



UNIVERSITY OF WISCONSIN-LA CROSSE

EMPLOYEE HANDBOOK

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WHO TO CONTACT?

Human Resources employs the Human Resource Partner model, in which Supervisors and Employees have direct access to a HR Partner to help navigate and respond to any questions you may have. They are supported by a team of subject matter experts that help address more complex issues or questions.

Employees who are employed in the divisions of Administration & Finance, Diversity & Inclusion, Student Affairs, and University Advancement should contact Carri O'Melia.

Employees who are employed in the division of Academic Affairs should contact Shannon Miller.

Non-Academic Departments



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Specialty areas:
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Specialty areas:
 HR Partner for Academic Affairs. Human Resources, Ethical Leadership, Paralegal Studies, and Management Studies.

WHERE TO GET INFORMATION

Access to your Human Resources Information can be found in several areas. HR is working to create a unified experience for employees, but in the meantime, here is where you can access information:

The MyUW Portal	HR Webpage	UW Shared Services
my.wisconsin.edu/	uwlax.edu/human-resources/	uwservice.wisconsin.edu/
<ul style="list-style-type: none"> • Time & Absence requests • Leave balances • Earnings statements • Update direct deposit • Update tax withholdings • Review tax documents • Review benefit elections • WRS Annual Benefit Notice • Update personal information (i.e. address, etc.). • Review performance evaluations • Access and review mandatory employee training 	<ul style="list-style-type: none"> • UWL Human Resources provides UWL specific information to employees. • UWL Human Resources is the main point of contact for all employment related information 	<ul style="list-style-type: none"> • Public Service Loan Forgiveness information • Employment verification • You may receive email reminders for: payroll processing, leave and absence reminders, time and labor reminders, leave banking reminders, mandatory training reminders, performance evaluation reminders, tax document distribution, annual personal info updates, and more; from Shared Services.

Updates, Communications, E-Mails, Newsletters, and more!

Stay up to date with the latest news, find emails sent by UWL HR and UW System, UWL HR Newsletters, and updates for UW System and UWL HR Programs and Initiatives here: <https://www.uwlax.edu/human-resources/communications/news-and-updates/>

Access the HR Calendar of events for Calendar Year 2021: <https://www.uwlax.edu/human-resources/communications/due-dates-and-approval-dates/>

INTRODUCTION

Disclaimer

The University of Wisconsin-La Crosse (UWL) Employee Handbook has been prepared to assist you in finding the answers to questions that you may have regarding your employment with UWL. It is recommended that all new and existing employees read and understand the contents of this handbook.

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

This handbook or any other verbal or written communication by a management representative, should not be considered 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 UWL and UW System documents.

This handbook states only general UWL guidelines. UWL may, at any time, in its sole discretion, modify anything stated in this handbook, with or without notice. This handbook is subject to the terms of any applicable collective bargaining agreement. This handbook supersedes all prior handbooks. This handbook is not meant to replace UW System or UWL policy. Where conflict exists between this handbook and written UW System or UWL policy, the policy shall govern.

UW and UWL policy related information can be accessed here: <https://www.uwlax.edu/human-resources/faculty-and-staff/policies-and-procedures/>

Structure of this 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 or that the information contained in the chapter might be slightly different based on employee type. If no designation of employee type is made, the information applies to all employees. Employee types are defined in Section C. For this document, “supervisor” refers to any employee who is responsible for the oversight and management of another employee. This can usually be ascertained if the supervisor is required to complete the annual performance evaluations. This may include limited, faculty, IAS, NIAS and university staff.

Getting more information

Between UWL and UW System, employees receive a lot of communication on many important topics. It is easy to miss an email. UWL Human Resources has provided you a central point to review all UWL and UW System employment, payroll, benefit, and employment policy related information at the UWL Human Resources’ website:

<https://www.uwlax.edu/human-resources/communications/news-and-updates/>

SECTION A – ABOUT UW-LA CROSSE

A-1 Welcome

Whether you are joining us as a new employee or have been at the University of Wisconsin-La Crosse (UWL) for some time, we hope you will enjoy your work here and we are glad to have you with us. Your role at UWL is critical to the success of our students and the mission of the university.

A-2 Mission Statements

UW SYSTEM MISSION

The mission of the System 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 humane sensitivities;

scientific, professional, and technological expertise; and a sense of value and purpose. Inherent in this 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.

UWL MISSION

The University of Wisconsin-La Crosse provides a challenging, dynamic, and diverse learning environment in which the entire university community is fully engaged in supporting student success. Grounded in the liberal arts, UWL fosters curiosity and life-long learning through collaboration, innovation, and the discovery and dissemination of new knowledge. Acknowledging and respecting the contributions of all, UWL is a regional academic and cultural center that prepares students to take their place in a constantly changing world community. The university offers undergraduate programs and degrees in the arts and humanities, health and sciences, education, and business administration. The university offers graduate programs related to areas of emphasis

and strength within the institution, including business administration, education, health, the sciences, and the social sciences.

A-3 UWL 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, UWL now offers over 100 undergraduate and graduate degree programs.

The 119-acre campus is in a residential section of La Crosse providing an energetic place to live and learn. UWL has an enrollment of approximately 9,700 undergraduates and 1,000 graduate students and employs approximately 1,450 faculty and staff.

Among its many recognitions, UWL has been consistently ranked by Kiplinger's and U.S. News & World Report as one of the best public comprehensive universities in the country in the past several years and has the second highest academic profile of incoming freshman in the UW System. UWL is an athletics Division III university having produced more than 60 national championships.

A-4 University of Wisconsin-La Crosse

Strategic Plan: Sustaining Excellence

Increasing community engagement

UWL embraces community engagement as a key component to our teaching, scholarly, & service mission

Achieving excellence through equity and diversity

UWL is committed to being an equitable & welcoming community to maintain our status as a high quality & competitive university.

Investing in our people

UWL recognizes that our status as a high quality and competitive university depends on our faculty and staff.

Advancing transformational education

High-impact teaching & learning opportunities that are proven to aid student success across diverse backgrounds.

More information:

<https://www.uwlax.edu/info/strategic-plan/#accessibility-menu>

SECTION B – DIVERSITY

B-1 Affirmative Action/Equal Opportunity

The University of Wisconsin-La Crosse is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, ethnicity, color, creed, religion, sex, gender identity or expression, marital status, age, ancestry, disability, veteran status, national origin, sexual orientation, arrest record or other protected status. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, training, compensation, benefits, employee activities and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Affirmative Action/Equity Officer. UWL 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 disciplinary action, up to and including discharge.

MORE INFORMATION:

<https://www.uwlax.edu/equity/>

B-2 Veterans

Executive Order #137 announced the Wisconsin Veteran Employment Initiative, a state-wide program aimed at increasing the number of veterans and veterans with a service-connected disability rating that are employed in state government.

In accordance with Executive Order #137, UW-La Crosse has prepared and implemented a plan of action to employ veterans and veterans with a service-connected disability rating. It is the policy of the UWL to practice nondiscrimination and take affirmative action in employment with respect to covered veterans. UWL is committed to making good faith efforts to employ qualified covered veterans.

MORE INFORMATION:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/employment-of-veterans/>

B-3 Consensual relationships

Romantic and/or sexual relationships between faculty or other staff and students, or between supervisors and subordinates, are a concern of UW-La Crosse in cases where conflict of interest or abuse of power exist. Consensual romantic and/or sexual relationships where a definite power differential between the parties exists, may constitute sexual harassment if the effect of such a relationship interferes with an individual's academic or professional performance or if it creates an intimidating environment upon its termination. Thus, it is in the interest of UWL to provide clear direction and educational opportunities to the university community about the potential risks associated with consensual romantic and/or sexual relationships where a definite power differential between the parties exists.

MORE INFORMATION:

<https://kb.uwlax.edu/103679>

B-4 Sexual harassment

It is the policy of the University of Wisconsin-La Crosse, consistent with its efforts to foster an environment of respect for the dignity and worth of all students and employees of the university, that sexual harassment of students and employees of the university is unacceptable and impermissible conduct that will not be tolerated. Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation.

Often, sexual harassment involves relationships of unequal power and contains elements of coercion—as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting.

MORE INFORMATION:

<https://www.uwlax.edu/title-ix/>

B-5 Discrimination, harassment, retaliation

The University of Wisconsin-La Crosse is committed to providing an educational, program, activity, and workplace environment that is inclusive and free of discrimination, discriminatory harassment (including sexual harassment), sexual misconduct, and retaliation, and to the prompt and equitable investigation and resolution of all complaints thereof. In the application of this policy, due consideration will be given to the protection of individual rights to freedom of speech and expression.

MORE INFORMATION:

<https://www.uwlax.edu/equity/>

B-6 Inclusive language at UWL

UWL 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.

MORE INFORMATION:

B-7 Americans with Disabilities Act (ADA)

In accordance with the Americans with Disabilities Act (ADA), UWL 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 contact the contact the ADA Coordinator in the Office of Human Resources.

MORE INFORMATION:

<https://www.uwlax.edu/equity/policies--procedures/individuals-with-disabilities/>

B-8 Display of religious holiday symbols on campus

During the holiday season, employees may have questions and concerns about the permissibility of displaying religious holiday symbols on campus. To address these concerns, UW System general counsel has prepared some guidance on the topic. UWL encourages its

employees to review this guidance and to be responsible and respectful of others during the holiday season.

MORE INFORMATION:

<https://www.wisconsin.edu/general-counsel/legal-%20topics/holiday-displays/>

SECTION C - EMPLOYMENT

C-1 Employment types

The faculty/academic staff/limited (FASL) employee category is comprised of faculty, academic staff, and administrators.

FASL employees in the University of Wisconsin System are exempt from the Fair Labor Standards Act (FLSA). For purpose of the document, FASL employees will identify all titles indicated below:

FACULTY 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 seven years for a full-time faculty position, although this period may be extended for certain reasons, such as an approved leave of absence.
- A tenure appointment is an appointment for an unlimited period, 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 are professional and administrative positions with duties primarily associated with higher education institutions or their administration which require a degree, certification, or other professional credentials.

- 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, and administrative program director positions).

- Instructional academic staff (IAS) is a term used to describe positions that have primary responsibility to provide for-credit instruction and training to students in an academic discipline.

LIMITED APPOINTMENTS are 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.

The UNIVERSITY STAFF are non-exempt from the federal Fair Labor Standards Act (FLSA) and paid bi-weekly. (This also includes exempt University Staff positions that have yet to transition to Academic Staff.) University staff positions are quite varied and duties include, but are not limited to, administrative support, information technology, accounting, engineering, in addition to custodial, food service, and crafts workers.

The STUDENT ASSISTANT EMPLOYEE category is comprised of graduate, program, and teaching assistants.

Graduate, program and teaching assistants are graduate students who hold an appointment that is intended primarily to further the education and training of the student. This type of student assistant position is exempt from the Fair Labor Standards Act (FLSA).

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/hr/emplcat/>

C-2 Hours of operation

Official office hours at UWL are 7:45 a.m. to 4:30 p.m., Monday through Friday, though an individual's working hours and workdays may vary depending on department requirements and the nature of the position. Each employee will be assigned a specific work schedule and will be expected to begin and end work accordingly. To accommodate business needs, individual work schedules may be changed on either a short-term or long-term basis.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/%20reporting/>

C-3 Criminal background check

Employment at UWL 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 based on arrest or conviction record.

MORE INFORMATION:

<https://kb.uwlax.edu/103851>

C-4 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. New employees are required to complete the Employment Eligibility Verification (I-9) form on or before their first day of employment. Federal law prohibits UWL from employing an individual who has not provided documentation for verification within three days of employment.

C-5 Employment for foreign nationals

The University of Wisconsin-La Crosse sponsors foreign nationals in tenure-track faculty positions for their employment-based work authorization visa (H-1B) and employment-based immigrant petition (I-140).

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/services/international-employment/immigration-at-uwl/>

C-6 Wisconsin public records notice law

Wisconsin’s Public Records Law is a tool for the people to access information about the state government and the official actions of its representatives. UW-La Crosse has designated a Custodian of Public Records to meet its obligations under Wisconsin Public Records Law (Wisconsin Statutes

§ 19.31-19.39). Requests to inspect records or receive copies of public records should be made directly to the Records Custodian. UWL will provide public records resources and regular training for all employees and members of all boards, councils, and commissions attached to this agency in compliance with EO #189.

MORE INFORMATION:

<https://www.uwlax.edu/admin-finance/public-records-notice/>

C-7 Personnel files/records

All employee personnel files are officially maintained in the Office of Human Resources. Documents in personnel files include but are not limited to: resumes/vitae; official transcripts (provided by issuing institution); copies of benefit forms; payroll-related forms; letters addressing appointment, salary adjustments, title changes, and promotion/tenure; position descriptions; probationary reports; performance evaluations; letters of reprimand; employee development and training documentation; and select training records.

An employee or their supervisor may review their personnel file by scheduling an appointment with Human Resources.

MORE INFORMATION:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/personnel-files/>

C-8 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. A person so related at any point in time must not participate either formally or informally in decisions to hire, retain, grant tenure, promote, or determine the salary of the other person.

MORE INFORMATION:

<https://kb.uwlax.edu/103688>

C-9 Spousal and partner hiring

To recruit employees of the highest caliber, the university must be prepared to meet the many challenges and opportunities of the higher education marketplace.

Dual career couples represent both such a challenge and opportunity. UWL’s success in attracting the faculty, staff, and administrative leadership it seeks will depend, in part, on its capacity to help dual career couples meet their professional objectives.

The spousal and partner hiring policy has been developed to ensure that spousal and partner hiring is conducted in a consistent, fair, and ethical manner in order to further the goals of the policy and the best interests of the university community.

MORE INFORMATION:

<https://kb.uwlax.edu/103693>

C-10 Rehired annuitant policy

After an individual retires from an employer covered by the Wisconsin Retirement System (WRS), they may return to work with a WRS employer as a rehired annuitant, provided certain requirements are met. Departments that need to hire instructors to teach one or more courses may consider hiring retired former members of their department, consistent with WRS and UW System policies.

MORE INFORMATION:

<https://kb.uwlax.edu/103692>

C-11 Alternative work schedules

UW-La Crosse is open to exploring alternative work schedules that could include flexible time, non-standard workweek employment, part-time employment, job sharing, telecommuting, or other schedules. Requests for alternative work schedules, including telecommuting, should initially be discussed with the employee's immediate supervisor. Any approval of an alternative work schedule should be conveyed to the Office of Human Resources.

C-12 Parking on campus

UW-La Crosse Parking and Transportation Services makes every effort to provide a variety of parking options to everyone. Permits are required for all visitors, students, faculty, and staff.

MORE INFORMATION:

<https://www.uwlax.edu/parking/>

C-13 Identification card

The Eagle ID Card is UW-La Crosse's official ID Card. This card can be obtained and replaced at the Eagle ID card office in the Student Union. Certain campus services, such as Murphy Library and the Recreational Eagle Center, require employees to have an Eagle ID Card.

MORE INFORMATION:

<https://www.uwlax.edu/university-centers/services/eagle-id-card/eagle-id/>

C-14 Degree Waiver Policy

This policy provides university guidelines for promotions/ reclassifications where an employee's education and/or experience is comparable to those requiring a college degree and actual experience requirements for a position to be attained. A waiver of degree may be requested due to a departmental reorganization in which a current employee is reclassified based on the needs of the organizational change. This policy also ensures equity, uniformity and consistency of the search and screen process.

MORE INFORMATION:

<https://kb.uwlax.edu/103682>

C-15 Family Educational Rights and Privacy Act (FERPA)

In compliance with the guidelines incorporated in the Family Educational Rights and Privacy Act, 1974 – (FERPA) and Wisconsin Department of Public Instruction (DPI), you are required to take every precaution to protect the integrity of our student records. An educational record is any academic record maintained by the University which is directly related to the student.

MORE INFORMATION:

<https://www.uwlax.edu/records/ferpa/>

SECTION D –

WORKPLACE SAFETY

D-1 Worker's compensation & accident/injury reporting

An employee who is injured at work or while performing service incidental to their 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.

All accidents (whether 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 the Office of 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.

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/common-requests/accidents--workers-compensation/>

D-2 Drug free workplace

In accordance with the Federal Drug-Free Workplace Act, Wisconsin Administrative Code, and Wisconsin

Statutes, UWL fosters a drug-free, healthful, and safe work environment for all. This applies to all students, employees, and other individuals who perform work for UWL. 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 UWL premises, while on UWL business (whether or not on UWL premises), or while representing the UWL, is strictly prohibited. Employees and other individuals who work for UWL also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any unlawful controlled substances.

UWL 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 UWL employee, including themselves.

MORE INFORMATION:

<https://kb.uwlax.edu/103683>

D-3 Smoke free buildings

Wisconsin statutes and UW System policies prohibit smoking inside campus buildings and within 25 feet of campus residence halls.

MORE INFORMATION:

<https://docs.legis.wisconsin.gov/statutes/statutes/101/1123>

D-4 Clery Act

In compliance with the Clery Act, the UW-La Crosse Police department discloses required information about security and crime on and around the UWL campus. UWL Police provides this information in the University of Wisconsin-La Crosse annual security report and policy statement which is available on their webpage.

MORE INFORMATION:

<https://www.uwlax.edu/police/annual-security-report/>

D-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, staff, and students.

MORE INFORMATION:

<https://kb.uwlax.edu/103695>

D-6 Concealed carry weapons ban

Wisconsin administrative code prohibits firearms and dangerous weapons in all university buildings including outdoor facilities and permits police to confiscate and remove dangerous weapons from university property. There is no exception to this ban for persons who hold a permit to carry a concealed firearm.

MORE INFORMATION:

https://docs.legis.wisconsin.gov/code/admin_code/uws/18/10 and <https://docs.legis.wisconsin.gov/2011/related/acts/35>

D-7 Mandatory reporting requirement for child abuse and neglect (E.O. 54)

Executive Order #54, issued by the Governor of Wisconsin in 2011, requires all University of Wisconsin System employees to report child abuse and neglect if, in the course of employment, a UW System employee observes or learns of such an incident.

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/executive-order-54-decision-guide/>

D-8 Children in the workplace

Maintaining the safety and health of UW-La Crosse employees, students, guests, and visitors relies upon the control of hazardous conditions and prevention of unsafe behaviors. When the visitors are children, diligence to guard against unsafe conditions and unpredictable behaviors must be heightened.

The workplace is typically not an appropriate place for children of employees. However, UWL recognizes that employees may occasionally want to bring children to the workplace for brief visits, specific campus events, situational convenience, or family emergencies.

MORE INFORMATION:

<https://kb.uwlax.edu/103677>

D-9 Emergency response and preparedness plan

All employees are responsible for taking precautions to assure their safety by familiarizing themselves with UW-La Crosse's emergency response and preparedness plan.

The UWL Police department has detailed procedures for specific types of emergencies located on their web page. Emergencies that may be life threatening should be reported immediately to 911.

Other emergencies should be reported to the UWL Police department, 608.789.9999

MORE INFORMATION:

<https://www.uwlax.edu/police/emergency-management/emergency-response-plan/>

D-10 Inclement weather and emergency conditions

UWL has an inclement weather plan that provides guidance to the campus community when conditions make travel to and from campus treacherous or other events that cause serious safety concerns.

Additionally, the UWL inclement weather policy provides employees specific guidelines to follow if the campus has a need to implement the inclement weather plan.

MORE INFORMATION:

<https://www.uwlax.edu/ucomm/inclement-weather-plan/>

D-11 Operation of vehicles

All employees authorized to drive UW-La Crosse owned, leased, or rented vehicles or personal vehicles in conducting university business must possess a valid driver's license and have a completed and approved driver authorization form on file with UWL Risk Management. Any change in license status or driving record must be reported to the employee's immediate supervisor immediately.

Employees that use state-owned, leased, or rental passenger vans (those that are capable of carrying 12 or more passengers) must complete a hands-on driving assessment or comparable driver training program in compliance with UWL policy.

MORE INFORMATION:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/use-of-personal-vehicles-rental-cars-and-fleet-for-business-transportation/>

D-12 Pets on Campus (UWS 18.08)

The presence of dogs, cats, and other pets is always prohibited in all university buildings and in arboretums except as authorized by the chief administrative officer. The presence of dogs, cats and other pets is prohibited on all university lands unless the animal is on a leash which is physically controlled by the individual responsible for the animal. This section does not apply to police and service animals when those animals are working.

MORE INFORMATION:

<https://www.uwlax.edu/globalassets/offices-services/access-center/uwlserviceanimalpolicy.pdf>

SECTION E – WORKPLACE EXPECTATIONS

E-1 Code of Ethics

All University of Wisconsin System employees are required to comply with the code of ethics applicable to their employment type. These codes are designed to prevent conflicts between an employee's private interests and public responsibilities.

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.

MORE INFORMATION:

<https://kb.uwlax.edu/103678>

E-2 Outside activity reporting

Faculty, academic staff, and limited appointees 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 these staff may engage in an outside activity if it conflicts with his or her public responsibilities to the University of Wisconsin System or UWL. Faculty, academic staff, and limited appointees are required to report annually whether they engaged in outside activities.

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/outside-activity-reporting/>

E-3 Attendance and tardiness

Each UWL department/unit is responsible for establishing procedures regarding notification of tardiness and absences. In the absence of such a procedure, employees are expected to notify their direct supervisor as early as possible, but no later than the start of the workday, of any unplanned tardiness or absence. Excessive tardiness, excessive absenteeism, or failure to report tardiness or absence could result in disciplinary action.

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/common-requests/benefits/leave-programs/>

E-4 Work breaks and meal breaks

Hourly (non-exempt) employees *may* be allowed up to a 15-minute work break during the first half of the workday and another 15-minute work break during the second half of the workday. Work breaks are a privilege granted at the discretion of the supervisor but should not be unreasonably denied.

Work breaks cannot be accumulated or used to compensate for late arrival, early departure from work, or to extend the meal break. Work breaks are not recorded on the timesheet.

The time taken for a meal break is not counted as hours worked and hourly employees should leave their work area during meal breaks. The time scheduled for meal breaks may vary depending on the needs of the work unit and the established work schedule. For example, employees who work from 7:45 a.m. to 4:30 p.m. are permitted 45 minutes for lunch. Meal breaks are recorded on the timesheet.

E-5 Employee dress and personal appearance

UW-La Crosse encourages employees to dress in a way that is comfortable to them while maintaining an appropriate and professional appearance. Natural or artificial scents and poor personal hygiene that become a distraction will be addressed by the immediate supervisor. Appropriate attire should always be worn in keeping with commonly recognized standards. Some employees may be required to wear uniforms or safety equipment/clothing.

Employees should contact their supervisor for specific information and expectations for their position. Any employee who does not meet the attire or hygiene expectations will be required to take corrective action, for example, leaving the premises to change clothing. Hourly employees will not be compensated for any work time missed because of failure to comply with designated workplace expectation.

E-6 Use of communication and computer systems

Information Security: [Awareness](#)

The purpose of this policy is to ensure that all individuals and organizations who access

University of Wisconsin System information technology assets are exposed to information security awareness materials and have a level of understanding commensurate with their role within the UW System.

MORE INFORMATION:

<https://www.wisconsin.edu/information-security/>

Policy on Use of University Information Technology Resources

The policy addresses topics such as Acceptable and Unacceptable Uses of Information Technology Resources, Privacy and Security, Other Limitations on Use of Information Technology Resources, Failure to Comply with Information Technology Resource Policies, and Oversight, Roles, and Responsibilities.

MORE INFORMATION:

<https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/>

E-7 Political activity

Employees' political activities are restricted by UW System Regent Policy and state law in three significant ways:

- Employees may not engage in political campaign activities during work time
- State resources will not be used to engage in political activities at any time (e.g. supplies, equipment, email, telephones, and facilities)
- Employees may not solicit contributions or services for a political purpose from other university employees while engaged in official duties

MORE INFORMATION:

<https://www.wisconsin.edu/government-relations/%20guidance-on-political-campaign-activities-at-university-of-%20wisconsin-system-institutions/>

E-8 Open meetings law

Wisconsin's open meetings law requires most government bodies to conduct official business in open meetings and to post in advance public notices of the meetings.

MORE INFORMATION:

<https://www.wisconsin.edu/general-counsel/legal-%20topics/open-meetings-law/>

E-9 Campus activities participation

Employees are encouraged to participate in campus activities. Participation in such activities during work hours requires supervisor approval.

E-10 Commencement and 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.

E-11 Publicity/statements to the media

All media inquiries regarding UWL and its operation must be referred to the Director of News and Marketing in the University Communications office.

MORE INFORMATION:

<https://www.uwlax.edu/ucomm/>

E-12 Workplace expectations and disciplinary guidelines

Employees shall respect the rights of others, exhibit a level of behavior supporting the university mission, the best interests of the university, perform assigned duties in an orderly and efficient manner, and adhere to all state, UW System, and UWL policies and directives. When these expectations are not met, then disciplinary action may be administered.

This policy applies to university staff employees and is designed to be positive and corrective. Employee discipline is a very serious action that is undertaken with care, objectivity, and full consideration for the rights and interests of both

the employee and the university. Discipline shall be administered in a judicious manner that strives to be corrective rather than punitive and appropriate to the offense.

MORE INFORMATION: For all employees:
<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/workplace-conduct-expectations/>

For UWL University Staff only:
<https://kb.uwlax.edu/103707>

SECTION F – LEAVE TIME AND REPORTING

F-1 Vacation/annual leave

Eligible employees are granted vacation according to their appointment type and/or years of service.

Vacation hours are granted at hire (pro-rated for the year based on start date) and at the start of the calendar year for university staff and the start of the fiscal year (July 1st) for faculty, academic staff and limited appointees.

Vacation requests are subject to supervisor approval prior to the date requested.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/>

F-2 Leave banking

When certain eligibility requirements are met, employees can bank (save) unused vacation for use later. Banked leave does not expire and accumulates from year to year without limit. Banked leave can be used like any other paid leave. Use of banked leave, like all other paid leave, must be approved by your supervisor.

For part-time employees, the amount of leave that can be banked is pro-rated based on the employee’s appointment percentage or FTE.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/vacation/>

F-3 Personal holiday

Eligible employees are granted 36 hours (4.5 days) of personal holiday hours per year (pro-rated if part-time).

All eligible employees are granted personal holiday at hire and at the start of the calendar year for university staff and the start of the fiscal year (July 1st) for faculty, academic staff, and limited appointees. Personal holiday requests are subject to supervisor approval prior to the date requested. All employees who earn sick leave are granted personal holiday except academic year (9-month) appointees and Crafts workers.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/ph/>

Full-time employees earn eight hours of leave for each legal holiday. Part-time employees earn a pro-rated amount based on their appointment percentage. If a holiday falls on a Sunday, the university will be closed the following Monday. Eligible employees will be given floating legal holiday hours if one of the following occurs:

- A legal holiday falls on Saturday or the legal holidays of December 24 or December 31 fall on a Sunday (must be a regularly scheduled day off)
- The employee works on a legal holiday
- A legal holiday falls on a regularly scheduled day off

Floating legal holiday hours may be used like any other paid leave and must be used by the end of the calendar year for university staff and fiscal year for faculty, academic staff, and limited appointees.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/holidays/>

F-4 Legal holidays

University of Wisconsin-La Crosse provides the following legal holidays to eligible employees:

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

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/holidays/>

F-5 Sick leave

Eligible employees are granted sick leave according to their appointment type. Sick leave is a valuable benefit both during employment and in retirement. At retirement, any unused sick leave is converted to a dollar amount to help pay for your health insurance in retirement.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/sick/>

F-6 Bereavement leave

Employees may use up to three days of sick leave after the death of an immediate family member. An additional four days of sick leave may be used for travel time related to a funeral

or other circumstances. Institutions can approve reasonable requests for additional time off or use of additional sick leave on a case-by-case basis. Employees may also choose to use other paid leave (e.g. vacation or personal holiday) instead of sick leave.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/misc/>

F-7 Leave of absence

Leaves of absence may fall into one of the following categories: medical (which may or may not be covered under FMLA), non-medical, and military. Depending on the employee type, length of leave, type of leave and other factors the employee may be on a paid or un-paid leave of absence.

F-8 Family and Medical Leave Act (FMLA and WI FMLA)

Medical leaves of absence may be available for employees who need leave due to a serious medical condition or to care for family members. Such leaves may qualify under the FMLA or WFMLA for job reinstatement and benefits continuation rights. Regardless of whether or not the leave qualifies as FMLA or WFMLA, the employee must formally request a leave of absence through the Office of Human Resources.

Family medical leave is guided by two laws: The federal Family Medical Leave Act of 1993 (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA). The eligibility and provisions of each act differ.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/fmla/>

F-9 Catastrophic leave

The catastrophic leave program is available to help support employees who need to take an extended, unpaid leave of absence from work due to an illness or injury that either incapacitates the employee or the employee's immediate family member. It allows UWL employees to voluntarily donate unused vacation, banked leave, or personal/floating holidays to co-workers who have a catastrophic need.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/leave/catastrophic/>

F-10 Bone marrow and human organ donation

Faculty, academic staff, limited appointees, and university staff that earn sick leave, who request to serve as a bone marrow or a human organ donor, are eligible for a paid leave of absence. During the paid leave of absence, employees are not required to use any paid leave.

Paid Time Off:

- Bone Marrow Donation – up to five workdays off with pay
- Human Organ Donation – up to 30 workdays off with pay

If additional time off is needed, employees may either use paid leave or take an unpaid leave of absence. Additional time off is subject to institution approval.

MORE INFORMATION:

www.wisconsin.edu/ohrwd/benefits/leave

F-11 Military leave

UW-La Crosse employees who meet certain requirements are eligible for military leave benefits through the State of

Wisconsin. There are two different military leave benefits – an annual 30-day military leave benefit if an employee is in the reserves and a four-year benefit if the employee is called to active duty from the reserves.

MORE INFORMATION:

www.wisconsin.edu/ohrwd/benefits/leave/military

F-12 Time off to vote

All employees who earn sick leave are entitled to up to three hours of leave with pay to vote during the employee's regular working hours if the employee is unable to vote during non-working hours. All UWL employees are entitled to leave to vote during their regular working hours, but only those who earn sick leave are eligible for leave with pay to vote.

MORE INFORMATION:

www.wisconsin.edu/ohrwd/benefits/leave/misc

F-13 Jury duty

All employees who earn sick leave are entitled to leave with pay when summoned for grand or petit jury duty. While on jury duty you will receive your regular salary in addition to juror pay. When not impaneled for actual service and only on call, the employee should report back to work unless authorized by the institution to be absent.

MORE INFORMATION:

www.wisconsin.edu/ohrwd/benefits/leave/misc

F-14 Election official time off on Election Day

Employees who serve as an election official for public elections under the authority of the municipal clerk may serve without loss of pay for scheduled work hours on Election Day, provided they request leave at least seven days prior to the election. The employee may elect to receive their UW pay or the pay received as an election official. If state pay is elected, the pay earned as an election official will be deducted from

the UW pay. If an employee uses paid leave (e.g. vacation or personal holiday) on Election Day, pay earned as an election official will not be deducted from the UW pay.

MORE INFORMATION:

www.wisconsin.edu/ohrwd/benefits/leave/misc

F-15 Hostage leave

If an employee suffers an injury (e.g. physical or psychological) as a result of being taken hostage, the employee may be eligible for a leave with pay for up to 45 calendar days from the date of the conclusion of the hostage event.

MORE INFORMATION:

www.wisconsin.edu/ohrwd/benefits/leave/misc

SECTION G – PAYROLL INFORMATION

G-1 Pay information/direct deposit

Faculty, academic staff, and limited appointees are paid monthly on the first of the month. University staff are paid bi-weekly every other Thursday. If the normal payday falls on a recognized holiday, paychecks will be distributed according to the published payroll calendar.

UW-La Crosse distributes pay using an electronic direct deposit program. Direct deposit is required of all employees.

Earnings statements, located on the “My UW System” portal, are the record of earnings and deductions. Employees are expected to examine the statement carefully to ensure the proper earnings and deductions have been made. Any errors should be reported to the Office of Human Resources immediately.

MORE INFORMATION:
<https://www.uwlax.edu/human-resources/services/data/data-management-analytics/>

G-2 Leave reports/time reports

Employees are expected to accurately record their absences from work utilizing the leave balances available to them, according to their employee type (exempt or non-exempt, as defined in section C-1).

Faculty, academic staff, and limited appointees must complete monthly leave reports found on My UW System portal. Less than full time employees must report actual hours absent.

Full time employees must report leave in half day and full day increments. If an employee typically works an eight-hour day they would report as outlined below:

Time Used	Time Reported
Less than two hours	0 hours
2-6 hours	4 hours
>6 hours	8 hours

Non-exempt university staff must complete a

biweekly time report to record actual time worked, including start times, stop times, and leave taken. Exempt university staff must complete a biweekly time report to record actual time worked and leave taken. Full time exempt university staff must report leave in half day and full day increments, refer to the chart above.

Time and leave reports are legal documents. Altering, falsifying, or tampering with a leave report or time report is prohibited and may result in disciplinary action, up to and including termination. It is the employee’s responsibility to sign or electronically submit their leave report or time report to certify the accuracy of all leave or time recorded. If any errors or adjustments are needed on previously submitted leave or time reports, employees should work with their supervisor to correct the report.

MORE INFORMATION:
<https://www.uwlax.edu/human-resources/services/data/data-management-analytics/>

G-3 University staff overtime and compensatory time

It is the policy of UWL to provide overtime compensatory leave for overtime hours worked more than 40 hours during the established workweek. UWL provides overtime cash payment only in rare situations which have been pre-approved by the Vice Chancellor for Administration and Finance. All overtime worked must be preapproved by the employee’s supervisor.

For purposes of overtime calculation, the workweek begins on Sunday and ends on Saturday. The week in which a shift begins determines the week in which the hours are calculated.

Employees will not be allowed to accumulate more than 80 hours of compensatory time. Hours accumulated beyond the 80-hour limit must be paid in cash at the rate at which it was earned. Any compensatory time earned in the previous calendar year, which is not used, will be paid out in during the first payroll of May.

Additional information and specific guidance is provided at: <https://kb.uwlax.edu/103690>

MORE INFORMATION:

<https://kb.uwlax.edu/103690>

G-4 University staff shift differential

Differential pay for non-exempt university staff 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 12:00 a.m. on Saturday and 11:59 p.m. Sunday

G-5 Overload and lump sum payments

Overload payment refers to additional non-recurring work or courses taken on by a full-time UWL faculty or academic staff outside of their regular work duties. Lump sum payment refers to payment for a short-term employee who is completing

non-recurring duties on an as needed basis. When a full-time employee from another UW Institution works at UWL and is compensated by UWL, an inter-institutional overload payment is provided.

MORE INFORMATION:

<https://kb.uwlax.edu/103691>

G-6 Additional payroll deductions

UWL offers payroll deductions for a limited number of services including campus parking permits, La Crosse municipal bus passes (U-Pass), Enrollment in payroll deduction is coordinated by the UWL office providing the service. Tax implications may apply.

G-7 Taxable reimbursements and incentives

Some UWL employees, in the course of their employment, may receive reimbursements or wellness incentives that are taxable under IRS tax code. Taxable reimbursements and incentives include wellness incentives paid to employees and their eligible dependents by university sponsored health plans, moving and relocation expense reimbursements paid to eligible new employees, and certain travel expense reimbursements (i.e. meals reimbursed for same day travel). The taxable income is reflected on the employee's earnings statement

for the pay period in which it is taxed and will also be included in the taxable income amount on the employee's annual tax forms.

The benefits information section of this handbook provides a brief outline of the benefits programs UW-La Crosse offers. This section is intended to serve only as guidelines and is subject to change.

Many of the benefit programs UWL offers allow for employees to enroll eligible family members, including spouse, domestic partner, and dependent children. Domestic partner enrollment requires additional documentation. Imputed income tax on the value of the coverage will be applied to some benefit programs provided to a domestic partner.

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

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/employeeresources/>

SECTION H – BENEFITS

RETIREMENT

H-1 Retirement system (WRS)

The Wisconsin Retirement System (WRS) provides retirement (pension) benefits to UW System employees and to most public employees across the State of Wisconsin. Any employee who meets the eligibility requirements for coverage under the Wisconsin Retirement System is automatically covered and required to pay any applicable employee contribution towards the 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.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/ret/>

H-2 Tax sheltered annuity (TSA)

All UWL employees, including student employees, are eligible to participate in the TSA program. Eligible employees can enroll at any time. The TSA program allows UWL employees to make voluntary, pre-tax investments toward retirement under IRS 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 form to have a specified dollar amount or percentage of gross pay deducted each pay period.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/ret/tsa/>

H-3 Wisconsin Deferred Compensation (WDC)

All UWL employees, including student employees, are eligible to participate in the WDC program. Eligible employees can enroll at any time. The WDC program is a supplemental retirement savings program authorized under Section 457 of IRS code. 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 any time after termination of employment or retirement without penalty.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/ret/wdc/>

INSURANCES

H-4 State group health insurance

The UW System offers comprehensive health insurance and prescription drug benefits to eligible employees and their eligible family members. The state group health insurance program is administered by the Department of Employee Trust Funds (ETF). All plans offer hospital, surgical, medical and prescription coverage. Additionally, each health plan offers a high deductible health plan option.

New employees and those who are newly eligible are granted a 30-day enrollment period upon their initial hire/eligibility date. Employees with health insurance have an annual opportunity to make changes during the annual benefits enrollment period each fall.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/health/>

H-5 Health insurance marketplace

The Affordable Care Act (ACA) requires employees to obtain health insurance for themselves and their dependents or pay a penalty when filing tax returns. The health insurance marketplace is a new option for people to obtain health insurance. UW-La Crosse will provide the required health insurance marketplace notice to all employees at the time of I-9 completion.

MORE INFORMATION:

[https://www.wisconsin.edu/ohrwd/download/aca\(3\)/notice.pdf](https://www.wisconsin.edu/ohrwd/download/aca(3)/notice.pdf)

H-6 Supplemental insurance plans

Dental Wisconsin is a plan that offers two coverage levels (select and PPO) designed to work in conjunction with the state group health

dental coverage and includes some orthodontic coverage for dependents under age 19.

VSP vision insurance provides an annual eye exam, and helps offset the cost of frames, lenses, and contact lenses.

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/common-requests/benefits/benefits-employee-wellness-and-work-life/>

H-7 Flexible spending account (FSA) and health savings account (HSA)

The FSA program allows you to set aside money on a pre-tax basis to pay for eligible medical and dependent care expenses annually. Employees can decide how much to set aside and that amount is deducted from each paycheck before federal, state and FICA taxes are calculated so you save money on taxes.

- Healthcare FSA is used to pay for eligible medical, dental, vision and prescription expenses that aren't covered by your insurance. Employees who are enrolled in a high deductible health plan are NOT eligible for a healthcare FSA.
- Dependent Day Care FSA is used to pay for eligible dependent care expenses such as after school care, baby-sitting fees, adult or child daycare and preschool.
- Limited Purpose FSA is only available for employees who enroll in the high deductible health plan and health savings account. It is used to use to pay for eligible dental, vision and post-deductible expenses that are not covered by insurance.
- Health Savings Account (HSA) is a required account for employees who enroll in the high deductible health plan.
- HSA is a pre-tax savings account used to pay for eligible medical, dental, prescription and vision expenses (similar to the healthcare flexible spending account).

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/spending-savings-accts/fsa/>

H-8 Income continuation insurance (ICI)

The ICI program is an "income replacement" benefit plan that provides up to 75% of your gross salary (based on a maximum salary of \$120,000/year) if you become ill or injured and you are unable to work.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/disability/ici/>

H-9 WRS disability retirement

Employees hired before October 16, 1992, who meet certain service requirements, may choose between an LTDI benefit and a WRS disability retirement annuity. A WRS disability retirement annuity is payable for life, calculated on your years of WRS service, the number of years remaining until your normal retirement age, and your three highest years of earnings.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/disability/>

H-10 Life insurance

UWL offers multiple term life insurance plans to help fit the individual needs of its employees. Each plan provides different coverage level options and many of the plans provide benefits in addition to death benefits. Eligible employees may enroll in one or more of the life insurance plans offered.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/life/>

H-11 Accidental death and dismemberment (AD&D)

The AD&D insurance plan offers accidental death and dismemberment insurance for employees and their spouse or domestic partner and eligible children. You may select coverage levels that range from \$25,000 to \$500,000.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/accident/add/>

H-12 Long term care insurance

Long term care insurance covers services that are typically not covered by health insurance but are vital for the patient, such as assistance with activities of daily living. Coverage for care in

non-institutional settings, such as assisted living, adult day care, and in-home care, is also available.

MORE INFORMATION:

<https://www.wisconsin.edu/ohrwd/benefits/other-benefits/long-term-care-insurance/>

MISCELLANEOUS BENEFIT PROGRAM

H-13 Employee assistance program (EAP)

The EAP is available to all employees (regardless of appointment percentage and including limited term and project employees) and their immediate family members. The EAP provides professional, confidential assistance to help individuals resolve concerns that affect their personal lives or work performance. UWL has contracted Associates in Counseling, LLC to provide up to five (5) confidential sessions with a counselor each year at no cost to the employee.

MORE INFORMATION:

<https://kb.uwlax.edu/104298>

SECTION I – CAREER DEVELOPMENT

I-1 Career opportunities

Employment opportunities at UW-La Crosse are posted on the UWL employment opportunities website: <https://employment.uwlax.edu>

I-2 Faculty tenure

Regent policy document 20-23 describes the authority of the University of Wisconsin System Board Of Regents to grant faculty tenure. A tenure appointment is an appointment for an unlimited period granted to a ranked faculty member by the board of Regents.

A probationary appointment is an appointment held by a faculty member during the period which may precede a decision on a tenure appointment.

MORE INFORMATION:

<https://www.wisconsin.edu/regents/policies/faculty-tenure/>

I-3 Faculty tenure clock stoppage

UW System and UWL faculty personnel rules allow probationary faculty to “stop” the tenure clock for several reasons (i.e. childbirth, adoption, elder/dependent care, etc.). A faculty member may request a delay of up to one year.

For specific information, contact Human Resources.

Tenure clock stoppage results in extending the probationary period. Personnel rules UWS 3.04 and UW-L 3.04 apply.

MORE INFORMATION:

<https://kb.uwlax.edu/104774>

I-4 Faculty promotion

Faculty promotion is a significant career achievement. Promotion in rank is not automatic based solely on years in rank. It represents the recognition from the academic departments, the colleges, and UWL on the accomplishments and contributions of the faculty member.

MORE INFORMATION:

<https://kb.uwlax.edu/104325>

I-5 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 activity related to instructional programs within the field of expertise of the faculty member taking such leave. Employees may qualify for sabbatical after completion of six full years of UW System service. Faculty on a sabbatical leave of absence will receive 100% pay for one semester or up to 65% pay for a full academic year.

MORE INFORMATION:

<https://www.wisconsin.edu/regents/policies/sabbatical-leave-program-for-instructional-faculty/>

I-6 Instructional academic staff promotion

Instructional Academic Staff (IAS) promotion provides opportunities for eligible IAS in either one of two title series- Lecturer and Clinical Professor.

The “Lecturer” title series provides formal classroom or laboratory instruction in an academic discipline.

The “Clinical Professor” title series has been approved and is in use at UWL 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.

MORE INFORMATION:

<https://kb.uwlax.edu/103704>

I-7 Non-instructional academic staff promotion

The UW System academic staff title and salary structure was implemented to provide career progression for non-instruction academic staff with professional staff titles. Within this structure there are two defined types of career progression.

The professional staff titles are designed to reflect greater levels of proficiency within the title, e.g., associate, no prefix, and senior.

MORE INFORMATION:

<https://kb.uwlax.edu/103705>

I-8 Equity and merit compensation

The guidelines for granting increases in compensation outside of the Board of Regents approved pay plan are currently being developed.

MORE INFORMATION:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/compensation/>

I-9 University staff title changes

Positions are assigned official titles based on position functions. To ensure that titles assigned to filled positions are consistent and accurate, the review of formal title assignments will be on an ongoing basis and will be based on current position descriptions. The title change of a filled position may occur because of a substantive change in duties or progression within a title series. When functions of a filled position evolve over time such that the current title is no longer the “best fit”, or the incumbent gains a certain level of experience, a title change of the filled position may result. This process is identified either as a job re-titling, or a promotion/progression.

MORE INFORMATION:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/title-definitions/>

I-10 Employee educational assistance

UW System Administrative Policy 210 provides the rules governing tuition reimbursement.

Reimbursement is available to all Academic Staff and Faculty who hold appointments of half time or greater and University Staff employees who hold project appointments or appointments with an expectation of continued employment. Temporary employees, Employees-in-Training, Graduate Assistants, and Student Help are not eligible.

MORE INFORMATION:

<https://kb.uwlax.edu/103684>

SECTION J – EMPLOYEE RELATIONS

J-1 Position descriptions

Creating and maintaining an accurate position description helps an employee know what the job expectations are by clearly defining the work to be performed in relation to the overall goals of the work unit. The position description outlines the position title, work unit, position type, and percentage of appointment, the physical requirements, and the essential and marginal functions of the job. The position description is used by management in the recruitment and selection, training and development and performance evaluation of the employee.

The Office of Human Resources assigns each position to a specific title and salary range based upon a review of the essential and marginal functions of the job. The position descriptions are maintained by Human Resources. The position description should be reviewed by the supervisor and the employee during the annual performance evaluation process.

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/services/classification-and-compensation/classification/>

J-2 Probationary periods

University staff positions require a probationary period. The standard duration of a probationary period is six months. Periods of up to one year can be used for supervisory and public safety positions, or positions with distinct season-related duties, such as power plant operators, for whom an entire annual cycle of review may be appropriate.

MORE INFORMATION:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/job-security/>

Faculty: Chapter UWS 3 of the Wisconsin Administrative Code requires the faculty of each institution, after consultation with appropriate students and with the approval of the chancellor, to develop rules relating to faculty probationary periods. Probationary periods have a maximum of seven years.

MORE INFORMATION:

<https://kb.uwlax.edu/104774>

J-3 Performance evaluations

The University of Wisconsin-La Crosse is committed to providing a performance evaluation system for all academic and university staff employees. The method to document position expectations and results is accomplished through a performance appraisal process.

Annually, supervisors of instructional and non-instructional academic staff and university staff 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 individual development plan for instructional academic staff and the performance appraisal form for non-instructional academic staff and university staff. The original, completed appraisal becomes part of the employee's electronic p-file in HRS. Forms, templates, supervisor handbook and additional resources are located at the link below.

All faculty shall be evaluated annually according to the bylaws and/or rules of the respective department/college.

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/services/employee-relations/performance-management/>

J-4 Faculty review

It is the policy of the Board of Regents that a periodic, post-tenure review of tenured faculty members is essential to promoting faculty development, including recognizing innovation and creativity; enhancing the educational environment for students; and identifying and redressing deficiencies in overall performance of duties through a supportive and developmental remediation process.

More Information: <https://kb.uwlax.edu/104244>

Probationary faculty: Each University of Wisconsin institution shall have an evaluation for non-tenured faculty review and development. The purpose of the evaluation process is to promote development of professional skills and

academic excellence and identify areas for improvement, along with recommendations for performance improvement.

MORE INFORMATION:

<https://kb.uwlax.edu/104775>

J-5 Classified bargaining unit information

2011 Wisconsin Act 10 provided significant changes to collective bargaining for university employees. The bill limited collective bargaining for public employees to wages, contracts limited to one year, and wages frozen until the new contract is settled. Collective bargaining units are required to take annual votes to maintain certification as a union. Employers are prohibited from collecting union dues and members of collective bargaining units are not required to pay dues. As a result, the number of employees represented by a collective bargaining agreement may vary from year to year. Please contact the Office of Human Resources to determine your union representation status.

J-6 Workplace expectations and disciplinary guidelines

Employees shall respect the rights of others, exhibit a level of behavior supporting the university mission, the best interests of the university, perform assigned duties in an orderly and efficient manner, and adhere to all state, UW System, and UWL policies and directives. When these expectations are not met, then disciplinary action may be administered.

This policy applies to university staff employees and is designed to be positive and corrective. Employee discipline is a very serious action that is undertaken with care, objectivity, and full consideration for the rights and interests of both the employee and the university. Discipline shall be administered in a judicious manner that strives to be corrective rather than punitive and appropriate to the offense.

MORE INFORMATION: For all employees:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/workplace-conduct-expectations/>

For UWL University Staff only:

<https://kb.uwlax.edu/103707>

J-7 Grievance procedures

A grievance is a written complaint by an employee requesting relief in a matter which is of concern or dissatisfaction related to a suspension, dismissal or layoff as well as working conditions or workplace safety. Prior to filing a grievance, an attempt should be made, if possible, to resolve the issue through discussion between the employee and supervisor. Employees may request assistance from the Office of Human Resources to facilitate a fair resolution.

MORE INFORMATION:

<https://kb.uwlax.edu/103696>

J-8 Faculty and academic staff personnel rules

Faculty and academic personnel rules are a portion of the Wisconsin Administrative Code specific to the UW System separate from the UPGs. UW-La Crosse has provided further definition of many of them with information specific to UWL employees.

MORE INFORMATION:

<https://kb.uwlax.edu/104775>

J-9 Governance

Faculty Senate governs faculty and instructional academic staff. For information about Faculty Senate, employees should refer to the Faculty Senate webpage.

Academic Staff Council governs non-instructional academic staff. For information about the Academic Staff Council, employees should refer to the Academic Staff Council webpage.

University Staff Council governs university staff. For information about the University Staff Council, employees should refer to the University Staff Council webpage.

MORE INFORMATION:

<https://www.uwlax.edu/info/shared-governance/>

SECTION K – EXITING EMPLOYMENT

K-1 Exit checklist

All university keys, uniforms, ID cards, and equipment provided to the employee must be returned by the resignation date, and the employee and supervisor should complete an exit checklist.

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

The Office of Affirmative Action sends exit interview questionnaires to employees leaving UWL. Employees are encouraged to communicate concerns about the work climate in their department or unit to the Office of Affirmative Action. Such information will be maintained in a confidential file in the Office of Affirmative Action and will not become part of the employee's personnel file.

Employees leaving UWL due to retirement, resignation, or non-renewal of appointment should complete the exit checklist. In the event an employee is unable to complete the exit checklist, it should be completed by the supervisor.

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/services/employee-relations/separating-employees/>

K-2 Notice of resignation/retirement

As you leave UW-La Crosse to start a new chapter in your life, there are responsibilities that you have to ensure a successful employment separation process. Employees are to provide their supervisor with a letter of resignation/retirement a minimum of two weeks prior to their last day on campus. The resignation/retirement letter is to be forwarded to the Office of Human Resources with an

acceptance/acknowledgement by the supervisor.

Exiting employees should contact the Department of Employee Trust Funds (ETF) for information regarding their annuities and/ or separation benefits related to the Wisconsin Retirement System (WRS).

K-3 Discharge/termination

At times it may become necessary for UWL to take disciplinary action which may involve discharge/termination. Employees should be cognizant of the workplace expectations and disciplinary actions policy.

K-4 Layoff

Layoff procedures are governed by Wisconsin Statutes, UW System and UWL policy.

MORE INFORMATION:

<https://www.uwlax.edu/human-resources/layoff-policy/>

K-5 Death of an employee

The Office of Human Resources will work with appropriate family members and the supervisor of the deceased employee to ensure that employment and benefit information and documentation is appropriately disseminated.

In the event of the death a retired UWL employee, family members should work with the Department of Employee Trust Fund (ETF).

K-6 Emeritus status

Emeritus status is awarded to retired faculty and academic and university staff based upon defined criteria. Individuals, who are awarded this status, have certain privileges and benefits at UWL that help them to stay involved with their department and the campus community.

MORE INFORMATION:

<https://kb.uwlax.edu/104323>

SECTION L – ADDITIONAL RESOURCES

L-1 Additional Resources for employees

This handbook provides only a snapshot of the information that employees will be subject to during the course of their employment. This section will provide you quick access to additional information:

Required Postings: <https://kb.uwlax.edu/105071>

UWL Human Resources Website:
<https://www.uwlax.edu/human-resources/>

UWL Policy and Procedure Page:
<https://www.uwlax.edu/human-resources/faculty-and-staff/policies-and-procedures/>

UWL Human Resources Knowledge Base:
<http://kb.uwlax.edu>

UWL Human Resources News & Updates:
<https://www.uwlax.edu/human-resources/communications/news-and-updates/>

MyUW Portal: <https://my.wisconsin.edu/>

Student Employment Resources:
<https://www.uwlax.edu/human-resources/services/student-employment/student-employment/>