

# University of Wisconsin Whitewater Human Resources Guidelines

## Section I. Introduction

The intent of this document is to provide policy in the form of guidelines to consider for transactions that had been covered by collective bargaining agreements.

It will not be an exhaustive list of areas where policies could be developed, nor is it intended to eliminate current practices of work units. Managers and employees should consult with the Office of Human Resources and Diversity if there are questions.

Other reference documents and statements of policies and procedures covering classified employee policies:

- The State of Wisconsin Compensation Plan  
<http://oser.state.wi.us/docview.asp?docid=7341>
- Wisconsin Human Resources Handbook; Chapter 430  
[https://docs.legis.wisconsin.gov/code/admin\\_code/er/46.pdf](https://docs.legis.wisconsin.gov/code/admin_code/er/46.pdf)

**Where work units have established written procedures current practices and procedures will remain in effect.**

Employing units may change their written procedures by providing a copy of the new procedure to employees in the work unit and the Office of Human Resources and Diversity.

Ultimately, it is the responsibility of the supervisor to manage the work unit so that the goals of the University will be met.

## Section II. Overtime

All overtime pay will be handled as stated in The State of Wisconsin Compensation Plan and in accordance with the Fair Labor Standards Act. When management determines there is a need for overtime the following guidelines are in order:

*Principles:*

*Skill* – The employer will determine the skill set needed to complete the job and then offer overtime to employees who have the skills needed to perform the task.

*Convenience* – If an employee capable of performing the work is already on campus, there should be an opportunity to offer that employee the overtime before someone away from campus.

*Budget* – If an employee who will not incur an overtime cost can perform work, it is an option to assign it to that employee.

*Equity* – to ensure that all employees have opportunity to work overtime, a rotating list should be kept to reflect which employees last had the chance to work overtime.

*Seniority* – if all other considerations are “equal,” then assigning overtime by seniority is a valid means to decide who gets the assignment.

- A. Current Practices: Where work units have established written procedures, such as signing up for overtime when it is known in advance (fall football weekends, housing change-over), current practices will remain in effect. Employing units may change their written procedures by providing a copy of the new procedure to employees in the work unit and the Office of Human Resources and Diversity.

Sign up for overtime and scheduled overtime will continue to be handled at the unit level by supervisors.

- B. Unscheduled Overtime: When overtime is not scheduled in advance of 48 hours, overtime will be awarded according to the principles above in the order listed.

Management will assign overtime based on these principles. When overtime is being offered with less than 48 hours notice, management will determine which employees have the skills necessary to perform the task. Of those with the skills, the employer will use equity whenever possible to offer overtime.

- C. Campus-wide Overtime (Custodial Staff): Management will determine the number of employees which are required for each Campus-wide event. Campus-wide Event Overtime notices will be sent to all custodial staff at the start of each semester. The employee will be requested to complete the notice by indicating their interest or lack of interest in working for the proposed overtime. Employees should return their notice to their supervisor with their interest to work, or not to work overtime events.

Management will assign Campus-wide Event Overtime in the order of seniority by those who request to work the time. If there are not employees who volunteer to work the event, management will assign staff in reverse seniority order, starting with the least senior.

If any employee has pre-approved leave time scheduled when there is a Campus-wide Event, they may be excused from working the overtime.

### **Section III. Vacation scheduling**

The University of Wisconsin – Whitewater recognizes that all employees need breaks from their work in order to enjoy family and other activities.

We encourage the use of vacation time and believe that flexibility should be a priority in the use of vacation time as long as the operational needs of the University can be met. Whenever possible, vacation time should be used within the year it is awarded.

UWW recognizes the need that Employees wish to be able to schedule their vacations in advance and be assured of time off, and that some vacation times are more popular than others.

Therefore the following principles will guide vacation scheduling:

#### *Principles:*

*Operational Need* – supervisors have the ability to determine how many staff are needed in the work unit on any given day and whether vacation cannot be allowed at certain times.

*Employee Needs* – there may be familial needs or events that necessitate time away from work.

*Fairness* – the same employees should not always get certain vacation days at the expense of others being able to pick those days.

*Seniority* – if all other considerations are ‘equal,’ then allowing vacation choices by seniority is a valid means to decide who gets the time off.

- A. Small Work Units: Management recognizes that there are work units where vacation and holiday coverage can be determined and worked out within the unit between employees and supervisors; this shall continue to be the practice. If conflicts arise, seniority is a valid means by which decisions can be made; however the supervisor may use the above principles to determine who will have the vacation time.
- B. Vacation Pick Policy: In work units where “vacation pick” has been the practice that practice will continue to be the practice. Units which currently have written procedures in place may continue to use those procedures.

This requested vacation scheduling is only to assure time off during peak vacation request times (hunting, holidays, etc.), other vacation time may be requested as needed and granted based on operation need. Employees will have a better opportunity to have operational needs met if a notice of two weeks or longer is given. This does not preclude supervisors allowing for vacations on shorter time notices.

#### **IV. Transfer**

Employees will maintain their ability to transfer within the University of Wisconsin-Whitewater. All transfers will be permissive and at the discretion of the hiring manager. UW Whitewater employees will be guaranteed an interview for position if the Office of Human Resources and Diversity deems the employee as qualified for the position.

- A. Process:
  1. The Office of Human Resources and Diversity will post any civil service position that is open for transfer for 8 days on the WISCERS website for at-risk/layoff applicants and any permissive transfers for classified employees.
  2. Postings can be seen via a link to WISCERS on the UWW Human Resources and Diversity website.
  3. Postings may be printed and placed on bulletin boards in work units based on department need.
  4. All candidates interested in the position transfer must send their name, statement of interest and a resume to the contact listed on the announcement by the closing date.
  5. The Office of Human Resources and Diversity will review resumes to assure that candidates are qualified. The Office of Human Resources and Diversity will forward all qualified candidates to the hiring manager. Qualified candidates who currently work for the University of Wisconsin –

Whitewater must be interviewed. Transfer candidates from outside of the University of Wisconsin – Whitewater may be interviewed at the discretion of the hiring manager.

6. Transfers are permissive and at the discretion of the hiring manager.

## **V. Training**

### *Principles:*

*Budget* – any reimbursement considered must be within the department’s budget.

*Employer Directed Training* – training that is directed by the employer should be distinguished from voluntary educational or training opportunities.

*Career Relation* – any reimbursement for tuition or leave time granted should be for courses that are related to advancement in the employee’s job area.

*Advancement Opportunity* – employees should be allowed the chance to take courses to further their careers and add more value to the work they do.

Employees may request training according the *UWW Policy on Training and Education (revised 2/12)*. Approval for such requests is at the discretion of the employer. In general, the employer may pay up to 75% of tuition cost at UW-Whitewater for a course.

## **VI. Flextime**

The University of Wisconsin Whitewater endorses the use of Flextime and understands it contributes to employee morale. Flextime does not allow for a change of work location.

- A. In establishing Flextime both management and employees recognize that the use of Flextime cannot prevent or interfere with the accomplishment of the mission, goals and tasks of the University and its various units, nor can Flextime cause a reduction in the levels of service presently being provided.
- B. Classified employees may participate in Flextime if their work unit and position allows for University needs to be met while participating in Flextime.

- C. Employees who do not have a satisfactory performance appraisal may not be allowed to participate in Flextime, it is at the discretion of the supervisor.
- D. The Flextime schedule for FLSA “exempt” employees is 80 hours every two week pay period. The Flextime schedule for “non-exempt” employees is 40 hours per week.
- E. The maximum number of hours a supervisor may approve to work per day is 12. Flextime is hour for hour and paid at the standard rate. It must not cause overtime.
- F. The supervisor may choose hours or days of the week that the employee must be present as part of the Flextime schedule.
- G. Flextime schedules must be approved by the supervisor in advance. Supervisors may require submission of the proposed schedule in writing up to two weeks in advance or may approve a verbal request in situations that could not have been anticipated more than 24 hours in advance. In all cases where time sheet are filled out, or recorded in the system, they must be recorded accurately as the exact hours worked.
- H. Flextime schedules may be for long-term or short-term. In either case, the supervisor or employee must inform the Office Human Resources and Diversity specifically their payroll specialist of any approved Flextime.
- I. Employees who use vacation time or sick leave on a day they have Flextime, must report the number of hours they are gone as leave time. For example, if an employee is approved to work 9 hour days, for 4 days and then a half day on Friday, and the employee is sick on a 9 hour day, the employee must report 9 hours of leave time for that day.
- J. Supervisors may revoke use of Flextime if operational needs are no longer being met, suspected abuse or employee work-related issues.

Employees must initiate the request for Flextime by using the Flextime Request Form from the Office of Human Resources and Diversity.

## **VII. Uniforms and Dress Code**

The University of Wisconsin Whitewater may require employees to wear a uniform, badge for identification, patch or nametag to signify that they are an employee of the university. Uniforms should be clean and neat, as individuals wearing them are the most visible of University employees.

*Uniforms and Dress Codes:* Individual work units may determine the need and specific type of uniforms to be worn by employees or to determine the dress code or appropriate work attire for the unit. If Shorts are permitted, they must be midthigh or longer and must comply with the unit's dress code or be appropriate work attire as determined by the supervisor.

*Uniform Supply:* The University of Wisconsin Whitewater's supervisors will work with employees to determine their need for a uniform and how uniforms will be supplied. If UW Whitewater will be covering the cost, supervisors will pre-approve the uniforms needed and their costs. Any employee purchasing a uniform through reimbursement will have the cost pre-approved by their supervisor, and follow the policies for reimbursement of Financial Services, and therefore employees must have receipts for their purchases.

## **VIII. Grievances**

Employees maintain the right to grieve as allowed for by Wisconsin Administrative Code and as outlined in the *The Wisconsin Human Resources Handbook; ch. 430, Employee Grievance Procedure*.

UW Whitewater will use the following process for grievances:

*Prefile:* Prior to any grievance being filed, the employee must first have a meeting with the supervisor in an effort to resolve the issue. The supervisor must be aware that this is the prefiling meeting. This meeting must take place within the first 29 days of the occurrence. If employees are not able to meet with their supervisor, they may contact the Office of Human Resources and Diversity for assistance.

*First step:* The supervisor and/or a representative from the Office of Human Resources and Diversity is designated to hear the first step grievance. First step grievances must be filed within 30 days of the occurrence, and will be responded to in writing within 30 days of receipt of the grievance.

*Second step:* UW System Human Resources will hear second step grievances and provide response. Grievances must be submitted for Step 2 within 7 calendar days of the response from Step 1 or 7 days from when the response should have been answered. A response to the second step grievance will be within 21 days from the receipt of the grievance.

*Third step:* As outlined in the *Wisconsin Human Resource Handbook; Chapter 430*, only subjects allowed to be grieved to the third step will be heard by the Office of State Employee Relations (OSER). It must be forwarded within 7 days of the receipt of the response from step 2.

*Representation:* Employees of UWW may have a representative present for the grievance, and if it is another employee of UWW, the representative may attend the

grievance on paid time if the grievance is being heard on campus. They will be allowed a reasonable amount of time as deemed by management to prepare with the approval of their supervisor.

If the grievance is not heard on campus, the grievant may be paid for their time away from campus. If the grievance is not heard on campus, the Representative may be paid if they are the only Representative on behalf of the grievant. If another party is presenting the grievance on behalf the grievant, the representative will not be paid for attending. Preparation by the employee or the representative for any grievance or disciplinary action cannot be done on work time.

## **IX. Discipline**

Just cause principles will be used for any employee discipline. Employees have the right to a representative (of their choice) at any of the formal steps. The representative is present to take notes and to assure that the process for discipline is being followed by the University. If the representative is a UWW employee, the representative may attend in pay status.

As is the case with non-representative discipline, disciplinary action will remain in the personnel file of the employe indefinitely and progressive discipline will be used by the campus. This does not preclude the University from terminating an employee for just cause without using progressive discipline.

## **IX. Medical Clearance**

The employer may request an employee who has been on any type of leave for a medical condition to provide documentation from their physician that they are able to return to work.