

# Academic Staff Senate

Monday, September 15, 2014

# University Personnel Systems

- University of Wisconsin System officials on April 23, 2014 received approval to begin implementation of new personnel systems for UW System and UW-Madison. These new personnel systems are required by legislation, with implementation originally scheduled to have begun in 2013, but later delayed until July 1, 2015.

- **Goals**
- The two university personnel systems will be developed by taking the aspects of the unclassified and classified service that work best and creating one system of university employment. The goal is to develop a process to identify personnel policies that have worked well – and that will continue to work well when more authority is delegated to the UW institutions. The systems will also maintain commitment to and the integrity of the UW System's ongoing goal of a diverse and highly qualified workforce. Some specific objectives include:
  - **simplification** of titling structures
  - protection of existing **employee rights**
  - establishment of a **compensation structure** that enables the UW System to recruit and retain the best, most diverse, and most qualified employees

- **A New Framework**
- A framework for the new personnel systems is needed that is based on organizational principles that are simple, consistent, and have coherence.
- **Simplicity** promotes efficient and effective policies and procedures.
- **Consistency** provides for fairness of policies and procedures.
- **Coherence** governs over simplicity and consistency so that the desire for one does not overtake the other in the development of new personnel systems. This ensures that different aspects of the new systems will work together toward fulfilling the purposes of a personnel system.
- This framework will emerge as existing policies and procedures are reviewed and sorted into two categories.
- Policies that have worked well will remain unchanged.
- Policies that have not worked well will be changed or discarded.
- The result will be the two new personnel systems that meet the diverse and unique needs of UW System universities, colleges, and extension.

# To find the policies

- <http://www.uwsa.edu/personnelsystems/development-documents/ops/>
- <http://www.uwsa.edu/personnelsystems/development-documents/ops/list/>

# Deadlines

- This is an advisory function
- I have included my deadlines, by which time I must communicate comments from UW—Platteville.
- So, please get me the comments as soon as possible.

# Comments due by October 1, 2014

- TC3      Compensation Structures and Tools
- HR5      Performance Management
- WE3      Workplace Expectations

# Comments due by October 10, 2014

<b>Number</b>	<b>Title</b>
<i>GEN 21</i>	<i>Crafts Workers (Note: This Operational Procedure may be delayed)</i>
GEN 23	Job Related Coursework and Training
GEN 24	Complaints Procedures
HR 4	FLSA Designation
HR 7	Temporary & Project University Staff
BN 1	Vacation, Paid Leave Banks, and Vacation Cash-Outs
BN 2	Personal Holiday & Legal Holiday
BN 3	Sick Leave
BN 4	Family & Medical Leave
BN 5	Catastrophic Leave
BN 6	Bone Marrow & Human Organ Donation
BN 7	Miscellaneous Leave Provisions - Jury Duty, Voting, Election Official, Hostage Leave, and Leave Usage upon Death of Family Member
BN 8	Non-Medical Leaves of Absence
BN 9	Military Leave
	Specific Benefit Ops Questions – See page 2 of this document

# Comments due by November 1, 2014

Number	Title
TR 3	Voluntary Reassignment of Formerly Classified FLSA-Exempt Employees to Academic Staff/Limited Positions <b>Supporting Documents as follows:</b>
	Appendix 1 (included in Op)
	Suggested Mapping with Comments
	New Academic Staff/LI Titles only
	Counselor checklist to be used when meeting with staff to decide on making the move.
	Review sheet for Benefit differences - to be shared with those considering the movement to AS/LI
	Absence Management balances sheet and ALRA Counter

