THE UNIVERSITY OF WISCONSIN-PLATTEVILLE WELCOMES YOU!
Use this Presentation as a Reference

The presentation is available at:

http://www.uwplatt.edu/administrative-services
As a UW-Platteville and State Employee…

- Items of Value – Don’t accept these if it is a result of your employment at UW-Platteville
- Use of UW-Platteville Resources – Use for UW-Platteville purposes
- Employee Ethics – http://www.uwsa.edu/gc-off/ethics-records-brochure.htm
- Internal Audit/Fraud – http://www.uwplatt.edu/audit/
- UW Extension Online Ethics Training – http://www.uwex.uwc.edu/admin-services/audit/
Records and Data

- Records – generally any record you create at UW-Platteville may be a state record and subject to retention requirements/open record requests – refer all open records requests (and media calls) to the Chancellor’s Office

- Information/Data Security – the UW-Platteville Information Security Policy is at http://www.uwplatt.edu/its
  - Strong passwords are a must – include numbers & capitalizations. NEVER give your UW-Platteville username and password – Phishing is an ongoing problem – UW-Platteville will NEVER ask for this; you must INITIATE this.
Purchasing and Contracting

- Purchasing/Contracts – State rules and contracts govern this area, including travel and information is available at http://www.uwplatt.edu/business/purchasing and http://www.uwplatt.edu/financial/travel
- Contracting with Third Parties – contact the Vice Chancellor for Administrative Services with questions
  - Indemnification
  - Hold Harmless
  - Force Majeure
  - Warranty
Travel Expense Reimbursements must be submitted within 60 days after return date of trip. Any travel related questions should be directed to Financial Services. For more information go to http://www.uwplatt.edu/financial/travel

Corporate Travel Cards can be used for business expenses incurred while on official State of Wisconsin business. For more information go to http://www.uwplatt.edu/financial/travel
Safe Workplace

- Your health and safety are important
- Practice safe workplace strategies and behaviors
- Example – Office doors with windows – Don’t Cover These With Paper
  - No one can see in if you need help in case of a seizure, choking or other emergency
  - No one can see in if another person is threatening you
  - Keep door open when meeting with students
Injury Reporting

- Workplace injuries are reported by employees and supervisors – forms are located at:
  
  http://www.uwplatt.edu/human-resources/workers-compensation-0

- Risk Management – Contact Pete Davis, Facilities, in case of an injury
Policy: Sick Leave, Vacation and Personal Holiday Leave Reporting for Unclassified Staff – Effective January 1, 2008, it shall be the policy at each institution in the UW System that sick leave, vacation and personal holiday leave for full-time unclassified employees shall be charged in units of one-half days. Absence of one-quarter day up to three fourths day shall be charged as one half day. Absence of three fourths day up to one and one quarter day shall be charged as one day. Employees with less than full-time appointments shall report actual hours absent when using sick leave, vacation and personal holiday leave.

Policy: Reduction of Sick Leave Accrual for Unclassified Staff Failing to Report Leave Usage
Effective with sick leave accrued in fiscal year 2007-08, any employee who fails to file a report on leave usage, as required by UW System policy, in one or more months of any year, shall not be permitted to accrue sick leave for that year in an amount exceeding the cap established by s. 40.05(4)(b)(p)1., Wis. Stats. (i.e. 8.5 days for an annual appointee or 6.4 days for an academic year appointee).

Policy: Sick Leave Reporting and Teaching Responsibilities – Effective with the beginning of the Spring 2008 semester, teaching responsibilities not met because of an absence specified in UWS 19.01, Wis. Adm. Code, must be reported as leave, regardless of whether a qualified instructor covers the aforementioned responsibilities. Teaching responsibilities include class time preparation, actual classroom instruction and scheduled office hours available to students for educational guidance.
Sustainability

- Energy Conservation – turn off lights, projectors, computers and equipment when not in use or leaving room/office
- Water Conservation – use only what is needed
- Recycling – place all paper, plastic, metal and glass in any recycling bin on campus. For more information go to: uwplatt.edu/recycle
- Consider biking or walking to campus or buying a shuttle pass
Flu Preparedness

Clean Your Hands!

1. WET
2. SOAP
3. WASH 20 seconds
4. RINSE
5. DRY
6. TURN OFF WATER WITH PAPER TOWEL

How to wash your hands with soap and water:
- Open faucet. Wash hands for at least 20 seconds.
- Use soap, rubbing between fingers and under nails.
- Rinse with water and dry with paper towel.
- Turn off faucet with paper towel.

Clean your hands with alcohol-based hand sanitizer:
- Apply to hands and rub for at least 20 seconds.
- Spread sanitizer over all surfaces of hands and fingers.
- Wash with soap and water when hands are visibly dirty.

Cover your Cough

Stop the spread of germs that make you and others sick!

Cover your mouth and nose with a tissue when you cough or sneeze or cough or sneeze into your upper sleeve, not your hands.

Put your used tissue in the waste basket.

You may be asked to put on a surgical mask to protect others.

Clean your Hands after coughing or sneezing.

Wash with soap and water or clean with alcohol-based hand cleaner.

www.uwplatt.edu
Retirement Planning

- Human Resources – tax shelters, planning programs, external resources
- Employee Trust Funds – http://etf.wi.gov/
Welcome

WELCOME AND THANK YOU FOR JOINING UW-PLATTEVILLE!

http://www.uwplatt.edu/administrative-services

New Employee Orientation is under “Reference Material” tab.