

INTRODUCTION

The University of Wisconsin Superior Classified Staff Handbook is an informational resource which will provide you with an overview of the organizational structure and function of the University. It will primarily serve as a source for procedures and policies of interest to staff members.

This employee handbook will help to answer many questions regarding general work regulations and benefits of employment. The Office of Human Resources is ready to give you any information not covered in this handbook.

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

If any portion of this handbook is in conflict with the provisions of an existing labor agreement or any State statute which applies to your position or special situations, the provisions of the labor agreement or statute will apply.

University of Wisconsin – Superior Affirmative Action and Equal Opportunity Statement

The University of Wisconsin - Superior actively seeks an environment that is free of discrimination and values its faculty, staff and students. We celebrate our diversified work force and student body of, among others, women, persons of color, international students and staff, and persons with disabilities.

We believe only by treating the members of our University community with dignity and respect can we achieve the educational and community service goals of UW-Superior. We expect that, as citizens of our community, students, faculty, and staff will conduct themselves with honesty, dignity, and respect for themselves, their colleagues, fellow students, and the University.

To this end, UW-Superior firmly states that there shall be no discrimination against any student and/or employee, or applicant for admission or employment, because of race, color, ethnic identity, national origin, ancestry, creed, political or religious affiliation, age, sex, marital status, refusal of sexual attentions, sexual orientation, arrest or conviction record; identify as an individual with a disability, a disabled veteran, a Vietnam era veteran; membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state, or other protected class. Contact the Director of Human Resources for additional information.

History of the University

The University of Wisconsin-Superior is an integral part of the public system of higher education of the State of Wisconsin. It became a state normal school in 1893 by an act of the Legislature and first opened its doors in 1896 with a faculty of 15 and an enrollment of 247.

In 1925, under authority granted by the State Legislature, the Superior Normal School became a state teachers' college with full collegiate rank and with the authority to grant the bachelor's degree. The college conferred its first degrees in 1927.

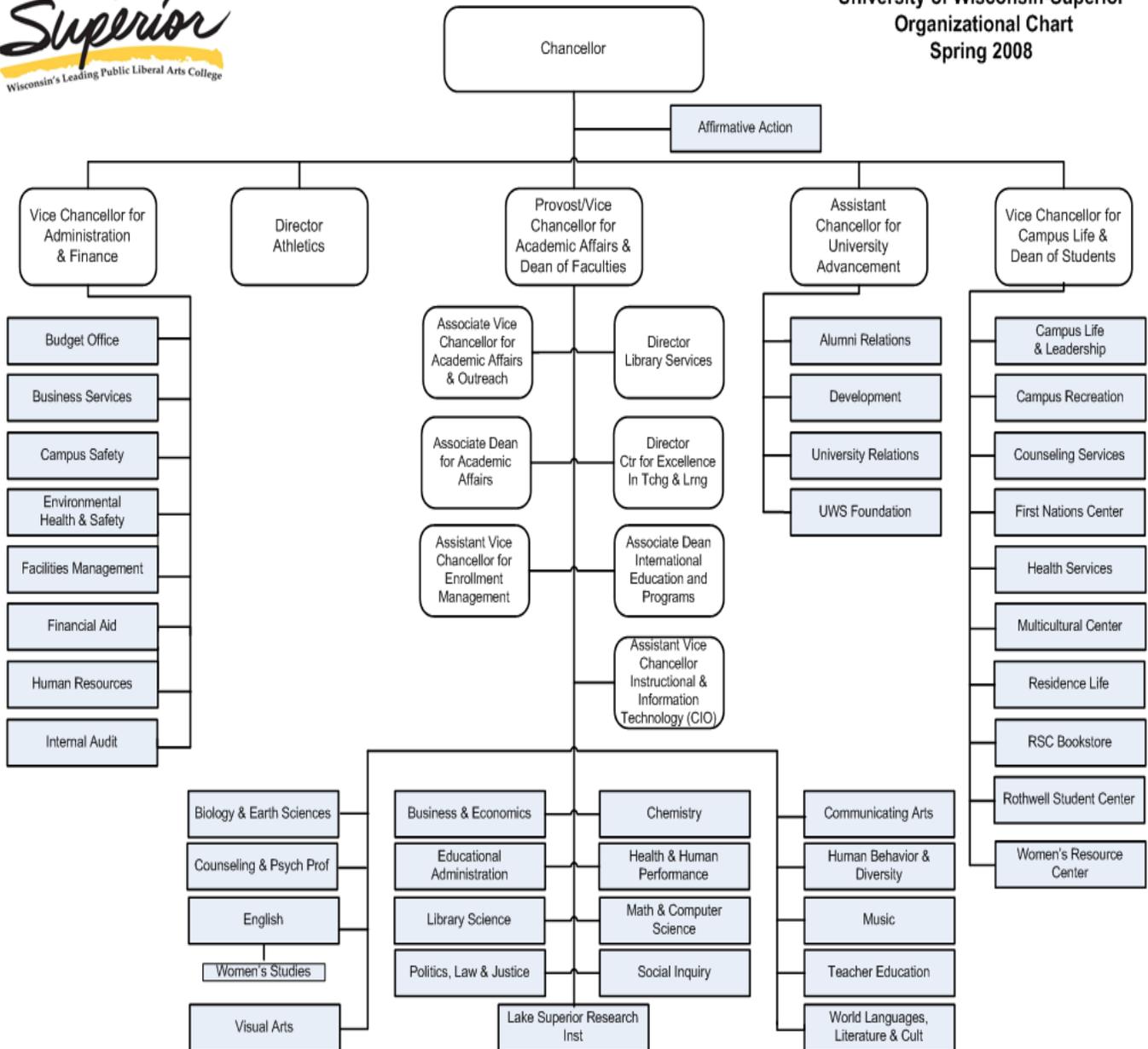
The college obtained authority in 1947 to grant liberal arts degrees, which entailed significant changes in the then purely teacher education mission. Shortly thereafter, the college inaugurated an extension program and the Air Force Reserve Officers Training Corps.

In 1950 the University began its graduate offerings with the inauguration of the Master of Education degree program. Early in 1964, the Board of Regents conferred university status and also authorized later that year the offering of a sixth-year program leading to the Specialist in Education degree.

In 1969, the University received permission to grant the Master of Arts in Teaching and Master of Science in Teaching degrees. One year later, the University expanded its offerings to include the Master of Arts degrees in Art and in Speech. In addition the University also now offers a number of graduate certification programs.

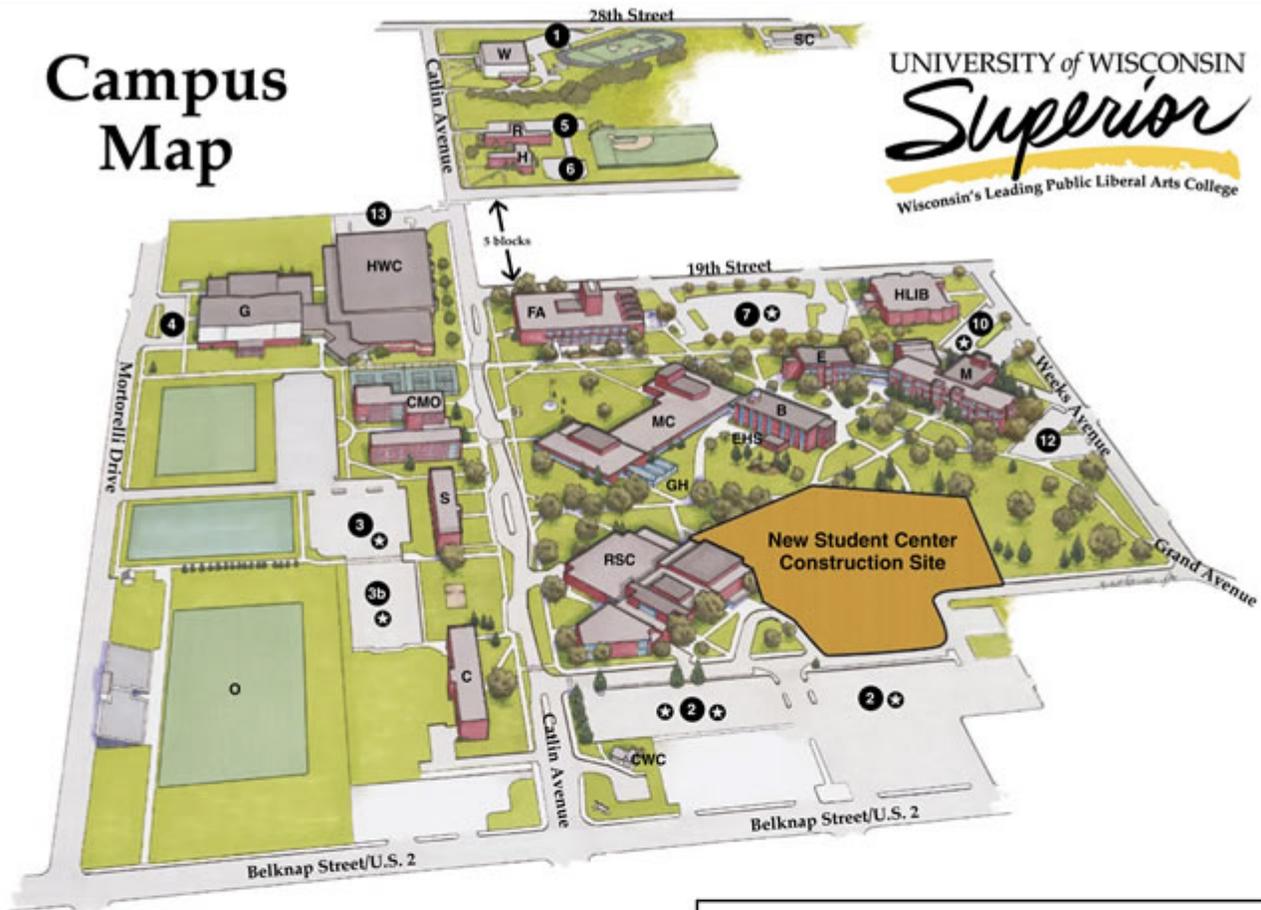
The year 1971 brought merger of the Wisconsin State University System with the University of Wisconsin System, changing the official designation of this campus to the University of Wisconsin-Superior.

UW-Superior's student enrollment is 2,800, with a unique mix of traditional, non-traditional and distance education students. More than 450 students live on campus. The greatest percentage of our students are residents of northwestern Wisconsin and northeastern Minnesota, with increasing numbers of students from across the United States and countries around the world. The University has enjoyed continuous accreditation by the North Central Association of all its programs since 1916.



Campus Map

UNIVERSITY of WISCONSIN
Superior
 Wisconsin's Leading Public Liberal Arts College



● Parking Lots ★ Visitor Parking Permits Required

- | | | | |
|------|---------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------|
| B | Barstow Hall
(science labs, classrooms) | HWC | Health and Wellness Center
(field house, recreation, athletics, classrooms, faculty offices) |
| C | Crownhart Hall
(residence hall) | G | Gates Physical Education Building
(gym, pool, student labs, study areas) |
| CMO | Curran-McNeill, Ostrander Halls
(residence halls) | M | Old Main
(admissions, administration, classrooms) |
| CWC | Campus Welcome Center
(visitor directions, parking services) | MC | McCaskill Hall
(classrooms, laboratories) |
| E | Erlanson Hall
(business programs, classrooms, Distance Learning Program) | O | Ole Haugsrud Stadium |
| FA | Holden Fine and Applied Arts Center
(classrooms, studios, performance areas) | R | Ross Hall (residence hall) |
| GH | Greenhouse | RSC | Rothwell Student Center |
| H | Hawkes Hall | S | Sundquist Hall (faculty offices) |
| HLIB | Jim Dan Hill Library | SC | University Services Building |
| EHS | Environmental Health and Safety Office | W | Wessman Arena |