

OFFICE OF HUMAN RESOURCES & DIVERSITY'S *NEWS & NOTES*

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HELLO WARHAWK FAMILY!

As the sun comes out and the flowers bloom, we look forward to a renewed sense of daily living. According to Phillippa Lally, a health psychology researcher at University College London, it takes, on average, 66 days before a new behavior becomes automatic. It has now been more than 66 days since the Safer at Home order went into effect, so it's likely that many of you have developed new habits and behaviors to adjust to the changes in our university programs.

This June issue of our *News & Notes* will continue to focus on the many questions that our office has been fielding as it relates to new COVID-19 policies and procedures. We have also set up monthly WebEx meetings to answer any questions you have about our current and future processes. Please know that the staff in our office is available to assist you in any way we can.

Thank you to everyone on this campus for adjusting your work habits to stay healthy and safe, and thank you for taking the time to read this newsletter!

Best,

Janelle A. Crowley, Ph.D.
Chief Human Resource Officer
Human Resources & Diversity



*We are what we repeatedly do.
Excellence, then, is not an act,
but a habit.*

—Aristotle



BENEFITS & WELLNESS

April's Million Step Challenge

Traveling Trophy

Meet the Winners of April's Million Step Challenge Traveling Trophy!

CONGRATULATIONS TO **TEAM MANAGEMENT!**

Jon Werner, Soroush Aslani, Lynn DuPree, Christine Hoover,
Megan Matthews, Mindy Parker, Jim Schnaedter, Julie Woletz,
Praveen Parboteeah



TEAM MANAGEMENT is the *FIRST EVER* team to be awarded the traveling trophy!

"Everyone in the Management Department was invited to participate in the Step Challenge, and 10 of us decided to do it. We commented that it has been a good incentive to get steps, especially during the challenges of these past few months. We are fortunate to have Jim Schnaedter leading the way (most steps at UW-W), but this has been good for all of us." Jon Werner

Watch the Warhawk Weekly to find out who is the winning team for May!



If that wasn't exciting enough – check out the University of Wisconsin's Leaderboard for the first quarter! UW-Whitewater is leading the pack – way to go Warhawks!!

BENEFITS & WELLNESS

University of WI Stats Q1



Group Name	Total Employees in Group	Count of Employee Participants <small>(Tracked 10+ times in the quarter)</small>	Participation Rate	Quarterly Rank
UW-Whitewater	186	70	37.63%	1
UW System Administration	101	35	34.65%	2
UW-La Crosse	216	70	32.41%	3
UW-Platteville	202	59	29.21%	4
UW-Eau Claire	251	71	28.29%	5
UW-Milwaukee	875	242	27.66%	6
UW-Green Bay	191	51	26.70%	7
UW-Oshkosh	356	94	26.40%	8
UW-River Falls	169	44	26.04%	9
UW-Stevens Point	334	78	23.35%	10

Get moving with the Million Steps Challenge! [Track your steps](#) to assist your employer in being recognized as having the highest percent participation.



Share YOUR Good News!

Getting married? Having a baby?

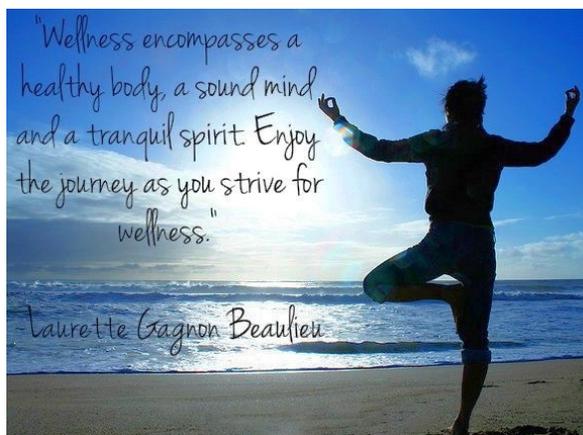
✧ Let us know! ✧

We'd love to share it in *News & Notes!*

Email good news to benefits@uww.edu



Your Warhawk Benefits Team
Stephanie Hartmann & Aubrey Maciosek



The Benefits & Wellness team is continuing to work remotely. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

BENEFITS & WELLNESS

StayWell’s \$150 Wellness Incentive

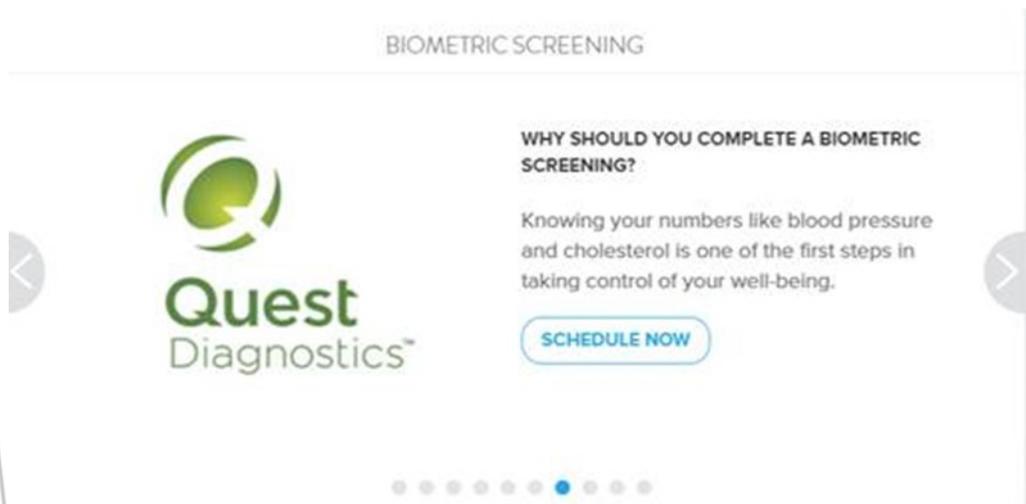
Employees and spouses that have received their \$150 Wellness Incentive will see withholdings reflected on their August or December pay stub.

- Financial incentives will be reported as taxable wages and subject to applicable withholdings and taxes. You will see withholdings for all incentives issued in the current calendar year reflected on your August or December pay stub. This will include incentives issued to your eligible family members.
- Withholding may include 7.65% for Social Security and Medicare if the employee is FICA Eligible and may include federal and state withholding, depending on the number of exemptions you claimed on your W-4. Note: Some individuals may have met their Social Security Tax maximum in 2020, \$8,537.40, and therefore, they may only have Medicare Tax withheld.

For questions about the \$150 Well Wisconsin incentive contact StayWell at wellwisconsin@staywell.com. For questions about incentives provided by your health plan carrier, contact your health plan carrier directly.

REGISTRATION IS OPEN FOR UW-WHITEWATER’S BIOMETRIC SCREENING – **REGISTRATION REQUIRED**

To register you will need to Log into your StayWell Portal. On the home page in the middle is a carousel of different screens. Click on the Arrow to the right or left until you find the screen below. From here you will click on the Schedule Now button to schedule a screening. The dates of the Screenings are September 25th (8:30am-3:30pm) at the CEC and September 30th (8am-3:30pm) in the Old Main Ballroom in the UC.



Doctor

BENEFITS & WELLNESS

You do not need to attend a Biometric Screening to receive your \$150 Wellness Incentive. If you have already seen your doctor this year you can download the Health Care Provider Form (also in the carousel) and submit it to fulfill the Health Screening Requirement. Remember the deadline to complete the 3 activities (Health Assessment, Health Screening and Wellbeing Activity) is October 9th!



Remote Financial Counseling

No matter where you are in life—just getting started or planning for retirement—a session with a TIAA financial consultant can help you create a plan for your goals. And, it's at no additional cost as a part of your retirement plan. You'll get answers to these questions and more:

- Am I invested in the right mix of investments to help meet my goals?
- Am I saving enough to create the retirement income I need?
- How do I take income from my retirement account once I stop working?

TIAA is offering virtual counseling sessions via phone or videoconferencing. See the information on the next page for complete details. Register for one of the sessions at [TIAA.org/schedulenow](https://www.tiaa.org/schedulenow).

*"Someone is sitting in the shade today because someone planted a tree a long time ago."
— Warren Buffett*



BENEFITS & WELLNESS

ETF June/July 2020 Webinar

Understanding your Annual WRS Statement of Benefits

<https://attendee.gotowebinar.com/rt/4088832361488024588>

Your annual Statement of Benefits provides a summary of your Wisconsin Retirement System account information. Join us to learn more about the important topics addressed on your statement including:

- How much you and your employer have contributed to your WRS pension
- Your vesting status and years of service
- Your beneficiary designation – what happens to your account if you die before taking a benefit

*** It is helpful to have your Statement of Benefits with you while participating in the webinar.

Tue, Jun 16, 2020 6:00 p.m. - 6:30 p.m.

Thu, Jun 25, 2020 12:30 p.m. - 1:00 p.m.

Wed, Jul 8, 2020 11:00 a.m. – 11:30 a.m.

[Register for a webinar](#)

You can also contact ETF’s Call Center at | [1-877-533-5020](tel:1-877-533-5020) if you wish to schedule a one on one meeting either in person or virtually.

June Webinars: FEI

JUNE 17
**Violence in the Workplace:
 Are You Prepared?**

REGISTER

Workplace violence has been escalating across the U.S. According to OSHA, employers are responsible for creating a safe work environment. In this session, we'll discuss how to conduct a risk assessment, develop training programs to increase awareness, and how to identify and respond to violence at work.

Presented by Vivian Marinelli, Psy.D.
*Senior Director, Crisis Management Services
 FEI Behavioral Health*



BENEFITS & WELLNESS

Wellness Initiative

StayWell Million Step Challenge

- Sign your team up to participate in the StayWell Million Step Challenge.
- Everyone who signs up will be eligible for some **swag!**
- New this year there is a Traveling Trophy! Each month it will be awarded to the team with the highest average steps.
- Send your team roster with your team name, team captain, and team members to benefits@uww.edu
- Challenge ends on October 9th, 2020
- Please direct any questions to benefits@uww.edu

Mindful Gratitude Speaker | September 30th, 2020 | More details to come

Be sure to look for upcoming wellness opportunities and events in the Warhawk Weekly and HR News & Notes

On Campus Vendor Visits

ETF Retirement Counseling | June 24, 2020 | 8:00AM—4:30PM | UC 259| **CANCELLED**

ETF will be offering biweekly webinars on “Preparing for Your Retirement” | Registration is required | Register here: <https://register.gotowebinar.com/rt/2062561071726664450>

Upcoming 2020 Benefit Events

Biometric Screenings:

Fall Biometric Screenings:

- Will take place on September 25, 2020 at the CEC and on September 30, 2020 in UC room 275
- Examiners will be on campus to administer health screenings for the \$150 incentive program.

Open Enrollment 2020:

- Open enrollment will be September 28 - October 23, 2020

Benefits Fair:

- The 2020 Benefits Fair will be held on October 14, 2020 from 10 am - 2pm



HR & D'S FRONT DESK

Changes to University of Wisconsin Mandatory Employee Training Program

As an employee of the University of Wisconsin-Whitewater, you are required by UW System policy to receive training on three topics:

- Title IX (sexual harassment/sexual discrimination) - required training every 3 years
- Information Security (securing data and information technology) - annual required training
- Mandated Reporter (reporting of child abuse and neglect, Executive Order #54) - required training once after institution process is in place

In order to provide a more effective mandatory employee training program, the University of Wisconsin System is moving to a centralized process for course delivery, compliance monitoring, and employee support for the trainings listed above. With the implementation of the new process, you will no longer receive messages regarding these trainings from the University of Wisconsin - Whitewater Human Resources & Diversity office. Instead, you will receive them from mandatorytraining@uwss.wisconsin.edu. There will also be a single point of contact for support of these trainings. If you have questions or need technical support for these mandatory trainings, you can contact serviceoperations@uwss.wisconsin.edu.

During the week of 05/31/20, all UW-Whitewater employees in active pay status may receive a message with one or more course assignments under the new mandatory training process. Depending upon when you last completed the Title IX and Info Security courses (course assignment is based upon last completion date), will determine the date of your next course assignment.

Upon receipt of that message, you will be required to retake the Mandated Reporter training regardless of how recently you completed the training. Because of the recent extenuating circumstances with the coronavirus, employees are now allowed, for this temporary period, 120 days to complete courses. Two automated messages are scheduled to be sent; one at 90 days and one at 45 days prior to the due date if not complete.

Employees that have a continuous furlough are exempt from mandatory training requirements during the furlough. If, during your continuous furlough, you receive a notification to take a training, please disregard the notification until you return to work.

Here are the University of Wisconsin System policies applicable to the required trainings:

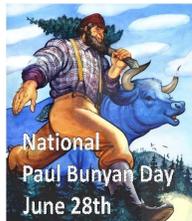
[Sexual Violence and Sexual Harassment Policy](#)
[Information Security Awareness Policy](#)
[Mandatory Reporting of Child Abuse and Neglect Policy \(Executive Order 54\)](#)



HR & D'S FRONT DESK

June Dates

- June 4 10 am HR&D Bridging Information on WebEx
- Hug Your Cat Day
- June 5 National Donut Day
- June 6 National Trails Day
- D-Day, WWII
- June 9 National Strawberry Rhubarb Pie Day
- June 14 Flag Day
- June 17 Eat Your Vegetables Day
- June 19 Juneteenth
- June 20 Official First Day of Summer
- June 21 Father's Day
- June 22 National Onion Ring Day
- June 26 Forgiveness Day
- June 28 National Paul Bunyan Day



<http://holidayinsights.com/moreholidays/june.htm>



*Your Warhawk Assistant Chief Human Resource Officer:
Connie Putland*

Employee Assistance Program

Employees who are in need of guidance or support are encouraged to contact the **Employee Assistance Program (EAP)** through FEI <https://www.feieap.com/> (Username: SOWI)

FEI Behavioral Health provides a guide to achieving greater work-life balance and overall health and wellbeing. They can assist with issues such as mental health, personal development, parenting, relationships, stress, substance abuse, nutrition and much more.

Juneteenth day (June 19th) celebrates and symbolizes the end of slavery in the United States. President Abraham Lincoln issued the Emancipation Proclamation on September 22, 1862. It was not until June 19, 1865 that all slaves were finally freed. That concluding event was when General Gordon Granger rode into Galveston, Texas with his troops and issued Order Number 3 which finally freed the last of the slaves. The formal end of slavery was marked by the passing of the 13th amendment of the constitution.

Retrieved from: <http://holidayinsights.com/other/juneteenth.htm>



*Your Warhawk Human Resources & Diversity Office Coordinator, Front Office Supervisor, and Student & Camps Specialist
Ramon Rocha, Sr., DJ Judah, Kai Instefjord*

IMMIGRATION

Updates for our International Faculty and International Employees:

ALERT - USCIS

<https://www.uscis.gov/>

Beginning June 4, 2020, certain USCIS field offices and asylum offices will resume non-emergency face-to-face services to the public. Application support centers will resume services later. USCIS has enacted precautions to prevent the spread of COVID-19 in reopened facilities:

For any questions, please contact the Immigration Specialist (Margaret Wheeler) at wheelerm@uww.edu, Or call 262-472-1494.

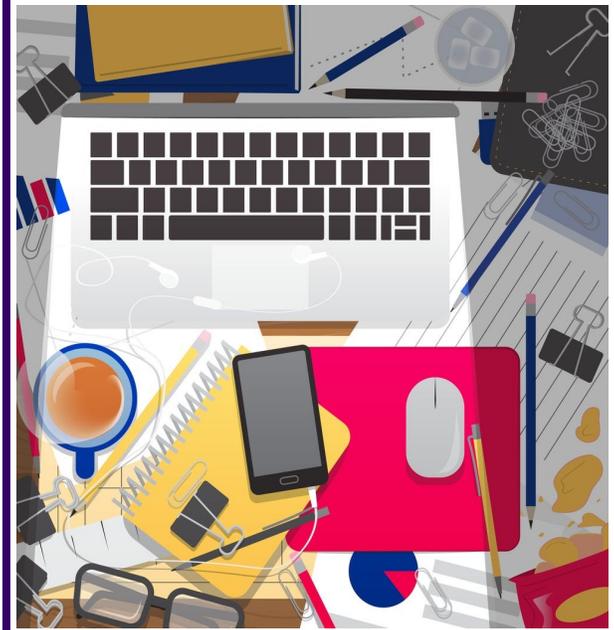
Also, please note that there are ongoing rumors as well as real changes in regard to USCIS processing: premium processing, address changes, fee changes. Rumors can be rampant. Please contact the Immigration Specialist for accurate information.



UW-Whitewater Immigration Workshops

UW-Whitewater will continue to support its international faculty and employees with ongoing in-person workshops. Social distancing and masks are required. Please contact: Margaret Wheeler, Immigration Specialist, if you are interested in EB-1 guidance; or workshops for form I-485 and accompanying documents. Contact information: wheelerm@uww.edu; 262-472-1494. Online and remote assistance is available.

Can you find the hidden USB thumb drive in this picture? (Answer on Page 20)



IMMIGRATION

Famous Immigrants

John Lennon from England and one of the Beatles.

He was given his U.S. Resident Alien registration (his "green card") on the bicentennial of the American revolution: July 4, 1976. He was also informed that he would be eligible to apply for U.S. citizenship in 1981. Below are words from one of his most famous songs, "Revolution."



You say you want a revolution
Well, you know
We all want to change the world
You tell me that it's evolution
Well, you know
We all want to change the world
But when you talk about destruction
Don't you know that
you can count me
out...



Immigration and Affirmative Action
Margaret Wheeler, JD



KeepInspiring.me

PAYROLL

Furloughs and Timesheets

Absences NOT Furlough

For monthly salaried employees, the timesheet should only be used for submitting furloughs. All other absences need to be submitted through the usual absence request process:

[Absence Entry Instructions for Faculty and Academic Staff Click Here](#)

Any Employee on Consecutive Furlough of Two or More Weeks

Any employee on **consecutive** furlough of two or more weeks will have the furlough entered for them.

All Employees Taking Intermittent Furlough

There are three separate sets of instructions for submitting **intermittent** furlough, dependent upon employee type. Following are brief explanations and the links to the Tipsheets. **Taking more than two furlough days consecutively must be pre-approved by the supervisor and Human Resources.**

Salaried Employee - Less Than Full Time

There is an FAQ on the following website that explains entering furlough for a salaried employee less than full-time.

<http://www.uww.edu/adminaffairs/hr/covid-19-employee-resources#IntermittentFurlough#i-am-80%-fte,-how-do-i-enter-my-furlough-time?>

Employees With Two Positions Totaling 100%

Employees with two positions totaling 100% FTE must report furlough usage on both positions. For a half-day of furlough, select the **FUR50** code on each position and enter the corresponding FTE % for each, times 4 hours (rounded to the nearest quarter-hour). The total entered for both positions must equal 4 hours. For a full-day of furlough, select the **FURLM** code on each position and enter the corresponding FTE % for each, times 8 hours (rounded to the nearest quarter-hour). The total entered for both positions must equal 8 hours.

Furlough results in a reduction in pay for the employee. Multiple positions, especially with differing rates of pay, must have their own accounting for furlough time off.

Furlough may be entered on the timesheet at any time, as it occurs or as planned for future dates. Intermittent furlough taken must be entered on the timesheet and approved in Payable Time by the supervisor, for the reduction in pay to occur. The timesheets are biweekly and are locked to employees the Monday night following the end of the biweekly pay period. If employees miss entering the furlough on their timesheet, they may contact the payroll department for assistance. Furlough must be submitted and approved prior to the payroll process each month for the reduction in pay to occur on that monthly payroll. If not completed timely, the reduction in pay will occur on the next payroll.

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Faculty/Academic Staff (Salaried) Instructional

Faculty/Academic Staff (salaried) **instructional** employees taking intermittent furlough enter it as an absence request selecting **COVID FURLOUGH**. They will not report furlough on the biweekly timesheet. This will not satisfy the requirement of a monthly leave report. (Reminder: nine-month academic-year employees cannot take furlough during the summer; only during the academic-year contract period.)

[Furlough Entry Tipsheet, Monthly Instructional Staff Only Click Here](#)

COVID FURLOUGH absence request:

*Event From Date	Thru Date	Absence Take	Hours	Absence Reason
05/18/2020	05/18/2020	COVID FURLOUGH	8.00	Regular

Faculty/Academic Staff/Limited (Salaried) Non-Instructional

Faculty/Academic Staff/Limited (salaried) **non-instructional** employees will submit intermittent furlough using the biweekly timesheet and selecting the **FURLM** and **FUR50** codes for full-day and half-day and entering the quantity of hours. And then supplementing the rest of the week with **FUREG** for furlough hours worked, and/or paid leave time. The full week of hours must be accounted for when taking furlough (furlough, hours worked, paid leave time, etc.). Submitting furlough on the timesheet does not satisfy the requirement of a monthly leave report.

[Furlough Entry Tipsheet, Monthly Non-Instructional Staff Only Click Here](#)

Example of a full-day furlough on Monday; worked the rest of the week:

	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
	Sun 6/21								
	Mon 6/22							FURLM - Furlough Unp Full Day-Monthly	8.00
	Tue 6/23							FUREG - Hours Worked - Furlough	8.00
	Wed 6/24							FUREG - Hours Worked - Furlough	8.00
	Thu 6/25							FUREG - Hours Worked - Furlough	8.00
	Fri 6/26							FUREG - Hours Worked - Furlough	8.00
	Sat 6/27								

Example of half-day furlough on Tuesday and vacation on Thursday:

	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
	Sun 6/7								
	Mon 6/8							FUREG - Hours Worked - Furlough	8.00
	Tue 6/9							FUR50 - Furlough Unp Half Day-Monthly	4.00
								FUREG - Hours Worked - Furlough	4.00
	Wed 6/10							FUREG - Hours Worked - Furlough	8.00
	Thu 6/11							Vacation (UNC)	8.00
	Fri 6/12							FUREG - Hours Worked - Furlough	8.00
	Sat 6/13								

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Hourly Employees Paid Bi-Weekly

The information/instructions for **hourly employees paid biweekly** has not changed.

[Furlough Timesheet Entry, Biweekly Employees Click Here](#)

Example of full-day furlough on Friday, worked the rest of the week.

			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
+ -			Sun 4/26								
+ -			Mon 4/27		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00		
+ -			Tue 4/28		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00		
+ -			Wed 4/29		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00		
+ -			Thu 4/30		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00		
+ -			Fri 5/1							FURLH - Furlough Unpaid Day - Biweekly	8.00
+ -			Sat 5/2								

Example of half-day furlough on Monday, personal holiday on Tuesday and Wednesday, worked Thursday and Friday:

			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
+ -			Sun 6/21								
+ -			Mon 6/22							FURLH - Furlough Unpaid Day - Biweekly	4.00
+ -					7:45:00AM			11:45:00AM			
+ -			Tue 6/23							Personal Holiday (CLS)	8.00
+ -			Wed 6/24							Personal Holiday (CLS)	8.00
+ -			Thu 6/25		7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM			
+ -			Fri 6/26		7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM			
+ -			Sat 6/27								

Nine-month, Academic Year Employees Working for the Summer

Nine-month, academic-year employees with contracts for teaching summer classes or receiving pay for any other service, must complete a Summer 2020 Leave Report.

<https://uwservice.wisconsin.edu/docs/publications/time-C-basis-summer-leave-reporting.pdf>



PAYROLL



Congratulations and best wishes to Molly Parrish in her new position as an Accountant for Philanthropy & Alumni Engagement!

For questions regarding payroll, earnings statements, funding, leave reporting, timesheet entry and approvals, etc. please email:

payrollsupport@uww.edu



Your Warhawk Payroll Team
Reggie Brown, Andrea Campbell

The Payroll Team is continuing to work remotely. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

TITLE IX

Title IX Updates: The 3 R's Recognize, Respond & Report

Recognize

Whether or not you are physically on campus or working remotely, the University of Wisconsin-Whitewater is committed to creating and maintaining a community environment that is free from any form of gender discrimination, including sexual harassment and sexual violence.

Our reporting options remain in place and we continue to encourage students and staff to reach out if you need assistance.

Although many people recognize Title IX as it applies to equity in sports programs, the law

is broad and covers much more than athletics. Federal guidance documents its application to transgender individuals and pregnant and parenting women. For questions on how the law applies to this, please contact the Title IX Coordinator at titleix@uww.edu.

Respond

If you are experiencing a situation that makes you uncomfortable, or you are unsure of how to address the situation, please feel free to contact me.

Report

To report incidents of sexual misconduct, you can go to our incident report page located at <http://www.uww.edu/dean-of-students/reporting-forms> You can also send an email to titleix@uww.edu.

Reporting... Next Steps

Once the form is submitted, someone from either Human Resources and Diversity or the Dean of Students Office will reach out to the complainant asking them to schedule a resource meeting with me, the Title IX Coordinator. In that meeting, I will explain to them their rights, process, and options for next steps. The complainant is not required to meet with me, but the initial meeting usually helps them understand our process. Those meetings can happen via phone, WebEx, or other electronic means. I can also send them an email with the listed information.

The full Title IX policy can be found here: <http://www.uww.edu/sexual-misconduct-information> If you have any questions or concerns regarding these policies or processes, please feel free to contact me at titleix@uww.edu or by calling my office number at 262-472-2143. You can also contact me to schedule a training for you and your staff/employees in your department.



I continue to work remotely. Please be assured that I am monitoring emails and voicemails and will reply as soon as I am able. Thank you, take care and stay safe.

Your Warhawk Title IX Coordinator
Vicki Schreiber, Ph.D.



TITLE IX

Title IX Updates: Department of Education Released New Regulations

Thank you for your continued patience as we work through these dynamic and challenging times. As we continue to make adjustments to how we do our work, I wanted to send out some information regarding a recent announcement from the Department of Education.

On May 6, 2020, the Department of Education released a new set of regulations as it relates to incidents of sexual harassment; specifically Title IX. The regulations go into effect August 14, 2020, so we are working diligently to address how these new regulations impact the University of Wisconsin Whitewater community. As we make changes, we will update the community and provide training to departments. Here is a quick summary of these new regulations:

New Terminology

We will continue with the terms “complainant” and “respondent” as it refers to the individuals allegedly involved in an incident. Some additional changes will be outlined in our process including the use of the terms “supportive measures,” “emergency removal,” and “advisor.”

Training

Materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process must be made publicly available on the University’s website. In order to comply with any copyright issues, the title of the material or training will be provided along with authorship.

What Constitutes Notice

The new regulations use “knowledge” and the term “responsible employee” will no longer be used regarding Title IX. At this point, due to Wisconsin State Executive Order #54, our reporting responsibilities will not change, but there is a system-wide committee looking at these new regulations and how it works with our conduct code.

Jurisdiction

Some incidents may no longer fall under the jurisdiction of Title IX, however student and employee conduct is outlined in our handbooks, and will be addressed through our grievance and conduct processes.

Advisors

This term is used by the Department of Education to mean “advocate” or “support person.” Advisors must be provided equally to both respondent and complainant.

Interim Measures

“Emergency removal” and/or “supportive measures” are addressed on a case-by-case basis. We will continue to offer the supportive measures that we have offered previously and will conduct an individualized safety and risk analysis to each situation.

Timing of Review and Comment Period

Parties and their advisors will receive written documentation of the information in a formal investigation prior to a decision of responsibility. Individuals will have 10 days to submit a written response if desired. The investigator will then review the responses and compile a complete investigative report. Parties will then have another 10 days to review and participate in either a live hearing or whatever the decision-making moment is.

Live Hearings and Decision Makers

The University of Wisconsin – Whitewater grievance process already provides for a hearing, which is required under the new regulations. This means that advisors need to be trained to cross-examine in the live hearings.

Standard of Evidence

The University of Wisconsin – Whitewater System uses a preponderance of the evidence standard for cases of sexual harassment. At this time we anticipate that we will continue to use this standard sexual misconduct cases involving students and employees. As a reminder, if you observe, hear conversations about, or receive in writing, anything that may be considered sexual misconduct (harassment, assault, stalking, domestic violence) in your online interactions or assignments, you should let the student(s) know that as a mandatory reporter, you are required to fill out the Sexual Misconduct Reporting Form. A link to that form can be found here:

<http://www.uww.edu/dean-of-students/reporting-forms>

TALENT ACQUISITION & RECRUITMENT

Numbers That Matter

- **HR: April 1 to May 27**
 - ◇ Fall Rehires: 105
 - ◇ Summer Session and Summer Service Contracts processed: **686**
 - ◇ Change of Status: **484**
 - ◇ Furlough data entries **108** and mass review **1500**
 - ◇ Retirements/Resignations: **44** processed
- **Student Hires/Appointment Changes**
 - ◇ Since 4/1/20: 295 Completed hires/ appointment changes

What's Next

Leaving? Retirement, Resignation, Transfer -- Before You Go

When you've made the decision to separate from UW-Whitewater, please submit your separation letter to your supervisor with a copy to Human Resources & Diversity (HR&D) at benefits@uww.edu. Your letter should specify if you are transferring to another UW System campus or State agency, and your last day in work status (last day on campus) with UW-Whitewater. Timely submission to HR&D ensures appropriate leave and benefits counseling and payroll calculations.

The Talent Acquisition team is continuing to work remotely. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

*Your Warhawk Human Resources
Talent team:
Amy Sexton,
Victoria Johnson, Abby Dunkleberger*

Summer Service

Departments who are hiring employees for Summer Service work should initiate these via HR Change of Status, <http://www.uww.edu/adminaffairs/hr/change-of-status> prior to the start of the work. Summer Service contracts are for those individuals who are hired into 9-month academic year contracts and providing a non-instructional service for campus during the summer break, 5/22/20 to 8/20/20. Please contact your HR Liaison for assistance or questions.

Contact Carrie Lencho, lenchoc@uww.edu, for questions related to Summer Session (instructional summer work) contracts.

Fall Semester is Quickly Approaching!

Please start preparing for Fiscal Year 2021 and fall or academic year 2020-21 rehires by completing E-Rehires for those individuals who will be returning for Fiscal Year 2021 and fall or academic year 2020-21. If classes are enrollment-based, please contact HR for assistance in preparing these rehire requests. Please see the E-Rehire application here: <http://www.uww.edu/adminaffairs/hr/rehire>

Access & Assistance

For employee access to HR platforms (E-rehire, Change of Status, etc.), have your supervisor email your designated HR liaison. Additionally, if you need assistance or a brief tutorial on these platforms, please reach out – we are happy to assist!



TRAINING & DEVELOPMENT

HR&D Bridging Information WebEx Event

A WebEx Event invite was sent for the June 4th “HR&D Bridging Information” from 10am-11am. If you need it resent to you, please email WarhawkU@uww.edu.

Special WebEx Event on June 11, 2020 from 1-2pm

Email WarhawkU@uww.edu for the calendar invite

Stop Walking on Eggshells – Moving Towards Courageous Conversations Together

([HR&D Training and Development Webpage has event link](#))

Sue O’Halloran will show you a more productive way of reacting (other than fight or flight) if someone tells you that you’ve offended them. Her easy to follow four-step process will take some practice but is well worth the effort. Productive, working relationships are built on trust and *you* can be the person others count on.

ABOUT SUE...

Sue O’Halloran has appeared on such media programs as PBS and ABC Nightline and has been interviewed by The New York Times, The Boston Globe and The Chicago Tribune. Sue teaches Diversity-Equity-Inclusion seminars and webinars around the country for corporations and nonprofits.

She is author of seven books including *Avoiding Cross-Cultural Mistakes at Home and Abroad*, *Diversity Is All Around Us in Our Schools Isn't It Time We Get It Right?* and *Compelling Stories, Compelling Causes: Nonprofit Marketing Success*. Sue has designed scores of diversity curricula for corporate America as well as for schools and universities including *Kaleidoscope: Valuing Differences and Creating Inclusion*.

O’Halloran is producer/director of multicultural performances and internationally recognized films including *Black, White and Brown: Tribes & Bridges at the Steppenwolf Theatre* and *More Alike Than Not: Stories of Three Americans - Christian, Jewish and Muslim*. She is also producer/director of the website www.RacebridgesStudio.com which houses over 250 video stories by professional sto-



Your Warhawk HR & D and Community
Engagement Center Development Coordinator
Gina Elmore



Remember to visit the HR&D website to find answers to your frequently asked questions about furloughs.

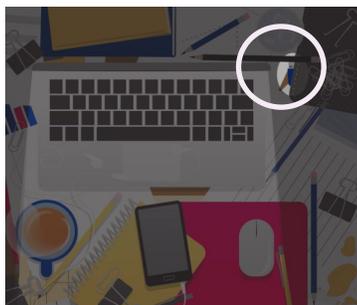
<https://www.uww.edu/adminaffairs/hr/covid-19-employee-resources>

Human Resources & Diversity Subject Matter Expertise Areas

<u>Subject Matter Expert</u>	<u>Specialty</u>
<p>Janelle Crowley, Ph.D. <i>Chief Human Resources Officer</i></p>	<p>Leads all training, talent acquisition and career development activities. Promotes inclusion in the workplace and reinforces our position as an equal opportunity employer.</p>
<p>Connie Putland <i>Asst. Chief H.R. Officer</i></p>	<p>Primary contact for ADA and employee relation matters</p>
<p>Gina Elmore <i>Development Coordinator</i></p>	<p>Training and Development Coordinator & Community Engagement Center Manager</p>
<p>Vicki Schreiber, Ph.D. <i>Title IX Coordinator</i></p>	<p>Title IX Resources & Policy contact, Trauma Informed investigator, Restorative Justice circle keeper</p>
<p>Reggie Brown <i>Payroll & Benefit Supervisor</i></p>	<p>Unemployment contact, Absence Management, Int'l student employment</p>
<p>Stephanie Hartmann <i>Benefits Specialist</i></p>	<p>Benefits, FMLA, campus Wellness contact resignations, and retirements</p>
<p>Kai Instefjord <i>H.R. Assistant</i></p>	<p>Student Employment & Camps Contracting</p>
<p>Amy Sexton <i>Human Resources Specialist</i></p>	<p>Staffing & Recruitment Process Management, Compensation, New Employee & Rehire Contracts, Employee Lifecycle Changes (Change of Status)</p>

UW-W Office Human Resources & Diversity

Hyer Hall, Room 335 • HR@uww.edu
262.472-1024 (Main) 262.472-5668 (Fax)



Answer from Page 10 image.

