



UNIVERSITY *of* WISCONSIN  

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GREEN BAY

# Classified Employee Handbook

Office of Human Resources  
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## **Introduction**

Welcome to the University of Wisconsin-Green Bay! Founded in 1965, this fully accredited University prides itself on its “Connecting Learning to Life” philosophy, which encourages students to apply their academic background to problem solving in the real world and to see the big picture. You are also a part of this philosophy, because you play an integral role in facilitating programs and services that connect learning to life.

The University of Wisconsin-Green Bay Classified Employee Handbook has been prepared to assist you as a classified employee and your supervisor with questions concerning employment, salary administration, benefits, health and safety, and policies and procedures that affect classified employees. It is not meant to replace your supervisor, colleagues, or the Office of Human Resources as a resource for your employment, but is instead meant to be a guide for any questions you may have.

The information in this booklet has been prepared primarily for full-time employees. If you are a part-time employee, contact Human Resources regarding vacation, sick leave, retirement and other benefits, as they may apply to your percentage of appointment.

The information contained in this handbook has been developed from the State of Wisconsin Human Resources Handbook, Federal and State laws, the Wisconsin Administrative Code, and University of Wisconsin System employment policies. The language in this handbook is not intended to create, nor is it intended to be presented as, a contract or evidence of a contract between the University of Wisconsin-Green Bay and any or all of its employees. If any portion of this handbook is in conflict with any State statute which applies to your position or special situations, the provisions of the statute will apply.

Any subsequent updates and revisions to the Classified Employee Handbook will be presented on the Human Resources website. Any questions that have not been answered by this booklet should be directed towards your supervisor or the Office of Human Resources. For additional information, visit the Human Resource website at [www.uwgb.edu/hr](http://www.uwgb.edu/hr).

## **Employment Values**

In order for the University of Wisconsin-Green Bay to perform its function within the University of Wisconsin System and in the State of Wisconsin, and to ensure continued confidence of its staff, a commitment to the following principles is essential:

As an employer we strive to:

- Value all and treat all employees with dignity and respect.
- Create an environment that encourages each employee to contribute his or her unique talents, develop skills, and experience fulfillment while working.
- Recognize that our employees are important in achieving the educational and community service goals of the University.

As an employee, your responsibility is to:

- See yourself as a responsible contributor to the achievement of UW-Green Bay's mission and principles.
- Work towards the attainment of the institution's financial and operational goals.
- Conduct yourself with honesty, dignity and respect toward your colleagues and the University community.

## **University of Wisconsin – Green Bay Affirmative Action and Equal Opportunity Statement**

The University of Wisconsin-Green Bay is committed to equal opportunity to all individuals regardless of race, color, religion, sex, sexual orientation, gender and/or gender identity expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability and any other legally protected basis. Harassment or discrimination based upon protected status is illegal and will not be tolerated. This policy is applicable to employment practices and all programs within the University. This commitment to all employment and educational practices includes, but is not limited to recruitment and hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs, access to facilities as well as social and recreational programs.

The University's compliance with this statement is the responsibility of all administrators and others whose duties are related to decisions regarding employees. Further, the University of Wisconsin-Green Bay is committed to fully participate in the implementation of all applicable federal and state laws, executive orders, rules, regulations and policies.

UW-Green Bay's Affirmative Action Plan requires that the campus, including each unit/department, affirm its commitment to implement all Federal, State and UW System equal employment opportunity and affirmative action laws, executive orders, rules, regulations and policies. Copies of the Affirmative Action Plan and Affirmative Action Plan for Disabled Workers, Special Disabled Veterans and Veterans of the Vietnam Era are posted on the Human Resources website. Printed copies are available to the public for general inspection, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. in the Human Resources Office and at the reserve desk of the Cofrin Library.

## **History of the University**

In 1965, the Wisconsin Legislature authorized a new degree-granting campus of the University of Wisconsin for Northeastern Wisconsin, an area of the state served at that time by centers offering freshman and sophomore courses. The city of Green Bay, which was then the home of a UW center enrolling approximately 1,000 students, was selected for the new University.

The Green Bay center was integrated into the new University of Wisconsin-Green Bay in the fall of 1968, when the first junior and senior level courses were offered at the old Deckner Center on Green Bay's east side. By fall 1969, the new degree-granting University opened for classes in three academic buildings on the Shorewood site along the bay. The first commencement took place on June 1, 1970.

Today, UW-Green Bay includes 13 major buildings for instruction and services to students and a student housing complex of 25 apartment and residence hall buildings. Other features of the campus are an arboretum linking natural areas along the University's boundary, a golf course, waterfront recreation area, a newly expanded University Union, and the Kress Events Center.

The concourse system – known to students as “the tunnels” – offers comfort, convenience and shelter from the elements. There was an academic reason to connect major buildings, as well; planners said the design tied in with the interconnected, interdisciplinary academic plan that brings students and faculty together. Centrally located among the academic buildings of the campus is the Cofrin Library, which supports the academic programs with a collection of more than one million items.

UW-Green Bay's student enrollment is approximately 6,600 and these students take part in the 45 undergraduate majors/minors, a dozen pre-professional tracks, more than 64 areas of emphasis, and multiple graduate programs. To date, there are 27,500 alumni of UW-Green Bay. Of UW-Green Bay's faculty, 97% hold a Ph.D. or the highest credential available in their discipline.

## **CLASSIFIED EMPLOYMENT**

## **Position Descriptions**

Classified employees have position descriptions, which serve as a document outlining the major goals and job duties assigned to your particular position. Since the classification of a position is determined by the duties and responsibilities of a position, this document is used to determine the appropriate classification. In addition, the position description is used as a basis for identifying performance evaluation criteria and possible training needs. Your position description may not, however, entirely describe the actions that may be necessary to fulfill the goals of your position or be entirely inclusive. Further, your supervisor may assign additional duties as necessary. As the duties and/or responsibilities of a position change, the position description should be revised and submitted to the Office of Human Resources. Position descriptions should be reviewed during an employee's annual evaluation.

## **Probationary Period**

All new employees are required to serve an original probationary period of six or twelve months, whichever is specified in the letter of appointment. The probationary period is an extension of the examination process and is meant to provide opportunity for close observation of how employees apply their skills and talents to the tasks for which they were hired. A probationary period is also required when an employee is promoted to a new classification and may be required if an employee transfers or is reinstated to another employing unit/agency within the state service. Current state employees who transfer to UW-Green Bay and former employees of other employing units or state agencies who are reinstated will be required to serve a permissive probationary period.

During the probationary period, evaluations will occur during the third and fifth months of your probationary period. In addition, for individuals serving a twelve month probationary period, you will also be evaluated in the eleventh month of employment. At these intervals, your supervisor will decide whether to continue your employment or you may be dismissed during the probationary period without right of appeal. After successful completion of an original or promotional probationary period you will be granted permanent status in the classification.

## **Performance Evaluations**

During your employment with the UW-Green Bay, your performance on the job will be evaluated on a regular basis.

Upon successful completion of your probationary period, your performance will be reviewed at least annually. The [Classified Staff Performance Evaluation](#) is an opportunity for you and your supervisor to establish a mutual understanding of job standards, identify and correct problems in job performance, review the position description to ensure accuracy, communicate expectations and concerns, recognize performance, set standards for the following year, and identify possible employee development opportunities. Employees are given the opportunity to provide written feedback, input, and comments on the evaluation form.

## **Classified Employees Work Rules**

New employees are eager to perform well and become successful in their jobs. The University is committed to that goal. The following work rules relating to personal

conduct are issued by the University of Wisconsin System as part of its responsibility under law to inform all classified employees of personal conduct considered unacceptable as a University of Wisconsin employee. These rules are established so the University can attain its objectives in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct. Engaging in one or more of the following forms of prohibited conduct by a classified employee of the University of Wisconsin System may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the specific form of conduct and/or the number of infractions, pursuant to s. 230.34, Wis. Stats. and Wis. Adm. Code section ER 46.

## **PROHIBITED CONDUCT**

### **I. WORK PERFORMANCE**

- A. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- B. Loafing, loitering, sleeping or engaging in unauthorized personal business.
- C. Unauthorized disclosure of confidential information or records.
- D. Falsifying records or giving false information to other state agencies or to employees responsible for recordkeeping.
- E. Failure to provide accurate and complete information whenever such information is required by an authorized person.
- F. Failure to comply with health, safety and sanitation requirements, rules and regulations.
- G. Negligence in performance of assigned duties.

### **II. ATTENDANCE AND PUNCTUALITY**

- A. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- B. Unexcused or excessive absenteeism.
- C. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
- D. Failure to notify the supervisor promptly of unanticipated absence or tardiness.

### **III. USE OF PROPERTY**

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

### **IV. PERSONAL ACTIONS AND APPEARANCE**

- A. Threatening, attempting, or doing bodily harm to another person.
- B. Threatening, intimidating, interfering with, or using abusive language towards others.
- C. Unauthorized possession of weapons.

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

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

### **Performance Improvement Plan**

A Performance Improvement Plan (PIP) may be used as a management tool for dealing with problems of inadequate job performance. A PIP focuses to correct employee performance deficiencies through the establishment of specific performance goals and regular feedback from the supervisor. The purpose of this plan is for the employee to achieve improved job performance according to the established standards. However, if performance goals are not met, the result may be termination of the employment relationship. Employees placed on a PIP will be provided with a specific fixed amount of time to improve and meet performance standards.

### **Grievance Procedure**

Grievances are disputes over employment conditions or situations between the University and an employee or group of employees. The grievance procedure was established to ensure an employee's right to express grievances through proper channels without prejudice and to assure timely and thorough consideration by the employer. Further details about this process are located on the [Office of State Employment Relations](#) website.

At any step in the grievance process, the employee has the right to assistance from a representative of his/her choice. Employees and grievant representatives are permitted a reasonable amount of time during normally scheduled work hours to prepare grievances. This includes preparing the grievance, interviewing potential witnesses, reviewing documents, or consulting with your representative.

### **Personnel Records**

A confidential up-to-date record is maintained for every permanent classified and project employee. The personnel file contains information such as appointment letters, job descriptions, probationary and performance evaluations, personnel transaction documents, and any official communication about an employee. An employee may

make an appointment to review his/her records by submitting a written request to the Office of Human Resources.

In addition, Classified Employees should notify the Office of Human Resources of changes in marital status, address, telephone number, and number of dependents for tax withholding and benefits purposes.

To notify the Office of Human Resources of changes in personal information, please update your information on the [My UW System portal](#).

### **Hours of Work**

Standard University business hours are 7:45 a.m. – 4:30 p.m. Work hours and work days may vary depending on the operational needs of the department.

### **Meal Periods**

Meal periods are unpaid and are generally 45 minutes in time length. It is recommended that meal periods be scheduled from 11:45 a.m. to 12:30 p.m. or 12:30 p.m. to 1:15 p.m. Supervisors retain the right to schedule the employee's meal period to fulfill the operational needs of the work unit.

### **Rest Periods**

Each employee may receive one fifteen-minute rest period during each four-hour shift.

The supervisor retains the right to schedule the employee's rest periods to fulfill the operational needs of the work unit. Rest periods may not be postponed or accumulated. If an employee does not receive a rest period due to operational requirements, such rest period may not be taken during a subsequent work period. Rest periods are not designed to be used as make-up time to compensate for tardiness nor may they be taken at the beginning or end of a work shift. In addition, rest periods may not be taken to extend the employee's lunch period. Based on operational needs, a rest period may be cancelled entirely by the supervisor.

### **Conflict of Interest**

Under the Wisconsin Administrative Code, Chapter, ER-MRS-24, employees have the right to engage in outside employment, the right to maintain outside investments, the right to accept fees for appearances made on the employee's own time, and the right to exchange gifts with friends. However, the use of your position or State property to acquire financial gain or any other benefit for yourself or your family is prohibited. Also prohibited is the solicitation or acceptance of money or anything of value if it can be reasonably considered a reward for any official action or inaction. These actions (or inactions) constitute a conflict of interest.

Notify your supervisor before accepting outside employment and before accepting a fee for activities that could influence your actions or decisions as a State employee. File a statement with your supervisor if a potential conflict of interest arises.

Violation of any provision of this Code can result in disciplinary action. The right of appeal is available if an employee believes that a resultant disciplinary action was not based on just cause. Additional information regarding the [Code of Ethics](#) for

employees is available on the University of Wisconsin System website.

### **Nepotism**

UW-Green Bay does not prohibit the employment of family members or those with whom you have a close blood or equivalent relationship. The applicant best qualified and available to perform the job should be selected. In circumstances where a supervisor has a close personal relationship with an employee which can reasonably be viewed as affecting the supervisor's and/or the employee's ability to perform the job without a conflict of interest, the supervisor must not participate either formally or informally in the decision to hire, retain, train, or promote in order to avoid a conflict of interest.

If there is a chance that nepotism can occur between a supervisor and employee, another supervisor in the chain of command must perform the supervisory activities.

### **Resignation Procedures**

If you decide to resign from your position at UW-Green Bay, written notice must be given to your supervisor and the Office of Human Resources at least two weeks in advance, stating the reasons for your resignation and specifying your last day of work. Failure to do so may result in forfeiture of future reinstatement rights.

All campus keys, University identification cards, uniforms, procurement cards, corporate travel cards and equipment provided to you for your employment must be returned to your supervisor prior to your last day of employment. Further information on [Exit Guidelines](#) can be found on the Human Resources website.

### **Reinstatement**

Permanent classified employees who voluntarily leave State service may request to be reinstated to a position with the same or counterpart classification titles for which they qualified within five years without competition.

### **Layoff**

On rare occasions, the University may need to reduce the number of positions in its workforce or the University may need to reorganize its structure within an operational unit, which may result in the elimination of permanent classified positions.

Every effort is made to retain permanent classified employees, including the identification of vacancies into which someone can transfer or demote, or possibly be reassigned. You may be given an "at-risk" notice, which allows you an opportunity to seek alternative employment even before formal layoff notices are issued.

For applicable layoff procedures, please refer to the [Office of State Employment Relations](#) website.

The Office of Human Resources will provide you with resources in seeking alternative employment or transitioning to a different position. In addition, the Career Services Office offers services to help prepare you for other jobs or careers. The Brown County Job Center also provides services such as training assistance, reference materials, and workshops on job-seeking strategies or financial planning.

## **COMPENSATION**

## Pay Plans and Pay Rates

The civil service classification determines an employee's pay range.

Classified employee pay rates are based on the compensation plan which is determined by the Joint Committee on Employment Relations. This compensation plan is administered by the Director of the Office of State Employee Relations (OSER) and is reviewed biennially in conjunction with the State biennium budget process.

To view the compensation plan online or to view a complete listing of current classifications and corresponding pay ranges, refer to the [Office of State Employee Relations](#) website.

## Pay Period

The pay period is composed of two consecutive weeks beginning 12:00 a.m. (midnight) Sunday and ending at 11:59 p.m. Saturday. The normal work week consists of forty hours scheduled between Sunday and the following Saturday. Individual work hours and workdays depend on departmental requirements and the nature of the position held.

## Timesheets

Each classified employee is required to complete and sign a timesheet for each pay period, and submit it to his/her supervisor for approval. For employees non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), the timesheet should indicate the actual hours worked and any sick leave, vacation, legal holiday, personal holiday or compensatory time used during the pay period. Timesheets should be completed in accordance with the following criteria:

Rounding of Hours	Minutes	0.0 - 7.5	7.5 - 22.5	22.5 - 37.5	37.5 - 52.5	52.5 - 60
	Hundredths	0.0	.25	0.5	0.75	1.0

For employees exempt from the overtime provisions of the FLSA, only leave time used (e.g. sick, vacation, personal) is recorded, not actual daily hours worked.

Timesheets are due in the Office of Human Resources no later than noon on the last Friday of the pay period. During certain times of the year due to short processing timelines, timesheets may be requested earlier. Timesheets **must** be signed by the employee and the supervisor. If the supervisor is not available to sign an employee's timesheet, the employee should go to the next level supervisor for the signature. It is the supervisor's responsibility to ensure that the information contained on the timesheet is accurate.

If there are any adjustments to be made once a timesheet has been submitted, these changes or corrections must be submitted via e-mail or in writing to the Office of Human Resources and must be approved by both the employee and his/her supervisor. All timesheets become official, permanent records, documenting employee hours and time paid.

## **Earnings Statements**

Earnings statements are available at least two days prior to the pay date through the [My UW System portal](#). Pay dates are every other Thursday. However, if a pay day falls on a legal holiday, you will be paid on the day prior to the holiday. Employees will have their paycheck electronically deposited into a checking or savings account by completing a Direct Deposit Authorization form available in the Office of Human Resources or on the Human Resources website. The following deductions are made from paychecks of all classified employees: Federal Withholding Tax, State Withholding Tax, Medicare and Social Security. Voluntary deductions may be authorized for various fringe benefits, parking fees, and charity deductions.

For a complete listing of payroll related forms, including the bi-weekly pay schedule, direct deposit form and timesheets, please see the [Payroll and Compensation](#) section of the Human Resources website.

## **Night and Weekend Differential Pay**

Night and weekend differential pay was established to provide additional compensation to those employees who are required to work unusual hours and/or days as a result of the department requirements or as a result of the nature of their positions. Classified permanent, limited term, and project employees are eligible for shift differential. Differential pay will not be paid to employees absent on leave with pay (vacation, sick leave, holiday, etc.). The employee must actually work the qualifying hours in order to be eligible for differential pay.

Specific amounts of night and weekend differential for classified employees are developed by OSER.

Night Differential is 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 is additional pay for all hours worked between the hours of 12:01 a.m. on Saturday and 12:00 midnight on Sunday.

## **Standby Pay**

When the employer requires an employee to be able to report to work in less than one hour, the employee will be eligible for standby pay will at a rate of \$2.25 per hour.

## **Call Back/Call-In Pay**

The employer will guarantee a minimum of two hours of pay for a non-exempt or supervisory employee when the employee is called back/called in for duty or called in on the employee's unscheduled day.

## **Overtime Compensation**

According to the Fair Labor Standards Act (FLSA), non-exempt employees who work in excess of 40 hours per week will be compensated at a premium rate, which is equivalent to one and a half times their base salary. This premium rate applies to actual hours worked and excludes leave time.

Employees who are exempt from the FLSA are generally not eligible for overtime compensation. However, there are a few extraordinary situations which allow exempt employees to receive overtime compensation and/or compensatory time based on specific qualifying circumstances. Please see table 4.03(2)(a) of the compensation plan for these provisions.

### **Overtime Scheduling**

Determination on the need for overtime will be made by the employing supervisor. The supervisor shall determine which employees are qualified to perform the required work. If it is determined that there are more than 5 qualified employees, the supervisor may choose to use criteria to determine best-qualified. In cases where the overtime opportunity is at least 48 hours in the future, the supervisor shall notify in writing all employee previously determined to be qualified/best qualified to perform the work. Employees must indicate their interest in writing at least 24 hours prior to the expected start of the shift. The supervisor will assign the overtime to the most senior employee among the qualified, interested employees.

### **Holiday Premium Pay**

Employees required to work on a legal holiday will be compensated at the premium rate, which is equivalent to one and a half times their base salary for all hours worked between 12:00 a.m. and 11:59 p.m. on the day of the holiday.

When a holiday falls on a Sunday and the holiday is observed on Monday, Sunday will be the designated day for holiday premium pay.

### **Compensatory Time**

If compensatory time is earned, UW-Green Bay reserves the right to determine if cash payment or compensatory time will be given.

If compensatory time off is approved, it should be used during the calendar year in which it is earned. Under exceptional circumstances, approval to carry unused compensatory time into the following calendar year may be granted by the immediate supervisor. If carried over, unused compensatory time must be used in the first four months of the following calendar year or it will be paid out on April 30<sup>th</sup>.

### **Pay Adjustments**

Classified employee pay adjustments are recommended directly to the legislature by the Office of State Employee Relations and are outlined in the State of Wisconsin Compensation Plan.

### **Discretionary Merit Compensation (DMC)**

Discretionary Merit Compensation (DMC) allows for economic recognition for merit or to address pay equity and retention needs. All classified employees are eligible except:

- Employees whose job performance in the previous fiscal year was rated below satisfactory.
- Supervisors who did not complete formal performance evaluations on all subordinate employees for whom performance evaluations are required.

- Any employee paid at or above the applicable pay range maximum may not receive a base-building DMC.
- Crafts Worker and Crafts Worker-related employees
- Positions specifically listed in s. 20.923(2), (3), (4g) and (5), Wis. Stats.
- Any classified employee in a non-broadband pay range may not receive a base building DMC, and any lump sum DMC received shall be for merit only.

Supervisors may nominate employees for a DMC, while employees may also self-nominate, but not more than once per fiscal year. In order to be considered, a supervisor or employee would need to complete and submit the Justification for Discretionary Merit Compensation (DMC) Award to the Office of Human Resources. If applicable, the DMC request will be passed along to the Chancellor's Office for approval. Once approved on a campus level, the DMC will be submitted to OSER for final approval.

Please contact Human Resources for questions pertaining to Discretionary Merit Compensation.

**ADVANCEMENT AND PROMOTION  
IN  
CIVIL SERVICE**

### **Civil Service System**

As an agency of the State of Wisconsin, UW-Green Bay complies with the recruitment regulations of the Office of State Employment Relations (OSER). All permanent classified employees qualify for their initial positions by taking a state civil service examination.

### **Transfer Opportunities**

For classified staff members, a transfer is a lateral movement from one position to another position within the same classification or counterpart pay range (e.g., from Financial Specialist 1 in pay schedule/range 02-10 to University Services Associate 2 in pay schedule/range 02-10). Counterpart pay ranges are pay ranges in different pay schedules which are at the same level for the purposes of determining personnel transactions such as transfer, promotion and 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. A **voluntary demotion** occurs when an employee voluntarily moves to a position in a lower classification for personal reasons or in lieu of layoff. An **involuntary demotion** occurs when an employee is demoted as the result of disciplinary action.

Generally, if you transfer to another on-campus position with the same or counterpart classification, no probationary period is required. If you transfer to a different position on campus or to an entirely different State agency, you may be required to serve a probationary period.

Classified permanent vacancies will be posted for internal applicants prior to beginning any external recruitment. Any employee in the same or counterpart classification shall have 7 calendar days to notify Human Resources of their desire to transfer. All qualified applicants will be considered on a permissive basis.

### **Promotional Exams**

A promotion is a move to a new position with a higher classification and salary either in your department or another University department or State Agency. All promotions require competitive examination, which determines applicant eligibility for a promotion. If you accept a promotion, you must serve a probationary period in the new position.

Employees with permanent status may be provided a reasonable amount of time away from work for promotional exams or interviews associated with such exams.

### **Job Reclassification**

The classification of a position is determined by the duties and responsibilities assigned to the position. Reclassification occurs when the duties and responsibilities of a position have changed as a result of a logical and gradual change of 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.

To request a reclassification, your supervisor must complete the Reclassification Analysis Form and follow the appropriate instructions. Once approved, the materials will be forwarded to the Office of Human Resources for processing and final decision. The forms to initiate a reclassification request can all be found on the [Supervisors](#) page of the Human Resources website.

## **EMPLOYEE BENEFITS**

## **Fringe Benefits**

UW-Green Bay offers a wide range of competitive fringe benefits including health, dental, life insurance, Employee Reimbursement Accounts for Dependent Care and Medical Expenses (ERA's), accidental death and dismemberment insurance, participation in the Wisconsin Retirement System (WRS), income continuation coverage, and tax-sheltered annuities (TSA's). The current Benefits Summary for classified employees is located on the [Benefits](#) page of the Human Resources website.

## **Health Insurance**

The State Group Health insurance program offers several comprehensive health care plans to University employees covered under the Wisconsin Retirement System (WRS). Employees are entitled to enroll in either single or family coverage. Coverage options are as follows:

- Upon hire, if you opt to have immediate coverage, the University does not contribute toward the premium, you pay full cost for the first two months.
- If you elect coverage upon University contribution towards the premium, you will receive the University contribution the first of the month following two months of employment. There is an It's Your Choice Open Enrollment period which is typically conducted in October of each year. During this time, employees may change from one health plan to another and or make certain changes to their coverage, such as changing from single to family coverage. You may also make changes to your fringe benefits for certain life changing events.
- Certain life changes throughout the year warrant eligibility to change health insurance and other fringe benefit plan changes. Please see the [Benefits](#) website for a list of these life events.

## **Income Continuation Insurance (ICI)**

The ICI program is a State self-insured disability insurance program. If you become physically or mentally disabled, ICI coverage may replace up to seventy-five percent of your gross salary, subject to approval. This program covers both short- and long-term disabilities. Employees are initially eligible for income continuation coverage the first of the month following completion of six months of employment. Employees pay full cost until, after annual review, their sick leave balance is sufficient to warrant employer contribution.

## **State Group Life Insurance**

The State Group Life insurance program offers term life insurance to employees who have been covered under the Wisconsin Retirement System (WRS) for at least 6 months. Coverage is available to you without providing medical evidence of insurability as long as you apply within 30 days of completing 6 months of WRS covered employment. You may elect insurance coverage on your own life-up to 5 times your annual WRS earnings. You may also apply for Spouse and Dependent coverage when initially eligible, or within 30 days of first having a spouse or dependent to insure.

### **Other Insurance Plans Available**

There are several other insurance programs available to University employees. Each program offers some unique features and benefits. Other insurance plans available to University employees are additional life insurance, catastrophic insurance, accidental death and dismemberment insurance and dental plans. You may review the provisions for the [Classified Staff benefit package](#) on the UW System Administration website.

### **Employee Reimbursement Account (ERA)**

An ERA can be used to pay for qualified expenses, such as qualified dependent care and allowable medical and/or dental expenses not covered by insurance, as defined by the Internal Revenue Service. Money that is deducted from your paycheck that you contribute to your ERA is not subject to federal or state taxes and Social Security. Likewise, money you withdraw from your ERA for eligible expenses is not taxed. All permanent and project employees are eligible. New employees must enroll within thirty days of employment. For new employees, coverage is effective the first payroll date your contribution is deducted. Employees must re-enroll each calendar year, as the amount you elect to contribute to your ERA does not automatically renew each year. For new calendar year enrollments, coverage is effective the first of the following calendar year.

### **Tax-Sheltered Annuity (403b) Program**

The Tax Sheltered Annuity (TSA) Program is a supplemental retirement savings program. Through the TSA Program you can invest a portion of your income for retirement either on a pre-tax basis or with a Roth after-tax option or a combination of both. Participation in the UW TSA Plan is voluntary. You make the entire contribution; there is no employer match. Investment companies are approved by a UW System Administration committee. There is an annual administration fee of \$15. For further information, see the [Tax-Shelter Annuity Program](#) website on the University of Wisconsin System website. Eligible employees can enroll at any time.

### **Wisconsin Deferred Compensation**

The Wisconsin Deferred Compensation (WDC) Program is an additional supplemental retirement savings program. WDC accepts both Roth after-tax contributions and traditional before-tax contributions. The deferred amount, together with accumulated interest and dividends, is not subject to federal and state income taxes until it is withdrawn. Fees are charged based on account balances. For more information, see the [Wisconsin Deferred Compensation](#) website. Eligible employees can enroll at any time.

### **Social Security and Medicare**

All employees of the University, other than most student employees, are covered by Social Security and Medicare. Social Security and Medicare, sometimes called FICA (Federal Insurance Contributions Act), are automatically deducted from employee wages.

### **Unemployment Compensation**

In the event of a layoff or termination, employees of the University may be eligible for unemployment compensation. Please contact the State of Wisconsin Department of Workforce Development for determination of your eligibility for benefits.

## Personal Changes

It is the sole responsibility of the employee to inform the Office of Human Resources of any personal changes that may affect your personnel or payroll records and/or benefits eligibility. This would include change in name, marriage, divorce, birth or adoption of a child, death, address or telephone number, any specialized training, or additional education.

## Tuition Reimbursement

Employees may be eligible for tuition reimbursement for authorized education and training which allows for professional development that will improve your effectiveness in your current position or qualify you for advancement. Courses taken for personal enrichment are not eligible for reimbursement.

Classified employees must have a 50% or greater appointment and must have attained permanent status in order to be eligible to apply for tuition reimbursement. Project employees, limited term employees, employees in training and student employees are not eligible.

For detailed information on the procedures to apply for tuition assistance, please review the [Tuition Reimbursement policy](#) and the [Tuition Assistance Request form](#).

For alternative professional development funding such as seminars, you may also wish to refer to the [Classified Staff Advisory Council's](#) website.

## Vacation

Employees begin earning annual leave on his/her first day in pay status. The amount of vacation benefit may vary according to, seniority date, FLSA status, and appointment percent of time. Each full-time employee is eligible for and shall be granted annual leave based on his/her seniority date. You begin earning vacation the day you begin work; however, **vacation cannot be utilized until after six months of continuous employment.** Employees may consult the compensation plan to obtain the amount of vacation available. An employee with less than a full-time appointment will have his/her vacation prorated according to years of service and hours in pay status during the calendar year. Specific information regarding exact hours earned may be obtained from the Office of Human Resources. Vacation should be recorded in increments according to the following:

Rounding of Hours	Minutes	0.0 - 7.5	7.5 - 22.5	22.5 - 37.5	37.5 - 52.5	52.5 - 60
	Hundredths	0.0	.25	0.5	0.75	1.0

Annual leave credits in any given year shall not be earned for any period of absence without pay. Upon termination of employment, annual leave shall be prorated.

The supervisor will make every effort to schedule an employee's vacation at the time s/he requests. Since work load and other employees' vacation requests must be considered, it is recommended to schedule vacation in advance as far as possible. The employing supervisor will determine the number of employees within each classification

and work unit that may be on vacation at any given time. Advance notification deadlines for vacation scheduling will be set by the employing supervisor.

Normally, vacation time must be used within the calendar year during which it is earned. In accordance with Wisconsin Administrative Code Personnel 18.02 (6), 40 hours (prorated for part-time employees) of vacation may be carried over through the first six months of the following calendar year, if approved by the employee's supervisor. Carried over vacation must be used by June 30<sup>th</sup> of the following calendar year. A request to carry over more than 40 hours of vacation (prorated for part-time employees) must be submitted by the employee's supervisor to the Office of Human Resources for final approval and must be used by June 30<sup>th</sup> of the next calendar year.

Upon termination, payment is made for any unused vacation on the final paycheck. Likewise, the University will recover any overused vacation from the final paycheck.

### **Sick Leave**

Sick leave assures continuation of pay during periods of absence from work due to illness or injury, maternity, paternity or attendance to an immediate family member's illness or death. Immediately upon employment, employees accrue sick leave at the rate of .0625 of an hour for each hour in pay status. If you are a full-time employee, you accumulate five (5) hours of sick leave for each 80 hours of pay per bi-weekly pay period.

Sick leave may not be used until it has been earned. Unused sick leave shall accumulate from year to year without limit in the employee's sick leave account. Sick leave should be reported in the same minimal increments as vacation and time worked. Sick Leave usage should be in accordance with the Wisconsin Administrative Code Personnel [18.03\(4\)](#).

You must notify your supervisor promptly of the need to use unanticipated sick leave as soon as you become aware of an illness or, at the latest, before the beginning of your regularly scheduled workday. Some departments have specific call-in procedures and you are encouraged to contact your supervisor for the call-in procedures in your work unit. For pre-scheduled uses of sick leave, please notify your supervisor of your need for sick leave in advance.

A few references on the sick leave policy are listed below:

- Sick leave is not earned for any period of absence without pay or time not in pay status.
- Earned sick leave may be used for medical and dental appointments that cannot be scheduled at times other than during working hours for employees, their spouse, and dependents residing in the household of the employees (dependents are defined as dependents eligible for IRS purposes).
- Sick leave may also be used for bereavement purposes or for the death of immediate family members.
- Sick leave can be used for up to five (5) days to care for immediate family members who are ill or injured.

When a supervisor has reason to believe that an employee is abusing sick leave privileges or if a supervisor has reason to believe that an employee may not be physically fit to return to work, the employee may be required to obtain a medical certificate to justify the granting of sick leave and verify his/her return to work status.

Upon termination of employment for reasons other than retirement or death, accumulated sick leave will be forfeited. However, if an employee resigns and is subsequently re-employed by any state agency within five years of the resignation date, any unused, accumulated sick leave will be restored.

At the time of retirement or in the event of death, unused, accumulated sick leave is converted to a cash sum. These funds will be deposited in an account in the employee's name and applied toward payment of monthly group health insurance premiums for him/her and/or surviving spouse and/or surviving dependents. This account has no cash value.

In addition, upon layoff, the employee may request to use his/her unused accumulated sick leave to pay health insurance premiums.

### **Sabbatical Leave**

Employees who have earned 520 hours of sick leave or earn vacation at the rate of at least 184 hours per year (whichever occurs first) are eligible to credit a portion of their vacation hours into termination/sabbatical leave. Sabbatical leave may be deferred for use at a future date for such purposes as vacation, education, illness, or to remain on payroll after retirement. Unused sabbatical leave accumulates from year to year without limit. In addition, employees who earn vacation at or above 216 hours per year may opt to either bank up to 80 hours of sabbatical per year or receive up to 40 hours of annual leave as cash payment and bank up to 40 hours in sabbatical. Upon termination, payment is made for any unused sabbatical leave on the final paycheck. The Office of Human Resources will notify you of your eligibility to exercise sabbatical options in November of each year.

### **Personal Holidays**

In addition to vacation, classified employees receive personal holiday time. Full-time employees earn 4.5 days of personal holiday time per year. Part-time employees receive a pro-rated personal holiday in proportion to their appointment percent of time. Probationary employees are permitted to use personal holidays. If employment is terminated prior to the completion of the six-month probationary period or equivalent trial period, personal holiday will be pro-rated for the calendar year in which the termination occurs. Personal holidays earned in a previous calendar year will not be pro-rated or repaid. Personal holiday hours must be used by the end of the calendar year for which they are earned or the remaining hours will be forfeited.

### **Legal Holidays**

UW-Green Bay recognizes several legal holidays as follows:

New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	3 <sup>rd</sup> Monday in January
Memorial Day	Last Monday in May

Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

If the legal holiday falls on Sunday, it is observed on the following Monday. If the legal holiday falls on a Saturday, employees are granted floating holiday (or personal holiday) time to be used during the same calendar year. Floating holiday time is allocated to the employee during the pay period in which the holiday falls. Floating holiday time can be used any time in the calendar year it is earned, even if the holiday has not occurred. If used prior to the occurrence of the floating holiday, the balance will appear as a negative amount in the earned balance column on the earnings statement. Employees required to work on a legal holiday receive the premium rate (one and one-half times the regular rate) or may be allowed equivalent time off at a different date.

### **Jury Duty**

Classified employees summoned to jury duty during regularly scheduled work hours remain in pay status during the time they spend as jurors and do not have to use earned leave time. An employee receives his/her regular salary in addition to any pay that he/she may be given as a juror. Supervisors may require a copy of the jury summons for recordkeeping and/or verification purposes. Employees are expected to report for work when not needed for jury selection or jury duty.

### **Voting Time**

If you are eligible to vote in an election, but find it impossible to exercise this right during non-working hours, you may be eligible to receive reasonable time off for the purpose of voting. Please refer to the Wisconsin Administrative Code Personnel 18.05.

### **Family Medical Leave**

The Federal Family and Medical Leave Act (FMLA) provides eligible employees up to twelve weeks of unpaid leave each calendar year for any combination of the following: the birth, adoption, or foster placement of a child, the employee's own serious health condition which prevents the employee from working, or to care for the employee's child, spouse, or parent who has a serious health condition. In addition, twelve weeks of unpaid leave are provided for an eligible employee who has a "qualified exigency" as a result of a spouse, child, or parent on active duty or imminent active duty. Also, an employee who is the spouse, child, or next of kin to a covered service member who is seriously injured in the line of active duty is eligible for twenty-six weeks of unpaid, job-protected leave to care for the service member. While the law provides for unpaid leave, employees have the option to substitute paid leave benefits available to them for leave that is covered by this law. In addition, the Wisconsin Family and Medical Leave Act (WFMLA) may provide leave for those who do not qualify for Federal FMLA. The FMLA requires that the most generous benefit must be applied.

For the FMLA request form, eligibility requirements, and provider certification forms, review the [Forms page](#) of the Human Resources website or contact the Office of Human Resources.

### **Leave of Absence without Pay**

In accordance with the Wisconsin Administrative Code, and subject to the Office of Human Resources approval, leaves of absence without pay may be granted.

An employee may apply for a leave of absence through his/her supervisor. In all cases, it is advisable to consult with the Office of Human Resources if you are concerned about the effects a leave of absence will have on your compensation, insurance, or other benefits.

### **Military Leave of Absence**

Permanent employees are eligible to take leave for qualifying military service. Qualifying military service includes active duty in the U.S. armed forces other than for training purposes, service in the Wisconsin National Guard, membership in a reserve component of the U.S. armed forces, recall to active military duty from inactive reserve status, or U.S. public health service on detail with any of the U.S. armed forces.

An eligible employee with qualifying military service is paid his/her State salary minus any base military pay and housing allowances. If the military or Federal base pay and housing allowances are equal to or exceed the employee's State salary, the employee will only receive the military or Federal pay. Employees on military leave accumulate sick leave, paid annual leave, and other benefits as though no interruption in State service had occurred.

Employees are also eligible to receive paid leave time after returning from a military leave. Employees called for military duty should contact the Office of Human Resources as soon as they become aware of the need for military leave and supply a copy of their military orders.

### **Catastrophic Leave**

In some cases when a fellow employee or someone in his/her family has a serious health issue, he/she may be required to take extended sick leave time in order to recover. The Catastrophic Leave program permits classified employees to donate vacation and/or personal holiday leave credits to other classified employees who have been granted an unpaid leave of absence due to a catastrophic need for which there is no paid leave benefits or replacement income available, which creates a financial hardship for the employee. It is entirely voluntary, and can be done anonymously. Leave may not be exchanged between classified and unclassified employees of the University, and Limited Term Employees (LTEs) are not eligible. Additional information on this program can be found on the University of [Wisconsin System Administration website](#).

## **HEALTH AND SAFETY**

## **Safety**

Everyone has a responsibility to make safety a continuing concern. The University is consistently working to make certain that work areas are free from recognized health and safety hazards. Therefore, the University will attempt to provide a safe work place, proper equipment and materials, and establish and monitor that proper safety procedures are practiced. Safety concerns should be brought to the attention of your supervisor, the Campus Safety Manager, or other appropriate persons. Each employee should be certain to know and practice safe methods of doing his/her job, including the proper use of Personal Protective Equipment (PPE).

## **Campus Emergency Information**

Police and/or Security Officers are available 24 hours a day, seven days a week to provide protection for people and property on campus. In the event of an emergency situation, please dial **9-911** from an on-campus phone. For non-emergency situations, dial the Public Safety Office at extension **2300**. Crimes, accidents, and health and safety concerns should be reported promptly to Public Safety.

UW-Green Bay has a number of procedures that all employees must be knowledgeable of in the event of an emergency, such as a bomb threat, building evacuation, or a chemical spill. For a complete listing of emergency procedure guidelines, please see the [Public Safety Office](#) website.

## **Safety Shoes**

Because of the nature of the work, certain classified employees are required to wear safety shoes. If an employee is advised to purchase safety shoes, the initial purchase of approved safety shoes is the responsibility of the employee. UW-Green Bay provides a reimbursement included on the first paycheck each calendar year to defray the cost of purchasing safety shoes, in accordance with the compensation plan

## **Safety Glasses**

An employee required to wear safety glasses as a condition of employment should contact his/her supervisor for the appropriate departmental procedures to obtain prescription safety eyewear.

## **Worker's Compensation**

Any work-related injury must be reported to your supervisor and the Business and Finance Office (CL830) immediately. All UW-Green Bay employees are covered under the provisions of the Wisconsin Worker's Compensation Law. If you suffer a work-related injury, you may be eligible for medical and cash benefits.

A completed accident report form, available from the Business & Finance Office, must be submitted as soon as possible after an injury has occurred.

## **Children in the Work Place**

Liability and efficiency considerations require that the presence of children in the work place be restricted to temporary emergency situations only during work hours.

### **Winter Storm Policy**

The University rarely closes for winter storms. However, the Chancellor may direct employees not to report for work or to leave work early due to inclement weather. Supervisors may allow employees to leave work early or to arrive late due to inclement weather or hazardous driving conditions. Employees may charge vacation, personal holiday, and compensatory time, or may be allowed to make up lost work time as scheduled by your supervisor. All make up time worked will be paid at the regular rate. For additional information, please visit the [Provost's](#) website.

### **Campus Smoking Policy**

It is the intent of the University of Wisconsin – Green Bay to provide a healthy environment for all employees, students and visitors to the campus. As of January 1, 1993, UW-Green Bay is a smoke-free campus and this policy applies to all indoor areas. Smoking is permitted outdoors, but not in entry areas (those areas between the double doors at outside entrances) or within 30 feet of University buildings. Smoking is also prohibited in all University vehicles. To view the University's rules on smoking visit the [Public Safety](#) website.

### **Employee Assistance Program**

The University of Wisconsin-Green Bay's Employee Assistance Program (EAP) is designed to assist in the prevention, early identification, and resolution of personal issues, which may affect both an employee's sense of well-being and his/her ability to effectively carry out work responsibilities. Some of the common concerns which the EAP can help with are:

- depression, stress or burnout
- alcohol or drug abuse
- work-related problems
- anger, grief or loss
- marriage, family or parenting difficulties
- emotional or mental health issues
- financial and/or legal difficulties
- adjusting to injury, illness, retirement, etc.

Services are provided through the Counseling and Health Center by Certified Professional Counselors, examples of which include:

- Confidential support and short term consultation and referral
- Referrals for assessment, diagnosis treatment, and other assistance
- Consultation and training to management, supervisors, and other personnel in the identification and resolution of job performance issues which may be caused by personal concerns.

Employees and/or family members may consult with counselors at the Counseling and Health Center, SS 1400, 465-2380. This free and confidential consultation can take place in person or over the phone. If you wish to consult with EAP Staff during work time you will be allowed a reasonable amount of time without loss of pay. For information about the Employee Assistance Program available at UW-Green Bay visit the [Counseling and Health Services](#) website.

**UW-GREEN BAY POLICIES  
AND  
PROCEDURES**

### **Equal Opportunity Policy and Complaint Procedures**

The University of Wisconsin-Green Bay is committed to equal opportunity to all individuals regardless of race, color, religion, sex, sexual orientation, gender and/or gender identity expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability and any other legally protected basis. Harassment or discrimination based upon protected status is illegal and will not be tolerated. This policy is applicable to employment practices and all programs within the University. This commitment to all employment and educational practices includes, but is not limited to recruitment and hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs, access to facilities as well as social and recreational programs. The University's compliance with this statement is the responsibility of all administrators and others whose duties are related to decisions regarding employees. Further, the University of Wisconsin-Green Bay is committed to fully participate in the implementation of all applicable federal and state laws, executive orders, rules, regulations and policies.

### **Policy Prohibiting Harassment and Discrimination**

The University of Wisconsin-Green Bay is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment—an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Discrimination against or harassment of any member of the University community based upon race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability and any other legally protected basis is prohibited by law and undermines the character and purpose of the University. Such harassment and/or discrimination is illegal and against University policy and will not be tolerated.

### **Consensual Sexual Relationship Statement**

Romantic and/or sexual relationships between faculty or other instructional staff/academic staff and students, or between supervisors and subordinates, are of concern to the University of Wisconsin-Green Bay because of potential conflict of interest and abuse of power differential. University policy precludes evaluating the work or academic performance of those with whom faculty or staff share a close familial or romantic and/or sexual relationship. Moreover, romantic and/or sexual relationships between a faculty or instructional staff member and student or supervisor and subordinate are discouraged.

### **Americans with Disabilities Act**

The University of Wisconsin-Green Bay is committed to providing reasonable accommodations for eligible employees or applicants for employment with documented disabilities as defined by Federal and State law. Guidance on requesting a reasonable accommodation if needed can be found on the [Forms](#) page of the Human Resources website.

### **Acceptable Use Policy**

The University of Wisconsin-Green Bay furnishes computers and provides access to campus network resources, including the Internet, in order to support learning and enhance instruction, to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication.

### **Policy on Threats and Violence**

The University of Wisconsin-Green Bay is committed to maintaining for its employees, students and visitors an environment that is free from intimidation, threats and violent acts. UW-Green Bay will not tolerate any act or threat of violence made in the workplace, on University lands, or while in work status. After receiving a report of threats or violence, the University will conduct an immediate investigation and respond with the appropriate action.

### **Campus Security Report**

UW-Green Bay's annual security report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the University of Wisconsin Green Bay; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You may view this report on the [Public Safety](#) website or request a paper copy by contacting Public Safety at 465-2300.

### **Drug Free Environment Policy**

In accordance with the Federal Drug Free Schools and Campuses Act and the Drug-Free Workplace Act, the University has a policy that establishes standards of conduct in relation to the unlawful possession, use or distribution of illicit drugs and alcohol. This policy emphasizes the expectation that faculty and staff will report to work in an appropriate mental and physical condition to carry out their responsibilities safely and effectively, absent any impairment because of the use of controlled substances and alcohol. Violations of this policy may result in serious disciplinary sanctions up to and including termination of employment. For additional information, please view the [UW System policy](#) and the [UW-Green Bay Alcohol and Other Drugs Policy](#).

## **MISCELLANEOUS**

## **Person ID Number**

It is important to know that your Person ID number is listed on the bi-weekly electronic earnings statement you receive. This is a number unique to every employee in the UW-System that is generated from and utilized in the human resource, payroll and benefits computer system. Please make note of this number, as you will be utilizing it on certain forms that you complete. Unfortunately, because this number is generated out of the central HR system in Madison, this number is not the same number as your campus ID number found on your ID card.

Insofar as possible, all deduction forms such as parking, Kress Events Center membership, and Employee Drive contributions will ask for your Person ID number in order to identify you. Because many of our benefits are administered by companies outside of the UW-System, most benefit forms will still require the use of your social security number.

Please contact the Office of Human Resources if you have any questions regarding your "Person ID" or the specific use of this important number that is located on your earnings statement.

## **University ID Cards**

Every staff member shall have a current photo identification card issued to them by the University. The University ID card serves as identification and should be carried with you or be readily available to you while on the UW-Green Bay campus. You will be asked to present your University ID card to access select buildings and classrooms on campus. You will need a driver's license or other identification to obtain your ID card.

In addition, as a staff member of the University, you have a Pass Point Account that can be accessed by the magnetic stripe on your University ID. The Pass Point Account allows you to prepay for goods and services from most retail areas on campus and select off campus locations. The Pass Point Account is a prepaid debit account. When you make a purchase with your Pass Points, the amount will be deducted from your Pass Point Account. For further information on Pass Points, what they are used for, and how to purchase them, see the [University Union](#) website.

## **Computer Training**

Computing and Information Technology (CIT) supports UW-Green Bay students, faculty, and staff in their use of computer technology and the Internet for instruction, research, and administrative services. CIT offers a variety of free, hands-on computer workshops.

## **Parking Regulations**

UW-Green Bay maintains a comprehensive parking program to ensure adequate and ample parking for faculty, staff, students, and visitors. A parking fee is levied to generate operating and construction funds. If you wish to park your vehicle on University property, you must purchase a decal. Decals are available for purchase at the [Bursar's Office](#) and are required to be displayed on your vehicle year round. Faculty and staff interested in purchasing a decal for an entire year may elect to have this fee deducted from their payroll check.

## **Taking Work Home**

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

## **Uniforms**

Employees in certain work units are required to wear uniforms during their hours of employment and are permitted to wear them to and from work. The uniforms are the property of the University and are not to be worn other than during the times specified above. Employees who are issued uniforms are responsible for keeping their uniforms clean, repaired, and laundered. Your supervisor will explain any uniform requirements that may apply to you and the procedures for wearing, initial purchase and replacement of uniforms.

Employees must return uniforms at the end of their employment. The uniforms may be reused by the department or may be disposed of if no need exists.

## **University Related Travel**

Occasionally, classified employees eligible for overtime compensation are required to attend job related meetings or training conferences off campus. For one-day travel, the employee is generally paid for travel time from point of departure until he/she returns to the point of departure or home, whichever is less. Meal periods are not included as work time.

UW-Green Bay exempt employees covered by the exempt leave reporting system are not eligible for any form of additional compensation for time spent traveling to and participating at conferences unless approved by their immediate supervisor.

Employees who drive while on UW-Green Bay business must have a valid driver's license and must be authorized to drive state owned vehicles by the Safety and Risk Management Office. Only University employees are permitted as passengers in University owned motor pool vehicles.

Reservations for fleet vehicles can be made with [Facilities Management and Planning](#).

## **Wisconsin State Employee Suggestion Program**

Employees may participate in the Wisconsin State Employee Suggestion Program by submitting ideas for new methods, procedures, or materials resulting in substantial employer savings or improvement in morale, safety, or public service. The State may present individual cash awards for winning suggestions.

## **University and Political Activities**

All employees are encouraged to participate in University activities such as volunteer projects, educational experiences, University committees, etc. In addition, employees may participate in any partisan political activity he/she chooses while off duty and not on UW-Green Bay property. Generally, an employee may also hold part-time non-partisan offices which do not interfere or conflict with his or her duties and responsibilities as an employee of the University. For questions relating to University and/or political activities, please contact the Office of Human Resources.

## **CAMPUS FACILITIES**

UW-Green Bay has many recreation facilities available on campus. Opportunities range from exercising at the Kress Events Center or playing a round of golf at Shorewood Golf Course, to attending a theatrical or musical performance at the Weidner Center for the Performing Arts. For your convenience, directions to campus and campus maps are available from the [Maps](#) link on the UW-Green Bay home page.

### **University Dining Options**

The dining services offer a wide variety of products and services. From presentation cooking to grab-n-go type options, dining has something to satisfy every appetite. The Market Place (2<sup>nd</sup> floor in University Union) is the main dining area for the campus and offers cafeteria-style food, pasta, soup, salad, pizza, subs, etc. The Grille (1<sup>st</sup> floor in University Union) offers grilled food such as burgers and chicken sandwiches. Erbert and Gerbert's specialty subs can also be found on the first floor in the University Union. The Garden Café (Ground level in Cofrin Library) offers deli-style items, such as soup, sandwiches, beverages, popcorn, and desserts. The Coffee Cart (2<sup>nd</sup> floor in Mary Ann Cofrin Hall) offers sandwiches, snacks, salads, and beverages. For coffee or tea, you can also visit the Common Grounds Coffee House (2<sup>nd</sup> floor in University Union).

### **Kress Events Center**

The Kress Events Center is the headquarters for workouts, weight training, intramural sports and more. The facility features an athletics training room, two weight rooms, a cardio deck, an Olympic-sized pool, racquetball courts, a climbing tower, outdoor playing fields, and a multipurpose gymnasium for basketball, volleyball, indoor tennis and aerobics classes. Memberships are available for employees and their families at a discounted rate. At the beginning of the academic year, employees can purchase a membership and have the cost deducted directly from their payroll check.

### **Sporting Event Tickets**

Season tickets for the UW-Green Bay men and women's NCAA basketball games can be purchased from the Athletics Tickets Office, online, or also through a payroll deduction. Single game tickets are available for men's and women's basketball, soccer, and volleyball. You may attend any other sporting events free of charge.

### **Shorewood Golf Course**

Shorewood Golf Course, which is a 9-hole course, is located near the main entrance behind the Weidner Center parking lot. Golf club pull carts and electric carts are available on a rental basis. The golf course opens around April 1 and operations close in mid-October. Season memberships are available at a discounted rate for employees and daily reservations are accepted and encouraged at no extra charge. During the summer months, UW-Green Bay faculty and staff can take part in a nine-hole weekday golf league.

### **Cofrin Memorial Arboretum**

The Cofrin Memorial Arboretum forms a natural 270 acre boundary encircling the campus. The arboretum trails provide opportunities for students and the public to enjoy the arboretum's esthetic and ecological features and provides ready access for field trips and research projects. Several miles of trails are used frequently by joggers, skiers, bird watchers, and people out for casual walks in all seasons of the year.

### **Communiversity Park**

The park is located on Nicolet Drive across from campus and is opened from April to October. The hours are from 10:00 a.m. to dusk daily. The trails along the bay near Communiversity Park offer some excellent scenery and water views.

### **University Theatre**

The University Theatre provides live student and guest performances at an inexpensive rate to the Green Bay community. It is a 450 seat proscenium theatre with dressing rooms and a green room. Most Theatre Mainstage productions are produced in this space. Additionally, music events, recitals, and the annual Danceworks concert are produced in this space.

### **Weidner Center for the Performing Arts**

The Weidner Center offers excellent cultural and educational entertainment, including a variety of dance, cultural, entertainment, musical, and popular events. For performance or ticket information, you can visit the web site or call the ticket office at 920-465-2217.

### **Cofrin Library**

The Cofrin Library offers resources for students, faculty, and community residents. The library is a regional depository for U.S. Government publications and the location of an Area Research Center, part of a network established by the State Historical Society to make municipal and county manuscript records more accessible to people of the area. Present collections include about 262,000 books and bound periodicals, 3,815 different periodical and serial titles, archival and Area Research Center collections, government documents, maps, and thousands of items in micro format. Among the media holdings are over 30,000 slides, sound recordings, films, video and audiotapes. A computerized catalog allows library users to access information in library collections. Access to the Cofrin Library and its services can be gained by using your University ID card.

### **University Ticketing and Information Center**

The University Ticketing and Information Center serves as the information core of the campus. Located on the second floor of the University Union, the UTIC provides a variety of services. Telephone directory assistance is provided, along with activities information, campus and community maps and brochures, fax service, vending machine refunds, the campus lost and found, UPS shipping services, and ticket sales for campus events. The Ticketing and Information Center sells many convenience items including postage stamps, shipping supplies, bus tokens and passes, and Marcus Movie passes. The UTIC also offers bicycle registration in cooperation with Public Safety.

### **Phoenix Bookstore**

The Phoenix Bookstore is located on the second floor of the University Union. A complete selection of school supplies and course-related books and materials are stocked. A wide variety of gifts, greeting cards, magazines, and other sundries are also available. Items may be purchased using cash, check, charge card (Master Card, Visa, or Discover), or deducted from your Passpoint account.

**UW Credit Union**

A full-service credit union is conveniently located on the second floor of the University Union. The UW Credit Union offers faculty, staff and students an array of financial services and is open to anyone involved with the University. The UW Credit Union offers all of the services of a commercial bank, plus some special conveniences. ATM's are located near the Garden Café and in the University Union.

**CAMPUS TRADITIONS**  
**AND**  
**SOCIAL OPPORTUNITIES**

## **Campus Traditions**

The campus, as a community, enjoys rich traditions which provide recreational and social opportunities, while instilling a sense of pride in UW-Green Bay employees. These traditions range from the annual Convocation ceremony, which is held each August, awards recognizing excellence in service, and various social opportunities. Current information pertaining to UW-Green Bay activities is compiled in the campus newsletter (the LOG), the Chancellor's personal newsletter, and the [calendar of events](#). You are invited and encouraged to attend University events.

## **Classified Staff Advisory Council (CSAC)**

All University of Wisconsin-Green Bay classified staff are eligible to become a member of the Classified Staff Advisory Council and participate in its mission. The purpose of the Council is to promote on-going education, training, and communication among all classified employees and to build a foundation for mutual understanding and respect with the broader University community. The Council is not a governance group, but could serve in an advisory capacity when called upon to do so by an officer of the institution. In addition, the CSAC is asked to recommend classified employees to various committees on campus.

## **Campus Connection Program**

Our goal is to foster a cooperative network among classified staff, as well as to cultivate a sense of community on campus. This program benefits new employees by giving them a friendly resource. In return, existing employees have the opportunity to share their experiences and knowledge. The campus connection program strives to foster a cooperative network among classified staff, as well as to serve as a valuable resource, and to cultivate a sense of community on campus. A classified campus resource person will be assigned to each new classified employee within the first week of employment. This will provide new employees with the opportunity to meet another colleague on campus who is outside of his/her immediate work area and allow the opportunity to ask questions.

Official notification about your campus resources person will be communicated to new employees from the Office of Human Resources within their first week of employment.

## **Convocation**

Convocation is a calling to assemble for all faculty, staff and University community to hear the Chancellor's address for the new academic year. The day begins with a free continental breakfast for faculty and staff held in the University Union. After breakfast, new faculty and staff members are formally introduced to the University community during Convocation. The Founders Association Awards of Excellence are presented during the program. Convocation is an invigorating event prior to the start of the academic year and is usually held the week before classes begin.

## **Campus Cookout**

UW-Green Bay faculty and staff look forward to Spring for several reasons, one of which is our annual cookout. At this time, recent retirees are introduced and are thanked for their years of service. A delicious offering of Green Bay's picnic favorites are provided, including cake and beverages. This event is free and open to all faculty and staff.

### **Ice Cream Social**

The Chancellor's annual ice cream social is typically held in the afternoon on the day of Convocation and is open to all members of the University community. Chat with your colleagues, meet new friends, and enjoy the last few days of summer.

### **Awards**

Like many universities, UW-Green Bay traditionally recognizes and awards faculty and staff for outstanding contributions. Among these awards is the Founder's Association Award for Excellence, the Faculty Award for Excellence in Scholarship, the Faculty Award for Excellence in Teaching, University Award for Excellence in Community Outreach, University Award for Excellence in Institutional Development, Academic Support Award for Excellence, and Classified Staff Award for Excellence. These awards are presented during Convocation.

### **Mid-Year Convocation**

Service awards are presented to faculty and staff as they reach career milestones in their 10<sup>th</sup>, 20<sup>th</sup> year, and so on, at the annual service award celebration each January.

### **[American Intercultural Center](#)**

The American Intercultural Center (AIC) provides services and activities that promote the academic success, personal growth, and development of multicultural students. The Center also provides educational programs that enhance learning and promote respect and appreciation for racial and ethnic diversity. The AIC sponsors events such as the annual POW WOW, Cinco de Mayo Celebration, Cultural Fair, Poetry Night, Southeast Asian Student Conference, Diversity Day, Salsa Night, and many more exciting events for faculty, staff, and students. The AIC co-sponsors Black History Month with the Office of Student Life. The AIC extends an invitation to all faculty and staff to become active in the Center's activities and student experience.

## **Resources Used**

Office of State Employee Relations, <http://oser.state.wi.us/>

University of Wisconsin System Office of Human Resources, <http://www.uwsa.edu/hr/>

University of Wisconsin-Green Bay, <http://www.uwgb.edu>

UW-Credit Union, <http://uwcu.org>

State of Wisconsin Employee Suggestion Award Program,  
<http://suggest.wi.gov/index.asp?locid=122>

**Employee Acknowledgement of the University of Wisconsin-Green Bay  
Employee Handbook**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the University of Wisconsin-Green Bay employee handbook.

I understand that all policies and procedures in the handbook follow state statutes and polices.

Furthermore, I understand that the policies within the booklet are only meant as a guide, and that any questions I may have should be directed towards a supervisor or the Office of Human Resources.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date