



Employee Handbook

*Revised November 2021
August 2018*

Table of Contents

- I. INTRODUCTION
 - a. Welcome
 - b. Vision
 - c. Mission
 - d. UW-Parkside History

- II. DIVERSITY
 - a. Affirmative Action/Equal Employment Opportunity
 - b. Discrimination
 - c. Americans with Disabilities
 - d. Gender Equity
 - e. Veterans
 - f. Display of Religious holiday symbols

- III. GENERAL EMPLOYMENT INFORMATION
 - a. Employment Types
 - b. Hours of Operation
 - c. University ID
 - d. Building/Office Keys
 - e. Parking Permit
 - f. Personnel Records

- IV. WORKPLACE SAFETY
 - a. Drug Free/Alcohol Free Workplace
 - b. Smoke Free Buildings
 - c. Workplace Violence
 - d. Children in the Workplace
 - e. Workplace Injury/Worker's Compensation
 - f. Emergency Response and Preparedness Plan
 - g. Inclement Weather and Emergency Conditions
 - h. Operations of Vehicles

- V. WORKPLACE EXPECTATIONS/CONDUCT
 - a. Code of Ethics
 - b. Consensual Relations
 - c. Sexual Harassment
 - d. Harassment and Discrimination Policy
 - e. Complaint Procedure
 - f. Employee Discipline – Policies & Procedures

- VI. INFORMATION SECURITY ACCEPTABLE USE POLICY

- VII. [PAYROLL INFORMATION](#)
 - a. Direct Deposit
 - b. Earnings Statements
 - c. Payroll Deductions
 - d. Compensation/Payroll Procedures
 - e. Leave Reports/Time Reports
 - f. University Staff Overtime and Compensatory Time
 - g. University Staff Shift Differential
 - h. Lump Sum Payments
 - i. Overload Payments

- VIII. [BENEFITS](#)
 - a. General Benefits Information
 - b. Tuition Reimbursement
 - c. Telecommuting

- IX. [LEAVE PROVISIONS](#)
 - a. Vacation
 - b. Personal
 - c. Sick
 - d. Paid Legal Holidays
 - e. FMLA/WFMLA
 - f. Miscellaneous Leave Provisions
 - i. Bereavement
 - ii. Military Leave
 - iii. Catastrophic Leave
 - iv. Voting
 - v. Jury Duty

- X. [EMPLOYEE ASSISTANCE PROGRAM \(EAP\)](#)

- XI. [PERFORMANCE EVALUATIONS](#)

- XII. [TRAVEL POLICY & PROCEDURES](#)

- XIII. [EXITING EMPLOYMENT](#)
 - a. Departure Procedures
 - i. Resignation Procedures
 - ii. Retirement Procedures
 - iii. Death of an Employee
 - b. Exit Interview
 - c. Final Pay

- XIV. [ADDITIONAL POLICIES AND PROCEDURES](#)

I. INTRODUCTION

a. Welcome

Welcome to the University of Wisconsin-Parkside!

The University of Wisconsin-Parkside Employee Handbook has been prepared to assist you with questions concerning employment, salary administration, benefits, health and safety, and policies and procedures that affect employees. This employee handbook is meant to be a guide for any questions you may have and does not constitute a contract of employment.

b. Our Vision

The University of Wisconsin-Parkside is a dynamic learning community grounded in academic excellence and focused on student success, diversity, inclusion and community engagement. The campus will be a premier comprehensive public institution and a destination of choice, serving as a focal point of local, regional and global progress.

c. Our Mission

The University of Wisconsin-Parkside is committed to high-quality educational programs, creative and scholarly activities, and services responsive to its diverse student population, and its local, national and global communities.

To fulfill this mission, the University of Wisconsin-Parkside will:

- Offer high-quality academic programs rooted in the tradition of a liberal education in the arts, sciences and professions, responsive to the occupational, civic and cultural needs of the region, and actively seek the continued input of all stakeholders.
- Generate, disseminate and apply knowledge through research, professional and creative activity that benefits communities throughout the region and the world.
- Attract and retain a diverse and multicultural population of students, faculty and staff.
- Foster a teaching and learning community that provides opportunities for collaborative faculty, student, and staff interaction in support of excellence.
- Utilize technology creatively and effectively in courses, programs, and services.
- Prepare students to be successful in their professional, civic and personal lives.
- Provide programs that meet the intellectual and cultural needs of people throughout their lives.
- Provide and share in cultural and intellectual activities in partnership with our local and regional communities.

d. UW Parkside History

The University of Wisconsin has had a presence in southeastern Wisconsin since 1933 when it established two-year centers in Racine and Kenosha. For years, residents in our communities were eager for a university that offered a four-year degree. Finally, in 1965, the Wisconsin Legislature passed a bill merging the two centers and creating the University of Wisconsin-Parkside.

Site selection for the new campus was carefully determined by a commission that decided on a beautiful 690-acre parcel equidistant between the Kenosha and Racine downtown areas. Founding Chancellor Irvin G. Wyllie thoughtfully selected the name "Parkside" to represent the picturesque campus and to exhibit service to all of southeastern Wisconsin.

Nationally known architect Gyo Obata designed the graceful complex with a major library/learning center at its heart. Ground was broken for Parkside in late 1967 and on July 1, 1968, the University of Wisconsin-Parkside was officially founded.

During his tenure, Chancellor Wyllie was often asked, "When will the campus be complete?" His response was always "... never. Harvard, America's first university was founded in 1636. It is still a developing university, as Parkside will be through many years and many future generations."

[\[BACK TO TABLE OF CONTENTS\]](#)

II. DIVERSITY

Creating and sustaining a campus climate in which all members of the university community can learn, work, and grow is integral to the mission and ethos of the University of Wisconsin-Parkside. Equally important, and an essential part of our mission, is preparing students to live and work in a diverse world. Such preparation is not merely a function of the curricula, but it is also fundamentally affected by the campus climate and by how all members of the university community - including students, faculty, staff, and administrators - are treated. The expansion of knowledge and the free exchange of ideas essential in an institution of higher education depend upon a campus climate that is free from discrimination. Please click on the following link for additional information regarding the [Administrative Policy 29: Discrimination, Harassment, and Retaliation](#)

a. Affirmative Action/Equal Employment Opportunity

The University of Wisconsin-Parkside is committed to a policy of providing equal opportunity and nondiscrimination in its employment practices for all persons regardless of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, pregnancy, political affiliation, sexual orientation, gender identity and expression, veteran 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. Please click on the following link for additional information regarding the Equal Employment Opportunity/Affirmative Action - Policy 17: [Equal Employment Opportunity/Affirmative Action](#)

b. Discrimination

UW System and University policy require that all institutional publications bear a statement of nondiscrimination. Please click on the following link for additional information regarding the Nondiscrimination Statement – Policy 29: [Nondiscrimination Statement Policy](#)

c. Americans with Disabilities

The University of Wisconsin System is committed to making individuals with disabilities full participants in its programs, services and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The Board of Regents recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the university's programs, services and activities. Please click on the following link for additional information regarding the Nondiscrimination on the Basis of Disability – Policy 15: [Nondiscrimination on the Basis of Disability](#)

d. Gender Equity

Administrative employees of the University of Wisconsin-Parkside, in the performance of their assigned responsibilities, are expected to use language that is free from bias, especially in references to gender, race, ethnicity, religious preference, sexual orientation, gender identity and expression, and disability. Please click on the following link for additional information regarding the Gender/Equity Language – Policy 24: [Gender/Equity Language Policy](#)

e. Veterans

The University of Wisconsin-Parkside promotes equal employment opportunity in hiring and retaining veterans.

The affirmative action provisions of the [Vietnam Era Veterans' Readjustment Assistance Act of 1974 \(VEVRAA\)](#) prohibits job discrimination and requires federal contractors and subcontractors to take affirmative action to employ and advance in employment qualified Vietnam era veterans, special disabled veterans, recently separated veterans, and veterans who served on active duty during a war on in a campaign or expedition for which a campaign badge has been authorized. This law is enforced by the [Veterans' Employment and Training Service \(VETS\)](#).

All federal contractors and subcontractors with contracts exceeding specific thresholds must take affirmative action to hire and promote qualified targeted veterans. In addition, each year they are required to file a VETS 100 report which

shows the number of targeted veterans in their workforce by job category, hiring location, and number of new hires.

f. Display of Religious Holiday Symbols

The link below provides guidance to clarify what types of holiday displays are permissible on university property, including in employee offices and cubicles. If further clarification is needed, please do not hesitate to contact the Human Resources Office. [Holiday Displays | General Counsel \(wisconsin.edu\)](#)

[\[BACK TO TABLE OF CONTENTS\]](#)

III. GENERAL EMPLOYMENT INFORMATION

a. Employment Types

The faculty/academic staff/limited (FASL) employee category is comprised of faculty, academic staff and administrators. FASL employees in the University of Wisconsin System are exempt from the Fair Labor Standards Act (FLSA) For the purpose of the document, FASL employees will identify all titles indicated below:

FACULTY are individuals who hold a terminal degree in their field, and tenure or tenure-track teaching positions with the rank of professor, associate professor, assistant professor, or instructor in an academic department. Faculty appointments are either probationary or tenure appointments.

- A probationary faculty appointment is the appointment status held by a faculty member before a decision on tenure is made. A probationary appointment is limited to seven years for a full-time faculty position, although this period may be extended for certain reasons, such as an approved leave of absence.
- A tenure appointment is an appointment for an unlimited period of time, granted to a ranked faculty member by the Board of Regents. To be eligible for tenure, faculty members must hold an appointment of half-time or more.

ACADEMIC STAFF are professional and administrative positions with duties primarily associated with higher education institutions or their administration which require a degree, certification, or other professional credentials.

- Non-instructional academic staff (NIAS) is a term used to identify academic staff positions that do not have primary responsibility for providing credit instruction and training to students in an academic discipline (i.e. professional, program manager, research and administrative program directors).
- Instructional academic staff (IAS) is a term used to describe positions that have primary responsibility to provide for-credit instruction and training to students in an academic discipline.

LIMITED APPOINTMENTS are appointments to administrative positions that serve at the pleasure of the Chancellor who is the appointing authority, and are subject to the provisions in the state statutes, administrative code and system unclassified personnel guidelines.

The UNIVERSITY STAFF positions are varied and duties include, but are not limited to, administrative support, information technology, accounting, engineering, in addition to custodial, food service, and crafts workers. Most university staff are non-exempt from the federal Fair Labor Standards Act (FLSA), but some university staff do hold exempt positions. All university staff are paid on the biweekly payroll.

b. Hours of Operation

Office hours at UW-Parkside are 7:45 a.m. – 4:30 p.m., Monday through Friday. An individual's working hours and work days may vary depending on department needs and the nature of the position. Each employee will be assigned a specific work schedule and will be expected to begin and end work accordingly. To accommodate business needs, individual work schedules may be changed on either a short-term or long-term basis.

c. University ID/Ranger Card

Staff members are required to have a photo identification card issued to them by the University also known as your Ranger Card. Your Ranger Card serves both as your official university ID and as a tool to pay for services on campus such as dining, vending and printing. There are two accounts available on your card for your use. The University ID card serves as identification and should be carried with you or be readily available to you while on the UW-Parkside campus. For more information please click the following link:

<https://www.uwp.edu/live/services/rangercard/>

d. Building/Office Keys

UW-Parkside considers the safety and security of its faculty, staff, students, visitors, and property to be of paramount importance and believes that access and key control is an important component of a comprehensive security program. UW-Parkside Policy 87 defines the control, use, and possession of access and keys to university facilities.

All university IDs, camp and conference cards, and keys are the property of the University of Wisconsin-Parkside. For more information please click the following link to access the policy:

<https://www.uwp.edu/explore/offices/governance/policy87.cfm>

e. Parking Permit

All vehicles must display a valid UW-Parkside parking permit. All staff must follow UW-Parkside Policy 84. For more information on parking, please click on the following link:

<https://www.uwp.edu/explore/offices/governance/upload/policy84.pdf>

f. Personnel Records

All employee personnel files are maintained in the Human Resources Department. Documents in personnel files include, but are not limited to: resumes/vitae; official transcripts (provided by issuing institution); copies of benefit forms; payroll related forms; letters addressing appointment, salary adjustments, title changes, and promotion/tenure; position descriptions; probationary reports; performance evaluations; disciplinary information; employee development and training documents; and select training records.

An employee or their supervisor may review or request a copy of their personnel file by scheduling an appointment with Human Resources. If requesting a copy of the personnel file there is a three (3) day timeframe to process.

[\[BACK TO TABLE OF CONTENTS\]](#)

IV. WORKPLACE SAFETY

a. Drug Free/Alcohol Free Workplace

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-228) require that, as a condition of receiving any federal funds or form of financial assistance, colleges and universities must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol. For more information please click the following link to access the Drug Free Schools and Communities Act Policy - 16: <https://www.uwp.edu/explore/offices/governance/policy16.cfm>

The use or possession of alcohol beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.

For more information please click the following link to access the Alcohol Use Policy - 4: <https://www.uwp.edu/explore/offices/governance/policy04.cfm>

b. Smoke Free Buildings

The Wisconsin Legislature has adopted the Clean Indoor Air Act, S.101.123, Wisconsin Statutes, which describes areas of public buildings where smoking is prohibited and where smoking can be regulated.

For more information please click the following link to access the Clean Indoor Air Policy - 37: <https://www.uwp.edu/explore/offices/governance/policy37.cfm>

c. Workplace Violence

The University of Wisconsin Parkside is committed to an environment which is

safe and free from physical assault, threats and harassing behaviors for its students, faculty, staff and visitors. All reports of possible workplace violence will be taken seriously by members of the campus community. The emphasis on campus will be proactive. The goals are education and training, early detection and intervention, and fair and expedient resolution.

Please click on the following link for more information on workplace violence:

<https://www.wisconsin.edu/regents/policies/sexual-violence-and-sexual-harassment/>

d. Children in the Workplace

Maintaining the safety and health of University of Wisconsin–Parkside employees, students, guests and visitors relies upon the control of hazardous conditions and prevention of unsafe behaviors. When the visitors are children, diligence to guard against unsafe conditions and unpredictable behaviors must be heightened. For more information please click the following link to access the Children in the Workplace Policy - 77:

<https://www.uwp.edu/explore/offices/governance/policy77.cfm>

e. Workplace Injury/Worker's Compensation

Your safety is important to us. If you are injured at work, the three most important things to do as soon as possible are to:

- **Report your injury** to your supervisor (employer) as soon as possible and provide the date, time, location and brief description of how the injury/illness occurred. Outside normal business hours, report the accident, injury or illness immediately to University Police (595-2455 or emergency # 595-2911).
- **Get the medical attention** you need; and
- **Complete the Employee's Work Injury and Illness Report** and provide to your supervisor within 24 hours (if possible).

Please review the link below for additional information:

<https://www.uwp.edu/explore/offices/humanresources/illness.cfm>

Upon release of your doctor you are required to present a **Return to Work Authorization Form**. This form must be completed by your doctor and turned into the Human Resources Assistant for Workers Compensation *prior* to returning to work. The link below will give you access to the Return to Work Authorization Form: [Workers Comp | HR | UW-Parkside \(uwp.edu\)](#)

f. Emergency Response and Preparedness Plan

Communication is a key factor in the University's response to any crisis situation. Good communications policy and practice can assist in the management of the crisis; provide direction to faculty, staff and students; and disseminate information to appropriate constituents and the general public while maintaining the University's credibility.

For more information please click the following link to access the Crisis Communication Plan Policy - 55:

<https://www.uwp.edu/explore/offices/governance/policy55.cfm>

g. Inclement Weather and Emergency Conditions

It is important to know what to do in the event of inclement weather and weather emergencies. For more information regarding the policy please click on the following link: [Inclement Weather Policy \(uwp.edu\)](#)

For information regarding *Tornado Warnings and Alerts*, please click on the following link to access the Tornado Warnings and Alerts Policy - 39:

<https://www.uwp.edu/explore/offices/governance/policy39.cfm>

h. Operations of Vehicles

There are procedures regarding driving requirements that must be met to be authorized to use a state/university owned, leased, rented or personally owned vehicle on university business. Please click on the following link for more information regarding these procedures:

<https://www.uwp.edu/explore/offices/safety/vehgeninfo.cfm>

[\[BACK TO TABLE OF CONTENTS\]](#)

V. WORKPLACE EXPECTATIONS/CONDUCT

There are general expectations for conduct of all UW-Parkside employees in the workplace. Following are the links to these policies:

<https://www.uwp.edu/explore/offices/humanresources/upsworkeppapp.cfm>

a. Code of Ethics

Members of the University community are expected to conduct themselves ethically, honestly and with integrity in all dealings. This means principles of fairness, good faith and respect consistent with laws, regulations and University policies govern our conduct with others both inside and outside the community.

b. Consensual Relationships

Romantic and/or sexual relationships between employees and students or between supervisors and subordinates, are of concern to the UW-Parkside because of potential conflict of interest and abuse of power differential. University policy precludes evaluating the work or academic performance of those with whom faculty or staff share a close familial or romantic and/or sexual relationship. Please click on the following link for more information regarding consensual relationships:

<https://www.uwp.edu/explore/offices/governance/policy45.cfm>

c. Sexual Harassment

The University of Wisconsin-Parkside is dedicated to providing a teaching, learning and working environment in which faculty, staff, and students can discover, examine critically, preserve, and transmit the knowledge, wisdom, and values that will improve quality of life for all. To promote these institutional values, UW-Parkside is committed to creating and maintaining a community environment that is free from sexual violence and sexual harassment. Please click on the following link for additional information regarding Sexual Harassment – Policy 36: <https://www.uwp.edu/explore/offices/governance/policy36.cfm>

d. Harassment and Discrimination Policy

Nondiscrimination Statement Policy 29 states the following: UW System and University policy require that all institutional publications bear a statement of nondiscrimination. The following statement is currently used at UW-Parkside:

The University of Wisconsin-Parkside is committed to equal opportunity and nondiscrimination for all persons regardless of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, pregnancy, political affiliation, sexual orientation, gender identity and expression, veteran 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 in its education programs, activities, and employment policies.

The University of Wisconsin System is committed to making individuals with disabilities full participants in its programs, services and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The Board of Regents recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the university's programs, services and activities.

For more information regarding the Nondiscrimination on the Basis of Disability Policy 15 please click on the following link:

<https://www.uwp.edu/explore/offices/governance/policy15.cfm>

e. Complaint Procedure

There may be a time during your employment that you feel it is necessary to take formal action regarding an inappropriate behavior of another staff member toward you. If you feel that you need to file a formal complaint the following link will guide you through the process.

<https://www.uwp.edu/explore/offices/humanresources/upscomplaintpro.cfm>

If you have questions regarding the process, please contact the Human Resources Department at hr@uwp.edu, (262) 595-2204.

f. Employee Discipline Policies and Procedures

Employees at UW-Parkside are afforded due process and just cause protections with regard to their employment status. The University's [Workplace Expectations Policy](#) and [Appendixes](#) establishes standards of conduct for all employees of the University to ensure the ability to attain objectives in an orderly and efficient manner. These rules are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct. Violation of these policies may result in progressive disciplinary action ranging from a written reprimand to immediate discharge, depending on the form of conduct and number of infractions. Below are the specific policies and procedures for each of the classifications of staff:

Academic Staff:

Dismissal for Cause

Academic staff holding an indefinite appointment may be dismissed only for just cause under UWPA 8.02 through UWPA 8.10 of this chapter or for reasons of budget or program under UWPA 9. Please click on the following link for more information: [Academic Grievance Procedures | HR | UWp-Parkside](#)

Non-Renewal

Non-renewal of probationary/indefinite appointments is not dismissal under UWS 11 and UWPA 8.11. Please click on the following link for more: [Academic Grievance Procedures | HR | UWp-Parkside](#)

Faculty:

Discipline

Faculty members as defined by UWPF 1.01(1)(a) shall be subject to discipline only by the Chancellor pursuant to the procedures provided below, for conduct which violates university rules or policies, or which adversely affects a faculty member's performance of his/her obligation to the university, except that misconduct serious enough to warrant dismissal proceedings shall be subject to the provisions of UWS 4. Please click on the following link for more information:

<https://www.uwp.edu/explore/offices/governance/uwpfchapter7.cfm#702>

Progressive Discipline Procedure:

Failure to meet performance expectations may result in a form of discipline. Progressive discipline procedures are designed to provide a structured corrective action process to improve and prevent recurrence of undesirable employee behavior and performance issues. Outlined below are the steps of the university's progressive discipline practices. The level of disciplinary intervention may also vary. Note: Progressive discipline may not be warranted given the nature of the offense.

Step 1: Counseling and Verbal Warning

This creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written Warning

Written warning involves more formal documentation of the performance, conduct or attendance issues and consequences. During step 2, the immediate supervisor will meet with the employee to review any additional incidents or information about performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance expectations or conduct expectations.

A formal performance improvement plan requiring the employee's immediate and sustained corrective action will be issued (if warranted) within five business days of a Step 2 meeting.

Step 3: Suspension and Final Written Warning

There may be an incident so problematic or harmful that the most effective action may be the temporary removal of the employee from the workplace.

When immediate action is necessary to ensure the safety of the employees or others, the immediate supervisor may suspend the employee pending results of an investigation. A suspension that is recommended as part of the normal progression of this progressive discipline procedure is subject to approval from next-level manager and Human Resources.

Depending on the seriousness of the infraction, the employee may be suspended without pay. An investigation will be conducted by Human Resources.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is recommendation to terminate employment.

Generally, UW Parkside will try to follow the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to termination. Management's recommendation to terminate employment must involve HR and will follow all established termination policies and procedures.

[\[BACK TO TABLE OF CONTENTS\]](#)

VI. INFORMATION SECURITY ACCEPTABLE USE POLICY

The purpose of this policy is to protect the well-being of students and employees by outlining the acceptable use of information technology resources at UWP. Access to UWP information technology (IT) resources is essential to the mission of the University. Use of IT resources must be consistent with the University's mission, with its role as a public agency, and with University of Wisconsin System Policy 25-3 on use of IT resources. Access to University IT resources is a privilege granted to students, faculty, staff, and authorized community members which carries with it the responsibility to use the resources for University-related activities and exercising common sense and civility. Regulations that govern personal conduct and use of University facilities also apply to the use of IT resources. Violation of University rules governing responsible use of IT resources may result in loss of access privileges, University disciplinary action and/or criminal prosecution. The appropriate due process and policies will be followed depending upon whether faculty, staff, students, or community members are involved. For more information please click the following link to access the Acceptable Use of IT Resources Policy - 58:

<https://www.uwp.edu/explore/offices/governance/policy58.cfm>

Also, to provide you with additional information to UW Systems Policies regarding this important topic please click on the following links:

<https://www.wisconsin.edu/uw-policies/news/information-security-policies-and-procedures/>

<https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/>

[\[BACK TO TABLE OF CONTENTS\]](#)

VII. PAYROLL INFORMATION

a. Direct Deposit

UW-Parkside uses ACH (Automated Clearing House), or direct deposit, to pay employees. This service, which is mandatory, electronically deposits your pay to the financial institution and account of your choice and is available to you on payday.

b. Earnings Statements

Your latest earnings statement is available at My UW System at least three days before your pay date (payments are not available until the actual pay date). Statements are kept online for the current year, plus three prior years.

My UW System is available at <http://my.wisconsin.edu> and can be accessed at any time, from any computer that has an internet connection. To login, select "University of Wisconsin - Parkside" and then enter your UW-Parkside user ID and password. My UW System provides convenient online access to:

- Earnings Statements
- Annual Tax Statements
- Annual ETF Statement of Benefits

c. Payroll Deductions

Ongoing employees may elect to have parking deductions taken on paychecks during school year through annual enrollment process.

d. Compensation/Payroll Procedures

University Staff, Faculty, Academic Staff and Limited Employees

Pay Period

- University staff, including LTEs [Limited Term Employees], project and student employees, Faculty, Academic Staff and Limited Employees are paid on a bi-weekly basis.
- A pay week runs Sunday through Saturday and a pay period is two pay weeks.
- The pay dates are the second Thursday following the end of the pay period. The following link will provide you with a copy of the Payroll Schedule under the heading Biweekly Pay Schedule:

<https://www.uwp.edu/explore/offices/humanresources/payroll.cfm>

A Nine-month Employee

Nine-month, academic year, employees (faculty, ad hocs (instructors), lecturers, and coaches) are paid for 9 months only. There is a separate 9 Month Payroll calendar in which these employees are paid. The contract year usually begins the second week in August through the third week in May. Salaries are paid out on a Bi-Weekly basis following the UW Payroll calendar.

e. Leave Reports/Time Reports

University Staff

All University Staff employees report their absence and time worked online using the UW Portal under the Time and Absence module. Timesheet and absences must be submitted by the final Saturday of the pay period. Best practice is to submit your time worked on a daily basis.

Exempt Full-Time University Staff employees will report their absence in half day (4 hours) or full day (8 hours) increments.

Faculty, Academic Staff, and Limited Employees

All Faculty, Academic Staff, and Limited Appointees are required to submit a leave report each month they are in pay status. FASL employees should report their absence report online using the UW Portal under the Time and Absence module. All FASL employees must submit any absences taken in the previous month worked no later than the 5th of each month. If no leave was taken FASL employees are still required to submit a No Leave Taken Report for the previous month. Nine-month employees are not required to submit leave reports during the summer months unless they are teaching a summer session.

Exempt Full-Time FASL employees will report their absence in half day (4 hours) or full day (8 hours) increments.

Summer Leave Reports:

Summer leave reports should be completed by all instructional staff if they are teaching a summer session. Summer Leave reports only apply to nine-month employees. All twelve-month FASL employees should follow the standard leave reporting policy all year. The same process that is utilized during the academic year should be followed. Summer Leave Reports must be completed and submitted no later than the last day of the summer class.

f. University Staff Overtime and Compensatory Time

Legal Holidays

If an employee works on a legal holiday, payment is at a 1.5 premium rate. Employees that work on a legal holiday or have a regularly scheduled day off on a legal holiday have the option to bank a legal holiday as a floating holiday or will receive payment for the legal holiday per UPS Operational Policy BN 2. For more information regarding legal holidays follow this link:

<https://www.wisconsin.edu/ohrwd/download/policies/ops/bn2.pdf>

Fair Labor Standards Act (FLSA) - OVERTIME

The federal Fair Labor Standards Act (FLSA) covers all classified employees and determines employees' eligibility for overtime pay when more than 40 hours are worked in a week, excluding all paid leave(s). **Please note: A pay week runs Sunday through Saturday.** The most common exemptions from the FLSA provisions are for employees who function in an executive, administrative or professional capacity or those who meet the other standards as outlined in guidelines provided by the U.S. Department of Labor.

Exempt employees are compensated based upon their total job responsibilities and are only eligible for overtime in certain circumstances. Non-exempt (hourly) employees must be paid or given compensatory time at the rate of time and ½ for all hours worked in excess of 40 hours per week. *Non-exempt employees are not to work overtime unless prior approval is granted by their supervisor.*

Travel Time Information

Determining whether or not time spent in travel counts as hours worked depends upon the kind of travel involved. Travel time is defined as hours worked that time spent in travel away from home outside of regular working hours. Any work that an employee is required to perform while traveling must be counted as hours worked even though it may not be during normally scheduled hours.

For other questions related to the Fair Labor Standards Act or travel time, please contact Human Resources at hr@uwp.edu.

g. University Staff Shift Differential

Differential pay for non-exempt university staff employees is as follows:

Night differential – .45 per hour additional pay for all hours worked on a regularly scheduled shift during the period between 6:00 p.m. – 6:00 a.m.

Weekend differential – .60 per hour additional pay for all hours worked between 12:00 a.m. on Saturday and 11:59 p.m. Sunday

h. Lump Sum Payments

Lump sum payment refers to payment for a part-time/short-term employee who is completing non-recurring duties on an as needed basis.

i. Overload Payments

Faculty, Academic Staff, and Limited Employees

The salary received by full-time FLSA exempt faculty, limited and academic staff (FAASLI) is considered to be full compensation for all work during the period of appointment. The Chancellor or designee may approve increased compensation in the form of an overload payment in cases where a temporary assignment is undertaken at another UW System institution, or an individual is asked to assume additional short-term responsibilities.

When a full-time employee from any UW Institution works at UW-Parkside and is compensated by UW-Parkside, an inter-institutional overload payment is provided.

[\[BACK TO TABLE OF CONTENTS\]](#)

VIII. BENEFITS

a. General Benefits Information

The University of Wisconsin offers a comprehensive benefits package to meet the diverse needs of our community. The University contributes towards the cost of several benefit plans, which is a valuable piece of your total compensation. Other plans offer favorable group rates and convenient payroll deduction to employees.

Some health and life insurance premiums are taken from your salary on a pre-tax basis, saving you money. To learn more about your benefits options, please click on the following link:

<https://www.uwp.edu/explore/offices/humanresources/benefits.cfm>

b. Tuition Reimbursement

Tuition Reimbursement is available to all UWP Parkside employees. The step-by-step process is as follows:

Step 1. Employees will submit a professional development plan to their supervisor for approval.

- Step 2. Employees are expected to commit to staying with the University *at least three years* after completion of the planned course of study.
- Employees who fail to remain with the University for at least three years after the completion of the coursework will be required to repay their reimbursement.
- Step 3. The professional development plan must be approved prior to taking the course(s).
- Step 4. To qualify for reimbursement the following rules apply:
- Employees must receive a grade of “C” or better in undergraduate courses and a “B” or better in graduate courses to be eligible for reimbursement.
 - Requests for reimbursement **must be** submitted within 30 days of completing the course.

You must complete the application for tuition reimbursement by completing the BP Logix form on line at <https://uwp.bplogix.net/workspace.aspx>

c. **Telecommuting**

UW Parkside recognizes the value and benefit of telecommuting in *appropriate* work environments. Telecommuting is a cooperative arrangement between the employee and the employer. It is a flexible, voluntary work option that allows employees to work a portion of a normal workweek/pay period at an alternative work site on a regular basis, as agreed upon in writing between the individual and UW Parkside, for a specified period of time. Not all positions are eligible for a telecommuting option.

Telecommuting is strictly at the discretion of your immediate supervisor. For more information, including eligibility, options, and submission of request, please click on the following link under the heading Telecommuting Agreement and you must complete the online application on BP Logix at <https://uwp.bplogix.net/workspace.aspx>
<https://www.uwp.edu/explore/offices/humanresources/policies.cfm>

[\[BACK TO TABLE OF CONTENTS\]](#)

IX. LEAVE PROVISIONS

a. **Vacation**

University Staff & University Staff Project Employees (*Excludes University Staff Temporary Employees*)

This chart summarizes paid vacation benefits earned per calendar year for full-time University Staff and University Staff Project employees. Part-time employees will receive leave prorated based on their appointment percentage. Vacation hours are granted on January 1st of each year.

Years of Service	FLSA Non Exempt*	FLSA Exempt*
	Hours Earned Each Year	Hours Earned Each Year
During First 5	104	120
5+ to 10	144	160
10+ to 15	160	176
15+ to 20	184	200
20+ to 25	200	216
25 & Over	216	216
*Vacation accrual depends on whether or not you are exempt from the Fair Labor Standards Act (FLSA).		

Please Note: Hours earned in a calendar year may carry over to the end of the next calendar year. Hours are lost if not used or banked (if eligible) by end of carryover period.

Faculty, Academic Staff and Limited Appointees

This chart summarizes vacation benefits earned per fiscal year (July 1 – June 30) for full-time Faculty, Academic Staff and Limited Appointees who are eligible to earn leave. Part-time employees will receive leave prorated based on their appointment percentage. Vacation, personal holiday and legal holiday hours are granted on July 1st of each year.

Type of Appointment	Hours Earned	Carryover/Expiration
Annual Basis (12 month) Appointment	176 hours (22 days per fiscal year)	Hours earned in a fiscal year may carry over to the end of the next fiscal year. Hours are lost if not used or banked (if eligible) by end of carryover period.
Academic Year (9 month) Appointment	None	None

b. Personal

University Staff & University Staff Project Employees (*Excludes University Staff Temporary Employees*)

Eligible University Staff & University Staff Project employees are granted **36 hours (4.5 days)** of personal holiday hours per year (pro-rated if part-time) at time of hire, and again at the start of the calendar year (January 1).

Once personal holiday is granted, it may be used from the first day of employment and like other paid leave, must be approved by your supervisor.

Personal holiday hours must be used by the end of the year (December 31) in which they are earned or they will be lost.

Faculty, Academic Staff and Limited Appointees

This chart summarizes vacation benefits earned per fiscal year (July 1 – June 30) for full-time Faculty, Academic Staff and Limited Appointees who are eligible to earn leave. Part-time employees will receive leave prorated based on their appointment percentage. Vacation, personal holiday and legal holiday hours are granted on July 1st of each year.

Type of Appointment	Hours Earned	Carryover/Expiration
Annual Basis (12 month) Appointment	36 hours (4.5 days) per fiscal year	Hours must be used in the fiscal year granted or they are lost.
Academic Year (9 month) Appointment	None	None

c. Sick

University Staff & University Staff Project Employees (Excludes University Staff Temporary Employees)

Eligible University Staff & University Staff Project employees earn **5 hours** of sick leave per paycheck (pro-rated if part-time), **130 hours (16.25 days)** per year. Hours accumulate without limit from year to year.

Faculty, Academic Staff and Limited Appointees

This chart summarizes vacation benefits earned per fiscal year (July 1 – June 30) for full-time Faculty, Academic Staff and Limited Appointees who are eligible to earn leave. Part-time employees will receive leave prorated based on their appointment percentage. Vacation, personal holiday and legal holiday hours are granted on July 1st of each year.

Type of Appointment	Hours Earned	Carryover/Expiration
Annual Basis (12 month) Appointment	Granted 176 hours (22 days) for the first 18 months of employment;	Hours accumulate without limit from year to year, provided all leave reports submitted during fiscal year.

	then 8 hours per paycheck for a total of 96 hours (12 days) per year	
Academic Year (9 month) Appointment	Granted 176 hours (22 days) for the first 18 months of employment; then 10.6 hours per paycheck for a total of 96 hours (12 days) per year	Hours accumulate without limit from year to year, provided all leave reports submitted during fiscal year.

d. Paid Legal Holidays

University Staff & University Staff Project Employees (Excludes University Staff Temporary Employees)

72 hours (9 days) per year as follows:

New Year's Day*	Thanksgiving Day
Martin Luther Day (<i>Third Monday of January</i>)	Christmas Eve*
Memorial Day	Christmas Day*
Independence Day	New Year's Eve*
Labor Day	

**When a legal holiday falls on a Saturday, the employee is granted eight hours of floating legal holiday (prorated, if part-time).*

When a legal holiday falls on a Sunday, the legal holiday is observed and the UW System is closed on the Monday following the legal holiday.

Floating legal holidays can be used like any other paid leave, and must be used by the end of the year in which it was earned (calendar year University Staff employees).

Please note: To be eligible for a paid legal holiday, you must:

- Be eligible for sick leave; and
- Be actively employed on the legal holiday; and
- One of the following:
 - Be paid for the work day immediately before the legal holiday; or
 - Be paid for the first work day immediately following the legal holiday; or
 - Work on the legal holiday; or
 - Be on an approved military leave of absence.

Faculty, Academic Staff and Limited Appointees

This chart summarizes vacation benefits earned per fiscal year (July 1 – June 30) for full-time Faculty, Academic Staff and Limited Appointees who are eligible to earn leave. Part-time employees will receive leave prorated based on their appointment percentage. Vacation, personal holiday and legal holiday hours are granted on July 1st of each year.

Type of Appointment	Hours Earned	Carryover/Expiration
Annual Basis (12 month) Appointment	72 hours (9 days) per year as follows: *New Year's Day Martin Luther Day (Third Monday of January) Memorial Day Independence Day Labor Day Thanksgiving Day *Christmas Eve *Christmas Day *New Year's Eve	Hours must be used in the fiscal year they were granted or they are lost.
Academic Year (9 month) Appointment	Paid for legal holidays that fall within the academic year.	Hours must be used in the fiscal year they were granted or they are lost.

**When a legal holiday falls on a Saturday, the employee is granted eight hours of floating legal holiday (prorated, if part-time).*

When a legal holiday falls on a Sunday, the legal holiday is observed and the UW System is closed on the Monday following the legal holiday.

Floating legal holidays can be used like any other paid leave, and must be used by the end of the year in which it was earned (fiscal year for Faculty, Academic Staff or Limited appointees).

Please note: To be eligible for a paid legal holiday, you must:

- Be eligible for sick leave; and
- Be actively employed on the legal holiday; and
- One of the following:
 - Be paid for the work day immediately before the legal holiday; or
 - Be paid for the first work day immediately following the legal holiday; or
 - Work on the legal holiday; or
 - Be on an approved military leave of absence.

e. Family and Medical Leave Act/Wisconsin Family and Medical Leave Act

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide you with the right to take job-protected leave with continued medical benefits when you need time off from work to care for yourself or a family member who is seriously ill, to care for a newborn or newly adopted child, or to attend to the affairs of a family member who is called to active duty in the military.

You may be eligible for more generous leave provisions. Leave taken for FMLA-eligible reasons must run concurrently under FMLA, WFMLA, and other leave provisions available. The leave available under the various provisions is exhausted simultaneously. To understand how the integration of laws with state and university policies affects you, please contact your human resources office. For more information regarding FMLA/WFMLA follow this link:

<https://www.wisconsin.edu/ohrwd/benefits/leave/fmla/>

f. Miscellaneous Leave Provisions

i. Bereavement

Employees may use sick time for death in their immediate family. Any employee in a sick-leave earning appointment may use accrued sick leave or any other accrued paid leave after the death of an immediate family member. See Operational Policy BN 3: Sick Leave for additional information about circumstances in which sick leave may be used.

- 1) Accrued leave, including sick leave, may be used within 14 calendar days following the death of an immediate family member. Upon institutional approval, additional leave, including sick leave, may be used after the first 14 calendar days following the death.
- 2) Up to three days of sick leave may be used after the death of an immediate family member. An additional four days of sick leave may be used for travel time related to a funeral or other circumstance after the death of an immediate family member.
- 3) Institutions can approve reasonable requests for additional time off or use of additional sick leave on a case-by-case basis.

For more information regarding bereavement leave please follow this link:
<https://www.wisconsin.edu/ohrwd/download/policies/ops/bn7.pdf>

ii. Military Leave

UW employees who meet certain requirements are eligible for military leave benefits through the State of Wisconsin. There are two different military leave benefits – an annual 30-day military leave benefit if you are in the reserves and a 4-year benefit if you are called to active duty from the reserves.

It is your responsibility to notify your employer of military leave. Please contact your human resources office if you need clarification.

For more information regarding a military leave option follow this link: <https://www.wisconsin.edu/ohrwd/benefits/leave/military/>

iii. Catastrophic Leave

The Catastrophic Leave Program allows the continuation of salary and benefits for an eligible employee who has a catastrophic need and has exhausted all paid leave. It allows employees to donate earned paid leave credits (except for sick leave or compensatory time) to employees who have a catastrophic need at their own or at a different UW institution.

“*Catastrophic need*” means a significant financial hardship that is due to an illness, medical condition or injury that incapacitates or is expected to incapacitate an employee or an employee’s family member that requires the employee to take unpaid time off from work for an extended period of time, as defined by the UW institution.

The program relies on the donation of unused vacation, banked leave/ALRA or personal/floating holidays by the employee’s co-workers.

For more information regarding a catastrophic leave option follow this link: <https://www.wisconsin.edu/ohrwd/benefits/leave/catastrophic/>

iv. Voting

All employees who earn sick leave are entitled to up to 3 hours of leave with pay to vote during the employee’s regular working hours if the employee is unable to vote during non-working hours. All UW System employees are entitled to leave to vote during the employee’s regular working hours, but only those who earn sick leave are eligible for a leave with pay to vote.

v. Jury Duty

All employees who earn sick leave are entitled to leave with pay when summoned for grand or petit jury duty. While on jury duty you will receive your regular salary in addition to juror pay. When not impaneled for actual service and only on call, the employee should report back to work unless authorized by the University of Wisconsin-Parkside to be absent.

[\[BACK TO TABLE OF CONTENTS\]](#)

X. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program provides employees and their immediate family members with a free and confidential opportunity to address personal and work-related concerns.

You can access the EAP through the following link and entering Access this benefit from Kepro by phone at **833-539-7285**. The UW password is **SOWI**. Click on [Kepro Services and Resources](#) and [EAP Info Sheet](#) for information.

[\[BACK TO TABLE OF CONTENTS\]](#)

XI. PERFORMANCE EVALUATIONS

The purpose a consistent performance management process is to provide UW-Parkside University Staff employees with clear objectives, ongoing and valuable feedback, professional development, and recognition for work well done. The goal of this process is to ensure that employees' job performance is in alignment with the UW-Parkside institutional mission, values, and objectives. For further information regarding the performance management process please click on the following link: <https://uwservice.wisconsin.edu/help/performance-management>

To review the performance evaluation document(s) please click on the following link: <https://www.uwp.edu/explore/offices/humanresources/performeval.cfm>

[\[BACK TO TABLE OF CONTENTS\]](#)

XII. TRAVEL POLICY & PROCEDURES

The UW System has a contract with US Bank to provide no-fee travel cards for the purpose of reducing or eliminating the need for travel cash advances and employee out-of-pocket spending. All UW employees who travel on UW business at least once per calendar year should apply for a travel card to be used to pay for the majority of their University sponsored travel expenses. Since the bulk of travel-related expenses may be charged to a UW purchasing card or placed on an employee-issued travel card, employees should refrain from requesting a travel advance unless absolutely necessary.

Need for travel cash advances versus card payment must be supported by explanation on the request. For more information regarding travel procedures, please click on the following link:

<https://www.uwp.edu/explore/offices/businessservices/travel.cfm>

[\[BACK TO TABLE OF CONTENTS\]](#)

XIII. EXITING EMPLOYMENT

a. Departure Procedures

i. Resignation Procedures

Employees are requested to provide a minimum of two weeks' notice of their intention to separate from the campus or university to allow a reasonable amount of time to transfer ongoing workloads.

- The employee meets with the Supervisor to provide a written resignation notification.
- The Supervisor submits a [Departure Form](#) on BP Logix, and attaches the letter of resignation to the Human Resources Department.
- The employee must schedule a meeting with the Human Resources Department to discuss the departure process.

ii. Retirement Procedures

In the event of a retirement employees typically will meet with Human Resources prior to notifying their department. Often times an employee will complete this step first to ensure that they are comfortable with the retirement process and understand the documents and additional processes that should be completed to ensure a smooth transition to retirement.

After meeting with Human Resources, the employee will follow these steps:

- Employee meets with Supervisor to notify of departure notice and discuss the process.
- Supervisor/Employee will complete the departure form on BP Logix, and attach a letter of retirement.
- Supervisor will submit approved Departure Form and attach Letter of Retirement to the Human Resources Department.

iii. Death of an Employee

A termination due to the death of an employee will be made effective the day after death.

b. Exit Interview

An employee may opt to meet with Human Resources for an Exit Interview prior to their departure from campus.

The employee should indicate to Human Resources that they wish to have an exit interview at least one week prior to their departure from campus.

c. Final Pay

An employee who resigns or is discharged will be paid for all hours worked.

In addition, they will receive payment for any unused personal holiday hours and earned vacation hours, less outstanding loans, advances or other agreements the employee may have with the University, in compliance with state laws.

In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.

[\[BACK TO TABLE OF CONTENTS\]](#)

XIV. ADDITIONAL POLICIES AND PROCEDURES

The following link will provide you with access to all University of Wisconsin Parkside Policies. <https://www.uwp.edu/explore/offices/governance/adminpolicy.cfm>

Please direct questions regarding the employee handbook to the Human Resources Department at hr@uwp.edu or (262) 595-2204.