The Staff Digest is the official means of campus communication. The HR Buzz is published once per month in the Staff Digest. Please be sure to watch the Staff Digest and HR Buzz for important information regarding Human Resources, Payroll and Benefits.

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**Quote from Peggy:**

“Courage is the most important of all the virtues because without courage, you can’t practice any other virtue consistently.”

- Maya Angelou

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**In the June issue:**

- Staff Hires/Changes
- Recruitments
- Summer Leave Reporting
- ALRA
- Telecommuting
- Unclassified Vacation/Floating Holidays

**Classified Staff Hires/Changes:**

**New Hires:**
- Ashley Kotz (LTE) - Research Technician 2, Natural Sciences, effective 6/3/2014-6/30/2014
- Jennifer Tahtinen (LTE) - USPA, Grants-Research Office, effective 6/3/14
- Kathryn Thostensen (LTE) - Research Tech, NERR, effective 6/2/14-8/22/14

**Separations:**
- Catherine Beebe (retirement) - University Services Program Associate, Registrar’s Office, effective 8/15/14
- Sharon Chuzles (retirement) - Academic Department Associate, Communicating arts, effective 8/8/14
- Michael Defoe (LTE) - Custodian, Facilities Management, effective 6/3/14
- Steve Fanning - Custodian, Facilities Management, effective 6/13/14
- Ronalee Johannsen - Custodian, Facilities Management, effective 6/12/14
Carolyn Keister (retirement)- Financial Specialist 2, Jacket Book and Supply, effective 6/24/14

Michelle Kurtz- Accountant, Business Services, effective 5/30/14

Jeff Noonan (retirement)- Facilities Repair Worker-Adv, Facilities Management, effective 6/13/14

David Rink- Facilities maintenance Specialist-Adv, Facilities Management, effective 6/6/14

Beverly Sturgis (retirement)- Librarian, Jim Dan Hill Library, effective 8/1/14

Don Walberg (retirement)- Facilities Management, effective 7/7/14

Transfers: Shaun Marshall- Transferring from Financial Specialist 3-Project, NERR to Accountant-Project, Business Office, effective 6/16/14

Angela Kappes- Transferring from Asst. Bookstore Manager, Jacket Book and Supply to University Services Program Associate, Registrar's Office, effective 6/25/14

Unclassified Staff Hires/Changes:

New Hires: 
Brooke Grant- Assistant Professor, Social Studies, Educational Leadership, SWEN 2057, x8309 effective 8/25/14

Bhesh Mainali- Assistant Professor, Math Education, Educational Leadership, SWEN 2061, x8150 effective 8/25/14

Richard Robbins III- Assistant Professor, Music, HFAC 1104, x8286, effective 8/25/14

Rebecca Stuart- Lecturer, Continuing Education, effective 6/16/14

Chad Vollrath- Assistant Professor, Communication, Communicating Arts, room, x, effective 8/25/14

Alison Wieglus- Visiting Assistant Professor, Media Studies, Communicating Arts, HFAC 2115, x8057, effective 8/25/14

Carin Wilson- Senior Lecturer-Social Work, Human Behavior, Justice and Diversity, SWEN 3110, x8492, effective 8/25/14

Separations: 
Terry McGlasson- Assistant Professor, Counseling, Educational Leadership, effective 7/18/14

Christopher O'Connor- Assistant Professor, Criminal Justice, Human Behavior Justice and Diversity effective 5/30/14

Vaughn Russom- Director, Unspecified (6), Jacket Book and Supply, effective 6/25/14

Transfer: none
**Recruitments in Progress:**
View details, position descriptions, and contact information on the [HR website](#)

**Administrative Staff:**
- Director, Human Resources and Affirmative Action (Department of Human Resources)
- Vice Chancellor for Administration and Finance

**Classified Staff:**
- Academic Department Associate, Music
- Academic Department Associate, Communicating Arts

**Academic Staff:**
- Associate Advisor (Distance Learning Center) EXTENDED
- Associate Outreach Specialist (Small Business Development Center)
- Associate Outreach Specialist (Center for Continuing Education) .50 FTE

**Faculty:**
- none

**Instructional Staff:**
- none

**Transfer:**
- Academic Department Associate, Communicating Arts department (100%)

**Limited Term Employment (LTE):**
- Facilities Maintenance Specialist-Adv, Facilities Management
- Facilities Repair Worker-Adv, Facilities Management
- University Services Program Associate, Provosts Office

**Unclassified Summer Leave Reporting**
Summer Leave Reporting is the same for 2014 as it was for 2013. This pertains only to academic year employees working in the summer. If you are an employee who works all year long the process of obtaining reports every month from the portal will not change, unless you are notified otherwise. A Summer Leave Report template will be available for summer session/service employees to report leave during the summer. **One report will cover an employee for the entire summer.** The Leave Report template is available on the UW System portal in the Time and Absence module and is titled 'Unclassified Summer Session/Service Leave Report. **Please do not use the personalized reports in the portal if they appear.** Please download and complete the Summer Leave Report template. Please sign, date and submit your report to your approving authority so they can provide the report to HR no later than September 5th, 2014.

There are two reasons an unclassified employee would not need a leave report(s) for summer (June, July and August):

1. **You have an Academic (9 pay) appointment and did not perform any work at all and did not receive any amount of compensation during the summer months.**

2. **You do not accrue Sick, Vacation or Personal Holiday time.**

If you have an Academic (9 pay) Appointment, performed work and received any amount of
compensation, you would want to fill out a Leave Report for the month(s) in which you completed the work.

EXAMPLE: Joe performed work on 6-20-13. This was only for one day of work and was paid a total of $75.00. Even though Joe is not working the entire month, or even the entire summer, he would need to complete a leave report for the month of June. This is due to the fact that a “Job” had to be created in order to pay Joe for the work he performed. This “Job” has to be created in order to make payment regardless of the work being performed on or off campus, how large or small the payment is and how long or short the employment time frame was for.

If you have any questions please contact Steve Marshall in payroll and Benefits: smarsha8@uwsuper.edu or 715-395-8366.

**Annual Leave Reserve Account**
Unclassified staff with 10 or more years of state service in an appointment earning vacation and/or unclassified university service in an appointment covered under the Wisconsin Retirement System are eligible to receive up to 40 hours of their annual vacation entitlement each year in an Annual Leave Reserve Account (ALRA). The deferred time can be used at a future date in the same manner as vacation hours, or it will be paid as a lump-sum cash payment upon termination/retirement. Eligible employees will receive a notice on their July 1st leave statement. Please be watching for that statement if you wish to defer vacation into your ALRA this year.

**Telecommuting Policy**
UW-Superior recognized the value and benefit of telecommuting and would like to announce that the Telecommuting Policy has been passed. Telecommuting is a flexible, voluntary work option that allows employees to work a portion of a normal work week/pay period at an alternative work site on a regular basis as agreed upon in writing between the individual and UW-Superior. This voluntary program is intended to be an innovative work option that benefits the University as well as the employee. Telecommuting is a cooperative arrangement between the employee and the employer. It is not a basic right of all employees. To learn more about the policy please visit:

http://www.uwsuper.edu/hr/policies/upload/Telecommuting-Policy.pdf

**Unclassified Vacation/Floating Holidays**
For members of the unclassified staff on annual appointments, vacation carried over from last year must be used prior to July 1st or it will be forfeited.

Floating Holidays for annual staff are allocated on a fiscal year basis each July 1st. Because they are non-cumulative, floating holidays for the current fiscal year must be used on or before June 30th or they will be lost.