

Campus Classified Connection Meeting October 11, 2006, 8:30 a.m Hyer 217

Janice Nordin began the meeting by having those present introduce themselves and their area.

Kathy Mather, Human Resources and Diversity (HR&D) addressed issues relating to transferability between the USA, USPA and ADA (University Services Associate, University Services Program Assistant and Academic Department Assistant respectively) positions. USA 1 and 2 can transfer to USPA and ADA A and B as long as the positions have the same pay ranges (eg. USPA A/B is pay range 2-10 to 2-11, USA 2 is pay range 2-10).

Employees who transfer into the "A" level of a classification will automatically be reclassified into the "B" range after 1 year of service in the position creating an opportunity for upward movement within the positions, but no upgrade beyond a "B".

Eric Barber, HR&D gave an overview of the Search and Screen process. Search and Screen forms can be found at: <http://www.uww.edu/adminaff/HR/searchscr.htm> which is under the "Resources for Supervisors" link on the HR&D webpage. This page has all of the forms which come in the "red packet". There is a 5 step process to conducting a proper search and screen. Important notes to keep in mind:

- For an emergency search, include memos detailing reasons in packet.
- In the event that the search is to replace a previous faculty member and/or academic staff, include records of whom is being replaced in the file.
- Position must be advertised in a nationally recognized publication in print form (not web only). Put copy of ad in packet. Required for all tenured-track positions.
- List of acceptable publications included in packet and links to publications will be added to webpage.

Relating to the previous two items, Eric is working on a method of pooling university resources to publish positions at UW-W under the same banner, footer, etc. to save money and increase the visibility of UW-W in national publications. More on this coming soon.

Questions on the Search and Screen process should be directed to Eric Barber at 1072 or barbere@uww.edu.

Mary Blaesius, HR&D shared information about the Dual Choice Enrollment period including new Dental and Vision plans available.

DentalBlue will now be available to all State of Wisconsin Employees. Employees can choose from three plans available through Blue Cross Blue Shield and CompCare Health Services Insurance Corporation (www.bluecrosswisconsin.com). Open enrollment ends Friday, October 27, 2006.

Spectera is a new vision plan available to University of Wisconsin System Employees through UnitedHealthcare Insurance Company. Open enrollment dates: October 9 through November 17, 2006. To view the provider directory, go to www.spectera.com and select "future member", then enter your zip code to view their network providers. There is a deductible for choosing an out of network provider.

Employee Reimbursement Accounts Program (ERA) is an optional, tax-free benefit plan which reimburses an employees' out of pocket medical expenses. An employee decides on an amount to be deducted from their pay on a pre-tax basis and can use that money to be reimbursed for expenses such as over the counter medications, mileage to/from the doctor, deductibles, co-pays, etc. The open enrollment period for this program is October 9th-November 17th.

A list of notable plan changes for all Dual-Choice plans can be seen at:
http://www.uww.edu/adminaff/HR/notable_changes.pdf . Information sheets on the plans
available can be found at: <http://www.uww.edu/adminaff/HR/news.htm>.

Mary reminded everyone that the 2006 Employee Benefits Fair will be held Wednesday, October
18th in the Roseman Gymnasium from 10 a.m. to 2 p.m.

Next Classified Connection meeting will be Wednesday, November 8th 2006 in Hyer 217.