Regent Policy Documents

SECTION 20: FACULTY, ACADEMIC STAFF, CLASSIFIED STAFF, AND TEACHING ASSISTANTS

20-20 CLASSIFIED STAFF GOVERNANCE

Scope

Subject to the authority of the Board, the System President, and the Chancellors, this policy authorizes the classified staff of each University of Wisconsin System institution to structure themselves in a manner they determine and to select representatives to participate in institutional governance.

Definitions

The civil service system for the State of Wisconsin and its agencies, including the University of Wisconsin System, is divided into the unclassified and classified service [Wis. Stat. § 230.08(1)]. The UW unclassified service includes all of the administrative positions that serve at the pleasure of the Board (president, chancellors, etc.) plus the faculty and academic staff [Wis. Stat. § 230.08(2)(c) and (d)].

The classified service is comprised of all positions not in the unclassified service [Wis. Stat. § 230.08(3)]. The Director of the Office of State Employment Relations (OSER) is charged with administration of the civil service system (Wis. Stat. § 230.04). As part of that administration, OSER is responsible for the classification of positions in the classified service (Wis. Stat. § 230.09); establishing compensation plans (Wis. Stat. §§ 230.10-12); and a myriad of related regulatory duties in areas such as classified employee recruitment, promotion, probation, evaluation, examinations, discipline, work hours, leave time, and holidays (Wis. Stat. §§ 230.14-40). Administrative requirements for these items are further delineated in the applicable provisions of the Wisconsin Administrative Code.

Purpose

The purpose of this policy is to provide to classified staff the opportunity to participate in institutional governance. Students, faculty and academic staff have governance rights granted by Wis. Stat. Chapter 36. This policy enables active participation in the immediate decision-making and policy development of the institution. Active participation in governance for classified staff under this policy is not collective bargaining and will not result in a labor agreement or contract. Classified staff may make recommendations, consider proposals, and raise concerns to institutional leadership.

Policy Statement

The Board of Regents is vested with the primary responsibility for governance of the University of Wisconsin System [Wis. Stat. § 36.09(1)]. In discharging this responsibility, the Board has an interest in providing classified staff the opportunity to participate in institutional decision-making. Each UW System institution shall:

1. Provide its classified staff members, subject to the responsibilities and powers of the Board, the president, and the chancellor and faculty of the institution, the opportunity to be active participants in the immediate governance of and policy development for the institution;

2. Provide its classified staff members full participation in the formulation and review,
and representation in the development, of all policies and procedures concerning classified staff members, including classified staff personnel matters, except where state law preempts UW System policy; and

3. Provide its classified staff members the right to structure themselves in a manner classified staff members determine, and to select their representatives to participate in institutional governance.

Oversight, Roles, and Responsibilities

The Board of Regents delegates to the President of the UW System or his or her designee the authority to issue operational policies to implement and administer this policy. The Board further authorizes the President to delegate to individual Chancellors the authority to implement this policy at their respective institutions within the parameters established by Regent Policy Documents and University of Wisconsin System policies.

Related Regent Policies and Applicable Laws

Wis. Stat. Chapter 36
Wis. Stat. § 227.01(13)(Lm)

History: Res. 10525, adopted 09/06/2013.

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The Regent Policy Documents were adopted and are maintained pursuant to the policy-making authority vested in the Board of Regents by Wis. Stats. § 36. The Regent Policy Documents manifest significant policies approved by the University of Wisconsin System Board of Regents. This document is a ready reference for those charged with carrying out these policies. Unless noted otherwise, associated documents and reports may be obtained from the Office of the Secretary of the Board of Regents, 1860 Van Hise Hall, 1220 Linden Drive, Madison, WI 53706, ph 608-262-2324. http://www.uwsa.edu/bor/policies/

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Regent Policy Document
University Personnel Systems

Scope

This policy applies to all UW institutions and their employees subject to university personnel systems under Wis. Stat. § 36.115.

Purpose

Wis. Stat. § 36.115(2) directs the Board of Regents to develop a personnel system for all system employees except system employees assigned to the University of Wisconsin at Madison (UW-Madison), and Wis. Stat. § 36.115(3) directs the Chancellor of UW-Madison to develop a personnel system for all system employees assigned to UW-Madison. The purpose of this policy is to implement the Board of Regents' statutory authority {§ 36.09(1)} to create and administer both university personnel systems.

Both personnel systems must include a civil service system, a grievance procedure that addresses employee terminations, and provisions that address employee discipline and workplace safety. These and other elements of the personnel systems will be administered through operational polices for each personnel system.

Policy Statement

Under Wis. Stat. § 36.09(1), the Board of Regents is vested with the primary responsibility for the governance of the University of Wisconsin System. In discharging this responsibility, it is the Board's policy to promote the development of university personnel systems that allow UW institutions to attract, develop, and retain a diverse and highly qualified workforce that will effectively and efficiently pursue the missions of the UW System and each UW institution. The university personnel systems shall include:

1. merit-based recruitment and assessment policies, practices, and performance goals that promote the development of a productive, accountable, and trusted workforce;

2. equal employment opportunity by ensuring that all personnel actions, including hiring decisions, length of tenure or term, and condition or privilege of employment, are based on an individual's ability to perform the duties and responsibilities of the particular position without regard to race, sex, gender identity or expression, color, creed or religion, political affiliation, disability, sexual orientation, national origin, ancestry, age, or any other prohibited basis of consideration; and

3. compensation structures and tools that reflect the following factors: market, performance, internal equity, and cost of living.

The Board's authority over the personnel systems of the UW System includes but is not limited to the following:
1. designation of positions to appointment types, to include faculty appointments, academic staff appointments, limited appointments, university staff appointments, and other appointments such as employees-in-training and students;

2. position titling systems;

3. recruitment and appointment of employees;

4. pay plans;

5. workplace safety programs;

6. a leave system (i.e., sick leave, vacation, personal holiday, and other leaves of absence);

7. employer and employee paid benefits;

8. a standard work week and legal holidays;

9. support for ongoing education of supervisors and for employee education and career development;

10. a program for employee performance evaluation;

11. just cause and due process protection as applicable;

12. workplace expectations;

13. employee discipline and grievance procedures; and

14. layoff procedures.

Oversight, Roles & Responsibilities

The Board of Regents delegates to the President of the UW System or his or her designees the authority to implement and maintain a personnel system for all UW System employees except employees assigned to UW-Madison. The Board of Regents authorizes the President or his or her designee to formulate operating policies to administer this personnel system. The Board of Regents delegates to the Chancellor of UW-Madison or his or her designee the authority to implement and maintain a personnel system for all System employees assigned to UW-Madison. The Board of Regents authorizes the UW-Madison Chancellor or his or her designees to formulate operating policies to administer the personnel system for all System employees assigned to UW-Madison. Prior to initial implementation, the policies related to the 14 areas enumerated above are subject to review by the Board of Regents. The Board further authorizes the President to delegate to individual Chancellors of institutions other than UW-Madison the
administration and oversight of the personnel system for all system employees except system employees assigned to UW-Madison.

**Related RPDs and Applicable Laws**

Chapter 36 of the Wisconsin Statutes  
Sec. 227.01(13)(Lm), Wisconsin Statutes  
Chapters UWS 1-13, Wisconsin Administrative Code  
RPD 6-3, Delegation of Authority to President for Personnel Actions  
RPD 6-4, Search and Screen Procedures for chancellors, Senior Vice Presidents or Vice Presidents  
RPD 6-5, Executive Salary Structure  
RPD 6-6, Delegation to System President  
Etc.

**History**

*To eventually include the following resolutions ...*

6-1:  Res. 58, adopted 01/07/1972.  
20-1: Res. 506, adopted 06/08/1973; amended by 75-9. (See also Policy 20-6 and Unclassified Personnel Guideline 10.)  
20-12: Res. 7651, adopted 03/06/1998.  
Regent Policy Document
University Staff Governance

Scope

This policy authorizes the University Staff of each University of Wisconsin System institution to structure themselves in a manner they determine and to select representatives to participate in institutional governance.

Definitions

"University Staff" are members of the university workforce who contribute in a broad array of positions in support of the University’s mission and are not exempt (hourly[^1]) from the overtime provisions of the Fair Labor Standards Act.

[^1]Note: All FLSA exempt employees holding positions in the State of Wisconsin “classified” service as of June 30, 2013 are given the choice to remain in the University Staff for as long as they retain their existing positions, or to voluntarily be reassigned to a position that the institution has designated as either an Academic Staff or Limited Appointment position.

Purpose

The purpose of this policy is to provide to University Staff the opportunity to participate in institutional governance. Students, faculty and academic staff have governance rights granted by Wis. Stat. Chapter 36. This policy enables active participation in the immediate decision-making and policy development of the institution. Active participation in governance for University Staff under this policy is not collective bargaining and will not result in a labor agreement or contract. University Staff may make recommendations, consider proposals, and raise concerns to institutional leadership.

Policy Statement

The Board of Regents is vested with the primary responsibility for governance of the University of Wisconsin System [sec. 36.09(1), Wis. Stats.]. In discharging this responsibility, the Board has an interest in providing University Staff the opportunity to participate in institutional decision-making. Each UW System institution shall:

1. Provide its University Staff members, subject to the responsibilities and powers of the board, the president, and the chancellor and faculty of the institution, the opportunity to be active participants in the immediate governance of and policy development for the institution;

2. Provide its University Staff members the primary responsibility for the formulation and review, and representation in the development, of all policies and procedures concerning University Staff members, including University Staff personnel matters; and
3. Provide its University Staff members the right to structure themselves in a manner University Staff members determine, and to select their representatives to participate in institutional governance.

Oversight, Roles and Responsibilities

The Board of Regents delegates to the President of the UW System or his or her designee the authority to issue operational policies to implement and administer this policy. The Board further authorizes the President to delegate to individual Chancellors the authority to implement this policy at their respective institutions within the parameters established by RPDs and University of Wisconsin System policies.

Related RPDs and Applicable Laws

Chapter 36 of the Wisconsin Statutes
Sec. 227.01(13)(Lm), Wisconsin Statutes