

Sure. Last Updated: July 28, 2016

Last Reviewed: July 28, 2016

Next Review: July 1, 2017

Policy Summary

The purpose of this policy is to clarify the roles and responsibilities of University managers/supervisors and university staff members who may participate in university staff shared governance activities. Participation in shared governance activities by university staff employees is encouraged by the University administration; however participation in activities which remove the employee from the workplace must be balanced, in frequency, duration, timing and movement of responsibilities through prior planning and discussion by both the supervisor and the employee in order to ensure that the University's operational needs are achieved. It is anticipated that these participation activities will range from a few hours each month for Council members, to six (6) or more hours each week, as needed, for Executive Board members to participate in shared governance meetings and related duties.

Policy Considerations

This policy applies to all university staff at the University of Wisconsin - Whitewater. It should be read by university staff employees, all unit heads and administrators, direct supervisors, directors, deans, and vice chancellors. All units of the university which employ university staff are affected by this policy.

Definitions

Please see UPS Operational Policy GEN 0: General Terms and Definitions for a list of general terms and definitions. Definitions specific to this policy include:

“Shared Governance” is the opportunity to participate in institutional governance, and enables active participation in the immediate decision-making and policy development of the institution. Active participation in governance for university staff is not collective bargaining and will not result in a labor agreement or contract. University staff may make recommendations, consider proposals, and raise concerns to institutional leadership.

“University staff” are members of the university workforce who contribute in a broad array of positions in support of the university’s mission.

Policy

A. **University Staff Council Members:** This section of the policy applies to all elected and appointed members of the University Staff Council (USC), excluding the Chair.

1. It is encouraged that the supervisor and USC Member work closely together to collaboratively manage workplace duties in light of the additional responsibilities related to Council membership. However, it is ultimately the responsibility of the supervisor to manage the employee's workplace absences due to these governance responsibilities.
2. USC members shall provide their supervisor with reasonable notice prior to a meeting or event and shall be granted leave without loss of pay from their workplace in order to participate in these shared governance duties. Requests for leave for these activities may be denied only in exceptional circumstances after consultation with the Office of Human Resources & Diversity (HR&D). USC members will not go into overtime pay as a result of USC related activities without prior authorization from their supervisor or HR&D.
3. Leave under this provision includes, but is not limited to, attendance and/or participation at USC meetings, general meetings, committees/subcommittees, receptions, and election activities, UW System meetings of the university staff, and any meeting of UW System or UW-Whitewater committees/subcommittees where university staff representation is requested, for example, Strategic Planning and Budget Committee, Inclusive Excellence Committee, Innovation Task Force, Campus Climate / Diversity Committees, and Search & Screen Committees. Leave under this provision also includes attendance/participation at campus-wide functions where all employee groups are welcome such as listening sessions, diversity forums, campus climate forums, Tea with the Chancellor open meetings, the State of the University Address, and university sponsored receptions.
4. Additionally, council members may also view web pages and documents, as well as read and send e-mails in accordance with their USC duties while in pay status, unless directed not to do so by their supervisor. Supervisors continually not allowing council members to engage in the aforementioned conduct may be requested to meet and discuss concerns with the employee and HR&D.

B. University Staff Council Chair

1. The University Staff Council chair is elected for a one-year term and will have additional duties and responsibilities exceeding those of other Council members. Management within the division employing the Chair should explore reducing and/or reassigning job responsibilities in order to accommodate the Chair's additional time commitments and responsibilities.
2. The USC chair shall provide his/her supervisor with reasonable notice prior to a meeting or event and shall be in pay status when participating in these shared governance duties. Denial of requests to perform these governance activities will only occur based on exceptional circumstances and will require consultation with the Office of Human Resources & Diversity (HR&D). The USC chair will not go into overtime pay because of USC related activities without prior authorization.
3. Governance activities under this provision includes the Council membership activities (see above, section A, 3), as well as other activities unique to the chair's responsibilities as a member of the University's shared governance body.
4. Additionally, the Chair's duties may also require viewing of web pages and documents, as well as read and send emails in accordance with his/her USC and university shared governance duties while in pay status, unless denied by their supervisor. Supervisors continually not allowing the Chair to perform the mentioned activities may be requested to meet and discuss concerns with the employee and HR&D.

C. University Staff Employees: This section of the policy applies to all university staff members not covered by the previous two sections.

1. University Staff employees shall be granted leave without loss of pay to attend University Staff meetings and events. Employees who indicate to their supervisor an interest in attending events scheduled outside of their normally scheduled work hours (e.g. 3rd shift employee who wishes to attend a University Staff general meeting scheduled for 3 pm) should work with their supervisor to modify their work schedule to accommodate participation. Except in exceptional circumstances, University Staff employees requesting to attend USC meetings or functions must submit the request to their supervisor no less than three working days prior to the event for approval. Employing units may require more notice based on the operational needs and/or scheduling requirements of the unit or position. Requests

should be granted when possible, but may be denied based on the operational needs of the department.

2. Leave under this provision includes, but is not limited to, attendance and/or participation at USC meetings, general meetings, committees/subcommittees, receptions, and election activities, UW System meetings of the university staff, and any meeting of UW System or UW-Whitewater committees/subcommittees where university staff representation is requested, for example, Strategic Planning and Budget Committee, Inclusive Excellence Committee, Innovation Task Force, Campus Climate / Diversity Committees, and Search & Screen Committees. Leave under this provision also includes attendance/participation at campus-wide functions where all employee groups are welcome such as listening sessions, diversity forums, campus climate forums, Tea with the Chancellor open meetings, the State of the University Address, and university sponsored receptions.
3. Additionally, university staff may also view web pages and documents, as well as read and send emails while in pay status, unless directed not to do so by their supervisor. Supervisors continually not allowing university staff to engage in the aforementioned conduct may be requested to meet and discuss concerns with the employee and HR&D.

University Responsibilities

The Office of Human Resources & Diversity and the University Staff Council will maintain this policy and collaborate with deans and directors to ensure that this policy is complied with across campus. The Office of Human Resources & Diversity may provide procedural assistance for employees if needed.

Background

The mission of the University of Wisconsin-Whitewater University Staff Council (USC) is to promote a positive environment for all university staff employees and encourage active participation in the University decision-making process. The USC is dedicated to promoting professional

development and ongoing educational opportunities as well as serving as a channel of respectful communication among all university staff employees, and between university staff employees and the broader University community. The USC serves in an advisory role to the Chancellor and

University administration. The USC represents all university staff employees; permanent, temporary and project appointment.

Related Documents / References

Wis. Stat. 36.115

Wis. Stat. 2227.01(13)(Lm)

UW Board of Regents Policy 20-20: Classified Staff Governance

UPS Operational Policy – Transition of Classified Staff to University Staff (TR 1)

UPS Operational Policy – FLSA Designation (HR 4)

University Staff Temporary And Project Appointments (HR 7)


UPS Operational Policy – Voluntary Reassignment (TR 3)

UW-Whitewater University Staff Council Bylaws

Contact

Please direct questions about this policy to the Office of Human Resources & Diversity or the University Staff Council.

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY


Chancellor 9/12/16
Date


Vice Chancellor for Administrative Affairs 9/12/16
Date


Director, Human Resources & Diversity 9/12/16
Date


Chair, University Staff Council 9/12/16
Date