

UWSP ***Classified Employee*** ***Handbook***



TABLE OF CONTENTS

Welcome.....	4
Introduction to UWSP & UW System	5
Campus Map	6
Who To Contact	7
Code of Ethics	8
Payroll Information.....	10
Pay Periods	10
Paychecks	10
Direct Deposit	10
Time Sheets	10
Overtime	10
Night Differential	11
Weekend Differential	11
Pay Increases.....	11
Employee Benefits	11
Vacation.....	11
Sick Leave	12
Holidays.....	13
Health Insurance	13
Prescription Drug Benefit.....	14
Dental Insurance	14
Life Insurance	14
Income Continuation Insurance.....	14
Employee Reimbursement Accounts	14
Family Medical Leave.....	15
Catastrophic Leave.....	15
Retirement.....	15
Social Security FICA.....	16
Tax Deferred Annuity.....	16
Unemployment Compensation	17
Other Benefits.....	17
General Employment Policies & Procedures.....	17
Alternative Work Patterns.....	17
Conduct & Personal Appearance	17
Demotion	17
Education / Training Opportunities	17
Employee Assistance Program	17
Employee Performance Review	17
Employment Policy	18
Grievance Procedure.....	18
Inclement Weather	18
Jury Duty	18
Labor Unions	19
Layoff.....	19
Leave Without Pay	19
Military Leave	19
Personal Information Changes	20
Personnel Records.....	20
Political Activity.....	20
Position Descriptions.....	21
Probationary Period.....	21
Project Appointment.....	21

Promotion	21
Reasonable Accommodations.....	22
Reclassification.....	22
Reinstatement	22
Resignation.....	22
Rest Periods	22
Seniority Date	23
Sexual Harassment	23
Special Clothing.....	23
Subpoenaed Witnesses.....	23
Telecommuting Policy	24
Transfers	24
Tuition Assistance	25
Work Hours & Absences	26
Work Rules	26
Health & Safety	27
Drug Free Workplace	27
Emergency Conditions	27
Employee Wellness.....	29
Smoking Policy	29
Worker's Compensation	29
Miscellaneous	30
Athletic Events.....	30
Award Programs.....	30
Blood Donation	30
Bulletin Boards	30
Charitable Contributions.....	30
Credit Union.....	30
Dining Services.....	30
Dreyfus University Center.....	30
E-mail	31
Fitness	31
ID Card	31
Library.....	31
Parking	31
Public Folders.....	31
Publications	31
Recycling.....	32
Schmeckle Reserve.....	32
University Information & Tickets Office.....	32
University Store	32
Index	33

On the cover: Photo by UWSP University Relations & Communications

WELCOME

Welcome to the University of Wisconsin-Stevens Point. The decision to join the campus work force will be one of mutual benefit. While assisting the university in its goals of providing quality services to staff, students, and the community, each employee will have the opportunity to develop a successful career.

The purpose of the UWSP Classified Employee Handbook is to provide a general overview of employment policies and procedures. It will serve as a convenient source of reference as questions and/or problems arise concerning general work regulations and benefit programs. However, because changes take place continually in an organization as large as UWSP, the handbook may not be completely up-to-date. Employees will be informed of changes through their supervisor or Personnel Services as they occur. Supervisors and the Personnel Services staff are ready to answer specific questions and provide additional information not covered in this Handbook.

The information in this booklet has been prepared primarily for full-time employees. Part-time employees should check with Payroll and Staff Benefits (room 133, Old Main Building) regarding vacation, sick leave, retirement and other benefits.

If any portion of this handbook is in conflict with the provisions of an existing collective bargaining agreement or any State statute, the provisions of the labor agreement or statute will apply. Choosing to actively join the Union representing a particular position is a matter of personal choice. However, in some bargaining units, employees who choose not to actively join may still be required to pay their "fair share" equivalent of Union dues.

This Handbook is not meant to be all-inclusive. It is provided as a set of guidelines. In some instances, information is provided as a summary of a more detailed policy or procedure. It can be changed, in writing, by Personnel Services.

Revised April 2008

INTRODUCTION TO UWSP & UW SYSTEM

The University of Wisconsin-Stevens Point is one of 13 degree granting campuses in the University of Wisconsin System. Founded in 1894 as Stevens Point Normal School, in the ensuing years the institution has become Central State Teachers College, Wisconsin State College, Wisconsin State University, and finally the University of Wisconsin-Stevens Point.

UWSP's four academic colleges offer our 8,700 students 100 program choices within 49 majors, plus 78 minors and 16 graduate programs. There are 400 faculty and teaching academic staff, 200 non-teaching academic staff and 350 support staff, supplemented by part-time, temporary, and student employees.

The campus covers more than 300 acres and has more than 35 major buildings. The Schmeckle Reserve north of the campus has been developed as an educational-recreational retreat and covers 185 acres of marsh, woodland, and meadow. It has a Visitor's Center, nature trails, exercise stations and rest areas, which are open daily until dark.

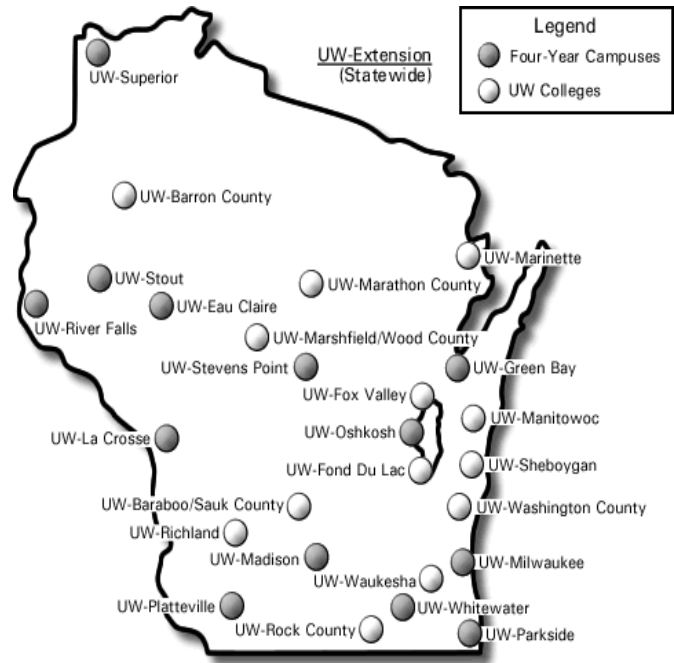
The University of Wisconsin System is composed of 13 four-year campuses, 13 two-year campuses and statewide UW Extension. UW System is governed by a Board of Regents consisting of 17 citizen members. Policies adopted by the Regents are administered by the President and Central staff in Madison, by Chancellors of the Universities, the Center System and Extension, and by the Provost of Outreach.

The universities at Madison and Milwaukee have PhD level programs. All but one of the other universities offer undergraduate and master's degree programs, while the 14 Centers provide excellence in teaching freshmen and sophomore courses.

New learning options are bringing many new learners into higher education across Wisconsin. Credit by examination, Independent learning, distance education, and credit for prior learning are a few of the many ways it is possible for students of all ages, from all states of life, to take advantage of courses and degree programs in learning modes and at times and places convenient for them.

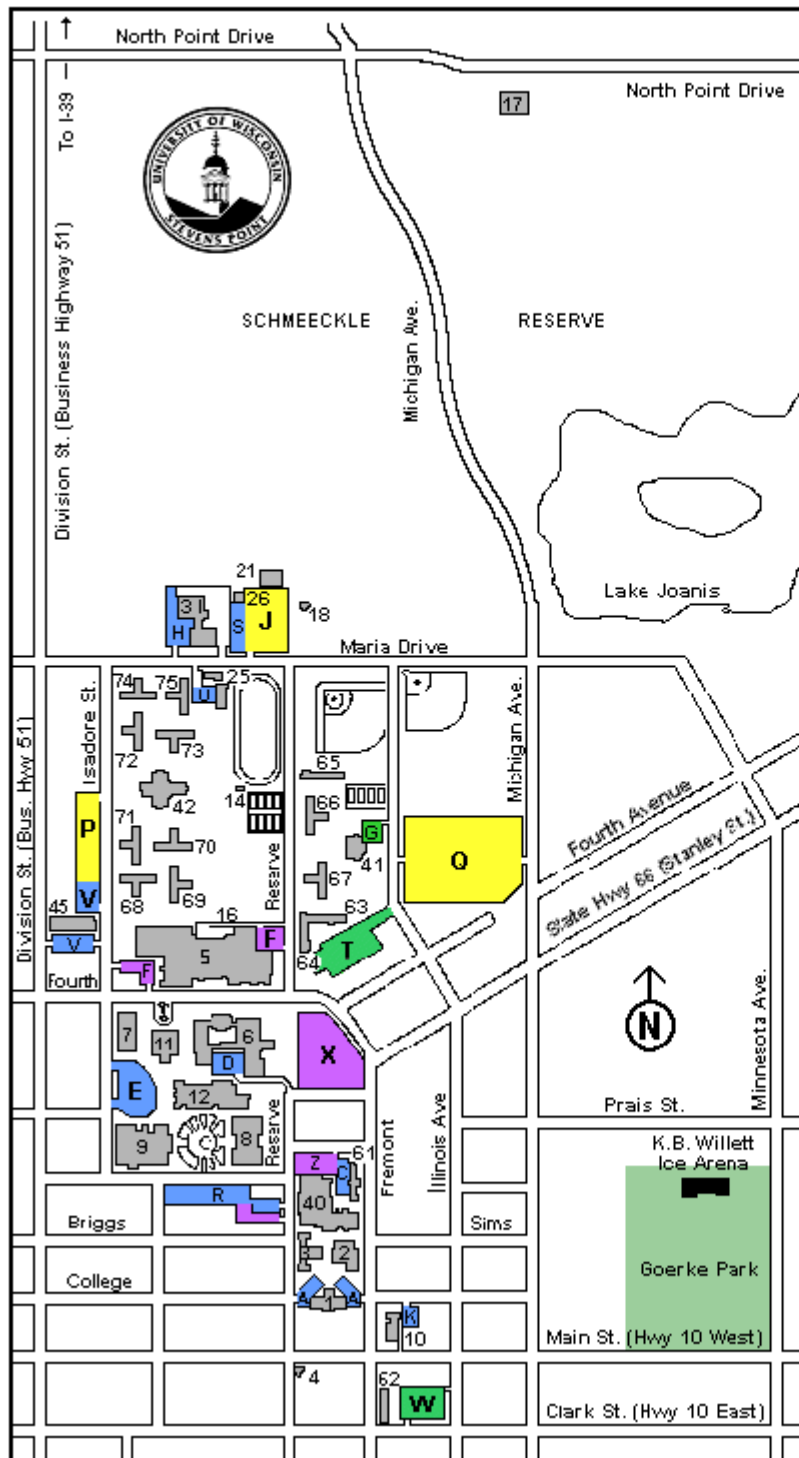
Stevens Point has a population of approximately 25,000. The city is the home of a major insurance firm and is a substantial producer of paper, lumber, millwork, furniture, fishing tackle and food products. The many lakes, streams and parks in Stevens Point and the surrounding area offer unlimited opportunities for both summer and winter outdoor recreation.

The website for UW Stevens Point is www.uwsp.edu.
The website for UW System is www.uwsa.edu.



CAMPUS MAP

University of Wisconsin - Stevens Point Campus Map



Academic and Administrative Buildings

1. Old Main
2. Student Services Center
3. Communication Arts Center
4. American Suzuki Center
5. Health Enhancement Center
6. Science Building
7. Collins Classroom Center
8. Learning Resources Center
9. Noel Fine Arts Center
10. Nelson Hall
11. College of Professional Studies
12. College of Natural Resources
17. Schmeeckle Visitors Center
18. Schmeeckle Shelter
21. Wood Utilization Lab
45. 601 Division St.
61. Delzell Hall

Service Buildings

14. Phy. Ed. Service
16. Phy. Ed. Storage
25. George Stien Building
26. Resource Recovery Center
31. Maintenance and Materiel Bldg.

Centers

40. University Center
41. Allen Recreation Center
42. DeBot Residence Center

Residence Halls

- | | |
|-------------|---------------|
| 62. South | 69. Neale |
| 63. Pray | 70. Hansen |
| 64. Sims | 71. Steiner |
| 65. Hyer | 72. Burroughs |
| 66. Roach | 73. Knutzen |
| 67. Smith | 74. Watson |
| 68. Baldwin | 75. Thomson |

Gymnasiums and Sports Arenas

40. Box Office
5. Berg Gymnasium
5. Quandt Fieldhouse
- Goerke Park (labeled on map)
- K.B. Willett Ice Arena (labeled on map)

Theatres and Concert Halls

40. Box Office
9. Jenkins Theatre
9. Michelsen Concert Hall

Museums and Galleries

9. Edna Carlsten Gallery
11. Agnes Jones Gallery
8. Museum of Natural History

Planetarium and Observatory

6. Planetarium
6. Observatory

Parking Lots

- Student J, P, Q
- Student/Staff T, W
- Staff A, C, D, E, G, H, K, R, S, U, V
- Metered F, R, V, X, Z

WHO TO CONTACT

Most questions that normally arise on personnel and payroll matters are answered by an employee's supervisor. In some instances, it may be necessary to contact Personnel Services. Listed below are the individuals to contact to answer your questions.

Personnel Services is located in Room 133, Old Main Building. The office phone number is 346-2606.

Payroll

Lisa Nelson, (2964), Tina Rajski (2607), or Jake Shearier (4085)

1. Payroll dates, checks, deductions, time reports
2. Changes of address, name, number of withholding deductions
3. Official sick leave and vacation balances
4. Student payroll

Personnel

Bob Tabor (3975), Cindy Balz (3933), or Janelle Ewen (4419)

1. Interpretation of personnel rules and policy, bargaining unit agreements
2. Recruitment of Classified Staff
3. Limited Term Employment
4. Counseling on job opportunities in state service
5. Information on transferring to another job
6. Information on formal grievance procedures
7. Training classes or courses

Staff Benefits

Julie Hayes (4677) or Bob Tabor (3975)

1. Fringe benefits information
2. Insurance plans available
3. Insurance policy provisions, benefits, programs
4. Tax deferred annuities
5. Retirement counseling

CODE OF ETHICS

The following are your rights and responsibilities as a UW employee under the Code of Ethics. You have the right to:

1. Engage in outside employment
2. Maintain investments
3. Accept fees for appearances made on your own time

Corresponding to these rights, you have the following responsibilities:

To file a statement with your supervisor if a potential conflict of interest exists.

- A. You may have a conflict of interest whenever:
 - (1) You do something to benefit yourself, your immediate family, or an organization with which you are associated; or,
 - (2) You, a member of your immediate family, or an organization with which you are associated, have substantial interest in a profit making venture.
- B. The state must, by necessity, specifically prohibit those activities that will cause a conflict of interest to an employee or the State of Wisconsin. Therefore:
 - (1) You may not use or attempt to use your public position, state property, or use the prestige or influence of your position for financial gain or other benefit, for you, your immediate family, or an organization with which you are associated.
 - (2) If you are assigned to act as an official representative of the state by presenting papers, talks, demonstrations or making other appearances, you may not solicit or accept fees, honoraria, or reimbursement of expenses for personal gain. Any fees, honoraria, or reimbursement of expenses which may be offered in connection therewith shall be paid to the University.
 - (3) You may not intentionally use or disclose information gained in your position in any way that could result in receipt of anything of value to you, your immediate family, or any other person or organization, if the information has not previously been made public. No reprisal may be taken against you for the lawful disclosure of information which you believe evidences:
 - (a) Violation of any law, rule, or regulation, or
 - (b) Mismanagement, gross waste of funds, abuse of authority, enforcement of unreasonable agency work rules, or a substantial and specific danger to public safety.
 - (4) Neither you, a member of your immediate family, nor any organization in which you or a member of your immediate family owns or controls at least 10% of the outstanding equity, voting rights, or outstanding indebtedness may enter into any contract or lease involving payment or payments of more than \$3000 within a 12-month period, in whole or in part derived from state funds unless you have made written disclosure of the nature and extent of such relationship or interest to the Vice Chancellor for Business Affairs and have obtained his written approval.

- (5) You may not recommend or make a limited term or project appointment if the person to be hired is a member of your immediate family. You may recommend, hire, or promote a candidate for a permanent, seasonal or sessional position, who is a member of your immediate family, if that person has been certified from an open or competitive promotional register.
- (6) You may not give preferential treatment in the supervision or management to an employee who is a member of your immediate family.

It is your responsibility to inform your supervisor in writing before:

- A. Accepting outside employment. Note: If you are presently employed outside the university, you are requested to report such employment to your supervisor.
- B. Accepting assignment to act as an official representative of the state in such matters as presentation of papers, talks, demonstrations, or making appearances.
- C. Accepting fees and/or honorariums, for papers, talks, demonstrations, or appearances even when that is done on your own time and not directly related to your position.

Forms are available in the Personnel Office:

1. To advise your supervisor of a potential conflict of interest
2. To notify your supervisor of outside employment
3. To notify your supervisor of outside appearances

If you are ever accused of violating provisions of the Code of Ethics, the matter will be investigated by any or all of the following: your immediate supervisor, Dean and/or Vice Chancellor, and Director of Personnel Services. They will report their findings to the Vice Chancellor for Business Affairs.

The Vice Chancellor for Business Affairs will review the complaint and results of the investigation and will determine if a conflict of interest exists. He will transmit his findings, including any corrective action to be taken, to you, your supervisor, the complainant, and the State Division of Merit, Recruitment and Selection. Corrective action may include your temporary reassignment or disciplinary action.

Questions about your rights or responsibilities under the Code of Ethics should be referred to your supervisor. Bob Tabor, Director of Personnel Services, serves as the University's coordinator for Code of Ethics for Classified Staff. He would also be available to advise and counsel you or your supervisor.

PAYROLL INFORMATION

Pay Periods

The pay period is composed of two consecutive weeks, beginning midnight on Sunday and ending 11:59 p.m. Saturday. The normal work week consists of forty hours scheduled between Sunday and the following Saturday. An individual's working hours and workdays depend on departmental requirements and the nature of the position held.

Paychecks

Classified employees are paid on Thursdays on a biweekly basis. If a payday falls on a holiday, earnings are dated and distributed on the day before the holiday. Itemized earnings statements are available online at <https://myPoint.uwsp.edu>. (Select the Administrative tab, and select 'View Earning Statements' from the Personnel & Payroll module.) The earnings statement shows base pay, gross and net (take-home) pay, night differential, overtime, and deductions. While gross pay should not vary unless leave without pay is taken or salary rate is changed, take-home pay can vary depending on voluntary deductions. The three mandatory payroll deductions are: federal taxes, state taxes, and social security taxes. Voluntary deductions may be authorized for health insurance, life insurance, income continuation insurance, tax deferred annuities, credit union, parking, charitable contributions, and Cardio/Strength Center membership. Deductions for union dues may or may not be voluntary, depending on bargaining unit.

Direct Deposit

Direct deposit is required. An authorization form must be submitted to the Payroll Office.

Time Sheets

The time sheets on file in the Payroll Office will be considered the official records of attendance, classification, salary, etc. Each employee is responsible for keeping and submitting a time sheet every two weeks. Selected management and supervisory personnel will submit time sheets on an exception basis. All time sheets must be signed by the supervisor or the person delegated in his/her absence and should be forwarded to the payroll Office by 9:00 a.m. on Monday following the end of the bi-weekly pay period. Time sheets and instructions can be found in the Personnel Services Public Folder. Willful falsification of time sheets may be considered grounds for serious disciplinary action. At termination of employment, a time sheet should be submitted on the last day of work.

Overtime

University employees may not work overtime on a regularly scheduled basis unless requested to do so by their department. Union contracts and University policy provides compensation for overtime work through cash payment or accrual of compensatory time, at the discretion of the supervisor.

Non-represented employees considered as non-exempt included under the definitions of the Fair Labor Standards Act shall be compensated on the basis of time and one-half for each hour worked in excess of 40 hours in a given week. Represented (Union) employees shall be compensated for overtime work on the basis of time and one-half for each hour in pay status in excess of 40 hours in a given work week unless their contract specifies otherwise.

Exempt employees, as determined under the definitions of the Fair Labor Standards Act, may be compensated for overtime work as described in the applicable union contract, WI statute, and/or non-represented Classified pay plan.

Employees covered by a collective bargaining agreement (contract) may accumulate compensatory time and must use such "comp" time by no later than April 30 of the year after it is earned. Non-represented employees may accumulate up to 40 hours of compensatory time and must use such time by no later than June 30 of the year after it is earned.

Night Differential

Employees regularly scheduled to work for two or more hours between 6:00 p.m. and 6:00 a.m., may be qualified to receive night differential in addition to regular salary. Information on the amount of such payment is available through supervisors.

Weekend Differential

Employees are paid a weekend differential for hours worked between 12:01 a.m. on Saturday and 12:00 midnight Sunday. Information on the amount of such payments is available through supervisors.

Pay Increases

Represented employee increases are determined by the terms of the applicable bargaining unit contract. Employees will be furnished with a statement indicating a pay increase as soon as that information becomes available to the Payroll Office.

Non-represented employees may receive an across-the-board increase and a performance award increase based on the non-represented Classified pay plan. Employees will be furnished with a statement indicating a pay increase as soon as that information becomes available to the Payroll Office.

Pay increases can be received by employees who are promoted or whose position is reclassified.

Discretionary Compensation Adjustments (DCAs) and Discretionary Compensation Payments (DCPs) for classified represented and non-represented employees allocated to classifications assigned to broadband pay schedules are available at the discretion of management to provide employees with additional compensation. (For represented employees receiving a DCA/DCP, also refer to the respective collective bargaining agreement for additional information on criteria.)

EMPLOYEE BENEFITS

Please note: Eligibility for most benefits depends on the terms of appointment. There are limited open enrollment periods for all programs. New employees must meet with a staff member of Personnel Services within the first 30 days of employment to ensure that application deadlines are met.

Additional information and/or written documentation/brochures for many of the following benefits are available in Staff Benefits Office, Room 133, Old Main Building, or by visiting the University of Wisconsin Employee Benefits web site – www.uwsa.edu/hr/benefits/.

Vacation

Employees begin earning vacation on the first day of work; however, vacation cannot be granted until the original probationary period has been completed. Specific information regarding exact hours earned is available from the Payroll Office or at this website - <http://www.bussvc.wisc.edu/ecbs/lev-class-annual-leave-uw1014.pdf>. However, the following schedule is generally descriptive:

<u>Years Employed</u>	<u>Vacation Hours</u>
1 - 5	104
5+ - 10	144
10+ - 15	160
15+ - 20	184
20+ - 25	200
25+	216

The amount of vacation leave earned each year is prorated according to the total number of hours in pay status that year. When the rate of vacation changes during the 5th, 15th, or 25th calendar year, the vacation for that year is prorated accordingly. Employees represented by a union should consult their contract for detailed information.

Use of vacation must be requested in advance and will be granted insofar as the needs of the department will permit. Vacation time is intended to be used within the calendar year earned. If

vacation cannot be arranged due to work schedules, it may be carried over into the next calendar year. Vacation carried over in this manner must be used by June 30 of the year following the year in which the vacation was earned.

Employees who are eligible for 160 to 176 hours of vacation each year (i.e., with 16 to 25 years of service) may elect to receive 40 hours or a prorated portion of the 40 hours as vacation, credit for termination leave and/or accumulated sabbatical leave. Employees who are eligible for 200 hours of vacation each year (i.e., with 26 or more years of service) may elect to receive 80 hours or a prorated portion of the 80 hours as cash payment, vacation, credit for termination leave and/or accumulated sabbatical leave. Note: no more than 40 hours may be received as cash payment.

Employees who earn less than 160 hours of vacation each year and have accumulated a minimum of 520 hours of sick leave may elect to receive 40 hours, or a prorated portion of the 40 hours as sabbatical/termination leave.

Vacation time may be anticipated in a calendar year. When an employee terminates his/her position with the State, he/she will be paid for any unused vacation. If, however, more vacation is used than was earned, the vacation overuse will be deducted from the last check.

Sick Leave

All permanent employees, including those serving probation, earn sick leave credit at the rate of .0625 hour for each hour in pay status, not to exceed five hours in any biweekly pay period. Employees represented by WSEU may earn up to six hours per pay period. Employees who are in pay status for less than 76 hours per biweekly period earn a pro-rated amount.

Sick leave shall not be used until it has been earned. Sick leave may be used to cover required periods of absence from employment for the following:

- To supplement worker's compensation benefits
- Personal illness, bodily injury, maternity, or exposure to contagious disease
- Immediate family or personal medical or dental appointments, which cannot be scheduled at times other than during working hours
- Death in the employee's immediate family (Use of sick leave is limited to a total of three work days, plus required travel time not to exceed four additional work days. However, the appointing authority may extend the use of sick leave to cover unusual circumstances.)
- Temporary emergency care of ill or injured members of the employee's immediate family for a limited period of time (five work days for any one illness or injury); however, the use of sick leave may be extended to cover unusual circumstances provided prior approval is obtained from the appointing authority.

Immediate family includes: parents, stepparents, grandparents, foster parents, children, stepchildren, grandchildren, foster children, brothers (and their spouses), sisters (and their spouses), of the employee or spouse; the spouse, spouse equivalent, aunts and uncles of the employee or spouse; sons-in law or daughters-in law of the employee or spouse; or, other relatives of the employee or spouse residing in the household of the person. Employees may use one day of accrued sick leave to attend the funeral of nieces, nephews, or cousins of the employee or spouse.

It is the employee's responsibility to notify his/her supervisor prior to or within one hour of, scheduled start time of when unable to report for work.

The department supervisor may require the employee to provide a medical certificate before granting time off as sick leave. In some instances, it may be necessary for the employee to obtain a medical documentation certifying he/she is able to perform all job duties before returning to work.

Unused sick leave continues to accumulate over the length of service.

Upon termination from state service, all accumulated unused sick leave will be cancelled. Employees reinstated within five years, will be given credit for the sick leave accumulated prior to termination.

For employees enrolled in the State Group Health Insurance Program and retiring on an immediate annuity, unused sick leave credits are converted to a cash value and used to pay health insurance premiums. Or, employees may elect to delay conversion of sick leave credits for a period of up to ten years after the date of retirement provided they are covered by a comparable health insurance plan between the date of retirement and the time of election to convert sick leave credits.

Bargaining unit employees should consult their contract for additional provisions.

Holidays

Employees are entitled to take a holiday with pay on the following occasions:

January 1	New Year's Day
3rd Monday in January	Martin Luther King Jr. Day
Last Monday in May	Memorial Day
July 4	Independence Day
1st Monday in September	Labor Day
4th Thursday in November	Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

If January 1, July 4, or December 25 falls on a Sunday, the following Monday will be considered a holiday for university employees.

If a holiday falls on a Saturday or on a normal day off, compensatory time off will be granted in lieu of such holiday. The compensatory time received for the legal holiday must be used in the calendar year earned and at the discretion of the department.

Employees required to work on a legal holiday will receive compensatory time off in lieu of that holiday. In addition, employees will receive premium pay at the rate of time and one-half for all hours worked on the holiday.

Employees receive 36 hours worth of personal holidays each year. The personal holidays must be used during the calendar year and cannot be carried over into the next calendar year. Employees may use personal holidays while serving a probationary period.

Health Insurance (<http://www.uwsa.edu/hr/benefits/ins/health.htm>)

The primary health insurance for UW employees is provided by the State Group Health Insurance Program. This program is managed by the Wisconsin Group Insurance Board and the Department of Employee Trust Funds. It covers most state employees as well as eligible UW short-term academic staff, graduate assistants, and employees-in-training. It consists of an array of managed care ("HMO") plans and the Standard Plan, which is a self-insured preferred provider plan.

The State Group Health Insurance Program offers comprehensive hospital, surgical, and major medical benefits and services through several health maintenance organizations (HMOs) and a self-insured preferred provider plan. The State Group Health Insurance Program is authorized under Wisconsin statute (§ 40.51 and 40.52) and administered by the Department of Employee Trust Funds under the direction of the State Group Insurance Board.

The *It's Your Choice* booklet is an annual listing of health plan choices and State health insurance coverage and is available at http://etf.wi.gov/publications/dc_content/dc_2008/State_ET2107/complete_book.pdf.

Because the health insurance premiums are paid two months in advance, new employees will have multiple deductions taken from their initial paycheck. At termination, health coverage will continue for two months after leaving state service. An employee who terminates their employment for any reason other than discharge for misconduct, has the option to continue his/her coverage for a maximum of 36 months by paying 100 percent of the premium, or he/she can convert to the non-group plan.

Effective with the January 2004 coverage month, health plans are placed into tiers based on the health plan's efficiency and other factors. The employee contribution is determined by the tier in which the health plan is placed.

The monthly cost to full-time non represented classified employees and for represented classified employees whose bargaining unit has settled is:

	Single Rate	Family Rate
Tier 1	\$27.00	\$68.00
Tier 2	\$60.00	\$150.00
Tier 3	\$143.00	\$358.00

Prescription Drug Benefit (<http://www.navitushealth.com/>)

Beginning January 1, 2004, all participants will receive their pharmacy benefits from the pharmacy benefit manager (PBM), Navitus Health Solutions (Navitus). Participants will receive a separate identification (ID) card from Navitus, in addition to the ID card they receive from their health plan. The Navitus card **must** be shown at the time prescription drugs are purchased.

Dental Insurance (<http://www.uwsa.edu/hr/benefits/ins/dental.htm>)

Many (but not all) health plans participating in the State Group Health Insurance Program include some coverage for routine dental procedures. You may be required to see a dentist who is affiliated with your health plan. For more information, contact your health plan or see the plan descriptions in the *It's Your Choice* booklet.

Life Insurance (<http://www.uwsa.edu/hr/benefits/ins/lintro.htm>)

Four different life insurance programs and one accidental death and dismemberment insurance program are available to eligible university employees:

- State Group Life Insurance (<http://www.uwsa.edu/hr/benefits/ins/lsgl.htm>)
- Individual and Family Group Life Insurance (<http://www.uwsa.edu/hr/benefits/ins/lindfam.htm>)
- UW Employees Inc. Life Insurance (<http://www.uwsa.edu/hr/benefits/ins/luweeinc.htm>)
- Accidental Death and Dismemberment Insurance (<http://www.uwsa.edu/hr/benefits/ins/ladd.htm>)

Each program offers some unique features and benefits. If the open enrollment opportunity is missed, employees may not be able to enroll at a later date.

Income Continuation Insurance (<http://www.uwsa.edu/hr/benefits/ins/ici.htm>)

The Income Continuation Insurance (ICI) program is a voluntary self-insured disability insurance program for state employees. It is authorized by Wisconsin Statute §40.62 and administered by a third party claims administrator under a contract with the Group Insurance Board. Income Continuation Insurance (ICI) covers both short- and long-term disabilities and provides an employee with income while temporarily or permanently unable to work.

If an employee should become physically or mentally disabled, ICI will replace 75% of gross salary (up to a maximum benefit of \$1,840 bi-weekly for Classified staff and \$4,000 per month for Unclassified employees). Benefits are offset by payments available from other state, federal, or employer-sponsored programs.

Employees are eligible to enroll in the program after having been a member of the Wisconsin Retirement System for six months or at the end of the calendar year in which the employee has accumulated 80 hours of sick leave.

Employee Reimbursement Accounts (<http://www.uwsa.edu/hr/benefits/ins/oera.htm>)

Employee Reimbursement Accounts (ERAs) allow an employee to set aside pre-tax income to pay eligible medical and dependent care expenses. For participants, spendable income increases because less is withheld from a paycheck for federal and state income taxes and social security. During the plan year, with few exceptions, an ERA deduction cannot be cancelled or changed.

The ERA program contains three components:

- Automatic pre-tax conversion of payroll deducted premiums for State Group Health and State Group Life (excluding spouse and dependent life insurance costs); and Epic excess medical insurance plans authorized under the program
- A tax-free Medical Expense Reimbursement Account
- A tax-free Dependent Day Care Reimbursement Account

Family Medical Leave (<http://www.uwsa.edu/hr/benefits/leave/fmla.htm>)

The federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in combination with a wide array of University benefits, provide employees with the opportunity to balance the needs of family with the needs of work. Childbirth, adoption, child care and caring for ill children, spouses, partners and parents are challenges faced by many employees. Since the integration of these laws and policies can be quite complicated, employees are encouraged to review the information on the website and contact the UWSP Staff Benefits Office for detailed information pertaining directly to their individual situation.

Catastrophic Leave (<http://www.uwsa.edu/hr/benefits/leave/catast.htm>)

Wisconsin Statute 203.35(2r) provides authority for the Office of State Employment Relations to establish a catastrophic leave program for classified state and university employees. Administrative policies are contained in s. ER 18.15 of the Wisconsin Administrative Code. Consult your bargaining unit for information specific to your union contract.

The program permits classified employees to donate certain types and amounts of leave credits to other classified employees who have been granted an unpaid leave of absence on account of a catastrophic need for which absence there is no paid leave benefits or replacement income available, and that creates a financial hardship for the employee

Exchange of leave is allowed between members of different bargaining units, between different employing units within the same agency and between classified represented and non-represented employees. Leave may also be exchanged across agency lines with the approval of each agency.

Limited Term Employees (LTE's) are not eligible for this benefit.

Retirement (<http://www.uwsa.edu/hr/benefits/retsav/index.htm>)

The Wisconsin Retirement System (WRS) provides retirement benefits for employees of the State of Wisconsin and most local units of government in Wisconsin. The Department of Employee Trust Funds (ETF) keeps retirement account records for each employer and member and administers benefit payments. In the WRS, money is set aside and invested with the goal of replacing a portion of pre-retirement income at retirement. The WRS is a "hybrid" pension plan, with features of both defined contribution and defined benefit plans. Covered employees have an individual account to which "employee-required" retirement contributions — 5% of salary for most employees — and investment earnings are credited. Despite the name "employee-required," this is paid for in almost all cases by the University.

Calculating Your Retirement Benefits (<http://etf.wi.gov/publications/et4107.htm>)

At retirement, an employee will receive the higher of two pensions: a "formula benefit" based on years of service and highest three years of earnings; or a "money purchase benefit" based on the accumulation in employee-required retirement account plus a 100% match from the WRS employer reserve. WRS retirement benefits are usually not payable in a lump sum. An employee selects a monthly annuity payable for life only, or for his/her life and that of a joint survivor, or for his/her life with a guaranteed number of payments. Contact the Staff Benefits Office six to nine months before the anticipated retirement date to request a retirement estimate/application. Consider estimating WRS retirement benefits using the ETF Retirement Calculator.

Additional Contributions

Employees can contribute extra money to their WRS account. These contributions grow tax-deferred at the core or variable fund rate until withdrawn. Federal law limits the amount that can be contributed each year. Additional contributions cannot be withdrawn until termination of employment.

Additional contributions are either post-tax or pre-tax. After-tax additional contributions can be submitted by mailing a check to the Department of Employee Trust Funds, or arrangements can be made for payroll deductions. Pre-tax additional contributions must be made by payroll deduction through the UW 403(b) Tax-Sheltered Annuity Program.

Disability Benefits

Employees who become permanently and totally disabled while employed in a WRS-covered position, may qualify for disability benefits administered by ETF. Long-term Disability Insurance (LTDI) pays a monthly benefit until normal retirement age. A regular retirement annuity can then be drawn. Employees hired before October 16, 1992 may choose between LTDI and a disability annuity, payable for life, based on years of service and the three highest years of earnings.

Separation Benefits

Employees who terminate employment before minimum retirement age (55, or 50 for protective occupation employees) may withdraw WRS employee-required account in a lump sum. The 100% match from the WRS employer reserve that would otherwise become part of the retirement benefit is forfeited. Income taxes and a 10% federal tax penalty for early withdrawal apply unless the account is rolled over to another retirement plan. Even if one terminates employment before minimum retirement age, if one waits until minimum retirement age to withdraw benefits, full retirement benefit will be received.

Survivor Benefits

An employee who dies as an active WRS-covered employee, his/her beneficiary receives the employee-required retirement account plus a 100% match from the WRS employer reserve. There is no restriction based on age or the identity of the beneficiary. If one is at minimum retirement age (55, or 50 for protective occupation employees) and the beneficiary is a natural person (not a charity or estate), a "special death benefit" may be payable instead. The special death benefit is the annuity that would have been paid to the beneficiary if the employee retired on the day before death and designated the beneficiary as joint survivor. Depending on the beneficiary's age, years of service, and other factors, the special death benefit may or may not be higher than the regular death benefit. The beneficiary chooses the mode of payment (a monthly annuity or a lump sum). If one dies as an inactive employee, the beneficiary is only eligible to receive the employee-required account. If one dies after beginning a monthly annuity, death benefits depend on the annuity pay-out option selected.

WRS Beneficiary

An employee's will or trust document generally does not control how WRS benefits are paid at death. WRS death benefits (other than joint survivor annuities) are paid *either* to the people named in a beneficiary designation that is filed with the Department of Employee Trust Funds *or*, if no beneficiary designation is filed, according to "standard sequence." If one does not want standard sequence to apply, a beneficiary designation must be filed with the Department of Employee Trust Funds. The Department's official form must be used. One may name any person(s), trust(s), or other entity(ies). One may change beneficiary designation at any time, but designation must be on file with the Department prior to death in order to be effective. If a beneficiary designation has already been filed, and one wants to use standard sequence, a beneficiary designation form showing "standard sequence" as beneficiary must be filed. If a beneficiary designation is used, it is extremely important to keep it up to date to reflect marriage and divorce, birth of children, or other changes that affect how WRS benefits should be paid.

Social Security F.I.C.A.

University employees are covered by social security, and social security taxes will be deducted from the paycheck. The state pays a matching share towards social security coverage. The taxable wage base and tax rate are subject to a periodic adjustment as a result of new federal legislation.

Tax Deferred Annuity

Under a tax deferred annuity plan, in lieu of compensation, the employee may have an annuity purchased by the University of Wisconsin with the provision that the amounts paid for this annuity are currently not subject to either state or federal income tax. It is only when the money is received in the form of a withdrawal, death benefit, or an annuity that it becomes taxable.

Unemployment Compensation

All classified service employees are eligible for unemployment compensation. In case of a layoff, report to the Wisconsin State Job Service Office so that benefits may be claimed.

Other Benefits

United States Savings Bonds are available on application and may be purchased by payroll deductions. Membership in an authorized credit union provides that savings deposits or payment of credit union loans may be made by payroll deduction. Contact the Staff Benefits Office.

GENERAL EMPLOYMENT POLICIES & PROCEDURES

Alternative Work Patterns

State policy encourages the use of alternative work patterns by full-time or part-time employees when such schedules are consistent with efficient and effective University operations. Alternative work patterns include job sharing; alternate work weeks such as four, ten-hour days; and, staggered work hours, such as 7:00 a.m. – 3:30 p.m., with a thirty-minute lunch break. Requests for alternative work patterns should be made to the employee's immediate supervisor who will determine if the proposal is feasible for the work unit.

Conduct and Personal Appearance

The students, parents, public and other employees see each employee as a representative of the University. Each employee's appearance, courtesy, and consideration should reflect a favorable response from our students and the taxpayers of Wisconsin. Employees are expected to maintain an appropriate appearance and to conduct themselves in a business-like manner while on the job. Employees should discuss any questions on attire and grooming with their supervisor.

Demotion

A demotion means the movement of an employee with permanent status in one class to a position in a lower class for which the employee is qualified to perform the work.

- Voluntary Demotion – An employee may voluntarily move to a position in a lower classification for personal reasons or in lieu of layoff. Contact Personnel Services if you are interested in a voluntary demotion.
- Involuntary Demotion – An employee may be demoted as the result of disciplinary action.

Education / Training Opportunities

Career-related classes may be attended during working hours if prior approval is received from the supervisor and work time lost through class attendance is made up. Tuition reimbursement is available for courses taken at any University including those outside of the UW-System or Technical College. (See Tuition Assistance section on page 25.)

Various training seminars and workshops are periodically offered on procedures, skills, or software programs. Announcements are published in Message of the Day.

Employee Assistance Program (EAP)

Employees who are experiencing personal or work-related problems which are serious enough to interfere with job performance are encouraged to contact the Employee Assistance Program, Room 304, Delzell Hall. EAP provides information, consultation, assessment, early intervention and appropriate referrals to community agencies.

Employee Performance Review

A supervisor is required by statute to prepare a written report on each employee's job performance once a year. The supervisor will evaluate work performance in terms of standards established for the

position and department. He/she will discuss areas that need improvement or that have shown improvement, as well as establish goals for the future. Each employee will sign the report to indicate that he/she has reviewed it and been involved in its preparation. Each employee will receive a copy of the report. The report is filed in the employee's personnel file in Personnel Services.

Employment Policy

University policy provides equal opportunities for all, regardless of age, race, creed, color, disability, sex, national origin or ancestry and sexual preference.

The University does all within its power to recruit the best qualified applicants available for positions and to provide working conditions that will retain such employees in the University's service. No restrictions are placed on hiring blood relatives or persons related through marriage. However, to avoid conflicts of interest, a person so related must not participate either formally or informally in decisions to hire, retain, promote or determine the salary of the other person.

Grievance Procedure

The University of Wisconsin has a grievance procedure for all permanent civil service staff not on probation. Prior to filing a written grievance, problems, concerns or complaints should be discussed with the immediate supervisor to see if settlement is possible. If no resolution is reached, the employee may file a written grievance, but not later than 14 days from the date he/she first become aware of the condition causing the grievance. Instructions and forms are available from Personnel Services. If the grievance is one that violates civil rights, a grievance may be filed with the Equity and Affirmative Action Office, Room 210, Old Main Building. Bargaining unit employees also may avail themselves of the contractual grievance procedure if the matter in question is covered by the collective bargaining agreement.

Inclement Weather

The University has a policy stating that the campus will close and/or classes will be cancelled only under the most extreme weather conditions. If this occurs, we will try to keep you notified through the local media. Information will also be available by calling University Information at 715-346-0123. The Inclement Weather Policy is in Personnel Services Public Folders.

Always assume the campus will not be closed. On occasion, classes may be suspended due to inclement weather, however, all other operations at the University continue, necessitating non-teaching staff to report to work.

If you cannot report to work, contact your supervisor. Employees who cannot report to work due to inclement weather conditions may use paid leave, other than sick leave, with the permission of their supervisor. If no paid leave is available, the employee may opt to use leave without pay, or if the supervisor approves, an employee may make up some or all of the time missed.

Any non-exempt employee (those eligible to receive overtime for time worked over 40 hours in a work week) who cannot report to work, or leaves work early, may charge this absence to vacation, personal holiday, compensatory time, or take leave without pay. The employee using leave without pay will be allowed to work up to eight hours make-up in the same week as the absence, as scheduled by the supervisor, at a straight-time rate, if time and work demands permit.

UWSP policy maintains that classes will meet as usual unless there is formal notification from the Chancellor's office. In the absence of such notice, classes are presumed to meet as scheduled. Individuals who travel to and from campus must use their own judgment as to whether or not such travel is wise. Should it be necessary to cancel a class due to the absence of a faculty member, it is the responsibility of that individual to notify her or his department chairperson and to schedule an appropriate make-up session.

Jury Duty

Employees summoned for grand or petit jury service shall be entitled to leave with pay. However, when not impaneled for actual service and only on call, employees shall report back to work unless authorized by the appointing authority to be absent from his/her work assignment.

Labor Unions

Chapter III of the Wisconsin Statutes, entitled *State Employment Labor Relations Act*, sets forth the rights of state employees under subchapter III.82 which are as follows:

State employees shall have the right of self-organization and the right to form, join or assist labor organizations, to bargain collectively through representatives of their own choosing under this subchapter, and to engage in lawful, concerted activities for the purpose of collective bargaining, or other mutual aid or protection. Such employees shall also have the right to refrain from any or all such activities.

The above mentioned act applies to every civil service employee of the University. Further information regarding your status under the provisions of the State Employment Labor Relations Act, may be obtained from the supervisor or Personnel Services.

Certain job classifications are included in a represented bargaining unit. For purposes of bargaining a labor contract, these employees are represented by a bargaining agent (union). Membership in the union is voluntary for employees whether included in the bargaining unit or not.

Layoff

It may be necessary for the University to lay off employees because of a shortage or stoppage of work or funds, reorganization, or the abolishment of a position. When it is required, the layoffs will occur by classification. The University attempts to provide as much notice as possible if a layoff becomes necessary.

Layoffs generally are guided by seniority. An affected employee about to be laid off may be able to exercise other options such as transferring to a vacancy, 'bumping' a less senior employee, or voluntarily demoting to a lower classification in a different position. Employees who are laid off do have recall rights back to the University if vacancies in their classifications should occur.

Work force reductions, which require layoff of employees covered by a collective bargaining agreement, will be handled according to the layoff procedures outlines in the applicable contract. Layoffs do not apply to project appointments or limited term employees.

Leave Without Pay

Leaves of absence without pay may be granted by the Director of Personnel Services if recommended by the supervisor. All leaves of absence must be requested in writing to the supervisor with the approved copy forwarded to Personnel Services. In addition, an official Leave of Absence Request Form must be completed for absences one week or longer. A properly executed leave of absence without pay provides an employee the right to a position and helps to ensure no lapse in insurance coverage.

University policy limits official leaves of absences without pay to a maximum of twelve (12) months, but may be extended on a year-to-year basis for an additional two (2) years with the approval of the appointing authority. Employees who have been granted a leave of absence have a right to return to their old job or one of like nature unless the position has been abolished through legislation or material reorganization of the department. Approved leaves of absence without pay do not constitute a break in service and credit is given when computing years of service. In computing vacation, sick leave, and Length of Service pay, credit is not given for the period of time an employee is on an approved leave.

Military Leave

Employees enlisting or called into the armed forces will be granted a leave of absence without pay for the period of military service, not to exceed four years. Application for restoration of a position must occur within 180 days of completing the military obligation. When ordered to annual encampment or the equivalent, the employee is entitled to leave with pay up to fifteen (15) days in any calendar year excluding Saturdays, Sundays, and holidays. However, the absence from work must be at least three (3) consecutive days.

This is in addition to all other annual leave to which the employee may be entitled. An Attorney General's opinion indicates that such leave with pay may not be used when an employee is called for active duty with the armed forces. Employees who are members of the National Guard and are ordered to active duty during an emergency shall be granted a leave of absence without pay while they are serving such active duty. If they wish to do so, the employees may charge such absences to vacation or accumulated compensatory time instead of leave without pay. Leave with pay for duty-ordered schools, field camps or exercises is granted to permanent employees only. Employees are eligible to collect military pay or state pay, whichever is greater. Employees are required to turn in a copy of their military pay voucher upon return to work so that any necessary adjustment of state pay can be made. State pay will be adjusted (received) by the amount of military base pay received unless the military pay is greater, in which case no state pay for the period will be received. Those employees serving an original probationary period when ordered to attend schools, field camps, or exercises will be granted a leave of absence without pay. Military leave of absence without pay is included in the calculation of employee's total length of time in State service.

Personal Information Changes

Employees should notify Personnel Services of any personal changes that might affect records and/or benefits. This would include change in name, marital status, birth or adoption of a child, death, address or telephone number, any specialized training, or additional education. Persons enrolled in the health and life insurance programs have a period of thirty (30) days in which to enroll a new dependent.

Personnel Records

Confidential up-to-date records of employee education, experience, attendance, and performance are officially maintained in Personnel Services. Employees may examine their personnel file upon giving adequate notice to Personnel Services. These files may not be removed from the Personnel Office.

Personnel Services should be informed of specialized training and education, as well as emergency contact information. The Payroll Office should be notified of changes in marital status, address, telephone number, and number of dependents claimed for tax withholding purposes.

Political Activity

Employees should not engage in partisan political activity during working hours or while acting in the capacity as an employee of the University. (See Wisconsin Statute 230.40.)

If an employee seeks election to a partisan political office, the employee shall be given a leave without pay during the period of the employee's campaign for election to office. If elected, he/she shall separate from the classified service when he/she assumes the duties and responsibilities of such office. A classified employee of the University who leaves the service to fill an elected position shall have reinstatement rights for three (3) years from the time he/she left the service or for one year following termination from the elective position, whichever is longer.

Employees who take a leave of absence to run for or participate in the campaign for a partisan political office may not solicit assistance, subscription, or support from any classified employee of the state during working hours or on state property.

If the employee is involved with Federal funds, the Federal Hatch Act may apply, in which case Federal regulations require that the employee seeking a partisan political office be released from employment. Whether or not the Hatch Act applies is a determination made by the Federal Civil Service Commissions.

Generally, an employee can seek election to a nonpartisan public office providing it does not conflict with her/his duties and responsibilities as an employee of the University.

It is desirable that citizens participate in government. To this end, the University will attempt to facilitate an employee's participation in the political process. It is desirable that the employee make her/his desire or intent known before participating in political activity in order to enable the University to

evaluate and make known to the employee what consequences will be under that factual situation. Questions about this issue should be addressed to the Director of Personnel Services.

Position Descriptions

The position description (PD) is the key document in determining the appropriate classification and FLSA status of a position. It is descriptive of the major goals and worker activities of the position. It is not construed to limit or modify the power of the appointing authority and subordinate supervisors to assign work to employees. However, the appointing authority, subordinate supervisors and employees are responsible for assuring that the work assigned is the work actually performed and that PDs are reasonably current descriptions of the work. It is used as an information source for the development and implementation of an effective recruitment and selection plan if a position becomes vacant. Perhaps most important in the long run, an accurate PD helps the employee know what is expected by clearly defining the work to be performed in relation to the overall goals of the work unit. The PD can also be the basis for identifying training needs and criteria for evaluating performance.

Probationary Period

All new employees are required to serve a six-month probationary period. (Probation may be extended to nine months or longer in certain circumstances.) Supervisory or management employees are required to serve a probationary period of 6 to 12 months at the discretion of their supervisor and the Personnel Office. This period gives the supervisor an opportunity to rate the quality and quantity of the probationer's work, judgment, dependability, initiative, rate of learning, work habits and ability to get along with others. It also helps the probationer decide whether or not to stay on the job. After successful completion of the probationary period, the supervisor completes a summary review for the employee's personnel file and provides a copy to the employee. The employee is granted permanent status which gives them additional employment rights, such as transfer, seniority, bumping or contractual rights. A probationary period is also required when an employee is promoted to a new position, and may be required for transfer or reinstatement in State Service. An employee may be dismissed at any time during the probationary period without the right of appeal required for permanent employees.

Project Appointment

Project appointment refers to "employment of at least 600 hours per year...in a planned undertaking which is not a regular and continuing function of the employing agency and which has an established probable date of termination." (Stats.230.27) Project appointments may not be for more than four (4) years. Project employees are eligible after six months for privileges authorized for state non-contractual employees with the exception of tenure, transfer, reinstatement, restoration, promotion and layoff benefits. Employees on a project appointment may be terminated at any time. Project employees are not covered by a union contract.

Sections in this handbook that do not apply to project employees include Probation, Promotion, Demotion, Transfer, Layoff, Reinstatement and Seniority Date.

Project employees who move into a new project, or who are selected for a permanent civil service position, cannot carry over benefits. That is, employees moving from one project to another or from project to permanent cannot carry over any paid leave balances from the previous project appointment. Additionally, the initial rate of pay for the new project or permanent appointment would be at the minimum of the appropriate classification for that appointment.

Promotion

A promotion is a change to a new, more responsible job with a higher classification and salary either in the same department, another department of the University, or another state agency. All promotions are competitive and a written or oral exam is usually required to determine qualifications and rankings of candidates. Consequently, the individual hired must serve a probationary period in the new position, regardless of status prior to the promotion. Salary is increased when an employee is promoted.

Employees are encouraged to review positions posted on the Official Bulletin Boards or on the Message of the Day. Applications are available in Personnel Services. Qualified employees, including those serving a probationary period, may compete in promotional examinations.

Reasonable Accommodations

Under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), UWSP has a legal responsibility to accommodate and provide access to individuals with disabilities. Pursuant to these federal laws, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of services, programs or activities of the University or be subject to discrimination. As a public entity, the University must make reasonable modifications to its policies, practices, or procedures to ensure equal access unless those accommodations would result in an undue administrative or financial burden or would fundamentally alter the program, service or activity.

A reasonable accommodation is any modification or adjustment to a job, the work environment, or work procedures that enables a qualified applicant or employee with a disability to participate in the application process, perform essential job functions or enjoy the same employment rights and privileges as other employees.

Pursuant to the System policy, each institution has an ADA Officer as a resource for faculty and staff. Individuals may document a disability and request accommodations from this office; faculty and staff should use it as a source of expertise and assistance. At UWSP, the Director of Equity and Affirmative Action acts as ADA Officer.

Reclassification

Reclassification occurs when the duties and responsibilities of a position have changed as a result of a gradual and natural outgrowth of the duties the individual was hired to perform or since the position was last reviewed for classification. Reclassification also occurs when an employee has completed specified training and has the requisite experience and proven performance in a job classification series that permits progression. An example would be a progression through a classification such as accountant- journey to senior to advance.

To request a reclassification, your supervisor must update the position description, update the organizational chart, and complete a Reclassification Analysis form. Position description and classification specifications are available in Personnel Services. Personnel Services will conduct an audit of the position. Following this step the position will either be recommended for or denied reclassification in writing. The written decision reflects the rationale of the decision.

Reinstatement

Employees who terminate from the Classified service without misconduct or delinquency or who accept a voluntary demotion for personal reasons are eligible for reinstatement to state service for five years from the date of resignation or demotion. Reinstatement rights grant eligibility to apply for jobs in the classification in which the employee was working at time of resignation. It is also possible to be reinstated to a lower level in the class series. If reinstated, prior unused sick leave balance will be restored, as well as credit for prior service.

Resignation

If an employee resigns from his/her position, at least ten working days notice should be given to the department. To retain future reinstatement rights (see Reinstatement section), a letter of resignation should be submitted to the supervisor and Personnel Services, indicating last day of work and reason for leaving. All University keys, uniforms, IDs and any equipment provided to the employee must be returned to the supervisor.

All terminating employees are encouraged to contact the University Benefit Specialist in Personnel Services to review their benefits.

Rest Periods

Rest periods or "coffee breaks" are a privilege extended by most departments and to certain employees by the union contract. They are to be limited to two 15-minute periods in each full work day. The department will determine break schedules in order to properly plan the work at hand.

Rest periods cannot be used to make up lost time due to absences or tardiness nor can they be “saved up” and used as vacation or as reason to start late or leave early. If a rest period is not taken because of operational requirements, such rest period may not be taken during a subsequent work period.

Seniority Date

An employee's seniority date, in most cases, is their original date of permanent employment with the State of Wisconsin. Adjusted continuous seniority dates may occur because of a break in state service. The adjusted continuous seniority date is generally used in determining vacation earnings, transfers, layoffs, vacation scheduling, and overtime assignments.

Sexual Harassment

Sexual harassment is recognized as a violation of civil rights laws, U.S. Equal Opportunity Commission Rules and by the civil law courts. The University of Wisconsin-Stevens Point is committed to providing its faculty, staff, and students with a sexual harassment-free environment.

The Chancellor, the Faculty Senate, and the Board of Regents of the University of Wisconsin System approved the following policy statement. “Sexual harassment,” it says, “is impermissible and unprofessional conduct, subject to disciplinary action in accordance with applicable due process requirements, including, but not limited to reprimand, temporary suspension, expulsion, or discharge of the harassing individual.”

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either as an implicit or explicit condition of an individual's employment, career advancement, grades, or academic achievement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive working environment.

UWSP is committed to maintaining a sexual-harassment-free environment. Employees have a right and an obligation to ask harassers to stop offensive behavior. Any person (student or staff member) who believes s/he has been the target of sexual harassment should report it to the Equity & Affirmative Action (EAA) Office for resolution. Others (Counseling Center personnel, faculty, residence hall directors, deans, department chairs, Personnel Services staff, Student Employment Office staff) should refer a complainant to the EAA Office unless a resolution is reached by contact with the aforementioned professionals.

The complete policy on sexual harassment is in the Community Rights and Responsibilities handbook which is available at <http://www.uwsp.edu/centers/rights/>

Special Clothing

Uniforms and special types of clothing are required in some departments. Each supervisor will inform the employee if such clothing is required for the job. A yearly allowance is paid by a separate check each January. Uniforms need not be returned when resigning from the position; however, identification patches must be returned to the supervisor on or before the last day of employment.

Safety shoes are required for employees in certain job classifications. Each supervisor will inform the employee if they are required on the job. A yearly allowance is paid through a separate check each January. Safety shoes may be purchased from any source.

Subpoenaed Witnesses

If subpoenaed to testify in a matter directly related to State employment, the employee shall be given reasonable time to do so without loss of pay. If the employee is subpoenaed to testify in a matter not directly related to State employment, he/she may use vacation, accumulated compensatory time, holiday time, or leave without pay to cover the absence.

Telecommuting Policy

The University supports telecommuting as an alternative work arrangement for some University employees. This telecommuting program is intended to be an innovative work option that benefits the University community. Telecommuting is a cooperative arrangement between the employee and the employer, not a basic right of all employees. A telecommuting arrangement is based on the needs of the job, the department or unit, and the University and on the employee's past and present levels of performance.

Telecommuting is a prerogative of the University, not an entitlement of employees. It is approved on a case-by-case basis consistent with the mission of the University and the respective department or unit. For example, since many of the services provided to students by and through our employees must necessarily be delivered at the University, such as classroom instruction, this function could not be considered for telecommuting arrangement. Each telecommuting arrangement will be cost-justified and will be reviewed for continued mutual benefit at the start of each fiscal year.

Telecommuting is not a substitute for dependent care.

Before implementing a telecommuting agreement in a department or unit that is different from the one described here, the department head or unit supervisor must present that department or unit plan for telecommuting to the appropriate line officer for review and approval.

A Telecommuting Agreement is required and must be signed by both the department head or unit supervisor and the telecommuter. A copy of the Agreement must be provided both to the Director of Safety and Loss Control in order to appropriately administer liability and workers' compensation issues, and to the employee's official personnel file.

Transfers

A transfer is the permanent appointment of an employee to a different position assigned to a classification having the same or counterpart pay range as a classification to which any of the employee's current positions are assigned. Counterpart pay ranges are pay ranges or groupings of pay ranges in different pay schedules which are designated by the Administrator of the Division of Merit Recruitment and Selection to be at a comparable level for the purposes of determining personnel transactions, e.g. transfer, promotion and demotion. It is the policy of the university to carefully consider all requests for transfer subject to the provisions of related collective bargaining agreements with the intention of best serving the employee and the university. All mandatory contractual transfers apply only to permanent employees who have successfully completed their probationary period.

- Employees represented by the Blue Collar, Technical and Security contract - If more than one employee with the same classification as the vacancy wishes to transfer, the employee with the most seniority generally has a transfer right to the vacancy.
- Employees represented by the Administrative Support contract - If a vacancy does not require any special demonstrable skills, the employee in the same classification of the vacancy, with the most seniority, has a transfer right to the vacancy. If a vacancy requires a special demonstrable skill, the most senior interested employee who meets the special qualification has a transfer right to the vacancy.
- Employees represented by the State Engineering Association contract, and the Wisconsin Professional Employees Council contract (WPEC) - When a vacancy is announced, employees in the same classification have seven (7) calendar days to indicate their interest to the employer for transfer to the vacancy. The employer then reviews the requests and determines if the vacancy will be filled by transfer. The employer may conduct interviews prior to selection and may consider seniority, ability, and job requirements in making a selection.

Non-represented positions are posted on Personnel Services website. For these vacancies, the following people could be included for possible interviews: current UWSP employees in positions that are in a counterpart pay range; people from other agencies in positions that are in counterpart pay range requesting a transfer; people requesting reinstatement or voluntary demotion; and/or people from the civil service exam register.

Any permanent employee may transfer according to the above definition at management's discretion. An employee who transfers within the university is not required to serve a new probationary period. An employee who transfers between employing units (e.g. another University of Wisconsin campus) or state agencies will be required to serve a "permissive" probationary period. If budget or other considerations necessitate, the transferring employee's salary may be decreased for non-contractual transfers.

If a current UWSP employee is interested in transferring to another state agency, contact the Human Resources office at that state agency.

Tuition Assistance

Classified Staff (both permanent and project) are eligible for the tuition assistance program. Limited Term Employees (LTEs) are not eligible. Appointment must be at least 50% to qualify.

Job Related and Career Related courses will be reimbursed. Job Related courses provide knowledge and skills directly related to maintaining or improving current job skills; courses mandated by law or regulation in order for employee to retain the job; and courses directly related to the profession in which the employee is currently working. Career Related courses provide for career development with the University, including those which are a necessary elective for completion of this degree. Courses can be taken at any state accredited public or private higher educational institution or vocational, technical, and adult education district institution.

- WSEU represented staff may be reimbursed for up to 18 credits during the 2-year contract period. Reimbursement is limited to not more than 6 credits per semester. Eligible for 75% reimbursement of tuition and fees. Books, supply and travel costs are not reimbursable.
- WPEC represented staff may be reimbursed for up to 12 credits during the 2-year contract period. Eligible for 75% reimbursement of tuition only. Books, supply and travel costs are not reimbursable
- Science represented staff may be reimbursed for up to 15 credits during the 2-year contract period. Eligible for 75% reimbursement of tuition only. Books, supply and travel costs are not reimbursable.
- Health Care Professionals may be reimbursed for up to 12 credits during the academic year. Eligible for 100% reimbursement of tuition and fees. Books, supply and travel costs are not reimbursable.
- Education represented staff may be reimbursed for up to 12 credits (averaging 6 per year) during the 2-year contract period. Eligible for 75% reimbursement of tuition only. Books, supply and travel costs are not reimbursable.
- Non-represented and project Classified Staff may be reimbursed for 1 course up to 5 credits each semester and summer session. The maximum reimbursement for courses taken at any college/university is the credit tuition fee charged at UWSP that year to in-state students registered for graduate credits. Books, supply and travel costs are not reimbursable.

Employees may use vacation, personal holiday, compensatory time, leave without pay or normal work schedule may be adjusted to make up the class time. If the supervisor requires the course be taken, 100% of the costs are paid by the department before the class begins. The time in class does not need to be made up or covered by leave time.

To request fee reimbursement, employees must register and pay for the course and complete the Request for Tuition Assistance form. The form is available in Personnel Services, Room 133, Old Main Building OR in the Personnel Services public folders at: All Public Folders, University Offices / Services and Governance, Business Affairs, Personnel Services, Personnel Information/Forms. **Requests for fee reimbursements must be approved before the day classes begin at the particular institution.** After completion of the course, the following items should be submitted to the Accounts Receivable Office for processing of the approved fee reimbursement: (a) Copy of course grade report or certificate of completion (where no grade is given); and, (b) Copy of paid receipt for course fees.

Work Hours and Absences

The normal work week for University office employees is 7:45 a.m. to 4:30 p.m. with a 45-minute lunch break, Monday through Friday. Shifts, hours, and days of work may vary, however, all employees are expected to adhere strictly to their assigned work schedules. Employees unable to report for work during regularly scheduled hours due to illness or other valid reasons must notify their department no later than one hour after the start of the shift. Employees should state the reason for the absence and the expected return to work. Continued tardiness or frequent unexcused absences may result in disciplinary action after consultation with Personnel Services.

Work Rules

Work rules are defined as, and limited to, rules promulgated by the University of Wisconsin System within its discretion that regulate the personal conduct of employees during hours of their employment.

Collective bargaining agreements require that the work rules of the University of Wisconsin System and UW Stevens Point for employees in the collective bargaining unit be reduced to writing. Committing any of the acts on the list will be sufficient grounds for disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense and/or the number of infractions.

All classified employees are subject to the work rules as outlined on the following pages as well as those of their work unit. Unit work rules, if any, are provided to employees by their supervisor.

University of Wisconsin System Classified Employee Work Rules

Recent collective bargaining agreements with several employee associations provide that the employer establish reasonable work rules defined as and limited to "rules promulgated by the employer within its discretion which regulate the personal conduct of employees." The following work rules relating to personal conduct are issued by the University of Wisconsin System as part of its responsibility under law to inform all classified employees of personal conduct considered unacceptable as a University of Wisconsin employee. These rules are established so the University can attain its objectives in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct.

Engaging in one or more of the following forms of prohibited conduct by a classified employee of the University of Wisconsin System may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the specific form of conduct and/or the number of infractions, pursuant to Sec. 230.06(1)(6), Wis. Stats. and Wis. Adm. Code section ER 46.02(10), or pursuant to existing collective bargaining agreements.

PROHIBITED CONDUCT

- I. WORK PERFORMANCE
 - A. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
 - B. Loafing, loitering, sleeping or engaging in unauthorized personal business.
 - C. Unauthorized disclosure of confidential information or records.
 - D. Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
 - E. Failure to provide accurate and complete information whenever such information is required by an authorized person.
 - F. Failure to comply with health, safety and sanitation requirements, rules and regulations.
 - G. Negligence in performance of assigned duties.
- II. ATTENDANCE AND PUNCTUALITY
 - A. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
 - B. Unexcused or excessive absenteeism.
 - C. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
 - D. Failure to notify the supervisor promptly of unanticipated absence or tardiness.
- III. USE OF PROPERTY

- A. Unauthorized or improper use of University property or equipment including vehicles, telephone or mail service.
- B. Unauthorized possession or removal of University or another person's private property.
- C. Unauthorized posting or removing of notices or signs from bulletin boards.
- D. Unauthorized use, lending, borrowing or duplicating of University keys.
- E. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

IV. PERSONAL ACTIONS AND APPEARANCE

- A. Threatening, attempting, or doing bodily harm to another person.
- B. Threatening, intimidating, interfering with, or using abusive language towards others.
- C. Unauthorized possession of weapons.
- D. Making false or malicious statements concerning other employees, supervisors, students or the University.
- E. Use of alcoholic beverages or illegal drugs during working hours.
- F. Reporting for work under the influence of alcoholic beverages or illegal drugs.
- G. Unauthorized solicitation for any purpose.
- H. Inappropriate dress or lack of personal hygiene, which adversely affects proper performance of duties or constitutes a health or safety hazard.
- I. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- J. Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, students or the general public.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, by Administrative Code, and by administrative procedures established by management. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require.

HEALTH & SAFETY

Drug Free Workplace

Congress has enacted the Drug-Free Workplace Act of 1988 which places certain responsibilities on the University as the recipient of federal grants and contracts. Pursuant to the federal requirements and in keeping with current university policy, all UW-Stevens Point employees are reminded that university rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on all university property and worksites. Any employee who engages in any of these actions on university property or the worksite or during work time may be referred to counseling or treatment, and may be subject to disciplinary action up to and including discharge.

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their dean, director, or department chair within 5 days of the conviction if the employees are employed by the university at the time of the conviction.

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact their Employee Assistance Program (EAP) in Delzell Hall, ext. 3553. Referral for treatment may be recommended if it's in the best interests of the university and the employee. Voluntary contacts with the EAP coordinator may remain confidential.

Emergency Conditions

This information is intended to address the concerns that have been expressed by supervisors and administrators, by employees and unions asking for guidance on how to respond to the various unusual events that seem now to be a part of everyone's daily life. No employee will be expected to expose herself/himself to unusual physical danger in any emergency situation. The University will attempt to protect all members of the University community from such dangers. Free access to all University

buildings will be maintained as completely as possible. All civil service employees will be guided by the following procedures in the event emergency conditions develop:

- I. Storms, other adverse weather conditions, or excessive discomfort at the work place.
The laws of Wisconsin do not allow the University to pay any employee who does not work unless there is a proper use of provisions for paid time off. If working conditions are intolerable, such as a heating breakdown during cold weather, or if weather conditions such as unbearable heat and humidity or unusual snow or rain are so bad that employees cannot work effectively or travel is unduly hazardous or impossible, three options are possible. These options are not listed in priority order.
 - A. The employee may request time off without pay.
 - B. The employee may request time off charged to vacation, holiday, or compensatory time. (Not sick leave.)
 - C. Supervisory personnel may allow late arrival or early release with the supervisor assigning the employee to make up the lost time within the same week.

If any employee feels he/she cannot reach the work place due to weather, he/she should call his/her supervisor or someone who can reach the supervisor with a message. Requests to leave early due to uncomfortable temperature or threatening weather should be made to the supervisor. Employees covered by a collective bargaining agreement (contract) should refer to that document for definition of their choices.

- II. Fires or Disasters
The University has no authority to pay employees who do not work. Therefore, in situations such as fires or explosions where the work area is damaged, destroyed, or inaccessible, the five options (not in priority order) are:
 - A. The employee may request time off without pay.
 - B. The employee may request time off charged to vacation, holiday, or compensatory time. (Not sick leave.)
 - C. Supervisory personnel may assign the employee to make up the lost time within the same week.
 - D. The University may provide temporary reassignment of the employee to comparable positions at her/his regular pay rate.
 - E. The employee may be subjected to the lay off provisions of the law and rules governing civil service.

The exercise of the latter three options are, of course, subject to determination by University management that they are feasible and/or necessary in any given set of circumstances.

- III. Campus Disorders or Demonstrations
In the case of riots, demonstrations, or other civil disturbances, the safety of employee is obviously of prime concern. However, the University has no authority to provide pay to employees who do not work. So the following possibilities are available in the case of disturbance or disorder:
 - A. The employee may request time off without pay.
 - B. The employee may request time off charged to vacation, holiday, or compensatory time. (Not sick leave.)
 - C. Supervisory personnel may allow late arrival or early release with the supervisor assigning the employee to make up the lost time within the same week.
 - D. The University may provide temporary reassignment of the employee to comparable positions at her/his regular pay rate.

NOTE: State policy has one exception to all of this. That is, if employees do not work because of a period of civil disturbance in which a proclaimed curfew is in effect and state offices are not open for use, employees would receive their regular rate of pay even though not at work with no charge to leave time. Employees already on vacation, sick leave, or other paid time off would be charged the time off they had expected to use if there had not been such an emergency condition.

In the case of campus disorders, employees who want to report for work should do so. Any employee who encounters difficulty entering their work station should take the following steps in order listed:

- A. Try to enter through other entrance.

- B. Go to a nearby phone and call their supervisor. (Employees who still wish to work should be instructed to go to an alternate work site, report for work at a later time, or remain at a phone for further instructions. Every effort should be made to provide employees with temporary work elsewhere if their work area is inaccessible or endangered.)
- C. If supervisors cannot be reached, call the department or University Personnel Office.

During disorders, the University will attempt to provide transportation to individual work areas when requested by employees, particularly during hours of darkness.

Employees who are injured or become ill on the job due to campus disorders are eligible to use sick leave or to claim worker's compensation benefits for medical expenses and for necessary absences due to temporary total disability, which exceed three consecutive days.

IV. Bomb Threats

If, as a result of a bomb threat, a building is searched and cleared, evacuees are to be informed of the results of the search. Since the University cannot pay employees for time not worked, employees who do not choose to re-enter the building are subject to three options:

- A. The employee may request time off without pay.
- B. The employee may request time off charged to vacation, holiday, or compensatory time. (Not sick leave.)
- C. Supervisory personnel may assign the employee to make up the lost time within the same week.

V. Work Stoppages and Picket Lines

The University cannot pay employees who do not work, whether they are a part of or a victim of a labor dispute. In the event of strikes or picket lines due to any dispute, employees should be aware of the following:

- A. Employees are expected to report to work in the event of any strike.
- B. All employees participating in a work stoppage or refusing to work because of a work stoppage by other University employees will not be paid for lost time. In addition, such employees may face other disciplinary action. No vacation, holiday time, compensatory time due, or sick leave requests will be honored if they are requested because of the impending or actual strike.
- C. Employees who encounter difficulty entering their work station should take the following steps (in the order listed):
 1. Try to enter through other entrance.
 2. Go to a nearby phone and call the supervisor for instructions. (Employees should be instructed to go to an alternate work area, report for work at a later time or remain at a phone for further information and instructions, depending upon the individual circumstances.)

Employee Wellness

The UWSP Employee Wellness Program (EWP) provides employees with current health information, to increase employees' awareness of new health trends, and to offer employees opportunities to engage in making healthy lifestyle choices. Website: <http://www.uwsp.edu/hphd/empwell/default.asp>.

Smoking Policy

Smoking is banned in all buildings on campus and State vehicles.

Worker's Compensation

The Worker's Compensation Law provides coverage for medical expenses and loss of salary from illness and/or injury occurring on the job. In order to receive protection from the Worker's Compensation program, the employee must report all accidents and incidents to his/her supervisor immediately. The injured employee should consult a qualified doctor, hospital or chiropractor of his/her choice. Reports of accidents or injuries should be submitted within 24 hours by the supervisor to the Workers Compensation/Risk Management Coordinator at ext. 3901. Report forms can be obtained from the UWSP Health and Safety Manual or the Safety and Loss Control Office in the George Stien Building.

MISCELLANEOUS

Athletic Events (<http://athletics.uwsp.edu/Sports/gen/2007/ticketinformation.asp?tab=visitor>)

Various ticket packages including reserved seating are available through payroll deduction. General admission tickets for athletic events are available at the University Information & Ticket office on the concourse in the Dreyfus University Center. Telephone 346-4100.

Award Programs

Dollars For Your \$ense - Suggestions for improvements in safety, cost reduction, work simplification, and various other factors affecting operation are eligible for awards through the campus *Dollars for Your \$ense* Program or State Merit Award Program. Proposal forms for both programs are available from Personnel Services or in Personnel Services Public Folders.

Classified Employee Recognition Awards – The University Service Award recognizes a Classified employee for exceptional service to the University community outside of the employee's normal work assignment. The Outstanding Contribution Award is presented to Classified employees for outstanding contributions to the operation of their department. All permanent classified employees, project employees and limited term employees are eligible for these awards.

The Carolyn Rolfson Sargis Award – The Sargis award, established in 1985, is an annual award that recognizes an outstanding Classified employee.

Length of Service Pins – Pins are awarded for each 5 year period of service to UWSP. A special award is given to Classified employees with 35 & 40 years of service.

Blood Donations

During times of emergency, and during campus-wide blood drives, time off will be granted for blood donations without loss of pay, with the approval of the supervisor and providing it is not convenient to do so at another time.

Bulletin Boards

Notices pertaining to job openings, events, and other items of interest are posted on the bulletin boards across from the Bursar's Office in the Student Services Center, across from the cafeteria in the CPS Building, in the Maintenance & Materials Building, in the Mail Room of the Old Main Building, and outside the Personnel Office, Old Main Building.

Charitable Contributions

Annual charity drives are conducted at UWSP. Amounts contributed to United Way and/or the Combined Health Appeal of Wisconsin can be taken as a payroll deduction.

Credit Union (<http://www.uwsp.edu/special/credit/>)

The UW Credit Union is located at 809 Division Street, telephone 345-9600, Fax 345-9602. The Credit Union lobby hours are Monday thru Friday - 9:00 a.m. to 5:30 p.m. and Saturday – 9:00 a.m. to 1:00 p.m. The drive up is open Monday thru Friday - 7:30 a.m. to 6:00 p.m. and Saturday – 9:00 a.m. to 1:00 p.m.

Dining Services

Dining locations on campus can be found at <http://www.uwsp.edu/centers/dininglocation>.

Dreyfus University Center (<http://www.uwsp.edu/centers/>)

Each employee, as a member of the University staff, is entitled to use all the facilities of the Dreyfus University Center.

E-mail

All UWSP employees will have a University email account & address. All employees, even those whose job responsibilities may not include using email are encouraged to use this system. Important correspondence regarding position vacancies, benefits, events, etc. are communicated through this method. Personal use of email is limited. Refer to the UWSP Electronic Mail Policies at <http://www.uwsp.edu/IT/about/policies/policiesemailfsv.aspx>.

Fitness

UWSP offers employees several options for staying fit. Some programs offer membership to staff, others are free.

- Aquatics Center (<https://www.uwsp.edu/HESA/HEC/Aquatics/Aquatics.htm>)
- Multi-Activity Center - features tennis courts, a 200 meter indoor track, archery range, and a 2,800 square foot climbing wall. (<https://www.uwsp.edu/HESA/HEC/MAC.htm>)
- Strength Center (<https://www.uwsp.edu/HESA/HEC/StrengthCenter/StrengthCenter.htm>)
- Cardio Center - offers a workout environment with quality equipment and cutting edge programs. Membership is open to all UWSP staff, students, alumni, retired staff, spouses and MSTC students. Website: <http://www.uwsp.edu/centers/cardiocenter/>
- Group Fitness – offers over 30 classes each week including Spin, Butts & Gutts, Kick Boxing, Dynamic Definition and many more. (<http://www.uwsp.edu/centers/groupfitness/>)

Identification Cards (<http://pointcard.uwsp.edu/>)

In accordance with Wisconsin Homeland Security, all UWSP staff and students are required to have a photo identification card (PointCard) and to carry it on campus at all times. The ID card serves to identify the holder as an employee of the University, as well as providing access to such services as use of the Learning Resources Center & Library and check cashing. The first PointCard is issued free of charge. A replacement PointCard is \$10 if the card has been lost. If the card is not working because of normal wear and tear or some other card issue and it is returned to the Point Card Office at the time a new card is issued, the original card will be shredded and a new card will be created at no cost.

PointCards may be obtained in the PointCard Office, Room 206, Dreyfus University Center, during normal business hours (Monday – Friday, 8:00 a.m. – 4:00 p.m.)

Library

Employees are encouraged to use the University Library in the Learning Resources Center. The UWSP ID card (PointCard) is used to borrow materials from the library.

Parking (<http://www.uwsp.edu/parking/>)

All vehicles in University parking lots must have a valid parking decal for the area in which they are parked. Choice of lot assignment, other than in special needs cases, is based on the total length of service at the University. For detailed information on parking regulations, consult the Parking Services website at

Public Folders

The Personnel Services Public Folders contain information of interest to all Classified Employees. Here you can find Classified Staff Employee Manuals (such as the Classified Handbook), payroll information, time sheets; various forms used in Personnel Services, personnel policies, and, Union related information. To get to the public folder, go to Microsoft Outlook – Public Folders – All Public Folders – University Offices, Services & Governance – Business Affairs – Personnel Services.

Publications

University Relations & Communications publishes the University newsletter, The Sundial, during the academic year.

The “Message of the Day (MOD)” is emailed to all staff and students daily. The MOD announces official University business, campus events or extra curricular activities. (<http://www.uwsp.edu/mod/>)

The Classified Staff Advisory Council (CSAC) publishes the CSAC Newsletter twice a year, in April and October.

Recycling (<http://www.uwsp.edu/facserv/recycling/>)

Wisconsin Act 335 is the law requiring residents and businesses in Wisconsin to recycle mandated items. Portage County and City of Stevens Point also have ordinances prohibiting disposal of specific materials in the Portage County Landfill. To comply with these mandates, the University has established a campus-wide recycling program. Each employee is requested to participate in the recycling efforts. Containers for resource recovery are located in buildings and on campus grounds. A container for waste (non recyclable materials) is also available. Items that are recyclable at UWSP may vary from the municipality where an employee resides. Recycling procedures are available from the Resource Recovery Office.

Schmeckle Reserve (<http://www.uwsp.edu/CNR/schmeckle/>)

Schmeckle Reserve is a 275 acre parcel located on the north end of campus and is a great place for walking, jogging, biking, fishing and wildlife watching. The Reserve has miles of hiking trails, a 20-acre lake, a visitor center, and the Browse Shop, a gift shop that offers a unique array of natural and cultural history items.

University Information & Tickets Office (<http://www.uwsp.edu/centers/uit/index.asp>)

The University Information & Tickets Office is located on the concourse in the Dreyfus University Center. Services provided include ticket sales, check cashing, lost and found, stamps, vending refunds, key and equipment check out, campus mail receiving and sending, University Floral Service, trip sign-ups, student funded and state organizational deposits, international IDs, disbursement of bulletin board cards, and general information. The phone number for information is 715-346-4242. The phone number for tickets is 715-346-4100.

University Store (<http://www.uwsp.edu/centers/bookstore/>)

The University Store has art supplies, books, UWSP apparel and gifts, school and office supplies, postal services, and commencement supplies. The Store offers charging privileges to departments. Contact the University Store at 346-3431 for more information.

INDEX

<p>Alternative Work Patterns 17</p> <p>Athletic Events 30</p> <p>Award Programs 30</p> <p>Benefits 11</p> <p>Blood Donations 30</p> <p>Bomb Threats..... 29</p> <p>Bulletin Boards 30</p> <p>Catastrophic Leave 15</p> <p>Charitable Contributions..... 30</p> <p>Code of Ethics..... 8</p> <p>Conduct and Personal Appearance 17</p> <p>Contacts (Staff in Personnel Services)..... 7</p> <p>Credit Union 30</p> <p>Demotion..... 17</p> <p>Dental Insurance 14</p> <p>Dining Services 30</p> <p>Direct Deposit..... 10</p> <p>Dreyfus University Center 30</p> <p>Drug-Free Workplace 27</p> <p>E-Mail 31</p> <p>Education & Training Opportunities..... 17</p> <p>Emergency Conditions 27</p> <p>Employee Assistance Program 17</p> <p>Employee Performance Review 17</p> <p>Employee Reimbursement Accounts 14</p> <p>Employee Wellness..... 29</p> <p>Employment Policy..... 18</p> <p>Family Medical Leave 15</p> <p>Fires 28</p> <p>Fitness 31</p> <p>Grievance Procedures 18</p> <p>Health Insurance 13</p> <p>Holidays 13</p> <p>Identification Cards 31</p> <p>Inclement Weather 18</p> <p>Income Continuation Insurance..... 14</p> <p>Insurances 13</p> <p>Jury Duty 18</p> <p>Labor Unions 19</p> <p>Layoff 19</p> <p>Leave Without Pay 19</p> <p>Library 31</p> <p>Life Insurance..... 14</p> <p>Military Leave 19</p> <p>Night Differential..... 11</p>	<p>Overtime 10</p> <p>Parking..... 31</p> <p>Paychecks..... 10</p> <p>Pay Increases 11</p> <p>Pay Periods..... 10</p> <p>Personal Information Changes..... 20</p> <p>Personnel Records..... 20</p> <p>Picket Lines..... 29</p> <p>Political Activity 20</p> <p>Position Descriptions..... 21</p> <p>Prescription Drug Benefit 14</p> <p>Probationary Period 21</p> <p>Project Appointment..... 21</p> <p>Promotion..... 21</p> <p>Public Folders 31</p> <p>Publications..... 31</p> <p>Reasonable Accommodations..... 22</p> <p>Reclassification 22</p> <p>Recycling 32</p> <p>Reinstatement 22</p> <p>Resignation 22</p> <p>Rest Periods 22</p> <p>Retirement 15</p> <p>Safety Shoes – Special Clothing..... 23</p> <p>Schmeckle Reserve 32</p> <p>Seniority Date..... 23</p> <p>Sexual Harassment..... 23</p> <p>Sick Leave 12</p> <p>Smoking Policy..... 29</p> <p>Social Security (FICA)..... 16</p> <p>Special Clothing (Uniforms & Safety Shoes) 23</p> <p>Subpoenaed Witnesses 23</p> <p>Tax Deferred Annuity 16</p> <p>Telecommuting Policy 24</p> <p>Tickets (concerts, athletic events, etc.) 32</p> <p>Time Sheets 10</p> <p>Training Opportunities 17</p> <p>Transfers 24</p> <p>Tuition Assistance 25</p> <p>Unemployment Compensation 17</p> <p>Uniforms--Special Clothing 23</p> <p>University Information & Tickets Office 32</p> <p>University Store..... 32</p> <p>Vacation 11</p> <p>Weekend Differential..... 11</p> <p>Work Hours & Absences 26</p> <p>Work Rules 26</p> <p>Work Stoppages..... 29</p> <p>Worker's Compensation 29</p>
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