



UW-Green Bay Employee Handbook

Academic and University Staff

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Introduction

Welcome to the University of Wisconsin-Green Bay!

The University of Wisconsin-Green Bay is a comprehensive public institution with an enrollment of about 6,700 students, exceptional academic facilities and high-quality programs. The University has one of the most modern and attractive campuses in the tradition-rich University of Wisconsin System. UW-Green Bay transforms lives and communities through exceptional teaching and research, innovative learning opportunities, and a problem-solving approach to education. Among the “extras” are a Bay Shore park, arboretum, golf course, D-I athletics, premium housing, performing arts center and a spacious athletic center. UW-Green Bay’s safe and scenic Bay Shore campus is centrally located, close to both the Door County resort area and the dynamic economies of the New North and Fox Valley regions.

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

In addition to this Employee Handbook, additional governing rules are outlined on the [Secretary of the Faculty and Staff \(SOFAS\) website](#) for each employment group.

For additional information, visit the Human Resources website at www.uwgb.edu/human-resources.

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 and treat all employees with dignity and respect.
- Create an environment that encourages each employee to contribute his or her talents, have the opportunity to further 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.

Mission Statement

The mission statement that follows describes the general purposes and character of the University of Wisconsin-Green Bay.

When approved by the Board of Regents, this select mission statement became the foundational planning document for the University of Wisconsin-Green Bay. However, the select mission statement does not in and of itself provide any particular program entitlement not specifically authorized on its own merits by the Regents.

The select mission statement should be regarded as a living document subject to change. When it is clear that modification in the select mission statement would support more effective service, the University can bring forward a recommendation of action to the Board of Regents for such change .

I. The Select Mission

The University of Wisconsin-Green Bay provides an interdisciplinary, problem-focused educational experience that prepares students to think critically and address complex issues in a multicultural and evolving world. The University enriches the quality of life for students and the community by embracing the educational value of diversity, promoting environmental sustainability, encouraging engaged citizenship, and serving as an intellectual, cultural and economic resource.

The University offers undergraduate and graduate programs in the liberal arts and sciences and in professional studies that cultivate knowledge and encourage investigations into disciplinary and interdisciplinary fields, promote civic engagement and lifelong learning, and serve the needs of a diverse student body. Programs in the arts and humanities; business, management, and communication; science

and technology; education; environment; health science; social and behavioral sciences; and social justice lead to a range of degrees, including AAS, BA, BAS, BM, BS, BSN, BSW, BBA, MS, MSW, and MSN degrees. (Approved by the UW System Board of Regents, December 2014.)

II. The Core Mission

As an Institution in the University Cluster of the University of Wisconsin System, the University of Wisconsin-Green Bay shares the following core mission with other institutions of the Cluster:

- A. Offer associate and baccalaureate degree level and selected graduate programs within the context of its approved select mission.
- B. Offer an environment that emphasizes teaching excellence and meets the educational and personal needs of students through effective teaching, academic advising, counseling, and through university-sponsored cultural, recreational, and extracurricular programs.
- C. Offer a core of liberal studies that support university degrees in the arts, letters, and sciences, as well as for specialized professional/technical degrees at the associate and baccalaureate level.
- D. Offer a program of pre-professional curricular offerings consistent with the university's mission.
- E. Expect scholarly activity, including research, scholarship and creative endeavor that supports its programs at the associate and baccalaureate degree level, its selected graduate programs, and its approved mission statement.
- F. Promote the integration of the extension function, assist University of Wisconsin-Extension in meeting its responsibility for statewide coordination, and encourage faculty and staff participation in outreach activity.
- G. Participate in inter-institutional relationships in order to maximize educational opportunity for the people of the state effectively and efficiently through the sharing of resources.
- H. Serve the needs of women, minority, disadvantaged, disabled, and nontraditional students and seek racial and ethnic diversification of the student body and the professional faculty and staff.
- I. Support activities designed to promote the economic development of the state.

III. The System Mission

The University of Wisconsin-Green Bay shares in the mission of the University of Wisconsin System.

The mission of this System is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and humane sensitivities; scientific, professional, and technological expertise; and a sense of value and purpose. Inherent in this mission are methods of instruction, research, extended education, and public service designed to educate people and improve the human condition. Basic to every purpose of the System is the search for truth.

Affirmative Action and Equal Employment Opportunity

The University of Wisconsin-Green Bay is committed to equal opportunity of all individuals regardless of 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 (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran 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 and 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 Program 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. A copy of the Affirmative Action Program is 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 in the Cofrin Library Archives, room 705 (please visit the [Archives website](#) to check their hours).

General Employment Information

My UW-Green Bay Portal

All employees have access to their personal payroll documents, leave statements, and other benefits information through the [My UW-Green Bay Portal](#). Earning statements are available at least two days prior to the pay date through the portal. Employees can also update their personal information, view current employee news, and access their timesheet and leave reporting through this helpful website.

University ID

Staff members 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.

In addition, as a staff member of the University, you have a Pass Point Account that can be accessed by the magnetic strip 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 is 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.

Employment Bulletin Boards

The Office of Human Resources and Workforce Diversity maintains a bulletin board on campus that houses information on wage and hour laws, employee rights, and any other pertinent documents for employee's information. This bulletin board can be found in the Cofrin Library, by the 1st floor concourse elevator. In addition, all applicable information is also available via the [Office of Human Resources and Workforce Diversity website](#).

Personnel Records

All employees are assigned a unique Employee ID number generated from the UW System Human Resources System (HRS). This number is used to identify your work records and is included on your payroll statement and various payroll and benefit forms. Because this number is generated out of the central HRS system, it is not the same as your campus (SIS) ID number. Both ID numbers are found on your University ID card.

The Office of Human Resources and Workforce Diversity maintains a confidential up-to-date personnel file for every Non-Instructional Academic staff, University staff, and Limited employee. This file contains information outlined per the [Operational Policy HR 13](#) including letters of appointment, job descriptions, performance evaluations, personnel transaction documents, and any official communication about an employee. An employee may make an appointment to view his/her records by submitting a written request to the Office of Human Resources and Workforce Diversity.

The Secretary of Faculty and Staff (SOFAS) maintains a confidential record for all Faculty and Instructional Academic Staff. SOFAS policies govern the contents and uses of such official personnel files.

All employees may contest and request review of documents contained therein in accordance with their employment groups [grievance policy](#). Employee personal information is managed and updated through self-service on the [My UW-Green Bay Portal](#). Periodic review of employee information in the portal is encouraged to maintain an accurate record.

Hours of Work

Per UW System [OP GEN 2](#), standard university office hours are 7:45 a.m. to 4:30 p.m., Monday through Friday. Work hours and workdays may vary depending upon operational needs.

Meal Periods

Meal periods are generally unpaid and are generally 45 minutes in length. It is recommended that meal periods be scheduled between 11:45 a.m. – 1:15 p.m. Supervisors retain the right to schedule the employee's meal period to fulfill operational needs.

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 operational needs. 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 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.

Payroll and Benefits

Benefit and Leave Summaries

The University of Wisconsin-Green Bay offers a comprehensive benefits program. Please refer to the benefits and leave summary below for your classification to review available benefits and paid leave for your position.

Benefit Summaries

[University Staff, University Staff Project, and University Staff Temporary](#)

[Faculty, Academic Staff and Limited Appointees](#)

[Short-Term Academic Staff](#) (not covered by the Wisconsin Retirement System)

Leave Summaries

[University Staff](#)

[Faculty, Academic Staff and Limited Appointees](#)

Travel Resources

FLSA Non-Exempt (hourly) Employees

The principles that apply in determining whether time spent in travel is working time depend upon the type of travel involved. In general, payable travel time is normally time spent in travel outside of regular working hours. Any work that an employee is required to perform while traveling must be counted as hours worked even though it may not be during normally scheduled hours. Please see the [Travel Time for FLSA Non-Exempt Employees](#) for detailed information and examples of travel time.

FLSA Exempt (salaried) Employees

Exempt employees are compensated based upon their total job responsibilities, including travel time, and therefore, generally do not receive additional compensation for traveling.

Leave of Absence

In accordance with UW System Operational Policies [BN4](#), [BN8](#), and [BN9](#), UW-Green Bay recognizes that there are circumstances when employees may need time away from work. The [UW-Green Bay Leave of Absence Policy](#) is designed to provide a process for when employees may request a leave of absence. A leave of absence (LOA) is defined as an absence from full or partial University responsibilities that is requested by an employee. The leave is considered to be of a temporary nature and for purposes indicated below. There are three types of leave of absences: Medical, Non-Medical, and Military.

A LOA does not constitute a break in service and will not be counted towards completion of a probationary period. Any employee taking a LOA shall relinquish their right to participation in all University governance during the remaining term for which they were elected or appointed. All LOA are predicated

on an agreement between the employee and the University that the employee will return to the University at the conclusion of the leave; each employee requesting a leave should be informed that failure to return to the University at the conclusion of the approved leave period constitutes a resignation from the University.

Medical Leave of Absence

A medical LOA may be requested when an employee is not eligible for the [Wisconsin/Family Medical Leave Act \(W/FMLA\)](#). Under this policy, the employee may request up to three (3) months of leave provided the necessary documentation is completed. Extended leave may be provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). Please see the [Leave of Absence Policy](#) for procedures to request a medical LOA.

Non-Medical Leave of Absence

A non-medical LOA cannot be open ended, but must be for a specific time period, and are generally for one year or less in duration. A non-medical LOA may be requested for various circumstances. Please see the [Leave of Absence Policy](#) for examples and procedures to request a non-medical LOA.

Military Leave of Absence

Military leave may be requested by employees who are ordered or inducted into active military service. A request for military leave must be presented with a copy of military orders. Please see the [Leave of Absence Policy](#) for procedures to request a military LOA.

Employee Assistance Program

Personal problems and illnesses such as alcohol and other drug abuse and dependency, depression, separation and divorce, work-related stress, and family stress can affect the productivity of our workforce, causing economic and human loss. The employee, the employee's family, and the employer benefit substantially when help is sought as early as possible through a confidential [Employee Assistance Program \(EAP\)](#).

The University of Wisconsin-Green Bay's 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 their ability to effectively carry out work responsibilities.

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 worktime, you will be allowed a reasonable amount of time without loss of pay.

Employment Changes and Life Events

Family Changes

Changes in your family structure require a review of current benefits. Several life changes can result in an open enrollment opportunity for various benefits. Please review the [UW System website](#) for information on what steps to take for [marriage](#), [domestic partnership](#), [divorce](#), [birth or adoption](#), [legal guardianship](#), [change in dependent status](#), [disability](#), [death](#), or [change of name or address](#).

Please [contact the Human Resources office](#) with any specific questions regarding family changes.

Separation from UW-Green Bay

In the event of separation of employment from UW-Green Bay, whether through resignation, retirement, or transfer, the following procedures should be followed.

Employees who voluntarily resign from University employment are expected to provide [written notification](#), along with a [Separation Notice](#), to their supervisors as soon as practicable. In collaboration with the supervisor, employees should complete a [Separation Checklist](#) prior to the last date worked. UW-Green Bay has established a [Paid Leave Bank and Vacation Payouts Policy](#) that provides for consistent administration of accumulated leave bank and vacation cash payouts. In accordance with this policy, upon resignation or retirement, an employee's last day worked will be their last day on payroll, and all remaining leave will be paid out as a lump sum on their final payroll. For further details, please see the [full policy](#).

For ongoing employees, Human Resources will send confirmation of the separation once the notice has been received by HR. Employees are requested to complete an exit survey at the time of their exit benefits meeting. If you wish to have an in-person exit interview, or if you are not benefits eligible but would like to complete the exit survey, please contact [Human Resources](#).

Retirement

Certificate

A Certificate of Recognition signed by the President of the Board of Regents, the Chancellor, and the Secretary of the Faculty and Staff will automatically be sent to those retirees receiving emeritus/emerita status as defined below. All retirees will receive a certificate from the State of Wisconsin with recognition for their years of service to the State. Departments may also request a Certificate of Appreciation signed by the Chancellor by contacting the Office of Human Resources and Workforce Diversity.

Emeritus Status

Emeritus designation and status is an honorary title, which may be granted upon retirement to individuals who have had permanent employment with UW-Green Bay and extensive service to the University. Academic staff, University staff, and limited employees may be granted emeritus status in their appointment after 10 or more years of service. It normally corresponds with the last title held, but in certain cases, emeritus titles may correspond to an administrative title held at the time of retirement (e.g. Dean Emeritus). Emeritus titles/appointments generally are for the lifetime of an individual and may only be terminated for cause.

Process for Requesting Emeritus Status

Recommendations for emeritus status must originate with the candidate's supervisor and be sent to the area leader. Recommendations should include the following:

- Narrative summary citing the professional accomplishments and record of University service
- Expected retirement date, copy of retirement letter, and area leader approval

If the area leader concurs with the recommendation, s/he will forward it to the Chancellor. The Chancellor shall determine whether to grant the appointment after consultation with the appropriate governance committee.

Privileges of Emeritus Status

Emeriti staff are included in campus directories of faculty and staff. Eligible emeriti staff may march in Commencement or other academic processions. Emeriti may participate in all social affairs of the University, receive a Certificate of Recognition, and may obtain a UW-Green Bay emeriti ID card and all privileges this provides. Emeriti staff may, under certain circumstances, receive assistance in continuing their professional activities.

Departmental prerogatives, such as access to office space and equipment, are subject to department and budgetary limitations and will be determined on a case-by-case basis at the discretion of the division head.

All appropriate state, UW System, and UW-Green Bay rules and regulations, including those governing the use of University facilities and conduct on University property, apply to emeritus individuals.

Alternative Work Schedules

UW-Green Bay recognizes the value and benefit of alternative work schedules or “flex-scheduling” by full-time and/or part-time employees when such schedules are consistent with the efficient and effective departmental operation.

The use of alternative work schedules is a cooperative arrangement between the employer and employee based on the needs of the University and the employee’s past and present levels of performance. It is not a basic right of all employees. All efforts to accommodate such requests must take into consideration the operational needs of the department. For more information on eligibility, options, and to request information, please refer to the [Alternative Work Schedule Policy](#).

Telecommuting

UW-Green Bay recognizes the value and benefit of telecommuting in *appropriate* work environments. Telecommuting is a cooperative arrangement between the employee and the employer. It is a flexible, voluntary work option that allows employees to work a portion of a normal workweek/pay period at an alternative work site on a regular basis, as agreed upon in writing between the individual and UW-Green Bay, for a specified period of time. For more information, including eligibility, options, and submission of requests, please see the [Telecommuting Policy](#).

Educational Assistance

It is the policy of the University of Wisconsin System to promote continuing education of employees. Eligible employees may be reimbursed for authorized education and training within the constraints outlined in the [Educational Assistance Policy](#).

Policies

The following policies have been developed to provide standardization and outline the expectations for employees. Below is a brief summary and link to each of these policies. Other policies are also referenced throughout this handbook.

[Acceptable Use of Information Technology Resources](#). IT resources are essential tools in accomplishing the UW System’s mission of disseminating and extending knowledge, fostering the free exchange of ideas, and providing effective support for teaching, research, and public service functions. The purpose of

this policy is to outline the expectations of the Board of Regents regarding the acceptable use of IT resources by authorized users and to establish the parameters for the use of IT resources.

[Alcohol and Controlled Substance Policy](#). This policy is intended to comply with State of Wisconsin administrative codes and laws, Board of Regents rules and UW System policies (17.09 & 18.09) and provides for the safe use of alcohol within campus borders and at campus sponsored events. The University is also bound by federal and state laws which prohibit the use or sale of any controlled substances (Federal Controlled Substances Act and Wisconsin Uniformed Controlled Substance Act).

[Americans with Disabilities Act](#). It is the policy of the University of Wisconsin-Green Bay to provide reasonable accommodations upon request for qualified individuals with a disability who are employees or applicants for employment. UW-Green Bay will adhere to all applicable federal and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal employment opportunity to qualified individuals with a disability.

[Policy for Children in the Workplace](#). The workplace is typically not an appropriate place for children of employees. However, the University of Wisconsin- Green Bay recognizes that employees may occasionally want to bring children to the workplace for brief visits, specific campus events, situational convenience, or family emergencies. This policy has been developed to provide guidance on the appropriateness of children in the workplace.

[Civility and Inclusivity Statement](#). The University of Wisconsin-Green Bay (UWGB) is an institution of higher learning where the safety of its multifaceted community of people is expected and enforced. Campus activities, programs, classes, lectures, and everyday interactions are enriched by our inclusion of one another as we strive to learn from each other in an atmosphere of positive engagement and mutual respect. This statement outlines the principles of civility and inclusivity expected of the campus community.

[Code of Ethics](#). The purpose of this policy is to provide guidance on the avoidance of activities that cause, or tend to cause, conflicts between employees' personal interests and their public responsibilities. For information regarding Employee Ethics, please see <https://www.wisconsin.edu/general-counsel/legal-topics/ethics/>.

[Compensation and Pay Plan Policy](#). This document presents policies for determining starting pay, hourly rate upon movement to a new position or job, promotional pay, and guidelines for setting the rate for temporary and project appointments. This policy also includes guidelines for pay plan, temporary base adjustments, salary adjustments during interim appointments, salary adjustments within a title, overtime, compensatory time, and other pay components specifically created for non-exempt university staff.

[Criminal Background Check Policy](#). The purpose of this policy is to ensure that UW-Green Bay's mission is supported by qualified employees who foster a safe and secure environment for all members of the University community. Employees who hold positions of trust with access to vulnerable populations, as defined within this policy, must report any criminal arrests, charges, or convictions (excluding misdemeanor traffic offenses punishable only by fine) to Human Resources within twenty-four hours or at the earliest possible opportunity. Statutorily mandated background checks will be performed on selected populations.

[Display of Religious and other Holiday Symbols](#). The purpose of this policy is to provide guidance on the display of religious and other holiday symbols on University of Wisconsin System property, including in employee offices and cubicles. The Office of General Counsel's legal topic- [Holiday Displays](#), and the Office of Risk Management's [Holiday Decorations in University of Wisconsin Buildings](#) help clarify what types of holiday displays are permissible on University property, including in employee offices and cubicles.

[Guidelines for Maintaining a Drug-Free Campus and Workplace](#). In accordance with the federal Drug-Free Schools and Communities 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. Everyone is expected to be responsible for his/her own conduct, abide by all federal and state laws, and follow University policies, regulations, and guidelines. When the use of alcohol or other drugs causes disorder, danger, or damage, or involves infraction of the law, disciplinary action will be taken.

[Equal Employment Opportunity](#) 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. In relation to this, UW-Green Bay complies with the nondiscrimination policies of the [Age Discrimination Employment Act](#).

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

[Federal Health Insurance Marketplace Notice](#). UW-Green Bay is required to provide all employees with a notice of the availability of the Health Insurance Marketplace. Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The Marketplace (also known as the Exchange) is an option for people to obtain health insurance.

[Information Security: Awareness](#). The purpose of this policy is to ensure that all individuals and organizations that access University of Wisconsin System information technology assets are exposed to information security awareness materials and have a level of understanding commensurate with their role within the UW System.

[Jeanne Clery Act](#). Federal law requires universities to compile an [Annual Security Report](#) and requires “campus security authorities” – including student affairs, judicial affairs, advisors to student organizations, residence life (including RA’s), counselors, affirmative action, campus health, team coaches, and athletic director – to report crime statistics for inclusion in its [Annual Security Report](#). If any person reveals they have been the victim, witness, or perpetrator of a crime or a hate/bias incident, immediately contact University police at (920) 465-2300.

[I-9 Verification Process](#). The Immigration Reform and Control Act of 1986 requires employers to establish a policy of hiring only individuals who are authorized to work and to complete a form I-9 for all new hires, including U.S. citizens. At UW-Green Bay, I-9’s are verified by administrative staff in divisions (or designated persons if the employee is located offsite), since I-9’s must be verified within three days of employment and for ease of verification for the new employee due to locations of offices on campus.

[Open Meetings Law and Public Records Law](#). Wisconsin’s Open Meetings Law and Public Records Law embody the principle that the public is entitled to the greatest possible information about government affairs. The Office of General Counsel’s Legal Topics, [Open Meetings Law](#) and [Records](#), provide information and resources on the requirements of these topics.

[Policy on Violence and Threats](#). 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.

[Post Retirement \(Rehired Annuitant\) Employment Policy](#). 2013 Wisconsin Act 20 changed several provisions related to Wisconsin Retirement System (WRS) rehired annuitants. The changes apply to any rehired annuitant who last ended WRS-covered employment on or after July 2, 2013. UW-Green Bay has established a policy outlining the parameters for hiring retired University employees and all WRS covered employees.

[Reporting of Suspected Child Abuse and Neglect](#). Executive Order 54 requires all University of Wisconsin System employees to immediately report child abuse or neglect if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur.

[Service Animal Policy](#). It is the policy of the University of Wisconsin- Green Bay that service animals assisting individuals with disabilities are generally permitted in all facilities and programs on the UW- Green Bay campus, except as outlined in this policy.

UW-Green Bay complies with all other federal and state laws, including the [Comprehensive Omnibus Budget Reconciliation Act of 1985 \(COBRA\)](#), [Consumer Credit Protection Act \(CCPA\)](#), [Employee Retirement Income Security Act \(ERISA\)](#), [Fair Labor Standards Act \(FLSA\)](#), [Family Educational Rights and Privacy Act \(FERPA\)](#), [Health Insurance Portability and Accountability Act \(HIPAA\)](#), [Occupational Safety and Health Act \(OSHA\)](#), [State Employment Labor Relations Act \(SELRA\)](#), [Whistleblower Law](#), and [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#).

Health and Safety

Under state law, employers have a duty to provide safe employment, which includes fostering a safe workplace. UW-Green Bay is committed to maintaining and promoting a safe, healthy, and injury-free environment to all employees. Please see UW-Green Bay's [Workplace Safety Policy](#) for more details on roles and responsibilities, hazard prevention and control, training, safety equipment, and pre-work assessments.

Campus Emergency Notification

Police 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 911 or 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. Please visit the [Office of Public Safety's website](#) for a complete listing of emergency information and guidelines. UW-Green Bay utilizes several emergency notification systems, including [GB Alert](#), a voluntary text message or email system to notify the campus community of campus emergencies.

Workers Compensation

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.

Pursuant to [§102 Wis.Stats](#), worker's compensation is a program that pays for medical treatment and wages lost due to injuries or illnesses that happen at work. The Bureau of State Risk Management has delegated to the UW System Office of Risk Management the authority to develop, implement, and administer worker's compensation policy and procedures. [OP: GEN 31](#) provides the authority for the UW System worker's compensation program.

Under UW-Green Bay procedure, any work-related injury must be reported to the supervisor of the injured worker and the Business and Finance Office (CL830) immediately. A completed accident report form, available from the Business and Finance Office, must be submitted as soon as possible after an injury has occurred.

Inclement Weather

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 their supervisor. All make-up time worked will be paid at the regular rate. For additional information, please visit the [Provost's](#) website or UPS [OP:GEN 15](#).

Concealed Carry

In accordance with [OP: GEN 26](#) and the information contained within, UW-Green Bay prohibits persons from carrying, possessing, or using any dangerous weapon on University lands or in University buildings or facilities, unless it is for law enforcement purposes or the person receives written approval from the Chief Administrative Officer. Contact the [Office of Public Safety](#) to begin the request for written approval.

[UWS 18](#) of the Administrative Code permits police to confiscate and remove dangerous weapons from University lands. If you have any questions on this policy, please contact [Public Safety](#).

Titles and Compensation

Recruitment Policies

Recruitment and hiring for all employee groups is conducted in compliance with the [Operational Policy TC 1](#) and the [UW-Green Bay Recruitment and Hiring Policy](#).

Position Descriptions

All positions on campus have a [position description](#) that outlines the major goals and job duties assigned to the particular position. Classification of the position is determined based upon the duties and responsibilities; therefore, this document is the first step in the Recruitment process.

Position descriptions may not entirely describe the actions that may be necessary to fulfill the goals of a position or be entirely inclusive. Supervisors may assign additional duties as necessary. As duties/responsibilities of a position change, the position description should be revised and submitted to the Office of Human Resources and Workforce Diversity. Position descriptions should be reviewed and updated as appropriate during the annual review process.

Titles

Academic Staff and Limited

[UPS Operational Policy TC2: Title Definitions](#) provides a system wide framework for title usage of current academic staff and limited employees. [Appendix 1A](#) of the TC2 provides all Faculty, Academic Staff, Limited Appointee Title Definitions.

Non-Instructional Academic Staff Title Definitions

Associate Lecturer:

The Associate Lecturer title is used when individuals have a one-semester teaching appointment that consists entirely of semester-long credit courses. The full credit load for associate lecturers is 13.5 credits per semester. Any additional credits taught would need to be compensated through approved overload.

All Associate Lecturers will be paid on a C-basis. Associate Lecturers may or may not be eligible for fringe benefits depending upon their particular situation.

Lecturer (no-prefix):

The no-prefix Lecturer title is used when individuals have a teaching appointment of at least one full academic year. These positions may be temporary, one-year appointments or [fixed-term renewable appointments](#). The full credit load for lecturers is 27 credits per academic year. Any additional credits taught would need to be compensated through approved overload. Fixed-term renewable lecturers are eligible for career progression pursuant to the [Title Review Policy](#).

Senior Lecturer:

The Senior Lecturer title may be used when individuals have a teaching appointment of at least one full academic year and have met the requirements for career progression to the senior level as identified in the [Title Review Policy](#). This title is utilized only for [fixed-term, renewable appointments](#). The full credit load for senior lecturers is 27 credits per academic year. Any additional credits taught would need to be compensated through approved overload. .

University Staff

University Staff titles are assigned in accordance with the [definitions](#) approved under the University Personnel System. Please see the [University Staff Alphabetical Title Listing](#) for a comprehensive list of hourly University staff titles.

Compensation

There are eight broad compensation categories: A, B, C, D, E, F, G, and H. These categories address the compensation needs and practices of the seven employee categories described in [UPS Operational Policy HR 2: Designation of Positions](#). For a description of each compensation category, please see [UPS Operational Policy TC3: Compensation](#).

Academic Staff and Limited

[Unclassified Personnel Guideline 4](#) presents the laws, rules, policies, and practices pertaining to salary setting and salary adjustments for Academic Staff and Limited appointees. Please see the additional documents below for further compensation and salary range information.

- [Unclassified Staff Titles and Salary Ranges](#) (UPG 4, Attachment 1)
- [Category A salary ranges](#) (UPG 4, Attachment 2)

University Staff Ongoing and Project Appointments

University Staff titles are assigned in accordance with the [definitions](#) approved under the University Personnel System. Please see the [University Staff Alphabetical Title Listing](#) for a comprehensive list of hourly University Staff titles and applicable pay ranges.

Starting pay rates may be set at any rate that is not less than the minimum of the applicable pay range per the [University Staff Alphabetical Title Listing](#) and [UPS Operational Policy TC3: Compensation](#) and not greater than the maximum, subject to compensation analysis.

University Staff Temporary

In accordance with [UPS Operational Policy TC3: Compensation](#), University staff temporary employees must be paid at least the state or federal minimum wage, whichever is greater, unless a lower wage is authorized pursuant to [Section 14 of the Fair Labor Standards Act](#) and [Wis. Stat. § 104.07](#). The salary of a University staff temporary employee may not exceed the established pay range maxima for the title assigned.

University staff temporary employees are all non-exempt from the FLSA and must be paid for hours worked and must be paid at the premium rate for all hours worked over 40 in a workweek (or 80 hours in a pay period for law enforcement officers). Compensatory time credits may not be provided in lieu of overtime payment to a university staff temporary employee.

Classification Definitions

Faculty

The University of Wisconsin-Green Bay Faculty consists of professors, associate professors, assistant professors, instructors, and such other persons as may be designated as having University Faculty status.

The Faculty participate in [governance](#) of the University by code and tradition. [Chapter 36.09 \(4\)](#) of the State of Wisconsin Statutes authorizes the role that Faculty play in governance. Please see the [Faculty Handbook](#) for specific governing rules and regulations of this employment group.

Academic Staff

Academic Staff are teaching and non-teaching professional and administrative personnel, other than Faculty, Limited and University Staff, with duties and types of appointments that are primarily associated with higher education institutions or their administration.

The Academic Staff participate in [governance](#) of the University by code and tradition. [Chapter 36.09 \(4m\)](#) of the State of Wisconsin Statutes authorizes the role that Academic Staff play in governance. The Academic Staff have formed a governing body that consists of several committees and participation on several campus-wide committees. Please see the [Academic Staff Bylaws](#) on the [Secretary of the Faculty and Staff \(SOFAS\) website](#) for specific governing rules and regulations of this employment group.

Limited

A person in a limited appointment serves at the pleasure of the authorized official who made the appointment. By law, certain positions must be designated as limited appointments, such as Chancellor, Provost, Vice Chancellor, Dean, et al.

These appointment designations are considered “at-will” employees and do not carry a separate designation, unless by virtue of a [concurrent appointment](#), therefore, they do not have a governing structure in the limited classification.

University Staff

University Staff are support personnel for the University that do not constitute positions that are specific to higher education. University Staff are broken down into the following constituency groups: administrative support, blue collar, fiscal services, security and public safety, and trades employees.

University Staff participate in governance of the University through rights granted by Regent Resolution 1.2c. The University Staff have formed a governing body that consists of several committees and participation on several campus-wide committees. Please see the [University Staff Bylaws](#) on the [Secretary of the Faculty and Staff \(SOFAS\) website](#) for specific governing rules and regulations of this employment group.

University Staff Temporary

University Staff Temporary are appointments in which the need for the position/duties is temporary in nature.

Appropriate reasons for hiring a University Staff Temporary

- To fill in for an employee on extended sick leave or leave of absence
- To perform employment of a brief duration for anticipated peak periods (e.g. registration)
- To occupy a position pending recruitment for a permanent employee
- To perform seasonal work

Inappropriate reasons for hiring a University Staff Temporary

- Serve as a substitute for a permanent employee vacancy
- To fill in for an employee on vacation
- Hiring individuals for a very short-term position when duties assigned to the position could be performed by a permanent employee

The total time worked by an individual temporary employee in a temporary appointment cannot exceed 1,040 hours in a 12-month period. Please see [UPS Operational Policy HR7: University Staff Temporary & Project Appointments](#) for specific information about this employment group.

University Staff Project

University Staff Project appointments are hired for positions when there is a temporary workload increase or for a planned undertaking which is not a regular function of the department and for which there is an established probable date of termination, and there is no expectation of continued employment. The total duration of a project appointment cannot exceed four years. Please see [UPS Operational Policy HR7: University Staff Temporary & Project Appointments](#) for specific information about this employment group.

Appointments

Academic Staff

Academic Staff appointments at UW-Green Bay are assigned as fixed-term, probationary, or indefinite as outlined in [UPS Operational Policy HR 2: Appointment Terms and Designation of Positions](#) and approved by UW-Green Bay administration. In the event of authorization of probationary and indefinite appointments at UW-Green Bay, the governing provisions shall be [UWS 10](#) and the policies developed by UW-Green Bay administration and Academic Staff governance, with approval by the Chancellor.

Academic Staff appointments may be assigned as fixed-term terminal or fixed-term renewable. In accordance with [UWS 10](#), fixed-term appointments shall be for a defined term to be specified in the letter of appointment, are renewable solely at the option of the employing institution, and carry no expectation

of reemployment beyond their stated term, regardless of how many times renewed. In accordance with [UWS 10.03 \(1\)](#), Academic Staff appointees shall be afforded appropriate assurance of job security and the right to due process protection, as specified in [UWS 10.03 \(1\)](#).

Academic Staff appointees in positions less than 50% or funded 50% or more by non-predictable funding shall receive one-year fixed-term appointments unless approved for a different contract term by the Chancellor.

An employee whose initial position is funded in whole or in part from predictable funds may subsequently be funded in whole or in part by other funds upon written notification. If such a change occurs for reasons other than demonstrated budgetary needs or significant programmatic changes, the fixed-term renewable or fixed-term with a rolling horizon appointment in effect shall be maintained and credit for service and progression status shall continue during alternate funding. If demonstrated budgetary constraints or significant programmatic changes require a change in funding, fixed-term renewable or fixed-term with a rolling horizon appointment shall be maintained until the applicable appointment ends. A staff member whose position is funded from alternate non-predictable sources may subsequently be funded from predictable sources and receive full credit for all years of service.

Fixed-term renewable Academic Staff appointments progress through a sequence of contract terms based upon years of service in their current position with UW-Green Bay. Years of service for contract length does not include years in prior classifications. Assurance of job security shall be provided in accordance with [UPS Operational Policy HR 1: Job Security](#) through sequential progression of fixed-term appointments.

Full-year appointments normally run from July 1 to June 30. Persons appointed after December 31 will not be considered to have completed a full year during the partial fiscal year of service and will not be entitled to count that time toward the progression of appointments or the notice periods for non-renewal.

Instructional Academic Staff

Instructional Academic Staff appointments and temporary teaching appointments at UW-Green Bay are assigned as outlined in Chapter 51 of the [Faculty Handbook](#).

Fixed-Term Renewable Appointments

Fixed term renewable lecturer appointments of one-half (50%) time or greater and paid on predictable funding, will be issued as followed, based upon the [Faculty Handbook](#):

Hire - 4 years of service	One (1) year fixed-term appointment **
5 - 10 years of service	Two (2) year fixed-term appointment **

11 + years of service	Three (3) year fixed-term appointment **
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** In special circumstances outlined in the [Faculty Handbook](#), lecturers may be appointed for two or three years.

Non-Renewal

As specified in [UWS 10.03 \(1\)](#), appropriate due process protection shall be the right of all members of the Academic Staff. Non-renewal notices will be provided in accordance with the chart below.

Years of Service	Contract Term	Non-Renewal Period
Hire-2 years of service	One (1) year fixed-term	3 months
3-4 years of service	One (1) year fixed-term	6 months
5-10 years of service	Two (2) year fixed-term	1 year
11+ years of service	Three (3) year fixed-term	1 year

Non-Instructional Academic Staff

Non-Instructional Academic Staff are non-teaching professional and administrative personnel, other than Faculty, Limited and University Staff, with duties and types of appointments that are primarily associated with higher education institutions or their administration.

Fixed-Term Renewable Appointments

Non-Instructional Academic Staff fixed-term renewable appointments will be issued as follows:

Years of Service	Contract Term
Hire - 2 years of service	One (1) year fixed-term appointment
3 - 6 years of service	Two (2) year fixed-term appointment
7 -14 years of service	Three (3) year fixed-term appointment *
15 + years of service	Five (5) year fixed-term appointment *

** Consideration may be given for an equal term rolling horizon. Rolling horizon appointments are those appointments that automatically extend multiple-year appointments by one year- on an annual basis. Rolling horizons are not guaranteed, but opportunity for consideration begins with the 7th year of service. Rolling horizon appointments are issued by action of the Chancellor based upon written recommendation of the supervisor and hiring authority.*

Non-Renewal

As specified in [UWS 10.03 \(1\)](#), appropriate due process protection shall be the right of all members of the Academic Staff. Non-Renewal notices will be provided in accordance with the chart below.

Years of Service	Contract Term	Non-Renewal Period
1 st year of service	One (1) year fixed-term	3 months
2 nd year of service	One (1) year fixed-term	6 months
3-4 years of service	Two (2) year fixed-term	6 months
5-6 years of service	Two (2) year fixed-term	1 year
7-14 years of service	Three (3) year fixed-term	1 year *
15+ years of service	Five (5) year fixed-term	1 year *

* Employees on a rolling horizon contract will be granted the term of the contract, and notice of non-renewal may occur at any time annually.

Non-Renewal Process

Notice of Non-Renewal

Supervisors requesting non-renewal shall formulate and retain written reasons for the decision. The supervisor should inform the employee prior to forwarding the recommendation to the hiring authority requesting non-renewal. Employees have the right to request the reasons for non-renewal. If requested, reasons become part of the official personnel file. Requests for reasons must be made within 20 working days of receiving a notice of non-renewal.

Letter of Disagreement and Right to Meeting

If the employee disagrees with the supervisor's written reasons, s/he may state, providing reasons, and if desired, supporting evidence in an official letter of disagreement, which shall be placed in the personnel file. The employee may request a meeting with the supervisor and hiring authority to review and discuss the decision. This is not a formal hearing, but considered a meeting to review the matter. Employees with less than 7 years of service are afforded this protection.

Reconsideration of Non-Renewal

Employees with greater than 7 years of service are afforded additional rights to reconsideration and a hearing. If the hiring authority accepts the recommendation for non-renewal, the employee has the right to request reconsideration by the hiring authority. A written request to the hiring authority shall be made within 20 working days of the notice of non-renewal. A reconsideration meeting shall be held within 10 working days of the receipt of request, and a minimum of three days' notice of the meeting shall be provided to the employee. Upon mutual consent, these timelines may be altered. An informal meeting will be held to allow the employee an opportunity to persuade the hiring authority to change his/her decision by challenging the reasons stated in the request and/or offering additional evidence. Upon request of

either party, an impartial observer may be present. The observer shall be selected by consent by the Academic Staff Committee and be a member of the UW-Green Bay Faculty or Academic Staff. The hiring authority shall inform the employee of the final decision in writing within 10 working days following the meeting.

Hearing

If, after reconsideration, the decision is upheld to non-renew, the employee has a right to request a hearing before the Academic Staff Personnel Committee. Request for a hearing must be made within 20 working days after receipt of the final decision. Such hearing shall be held within 20 working days after request, unless agreed upon by mutual consent of the parties. If the employee shall have counsel present, notice must be provided in writing to the Chairperson of the Personnel Committee. The burden of persuasion shall be on the non-renewed employee, and the scope of the review shall be limited to the question of whether the decision was based upon one or more of the following factors, with material prejudice to the individual:

- Conduct, expressions, or beliefs which are constitutionally protected, or actions which are consistent with an appropriate professional code of ethics;
- Employment practices prescribed by applicable state or federal law; or
- Improper consideration of qualifications for renewal. For purposes of this section, “improper consideration” shall be deemed to have been given to the qualifications of a staff member in question if material prejudice resulted because of any of the following:
 - The procedures prescribed in the handbook were not followed;
 - Available data bearing materially on the quality of performance were not considered; or
 - Unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.

The Personnel Committee shall report its recommendation as to the validity of the appeal to the supervisor, the hiring authority, and to the Chancellor. Such a report may include remedies that may, without limitation because of enumeration, take the form of a reconsideration by the decision maker, a reconsideration by the decision maker under instructions from the Committee, or a recommendation directly to the Chancellor. The decision of the Chancellor will be final in all such matters. Any questions concerning the interpretation of the hearing shall be resolved by the Personnel Committee.

Limited

A person in limited appointment serves, for an unspecified term, at the pleasure of the authorized official who made the appointment. By law, certain positions must be designated as limited appointments, such as Chancellor, Provost, Vice Chancellor, Dean, et al.

These appointment designations are considered “at-will” employees and do not carry a separate designation, unless by virtue of a back-up appointment.

University Staff

[Operational Policy HR 1](#) outlines the rules and practices for UW System University Staff appointments and their respective probationary periods. All University Staff positions will serve a six or twelve-month probationary period, which will be specified in the letter of appointment. After successful completion of the probationary period, employees will be ongoing with the expectation of continued employment as long as there is sufficient need and funding for the position, and the employee’s performance is acceptable.

University Staff Temporary

University Staff Temporary employees have no expectation of continued employment. University Staff Temporary employees are “at will,” meaning the institution can terminate the appointment without notice for any or no reason, provided it is not based on prohibited discrimination.

University Staff Temporary employees may not work more than 1,040 hours within 26 consecutive bi-weekly payroll periods. Based upon requirements under the [Affordable Care Act \(ACA\)](#), temporary employees are expected to work less than 30 hours per week. Concurrent University Staff Temporary appointments are generally discouraged due to the 1,040-hour annual limitation in work hours. However, if the University Staff Temporary is employed in more than one University Staff Temporary position on campus, the combined hours for all University Staff Temporary positions cannot exceed 1,040 hours within 26 consecutive bi-weekly payroll periods.

The University Staff Temporary start date in a position is the ‘anniversary date’ for that position. The collective hours a University Staff Temporary works cannot exceed more than 1,040 hours in the year following the anniversary date. The hours return to zero on the anniversary date of each year that a University Staff Temporary is employed (if more than one appointment, this is the anniversary date of the first appointment).

If a University Staff Temporary reaches the hourly maximum but the position is still needed, the individual must be terminated and a new individual appointed. In other words, the hourly limitation applies to the person, not to the position. It is the supervisor’s responsibility to monitor University Staff Temporary hours to make sure they are in compliance with the statutory limits. The Human Resources Office will notify the supervisor when the number of hours worked in a University Staff Temporary position reaches 900 hours during a given year (based on anniversary date).

Please see [UPS Operational Policy HR7: University Staff Temporary & Project Appointments](#) for specific information about this employment group.

University Staff Project Appointment

University Staff Project Appointments have no expectation of continued employment. The total duration of a project appointment cannot exceed four years. If a project appointment is originally established for less than four years, it may be extended; however, the total duration of the original and extended appointment shall not exceed four years. Project employees are “at will,” meaning an institution can terminate the appointment without notice for any or no reason, provided it is not based on prohibited discrimination.

Please see [UPS Operational Policy HR7: University Staff Temporary & Project Appointments](#) for specific information about this employment group.

Concurrent Appointments

An employee whose initial appointment is given limited appointment status may also be given a concurrent fixed-term Academic Staff appointment or tenured faculty appointment as appropriate, which shall be effective within a specific operational area after the first year of employment. Pursuant to [Regent Resolution 9091](#), limited employees entering from other institutions and either holding a tenured faculty position elsewhere or having been recruited to a position with a requirement or expectation of tenurability, and who have been recommended for tenure by the appropriate department, may be granted a concurrent tenure appointment as part of the contract employment process.

Employees entering into a limited appointment directly from prior Faculty, Academic or University Staff employment may be granted a concurrent backup appointment as part of the employment contract process. Limited appointees with concurrent backup appointments have no minimum notice rights, but have the right to assume the concurrent appointment without separation of service. Wherever possible, limited employees with no concurrent backup appointment should be given three months’ notice of termination, as permitted under [UWS 15.01](#).

An employee serving in a limited appointment who retains a Faculty, Academic or University Staff backup appointment shall be entitled to all the rights that are applicable to their backup appointment. Employees returning to the Faculty from a limited position, and who are being offered transition time to prepare to teach, will be provided the equivalent of a sabbatical proposal and subsequent report of work accomplished during the transition. The transition period should be no more than one semester unless the person has served in a limited position for five or more years, whereby two semesters may be allowed. Such transition plans should be available in the event of audit compliance with [Operational Policy HR 1](#).

If a limited appointee is not reappointed, there shall be no loss of sick leave, vacation, or other benefits. If a limited appointee is requested to return to an applicable concurrent appointment, the salary associated with the concurrent appointment will commence with the start date of the concurrent appointment responsibilities. The appointment length of the concurrent appointment will also commence with the start date of the concurrent appointment responsibilities. For further information on Job Security and concurrent appointments, please see [Operational Policy HR 1](#).

For information on compensation upon return to a concurrent appointment, please see [Operational Policy TC3](#).

Letters of Appointment and Renewal

In accordance with [Operational Policy TC 1](#), the terms and conditions of appointment shall be specified in a written letter of appointment. The appointment letter shall be signed by an authorized official of the institution and shall contain details regarding the following:

- Type of appointment (e.g. fixed term, probationary, or expectation of continued employment)
- Duration of the appointment (starting date, ending date)
- Salary (hourly for nonexempt, salary for exempt)
- General position responsibilities
- Position title, operational area, and supervisor name and title
- The length of the probationary period or required period for notice of non-renewal (if applicable)
- Initial evaluation period
- Institutional and UW System employment regulations, rules, and procedures. If appointment is subject to the approval of the board, a statement to this effect must be included in the letter.

Appointment renewal letters will be sent to Academic Staff employees based upon contract renewal terms and shall contain title, type, duration of appointment and salary. Definition of operational area and general position description shall be included only if they are changed from the previous appointment. If significant change in the existing conditions of the appointment occurs during an appointment period, these conditions will be communicated directly to the employee outside of the renewal process.

Title Review

Academic, University Staff, and Limited

Academic, University Staff, and Limited position titles are grouped into job classifications to provide comparability of substantially similar positions across institutions and campus units. UW-Green Bay

policies allow for the ongoing review of formal title assignments with position descriptions that are accurate and current. Please review the [Title Review Policy](#) for more specific information on the types of title changes and procedures.

Performance Evaluation

New Hire

Instructional Academic Staff

Instructional Academic Staff will be evaluated with the policies and procedures put forth in [Faculty Handbook](#) Chapter 3.

Non Instructional Academic Staff and Limited

Non Instructional Academic Staff and Limited employees will be evaluated after six months of service, using the position description as the standard for performance expectations.

University Staff

University Staff are required to serve a probationary period of six or twelve months, whichever is specified in the letter of appointment. The probationary period is meant to provide opportunity to assess the employee's ability to apply their skills and talents to the position. It is recommended that supervisors continually meet with new employees to discuss performance, at a minimum meeting to go through a full review of the position at the three-month mark. A formal performance evaluation is required at the conclusion of the probationary period, six or twelve months respectively. After successful completion of the probationary period, employees will be ongoing with the expectation of continued employment, as long as there is sufficient need and funding for the position, and the employee's performance is acceptable.

Annual

During your employment with UW-Green Bay, your performance will be evaluated on a regular basis. The evaluation process allows for the employee and supervisor to reflect upon their performance during the given period in relation to the position description and goals established for the position.

All employees will participate in the performance management process and follow the specific procedures based upon their employee classification. Performance evaluations are a critical component in

determining salary increases both inside and outside of any pay plan. In accordance with [Operational Policy HR 5: Performance Management](#), each employment classification will maintain through their process a merit-based performance rating, which will tie to the implementation of any pay plan.

For all employee groups, additional performance reviews may be conducted outside of the annual process, if necessary.

Instructional Academic Staff

Instructional and Research Academic Staff are reviewed annually at the end of each fiscal year. Supervisors shall complete an evaluation appropriate to the employee's unit. Once complete, supervisors shall schedule a conference with the employee to go over the evaluation. Supervisors shall share the evaluation with the employee a minimum of two working days prior to the conference. Employees may provide a response to the evaluation prior to submission. Evaluations must be signed by the employee and supervisor and submitted to the next level supervisor for review.

Instructional academic staff performance evaluations will be maintained in the official personnel file contained in the Office of the Secretary of the Faculty and Staff.

Please see the [Instructional and Research Academic Staff Evaluation Form](#) for specific processes.

Non- Instructional Academic Staff and Limited

Non-Instructional Academic Staff and Limited employees are reviewed annually at the end of each fiscal year. The review process should begin with a review of the current position description. After review, the employee may suggest necessary updates and changes, and complete a pre-evaluation statement. Employee pre-evaluation statements should describe activities and accomplishments on the job for the review period. This may be in the form of a list or a narrative description. This statement should also contain a list of goals for the coming year that support the institutional, divisional, and/or departmental goals.

Supervisors shall review the updated position description and employee pre-evaluation narrative, and then complete an evaluation narrative to evaluate the employee's performance, covering all areas noted on the [Exempt Employee Performance Evaluation Narrative Form](#). Once complete, supervisors shall schedule a conference with the employee to go over the updated position description (if applicable) and the evaluation. Supervisors shall share the evaluation with the employee a minimum of two working days prior to the conference. After the conference, employees may provide a response to the evaluation prior to submission. Evaluations must be signed by the employee and supervisor and submitted to the next level supervisor for review.

Non-Instructional Academic Staff and Limited employee performance evaluations will be maintained in the official personnel file contained in the Office of Human Resources and Workforce Diversity.

Please see the [Exempt Employee Performance Evaluation Narrative Form](#) for specific processes.

University Staff

University Staff reviews occur at the beginning of the calendar year as a review of the prior calendar year. The review process should begin with a review of the current position description. After review, the employee may suggest necessary updates and changes, and complete a pre-evaluation statement or [R.A.P Worksheet](#). Employee pre-evaluation statements or [R.A.P Worksheets](#) should describe activities and accomplishments on the job for the review period. This document should also contain a list of goals for the coming year that support the institutional, divisional, and/or departmental goals.

Supervisors shall review the updated position description and employee pre-evaluation narrative or [R.A.P Worksheet](#), and then complete the applicable [Performance Evaluation Form](#). Once complete, supervisors shall schedule a conference with the employee to go over the updated position description (if applicable) and the evaluation. Supervisors shall share the evaluation with the employee a minimum of two working days prior to the conference. After the conference, employees may provide a response to the evaluation prior to submission. Evaluations must be signed by the employee and supervisor and submitted to the next level supervisor for review.

University Staff performance evaluations will be maintained in the official personnel file contained in the Office of Human Resources and Workforce Diversity.

Please see the applicable [Performance Evaluation Form](#) for specific processes.

Performance Improvement Plan

A Performance Improvement Plan (PIP) may be used as a supervisor/management tool for assessing issues with inadequate job performance. A PIP focuses to correct employee performance deficiencies through establishing specific performance goals and setting a schedule for regular feedback between the employee and 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 within the established timeline, the result may be termination of the employment relationship.

Workplace Conduct

UW-Green Bay has general expectations for professional conduct by employees, volunteers, and those acting on behalf of the University. The Campus [Workplace Conduct Policy](#) has been created to outline the expectation of proper conduct and behavior standards. Included are these general guidelines:

- A. [Be Fair and Respectful to Others](#). Every employee shall be courteous and respectful in interactions with students, other employees, members of the general public, or any other individual when acting on behalf of the UW System.
- B. [Protect and Preserve UW System Resources](#). Employees shall responsibly use and care for UW System property. UW System property, services, resources, or information shall not be used for personal gain.
- C. [Act Ethically and with Integrity](#). All employees shall act according to the highest ethical and professional standards of conduct.
- D. [Contribute to a Healthy and Safe Workplace](#). The UW System strives to promote health and safety in the workplace. It is the responsibility of all to ensure a safe, secure, and healthy environment for all.
- E. [Promote a Culture of Compliance](#). The UW System is committed to meeting legal requirements and to fostering ethical and lawful conduct.
- F. [Proper Personal Conduct](#). UW-Green Bay employees are expected to comply with appropriate conduct established to assist the University in attaining its objectives in an orderly and efficient manner.

These expectations are not meant to, and shall not, interfere with other applicable laws, policies, regulations, or academic freedom. For more detailed information on each of these objectives, please see the full list of Campus [workplace conduct expectations](#).

Code of Ethics

The [Code of Ethics](#) serves as guidance on the avoidance of activities that cause, or tend to cause, conflicts between employees' personal interests and their public responsibilities.

All Faculty, Academic Staff, and Limited employees are required to annually file, an [Outside Activities Report \(attachment 1\)](#) pursuant to [Regent Policy Document 20-7](#). The Provost Office will request these reports from employees each April. It is expected that any outside activities and interests related to an employee's area of professional responsibility for which remuneration is received be reported. If an employee's outside activities are judged improper by the dean, director, or area leader, the employee will

have 15 working days after notification to appeal this decision to the Academic Staff Personnel Committee.

Consensual and Familial Relationships

It is the policy of the University of Wisconsin Green Bay that consensual and familial relationships that might be appropriate in other circumstances are not appropriate when they occur between an employee of the university and a student or other employee for whom the individual has or potentially will have supervisory, advisory, or evaluative responsibility. Even where negative consequences to the participants do not result, such a relationship creates an environment charged with potential conflicts of interest and possible use of academic or supervisory leverage to maintain or promote the relationship. A romantic or sexual relationship that the parties may view as mutual may still raise questions of favoritism, as well as of an exploitative abuse of trust and power.

It is required that the employment and academic environment is free from real or perceived conflicts of interest when University employees, students and affiliated individuals, in positions of unequal power, are involved in familial, consensual romantic or sexual relationships. It is in the interest of the University of Wisconsin Green Bay to provide clear direction and educational opportunities to the university community about the professional risks associated with consensual romantic and/or sexual relationships where a definite power differential between the parties exists. Please see the complete [Consensual and Familial Relationships Policy](#) for more information.

Sexual Misconduct

Policies are in place to establish guidelines on the reporting of sexual misconduct and the need to comply with the federal law requiring institutions to provide certain procedural rights to individuals who assert they were harmed as a result of sexual misconduct by an employee. This includes sexual assault, sexual harassment, gender-based stalking, and relationship violence. Please refer to the University's [Title IX website](#) for reporting information and Title IX guidance. To assist in following the requirements of Title IX, UW-Green Bay has identified individuals to receive complaints of gender-based harassment, discrimination, or violence. Please see the complete [Sexual Misconduct Policy](#) for more information.

Harassment and Discrimination Policy

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, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, disability, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law, 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. Please see the campus [Harassment and Discrimination Policy](#) for further information.

Discipline

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

Academic Staff Dismissal for Cause

Per [UWS 11.11](#), certain allegations concerning the conduct of employees at UW-Green Bay that appear to be substantial, and if found to be true, may lead to dismissal of the employee. All such concerns should be brought to the attention of the Chancellor.

Academic Staff on fixed-term appointments who have served at UW-Green Bay less than three years shall not have an effective date of dismissal until the individual has received written notification of the specific charges and has been offered an opportunity for a hearing before the appropriate hiring authority or his/her designee. Dismissal for cause of an Academic Staff member who has served at UW-Green Bay for three or more years shall follow the process outlined in [UWS 11.02 – 11.10](#).

Upon allegations alleged to fulfill just cause provisions, the hiring authority or his/her designee shall seek to resolve the allegation informally with the employee. If the discussion does not result in a resolution, the hiring authority or designee shall prepare a written statement of specific charges no later than 15 working days after the informal meeting. This deadline may be extended based upon mutual consent of involved parties. The written statement of charges shall proceed as outlined in [UWS 11.02\(2\)](#).

If a hearing of dismissal charges is requested, a hearing shall proceed under UWS [11.03-11.07](#).

Hearing

The Academic Staff Personnel Committee shall serve as the hearing body in cases of dismissal for cause involving all members of the Academic Staff except lecturers. Pursuant to UWS 11.0-(2), the Faculty Rights and Responsibilities Committee shall be the hearing body for Academic Staff members appointed solely as lecturers. The hearing body for members of the Academic Staff who have appointments as lecturers, but whose responsibilities are not solely as lecturers, shall consist of four members of the Academic Staff Personnel Committee and three members of the Rights and Responsibilities Committee. Each Committee shall select its representatives for the hearing body. The hearing body may, on the motion of either part, disqualify any one of its members by a majority vote. The vote on such motion shall be in closed session. Any member of the hearing body who has heard a grievance involving the academic staff member requesting the hearing shall be disqualified. If one or more of the members of this hearing body disqualify themselves or are disqualified, the Academic Staff Committee or the University Committee (depending on the appointment type of the disqualified members) shall select, by majority vote, a number of replacements equal to the number who have been disqualified. The vote on replacements shall be in closed session, and results shall be binding. The process of membership replacement shall be conducted in such a manner as to ensure that the hearing body membership is representative of the operational area.

If requested by the hearing body, the Chancellor shall provide legal counsel. The functions of legal counsel shall be to advise the hearing body and to consult with them on legal matters of the University.

The hearing body shall send to the Chancellor and to the academic staff member concerned, within 30 days of the conclusion of a hearing, a verbatim record of the testimony, which might be a sound recording, and a copy of its report, findings, and recommendations. After reviewing the matter on record and considering written arguments if submitted by the parties, the Chancellor shall issue a written decision pursuant to UWS 11.07 and 11.09 within 20 working days of receipt of the hearing body's recommendations. This period may be extended by order of the Chancellor. The decision of the Chancellor is final unless the Board of Regents, upon request of the academic staff member, grants a review based on the record as provided in UWS 11.10.

Layoff for Reasons of Budget or Program

Layoff is defined as a separation from employment for reasons of budget or due to the discontinuance, curtailment, modification, or redirection of a program.

Academic Staff

Chapter UWS 12 of the Wis. Admin. Code directs each institution to establish policies and procedures that will ensure careful consideration of layoff decisions for reasons of budget or program. Please see the [Academic Staff Layoff Policy](#) for more information.

University Staff

Operational Policy GEN 13 of the University of Wisconsin System provides an operational framework for the development of layoff procedures for University Staff. Please see the [University Staff Layoff Policy](#) for more information.

Complaints and Grievances

Complaint procedures are the process through which an employee (besides the direct supervisor) or member of the public may allege that another employee has engaged in conduct that violates the rules or policies of the institution, or which adversely affects the employee's performance or obligation to the University.

Grievance procedures outline the process for filing a written allegation of a personnel problem involving an employee's violation of federal or state constitution or law, an employment contract, or a UW System or UW-Green Bay policy.

In accordance with chapter [UWS 13](#) of the Wis. Admin. Code and University Personnel System Operational Policy [GEN 14](#) and [GEN 24](#), UW-Green Bay has established [Grievance and Complaint Procedures](#) for problem resolution.

Employee Acknowledgement

University of Wisconsin - Green Bay

Academic and University Staff Employee Handbook

I, _____, hereby acknowledge I have received and reviewed a copy of
print name
the Academic and University Staff Employee Handbook.

I understand all policies and procedures herein follow applicable state statutes and policies.

Furthermore, I understand the policies within this handbook are meant as a guide, and any questions should be directed to a supervisor or the Office of Human Resources and Workforce Diversity.

Employee Signature

Date