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To: Chief Human Resources Officers
From: Stefan Fletcher, Director, Administrative Policies & Special Projects 
Re: Integration of UPS Policies into UW System Administrative Policy Series:
July 2019 Update

This is intended to provide an update on the process of integrating the University Personnel System Operational (UPS) policies into the UW Administrative Policies and Procedures (SYS) policy series and to serve as a reminder of the July 15th go live date.

Summary

If you recall, UW System Administration (UWSA) is continuing the process of migrating all System-level policies below the Regent Policy Documents into the SYS policy series. What are currently UPS policies will become the 1200 series in the SYS policy set. This process results in no substantive changes to the policies, and the UPS/1200 policies will continue applying to all UW institutions, other than UW-Madison. To further simplify the policy development process, future changes to UPS/1200 series policies will go through the regular SYS policy review process. The 1200 series will go live on July 15, 2019. Between July 2019 and July 2020, the links to UPS policies will redirect to the new 1200 series. In July 2020, the links to the UPS policies will expire, meaning the deadline for UW institutions to update UPS policy references is July 2020.

UWSA is scheduled to be on-time in implementing and publishing the converted UPS policies into the SYS policy set. See Appendix A for a visual timeline of the process and the information below for a detailed description of what each phase entails. If you have any questions or concerns, please contact Alyse Samoray (asamoray@uwsa.edu).

Phase 1: Design and Numbering

Phase 1: Design and Numbering, which is complete, included assigning a new number to the existing UPS policies to prepare for inclusion in the 1200 series of the SYS policy set. Those UPS policies solely intended to provide interpretation/implementation guidance

were converted to webpage format in the form of practice directives and will be housed on the UW System Human Resources website. A link to that website will appear as a header in the new 1200 series when the series goes live on July 15th. Please see Appendix B for the numbering scheme.

Phase 2: Preparing to Go Live

Phase 2: Preparing to Go Live entailed transferring UPS policies from PDF to webpage format, including reformatting the text and links within the policies to reflect the new numbering scheme. All policies and practice directives have been converted into webpage format and are currently being checked by the UW System Office of Human Resources to ensure that formatting was done correctly, and information is not missing. UW System Administration is currently checking cross-references within the UPS/1200 policy text and updating references to the old UPS numbering scheme to the new 1200 numbering scheme.

Phase 3: Go Live

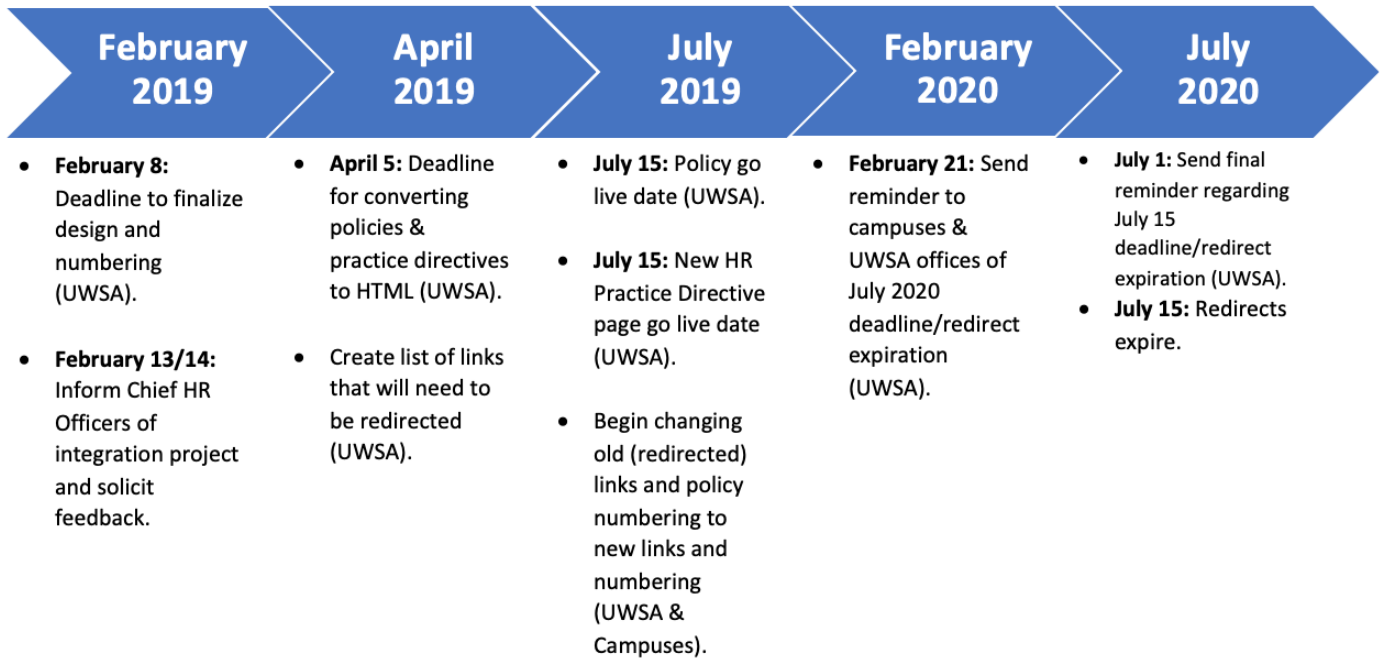
The newly formatted policies will be published on July 15, 2019 and all existing links in documents and webpages will redirect to the converted policies. UWSA will begin updating the Regent Policy Documents and SYS policy references and links to UPS with the new SYS 1200 numbering scheme and links. In the communication email notifying campuses of the publication of the 1200 series on July 15, UWSA will include a list of links to be used to replace old UPS policies on their website.

Phase 4: Final Steps

Between July 15, 2019 and July 15, 2020, institutions and UWSA will need to update the links and references on their webpages and documents. This includes replacing old links to the UPS policies with the links to the new SYS 1200 series and updating any text/numbering on pages and documents. Institutions can begin this process at any point by creating a list of where the current links are located so they are easier to update after July 15, 2019. The current links will work until **July 15, 2020**, when the redirected links expire.

cc: Chancellors, Provosts, Chief Business Officers, Senior Student Affairs Officers, Faculty Representatives, Academic Staff Representatives, University Staff Representatives, Student Representatives

UPS Policy Integration Timeline



Appendix B: New Numbering Scheme

The table below demonstrates the converted numbering scheme for the SYS 1200 series. Blue indicates policies in the new 1200 series while gray indicates practice directives, which will be housed on the UW System Office of Human Resources' website and linked to in the new policy series. Please note that Gen 27 is not being published and WE 2 is currently being revised. These are indicated in red.

Policy Type	Old Numbering	New SYS Numbering	New Category	Title
Equal Employment Opportunity	EEO 1	1201	1200 Series: UPS	Affirmative Action Data
	EEO 2	1202	1200 Series: UPS	Equal Employment Opportunity
	EEO 3	1203	1200 Series: UPS	Employment of Veterans
	EEO 4	EEO A	Practice Directive	Accommodations for Individuals with Disabilities
	UPS - EEO 5	EEO B	Practice Directive	Discrimination, Harassment, and Retaliation
Benefits	BN 1	1210	1200 Series: UPS	Vacation, Paid Leave Banks, and Vacation Cash Payouts
	BN 2	1211	1200 Series: UPS	Personal Holiday & Legal Holiday Administration
	BN 3	1212	1200 Series: UPS	Sick Leave
	BN 4	1213	1200 Series: UPS	Wisconsin and Federal Family and Medical Leave Acts
	BN 5	1214	1200 Series: UPS	Catastrophic Leave Program
	BN 6	1215	1200 Series: UPS	Paid Leave of Absence for Bone Marrow and Human Organ Donation

	BN 7	1216	1200 Series: UPS	Miscellaneous Leave Provisions - Jury Duty, Voting, Election Official, Hostage Leave, and Leave Usage Upon Death of a Family Member
	BN 8	1217	1200 Series: UPS	Non-Medical Leaves of Absence
	BN 9	1218	1200 Series: UPS	Military Leave
	BN 10	BN A	Practice Directive	Faculty Sabbatical Program
	BN 12	1219	1200 Series: UPS	Continuous Service
General	Gen 0	1225	1200 Series: UPS	General Terms and Definitions
	Gen 2	1227	1200 Series: UPS	Standard Office Hours, Legal Holidays and Other UW System Institution Closures
	Gen 4	Gen A	Practice Dir.	Criminal Background Checks
	Gen 5	Gen B	Practice Dir.	Child Safety and Executive Order # 54
	Gen 6	Gen C	Practice Dir.	Subch III - Whistleblower
	Gen 7	Gen D	Practice Dir.	Subch IV - Freedom of Speech Protections
	Gen 8	Gen E	Practice Dir.	Consensual Relationships
	Gen 10	1229	1200 Series: UPS	Rehired Annuitants
	Gen 11	1230	1200 Series: UPS	Workplace Safety
	Gen 12	1231	1200 Series: UPS	Hazardous Employment Benefits

	Gen 13	1232	1200 Series: UPS	Layoff for Reasons of Budget or Program
	Gen 14	1233	1200 Series: UPS	Grievance Procedures
	Gen 15	1235	1200 Series: UPS	Inclement Weather/Emergency Conditions
	Gen 16	Gen F	Practice Dir.	Display of Religious and Other Holiday Symbols
	Gen 17	Gen G	Practice Dir.	Inter-institutional Financial Transactions
	Gen 18	1236	1200 Series: UPS	Temporary Interchange
	Gen 19	Gen H	Practice Dir.	Children of Employees in the Workplace
	Gen 20	1237	1200 Series: UPS	Student Employment
	Gen 21	1238	1200 Series: UPS	Craft Workers
	Gen 23	1240	1200 Series: UPS	Job-Related Coursework & Training
	Gen 24	1241	1200 Series: UPS	Complaint Procedures
	Gen 25	1242	1200 Series: UPS	Payment of Licenses
	Gen 26	Gen I	Practice Dir.	Concealed Carry
	Gen 27			Development, Revision, and Approval of OPS
	Gen 28	Gen J	Practice Dir.	Sexual Violence and Sexual Harassment
	Gen 29	Gen K	Practice Dir.	Relocation (Household Moves) and Temporary Or Indefinite Work Assignments

	Gen 30	1244	1200 Series: UPS	Summer Prepay Deductions and Summer Session Benefits Eligibility
	Gen 31	Gen L	Practice Dir.	Worker's Compensation
	Gen 32	1245	1200 Series: UPS	Personal Internet Account Access
Human Resources	HR 1	1250	1200 Series: UPS	Job Security
	HR 2	1251	1200 Series: UPS	Appointment Terms and Designation of Positions
	HR 4	1253	1200 Series: UPS	FLSA Designation
	HR 5	1254	1200 Series: UPS	Employee Performance Management
	HR 6	1255	1200 Series: UPS	Teaching Assistants Selection, Training, and Evaluation
	HR 7	1256	1200 Series: UPS	University Staff Temporary & Project Appointments
	HR 8	1257	1200 Series: UPS	Title Change
	HR 11	1259	1200 Series: UPS	I-9 Verification
	HR 12	1260	1200 Series: UPS	Health Insurance Marketplace Notice Distribution
	HR 13	1261	1200 Series: UPS	Personnel Files
	HR 14	1262	1200 Series: UPS	Labor Relations and Collective Bargaining Procedures

	HR 15	HR A	Practice Dir.	Open Meetings Law and Public Records Law
Payroll	PY 2	1270	1200 Series: UPS	Optional General Payroll Deductions
Titles and Compensation	TC 1	1275	1200 Series: UPS	Recruitment Policies
	TC 2	1276	1200 Series: UPS	Title Definitions
	TC 3	1277	1200 Series: UPS	Compensation
	TC 4	1278	1200 Series: UPS	2017-19 UWS Pay Plan Distribution Guidelines for University Workforce
TR: UPS Transition	TR 1	1285	1200 Series: UPS	Transition of Classified Staff to University Staff
	TR 2	1286	1200 Series: UPS	Effect on WRS Service, Accrued Leave & Continuous Service When Moving To and From Institutions or Agencies
	TR 3	1287	1200 Series: UPS	Voluntary Reassignment of Formerly Classified FLSA Exempt Employees to Academic Staff/Limited Appointment Positions
	TR 4	1288	1200 Series: UPS	Reinstatement of Employment Privileges under Wis. Stat. s.36.115(6)
Workplace Expectations	WE 1	1290	1200 Series: UPS	Code of Ethics
	WE 2	1291	In Progress	In Progress
	WE 3	1292	1200 Series: UPS	Workplace Conduct Expectations

	WE 4	WE A	Practice Dir.	Use of Information Technology Resources
	WE 5	WE B	Practice Dir.	Educational Loan Lenders