



**University Staff Committee
Meeting Minutes
February 18, 2021, 10:00 – 11:30 a.m.
Virtually on TEAMS**

1. Call to order: 10:01 am
2. Roll call: Eric Knapowski, Heidi Nell, Lore Slattery, Danielle Roberts, Diane Grubisha, Jennifer Van Beek, Kathleen Gajeski, Elizabeth Poisson, Mark Vanderveren, Brenda Beck, Colleen Cowling, Cheryl Pieper, Barbara Tomashek-Ditter, Amanda Wildenberg, Sara Chaloupka, Christine Cox, Wayne Chaloupka, Amy Ibuaka, Andrea Meulemans, Lisa Glinski, Philip Walters, Matthew Lieberenz, Sue Machuca, Nancy Balaban, Julliann Duprey, Joan Schaller, Olivia Raasch, Kaitlyn O’Claire; Cassandra Dechamps, Monika Pynaker, Paul Wikigren, Sara Locke, Tina Tackmier, Julie Flenz, Lisa Schmelzer, Stephanie Alvey, Mark Zigmunt, Jolene Truckenbrod, Kimberlee McKeefry, Carol Kuehne, Jane Donlon, Lea Truttman, Kristi Simon, Bea Yang Thao, Erin Beres, Ken Noe, Lisa Francl, Fred Kennerhed, Marina Lyudmer, Dolly Jackson, Leon Zitlow, Teri Ternes, Kate LaCount, Loretta Rafter, Kim Mezger, Jenny Charapata, Jared Koch, Patrick Goggins, Brian Rabideau, Jayne Klug, Taylor Hilgart, Heather Jobelius, Parker Nadeau, Holly Keener
3. Approval of Minutes (see attached): Kaitlyn O’Claire motioned to approve; Lisa Francl 2nd; minutes approved.
4. Treasurer’s Report & Update – Dolly Jackson (see attached)
5. HR Report – Julie Flenz (see attached): Split paycheck town hall meeting occurred this past Tuesday; session was recorded and we can access it via a link (Link). Performance Evals due March 28th. For COVID testing, for any employees who need to be in the office at least once a week should have their COVID testing during their work time. The question/comment was brought up about why do we need to continue testing after we have received both parts of either the Pfizer or Moderna vaccinations, and are these truly vaccinations if they don’t protect the vaccinated? Since there is not any real knowledge of data on whether on the virus can be transmitted from a vaccinated person to an unvaccinated person and vice versa, the need to continue testing is still there. The COVID response team has been talking with Dr. Brian Merkel regarding the vaccine. Per Dr. Merkel, 1 in 20 people could still get COVID even with the vaccine, even though the vaccine is 95% effective (<https://news.uwgb.edu/featured/leading-learning/02/16/video-covid-19-why-it-matters-part-18-what-is-long-hauler-syndrome/>). Discussion continued about other vaccinations and herd immunity. Julie also gave an update on the Facilities Climate Study: her and Melissa are working on the report and expect to have it ready for release by the end of the month. Any questions?
6. Old Business
 - a) Evaluations - COVID Rubric Update and Feedback

7. New Business

- a) Workplace Conduct Policy: This policy is put out by the University. Please review and be aware of the policy. Discussions are in place on the use of the policy.
- b) Provost Search: There will be at least one University Staff member on the committee, possibly two. Please forward names to Sue. There were discussions with regards to if they should just appoint Interim Provost Kate Burns, do an internal search, or a national search. USC briefly discussed an appointment vs. an internal search vs. a national search.

8. Committee Reports

1. Election Committee – Holly Keener/Sue Machuca: call for interest has been sent out. Email came out from SOFAS and may have gone to your “Other” folder. Link is also in Teams folder. Please consider filling it out and joining one of the committees.
2. Personnel Committee – Brenda Beck: Nothing new at this time. If anyone does ever have anything they would like the Personnel Committee to discuss, please send Brenda an email.
3. Professional Development Committee – Kaitlyn O’Claire: collaborating with ASPDC to provide Teams training to occur over Spring Break. First session will be held on March 17th from 1-2 pm for new(er) Teams users. Second session is on March 18th from 1-2 pm, and this training is directed towards people who may have more experience with Teams. Will be sending out a Qualtrics survey for signing up, and more info will be coming out. Looking at speakers for a joint session for May or June. The PDC will be meeting this afternoon as well regarding the Fall Conference at 3, please feel free to join or send any ideas, suggestions, preferences to Committee. Sue asked that if your supervisor is giving you any issues about attending the Teams trainings, please let her know. The Chancellor is very much in support of PD offerings for University Staff. The question was posed about any thoughts on surveying past participants to see if they are willing to travel in the fall for an in-person conference? The PDC has not really discussed that yet, this afternoon will be the first meeting that they will be delving into the Fall Conference discussion/planning.
4. UW System University Staff Representative – Teri Ternes: Last meeting was the day after the last USC meeting. 98% of discussion was COVID related and what other campuses are doing. Also discussed were the split payroll and TTC is still on hold (see HR report for more info). Dolly: might be a good idea to run the idea of doing a fall conference past Christopher Paquet. Sue gave an update to UW Eau Claire’s tuition program for employees.
5. UC – Sue Machuca: Interim Provost Burns came to the meeting and one of the discussions that President Thompson has stated he would like to see 75% of classes back on campus for Fall 2021. Student complaint process that will be coming out shortly. Advising and Navigate were big discussion areas. Strongly encourage anyone who would like to know more, we are welcome to listen in on the Faculty Senate meetings.
6. Joint Governance – Teri Ternes
7. Strategic Budgeting Committee – Monika Pynaker: the Committee has resumed meeting. At the time that this Committee was established, we were moving towards the IBB. All proposals for all initiatives being offered on

campus, the Committee is reviewing. Sue: there were 86 proposals for the Strategic Planning funds. Thank you to everyone who has submitted a proposal.

Reminder: if anyone has any questions or concerns, please feel free to reach out to any of us!

9. **Chancellor Alexander (11:00 am)** – The Chancellor joined at 11:00 am and started with a thank you to all University Staff for all of their hard work, particularly through this pandemic. He also commented on Governor Evers' budget proposal, which had come out in the days prior to today's meeting. He also remarked on the article that had come out over the previous weekend about the relationship between UW System and the technical colleges. He wanted to stress that the committee had worked hard to try and be very cognizant with how this relationship was communicated, however, some of the language in the article did not fully convey this. He also commented on the strategic priorities and how important it is that priorities and ideas be open to all faculty and staff. Chancellor Alexander also touched on current staffing situation across the campus (did have to make some tough decisions, but also able to add 15 positions), and a quick tidbit about how 17% of our overall budget comes from state money. Questions:
- One question was about how conscientious is the legislature about the budget targets for 2025 and changing how we can budget and borrow.
 - Included in the Governor's budget plan is the ability for UW campuses to borrow money for buildings, however this will most likely help UW Madison more than us. Chancellor Alexander also mentioned that Nathan Graw (a demographic expert) has also been meeting with the educational committee in the state legislature.
 - A comment from one University Staff member about how grateful they are to the steps that UWGB and branch campuses have been taking towards inclusivity.
 - The Chancellor thanked the member for the comment and recognizing this movement and that this is something we will continue working towards.
 - What is the status of the library build?
 - It is in the Capital Budget and we are moving forward with it. Fingers crossed that we receive good news next week during the Board of Regents monthly meeting.
 - Last year, we had a state budget shortfall, when will that final number be tallied?
 - Our portion of the shortfall was \$1.4 million, which we were able to absorb without furloughs. We are doing well, and are in a good spot relative to many of our peers in UW System. We should be able to share more budget information at the March 12th Coffee Break.
 - Custodians were told not to salt different walkway areas, however the new company we are contracting with has come in and used salt all over the campuses.
 - With the recent cold snap combined with the warmer weather that followed, the city (and campus) are a bit of a mess. Still sorting through processes with the new contracting company and dealing with the wintery mess. This was a good question and a fair point that we will be working at addressing.
 - At a recent University Staff Committee meeting, Facilities supervisor(s) was invited to discuss the potential of contracting with this company. One of the items discussed was the skill level of the contracted employees. How are these skills being addressed? How are doing donuts in the parking lots and snowball fights skills?

- This is currently being discussed and please patient as this is being worked out.
- What does an employee do if there are concerns that other employees may not be getting tested for COVID?
 - These concerns should be reported to HR so that it can be discretely addressed.
- Does HR or the supervisor get contacted if an employee has tested positive?
 - Due to HIPAA, the results are not reported to the University (unless the testing was done through the University). The employee would be responsible for informing HR and the supervisor.
- If we get a false positive rapid test, are we able to come back with a negative PCR test?
 - Yes, however it does depend on the timing and if you were in close contact with someone who was positive. May have to stay out for a length of time for the 2nd PCR.
- Is there any chance of reinstating the 80 hours of COVID leave?
 - This leave was a UW System policy, and at this time, has not heard if it will be reinstated.
- Any updates on vaccinations for faculty/staff?
 - There are vaccinations sites on three of our four campuses. We need to continue to be vigilant and hang in there. The vaccinations do open up to educators in the next week, not sure where we fit in with them.

Chancellor Alexander again thanked all of University Staff for everything we do and he really appreciates it. Hopes that University Staff can feel pride in the University we all work for and are behind the University's mission. Any other questions that come up, please forward them to University Staff Committee Chair, Sue Machuca and she can ask the questions during the monthly meeting with Chancellor Alexander.

Thank you, Chancellor Alexander for coming to our meeting and answering our questions.

10. Adjournment: 11:32 am

The next USC meeting will be March 18, 2021 at 10:00am, virtually on TEAMS.



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University Staff Treasury Report

As of January 31, 2021	Account Balance	Jan 2021 Expenses	Fiscal YTD Expenses
	120215		
(102) Staff Development Account	\$3,050.00	\$0.00	\$400.00
(136) Revenue Account	\$5,499.51	\$0.00	\$0.00
Foundation Discretionary Account (#11100 "Agency" acct)	\$17.81		
Endowment Account Pro Development Earnings Avail to Spend	\$3,031.00		
	\$11,598.32	\$0.00	\$400.00
Endowment Account Book Value	\$10,283.84		
Endowment Account Market Value	\$14,793.61		

Draft

University Staff Committee HR Update – 02/18/2021

- **[Title and Total Compensation Project:](#)**

As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) implementation was delayed due to the COVID-19 pandemic. During this delay, there has been some behind-the-scenes work being done by UW System and UW-Madison. Starting in October, T&TC Project work has actively been re-engaged across the System, with a target implementation date in 2021. In October, UW-Green Bay re-engaged our [T&TC Project Team](#) which is made up of members of the [Committee on Workload and Compensation](#), Joint Governance Reps (who serve as the T&TC advisory council for UW System), and HR/B&F staff and administration. HR and Dean/Division Leaders recently relooked at last year's proposed mapping for new employees, separated employees, and job changes. As more information is known, we will provide updates to the University community.

- **Single Payroll Project**

In an effort to align with Operational Excellence goals of 2020FWD and standardize payroll processes, UW System Administration has made the decision to move forward with a single biweekly payroll for all employees. This is a system-wide initiative to standardize System payroll by moving all employees to the current biweekly payroll cycle. Based on feedback from leadership, human resources teams, and joint governance groups, President Thompson has approved an adjustment in the final implementation date, moving from January, 2021 to July 18, 2021. Please watch for more information about the Single Payroll Project in the upcoming months.

- **Split Deductions Project**

In an effort to align with Operational Excellence goals of 2020FWD and standardize payroll processes, UW System Administration has made the decision to split payroll deductions over the A and B paycheck in the biweekly payroll cycle. Most deductions for benefits such as health, dental, vision, and life insurance will be split evenly starting with the April 22, 2021, paycheck.

In months when there are three paychecks, benefits deductions will not be taken from that paycheck with the exception of Wisconsin Retirement System, Tax Sheltered Annuity 403(b) and Wisconsin Deferred Compensation 457 contributions.

If you have automatic payments set up (for example, mortgage, car loan, utilities, etc.) review your monthly budget and prepare for biweekly split benefits deductions. You may want to adjust your automatic payments to match your biweekly paycheck amounts.

Employees were invited to attend a virtual Split Benefits Deductions Town Hall Meeting on Tuesday, February 16, from 2:00-3:00 p.m. Employees learned when the split benefits deductions will go into effect, how they will affect your paycheck, and what to do to prepare for the change. Employees were able to ask questions of the presenters as well. A recording of the presentation will be posted at <https://uwservice.wisconsin.edu/split-benefits-deductions>.

Many Spending and Savings Plan workshops are available from February through June:
<https://www.wisconsin.edu/ohrwd/well-being/webinars/>.

- **EAP Vendor Change**

The new Employee Assistance Program (EAP) vendor as of January 1, 2021 is Kepro. The prior vendor was FEI. The EAP still provides helpful resources on their website, as well as free and confidential counseling services for employees and their family members. Counseling sessions are available in-person, virtually or via phone, and we can have up to 6 sessions per issue per year. We can contact Kepro at 1-833-539-7285 (24/7) or go on their website at <https://sowi.mylifeexpert.com/> (code: SOWI). If an employee was working with a counselor through FEI prior to 1/1/21, they should contact Keypro to see if that provider is in the Keypro network, or be set up with a new provider. The FEI providers also received a communication from FEI about this change to Keypro, which included information for them to become a Keypro provider. HR Connect blog post: <https://blog.uwgb.edu/hr/2021/01/employee-assistance-program-vendor-change-january-1-2021/>

- **University Staff Performance Evaluations**

Communication to Supervisors regarding University Staff Performance Evaluations will be sent this week to commence the annual review process and will be due to HR by Friday, March 26, 2021.

The University Staff Committee Statement on Adjusting Goals for Staff on Performance Reviews and Recording Time and Effort will be provided to Supervisors as part of the communication. In addition, HR will inform supervisors that they may receive a COVID-19 “Rubric” document from some employees, that was provided by shared governance as a voluntary assessment tool. Supervisors will be educated how they may use this document in their assessment. If these forms are received in the HR Office as part of the completed performance evaluation it will be placed in the employees personnel file. Any aggregate data regarding the rubric will not be shared.

- **Wellness Activities**

Healing from 2020 Well Wisconsin presentation on Tuesday, Feb. 23rd at 12:00 – 12:30 pm (details: <https://blog.uwgb.edu/hr/2021/02/healing-from-2020-well-wisconsin-radio/>)

Kindness Bingo – February Wellness Activity (details: <https://blog.uwgb.edu/hr/2021/02/february-wellness-activity-kindness-bingo/>)

Mental Wellness Challenge Feb. 8 – 19th (details: <https://blog.uwgb.edu/hr/2021/01/mental-wellness-challenge/>)

America Saves Week – Feb. 22 – 26th - free online webinars (details: <https://blog.uwgb.edu/hr/2021/01/america-saves-week-is-february-22-26/>)

UREC Spring fitness schedule – virtual events are free for employees, and in-studio events are free for employees except between 2 and 8 pm Monday-Thursday (details: <https://blog.uwgb.edu/hr/category/wellness/>)

Wellness Wednesdays will start in March – it is 15 minute virtual sessions from 12:15 – 12:30 pm by Alex Wandersee with UREC (ex. Stretch break, progressive muscle relaxation, etc.) (attachment; will be posted in HR Connect soon)

- **COVID-19**

New information about COVID-19 is coming out on a daily basis. Please stay tuned to your email and to the [Phoenix Forward Website](#) as well as the [UW System Coronavirus \(COVID19\) Preparedness website](#).

COVID-19 Testing for Faculty and Staff

Consistent with [SYS 600-01: Interim: Spring Semester 2021 COVID-19 Testing Requirements](#), beginning on Tuesday, January 19th, any individual who holds a faculty, academic staff, university staff, limited appointment, student employment, employee-in-training, temporary, or project appointment who comes into any UW-Green Bay building once a week or more to conduct business must obtain a negative COVID-19 test through an antigen test, or through a subsequent confirmation test administered not more than 14 days prior to accessing the campus building.

All employees may obtain testing through [UW Green Bay Testing Centers](#) or have the testing administered at a medical service provider of their choice or an alternative testing location. As a reminder, individuals who have any [COVID-19 symptoms](#) should not use the on-campus testing option and should contact their medical service provider for immediate confirmation testing.

On-Campus Testing Logistics:

Since testing is a requirement for working on campus, employees expected to work on-campus at least once a week should be allowed to get their biweekly (every other week) tests on work time during their scheduled work hours. Non-symptomatic employees may receive testing on the campuses at the following times/locations:

Green Bay Campus (East Gym located in the Kress Events Center)

- Schedule a time utilizing the [MyPrevea app](#)- **Recommended to schedule 24 hours in advance of test*
 - Monday-Thursday, 7 a.m. to 4 p.m.
 - Fridays from 8 a.m. to 12:00 p.m.

Employees will need to enter through the exterior door of the East Gym. Please look for COVID-19 Testing signage.

Effective last week Sheboygan and Manitowoc have expanded COVID-19 testing hours.

Marinette Campus (Cafeteria)

- Schedule a time utilizing the [MyPrevea app](#)- **Recommended to schedule 24 hours in advance of test*
 - Every other Tuesday from 10:00 a.m. – 12:00 p.m. starting on January 19th

Manitowoc Campus (Gym)

- Schedule a time utilizing the [MyPrevea app](#)- **Recommended to schedule 24 hours in advance of test*
 - Every other Tuesday from 10:00 a.m. – 1:00 p.m. revised hours starting on February 9th

Sheboygan Campus (Fine Arts Gallery – Theater Building)

- Schedule a time utilizing the [MyPrevea app](#)- **Recommended to schedule 24 hours in advance of test*
 - Every other Tuesday from 10:00 a.m. – 1:00 p.m. revised hours starting on February 10th

On January 28, 2021, a communication was provided directly to 3rd Shift employees that identified alternative testing options to allow flexibility in their ability to be tested during normal work hours.

From what we understand at this time, we do not expect campus testing protocols to change based on someone's vaccination status. This means employees will still be required to test bi-weekly if coming to campus at least one time per week even if they have received the vaccination. Current studies have focused only on if the vaccine protects an individual. Meaningful data does not exist to determine if the virus can spread to a vaccinated person to an unvaccinated person.

An [FAQ](#) with answers to common questions has been added to the Phoenix Forward website. Should information need to be updated as we learn more, the answers of the FAQs will be updated.

[Self-Assessment](#)

Complete the [Daily Self-Assessment](#) for each day you are on campus. Employees will be required to confirm acknowledgement of a completed test within the past 14 days along with the date of the most recent test daily through the [Daily Self-Assessment](#). If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920) 465-2309 or helpdesk@uwgb.edu. Questions or concerns regarding the form content or process, please contact Human Resources at (920) 465-2390 or hr@uwgb.edu.

[Phoenix Forward Website](#)

Review the [Phoenix Forward Website](#) to understand how we'll be operating this Spring and what we need you to do to stay safe. The Phoenix Forward Website includes [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency. Questions may also be submitted to the Question and Answer form on the right side of that [page](#).

[Reminder of Workplace Expectations:](#)

While our University is doing exceptionally well in maintaining a safe environment for students and staff, it is important that we not become complacent with our adherence to the [COVID 19](#)

[Workplace Expectations](#). It is critically important that all faculty and staff continue to strictly follow the 3 W's; **Wear your mask / Wash your hands / Watch your distance**. In addition to following the safety guidelines, it is also necessary that all faculty and staff follow public health principles when not on a campus. For more information about employee responsibilities, please see this [blog post](#).

[Leave Resources:](#)

The University of Wisconsin – Green Bay and the Office of Human Resources and Workforce Diversity are committed to providing a flexible working environment to facilitate employee work/life balance during the COVID-19 pandemic while still meeting operational needs. For information about staffing options, leave resources, and flexible work arrangements, please see this [Leave Resources](#) on the Phoenix Forward webpage.

[Reporting](#)

The University requests that all faculty and staff who become infected, suspected or exposed-close contact or faculty and staff who receive a first-hand report of someone who is infected, suspected or exposed-close contact, complete the [COVID-19 Case Report](#).

New Employees:

- **Academic Department Associate** Cofrin School of Business: Incumbent – Barb Swanson – Kerry Yang was hired and started on 2/15/21

Positions Being Recruited:

- **Police Officer** UW-Green Bay Police: Incumbent – Bryanne Gawlik
- **Police Officer** UW-Green Bay Police: Incumbent – Tyler Lovato
- **Facilities Maintenance Specialist** Facilities: Incumbent – Gary Vincent
- **Facilities Repair Worker** Facilities: Incumbent – Todd Curro
- **Custodian (2nd Shift)** Operations Incumbent: Cassandra DeChamps
- **Arboretum Project Coordinator** New position



Approved as amended by:

Chancellor's Cabinet

Date: 9/10/2019

Gary Miller

Gary Miller, Chancellor

Approved: 9/10, 2019

WORKPLACE CONDUCT POLICY HR 14-16-6

INTRODUCTION

UW-Green Bay has general expectations for professional conduct by employees, volunteers, and those acting on behalf of the University.

SCOPE AND AUTHORITY

This policy outlines the expectations of proper conduct and behavioral standards. These expectations do not preclude any department or work unit from establishing additional workplace expectations necessary for the effective operation of the unit. These expectations are not meant to and shall not interfere with other applicable laws, policies, regulations or academic freedom.

All departments and work units are expected to submit workplace expectations to the Area Leader and Human Resources for review and approval. All approved workplace expectations will be housed on the UW-Green Bay Human Resources [workplace expectations website](#).

This policy is designed to be positive and corrective. Employee discipline is considered a serious action, undertaken with care, objectivity, and full consideration for rights and interests of the employee and the University.

STANDARDS OF CONDUCT

Employees shall respect the rights of others, exhibit behaviors supporting the University Mission, consider the best interests of the University, and adhere to all State, UW System, and University policies and directives.

A. **Be Fair and Respectful to Others.** Every employee shall be courteous and respectful in interactions with students, other employees, members of the general public or any other individual when acting on behalf of the UW System. Other expectations in furtherance of this principle include but are not limited to:

- Avoid all forms of harassment, abuse, illegal discrimination, threats, or violence;
- Comply with UW-Green Bay's [Policy Prohibiting Harassment and Discrimination](#) and [UW-Green Bay Civility and Inclusivity Expectations](#);
- Provide equal access to programs, facilities, and employment;
- Treat others with fairness and impartiality;



- Promote conflict resolution;
- Refrain from engaging in bullying behavior. Examples of bullying behaviors may be comprised of the following definitions, but are not limited to:
 - **Cyberbullying** is the use of electronic devices to convey a message in any format (i.e. text, image, audio, video) that defames, intimidates, harasses, frightens, stalks or is otherwise intended to harm, offend or humiliate another individual or group of individuals in a deliberate, repeated, hostile or unwanted manner under the perpetrator's true or a false identity.
 - **Physical Bullying** is pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to a person's work area or property; damage to or destruction of a person's work product or personal property.
 - **Verbal Bullying** is repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive remarks to a person or persons in a sustained manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to create a hostile educational or working environment.
 - **Nonverbal Bullying** is directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.
 - **Anonymous Bullying** is withholding or disguising identity while treating a person in a malicious manner; sending insulting or threatening anonymous messages; placing objectionable objects among a person's belongings; or leaving degrading written or pictorial material about a person where others can see.
 - **Mobbing** is bullying behavior carried out by a group rather than by an individual.
 - **Threatening behavior toward a person's job or well-being** by making threats, either explicit or implicit, to the security of a person's job, position, or personal well-being may be bullying.

Bullying can adversely affect dignity, health, and productivity. Bullying is not about occasional differences of opinion, conflicts and problems in workplace relationships as these may be part of working life. It is not bullying behavior for a supervisor to note an employee's poor job performance and potential consequences within the framework of University policies and procedures.

[UWS 18.10](#) defines specific offenses against public safety and [UWS 18.11](#) defines offenses against public peace and order.

- B. **Protect and Preserve UW System Resources.** Employees shall responsibly use and care for UW System property. UW System property, services, resources, or information shall not be used for personal gain. Other expectations in furtherance of this principle include but are not limited to:

- Use UW System property, equipment, finances, materials, information technology, electronic and other systems and other resources for legitimate UW System purposes (See [UW System Human Resources Practice Directive WE A: Use of Information Technology Resources](#) and [RPD - Acceptable Use of Information Technology Resources Technology and the Internet](#));
- Promote efficient operations and prevent waste and abuse.

[UWS 18.12](#) defines property offenses and [UWS 18.08](#) further defines personal conduct prohibitions.

- C. **Act Ethically and with Integrity.** All employees shall act according to the highest ethical and professional standards of conduct (See [RPD - Code of Ethics](#)) and [Wis. Stat. § 19.45\(11\)\(b\)](#)). UW System employees are expected to, among other things:



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- Be personally accountable for individual actions;
- Fulfill obligations owed to students, clients, and colleagues;
- Conscientiously meet UW System responsibilities.

D. **Contribute to a Healthy and Safe Workplace.** The UW System strives to promote health and safety in the workplace. It is the responsibility of all to ensure a safe, secure, and healthy environment for all. General expectations in this regard include but are not limited to:

- Dangerous weapons are not allowed on any UW System property;
- Illegal drugs are not allowed on any UW System property;
- The use of alcohol is limited to those areas on UW System property where allowed by law;
- Any individual acting in any capacity on behalf of the UW System shall not do so while under the influence of alcohol or illegal drugs.

[UWS 18.09](#) defines alcohol and drug prohibitions, [UWS 18.10](#) defines offenses against public safety, [UWS 18.11](#) defines offenses against public peace and order, and [UWS 18.15](#) defines additional statutory penalty provisions regulating conduct on university lands.

E. **Promote a Culture of Compliance.** The UW System is committed to meeting legal requirements and to fostering ethical and lawful conduct. Expectations for UW System employees include:

- Learn and follow all applicable laws, regulations and UW System policies and procedures;
- Protect the security, integrity and confidentiality of university information and records where appropriate and required by law;
- Be proactive to prevent and detect any compliance violations;
- Report suspected violations.

F. **Proper Personal Conduct.** UW-Green Bay employees are expected to comply with the following forms of conduct established to assist the University in attaining its objectives in an orderly and efficient manner.

- Adhere to and comply with assignments or instructions.
- Refrain from unauthorized personal business during work hours.
- Maintain ethical and accurate records.
- Comply with health, safety and sanitation rules and regulations as outlined in the [UW-Green Bay Workplace Safety Policy](#).
- Assure attention, care, respect and regard in performance of all position responsibilities.
- Comply with department requirements for review and approval of scheduled and unanticipated absences.
- Assure timeliness, regular attendance and refrain from excessive tardiness or absenteeism.
 - Tardiness: As determined by the workplace supervisor, the repeated failure of an employee to follow established work schedules, including reporting late at the beginning of the work schedule, leaving early or returning late from breaks or lunch, or leaving work early at the end of the schedule without approval.
 - Absenteeism: Excessive absenteeism is the inability or unwillingness of an employee to report to work with a reasonable degree of regularity. May also occur when an employee demonstrates a pattern of absences, whether necessary or excusable, or in instances where the employee does not have sufficient accrued leave to cover the period of absence. (Excludes qualified FMLA or authorized leave of absence.)



- Maintain appropriate dress and hygiene. Comply with department requirements for dress and apparel.

DISCIPLINARY PROCEDURES

Employees who violate expectations may be subject to progressive and cumulative disciplinary action. Progressive discipline is based on a principle that employees have been informed of the performance and behavior expected. As offenses occur, appropriate discipline will be administered in a progressive manner. Disciplinary actions shall be appropriate to the circumstances of the offense. These standards do not preclude imposing more or less severe actions based upon the full circumstances surrounding an incident or employee record.

a. Job Related Offenses

Generally, the standards for discipline occur while an employee is at work. For offenses occurring off the job, disciplinary action will be imposed based upon the facts of each situation, including but not limited to the employee's ability to continue in their current role and whether the violation adversely affects the employee's obligation to the University and its mission.

b. Counseling

Except for offenses that warrant immediate disciplinary action, supervisors shall counsel an employee and provide an opportunity to comply with instructions before rising to the level of formal disciplinary action. Counseling shall be documented and maintained within the employees department. If the problem is not resolved, Human Resources will assist with determining the appropriate next steps and, if warranted, appropriate steps towards potential disciplinary action.

c. Pre-Disciplinary Investigation

Prior to issuance of any discipline, and in line with just-cause provisions, investigatory interviews may be conducted to determine alleged offenses and allow an employee to present evidence related to the allegation. Notice of pre-disciplinary investigations will be provided to employees a minimum of 24 hours in advance to allow employees time to prepare and secure a representative, if they choose. Employees have a right to representation in pre-disciplinary investigations. The representative's role is to serve as a witness, ask clarifying questions and take notes.

GUIDELINES FOR DISCIPLINARY ACTION

Formal disciplinary action typically begins after appropriate departmental counseling and oral reprimands and/or written corrective action has taken place. Disciplinary action is determined based upon an alleged violation or event, taking into consideration any extenuating circumstances. These standards do not preclude imposition of more or less severe disciplinary actions depending upon circumstances and the egregiousness of an incident. All formal disciplinary actions must be documented through the Office of Human Resources and Workforce Diversity and placed in the employee's personnel file. UW-Green Bay follows the progressive discipline guidelines outlined below.

1. Written Reprimand: a formal written document outlining behaviors below expectations and potential consequences if the behaviors continue.
2. Suspension: action to temporarily relieve an employee of their duties and place an employee on leave without pay.
3. Dismissal: action to remove an employee from employment with the University.



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4. Other Administrative Actions: Following written notice, but prior to the dismissal or suspension without pay, the university may, circumstantially, place an employee on paid administrative leave or temporarily assign the employee to other work.

RESOURCES

UW System Administrative Policy [SYS 1292: Workplace Conduct Expectations](#)

Wisconsin Admin. Code Chapter [UWS 18](#), Conduct on University Lands

Regent Policy Document [Code of Ethics](#) (effective July 1, 2015)

UW System Administrative Policy [SYS 1230: Workplace Safety](#)

UW System Administrative Policy [SYS 1290: Code of Ethics](#)

UW System Administrative Policy [SYS 1261: Personnel Files](#)

Draft

Notes on 01/22/21 Joint Governance University Staff Reps Meeting

Discussion began w/UWEC Blugold Employee Tuition Program; UWGB inquired on status in UWS; wanting to propose similar program. Wondering if we should we wait for possible approval of UWS policy? What is timeline for UWEC pilot program. Jeremy Johanski to discuss w/Sean Nelson VC Finance UWS and report back. Suggest working w/cabinet & work up the ladder; get BOR buy in; need to change system policy; not easy.

- No funding
- Opt in w/open seats @ last minute, about 3 days b/4 term start, each term differs
- Payment hold type situation; if 'no pass' you pay
- Only 2 ppl currently enrolled; e-form thru supervisor; concern with work time conflict; apply as 'special' if not already a student; can get credit; date of enrollment crucial; not free: waiver – technically a bill 'on hold'; must pass.
- Pilot F20/S21, then further review. UWEC has rental text books so no cost to student. Jeremy ckg w/Sean Nelson, loopholes we might avoid; suggest get to cabinet to work up the ladder & get BOR buy in; need to change system policy; not easy.
- Very late enrollment; are we serving our staff; billing possible due to experience; more hours by staff to get info accts ready; timeline discrepancy; how to navigate into course
- Further discussion; too many variables; table for now

Campus-Specific Rep Updates

Present: UW-Green Bay, Parkside, Stevens Point, Madison, LaCrosse, River Falls, System Admin/UWSS/UWEX, Eau Claire, Stout, Whitewater, Superior, Oshkosh

Absent: UW-Platteville, Milwaukee

Main discussion was return of students, modalities, COVID #s and vaccination sites/processes for S21. Some campuses have apps for COVID results; Madison is very rigorous and must show result on app for entrance in some areas.

Other

- a. Performance Evaluation Changes Amid COVID era. A lot of reduced expectations; we seem to be only campus w/rubric – shared info but not document; many reviews were done/required completed before pay raise!
- b. Discuss Target Dates/Range for Thompson Meeting – JJJ working diligently on this 1:1
- c. Return to In-Person Meetings March will be virtual 😞; May possibly as well. More than likely will not return F2F until F21...Diane will update.

Submitted: Teri Ternes, UWS US Rep