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April 8, 2021

To: Anny Morrobel-Sosa, Vice President for Academic and Student Affairs
Sean Nelson, Vice President for Finance
James Langdon, Vice President for Administration

From: Stefan Fletcher, Director, Administrative Policies and Special Projects

Re: Q4 Preview of Fiscal Year 2021 UW System Administrative Policy Priorities

In the past quarter, UW System Administration (UWSA) has made progress on several policy priorities on the Fiscal Year 2021 Policy Priorities plan and has been responding to new policy priorities as they arise. In the third quarter (January 1, 2021 through March 31, 2021), there were five new system administrative policies, seven revised policies, two rescinded policies, one new procedure, and two revised procedures that were approved. There were also two new interim policy actions approved. This work was detailed in the monthly Policy Action Summary memos.

Below, please find a detailed accounting of policies that have already been distributed to institutions and are planned for finalization and approval (section I). Also, find a listing of policies and procedures planned for distribution to campuses (section II) in the fourth quarter (April 1, 2021 – June 30, 2021). Policies on the Fiscal Year 2021 Policy Priorities plan are **bolded**.

I. POLICIES AND PROCEDURES PLANNED FOR FINALIZATION IN FY2021 Q4 (APR.-JUN.)

Operational

SYS 2, Development, Revision, and Approval of Academic and Student Affairs Policies

Academic and Student Affairs

SYS 110, Criteria and Approval of Wisconsin Technical College System Liberal Arts and Pre-Professional Transfer Programs

SYS 115, Associate Degree Standards

SYS 145, Development and Operation of Off-Campus International and Study Away Education Programs for University of Wisconsin System Students

Human Resources

SYS 215, Payment Methods and Timing for Payroll

SYS 230, Salary & Fringe Benefit Calculations

SYS 236, Utilization of Independent Contractors

Finance

SYS 399.2, Cost-Benefit Reporting

Information Security

SYS 1040, Information Security: Logging and Monitoring

University Personnel System Operational Policies

SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts

SYS 1212, Sick Leave

SYS 1244, Summer Prepay Deductions and Summer Session Benefits Eligibility

SYS 1278, UW System Pay Plan Distribution Framework for University Workforce

II. POLICIES AND PROCEDURES PLANNED FOR DISTRIBUTION TO CAMPUSES IN FY2021 Q4 (APR.-JUN.)

Travel

SYS 405, UW System: Travel and Expense Policy

Rescission- SYS 410, Purchase & Payment of Business Air Travel

Rescission- SYS 415, Purchase & Payment of Lodging

Rescission- SYS 420, Travel & Expense- Meal and Incidental Expenses (M&IE) Per Diem Allowance Reimbursements

Rescission- SYS 425, Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation

Rescission- SYS 430, Travel & Expense- Purchase & Payment Miscellaneous Travel Expenses

Rescission- SYS 435, Headquarter City & UW Sponsored Events Policy

Risk Management

SYS 6XX, Working in Isolation

SYS 6XX, University of Wisconsin Student Drivers Under the State's Liability Protection



Tuition & Fees

SYS 810, *Student Abroad & Study Away Programs*

Information Security

SYS 1032, *Information Security: Security Awareness*

SYS 1036, *Information Security: Endpoint Protection*

University Personnel System

SYS 1210, *Vacation, Paid Leave Banks, and Vacation Cash Payouts*

SYS 1212, *Sick Leave*

SYS 1213, *Wisconsin and Federal Family and Medical Leave Acts*

SYS 1218, *Military Leave*

SYS 1235, *Inclement Weather/Emergency Conditions*

SYS 1250, *Job Security*

SYS 1251, *Appointment Terms and Designation of Positions*

SYS 1275, *Recruitment Policies*

SYS 12XX, *Employee Offboarding*

III. FY 2022 POLICY PRIORITIZATION PROCESS

On Friday, April 2, 2021, the Office of Administrative Policies began the FY 2022 SYS Policy Prioritization Process. Key dates for institutions are listed below:

- **Friday, April 2-** Policy Prioritization Form sent to institution leadership.
 - Institutions were asked to compile their feedback and provide one response with up to five (5) policy recommendations. Recommendations can be to:
 - draft a new policy;
 - revise an existing policy;
 - merge existing policies; or
 - rescind an existing policy.
- **Friday, April 16-** Two-week reminder to be sent regarding Policy Prioritization Form.
- **Monday, April 16-** Four-day reminder to be sent regarding Policy Prioritization Form.
- **Friday, April 30-** Institution Policy Prioritization Form Responses are due.
- **Week of Friday, June 25-** Final FY 2022 Policy Prioritization Memo to be distributed to institutions.