connect with the greater community through volunteer efforts that align with your values. Visit UGetConnected https://www.uwlax.edu/volunteer/ to learn about local volunteer activities or other events you can help with to make a difference in the community. You are also invited to be a UWL community. Engagement Ambassador if you have an interest in representing UWL at local community events. Members of the community are waiting for you!

