This report serves to update the UW-Whitewater campus community on recent UW System policy changes within the last six (6) months as well as UW-Whitewater Practice Directive and Procedure progress.

The UW System Vice President for Administration released a notice on July 12, 2018 which details their Fiscal Year 2019 UW System Administrative Policy Priorities. This message includes a list of administrative policies and procedures that are scheduled for revision or development during Fiscal Year 2019.

As a result of these incremental changes, there may be instances where certain links in this document become inactive or broken. In order to keep this document as current as possible, it will be updated on a monthly basis to capture all updates from System regarding such policies.

If you would like to be kept informed of the policy process - including receiving notifications of when draft administrative policies are available for comment, or when an administrative policy or procedure has been approved - you can subscribe to the RSS newsfeed for policy updates.

UW SYSTEM

New Policies and Procedures Approved by UW System

- **Regent Policy Document 13-6: Contracts with Research Companies**
  Original Issuance Date: January 21, 2020
  Revision Date: February 7, 2020
  Effective Date: February 7, 2020
  Overview: The purpose of this policy is to define the required elements of a management plan issued in relation to a contract between a UW System institution and a research company where Wis. Stat. § 946.13 may apply.

- **UW System Administrative Procedure 1277.A: Compensation: Extraordinary Salary Ranges**
  Original Issuance Date: December 27, 2019
  Revision Date: December 27, 2019
  Effective Date: December 27, 2019
  Overview: The purpose of this procedure is to provide a process for the creation of extraordinary salary ranges (ESR) at either an institution or system level. This procedure outlines minimum required documentation for establishing ESR in order to promote
consistent and transparent compensation practices within the system. This procedure does not diminish the authority delegated to UW chancellors to establish an ESR.

- **UW System Administrative Procedure 1277.B: Compensation: Merit Pay**
  Original Issuance Date: December 27, 2019
  Revision Date: December 27, 2019
  Effective Date: December 27, 2019
  Overview: The purpose of this procedure is to provide minimum requirements for salary increases, specifically for merit, outside of the State of Wisconsin pay plan. This procedure outlines minimum standards and required documentation for merit increases in order to promote consistent and transparent compensation practices within the UW System.

- **UW System Administrative Procedure 363.A SFS Change Requests of Band and Contact Information**
  Original Issuance Date: December 4, 2019
  Last Revision Date: December 4, 2019
  Overview: Outlines the processes through which changes to suppliers in the UW System’s share financial systems are to be verified in compliance with UW System.

- **UW System Administrative Procedure 363.B: HRS Change Requests of Bank and Contact Information for Employees**
  Original Issuance Date: November 27, 2019
  Last Revision Date: November 27, 2019
  Overview: Outlines the processes through which changes to employee bank (direct deposit) and contact information in the UW System’s human resource systems are to be verified in compliance with UW System.

- **UW System Administrative Policy 363: Change Requests of Bank and Contact Information**
  Original Issuance Date: August 21, 2019
  Last Revision: August 21, 2019
  Effective: October 31, 2019
  Overview: The purpose of this policy is to establish standard processes for verifying student, employee, and vendor contact and bank account information when change requests are received.

**Recent Policy and Procedure Changes Approved by UW System**

- **Code of Ethics Guidelines for Reporting Outside Activities Under UWS 8.025 (Formerly Appendix 1 of SYS 1290, Code of Ethics)**
  Original Issuance Date: February 27, 2020
  Revision Date: February 27, 2020
  Overview: Previously appendix 1 of SYS 1290, Code of Ethics. These guideline support SYS 1290, Code of Ethics and describe requirements for reporting outside activities.
- **Rescinded: UW System Administrative Policy 1201: Affirmative Action Data**  
  Original Issuance Date: July 1, 2015  
  Rescinded: February 26, 2020  
  Overview: This policy assures that Affirmative Action/Equal Employment Opportunity data is collected by all UW Institutions in a manner that is consistent with federally mandated definitions using a reliable collection technique. This policy has been fully incorporated into Policy 220, Affirmative Action Data.

- **Revised: UW System Administrative Policy 220: Affirmative Action Data Collection**  
  Original Issuance Date: May 14, 1990  
  Revised: February 26, 2020  
  Overview: This policy assures that Affirmative Action/Equal Employment Opportunity data is collected by all UW Institutions in a manner that is consistent with federally mandated definitions using a reliable collection technique.

- **Revised: UW System Administrative Policy 328 (formerly F34): Memberships**  
  Original Issuance Date: June 3, 1997  
  Revision Date: January 27, 2020  
  Effective Date: January 27, 2020  
  Overview: The purpose of this policy is to establish parameters for purchasing institutional or organizational memberships to professional associations, societies or organizations with UW System funds.

- **Revised: UW System Administrative Policy 425 (formerly 1204 (ANS)): Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation**  
  Original Issuance Date: October 5, 2015  
  Revision Date: January 13, 2020  
  Overview: The objectives of this policy are as follows: prescribe the mileage reimbursement rate, prescribe requirements for using contract vehicle rental vendors, define responsibility for determining the most appropriate mode of transportation, define vehicle expenses that can be paid or reimbursed with University funds, define business mileage and calculation for miles for reimbursement, and define responsibilities for institutions that operate a fleet.

- **Rescinded: UW System Administrative Policy 340 (formerly G1): Alumni Publications**  
  Original Issuance Date: December 17, 1997  
  Rescinded: January 6, 2020  
  Overview: This policy required Alumni Records Offices guarantee the equitable treatment of various alumni organizations affiliated with the university. The alumni organizations’ portion of additional, identifiable costs associated with mailing and production of collaborative publications must be recovered from the alumni organization either directly through payment or indirectly.

- **Revised: UW System Administrative Policy 1277 (formerly TC 3): Compensation**  
  Original Issuance Date: July 1, 2015
Overview: The purpose of this policy is to outline procedures to be used when setting and adjusting salaries of UW System employees. These policies support the compensation philosophy described below and apply regardless of the source of funds supporting the salaries.

- **Minor technical changes to all policies listed below:**
  Revision Date: December 9, 2019
  Policies that had Minor Technical Changes:
  - *UW System Administrative Policy 148* (formerly ACIS 7.4): Development and Operation of Contractual Training and Sponsored Student Programs
  - *UW System Administrative Policy 150* (formerly ACPS 2.0): The Application of Job Market and Placement Information to Academic Planning
  - *UW System Administrative Policy 157* (formerly ACPS 3.2): Faculty Development and Renewal - A System Policy for Faculty Transfer and Exchange
  - *UW System Administrative Policy 185* (formerly G36): College Credit in High School
  - *UW System Administrative Policy 306* (formerly G7): Accounting and Budget Control
  - *UW System Administrative Policy 324* (formerly F18): Inter-Institutional Financial Transactions
  - *UW System Administrative Policy 338* (formerly G23): Systemwide, Regional, or Inter-institutional Facilities and Service Centers
  - *UW System Administrative Policy 820* (formerly F50): Segregated University Fees
  - *UW System Administrative Policy 1110* (formerly G20/SYS 1010): Information Technology Acquisitions Approval

- **Rescinded: UW System Administrative Policy 505** (formerly G8): Purchasing Responsibility & Authority
  Revised: June 5, 1998
  Repealed: December 2, 2019
  Overview: This policy described the delegation of purchasing authority by the Department of Administration to an agency. This policy has been rescinded as its subject matter is incorporated in the newly approved SYS 521.

- **Rescinded: UW System Administrative Policy 1105** (formerly F48/SYS1005): Laboratory and Classroom Modernization and General Computer/Network Access
  Created: November 23, 1999
  Revised: May 26, 2004
  Repealed: December 2, 2019
  Overview: This policy provided guidance on the types of projects that can utilize funding from the laboratory modernization program. This policy has been rescinded as its subject matter pertaining to the requirements for the above listed programs are no longer applicable.

- **Rescinded: UW System Administrative Policy 1125** (formerly G43/SYS1025): Advertising, Sponsorship, and links on the internet
Issued: October 29, 2001
Repealed: December 2, 2019
Overview: This policy concerned balancing the benefits of advertising and sponsorship on the internet with potential reputational risk to the University. This policy has been rescinded due to obsolescence.

- **Revised: UW System Administrative Policy 1278: UW System Pay Plan Distribution Framework for University Workforce**
  Original Issuance Date: October 11, 2017
  Last Revision Date: November 19, 2019
  Overview: The purpose of this policy is to provide Chancellors with a framework for the distribution of UW System approved pay plans for the university workforce.

- **Revised: UW System Administrative Policy 1254: Performance Management**
  Original Issuance Date: July 1, 2015
  Last Revision Date: November 19, 2019
  Overview: The purpose of this policy is to provide a framework for managing and evaluating performance that fosters employee engagement, encourages continuous performance improvement and maximizes the individuals’ contribution to the University of Wisconsin System (UW System).

- **Revised: UW System Administrative Policy 1030: Information Security Authentication**
  Original Issuance Date: September 14, 2016
  Last Revision Date: October 4, 2019
  Effective: March 17, 2020
  Overview: The purpose of this policy is to establish specific minimum standards for authentication and authentication management across the University of Wisconsin System.

  Original Issuance Date: September 14, 2016
  Last Revision Date: October 4, 2019
  Effective: March 17, 2020
  Overview: The purpose of these procedures is to define the specific authentication methods employed in the day-to-day operations of systems that are subject to the information security policies of the University of Wisconsin System.

- **Revised: UW System Administrative Policy 1212: Sick Leave**
  Original Issuance Date: July 1, 2015
  Last Revision Date: September 17, 2019
  Effective: October 1, 2019
  Overview: The purpose of the policy is to establish guidelines for the administration of sick leave for all UW System employees. The policy covers sick leave eligibility, accrual, usage and reporting
• **Revision: UW System Administrative Policy 1031: Information Security: Data Classification and Protection**
  Original Issuance Date: September 14, 2016
  Revision Date: January 9, 2019
  Effective Date: June 7, 2020
  Overview: The purpose of this policy is to establish a method of categorizing data assets based on risk to the University of Wisconsin System and to establish specific minimum standards for data handling across the UW System. This policy also ensures that the UW System manages data in a consistent and appropriate manner.

• **Revision: UW System Administrative Procedure 1031.A: Information Security: Data Classification**
  Original Issuance Date: September 14, 2016
  Revision Date: January 9, 2019
  Effective Date: June 7, 2020
  Overview: These procedures outline a method to classify data according to risk to the University of Wisconsin System and assign responsibilities and roles that are applicable to data.

• **Revision: UW System Administrative Procedure 1031.B: Information Security: Data Protections**
  Original Issuance Date: September 14, 2016
  Revision Date: January 9, 2019
  Effective Date: June 7, 2020
  Overview: The purpose of these procedures is to define the specific data handling methods employed in the day-to-day operations of systems that are subject to the information security policies of the University of Wisconsin System.

**Proposed Changes to UW System Administrative Policies & Procedures**

• **Proposed Revision: UW System Administrative Policy 1257 (formerly HR 8): Title Change**
  Original Issuance Date: July 1, 2015
  Revision Date: February xx, 2020
  Effective Date: May 1, 2020
  Overview: The purpose of this policy is to provide guidance for a title change of a filled position for all University of Wisconsin System employees.

  Original Issuance Date: February xx, 2020
  Effective date: February xx, 2021
  Overview: The purpose of this standard is to establish the minimum requirements and responsibilities for the inventory and management of all UW System information technology (IT) owned and leased assets.
• **Proposed Policy: UW System Administrative Policy 1035: Information Security: IT Asset Management**  
  Original Issuance Date: February xx, 2020  
  Effective Date: February xx, 2021  
  Overview: This policy establishes the minimum requirements and responsibilities for the inventory and management of University of Wisconsin (UW) System information technology (IT) assets.

• **Proposed Revision: UW System Administrative Policy 610 (Formerly F41): Uninsured Personal Property Loss or Damage**  
  Original Issuance Date: November 24, 1997  
  Revision Date: March xx, 2020  
  Overview: The purpose of this policy is to establish when an individual may be reimbursed by UW departmental funds for the loss or damage of personal property.  
  Proposed Changes to the policy: Changing the scope of the policy to all individuals who experience a loss or damages for which the University of Wisconsin could be held responsible. Limitations to apply to UW employees who experience a loss or damage to personal property in the line of duty. Changing the definition of personal property. Changing limitations for UW employees to represented employees and non-represented employees. Rescinding the procedures.

• **Proposed Policy: UW System Administrative Procedure 610.A: Submitting a Departmental Claim for Reimbursement of Lost or Damaged Personal Property**  
  Original Issuance Date: Not issued yet  
  Overview: The purpose of this procedure is to outline the process for submitting a departmental claim for reimbursement or lost or damaged personal property.

• **Proposed Revision: UW System Administrative Policy 1290 (Formerly WE 1): Code of Ethics**  
  Original Issuance Date: July 1, 2015  
  Revision Date: March xx, 2020  
  Overview: The goal of this policy is to provide guidance on the avoidance of activities that cause, or tend to cause, conflicts between employees’ personal interests and their public responsibilities.  

• **Proposed Revision: UW System Administrative Policy 125 (formerly ACIS 5.1): Maintaining Continuity of Extension, Statewide Outreach and Public Service Following the 2017 University of Wisconsin System Restructure**  
  Original Issuance Date: May 1, 1989  
  Revision: Comments due April 24, 2020  
  Overview: This policy is the foundation the describes: (1) the purpose of “statewide outreach and public service” (i.e., the new name for the statewide outreach mission of the former UW-
Extension, which is now owned individually by each of the former divisions); (2) how statewide outreach and public service works in the UW System; (3) and the domain-specific statewide outreach roles and responsibilities for each of the former extension divisions.

- **Proposed Rescission: UW System Administrative Policy 126 (formerly ACIS 5.2): Statewide Planning, Communication and Coordination of Extension Programs in the UW System**
  - Original Issuance Date: May 1, 1989
  - Rescission: Comments due April 24, 2020
  - Overview: This policy described the history of UW-Extension and it will now be considered a “guidance document” vs. a policy.
  - Reason for Rescission: This document will no longer provide policy directives. A new paragraph was written that will precede this policy, converting it to a guidance document.

- **Proposed Revision: UW System Administrative Policy 127 (formerly ACIS 5.3): Identification of the Extension Function in the University of Wisconsin System**
  - Original Issuance Date: May 1, 1989
  - Revision: Comments due April 24, 2020
  - Overview: This policy describes how to co-brand statewide outreach activities in the context of the UW System partnership model of statewide outreach.

- **Proposed Revision: UW System Administrative Policy 130 (formerly ACIS 5.4): Programming For The Non-Traditional Market In The UW System**
  - Original Issuance Date: May 1, 1989
  - Revision: Comments due April 24, 2020
  - Overview: This policy describes the purpose of the IIA, CEEC, and how Fund 189 (formally Fund 104-2) should be used. This policy also contains three important appendices including processes for service-based pricing.

  - Original Issuance Date: Comments due April 24, 2020
  - Effective Date: November xx 2020, with the exceptions of 6.B and 6.C which will be effective 1 year after approval
  - Overview: This policy has been developed to establish expectations for the handling and protection of UW System community member’s personal data, set the tone and foundation for a system wide Privacy Program, and address core privacy ideologies and expectations of our students and staff. This policy has also been developed to ensure UW’s compliance with current and future privacy legislation.

  - Original Issuance Date: Comments due April 24, 2020
  - Effective Date: November xx, 2020
  - Overview: To establish standards for the handling, protection, and privacy of a Data Subject’s Personal Data throughout the University of Wisconsin (UW) System.
Draft Proposals to Repeal, Remove or Update Regent Policy Documents (RPDs)

- **Proposed Regent Policy 7-1: Transfer and Award of Credit for Extra-Institutional Learning**
  Original Issuance Date: Comment Deadline- March 13, 2020
  Overview: The purpose of this policy proposal is to articulate the Board’s expectations regarding the evaluation and awarding of transfer credits and credits for extra-institutional learning within the UW System. If adopted, this proposal will streamline and revise existing policies to create a cohesive Regent Policy Document and supporting UW System Administrative policies related to the transfer and award of credit within the UW System for extra-institutional learning.

- **Proposed Revision to Regent Policy 20-2: Student Evaluation of Instruction**
  Original Issuance Date: October 4, 1974
  Technical Corrections: November 11, 2018
  Revision Date: Comments Deadline- March 13, 2020
  Overview: This policy establishes guidelines for using student evaluations to improve instruction and assess faculty performance.

- **Proposed Rescission and Removal Regent Policy 22-2: Disposal of Works of Art**
  Original Issuance Date: October 5, 1973
  Rescission Date: Comments Deadline- March 13, 2020
  Overview: The UW System Board of Regents adopted RPD 22-2 in October 1973 to guide the disposal, otherwise known as deaccessioning, of unrestricted gifts of art. The provisions of RPD 22-2 do not reflect current standards for deaccessioning items. The policy also narrowly focuses on artwork held by UW art galleries and centers, and does not address deaccessioning as it applies to other artwork, or to other historical treasures and similar assets held by the UW System.

**UW-WHITEWATER**

*What is a Practice Directive and Procedure?*

The University of Wisconsin-Whitewater is committed to establishing and maintaining institutional best practices. In support of this commitment to conduct the business of the University and its campus community in a consistent and orderly manner, we will work to develop practice directives and procedures to make our Administrative processes and practices more effective, and so that procedures are understood by the campus community.

Practice directives aim to make simple compliance with UW System or campus policies, State Statutes, and other legal requirements. Practice directives and procedures are guiding principles for decision-making and related processes at all levels of the organization.
They serve the purpose of standardizing Administrative processes, encouraging transparency, ensuring easy access to resources and other important information, as well as aiding in promoted understanding of University compliance as well as UW System, State and Federal policies.

**Completed Practice Directives and Procedures**
- Delegation of Authority
- Fiscal
- Project Evaluation Request
- Contract Management
- Housing & Dining Contract Exemption & Release
- Records Management
- University Business Travel
- Hearing Protection
- Service Animals
- Fleet Management
- PCI Management

**Practice Directives and Procedures In Progress**

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For more information, please contact the Quality Assurance Improvement Manager, via email at stokesa@uww.edu or by telephone at (262) 472-1772.