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DISCLAIMER

The policies and procedures in this handbook are designed to serve as guidelines for management action. They are not intended to create any contract or binding agreement between the employer and any employee. All policies and procedures outlined in this handbook are subject to change or modification at the employer's discretion at any time circumstances warrant.

For actual UW-System policies refer to <http://www.uwstout.edu/hr/facstaff/policies.cfm> on the UW-Stout Human Resources website.

INTRODUCTION

The Handbook for University Staff was prepared to communicate University of Wisconsin-Stout (UW-Stout) and State of Wisconsin rules, regulations, and employee benefits applicable to University Staff. It clarifies mutual employment responsibilities and serves as a convenient source of reference when questions and/or problems arise concerning general work regulations and benefit programs.

The information in this handbook is drawn from federal laws, Wisconsin statutes, the Wisconsin Administrative Code, and the University of Wisconsin System Board of Regents' employment policies.

This handbook is designed for all newly hired University Staff positions including project appointments and temporary employees, and supervisors of University Staff employees.

The services provided by you as a University Staff member are essential to the operation of UW-Stout and the State of Wisconsin. We take pride in UW-Stout and welcome the opportunity to share our history, philosophy, and policies via the University Staff Handbook.

Any subsequent updates and revisions to the University Staff handbook will be presented on the HR website. If you have any questions, please contact the Human Resource Office.

HISTORY

University of Wisconsin-Stout traces its history to 1891 and undergone many fascinating changes over time, but always stayed true to its mission providing practical, career-focused education. To learn more about the history of Stout, view its history by eras using the tabs on this page: http://www.uwstout.edu/lib/archives/history_stout.cfm.

MISSION, VISION AND VALUES

Mission

University of Wisconsin-Stout is a career-focused, comprehensive polytechnic university where diverse students, faculty and staff integrate applied learning, scientific theory, humanistic understanding, creativity and research to solve real-world problems, grow the economy and serve a global society.

The University offers undergraduate and graduate programs leading to professional careers in industry, commerce, education and human services through the study of applied mathematics and science, art and design, business and management, social and behavioral sciences, education, family and consumer sciences, select engineering programs, applied technologies, select health studies, and technical communication.

Vision

University of Wisconsin-Stout will build on its position as a distinguished polytechnic institution and as an international leader in higher education. We prepare lifelong learners, ethical leaders and responsible citizens through collaborative programs that integrate applied learning, theory and research with business, education, industry, arts and government.

Values

"James Huff Stout turned toward the morning of life. The past did not awe him; the future alone lighted his path. He wrought a new venture in schooling that paved the way for vocational education. He did more to bring the joys of reading to the lonely masses of Wisconsin than any man in his generation. He had a nobility of spirit that saw down through the years... He was an inextinguishable light, ever blazing with fresh ideas that were to spread beauty, cheer and enlightenment into the dark corners of his beloved state and the wider world."

Fred Holmes, *Badger Saints and Sinners*

The University of Wisconsin-Stout values:

- The advancement of academic excellence;
- The nobility of spirit, a diversity of people, respect and inclusion for all;
- The pursuit of innovation, technology and sustainability with a constant eye to the future;
- The ideals of collaboration, competence and continuous improvement;
- The commitment to education as a means to illuminate the lives of all.

Additional information is at: <http://www.uwstout.edu/about/mission.cfm>.

POLICIES AND ADMINISTRATIVE PROCEDURES

UW-Stout policies are developed pursuant to federal law, Wisconsin Statutes and Administrative Code, UW-Board of Regents' and UW System Administration policies. To comply with a federal, state, System, or campus policy, UW-Stout reserves the right to develop administrative

procedures to implement policies.

Policies provide structure for those who work and/or study at UW-Stout. They provide a purposeful anchor point so that employment decisions and transactions are considered uniformly. Policies also communicate the position UW-Stout is required to take on many issues providing the authority needed to ensure compliance.

ALCOHOL AND OTHER DRUGS POLICY

In summary, the unlawful possession, use, distribution, manufactures or dispensing of illicit drugs and alcohol by students, employees or organizations is prohibited on university property or as part of university activities. This includes off-campus activities considered to be school activities, such as officially sanctioned field trips. These standards of conduct also apply to student-sponsored social activities or, for employees, professional meetings, if these activities or meetings are considered UW-Stout-sponsored activities.

UW-Stout policy No. 83-35 is found at: <https://www.wisconsin.edu/disability-resources/download/Policy%2014-10.pdf>.

CODE OF ETHICS

This Code of Ethics is created for the guidance of employees designated as University Staff to avoid activities which cause, or tend to cause, conflicts between their personal interests and their public responsibilities as UW System employees.

The observance of high moral and ethical standards by University Staff is essential. Each employee holds a position as a public trust, and any effort to realize personal gain through official conduct is a violation of that trust.

The Board of Regents policy recognizes that:

1. University Staff have personal and economic interests in the decisions and policies of national, state and local government.
2. University Staff retain their rights as citizens to interests of a personal or economic nature.
3. The standards of ethical conduct for University Staff must distinguish between those minor and inconsequential conflicts which are unavoidable in a free society and those conflicts which are substantial and material.
4. University Staff may need to engage in employment other than official duties, or may need to maintain investments, but no employee shall engage in any employment or maintain any investment if the employment or investment conflicts with the specific provisions of this code of ethics.

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In adopting the standards of conduct set forth in the University Staff Code of Ethics, it is the University of Wisconsin Systems Board of Regents purpose to prohibit only those activities which will result in a conflict between the personal interests of a University Staff member and that employee's public responsibilities to the UW System. It is not the Board's purpose to prohibit University Staff from freely pursuing activities that will not result in such a conflict.

NOTE: Any questions on the Code of Ethics, including conflict of interest, outside employment, etc., should be directed to the Human Resources Office.

Regent Policy Document 20-22 addresses the Code of Ethics. It is found at:

<https://www.wisconsin.edu/regents/policies/code-of-ethics/>.

CRIMINAL BACKGROUND CHECK POLICY

The criminal Background Check Policy provides guidelines for performing criminal background checks on current or prospective university employees, and volunteers. It also provides guidelines on the requirement of a criminal background check for vendors, contractors, and outside organizations.

The Criminal Background Check Policy No. 07-61 is found at:

<https://www.uwstout.edu/parq/upload/07-61.pdf>.

DISABILITY ACCOMMODATION

The Disability Accommodations Policy provides reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment unless the accommodation will create an undue hardship or a danger or threat to the safety of the individual or others.

Policy 14-10 provides guidelines for implementing the UW System policy on individuals with disabilities. This is detailed at: <https://www.wisconsin.edu/disability-resources/download/Policy%2014-10.pdf>.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The Equal Employment Opportunity/Affirmative Action Policy:

1. Ensures active and positive implementation of federal, state, University of Wisconsin System, and local EEO/AA laws, executive orders, policies, guidelines, plans, rules and regulations in all aspects of employment and personnel activities and transactions of the university.
2. Ensures nondiscrimination in its employment practices and to equal employment opportunity for all persons regardless of race, religion, creed, color, national origin, ancestry, age, sex, marital status, pregnancy, sexual orientation, use or nonuse of lawful products off the employer's premises during nonworking hours, genetic testing, gender identity or expression, political affiliation, arrest or conviction record, physical disability,

mental disability, veterans' status or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state. Retaliation is also a form of discrimination and is therefore prohibited.

3. Ensures affirmative action in order to overcome the effects of past discrimination and to provide equal employment opportunities.
4. Ensures affirmative action and equal employment opportunity of all personnel actions in which individual faculty and staff participate in making recommendations and/or decisions.
5. Prohibits harassment by supervisors or co-workers on the basis of race, religion, creed, color, national origin, ancestry, age, sex, marital status, pregnancy, sexual orientation, use or nonuse of lawful products off the employer's premises during nonworking hours, genetic testing, gender identity or expression, political affiliation, arrest or conviction record, physical disability, mental disability, veterans' status or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state.
6. Maintains an affirmative action office and director.

The UPS Operational Policy: EEO 2 is detailed at:

[https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/eeo/UPS-OP-EEO-2-Equal-Employment-Opportunity\(2\).pdf](https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/eeo/UPS-OP-EEO-2-Equal-Employment-Opportunity(2).pdf).

EXIT INTERVIEW

It is the policy of University of Wisconsin-Stout to ask all University Staff and unclassified employees departing employment with the University to complete an Exit Interview Questionnaire. The primary purposes of the exit interview are to document, in general, why an employee is leaving the University and to ascertain how equal employment opportunity/affirmative action concerns may have impacted the individual's employment.

Exit Interview Policy No. 86-46 provides guidelines for UW-Stout employees exiting employment. The document is found at: <https://www.wisconsin.edu/disability-resources/download/Policy%2014-10.pdf>.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

In summary, the internet/intranet/extranet systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, electronic mail, WWW browsing, and access to any network resource, are the property of the UW-Stout. These systems are used for academic and business purposes serving the interests of the university, our students and employees during normal operations.

UW-Stout policy No. 09-66 is found at: <https://www.uwstout.edu/lit/upload/Info-Technology-Acceptable-Use-policy-09-66-2.pdf>.

MANDATORY REPORTING OF CHILD ABUSE

Children are in contact with UW-Stout employees through various programs, camps, and events. Executive Order #54 requires that all University of Wisconsin System employees, volunteers and contactors report incidents of child abuse and neglect, if the employee observes and incident of threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect and has reasonable cause to believe that child abuse or neglect has occurred or will occur, during the course of employment

Executive Order #54 is found at: <http://www.uwstout.edu/hr/Executive-Order-54.cfm>.

SEXUAL VIOLENCE AND SEXUAL HARASSMENT

The Sexual Harassment Policy prohibits sexual harassment, retaliation related to sexual harassment claims, knowingly reporting false sexual harassment complaints and knowingly providing false information during the investigation of a sexual harassment complaint. All University employees are responsible for taking reasonable and necessary action to prevent sexual harassment; and all members of the University community are expected to contribute to an environment free of sexual harassment, and are encouraged to report promptly (pursuant to campus procedures) any conduct that could be in violation of this policy.

Regent Policy Document 14-2 is detailed at: <https://www.wisconsin.edu/regents/policies/sexual-violence-and-sexual-harassment/>.

TOBACCO FREE POLICY

UW-Stout is committed to providing a safe and healthy environment for its students, staff and visitors. Tobacco products create health and environmental hazards to those who use them as well as to persons exposed to the by-products of their use.

“Tobacco free” is an environment in which there is no use of lighted cigarettes, cigars, pipes or other smoking materials. The term also includes smokeless tobacco products that result in expectorant and e-cigarettes.

Tobacco use is prohibited on any property owned or controlled by UW-Stout. All UW-Stout staff and students are responsible for compliance and for advising visitors of the policy.

Violations will be handled like other work rule or policy violations.

UW-Stout policy No. 92-55 is found at: <https://www.uwstout.edu/committee/sbic/upload/tobacco-free-policy.pdf>.

EMPLOYEE WORK RULES

New employees are eager to perform well and become successful in their jobs. The University is committed to that goal. To provide all employees the structure and parameters of discretion allowed them, the University of Wisconsin Board of Regents, as part of its responsibility under law, has established the following code for personal conduct.

Engaging in one or more kinds of prohibited conduct may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the action and/or the number of infractions. See Section 230.34, Wisconsin Statutes and the applicable collective bargaining agreements. Refer any questions about these work rules to your human resources representative.

WORK PERFORMANCE

1. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
2. Loafing, loitering, sleeping or engaging in unauthorized personal business.
3. Unauthorized disclosure of confidential information or records.
4. Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
5. Failure to provide accurate and complete information whenever such information is E. required by an authorized person.
6. Failure to comply with health, safety and sanitation requirements, rules and regulations.
7. Negligence in performance of assigned duties.

ATTENDANCE AND PUNCTUALITY

1. 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.
2. Unexcused or excessive absenteeism.
3. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
4. Failure to notify the supervisor promptly of unanticipated absence or tardiness.

USE OF PROPERTY

1. Unauthorized or improper use of University property or equipment, including vehicles, telephone or mail service.
2. Unauthorized possession or removal of University or another person's private property.
3. Unauthorized posting or removal of notices or signs from bulletin boards.
4. Unauthorized use, lending, borrowing or duplicating of University keys.
5. Unauthorized entry to University property, including unauthorized entry outside of
6. Assigned hours of work or entry to restricted areas.

PERSONAL ACTIONS AND APPEARANCE

1. Threatening, attempting, or doing bodily harm to another person.

2. Threatening, intimidating, interfering with, or using abusive language towards others.
3. Unauthorized possession of weapons.
4. Making false or malicious statements concerning other employees, supervisors, or students of the University.
5. Use of alcoholic beverages or illegal drugs during working hours.
6. Reporting for work under the influence of alcoholic beverages or illegal drugs.
7. Unauthorized solicitation for any purpose.
8. Inappropriate dress or lack of personal hygiene that adversely affects proper performance of duties or constitutes a health or safety hazard.
9. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
10. Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, students or the general public.

These work rules are not the entire list of violations for which employees may be disciplined. Other rules are provided by statute, Administrative Code, and administrative procedures established by management. Violations of these rules can 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.

Work rules are documented under: https://www.ohr.wisc.edu/employee_handbook/index.pdf.

EMPLOYMENT TERMS

APPEAL RIGHTS

State statute permits the appeal of certain personnel actions. Contact the Human Resources office for additional information.

GRIEVANCES

A grievance is a written statement from any permanent or project employee or a group of employees which express dissatisfaction with employment conditions and seek specific relief. The grievance procedure was established ensuring an employee's right to express grievances through proper channels without prejudice assuring timely and thorough consideration by the employer (reference page 26.)

PROBATION PERIOD

A probationary period will be mandatory for all university staff positions after July 1, 2015. Probation will be at least six months in length, and there will be circumstances in which the probationary period could be extended.

PROJECT EMPLOYMENT

Project employment may be used to accommodate a temporary workload increase or a planned undertaking which is not a regular function of the employing agency and which has an established probable date of termination. State statute limits the duration of project positions to a maximum of four years. Project appointments need not follow the standard recruitment procedures. Project employees receive all benefits granted permanent employees except restoration, reinstatement, layoff, benefits, and eligibility to attain permanent status.

STANDARD WORK WEEK

The normal workweek consists of forty hours scheduled between Sunday and the following Saturday. Actual work hours vary by position.

TEMPORARY EMPLOYEE

A temporary employee means employment in which the nature and conditions do not provide for attainment of permanent status. By state statute, appointments to Temporary positions cannot exceed 1,043 hours per year. The recruitment procedure is not required for temporary appointments. Temporary employees are not considered permanent employees and do not qualify for permanent status, vacation, paid holidays, sick leave, performance award, seniority, or paid time off for jury duty or voting.

UNIVERSITY OFFICE HOURS

UW-Stout offices shall be open Monday to Friday from 7:45 a.m. to 4:30 p.m. An individual's working hours and workdays depend on departmental requirements and the nature of the position held.

UNIVERSITY STAFF

University Staff positions are quite varied and duties include, but are not limited to, administrative support, information technology, accounting, engineering, in addition to custodial, food service, and craftworkers.

Titling for university staff positions, including permanent, project, and temporary staff positions, is consistent with the University Staff Definitions on UWSA's [Titles and Compensation](#) webpage.

SALARY ADMINISTRATION

PAY PERIOD

The pay period is composed of two consecutive weeks beginning 12:00 a.m. (midnight) Sunday and ending 11:59 p.m. Saturday. The normal workweek 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

Paychecks are distributed on the second Thursday of each pay period and represent the preceding pay period. If a payday falls on a holiday, checks are dated and distributed on the day before the holiday. Full time University Staff employees normally receive twenty-six paychecks annually. Direct deposit of paychecks is encouraged.

The following deductions will be made from paychecks for all University Staff employees: Federal Withholding Tax, State Withholding Tax, Social Security, Medicare, and the Wisconsin Retirement Fund. Voluntary payroll deductions may be authorized by the employee for health insurance, life insurance, dental insurance, income continuation insurance, credit union, parking, charity, employee reimbursement accounts, and tax-sheltered annuities.

Questions regarding your paycheck or your deductions should be directed to the Human Resources Office.

TIME SHEETS

Time sheets for each two-week pay period must be electronically completed and submitted to the Human Resources Office via the HRS computer system by all employees except those employees considered "total effort" (employees exempt from the overtime provisions of the Fair Labor Standards Act). "Total effort" employees need only submit a time sheet when paid leave (that is, sick leave or vacation time) is used or overtime is worked and approved by the supervisor. If the supervisor is not available to approve an employee's time sheet, the time sheet will automatically route to the back-up supervisor for signature. The supervisor is held responsible for the time sheet submitted by the employee and should be sure that the information on the time sheet is correct. The time sheet submitted and maintained by the Human Resources Office is the official permanent record of paid time.

Time sheets are due in the Human Resources Office by noon on Monday following the completion of the pay period. If questions arise, contact the Human Resources Office at extension 2149.

DIFFERENTIAL PAY

Differential pay for all employees except Building Trades (Craftworkers) is as follows:

Night Differential - additional pay for all hours worked on a regularly scheduled shift during the period between 6:00 p.m. and 6:00 a.m.

Weekend Differential - additional pay for all hours worked between 12:01 a.m. on Saturday and 12:00 Midnight Sunday.

Employees represented by the Building Trades (Craftworkers) Contract--

Night Differential pay is given for hours worked between 6:00 p.m. to 6:00 a.m.

There is no provision for weekend differential pay for employees in this unit.

Differential pay shall not be paid to an employee absent on leave with pay (vacation, sick leave, holiday, etc.), during the period in which the employee would otherwise be regularly scheduled to work hours that would qualify for differential pay. The employee must actually work the qualifying hours in order to be eligible for differential pay.

The hours for which night differential pay is payable should be indicated in the appropriate column on the time sheet.

OVERTIME AND COMPENSATORY TIME

Overtime is defined as those hours in pay status in excess of 40 hours during a workweek with prior approval from immediate supervisor. Overtime is compensated for at the rate of time and one-half.

The state, in accordance with the Fair Labor Standards Act, divides employee classifications into two groups for purposes of overtime: exempt and non-exempt. Generally, employees on an executive, administrative, or professional level are considered "exempt" from overtime pay, since their rate of salary is generally intended to include compensation for all required employment hours. Certain nonprofessional "confidential" and supervisory classifications may receive payment or compensatory time off, up to one and one-half times the number of overtime hours. (Supervisors supervising employees working in overtime status must be paid overtime.) A narrow group of professional, executive and management classifications may receive overtime at a strait time rate. Any approved overtime hours saved as compensatory time may be carried over twelve months into the next calendar year and are paid if not used by the end of this twelve-month period.

For a complete listing of current classifications and whether a title is considered exempt or non-exempt for overtime, go to "University Staff Alphabetical Title Listing" at:

<https://www.wisconsin.edu/ohrwd/policies/title-comp/>.

HOLIDAYS

Following is a listing of legal holidays earned by all employees except Craftworkers:

Nine holidays are granted each year as follows:

- January 1
- Martin Luther King's Birthday (celebrated the third Monday in January)
- Memorial Day (celebrated the last Monday in May)
- July 4
- Labor Day (celebrated the first Monday in September)
- Thanksgiving Day
- December 24
- December 25
- December 31

Three and one-half additional holidays which are identified as Personal Holidays (the half day is in lieu of Good Friday).

Employees represented by the Building Trades (Craftworkers) Contract--

Nine legal holidays are granted each year as listed above. Craftworkers are not eligible for the Personal Holidays, but will receive an additional half-day vacation in lieu of Good Friday.

If a holiday falls on a Sunday, state offices are closed the following Monday. If a holiday falls on Saturday (which is the normal day off for most employees), employees are granted this day as an extra vacation day. It may be used anytime during the calendar year and should be designated as whichever holiday it is (e.g., Christmas, New Year's Day, etc.) on the time sheet. If an employee uses a holiday under this provision and terminates or is not otherwise eligible to receive the holiday it will be deducted from the final check.

If a holiday falls on an employee's scheduled day off, or if the employee is scheduled to work the holiday, the holiday is banked. Banked holidays can be used anytime during the calendar year earned. Unused banked holidays must be used by the end of the calendar year in which they are earned.

Holidays are based on the percentage of an employee's appointment (FTE). Full-time employees do not have legal holidays prorated. If they are eligible for the holiday, they earn the full eight (8) hours. Part-time, including "school year", employees get prorated legal holidays based on their percentage of appointment (FTE). To qualify for any legal holiday employees must be in pay status either the last scheduled workday immediately preceding or the first scheduled workday immediately following the holiday.

If an employee anticipates a holiday by using it, and terminates or is not otherwise eligible to receive the holiday, it will be deducted from the final check.

Personal Holidays are earned on a calendar year basis and must be used in the same calendar year in which they are earned or are forfeited.

Employees who earn Personal Holidays may use them while serving their initial six-month probationary period. If an employee terminates prior to completing the six-month probationary period, the Personal Holidays are prorated.

The university is officially closed on the legal holidays previously listed. Essential employees, such as Security and Police Services, Power Plant and Food Service, may be required to work during a holiday.

SICK LEAVE

Sick leave is time off with pay due to illness or injury. Permanent employees begin earning sick leave immediately upon employment, with unlimited accumulation. Sick leave accumulates at the rate of five hours for each 80 hours of employment during a two-week period. The amount of sick leave earned is prorated for persons working less than full time during a pay period.

Sick leave may be used as it is earned. It cannot be anticipated or overdrawn. Sick leave may be used for the following purposes.

- Your illness, bodily injury, maternity, or exposure to contagious disease.
- Caring for members of you or your spouse's immediate family when they are ill. Caring for other relatives of yours or your spouse if they reside in your household and your presence is required.
- Death in you or your spouse's immediate family.
- Visits to the doctor or dentist. These visits should be scheduled in advance and supervisors notified when scheduled whenever possible.
- In lieu of unpaid leave under the Family Leave Act.

"Immediate family" includes parents, stepparents, grandparents, foster parents, children, stepchildren, grandchildren, foster children, brothers (and their spouses), and sisters (and their spouses) of the employee or spouse; the spouse; aunts and uncles of the employee or spouse; sons-in-law or daughters-in-law of the employee or spouse, person(s) for whom the employee is legal guardian or legal guardian(s) of the employee or other relatives of the employee or spouse residing in the household of the employee for a limited period of time to permit the employee to make other arrangements.

The employee must notify his/her supervisor of any sick leave taken prior to or at the very beginning of the regularly scheduled workday. If the employee is unable to reach his/her immediate supervisor, the notification should be made to the next higher-level supervisor.

When children or other people are in the care of an employee, that employee is expected to make other arrangements, within a reasonable period of time, and return to work.

The university may require a doctor's statement to justify the granting of sick leave.

Employees may use sick leave to supplement Worker's Compensation benefits to the extent that the employee shall receive the equivalent of his/her regular base pay.

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An employee who retires can utilize total accumulated sick leave, converted to a cash value, for the payment of group health insurance premiums. If an active or retired employee with family health insurance coverage dies, the sick leave credits are available to the surviving spouse/dependents for payment of group health insurance premiums.

Employees who leave state employment and are subsequently reinstated within three years retain all of their previously accumulated sick leave.

Official sick leave records are kept in the Human Resources Office and are based on employee time sheets. Questions regarding sick leave and/or sick leave balances may be directed to the Human Resources Office.

VACATION

Full time FLSA non-exempt employees (except Craftworkers) earn vacation (annual leave) according to the following schedule:

1 - 4 years	104 hours	(13 days)
5 - 9 years	144 hours	(18 days)
10 - 14 years	160 hours	(20 days)
15 - 19 years	184 hours	(23 days)
20 - 24 years	200 hours	(25 days)
25 or more years	216 hours	(27 days)

Employees who earn vacation at the rate of 160 or 199 hours per year may elect to receive up to 40 hours (or a prorated portion thereof) as one or more of the following two options:

1. Regular vacation to be used during the year,
2. Credit for banked leave.

Employees who earn vacation at the rate of 200 hours per year may elect to receive up to 80 hours (or prorated portion thereof) as one or more of the following three options:

1. Regular vacation to be used during the year,
2. Credit for banked leave.
3. Not to exceed 40 hours as cash payment during the year earned,

Eligible employees earning annual leave at less than the 160-hour rate, who accumulate a minimum of 520 hours of sick leave as of that date or later, may elect to receive not more than 40 hours of earned annual leave as credit for banked leave.

The Human Resources Office will notify eligible employees of their options in November of each year.

Employees who are employed for less than twelve months a year will earn vacation for only the time actually in pay status. In other words, employees who take a Leave of Absence, Leave

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Without Pay, or are on Summer Lay-Off will not earn full vacation for the year. The amount will be prorated to reflect the time not in pay status. Part time employees earn prorated vacation based on the percent of their employment.

Vacation scheduling must receive supervisory approval prior to scheduling.

Employees cannot use vacation while serving an initial probationary period.

Terminating or retiring employees may not use vacation or other paid leave time to extend their last day in pay status. Any regular paid leave (vacation) owed to an ending employee is paid in a lump sum on the employee's last regular paycheck. An exception to this is when an employee has accumulated termination/sabbatical leave credits. The employee may use this accumulation to extend their employment beyond their last day actually worked.

Craft workers earn 84/124 hours of vacation each year. After completion of 20 years of service, Craftworkers are eligible for 100/140 hours of vacation per year. They may carry up to five days of vacation into the next calendar year upon notification to the employer. Such carry-over must be used during the first six months of the next calendar year.

Various full time FLSA exempt employees and other positions earn vacation (annual leave) according to the following schedule:

120 hrs for each full year of service during the first 5 yrs of service
160 hrs for each full year of service during 5 to 10 yrs of service
176 hrs for each full year of service during 10 to 15 yrs of service
200 hrs for each full year of service during 15 to 20 yrs of service
216 hrs for each full year of service during 20 or more yrs of service

Official vacation balances are kept in the Human Resources Office and are based on time sheets as submitted. Vacation credits may also be used in lieu of unpaid leave under the Family Leave Act.

Questions you may have regarding vacation and/or your balance may be directed to the Human Resources Office.

MATERNITY/PATERNITY AND CHILD CARE LEAVE

Sick leave may be used for the period of time an employee is physically unable to work due to childbearing, including prenatal and postnatal periods. Employees may be eligible for additional time off with pay under the provisions of the Family & Medical Leave Act.

Other time off may be used for child rearing (care of the infant). Such time must be charged to vacation, holiday, or leave without pay (see LWOP). Either parent may request time off for childrearing. However, if both parents are employed at UW-Stout, approved leave for child rearing may be limited to one parent.

FAMILY AND MEDICAL LEAVE ACT

The Wisconsin Family and Medical Leave Act, s.103.10, Stats., requires the following:

- an employee of either sex be allowed up to six (6) weeks of leave in a twelve-month period for the birth or adoption of a child of the employee with the leave to begin within 16 weeks of the birth or placement of that child.
- an employee be allowed up to two (2) weeks of leave in a twelve-month period for the care of a child, spouse or parent with a serious health condition. The employing agency may require certification from a health care provider.
- an employee be allowed up to two (2) weeks of leave in a twelve-month period for the employee's own serious health condition which makes the employee unable to perform the employee's employment duties. The employing agency may require certification from a health care provider.

The employee must have worked for the state more than 52 consecutive weeks and have worked at least 1,000 hours during the 52-week period in order to qualify for leave under the act.

If you wish clarification on the law or if you have questions on how the law applies to you or a specific case, contact the Human Resources Office.

Eligible employees are entitled to the FMLA provisions (State & Federal) that would provide the most generous benefit.

PHYSICIAN'S STATEMENT

For those illnesses or injuries (whether occurring at home or on the job) which require an employee to be away from work for more than ten working days, the university has a policy of requiring a physician's written authorization prior to returning to work. The written authorization will indicate the physician's determination of the date of the onset of the condition as well as when an employee would be able to return to the job based on the type of injury or illness and the duties performed. The authorization will be secured by the Human Resources Office with copies of the letter being sent to the employee and the supervisor. This authorization could include the possibility of the employee being authorized to return to work on a part-time basis until able to return to full time employment or to return to "alternate duty" for a specified period of time. The supervisor and the Human Resources Office will determine possibility of accommodating such restrictions.

The university may, even for absences of less than ten working days, require a doctor's statement to justify the granting of sick leave.

INSURANCE AND OTHER PROGRAMS

A variety of insurance programs are available to University Staff employees. They include:

- State Group Health Insurance
- The Wisconsin Public Employers Group Life Insurance Plan
- Income Continuation Insurance (IC)
- Employee Reimbursement Accounts (ERA)
- Pretax Transportation
- Long Term Care Insurance
- Individual & Family Group Life Insurance Plan
- Dental Wisconsin
- VSP Vision Insurance

Detailed information on each of these programs are available from the Human Resources website or the HR Office.

WISCONSIN RETIREMENT SYSTEM

All University Staff employees have access to information explaining the Wisconsin Retirement System (WRS). Basically, mandatory coverage is immediate for those employed 600 hours for at least one year. Employee contribution rates are dependent on employment category.

The WRS is administered by the Department of Employee Trust Funds (ETF).

At retirement, an employee receives a lifetime retirement income based on years of service and highest three years of earnings not to exceed 65% of final average earnings. Full benefits are available at age 57 (53 for protective) for employees with 30 years of WRS creditable service. WRS also provides death, disability and separation benefits.

TAX SHELTERED ANNUITIES (TSA)

A Tax Sheltered Annuity (TSA) is a deferred tax arrangement expressly permitted by section 403(b) of the Internal Revenue code (IRC). This allows an employer to purchase, on behalf of the employee, an annuity contract to supplement the employee's retirement income. The funds for this purchase come from the employee's normal income which the employee excludes for use by the employer in making the purchase. These payments deducted from the employee's salary are not reportable as current taxable income; therefore, they are referred to as tax sheltered or deferred. The employee pays the taxes only after receiving the benefits. The idea is that at retirement the employee's annuity payments may be taxed at a lower rate due to the probable reduction of income from other sources.

TSA's are available to UW-Stout employees (University Staff, faculty and academic staff) from a variety of sources. A complete listing, along with information on each vendor, is available from the Human Resources Office.

The University Benefits Specialist will not serve in an advisory capacity regarding the selection of a Tax Sheltered Annuity vendor. If you have questions regarding the TSA or solicitation guidelines at UW-Stout, please contact the Human Resources Office.

WISCONSIN DEFERRED COMPENSATION 457 (WDC)

The Wisconsin Deferred Compensation Program is a supplemental retirement savings plan, regulated by Section 457 of the Internal Revenue Code. Through the WDC Program you can invest a portion of your income for retirement on either a pre-tax basis, an after-tax basis (Roth) or a combination of both. Participation in the plan is voluntary. You make the entire contribution; there is no employer match. There is no minimum monthly contribution. Additional information is available from Human Resources.

HEALTH AND SAFETY

All safety procedures are found at: <https://www.uwstout.edu/healthandsafety/safety/safety-procedure.cfm>.

EMPLOYEE EYE AND FACE PROTECTION POLICY

When required, the university will provide eye or face protection. You will be required to wear the protection at all times while performing your job. Failure to do so can lead to disciplinary action and may result in a reduction of Worker's Compensation benefits if you do have a job-related accident. In addition, if eye examinations for safety glasses are necessary, the university will cover the entire cost of one examination during the life of this contract.

Additional information is at:

<http://www.uwstout.edu/healthandsafety/safety/upload/Employee-ANSI-Eye-Protection.pdf>.

EMPLOYEE WELLNESS PROGRAM - (OPTIMAL HEALTH)

The UW-Stout Employee Wellness Program, Optimal Health, was created to serve all employees and their families. The program is administered by the Optimal Health Coordinator with an advisory committee of employees interested in promoting healthier people, lifestyles, relationships, organizations and environments in the Stout community. The goal of the program is to provide UW-Stout employee's opportunities for increasing their health awareness, knowledge and skills toward adopting healthier lifestyles, habits and behaviors in ways they choose.

Programs sponsored by Optimal Health are announced through campus publications and flyers. All programs are open to Stout personnel and their family members. Examples of past program offerings include: CPR, ballroom dance, preventive back care, smoking cessation, aerobics,

couple's communication, weight management, and yoga to name just a few. For more information or to offer yourself as a presenter, call the program coordinator at extension 2258.

FIRE DRILLS

The Department of Environmental Health and Safety conduct fire drills, on a regular basis. The following guidelines apply for the evacuation of buildings:

1. Use the free flow evacuation method (everyone seeking the closest natural exit they would normally take).
2. The last person leaving a room should make arrangements for closing classroom and office doors and windows.
3. Elevators cannot be used as a means of egress.
4. Everyone must evacuate -- NO EXCEPTIONS.
5. All stairwell doors must be closed.
6. Take all personal items with you during evacuation.
7. Travel at least 150 feet from the building in which the test is being conducted.
8. Call the emergency 911 number every time an alarm sounds to report the alarm.
9. Remain outside the building until a member of the Menomonie Fire Department or Security and Police Services informs you to re-enter.

SAFETY SHOE REQUIREMENT

UW-Stout is committed to providing a safe and healthy workplace for its employees. This administrative procedure establishes the parameters for a University-funded safety shoe program. This administrative procedure applies to UW-Stout university staff and academic staff in .50 FTE positions or greater, identified as requiring safety shoes or boots for Personal Protective Equipment (PPE)

UW-Stout Administrative Procedure AP065 can be read at:

<https://www.uwstout.edu/admin/asls/intranet/upload/AP065-Safety-Shoes-FINAL-Approved.pdf>.

WORKER'S COMPENSATION

The Wisconsin Statutes provide that an employee "suffering an injury while performing service growing out of and incidental to his or her employment" is entitled to Worker's Compensation benefits. This allows for the payment of medical expenses. It also allows for the payment of lost wages based on two-thirds of the employee's wages up to a weekly maximum which is re-established each year and, where applicable, for permanent disability and vocational retraining.

When Worker's Compensation benefits are granted, employees may choose to use accrued sick leave or vacation to supplement Worker's Compensation benefits to the extent that they shall receive the equivalent of their regular base pay.

All accidents (whether or not medical attention is necessary) must be immediately reported to your supervisor. It is the responsibility of the immediate supervisor to investigate all Worker's Compensation injuries or illnesses and report these to the Worker's Compensation Coordinator. Within 24 hours of an accident the employee and supervisor must complete the DOA-6058 "Employee Occupational Injury and Illness Report." Further investigation may be made by the Worker's Compensation Coordinator and the Department of Environmental Health and Safety.

All medical bills resulting from an injury or illness must be presented to the Human Resources Office. Employees should inform the clinic or hospital where treatment is rendered of the fact that the injury or illness is work related. Do NOT give the hospital or clinic your group health insurance identification numbers for treatment covered under Worker's Compensation. In most cases, the hospital or clinic will send the bill directly to the Human Resources Office. If you should receive a bill, submit it to the Human Resources Office at your earliest convenience.

A doctor's excuse is required for return to work when the injury has resulted in medical attention and/or lost time. Employees covered under Worker's Compensation should be aware of the fact that, with doctor approval, they may be assigned part time and/or limited duties (if part time and/or limited duties are available) until they are able to return to full time duty.

Questions regarding Worker's Compensation may be directed to the Human Resources Office.

EMPLOYMENT POLICIES AND PROCEDURES

ALTERNATIVE WORK PATTERNS

In addition to the eight-hour day/40-hour week, there are alternative work patterns which may be available for University of Wisconsin-Stout employees. These alternative work patterns include flexible time, non-standard work weeks, part time employment, and job sharing.

Requests for an alternative work pattern should initially be discussed with an employee's immediate supervisor. Approval by the supervisor, department, school and/or division is required.

The Human Resources Office must be informed of any alternative work pattern developed.

CHILDREN IN THE WORKPLACE

Liability and efficiency considerations require that the presence of children at the workplace be restricted to occasional visits or emergency situations.

CLASSIFICATION/RECLASSIFICATION

The classification of a position is determined by the duties and responsibilities assigned to the position. Reclassification is the assignment of a filled position to a different classification based

upon a logical and gradual change to the duties or responsibilities. The employee must have performed the permanently assigned duties and responsibilities for at least six months. Reclassifications are not used as rewards for job performance or longevity.

Generally, the employee's supervisor requests a reclassification audit. However, an employee has the right to initiate a request for a job audit by contacting the Human Resources Office.

If an employee or supervisor believes that the position duties and responsibilities have significantly changed, a request for a review of the position can be made to the Human Resources Office. The request for review requires completion of a Reclassification Analysis Form and an updated position description which would accurately reflect the position's current duties and responsibilities. An analysis of the job change will be conducted and the Human Resources Office will make a final determination.

COUNTERPART PAY RANGES

"Counterpart pay ranges" are pay ranges or groupings of pay ranges in different pay schedules which are designated by the Administrator, Division of Merit Recruitment and Selection, to be at the same level for the purposes of determining personnel transactions, e.g. promotion and demotion.

Identification of counterpart pay ranges is available in the Human Resources Office.

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 the Human Resources Office if you are interested in this possibility.

Involuntary Demotion - An employee may be demoted as the result of disciplinary action.

DISCIPLINARY ACTION AND WORK RULES

The expectations are established so the university can attain its objectives in an orderly and efficient manner and not intended to restrict the rights of employees but rather to advise employees of prohibited conduct and workplace expectations.

Disciplinary guidelines and workplace conduct expectations are documented at:
<https://www.uwstout.edu/hr/upload/Workplace-Expectations-and-Disciplinary-Guidelines-2.pdf>.

DRUG FREE WORKPLACE

All individuals engaged in activities funded by federal grants, contracts or cooperative agreements are required, as a condition of continued involvement, to comply with the above illicit drugs policy and to notify their dean, director, or department chair of any federal or state criminal drug-statute conviction for a violation occurring in the workplace no later than five days after such a conviction. For the purposes of this action, "workplace" is defined as any place, on or off campus, that an individual is performing duties within the scope of employment for UW-Stout, and/or within the scope of activities performed under a research grant, contract, or cooperative agreement even if the individual performing the research is a student and not an employee of the university.

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, may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program, may have current and future grant funding rescinded or denied, and may be subject to disciplinary action up to and including discharge. Failure to notify the appropriate supervisor of a drug-statute conviction for a violation occurring in the workplace may also result in disciplinary action up to and including termination.

EMPLOYEE ASSISTANCE PROGRAM

The UW-Stout Employee Assistant Program (EAP) provides a **free, confidential** service to you and anyone living in your household by LifeMatters for up to five sessions per year.

LifeMatters will assist in the identification and resolution of problems including:

Depression	Family or job concerns
Legal matters & financial questions	Alcohol or drug abuse questions or problems
Emotional or stress related issues	General health & wellness
Adult & elder care needs	Parenting and child care concerns
International & domestic adoption	Summer and after-school programs & camps
Children with special learning needs	Finding a college/financial aid
Caregiver stress & burnout	Other personal concerns

You may not need assistance now, but if you or a household member needs help in the future, LifeMatters is always there. If you have any questions about this service, contact Human Resources at extension 2149 or call LifeMatters at 1-800-634-6433

Additional information is available at mylifematterds.com or the Human Resources Website.

EMPLOYEE DEVELOPMENT AND TRAINING POLICY

UW-Stout commits to the development of its employees for maximum proficiency, and to establish and maintain high standards of performance. Training will be identified and/or developed to provide necessary skills, knowledge and abilities to employees to qualify them for effective

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performance of their assigned duties; to retain skilled and efficient state employees; to assist in employee upward mobility; and to work towards a balanced work force. This commitment is consistent with the "Declaration of Policy" set forth in Wisconsin Statutes, Chapter 230,s.230.046(1).

Training and development opportunities for UW-Stout employees will be provided on an equal opportunity basis and will not discriminate on the basis of age, race, color, national origin or ancestry, religion or creed, sex or sexual orientation, disability, political affiliation, arrest or conviction record, or job classification. The university will, as required, provide physical accessibility and reasonable accommodation for disabled employees to enable them to actively participate in such opportunities.

Employees should contact the Human Resources Office with training requests or for further information on training and development opportunities.

GRIEVANCE PROCEDURES

This procedure established grievance procedures for UW-Stout University Staff and includes requirements as indicated in State Statute and the Operational Policy GEN 14. This applies to permanent University Staff who wish to file a grievance contesting dismissals, other disciplinary action, or layoff if the employee alleges that the action was taken without just cause. Grievances may also be filed for working conditions or workplace safety. University Staff serving a probational period and temporary employees do not have the right to file grievances on dismissal, discipline or layoff. Employees serving a probationary period to have the right to file for working conditions.

Procedures are detailed at:

<https://liveuwstout.sharepoint.com/2007/UPS%20Procedures/Forms/AllItems.aspx?viewpath=%2F2007%2FUPS%20Procedures%2FForms%2FAllItems%2Easpx&id=%2F2007%2FUPS%20Procedures%2FUW-Stout%20Grievance%20Procedure%202-4-15%20to%20UW-System%2Epdf&parent=%2F2007%2FUPS%20Procedures>

JURY DUTY

Employees summoned for grand or petit jury service are entitled to leave with pay. However, when not impaneled for actual service and only on call, the employee shall report back to work unless authorized by his/her supervisor to be absent from his/her work assignment. Remittance of jury pay is not required.

LEAVE WITHOUT PAY

A University Staff employee may be allowed leave of absence without pay. The employee shall be entitled to reinstate to his/her position or a similar position on the expiration of the leave or sooner if agreeable to the university. Failure to return on or before the expiration of an approved leave of

absence or revocation thereof by the university shall be considered as job abandonment and could be subject to disciplinary action.

Generally, a leave of absence without pay may be granted for illness, childcare, education, or other employment where the experience gained would directly benefit the university. Other reasons may also be considered. Leave without pay generally affects employee benefits on a prorated basis. Employees who are off the payroll in excess of three months will be required to make full premium payments on health and income continuation insurances after the initial three months of leave without pay. Whenever possible, employees should contact Human Resources/Benefits a minimum of 30 days in advance of the leave, to make arrangements for benefit continuation and premium payment.

Employees not in pay status during recess periods in the school year are considered to be on a leave of absence.

Contact Human Resources to request the appropriate Leave of Absence without pay paperwork.

MILITARY LEAVES

Annual Training

To be eligible for military leave for annual training, an employee must have permanent status and must be absent from work for at least three days. Eligible employees taking such leave will be granted the number of days they are absent from work to the maximum of thirty per calendar year, including Saturdays, Sundays, and Holidays, unless an employee's scheduled workweek includes these days. The work status of an employee will not be interrupted by this absence. The actual number of days of military leave granted an employee is determined by the starting and ending dates of the training period as indicated on his/her military pay voucher or other payroll document received at the end of the training period.

If state payroll is selected, the amount of base military pay exclusive of allowances for the actual number of workdays lost shall be deducted from the state payroll. If paid leave is used, no adjustment is necessary.

For additional information, employees should contact the Human Resources Office.

PERFORMANCE STANDARDS/EVALUATIONS

Supervisors are expected to develop written performance standards for each University Staff position. Based on those standards, supervisors are to prepare annual written evaluations for each University Staff employee. The purpose of the evaluation is to communicate performance standards to employees based on key responsibilities and requirements of the position, to provide an objective evaluation in terms of the established standards, to establish improvement and/or development goals, and to provide a mechanism for employee feedback and input.

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The University Staff performance evaluation is found at:
http://www.uwstout.edu/hr/upload/perf_eval_class.pdf.

PERMANENT LAYOFFS

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.

An affected employee about to be laid off may be able to exercise other options such as transferring to a vacancy, displacing 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.

The university attempts to provide as much notice as possible if a layoff becomes necessary.

Layoff procedures do not apply to temporary layoffs or to layoffs during non-work periods in the academic year or summer.

Layoffs do not apply to project appointments or temporary employees.

PERSONAL CHANGES

Employees should keep the Human Resources office informed of 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 days in which to enroll a new dependent.

PERSONNEL FILES

For all permanent and project University Staff, the State of Wisconsin Official Employee Personnel Record is maintained in the Human Resources Office. An employee may review his/her own personnel file, except confidential pre-employment information. Arrangements can be made to do so by contacting the Human Resources Office to make an appointment. All employees are entitled to review this file on their normal work shift. The review will take place in the Human Resources Office with a staff member present to answer any questions.

POSITION DESCRIPTION

Whenever a new employee is hired or a current employee moves into another position as a result

of promotion or demotion, the employee receives a copy of a job description (position description) for the position. The position description outlines the major objectives and tasks of a position, but is not restrictive in nature. That is, an employee may be expected or required to assume additional duties which are logically related to the position.

As a position changes over a period of time, the position description should be revised and submitted to the Human Resources Office. It is preferable that the Human Resources Office, supervisor and employee have a current, accurate position description which can be used for evaluation and self-evaluation of an employee in the performance of his/her assigned job duties.

The Human Resources Office requests that departments update position descriptions of their employees at least every three years.

PROBATION

New employees to state service and some employees being promoted to a higher-level position are required to serve a probationary period. Employees not performing satisfactorily during the probationary period may be dismissed prior to completion of the probationary period without the right of appeal. Therefore, an employee should talk to the supervisor about any work problems occurring during the probationary period to attempt to resolve those problems. Supervisors are required to complete a performance review on probationary employees twice during the probationary period. Supervisory positions require a twelve-month probationary period while other types of positions normally require a six-month probation. If the probationary period is successfully completed, the employee earns permanent status in the hired classification. In some extenuating circumstances, it is possible for a supervisor to request that a regular probationary period be extended for an additional three months.

An employee on probation earns vacation, sick leave, holidays, and personal holidays. However, a new employee may not use vacation until after the first six months of employment.

Questions about probation should be referred to the Human Resources Office.

PROJECT APPOINTMENTS

Project employment 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 years. Project employees are eligible after six months for privileges authorized for state non-contractual employees with the exception of tenure, reinstatement, restoration, promotion and layoff benefits. Employees on a project appointment may be terminated at any time.

Project employees who move into a new project, or who are selected for a permanent 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/CAREER PROGRESSION

UPS Operational Policy: HR8 provides the basis for a title change of a filled position for all employee categories.

Positions are assigned official titles based on position functions. The purpose of establishing an official title for each position or group of positions is to permit comparability of substantially similar positions across institutions and academic and administrative units. To ensure that titles assigned to filled positions are consistent and accurate, the review of formal title assignments will be on an ongoing basis and will be based on current position descriptions. The title change of a filled position may occur as a result of a substantive change in duties or progression within a title series. When functions of a filled position evolve over time such that the current title is no longer the “best fit”, or the incumbent gains a certain level of experience, a title change of the filled position may result. This process is identified either as a job re-titling, or a promotion/progression.

Additional information is found at:

<https://www.wisconsin.edu/ohrwd/download/policies/ops/hr8.pdf>.

REINSTATEMENT

Employees who terminate from the University Staff 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. An employee who had obtained permanent status in class before separation or demotion is not required to serve a probationary period if reinstated to the same employing unit. However, an employee who voluntarily separated or demoted while still on probation will be required to begin a new probationary period upon reinstatement.

*Except for employees covered by the State Engineering Association contract. These employees have three years reinstatement eligibility.

Additional language of this policy is found at:

<https://www.wisconsin.edu/ohrwd/download/policies/ops/tr4.pdf>.

RESIGNATION

An employee who voluntarily leaves University service is requested to submit a letter of resignation (hardcopy or email). The employee's letter of resignation should contain the reasons for termination (i.e., retirement, resignation, resignation with continued service at another state agency or UW employer) and the effective date of the termination. The letter should be submitted

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to the Human Resources Office prior to the effective date, unless the employee and appointing authority have agreed to an alternate date.

Upon submission of a notice of resignation, there can be no withdrawal or stopping of the termination action except upon mutual written agreement between the employee and the university.

All university keys, uniforms, and equipment provided the employee must be returned at termination.

Permanent employees who voluntarily terminate may be reinstated to positions in the same, counterpart or lower pay range for which they may be qualified within five years from termination.

REST PERIODS

Each employee may receive one fifteen-minute rest period during each four-hour shift. The rest period is scheduled in accordance with the operational needs of the work unit. Rest periods may not be accumulated, used to arrive late for work, extend the employee's lunch period, or leave the job early. Based on operational needs, a rest period may be cancelled entirely by the supervisor. Supervisors may designate break locations.

SENIORITY DATE

Eligible employees are granted vacation at time of hire and is prorated for the year based on your start date. Vacation is then granted at the start of the calendar year (January 1) for University Staff employees.

Employees represented by the Building Trades (Craftworkers) Contract -

When an employee terminates employment with the university and is rehired, the date of rehire will be the seniority date. An exception to this is when an employee is laid off and recalled or reinstated from layoff within five years. In this instance, the employee will retain the original date of employment as a seniority date.

Additional information is available at: <https://www.wisconsin.edu/ohrwd/benefits/leave/vacation/>.

STATE EMPLOYEE POLITICAL ACTIVITY

As citizens, university employees have the right to engage in political activities. Generally, such activity may not take place on work time or university property or otherwise interfere with the performance of the employee's job. University staff employees who declare intent to run for public office must take a leave of absence for the duration of the election campaign and if elected must separate from University Staff service. A complete listing of permitted and prohibited political conduct is available in the Human Resources Office.

TAKING WORK HOME

Liability and efficiency considerations require that the work of all non-exempt employees eligible for premium overtime pay be accomplished only at university work locations.

TUITION REIMBURSEMENT

Under certain circumstances, employees may take training or course work and receive total or partial reimbursement for tuition. Announcements regarding deadlines to submit for tuition reimbursement will be in the daily email. At the time of submission, the following form will be submitted via Qualtrics. https://uwstout.qualtrics.com/jfe/form/SV_cO4Atgj9QczY0tL.

The UW System Education Assistance for Faculty and Staff, Administrative Policy 210 details are found at: <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/educational-assistance-for-faculty-staff/>.

UW-Stout established a pool to reimburse tuition in 2016. Details of this are found at: <http://www.uwstout.edu/bfs/accounting/intranet/upload/Tuition-Reimbursement-Process.pdf>.

VOTING

Employees may take a reasonable amount of time off with pay for voting (not to exceed three hours) if they are unable to vote during off-duty hours. Such absence must be cleared in writing with your supervisor two days prior to Election Day. The supervisor may designate the time of day the employee may take off.

WEATHER ABSENCES

The following policy for employees prevails:

Any non-exempt employee who: 1) can't make it to work; 2) leaves work early; or 3) is directed to leave work early because of weather conditions can either charge this absence to vacation, personal holiday, compensatory time or can take leave without pay. The employee using leave without pay shall be allowed to work up to eight hours make-up during the same week as the absence with supervisory approval. Any make-up time is at a straight-time-rate. The requirement to make up the time during the same week as the absence is a change due to the Fair Labor Standards Act.

Because local weather differs from area to area of the state, the authority to close a campus to the public, cancel classes, or close the campus entirely, has been delegated to the Chancellor. However, it is the state policy to keep state offices "open" for employees even when severe weather causes them to be closed to the public. It is also a UW System preference to keep campuses open, even if classes need to be cancelled. Therefore, it will be a rare occasion when the campus is completely closed.

Exempt employees may make up the weather absence during the current or next pay period at the regular rate of pay.

Essential employees, such as Security and Police Services, Power Plant and Food Service, may be required to work during a inclement weather.

MISCELLANEOUS

EMERGENCY ALERT & NOTIFICATION SYSTEM

The university's emergency alert and notification system is called StoutAlert. StoutAlert allows university officials to send one clear message through multiple channels, including:

- Email
- Text message
- RSS feeds on the website
- Social media posts

All UW-Stout students, faculty, and staff will receive email alerts, via your university email account. You may not opt out of receiving these

To receive text messages or social media posts, please login to StoutAlert and take one or all of these actions

- Enter additional email addresses if you wish
- Follow @UWStout, @UWStoutNews, and @StoutCops on Twitter
- Like University of Wisconsin-Stout Official Site on Facebook
- Like UW-Stout Police on Facebook

This system will ONLY be used for essential, official university communications. Your cell number is not accessible, nor will it be used to text you for anything other than official messages sent through StoutAlert.

PARKING

All off-street motor vehicle parking on campus is by permit only. Permits can be purchased at Police, Parking & Transportation Department in the University Services Building. Special visitor permits may be obtained for on-campus guests. Call the Parking Office, extension 1792, for information about parking facilities and permit costs.