



# Academic Staff - Employee Handbook

Welcome to the University of Wisconsin-Parkside. We are pleased that you have chosen to contribute your talent and skill in serving our campus, a part of the University of Wisconsin-System.

This handbook has been prepared to give you basic information about your position and employment with the University of Wisconsin-Parkside. It is intended to provide you with general information about policies, regulations and benefits of employment for Academic Staff at UW-Parkside. Questions not answered by the handbook should be directed to your supervisor or the Human Resources Office.

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*Note: Some documents require Adobe Acrobat Reader. A free download may be obtained from:*



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**Benefits Summary:** The Benefits Summary contains a brief description of insurance and other fringe benefits and is included in the new employee orientation packet along with more detailed information on the major insurance plans that are offered.

—**Web:** <http://www.uwsa.edu/hr/benefits/uben.pdf>

### **Campus Map:**

—**Web:** [http://www.uwp.edu/campus\\_map.pdf](http://www.uwp.edu/campus_map.pdf)

**Change of Personal Data:** Please inform the Human Resources Office and complete an Employee Data Form (available on the Human Resources "Forms" page) if your name, address, or phone number change. You should also notify the Human Resources Office of changes in marital status and dependents for tax withholding purposes, insurance changes, designation of beneficiary changes, W-2 mailings, etc., which will then prompt counseling action. If your current address is not on file with the Payroll Office by January 1 each year, your W-4 (year-end tax statement) may not reach you on a timely basis.

—**Web:**

<http://www.uwp.edu/departments/human.resources/staffinfo/formsandpublications/formspubs.htm#academic>

**COBRA (Continuation/Conversion of Insurance Benefits):** As an employee of the University of Wisconsin, you and your dependents may be eligible to choose continuation coverage of group health insurance coverage because of a reduction in your hours of employment, the termination of your employment, divorce, loss of dependent status of dependent, or death of employee. It is the employee's responsibility to inform the employing agency of a spouse or dependent losing eligibility for coverage. Consult your "It's Your Choice" health insurance booklet or the Human Resources Office for further information.

**Consensual Relationship Policy:** It is in the interest of the University of Wisconsin-Parkside to provide clear direction and educational opportunities to the university community about the professional risks associated with consensual romantic and/or sexual

relationships where a definite power differential between the parties exists.

—**Web:** <http://uwp.edu/staff/gov/adminplcy/policy45.htm>

**Corporate Credit Card:** Staff members are encouraged to use their corporate G.E. Capital MasterCard for business travel. There is no cost to the staff member for the corporate card. MasterCard offers many benefits to the cardholder.

Refer to the UW System travel information page to find list of benefits and application form for G.E. Corporate MasterCard. Send the completed form to the Business Services Office in Tallent Hall for processing.

—**Web:** <http://www.uwsa.edu/fadmin/gecap/gesite.htm>

**Credit Union:** Membership to the [Educators Credit Union](#) is open to the employees, staff or faculty members and students of the University of Wisconsin-Parkside and members of the immediate families of the above. The ECU maintains an office in Tallent Hall on the UW-Parkside campus, as well as other locations. For more information, call the ECU Office at 595-2150 (UW-Parkside office) or 886-5900 (Racine office).

—**Web:** <http://www.ecu.com>

**Drug Free Work Place:** The University of Wisconsin System and the University of Wisconsin-Parkside prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students and employees on university property or as part of university activities. The policy is distributed at orientation for permanent staff.

—**Web:** <http://uwp.edu/staff/gov/adminplcy/policy16.htm>

**Education Reimbursement:** -- see Tuition Reimbursement

**Employee Assistance Information:** If personal problems are troubling you or affecting your work performance, the campus offers professional help for dealing with them on a confidential basis and, in most cases at no or minimal cost to the employee. All employees -- classified, limited, academic staff, and faculty, are eligible (with the exception of student employees). See the "Criteseap & Associates" website or contact the Human Resources Office at extension 2204.

—**Web:** <http://www.criteseap.com/>

**Equal Opportunity/Affirmative Action:** The University of Wisconsin-Parkside is an equal opportunity/affirmative action employer functioning under an Affirmative Action Plan. The university affirms its commitment and the university's legal, social and economic commitment to equal opportunity for all persons as fundamental policy throughout the campus. There shall be no discrimination against any student and/or employee, or applicant for admission or employment, because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, pregnancy, political affiliation, sexual orientation, veterans status, membership in the national guard, state defense force, or any other reserve component of the military force of the United States or this state, or any other protected status. Employees who violate UW-Parkside's EEO/AA policy will be subject to disciplinary action. A copy of the University of Wisconsin-Parkside Affirmative Action Policy Statement or questions relating to affirmative action should be addressed to the Assistant to the Chancellor for Equity and Diversity, WYLL, extension 2369.

—**Web:** (<http://uwp.edu/staff/gov/adminplcy/policy17.htm>)

**Family Medical Leave Act:** The following summary is provided as guidance concerning employee's rights and obligations under the Federal Family and Medical Leave Act of

1993. This information will not cover every situation or question. Final decisions must be made by consulting the Wisconsin Personnel Manual Chapter 724-Family/Medical Leave Act, Administrative Rules, and the applicable collective bargaining agreement. Entitlement under the federal Family and Medical Leave Act (FMLA) must be coordinated with the provisions of the Wisconsin Family and Medical Leave Act (WFMLA), as well as leave benefit provisions under administrative rules of the Secretary of OSER or the applicable collective bargaining agreement. Employees concurrently use benefits provided under FMLA in addition to the provisions under the WFMLA, administrative rules, or applicable collective bargaining agreement. Forms and policies are available from the Human Resources Office upon request. Questions regarding the Family and Medical Leave Act should be referred to the Human Resources Office.

—**Web:**

<http://www.uwp.edu/departments/human.resources/staffinfo/formsandpublications/LOA/LOA-FORM.pdf>

### ***Fine Arts:***

—**Web:** [Theatre Arts](#), [Music](#), [Art](#)

***Health and Counseling Services:*** The Health and Counseling Services at the University of Wisconsin-Parkside provides a broad range of health care services to the campus community. This includes care for illness and emergencies, health and wellness promotion and opportunities to actively participate in your own health. You may also wish to contact this office for services or referrals to community health care providers.

—**Web:** <http://www.uwp.edu/admin/student.health/>

***Health Insurance - Vendor Transfer (Dual Choice):*** All employees enrolled in the group health insurance are given a chance to change health vendors once a year, usually in October, for coverage effective the 1st of the following year. This transfer period is called "Dual Choice". Health insurance enrollment periods for new employees are explained during new employee orientation. For more information, refer to the Dual Choice booklet included in your orientation material. Contact the Human Resources Office for additional information at extension 2204.

***Holidays:*** You are eligible for legal holidays. The State of Wisconsin recognizes the following holidays. Academic year employees receive limited holidays.

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Eve
8. Christmas Day
9. New Year's Eve

Holidays that fall on a Sunday are observed on Monday. Holidays that fall on Saturday are considered "floating" holidays. If you work less than full time, holiday pay is pro-rated.

### ***Human Resources Web Page:***

—**Web:** <http://www.uwp.edu/departments/human.resources>

**I.D. Card:** A UW-Parkside staff identification card (Ranger Card) may be obtained from the Ranger Card Office in the UW-Parkside Union. An I.D. card entitles you to utilize various campus facilities such as the UW-Parkside Union, the [Library](#), and the [Sports and Activities](#) Building. Contact the [Ranger Card](#) Office at 595-2655 for an appointment and fee information.

**Jury Duty:** Faculty, academic, and classified staff summoned to jury duty during regularly scheduled work hours receive their regular salary in addition to any pay they may be given as juror. Staff members are expected to report to work when not needed for jury duty.

**Leave of Absence:** A leave of absence is an absence from work with or without pay. A leave must be for specific legitimate purpose and must be approved in advance when possible via a Leave of Absence form. Leaves may be granted for educational purposes, work in other areas where the state would benefit upon your return, military duty and exceptional personal reasons including illness, maternity, and paternity. The maximum length of a leave of absence varies.

During an unpaid leave of absence, your benefits such as vacation and sick leave do not accrue. You are also responsible for paying the monthly premiums of any insurance plans that you have. Forms to request a leave are available in the Human Resources Office. A leave of absence form is available on the Human Resources "Forms" page. (revised 12-12-05)

—**Web:**

<http://www.uwp.edu/departments/human.resources/staffinfo/formsandpublications/LOA/LOA-FORM.pdf>

**Library/Learning Center:** The Library/Learning Center has established its own home page on the World Wide Web. The web site has a variety of information about library services and resources. The library's home page provides access to library services, electronic resources and staff. It is possible to submit interlibrary loan requests and reference questions via online forms. Many databases can be accessed directly from the Web page and information about others to which the library provides access is posted. Library policies, how-to guides, staff responsibilities and other information is also available. You may also phone the Reference Desk at extension 2360 for information.

—**Web:** <http://www.uwp.edu/departments/library/>

### **Orientation Web Page:**

—**Web:** <http://www.uwp.edu/departments/academic.affairs/employee.orientation/>

**Parking on Campus:** Parking on the UW-Parkside campus is limited to Communication Arts, Union, Tallent, and Physical Education lots in those designated areas where parking is permitted. Parking permits must be purchased and parking is restricted during those hours posted to current permit holders only.

—**Web:** <http://www.uwp.edu/departments/university.police/parking.cfm>

**Paydays, Direct Deposit and Earnings Statements:** Academic Staff are paid the first day of each calendar month. Paydates which fall on a weekend or holiday are paid the last business day before the scheduled pay date. (Important: The sole exception to this is January 1. This check is paid the first business day after January 1.) Checks are electronically direct deposited to a bank or credit union of your choice. For more information, contact the Payroll Office, extension 2256.

—**Web:** <http://www.bussvc.wisc.edu/ecbs/pay-direct-deposit-auth-uw1032.pdf>

A separate earnings statement will be emailed before the payday. Required deductions include federal and state withholding taxes, social security contributions, and Wisconsin retirement fund

contributions. In addition, there may be deductions from your check for insurance, parking, credit union, etc.

***Policies and Procedures Handbook for Academic Staff:*** This handbook is available on the web. Please refer to this handbook for questions on your appointment, the title review process, or grievance procedures. UW-Parkside has an active Academic Staff committee on campus. Questions about the committee or academic staff personnel policies and procedures should be directed to the chair of the committee.  
—**Web:** <http://www.uwp.edu/departments/governance/gov/aspp/aspp.htm>

***Preschool and Children's Center:*** The UW-Parkside Preschool and Children's Center serves UW-Parkside students, employees and residents of the surrounding communities. The Center is state licensed. Programs follow the state requirements for child care centers and nursery schools. For more information, please contact the UW-Parkside Preschool and Children's Center, Box No. 2000, Wood Road, Kenosha, Wisconsin 53141, 595-2227.

***Resignation/Termination:*** Should you wish to resign from the University you are required to submit a Termination Form and Separation Form not less than 10 working days prior to your last day. This form will be maintained as a permanent part of your personnel file. All keys, uniforms, I.D. cards, and equipment issued by UW-Parkside must be returned. All employees who leave UW-Parkside are asked to participate in an exit interview conducted by the Human Resources Office.

—**Web:** <http://www.uwp.edu/departments/human.resources/staffinfo/formsandpublications/formspubs.htm#academic>

***Safety:*** Your safety and that of co-workers is of great importance and a responsibility that we all share. Learn how to properly operate equipment and handle materials required in your job. Your supervisor will provide instruction in safe practices and procedures. Be sure to report all unsafe conditions to your supervisor. If you have an accident, report it immediately to your supervisor no matter how minor the injury. Your supervisor will make sure that you receive medical attention for any injury sustained on the job. You must also complete an Occupational Accident report form for any such injury within 24 hours and return it to the Human Resources Office.

—**Web:** <http://www.uwp.edu/admin/safety/>

—**Web:** <http://www.uwp.edu/departments/human.resources/staffinfo/formsandpublications/formspubs.htm#workerscomp>

***Sexual Harassment:*** Sexual harassment is a form of sex discrimination that is unlawful and contrary to the fundamental standards of a university community. Such behavior is defined as "unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

For more information contact the Chair of the Sexual Harassment Committee, Communication Arts building, Room 240, 595-2644/2457 or the Equity and Diversity Office, WYLL, 595-2369.

—**Web:** <http://uwp.edu/staff/gov/adminplcy/policy36.htm>

**Sick Leave Use/Policy Statement:** Academic staff may use accrued sick leave for periods of absence from employment as defined in Wisconsin Administrative Code, ER 18.03. Absences of academic staff of the University of Wisconsin System because of personal illness, injury, or pregnancy, as well as attendance to the children or spouse of a staff member whose condition requires the staff member's direct care, will be subject to the sick leave policy. UW-Parkside provides sick leave to all academic staff who are eligible for Wisconsin Retirement Fund participation as defined in UWS19.02(1). Initial appointment letters should define retirement eligibility.

1. Unclassified Personnel Guideline #10, Attachment 1, Faculty and Academic Sick Leave Program, Questions and Answers

—**Web:** <http://www.uwsa.edu/hr/upgs/fac&a.htm>

2. University of Wisconsin System Unclassified Personnel Guideline (UPG) #10, Faculty and Academic Staff Sick Leave and Colleague Coverage Policy

—**Web:** <http://www.uwsa.edu/hr/upgs/upg10.pdf>

**Sports and Activity Center:** Faculty and staff of UW-Parkside may wish to use the Sports and Activity Center for recreational purposes. For more information, please contact the Sports and Activity Center Office at 595-2245.

—**Web:** [http://oldweb.uwp.edu/academic/hpea/docs/sac\\_facilities.htm](http://oldweb.uwp.edu/academic/hpea/docs/sac_facilities.htm)

**Tax Sheltered Annuity 403(b) Plan:** Under provisions of the Internal Revenue Code, University employees have a unique opportunity to purchase a tax sheltered annuity. Under a tax sheltered plan, an employee may, in lieu of compensation, have an annuity purchased by the University with the provision that the amounts paid for this annuity are currently not subject to either state or federal income tax. Only when the money is received by an employee or beneficiary in the form of a withdrawal, death benefit, or an annuity, does it become taxable. For more information, contact UW-Parkside Payroll at extension 2537.

—**Web:** <http://www.uwsa.edu/hr/benefits/retsav/tsa.htm>

**Telephone Directory:** A campus phone directory may be obtained from the Union Information Desk, extension 2345.

### **Telephone Services:**

—**Web:** <http://www.uwp.edu/departments/business.services/telephone.cfm>

**Telephone Use Policy:** Local telephone calls made for personal reasons should be limited to essential and/or emergency situations only. Questions on this policy should be directed to Mary Ruetz, extension 2667.

—**Web:** <http://www.uwp.edu/departments/governance/gov/adminplcy/policy65.htm>

**Travel:** Meetings, meals, and overnight stays for business purposes may be reimbursed to an employee by completing a Travel Expense Report. Contact Business Services Office for additional information.

—**Web:** <http://www.uwp.edu/departments/business.services/travel.cfm>

**Tuition Reimbursement:** Training and advanced education can benefit you, both personally and professionally. Tuition reimbursement is available in certain cases for job and/or career related courses if successfully completed. Employees seeking tuition reimbursement must

complete a “Request for Approval to Attend Job/Career Related Academic Courses of Study” form **prior** to the semester of attendance. Staff seeking approval must submit a receipt for tuition paid and proof of successful completion of coursework to the Human Resources Office at the end of the academic term.

—**Web:** <http://www.uwp.edu/departments/human.resources/staffinfo/benefitinfo/tuition.htm>

**Unclassified Leave Accounting System (UCLA):** UCLA is a university-wide automated leave accounting system for faculty, academic staff and limited appointees. UCLA will automatically calculate the amount of leave to be credited to each person’s account and reconcile the monthly usage to provide balances to all eligible staff. Refer to the brochure, “Unclassified Leave Accounting” in your New Employee Orientation Packet from HR, or contact the Human Resources Office. Leave (sick leave, vacation, personal holiday) usage should be reported on the leave accounting report that employees receive each month. Your current leave balances will be displayed on the leave accounting report. *Note:* Monthly reports need to be completed even if leave is not taken.

**Use of State Property:** A University employee shall not use, or allow the use of, state property, including property leased by the University, for private activities. No personal use may be made of the University’s long distance telephone lines or the campus mail service. Local telephone lines may be used only for essential calls.

Tools, equipment, or supplies that are the property of the University may not be borrowed for personal use. Laboratories, workshops, offices, and other areas not open to all staff or the general public may not be used for personal (non job related) projects or endeavors.

—**Web:** <http://www.uwp.edu/departments/governance/gov/adminplcy/policy62.htm>

**Vacation:** The University of Wisconsin-Parkside provides vacation allowance for all Academic Staff (Non-teaching) annual appointees who are eligible for Wisconsin Retirement System participation as defined in UWS 19.02 (1). Initial appointment letters should identify retirement participation. Generally, an annual appointment must be at least one-third time of what is considered full-time employment and must have an expected duration of employment of at least one year in order to be eligible for retirement. Personal holidays: 4-1/2 days per fiscal year are available to unclassified employees that are eligible to earn vacation. Refer to the brochure, “Unclassified Leave Accounting” in your new employee orientation packet, or contact the Human Resources Office.

**Annual Leave Reserve Account (ALRA):** The Annual Leave Reserve Account is an account in which eligible employees can bank up to 40 hours of vacation per fiscal year. This account can be used at any time in future years with appointing authority approval. The ALRA can be accumulated and carried for the length of employment with the University of Wisconsin in an eligible position. To be eligible for ALRA, an annual pay basis employee must have ten or more years of State of Wisconsin service in appointments earning vacation or as an Unclassified University participant in the Wisconsin Retirement System (WRS).

—**Web:** <http://www.uwsa.edu/hr/upgs/upg09.pdf>

**Vacation Carryover:** Five days (40 hours) may be carried over automatically. Carryover in excess of five days (40 hours) must be approved by the supervisors and the appropriate chancellor or designee. Approved carryover vacation must be used within one year after the year in which it accrues.

**Weather Emergency:** During a weather emergency, the University will **not** be closed. Classes may be cancelled and employees instructed to use their judgement in reporting to work. This will be the UW-Parkside policy during all weather emergencies:

—**Web:** <http://uwp.edu/staff/gov/adminplcy/policy10.htm>

**Whistleblower Law:** The 1983 Wisconsin Act 409, known as the "Whistleblower Law", provides procedures and protection for state employees who may wish to disclose information about a violation of any state or federal law, rule or regulation; mismanagement or abuse of authority in state and local government; a substantial waste of public funds; or a danger to public health and safety.

The Act prohibits any retaliatory disciplinary action against an employee who discloses information regarding improper activities in state governmental units including the University of Wisconsin System, and outlines the procedures the employee must follow to obtain protection against employer retaliation.

To obtain the protection under the Act the employee shall either disclose the information in writing to his or her supervisor or a governmental unit designated by the State Personnel Commission. This requirement does not apply if an employee is disclosing information to his or her attorney, collective bargaining representative, or legislator. If a governmental unit conducts a full investigation, it shall keep the identity of the employee confidential if it is reasonably possible to do so. For further information you may contact the Human Resources Office.

**Wisconsin Act 177:** The State of Wisconsin Act 177 became law on April 1, 1990. Specifically, the law states: Any person employed at an institution or center who witnesses a sexual assault on campus or receives a report from a student enrolled at the institution or center that the student has been sexually assaulted shall report to the dean of students of the institution or to the dean of the center. The dean of students or dean of the center shall compile reports for the purposes of disseminating statistical information under par.(a)1.b. If the victim wishes to remain anonymous, you may report the incident without including a name. However, because sexual assault is a crime and because it can have long lasting negative effects on the victim, you should strongly urge the victim to seek assistance through Student Health Services, the Counseling Center, University Police, or the Dean of Students Office. There are trained advocates on campus available to assist the victim. Additional referral and support are provided through the Women's Center (extension 2170) and the Women's Resource Center in Racine (633-3233). For additional information or clarification on the requirements of this state law, please contact the Dean of Students, at extension 2419.

**Worker's Compensation:** All employees of the University of Wisconsin-Parkside are covered under the Wisconsin Worker's Compensation Act. If you are injured while on the job, you may be eligible for medical and lost time benefits. Immediately report all work related injuries/illnesses to your supervisor and/or Human Resources.

Any claims for medical compensation or lost time from work can be submitted for determination of payment only upon receipt of a completed Occupational Accident and Illness Report.

—**Web:**

<http://www.uwp.edu/departments/human.resources/staffinfo/formsandpublications/formspubs.htm#workerscomp>

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