University Personnel System (UPS) Overview
Today’s Agenda

- Review - What is UPS?
- Key Changes
- Questions

  - “Choice”- Voluntary Reassignment
What is UPS?

- A personnel system effective July 1, 2015
- University Personnel System
- Authorized by Wis. Stat. §36.115
- A combination of all UW employment governed by the Board of Regents (BOR)
- A historic opportunity to enhance and improve the way we manage our human resources matters
Legislative Intent of § 36.115, Wisconsin Statutes

Office of State Employment Relations

- Titles
- Compensation
- Labor Relations

State Agency Employees (DOA, DNR, DOT, etc.)

University of Wisconsin

- Titles
- Compensation

UW-Madison

Balance of the UW System

40,000 UW Employees

28,000 Unclassified Employees

12,300 UW Classified Employees

12,300 State Agency Employees (DOA, DNR, DOT, etc.)
How Did UPS Evolve?

Wisconsin Statutes § 36.115

Regent Policy Documents (RPDs)
- RPD on University Personnel Systems
- RPD on University Staff Governance
- RPD on Code of Ethics

UPS Operating Policies (OPs)

Institution-Specific Policies

UW-Madison HR Program Policies
Who is Affected by UPS?

• **Classified Staff:** most affected
  ◦ Shift away from OSER (compensation plan, titles & classification series, benefits)

• **Faculty, Academic Staff, Limited:** little effect
  ◦ Board of Regents already has the authority etc.

• **All stakeholders in HR processes** – supervisors who recruit & manage, job applicants, employees who are seeking a new job or pay
What Will **Not** Change Under UPS?

- Hiring based on merits of the applicant - a civil service system

- Adhere to inclusive and equal access to fair, merit-based recruitment and assessment processes based on job-related criteria

- UW employees will remain state employees
  - State group health insurance
  - WRS & ETF participation
What Will Change Under UPS?

- Employee Categories
- Fair Labor Standards Act (FLSA)
- Recruitment / Title Change (formerly reclass under OSER)
- Jobs at State Agencies - Reinstatement of Employment
- Job Security/Employment Expectations
- Discipline/Grievance
- Layoff
- Compensation
- Leave and Benefits
- “Choice” Voluntary Reassignment
- Each campus has the opportunity to draft local University Personnel Policies under UPS
Employee Categories

- Effective July 1, 2015, Classified staff have become ‘University Staff’ and include all FLSA non-exempt positions. Transition over time.

- Project will become “University Staff Project”

- LTEs will become “University Staff Temporary” (UST)
FLSA Status

- Classified FLSA exempt staff in permanent status had the option to remain university staff or be voluntarily reassigned to Academic Staff

- FLSA non-exempt = eligible for overtime ($ or comp time)

- FLSA exempt = not eligible for overtime; salaried for ‘total job effort’
Recruitment and Title Change

**Recruitment**
- Merit selection principles, part of a civil service system
- No longer subject to OSER requirements
- All vacant exempt university staff positions will be AS/LI
- Local recruitment procedures: no longer require state exams
- Pre-screening / exams will be created by UWS’s hiring managers/HR

**Title Change**
- Formerly known as a “reclassification” under OSER
- Occur after significant changes to duties / responsibilities
- Staff in a progression series can still move to the expected higher level in the series
Reinstatement vs. Transfer

- Individual applying as a reinstatement has had a break in service from a permanent classified position

- May apply for vacancies at the same, counterpart, or lower pay range as the classified title held on June 30, 2015

- Reinstatements are treated similar to permissive transfers

- Individual letters being prepared for UWS staff

- File of all classified (permanent and probationary) being sent to OSER

As a current employee:

- If you are looking at a counterpart position (schedule & pay range) you would be considered a transfer
Jobs at State Agencies – Reinstatement

- Wis. Stat §36.115(6) provides reinstatement privileges for staff holding classified positions on June 30, 2015

- Retain privilege of permissive reinstatement as defined in Wis. Stat. § 230.31(1) based on your position.
  - For those in permanent status as of June 30, 2015, retain the privilege of having permissive reinstatement to classified positions at state agencies for a period of five years (until July 1, 2020).
  - For those on probation as of June 30, 2015, will retain the same privilege of having permissive reinstatement to classified positions at state agencies for a period of five years (until July 1, 2020) if they successfully complete the probationary period in the position held on June 30, 2015.
Jobs at State Agencies – Reinstatement

- Accumulated WRS creditable service not affected – credits remain in your account

- Accumulated sick leave balances transfer to the new sick leave eligible position with no break in employment

- Current vacation earned may or may not transfer to the new vacation eligible position with no break in service - new agency will determine if it will be transferred

- Continuous service – time worked in a leave-eligible position counts toward continuous service date when moving to a state agency
Job Security/Employment Expectations

All University Staff:

- University Staff ‘permanent’ positions now known as appointments ‘with expectation of continued employment’

New Hires / Job Movement:

- Serve minimum of six month probation

- A University Staff member who does not pass probation may return to previous job but at employer’s discretion

- University Staff Project and Temporary employees serve at will
Discipline & Grievances

• UWS Local Grievance Procedures Policy based on UPS Operational Policy GEN 14
• Discipline or dismissal is based on violation of workplace expectations or formally known as “work rules”
• Continue to use just cause protections for disciplinary process
• University Staff in “expectation to continued employment” status as of 6/30/15 will keep right to Wisconsin Employment Relations Commission (WERC) appeal process.
• Terminations will have Board of Regents as last appeal
Layoff

- UWS Draft Layoff Policy – was approved but based on UPS Operational Policy Gen 13
- Plan discussed by the UWS governance groups – University Staff Senate
- Seniority is an important consideration but not the only one:
  - Skills
  - Abilities
  - Departmental need
- No ‘at risk’ notice required
- Not less than 30 days notice
- Layoffs can be appealed through grievance process
Compensation

- Will be governed by Board of Regents
- Based on UPS Operational Policy TC 3: Compensation - no longer OSER’s Compensation Plan
- Pay Plan adjustments per institution – BOR Distribution Guidelines
- Exempt University Staff not eligible for overtime or compensatory time
- Local Compensation Plans will have more pay flexibilities
Leave and Benefits

- New hires no longer have to wait 6 months to use vacation
- Vacation or sick leave earned as project will transfer to any successive leave-eligible position
- If banking eligible, can bank current year’s and carryover vacation
- No longer need to pay back Personal Holiday if leave in first 6 months
- Vacation credits upon retirement or termination (not for cause) to extend time on payroll at the employer’s discretion
- Catastrophic Leave: donation of vacation & personal holiday may be received from any leave-eligible staff. UPS Operational Policy BN 5 and local Catastrophic Leave Program policy
“Choice” Voluntary Reassignment

- Exempt University Staff were given the “Choice” to move to Academic Staff.
- UWS Choice date was 08/01/2015 and will be open indefinitely - individuals will be able to make the choice on the 1st of the month from that point forward.
- All vacant exempt University Staff positions will be filled as Academic Staff or Limited Appointees (LI).
Key Differences

• Personnel Rules
  • University Staff (US) vs. Academic Staff (AS)

• New Titles being developed for AS
  • Employees will be assigned a title which most accurately reflects their current University Staff title
  • Titles have been reviewed for accurate FLSA status

• Employment Status
  • Expectation of continued employment (currently known as permanent) move to a fixed term appointment or “at will” if move to a limited appointment

• Salary
  • Bi-weekly vs. Monthly
  • No overtime or compensatory time
**Key Differences**

**Benefits**

- **WRS**
  - Earnings reported on Calendar Year vs. Fiscal Year
  - General vs. Teacher
    - Same employee/er contribution – difference is calendar year vs. fiscal year
    - 1 yr. of service = 1904 hours for University Staff and 1320 for Academic Staff

- **University Insurance Association (UIA)**
  - Automatic Insurance for AS
  - Graduated benefit
  - Premium of $24/year

- Payment of premiums once a month (all deductions)
**Key Differences**

- **Leave Reporting**
  - Absence Reporting only – no timesheets

- **Paid Leave**
  - Vacation: begins and ends at 176 hours
  - Sick leave: 130 hours/year for University Staff vs. 96 hours/year (after initial entitlement of 176 hours) for Academic Staff

- **Banking vacation options different**
  - Sabbatical for University Staff vs. Annual Leave Reserve Account (ALRA) for Academic Staff
  - Banking schedules vary between University Staff and Academic Staff
  - No cash payout for vacation option for Academic Staff
Key Banking Vacation Differences

Once eligibility requirements are met, employees have the option to "bank" unused vacation. Once vacation is banked, it does not expire.

<table>
<thead>
<tr>
<th>University Staff Exempt</th>
<th>Academic Staff/Limited**</th>
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</thead>
<tbody>
<tr>
<td>First 5 Years - 0 hours</td>
<td>First 10 Years - 0 hours</td>
</tr>
<tr>
<td>5-15 Years - 40 hours</td>
<td>11-25 Years - 40 hours</td>
</tr>
<tr>
<td>15-20 Years - 80 hours</td>
<td>25+ Years - 80 hours</td>
</tr>
<tr>
<td>20+ Years - 120 hours</td>
<td></td>
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</tbody>
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May bank up to 40 hrs if you have less than 5 years of service but have at least 520 hrs of sick leave.

**If you have hours banked in your university staff sabbatical account but are not eligible to bank in your AS/LI appointment (are within first 10 yrs of service), your banked leave will transfer to your new position but you will not be able to bank additional hours in your AS/LI appointment until you meet the AS/LI eligibility criteria above.

Vacation Cash Out*

| May cash out up to 40 hours of unused vacation beginning with your 15th year of service. | No cash out provision |

*If you are not full-time, hours based on appointment percentage (number of hours for which you are paid)
https://www.wisconsin.edu/ohrwd/hr/ups-implementation-toolkit/

https://www.wisconsin.edu/personnelsystems/policies/ops/