

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

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HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *March* edition. It's been almost a year since our world shifted and needed to make changes to address a global pandemic. On February 18, 2021, the *Perseverance* rover became the first artificial object to land on Mars since the Mars lander *Insight* in 2018. In order for the rover to land during its expected timeframe, it launched July 30, 2020. As you know, this was a time that many people were working remotely in order to help slow the spread of this virus. This includes many of the engineers working on the rover. I reference this expedition because it resonates relevance at this time of the year. Perseverance means, "persistence in doing something despite difficulty or delay in achieving success." I'm proud to work at UW-Whitewater and to watch the perseverance of our community in making it through some very difficult times. When we continue to work together, we will build a better and stronger university.

Follow the links on the left of this page to take you to the subject matter for this *March 2021* edition. If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. If you would like to read previous versions, please go to our [News & Notes webpage](#) to see the current and past editions.

As always, thank you for taking the time to read this newsletter!

Best,

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



Join us on Monday, March 8, 2021 from 10-11 am for another Bridging the Gap session. Watch your email for the link or go to [page 12](#) of this newsletter for more information.



University of Wisconsin
Whitewater

Human Resources and Diversity

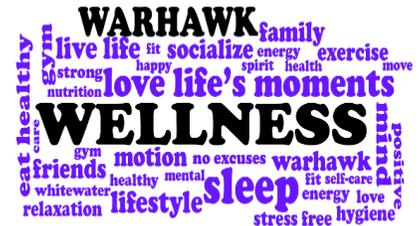
BENEFITS & WELLNESS

Virtual Retirement Counseling:

TIAA will be offering virtual financial and retirement counseling sessions on:

- Tuesday, March 16th from 10:00am – 4:00pm
- Wednesday, March 17th from 9:00am – 4:00pm
- Tuesday March 23rd from 9:00am – 4:00pm

To sign up for an appointment, please click [here](#)



Gratitude and Joy Virtual Workshops:

- Angie Alesci will be hosting a series of virtual workshops. The first will be on **March 24th from 12:30 pm - 2 pm** where participants will learn different strategies of gratitude, humor, joy and creative expression as practices for self-care and resiliency. Each participant will receive an activity kit. To RSVP, please sign up [here](#). WebEx invites will be going out closer to the event, please watch your UWW email for the announcement.
- The second workshop, *Balancing your Wheel*, will be on **June 23rd from 12:30 pm - 2 pm**
- The third workshop, *Visualize Your Wellness*, will be on **November 10th from 12:30 pm - 2 pm**



StayWell Portal Demo

- On **March 10th from Noon – 1PM**, a representative from StayWell will be doing a virtual demo on the new StayWell Portal to show employees how to use it. To join the WebEx, please click [here](#)
- Save the date – **Biometric Screening Spring 2021 – April 7th, 8am – 1pm** | More details to come
- **Well Wisconsin Radio:** There is a new Well Wisconsin Radio for 2021 that contains all recorded versions of the expert interviews held in 2020. You can find more information [here](#).



BENEFITS & WELLNESS

National Wear Red Day was February 5

February 5th was National Wear Red Day. Wear Red Day is a day where people wear the color red to show their support for the awareness of heart disease. Many people in our office and on campus showed their support!



The HR&D students & staff wore red!



Andrea Campbell's dogs Shelby & Sara wore red to show support!



Amy Sexton and her boys wore red!



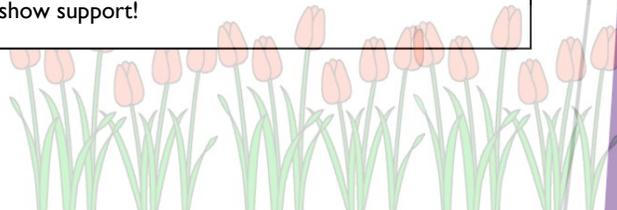
Margaret Wheeler stayed warm in red!



Chief HR Officer Janelle Crowley wore red!



Staff members of the University Library wore red to show support!



BENEFITS & WELLNESS

Wellness WINGO:

The Wellness Team is happy to announce our third annual WINGO event will be launching on **March 5th**. This year we will be focusing on all around wellness so your physical and mental wellbeing. To sign up, please email benefits@uww.edu to receive your WINGO card.



March Webinar's:

UW System -

UW System has a large variety of webinars in the month of March. For a complete list and to register, please click [here](#)

Kepro - EAP

Bias is a Four Letter Word webinar coming up on March 10, 2021. To register, please click on the image below

ETF - ETF has a variety of webinars & trainings in the month of March. For a complete list and to register, please click [here](#)



BIAS is a Four Letter Word

We all have biases, but sometimes we don't even realize them. In this session we will explore the scientific nature of bias, and how to begin to consciously overcome your biases.

March 10, 2021
Click Here



“I’m safe on Mars. Perseverance will get you anywhere.” - NASA’s Perseverance Mars Rover

BENEFITS & WELLNESS

Upcoming 2021 Benefit Events

ETF Virtual Retirement Appointments

- ETF will be offering free virtual retirement appointments every Tuesday from 6pm - 8pm.
- Sessions are hosted by an ETF Benefits Specialist.
- To register please visit: <https://etf.wi.gov/news/now-available-online-group-retirement-appointments-evening>

TIAA Virtual Counseling Sessions

- TIAA will be hosting virtual counseling sessions on Tuesday, March 16th from 10am - 4pm, Wednesday, March 17th from 9am - 4pm, and Tuesday, March 23rd from 9am - 4pm
- To register, go to <https://www.tiaa.org/public/support/contact-us/consultations-seminars>

Biometric Screening

- Save the date - April 7th from 8am - 1pm. More details to come.

Please continue to watch the HR&D newsletter as well as the Warhawk Weekly for upcoming benefits and wellness events.



Your Warhawk Benefits & Wellness Team
Stephanie Hartmann & Aubrey Maciosek



Share YOUR Good News!

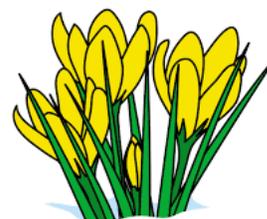
Getting married? Having a baby?

◆ Let us know! ◆

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

Email good news to benefits@uww.edu

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.



PAYROLL

Stay Informed - Payroll Changes

Please continue to visit the following website for up-to-date information regarding the change of all employees to the bi-weekly payroll occurring in July: [Single Payroll](#)



Plan Ahead– Vacation & Personal Holiday Carryover

There are interim policies in effect for the carryover of vacation and personal holiday for faculty/academic staff and limited appointees, as well as for university staff. Please make note of these deadlines and use the carryover hours so they will not be lost.

Interim Policy 1200-05: Faculty/academic staff/limited appointees:

VACATION earned in the 2018-2019 fiscal year, and/or earned in 2019-2020, was allowed to be carried over into the 2020-2021 fiscal year. The carried-over vacation must be used by June 30, 2021, or it will be lost. Vacation allocated for the 2020-2021 fiscal year will roll forward to the 2021-2022 fiscal year, and must be used by June 30, 2022.

PERSONAL HOLIDAY allocated for the 2019-2020 fiscal year was allowed to be carried over into the 2020-2021 fiscal year. All personal holiday that was carried over, as well as the personal holiday allocated for the 2020-2021 fiscal year, must be used by June 30, 2021, or the hours will be lost. No personal holiday hours will carry forward beyond June 30, 2021.

Interim Policy 1200-06: University Staff:

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.

For questions regarding earnings statements, funding, leave reporting, monthly payroll, furlough, etc. please email: [Payroll Support](#)

For questions regarding processing the biweekly payroll (timesheet entry and approval, exceptions, etc.) please contact: **Shared Services Payroll**, or **Shared Services**

PAYROLL



Farewell to Andrea Campbell, Payroll Specialist

Congratulations to Andrea Campbell in her new position in the Office of Admissions. Andrea has been an integral part of the Payroll and Human Resources & Diversity Team. We will miss her dedication, commitment, and interpersonal skills in our office. Although she will be missed on our team, we are excited for her to start on her journey in a new department. We are happy that Andrea is remaining on the UW-Whitewater campus and believe she will do an excellent job promoting our University and serving the needs of our prospective and incoming students and families. Best wishes Andrea and hope to see you around campus!

Spending and Savings Plan 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.

[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](#)



*Your Warhawk Payroll Specialist
Reggie Brown*



MARCH DATES



- March **Women’s History Month**
Irish American Month
Red Cross Month
- March 1, 2021 **Peanut Butter Lovers’ Day**
- March 3, 2021 **Caregiver Appreciation Day**
- March 5, 2021 **Employee Appreciation Day**
- March 8, 2021 **Bridging the Gap - UWW HR & D**
- March 8, 2021 **Intn’l Women’s Day**
- March 10, 2021 **Intn’l Day of Awesomeness**
- March 11, 2021 **Johnny Appleseed Day**
- March 12, 2021 **Girl Scouts Day**
- March 16, 2021 **Freedom of Information Day**
- March 17, 2021 **Saint Patrick’s Day**
- March 26, 2021 **Make Up Your Own Holiday Day**
- March 28, 2021 **Palm Sunday**
- March 31, 2021 **National Crayon Day**

<http://www.holidayinsights.com/moreholidays/march.htm>

St. Patrick’s Day

The first St. Patrick’s Day parade took place, in America on March 17, 1601 in a Spanish colony in what is now St. Augustine, Florida. March 17th is the anniversary of St. Patrick’s death in the fifth century. The Irish have observed this day as a religious holiday for over 1,000 years.

Information retrieved from <https://www.history.com/topics/st-patricks-day/history-of-st-patricks-day>



Women's History Month highlights the contributions of women to events in history and society. This celebration began in 1978 as Women’s History Week in California prior to it being recognized as a month in 1987 in the United States, then being recognized internationally. State departments of education then began to encourage celebrations of Women’s History Month as a way to promote equality among the sexes in the classroom.

In March 2011, the Obama administration released a report, *Women in America: Indicators of Social and Economic Well-Being*, showing women's status in the U.S. in 2011 and how it had changed over time. This report was the first comprehensive federal report on women since the report produced by the Commission on the Status of Women in 1963.

Retrieved from : <https://womenshistorymonth.gov/about/>

Did You Know?

Do you know when and why women’s colleges were started?

The earliest women’s colleges were founded in the mid 19th century to give women access to higher education. This was because it was a time when many people believed that it was unnecessary to educate women and that rigorous study could be unhealthy for women. Wesleyan College in Macon, Georgia was chartered as the first women’s college in 1836. There are still 33 women’s colleges in the United States, two of which are located in Wisconsin and both of those are located in the Milwaukee area; Alverno College and Mt. Mary University.

HR & D'S FRONT DESK

Employee Performance Evaluation Forms

This is a reminder that UW System and UW Whitewater require all supervisors to conduct annual performance evaluations for all of their employees.

Performance management is an ongoing conversation engaging both the supervisor and employee. An Equity, Diversity, and Inclusion section has been added to our general performance evaluation templates to align with our UWW strategic plan and goals. This effort was done in collaboration with the Office of Equity, Diversity, Inclusion and Support Programs. Here are the links to the EDI webpage and to the performance evaluation forms:

<https://www.uww.edu/division-of-equity-diversity-inclusion-and-support-programs>

<https://www.uww.edu/adminaffairs/hr/forms> (All Performance Evaluation forms can be found under "P")

Employee Assistance Program

*****Reminder*****



New Employee Assistance Program (EAP) Provider as of January 1, 2021 is KEPRO.

The EAP is a **free, confidential** program available to you and the family members living in your household. You can contact Kepro for assistance with:



- **Emotional Situations:** relationships, parenting, grieving
- **Work/Life Challenges:** child care, elder care, adoption
- **Legal and Financial Circumstances:** managing expenses or debt, preparation of simple wills, child custody or child support



Your Warhawk Assistant Chief
Human Resource Officer:
Connie Putland

In an effort to practice social distancing due to COVID - 19, Human Resources & Diversity Office is open regular hours but request that visitors please call ahead to schedule an appointment.



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

IMMIGRATION

CONGRATULATIONS to HR's MARGARET & REGGIE!! **Best Practices in International Enrollment Management Award**



Reggie Brown and Margaret Wheeler have been recognized for their contribution to UW – Whitewater being awarded **honorable mention** for **Best Practices in International Enrollment Management** for the International Education Alliance Workshop Series, by IELTS (International English Language Testing System).

Reggie focused on hiring international students as student workers while Margaret presented on hiring international faculty. **The series was created by Jodi Simek, International Students and Scholars**, as a way for offices that have international responsibility to educate and train faculty and staff about international activities at UW – Whitewater.

Partners in the series include: Human Resources, International Students and Scholars, Admissions, LEARN Center, Office of Global Experiences, English Language Academy, and Enrollment & Retention. Jodi Simek will be presenting at a virtual webinar of awardees sponsored by IELTS so that other universities may learn and replicate.

*Your Warhawk Payroll
Specialist
Reggie Brown*



*Immigration and
Affirmative Action
Margaret Wheeler, JD*

ROCK COUNTY CAMPUS



About Campus

UW-Whitewater's Rock County campus is located on Janesville's southwest side. A [free shuttle](#) links the campus to UW-Whitewater's main campus and the Van Galder JTS bus stop in Janesville.



*Your Warhawk Human Resources
Rock County Campus Administrative
Specialist
Tanja Anderson*

If you have any questions for Tanja, her contact information is:
Email: andersot@uww.edu
Phone: 608-898-5039

TALENT ACQUISITION & RECRUITMENT

The Talent Acquisition team is continuing to work remotely when appropriate. We continue to monitor emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.



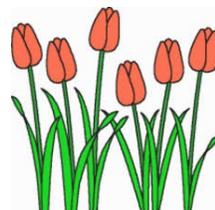
*Your Warhawk Human Resources
Talent team:
Amy Sexton, Victoria Johnson, Abby Dunkleberger*

TITLE IX

Title IX Updates

April is Sexual Assault Awareness Month! Look for information regarding upcoming programs on campus in the month of April. You can also go to the [National Sexual Violence Resource Center](#) to find a list of resources and events to help bring awareness to survivors and advocates to promote healthy relationships and to create a culture of consent. One of the events they have coming up includes a 30 day Sexual Assault Awareness Month Instagram Challenge 2021. Join the challenge by going [here](#).

As always, check out the Title IX Sexual Misconduct Information website located [here](#). The site provides information on how to report incidents of sexual misconduct to University of Wisconsin - Whitewater staff and/or University Police, resources and advocacy support, and prevention and training efforts on campus.



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



TRAINING & DEVELOPMENT & COMMUNITY ENGAGEMENT CENTER

Training and Development

A lot has happened in the HR&D Training and Development realm:

- The “Impact of Microaggressions in the Workplace” presentation held on January 28 had 182 attendees! If you missed it, you can view it here: <https://www.uww.edu/adminaffairs/hr/development-training#ResourcesforSelfLearning#impact-of-microaggressions-in-the-workplace-training-from-january-28-2021>
- Ben Dobner shared very useful information with Administrators and ADAs (Academic Department Associates) regarding Financial Aid. If you’d like to see this recorded training, please view here: <https://streaming.uww.edu/sharevideo/7ef0690c-dad8-4aca-a2eb-0e04483d1825>
- The Annual Performance Review Supervisor Training presented by Connie Putland was delivered on February 17. If you missed this, you can find this on the Supervisor Canvas Course.

Bridging the Gap

Join members of the Human Resources & Diversity team for the next ***Bridging the Gap*** session on **Monday, March 8, 2021 from 10 am - 11 am**. Some topics that will be covered are Outside Activities Reporting, Administrative Transformation Program and Staywell.



Event: HR&D – Bridging the Gap

Website for attendees:

<https://uww.webex.com/uww/onstage/g.php?MTID=e513a9195339396aa54a3e0260eb9cf2b>

Event Number: 133 074 5476

Event Password: HRMar08

Audio: +1-855-749-4750

Access Code: 133 074 5476

As always, please feel free to contact elmoreg@uww.edu for any training and professional development needs.



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



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>Payroll, Furlough, 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>Unemployment contact, 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>
<p>Margaret Wheeler, Esq. (MA, JD, LLM) <i>Immigration Specialist & AA Program Coordinator</i></p>	<p>Immigration and Affirmative Action</p>

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 262.472-1024 (Main)

