UW-Green Bay Position/Budget Control Process

Purpose: The Position & Compensation Review Committee (PRC) has served as a group accountable for the equitable, responsible, and strategic allocation of campus resources. It was intended to ensure adequate allocation of campus resources with regard of position count (personnel), funding, and internal resource allocation. In addition, this group has ensured compliance with compensation, budgetary, and titling guidelines across areas.

Given changes in organizational structure, enrollment growth and the desire to continue to grow, and technology advances, it is believed that a new structure is needed to meet the current goals of UW-Green Bay. As such, the PRC (as it has previously been structured) will end effective January 1, 2022. In order to meet the compliance issues listed above, the four (4) Vice Chancellors will meet with the Chancellor every other week (VC/C). Position and compensation issues that deal with temporary funds and/or are not subject to further review related to compliance, equity across areas, or new resources will be approved by each VC/C for their areas. This approval remains contingent upon Chancellor approval required for certain actions per policy (see below) as well as any request for discussion by the other members of the VC/C group. All personnel decisions and expenditures must still pass an HR/AA/EEO and Budget Office review.

New faculty position requests are due to the Dean and Provost in line with the annual budget timeline (found on the annual budget process website). The timeline for those requests is as follows:

- **June 1** – Requests due to Academic Deans
- **July 15** – Requests due to Provost
- **September 15** - Requests due to Academic Deans for New 131 Funded Positions (subject to projected enrollment growth)
- **October 15** – Requests due to Provost for new 131 Funded Positions (subject to projected enrollment growth)
- The VC/C group will meet to determine what instructional positions will be funded through 131 by October 31st.

For non-instructional positions, the annual budget process will also provide the structure for a VC/C review of new expenditures (as money or positions are available). Exceptions to this timeline may be made for sponsored or program revenue positions. Deans and leaders that report to Vice Chancellors will provide a transparent process to faculty and staff for requesting additional resources (generally during the annual budget process) or replacing existing positions before any such request is moved to an Area Leader.

Proposal: Approvals will flow as notated below (with BP Logix flow charts included as Appendices):

- **CATEGORY A1: <u>Review by VC/C Group required</u> (may not include a BP Logix form)**
    - Leadership development sponsorship candidates for institution-wide programs
    - Broad-based compensation items (e.g. pay plan for grad assistants, promotion rates for faculty, performance-based pay programs, policy changes related to positions and compensation)
    - Any Category A2 or B requests for which further discussion is needed regarding HR or Budget.

- **CATEGORY A2: Actions needing HR/AA > Budget > Area Leader approval with email notification to VC/C group (Appendix A):**
    - Waivers of Recruitment (Additional Chancellor approval per Recruitment & Hiring policy)
    - Permanent Base Rate Adjustments (Additional Chancellor approval per Compensation policy) and Temporary Base Rate Adjustments
    - Authorizations for Recruitment (new or replacement resources)
    - FTE Changes (ongoing and temporary)
    - Title Review Requests

<u>Category A2 Process</u>: The full VC/C group will get notice when an action in category A2 is being routed for final approval by a VC/C. They will have <u>24 hours</u> to request discussion regarding the action at the next VC/C meeting (held every other week). If there is no request

for discussion, the delegated approver (Senior HR/AA Officer) will be authorized to move forward with approval in BP Logix at the discretion of the respective VC/C.

Every two weeks at the VC/C meeting, the HRD will present the full list of Category A and B actions approved during the two weeks prior, as well as facilitating a discussion of any actions which need review by the full VC/C group.

- **CATEGORY B: Actions needing HR/AA > Budget > Area Leader Approval with no notification to VC/C group (Appendix B):**
  - Authorizations for Temporary Hire:
    - Academic Staff/Limited if:
      - Rehired annuitant (regardless of appointment length/FTE)
      - Appointment will be one year or greater
      - Appointment will be less than one year, but 50% or greater
      - Temporary positions less than one year for program revenue operations including Athletics, Weidner Center, University Union, and Residence Life
    - All Temporary University Staff appointments (including extensions)
  - Overloads for 12-month employees (in the event that this crosses over budgetary units, both area leaders must be involved)
  - Overloads for faculty/instructional over $18,000/20% limit
  - Summer payments over 4.5 biweekly payrolls but under 6.5 biweekly payrolls
  - Offer above VC/C-approved range.

- **CATEGORY C: Actions needing Area Leader > HR/AA approval (Appendix C):**
  - Leave of Absence Requests
  - Alternative Work Schedule Requests
  - Tuition Assistance Requests
  - Telecommuting Requests
  - Business Title Request Forms
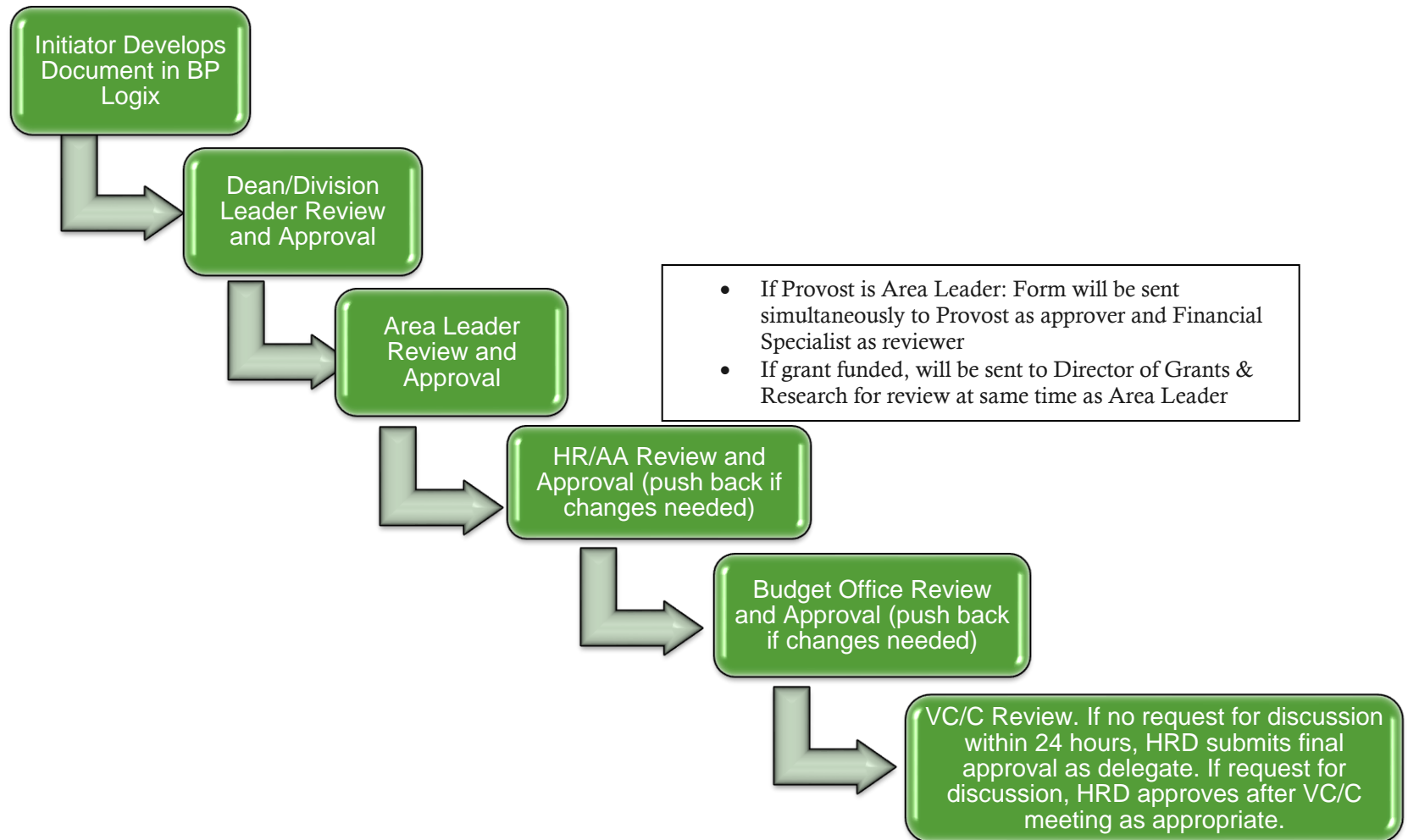
- **Other considerations:**
  - Some forms for grant-funded positions may need to be reviewed by the Office of Grants & Research.

We utilize BP Logix forms for most of the above actions. These online forms are initiated at the department level and will move through the approval process as noted within the BP Logix workflows (see appendices below).

Appendix A – Flowchart for Category A2 Approvals in BP Logix

Initiator Develops Document in BP Logix
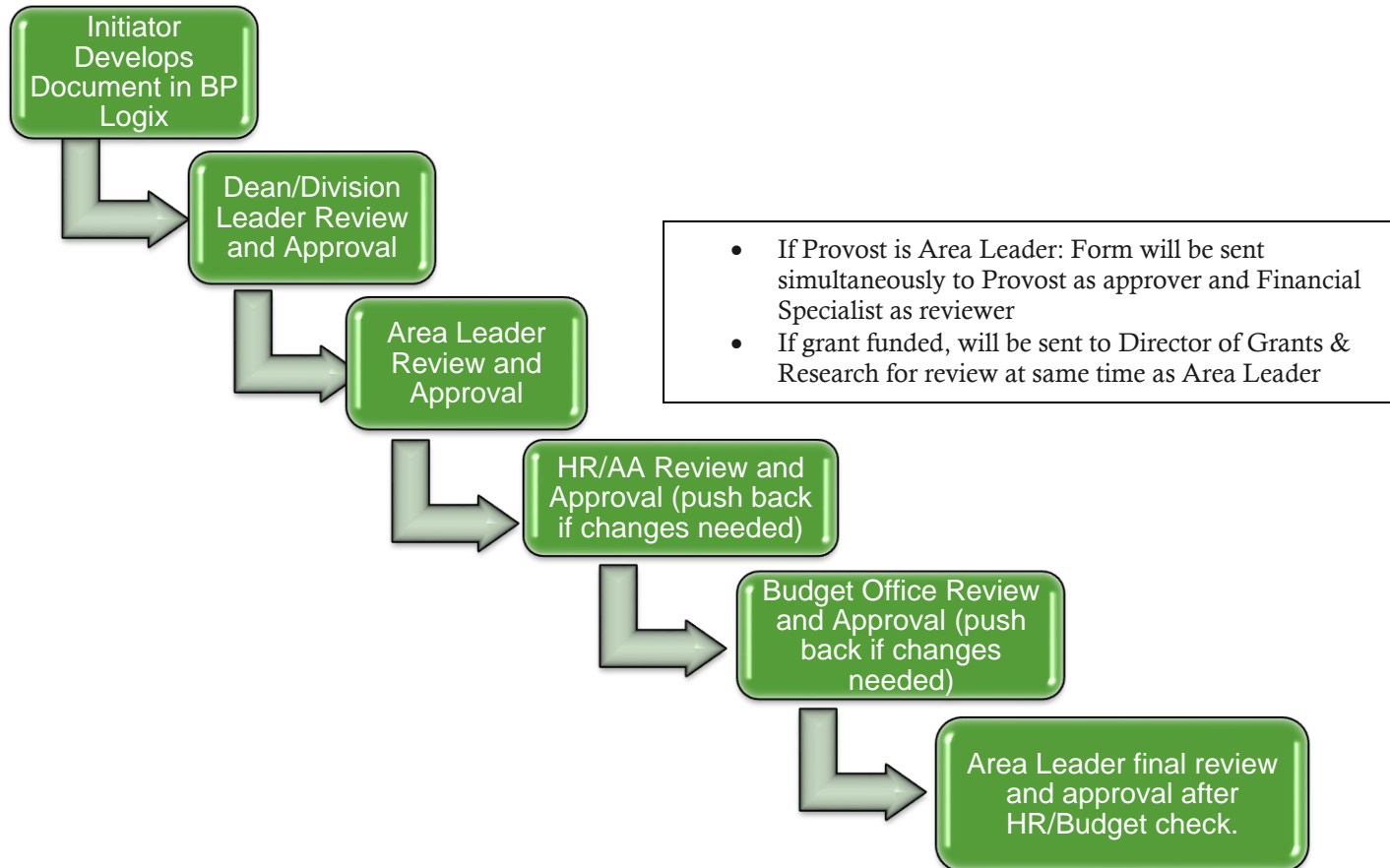
Dean/Division Leader Review and Approval

Area Leader Review and Approval

- If Provost is Area Leader: Form will be sent simultaneously to Provost as approver and Financial Specialist as reviewer
- If grant funded, will be sent to Director of Grants & Research for review at same time as Area Leader

HR/AA Review and Approval (push back if changes needed)

Budget Office Review and Approval (push back if changes needed)

VC/C Review. If no request for discussion within 24 hours, HRD submits final approval as delegate. If request for discussion, HRD approves after VC/C meeting as appropriate.

Appendix B – Flowchart for Category B Approvals in BP Logix

Initiator Develops Document in BP Logix

→ Dean/Division Leader Review and Approval

→ Area Leader Review and Approval

- If Provost is Area Leader: Form will be sent simultaneously to Provost as approver and Financial Specialist as reviewer
- If grant funded, will be sent to Director of Grants & Research for review at same time as Area Leader

→ HR/AA Review and Approval (push back if changes needed)

→ Budget Office Review and Approval (push back if changes needed)

→ Area Leader final review and approval after HR/Budget check.

Appendix C – Flowchart for Category C Approvals in BP Logix

Initiator Develops Document in BP Logix

Dean/Division Leader Review and Approval

Area Leader Review and Approval

HR/AA Review and Approval (push back if changes needed)