

HR&D Bridging the Gap

Human Resources & Diversity

March 8, 2021



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Whitewater

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Agenda

- **OAR (Outside Activities Reporting)**
- **ATP (Administrative Transformation Program)**
- **Security Awareness Training**
- **Vacation/Personal Holiday Carryover**
- **Change to Single Biweekly Payroll**
- **Contracts**
- **Wellness Update**
- **Title IX**

Outside Activities Reporting (OAR)

- **Purpose: Encouraging Compliance and Best Practices**

Compliance with UW System policies

[Subch. III, Ch. 19, Wis. Stats.](#)

[Wisconsin Admin Code Ch. UWS 8](#)

[UW System Admin Policy 1290: Code of Ethics](#)

[Regent Policy Document 20-22: Code of Ethics](#)

- Encourage staff **honesty** and **integrity**
- **Protect our campus'** best interests
- Promote **ethical public service**



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Outside Activities Reporting (OAR)

- **Who must report?**
 - UW System Faculty, Academic staff, and Limited appointees with half-time appointments or more
 - Note: “half-time appointments or more” includes those employees with more than one appointment, for example:
 - 50% HPERC, 50% Athletics
 - 25% Biology, 25% Chem



Outside Activities Reporting (OAR)

- **What do I fill out on the new e-form?**

- ✓ **Remunerative Relationships.**

A remunerative relationship is any relationship that results in payments, transfer of goods, or provision of services with organizations that are considered outside of “ordinary professional activities”. Examples may include but are not limited to consulting, research, teaching, and writing.

- ✓ **Direct Affiliations with Organizations Outside of UW-Whitewater.**

Offices, directorships, board membership, or other positions held with organizations that are considered outside of “ordinary professional activities”. For example, you are a UW-Whitewater employee and serve on a city council, board, commission or committee. Note: No identification needed for professional societies, trusts, or charitable, religious, social, community service, or political organizations.



Outside Activities Reporting (OAR)

- **What do I fill out on the new e-form? (cont'd)**

- ✓ **Indirect Affiliations with Organizations Out of UW-Whitewater.**

Any business or other organization related to your field or duties as a UW-Whitewater employee, in which you or an immediate family member are affiliated. For example, you work in Facilities as an Inventory Purchasing Supervisor, and your spouse is a sales representative for a cleaning supply company.

- ✓ **Ownership Interests.**

Any business or other organization related to your field or duties as a UW-Whitewater employee, in which you or your immediate family individually, or in aggregate, own(ed) or control(led) at least 10% of the outstanding equity.

Outside Activities Reporting (OAR)

- **What do I fill out on the new e-form? (cont'd)**

- ✓ **Private Interest in Public Contracts Prohibited.**

In accordance with Wis. Stat 946.13, employees are prohibited from participating in the making of a contract in which the employee has a private, monetary interest (direct or indirect).

- ✓ **Nepotism.**

In accordance with UWS 8.03(3)(a)(a), employees may not participate (formally or informally) in the decision to hire, retain, grant tenure to, promote or determine the salary of a member of their immediate family.



Outside Activities Reporting (OAR)

- **How often do I need to file?**

While each OAR cycle gathers information for the prior year, it is important that staff understand that they are **required to promptly update any changes in circumstances as they occur throughout the year.** (I.e. resubmit Reporting Form).



Outside Activities Reporting (OAR)

- **Communications Timeline & Escalation Process**

In support of encouragement greater accountability, the following timeline has been established by UW System:

Date	Process	Notes
Between March 1-15	First Notification	These notifications serve as reminders to employees who have not yet submitted their completed forms.
Between April 1-15	Second Notification	
April 20 th	Third Notification	
(On or About) April 25 th	Escalation #1	Employee must complete within 5 days (April 30).
May 1 st	Escalation #2	HR documents non-compliance with note to file and performance rating is adversely affected. This means the employee is not in good standing, and therefore ineligible for any base, lump sum, or pay plan salary adjustments. (Extenuating circumstances or leaves of absence will be taken into consideration.)
May 15 th	Final	Supervisors complete review of late forms.

Outside Activities Reporting (OAR)

- Consequences for Noncompliance

- ~ Employee's performance rating is adversely affected.

- ~ Employee is ineligible for any base, lump sum, or pay plan salary adjustments.

Outside Activities Reporting (OAR)

- Questions?
Contact the Interim Quality Assurance Improvement Manager:
 - Taryn Carothers
 - carothet@uww.edu
 - (262) 472-1922

Visit our website:

<https://www.uww.edu/adminaffairs/compliance/ethics-and-outside-activities-reporting>

Watch our animated video:

<https://www.youtube.com/watch?v=japBi0EQfUQ&feature=youtu.be>



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ATP (Administrative Transformation Program)

Why ATP?

To return time to UW's mission by reducing administrative complexity...

To build an administration that is resilient and supports an increasing pace of change...

To strengthen data availability, financial controls, and information security.



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ICIT Security Awareness

- **Policy 1039 Information Security: Risk Management Policy Purpose**

- ✓ <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-risk-management/>

- **Policy 1039 - A Information Security: Risk Management Procedure**

- ✓ <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-risk-management/information-security-risk-management-procedure/>

- **Policy 1039 - B Information Security: Notification of Risk Acceptance**

- ✓ <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-risk-management/information-security-notification-of-risk-acceptance/>

Faculty/Academic Staff/Limited Appointees Vacation/ Personal Holiday Carryover

October 9, 2021



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University Staff

Vacation/ Personal Holiday Carryover

Interim Policy 1200-06:

- **VACATION** earned in the 2019 calendar year, and/or earned in 2020, was allowed to be carried over into the 2021 calendar year. The vacation carryover must be used by **December 31, 2021**, or it will be lost. Vacation allocated for 2021 will roll forward and must be used by **December 31, 2022**.
- **PERSONAL HOLIDAY** allocated in 2020 was allowed to be carried over into the 2021 calendar year. The personal holiday carryover must be used by **December 31, 2021**, as well as the personal holiday allocated for 2021, or the hours will be lost. No personal holiday hours will carry over beyond **December 31, 2021**.



Vacation Banking FASLI

Full-Time Faculty, Academic Staff, and Limited Appointees – Paid Leave Bank (ALRA) Banking Schedule

Years of Continuous Service*	Hours that can be placed in leave bank
First 10 Years	0
10+ to 25 Years	40
25 Years & Over	80

Vacation Banking University Staff

University Staff Paid Leave Banking Schedule

Years of Service	Full-Time University Staff - Nonexempt	Full-Time University Staff - Exempt and Nonexempt Supervisors
First 5 Years	0 hours	0 hours
5+ to 10 Years	0 hours	40 hours
10+ to 15 Years	40 hours	40 hours
15+ to 20 Years	40 hours	80 hours
20+ to 25 Years	80 hours	120 hours
25+ Years	120 hours	120 hours
Earn < 160 hrs of vacation & have accrued at least 520 hrs of sick leave	40 hours	40 hours



Change to Single Biweekly Payroll

YOUR SAVING & SPENDING PLAN (BUDGET) WORKSHOPS

A change in payroll frequency and timing of deductions may bring up questions and extra financial stress. In this webinar, UW Credit Union Financial Mentors will help you to answer those questions and to create a spending and saving plan that works for you. This session will also provide options to consider if you will face a temporary budget shortfall due to a payroll change.

Registration is required and can be done up until the workshop starts.

- Tuesday, February 23, 2021, 9:00 AM
- [Wednesday, March 24, 2021, 5:00 PM](#)
- [Tuesday, April 27, 2021, 12:00 PM](#)
- [Wednesday, May 12, 2021, 8:00 AM](#)
- [Tuesday, June 22, 2021, 5:00 PM](#)

<https://uwservice.wisconsin.edu/single-payroll>



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Mandatory COVID Testing

Thank you for all participating!



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Contract Information



If you have a contract question, please seek information from your Immediate Supervisor (i.e. Dean, Director, etc.)

more approvals may be required – this indicates contractual decisions are made by department/division and processed by HR



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Benefits

- **KEPRO Employee Assistance Program (EAP)**
 - Login: SOWI
- **Staywell – Wellness Incentive**
- **Contact benefits@uww.edu**



KEPRO

Employee Assistance Program (EAP)

- **The Employee Assistance Program (EAP) provides you and members of your household with confidential resources to address personal/work-related concerns. The EAP may also assist with legal/financial situations or help with work-life balance. EAP services are provided at no cost (to you and members of your household). You do not need to be enrolled in the State Group Health Insurance Program to use the EAP services. USERNAME: SOWI**
- **Access the Employee Orientation to learn more about what services are offered and how to access those services by [clicking here](#).**



StayWell

- **On March 10th from 12 noon – 1pm join Kristi Mulcahey for a virtual demo on the new StayWell Web MD website to find out what resources are available and how you can earn your \$150 Wellness Incentive.**
- **Join via this link:**
<https://uww.webex.com/uww/onstage/g.php?MTID=ed48obf38726514054cd21ff04d62d830>
- **The presentation will also be recorded and available on the Benefits Website if you are unable to attend.**

Title IX

- **Mandatory Student (Sexual Assault Prevention) Training**
- **Mandatory Employee Title IX (Sexual Harassment) Training**
- **April is Sexual Assault Awareness Month**
 - The Sexual Assault Prevention and Awareness Committee (SAPA) will sponsor activities during the month, including a virtual trivia game on Wed, April 7. Watch for more information
- **Other Title IX Updates**



Reminder

- **Check out the HR&D Newsletter:**
<https://www.uww.edu/adminaffairs/hr/newsletter>
- **Keep an eye on the “News and Events” Email that comes out on Tuesdays – includes information from across campus**



QUESTIONS?



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