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## **May 14, 2021**

Below please find a listing of all approved System Administrative policies and procedures taken from April 15, 2021 through May 14, 2021.

### **I. New Interim Policy Action**

**[SYS 600-02, Interim: Summer 2021 COVID-19 Testing Requirements](#)** (Approved May 5, 2021)

- The purpose of this policy is to establish COVID-19 testing requirements for students, employees, and minors participating in single day precollege/youth programs and activities and multi-day precollege/youth programs and activities during summer term 2021 at UW System institutions.
  - Chancellors will submit to the President (or designee) upon request implementation plans and related COVID-19 testing protocols to fulfil the ongoing testing requirements of the aforementioned groups established by the UW System President.
  - Chancellors may establish more stringent COVID-19 testing requirements for any of these groups or subpopulations of any group.
  - Chancellors must establish COVID-19 mitigation plans for single day precollege/youth programs and activities and multi-day precollege/youth programs and activities.

### **II. Revised Interim Guidance Document**

**[Guidance for SYS 600- Interim 02- UW System Guidance for COVID-19 Testing and Reopening Campuses to Minors](#)** (Approved May 4, 2021)

- On May 4, 2021, Vice President Neitzel approved a revision guidance associated with interim policy **[SYS 600-01, Spring Semester 2021 COVID-19 Testing Requirements](#)** and **[SYS 600-02, Summer 2021 COVID-19 Summer Testing Requirements](#)** to that addresses testing and safety considerations for summer youth programming on campuses.
  - Revisions specifically clarified expectations and testing cadences for single day precollege/youth summer programs and activities participants and multi-day precollege/youth summer programs and activities participants.

### **III. New System Administrative Policies**

**[SYS 1042, Information Security: Threat and Vulnerability Management](#)** (Approved April 20, 2021)

*This policy will be effective April 1, 2022.*

- The purpose of **[SYS 1042, Information Security: Threat and Vulnerability Management](#)** is to establish the minimum requirements for vulnerability management, vulnerability scanning, patch management, threat intelligence and penetration testing of University of Wisconsin (UW) System information technology (IT) assets.
  - All University- owned or leased IT assets must have an operational process and technical enforcement for discovering, reviewing, reporting, and remediating vulnerabilities.
  - Institutions shall report and confirm compliance with this policy on an annual basis.

#### **IV. New System Administrative Procedures**

**SYS 1042.A, Information Security: Threat and Vulnerability Management Standard** (Approved April 14, 2021)

*This procedure will be effective **April 1, 2022.***

- The purpose of SYS 1042.A is listed below:
  - Automated vulnerability scanning tool(s) must be run against University- owned or leased IT assets on a periodic basis commensurate with each UW institution's risk tolerance. At a minimum, IT assets containing High-Risk data must be scanned monthly and all other University owned, or leased IT assets must be scanned quarterly.
  - UW Institutions must conduct routine threat Intelligence gathering and sharing.
  - UW institutions are responsible for maintaining a documented patch management program and documenting vulnerability and patch management metrics.

#### **V. Revised System Administrative Policies**

**SYS 115, Associate Degree Standards** (Approved May 3, 2021)

*These policy revisions are effective upon approval.*

- The purpose of this policy is to guide coordination and adaptation of common standards for associate degrees across the UW System.
  - Formatted to place policy content in the most recent policy format.
  - Reorganized the policy for more logical flow.
  - Recognized in writing that the liberal arts college transfer degree fulfills the general education requirements at the UW System institutions.

**SYS 145, Development and Operation of Off-Campus International and Study Away Educational Programs for University of Wisconsin System Students** (Approved May 3, 2021)

*These policy revisions are effective upon approval.*

- This policy has been expanded to include expectations for study away programs.
  - In Section 4, added verbiage about the benefits of study away for the student experience.
  - In Section 5, added definitions for International Education Advisory Council and Study Away.
  - Policy is updated to include study away programs as a request from our universities.
  - Inserted "study away" where study abroad is mentioned and separated where appropriate international and study away.

**SYS 215, Payment Methods and Timing for Payroll** (Approved May 6, 2021)

*These policy revisions will be effective on **July 18, 2021.***

- UW System Administrative Policy 230, Salary and Fringe Benefit Calculations was amended in May 2021 to support the system move to a single, biweekly pay model. The change in this policy requires minor amendments to a number of other UW System Administrative Policies. The specific amendments to this policy are listed below:
  - In section II.2, removed reference to a payday falling on Saturday or Sunday, and the pay date for the monthly unclassified December payroll period.
  - In section II.2, removed reference to the University Monthly Unclassified and Student Help payroll calendars.

**SYS 230, Salary & Fringe Benefit Calculations** (Approved May 6, 2021)

*These policy revisions will be effective on **July 18, 2021**.*

- This policy describes the process for calculating salaries and fringe benefits to UW System employees. These revisions align the policy with the transition to a biweekly pay schedule and the removal of the monthly pay schedule.
  - In Section 5, Definitions, modified the definitions of Academic Basis (“C”), Annual Basis (“A”), and Hourly Basis (“H”) to clarify their applicability to FLSA exempt or non-exempt staff.
  - In Section 5, Definitions, added a definition for Work Week.
  - In Section 6, Policy Statement, changed the second paragraph to presume a biweekly pay period. Removed reference to pay period specifications for A and C basis employees who are salaried.
  - In Section 6.B, changed the section title to “Calculation of **A and C Basis Bi-Weekly** Rates of Pay.” Modified the content to reflect the definitions of A and C basis pay and that pay will occur bi-weekly. Added an example of how to calculate bi-weekly pay rate and removed reference to monthly pay.
  - In Section 6.C, Payment for Partial Pay Periods and Leaves of Absence, clarified how to calculate pay based for partial salary payments for staff that begin employment after the beginning of a pay period, end employment before the end of a pay period, or take a leave of absence without pay during a payroll period. Updated examples to reflect the biweekly pay schedule.
  - In Section 6.F, changed section title to “Pay Basis Conversions for **A and C Basis Salaries**.” Limited the scope of the section to conversions.
  - Added Section 6.G, Calculation of Hourly Rates for “A” and “C” Basis Employees. Established the scope of the section as calculating “A” or “C” basis hourly pay rates.
  - In Section 7, reordered related documents to align with standard ordering for System Administrative policies.
  - Made typographical formatting changes throughout the policy.

**SYS 350, Payment Card Compliance Policy** (Approved May 3, 2021)

*These policy revisions are effective upon approval.*

- **SYS 350, Payment Card Compliance Policy** provides guidance and procedures to prevent loss or disclosure of cardholder data. Proposed revisions to the policy include:
  - In Section 5, *Definitions*, adding definitions for “Attestation of Compliance (AoC),” “Cardholder Data Environment,” and “Internal Security Assessor (ISA).”
  - In Section 6.A, *Accepting Payments via Payment Cards*, adding MasterCard in the third paragraph to the list of acceptable third-party providers.
  - In Section 6.B, *Cardholder Data Security*, adding reference to the most current versions of PCI DSS requirements and directing users to the link to view these requirements. Removing the requirements from the policy body.
  - Adding Section 6.G, *Compliance Assessments*, to direct institutions on how to monitor PCI-DSS compliance via external assessments, internal assessments, and gap assessments.

**SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts** (Approved May 6, 2021)

*These policy revisions will be effective on **July 18, 2021**.*

- UW System Administrative Policy 230, Salary and Fringe Benefit Calculations was amended in May 2021 to support the system move to a single, biweekly pay model. The change in this policy requires minor amendments to a number of other UW System Administrative Policies. The specific amendments to this policy are listed below:
  - In section 4.H.3.a, removed references to monthly payroll, change requirements to only require leave reporting during periods when leave is used, and require that leave usage be reported on or before the day leave is taken.
  - In section 4.H.3.b, removed references to monthly payroll and change requirements to only require leave reporting during periods when leave is used.
  - In section 4.H.3.c, removed the requirement to always submit a report regardless of if leave was taken.
  - In section 4.H.3.d, removed references to monthly payroll.
  - Added section 4.H.3.e to note that employees may still be required to submit leave reports for periods wherein no leave was taken.
  - Made typographical formatting changes throughout the policy.

**SYS 1212, Sick Leave** (Approved May 6, 2021)

*These policy revisions will be effective on **July 18, 2021**.*

- UW System Administrative Policy 230, Salary and Fringe Benefit Calculations was amended in May 2021 to support the system move to a single, biweekly pay model. The change in this policy requires minor amendments to a number of other UW System Administrative Policies. The specific amendments to this policy are listed below:
  - In Section 4.G.3.a, replaced months with **“reporting periods.”**
  - In Section 4.G.3.b, changed leave reports for employees on an academic year contract performing services outside of the regular contract year from always mandatory to **“may be required.”**
  - In Section 4.G.3.c, changed months to **“pay periods”** and change UW Service Center notification after September 30 to apply only to employees who have failed to comply with the requirements for leave reporting.
  - In section 4.G.7.a, removed references to monthly payroll, change requirements to only require leave reporting during periods when leave is used, and require that leave usage be reported on or before the day leave is taken.
  - In section 4.G.7.b, removed references to monthly payroll and change requirements to only require leave reporting during periods when leave is used.
  - In section 4.G.7.c, removed the requirement to always submit a report regardless of if leave was taken.
  - In section 4.G.7.d, removed references to monthly payroll.
  - Added section 4.G.7.e to note that employees may still be required to submit leave reports for periods wherein no leave was taken.
  - In section 5, reordered related documents to align with standard ordering for System Administrative policies.
  - Made typographical formatting changes throughout the policy.

**SYS 1244, Summer Prepay Deductions and Summer Session Benefits Eligibility** (Approved May 6, 2021)

*These policy revisions will be effective on **July 18, 2021.***

- [UW System Administrative Policy 230, Salary and Fringe Benefit Calculations](#) was amended in May 2021 to support the system move to a single, biweekly pay model. The change in this policy requires minor amendments to a number of other UW System Administrative Policies. The specific amendments to this policy are listed below:
  - In Section 2, added reference to the 2021 transition to the biweekly pay for all employees and the update to spread insurance deduction over the last six bi-weekly pay periods of the spring semester.
  - In Section 3, changed the definition of Summer Prepay Deductions from (deductions taken from the payroll months March, April, and May) to **“(deductions taken from the final six bi-weekly pay periods of the spring semester)”**.
  - In Section 4.A, changed all references to March, April, and May to **“the final six payrolls of the spring semester.”**
  - In Section 4.C, added **accident insurance** to the list of plans and change monthly to **“biweekly.”**
  - In Section 4.F, removed reference to pay on October 1 and replace with September payroll periods.
  - Made typographical formatting changes throughout the policy.

**SYS 1278, UW System Pay Plan Distribution Framework for the University Workforce** (Approved May 6, 2021)

*These policy revisions will be effective on **July 18, 2021.***

- [UW System Administrative Policy 230, Salary and Fringe Benefit Calculations](#) was amended in May 2021 to support the system move to a single, biweekly pay model. The change in this policy requires minor amendments to a number of other UW System Administrative Policies. The specific amendments to this policy are listed below:
  - In Section 6.G, replaced July 1 with “the first biweekly pay period included with the beginning of the fiscal year” and add “the first biweekly pay period included with the” start of the academic year.

## **VI. Expiring Interim Policy Actions**

The following interim policy actions will expire on May 31, 2021:

- [Interim Regent Policy Document Waiver #1: COVID-19 Grants and Contracts Waiver](#)
- [Interim Regent Policy Document Waiver #2: COVID-19 Leasing of Real Property Waiver](#)
- [SYS 600-01, Interim: Spring Semester 2021 COVID-19 Testing Requirements](#)