Stefan Fletcher
Director, Administrative Policies, Projects, and Academic Fellowships
Suite 209, 780 Regent St.
Madison, WI 53715
(608) 262-8939
sfletcher@uwsa.edu
http://www.wisconsin.edu

June 11, 2021

Below please find a listing of all approved System Administrative policies and procedures taken from May 14, 2021 through June 11, 2021.

I.   New Interim Policy Action

SYS 1200-09*, Interim: Salary Advances for Employees Converting to Biweekly Pay* (Approved May 19, 2021)

- This interim policy action to addresses employees impacted by the conversion to a biweekly pay cycle. As a result of this change, the last monthly check received by employees on July 30th, 2021 will be less than previous monthly paychecks. To assist employees with any personal financial issues associated with the implementation of this pay schedule change, the UW System is establishing the an interim policy to allow employees to make a request for a one-time salary advance which is repaid via payroll deduction over the following six pay periods in calendar year 2021.

II.   New System Administrative Policies

SYS 620*, Working in Isolation* (Approved June 8, 2021)
This policy will be effective upon approval.

- This policy has been developed in response to the FY20 laboratory safety audit conducted at UW System institutions, which broadly found procedural gaps at the campus level regarding the safety of individuals working in isolation or alone. This policy will assist UW System institutions in their process improvement efforts to provide safe working environments at UW facilities.

SYS 1041*, Information Security: Logging and Monitoring* (Approved June 9, 2021)
This policy will go into effect on July 1, 2022.

- The purpose of this policy is to establish a logging and monitoring program for computer security-related information within the University of Wisconsin (UW) System to aid in the early identification and forensics of security event sand to establish the groundwork necessary for Information Technology as a Service (ITaaS) security operations, such as security monitoring and threat hunting.
  - Establishes requirements to ensure hosts and network equipment have logging enabled and logs are readily available for 30 days.
  - Establishes expectations for managed logging of security events for high impact systems.
  - Establishes requirements for the security of logs to protect the confidentiality, integrity and availability to necessary personnel.
  - Establishes minimum retention requirements for logs within scope of this policy.

SYS 1228, *Telecommuting* (Approved May 17, 2021)
This policy is effective upon approval.

- This policy enables, but does not require, UW System Institutions to establish telecommuting arrangements with employees when appropriate and desirable for the institution and the employee. Telecommuting arrangements are permitted when approved by the employee and their immediate supervisor with notice of the agreement provided to the appropriate Vice Chancellor/Vice President or designee; when it is feasible that an employee could fulfill their job duties from an alternate location for the period covered by the arrangement; and when the telecommuting arrangement does not disrupt the operations of the UW System.
    - This policy establishes the framework for the creation of telecommuting agreements between an employee and their immediate supervisor, including details related to:
        - Eligibility;
        - Duration and form of the telecommuting agreement;
        - Limitations; and
        - Approvals.

III.   New System Administrative Procedures

SYS 399.2, *Cost-Benefit Reporting* (Approved June 2, 2021)
This procedure will be effective upon approval.

- This procedure describes the reporting requirements for administrative support to primary fundraising foundations and associated affiliated organizations, in accordance with Regent Policy Document 21-11, *Cost-Benefit Reporting for Foundations and Associated Affiliated Organizations*. These reports must be in a format developed by and submitted to the Vice President for Finance by March 31st of the following fiscal year.
    - Support to primary fundraising foundations must be reported annually.
    - Support to associated affiliated organizations valued at $100,000 or greater must be reported annually.
    - Support to associated affiliated organizations valued at less than $100,000 must be reported at least once every five years.
    - Institutions should consider the following in the development of this report:
        - Direct salary and fringe benefit support
        - Facilities support
        - Indirect support, calculated at 30% of salary/fringe and facilities support
        - Support returned to the UW

IV.   Revised System Administrative Policies

SYS 810, *Study Abroad & Study Away Programs* (Approved June 8, 2021)
These policy revisions will be effective upon their approval.

- This policy addresses the funding for study abroad and study away programs and normalizes these practices across the UW System.
    - The substantive content of the policy has been rearranged and placed in the new standard SYS policy template.

- o   Added definition for "Study Away."
- o   Where study abroad is mentioned in the policy, added "and study away."
- o   In section 3, replaced the term "delegated designee" with "an individual as the Chancellor's designee."
- o   In section 6.B.3, changed verbiage from "an institution shall develop the fee in a manner different between Wisconsin resident and non-resident status" to "an institution may develop the fee in a manner different between Wisconsin resident and non-resident status."
- o   In section 6.B.3., moved the former last sentence to be the new section 6.B.4.

V.   Expiring Interim Policy Actions

The following interim policy actions will expire on June 30, 2021:

- SYS 200-02, *Interim: Salary Advances for Furloughed Employees*
- Implementation Guidance and FAQ's for Salary Advances for Furloughed Employees
- SYS 1200-05, *Interim: Vacation, Compensatory Time, and Personal Holiday Carryover*
- SYS 1200-07, *Interim: Sick Leave During Public Health Emergency*