

Interim Policy Actions Taken as of May 8, 2020

Regent Policy Document (RPD) Waivers

RPD 13-1, Interim Regent Policy Document Waiver #01: COVID-19 Grants and Contract Waiver

(Last Revised April 21, 2020; Expires June 17, 2020)

- This interim policy action waives certain requirements of Regent Policy Document 13-1, General Contract Approval: Signature Authority and Approval, to allow the Executive Director and Corporate Secretary of the Office of the Board of Regents and the President of the UW System to execute grants from and contracts with private, profit-making organizations with a value of more than \$1,000,000 that would otherwise require formal approval of the Board of Regents prior to execution.

RPD 13-2, Interim Regent Policy Document Waiver #02: COVID-19 Leasing of Real Property Waiver

(Last Revised April 14, 2020; Expires June 17, 2020)

- This interim policy action waives the requirements of Section 4 of Regent Policy Document (RPD) 13-2, Real Property Contracts: Signature Authority and Approval, to allow the UW System President and the Executive Director and Corporate Secretary of the Office of the Board of Regents to enter into leases of real property that would otherwise require Board of Regents approval. Signature authority under this interim policy action may only be authorized when the lease of real property addresses immediate resource needs resulting from the COVID-19 pandemic.

RPD 21-1/21-2, Interim Regent Policy Document Waiver #04: COVID-19 Financial Management of Auxiliary Operations- Transfers from Auxiliary Enterprises Waiver

(Last Revised May 5, 2020; Expires June 17, 2020)

- This interim policy action waives the following policies or stated sections thereof which require auxiliary transfer requests be considered at the time of the Board of Regents' annual budget deliberations and provide UW institutions with some flexibility to transfer surplus funding from one auxiliary activity to another:
 - Regent Policy Document 21-1, Internal Management Flexibility
 - Regent Policy Document 21-2, Auxiliary Transfer Policy
 - UW System Administrative Policy 314, Financial Management of Auxiliary Operations (Section IV.4)
 - UW System Administrative Policy 314 Attachment 1, Transfers from Auxiliary Enterprises
 - UW System Administrative Policy 822, Student Services Funding (Section IV)
- This interim policy action does not apply to auxiliary operations funded with segregated fees or parking revenues.

Interim UW System Administrative (SYS) policies

100 Series: Academic and Student Affairs

SYS 100-01, Interim: Study Abroad Emergency/Contingency Fund Requirement Waiver

(Last Revised April 9, 2020; Expires at the decision of the UW System President)

- This interim policy action waives the requirement in SYS 145, Development and Operation of Off-Campus International Educational Programs for university of Wisconsin System Students that UW institutions maintain a minimum emergency reserve/contingency fund equal to at least \$100 times the number of students sent abroad each year or an amount adequate to respond to emergencies and unforeseen problems.

SYS 100-02, Interim: Lawton Undergraduate Minority Retention Grant Program Requirements Waiver

(Last Revised April 6, 2020; Expires May 31, 2020)

- To accommodate circumstances presented by Novel Coronavirus (COVID-19) while maintaining the intent of SYS 170, Lawton Undergraduate Minority Retention Grant Program the requirements for initial/continued eligibility regarding enrollment in and/or completion of twenty-four credits per academic year are waived.
- This waiver shall apply with regard to student enrollment activity during the spring 2020 semester as it pertains to current or future eligibility for, or enrollment in, the Lawton program.

200 Series: Human Resources

SYS 200-01, Interim: Temporary Deferment of Full Criminal Background Check

(Last Revised May 4, 2020; Expires December 31, 2020)

- This interim policy action establishes a uniform practice for what steps an institution may take when the completion of a full background check required by Regent Policy Document 20-19, University of Wisconsin System Criminal Background Check Policy is delayed by widespread public office closures and service reductions due to the COVID-19 public health emergency.
- An individual may commence work at a UW System institution until the completion of a full Criminal Background Check, but the individual's appointment remains contingent upon the successful completion of the CBC.
- The length of a deferment under this policy may not exceed 3 months

SYS 300 Series: Financial Administration

SYS 300-01, Interim: Primary Fundraising Foundation and Other Affiliated Organization Administrative Support and Benefits Report Extension

(Last Revised March 24, 2020; Expires May 31, 2020)

- This interim policy action amends the deadline in SYS 362, University Administrative Support of Primary Fundraising Foundations and Other Affiliated Organizations for providing a report of the accounting of administrative support when the total administrative support provided to the Primary Fundraising Foundation or Other Affiliated Organization is valued at \$100,000 or greater is now extended from March 31st, 2020 to May 31st, 2020.

SYS 300-02, Interim: Capital Equipment Physical Inventory Review Extension

(Last Revised April 1, 2020; Expires December 31, 2020)

- This interim policy action extends the deadline for conducting a physical inventory review of capital inventory as stated in *SYS 334, Accountability for Capital Equipment* for up to one year to allow institutions additional time to complete the review.
- This extension is only applicable for institutions whose capital equipment physical inventory review was due to be completed in 2020.

SYS 1000 Series: Information Security

SYS 1000-01, Interim: Information Security: Awareness Training Extension

(Last Revised March 25, 2020; Expires at the decision of the UW System President)

- Students and employees who have annual information security awareness training deadlines from *SYS 1032, Information Security: Awareness* during the COVID-19 pandemic will be granted an additional three (3) months past the original deadline to complete their training.

SYS 1200 Series: University Personnel Systems

SYS 1200-01, SUSPENDED, Interim: Short-Term Telecommuting

(Last Revised March 11, 2020; Expires July 1, 2020; Suspended March 14, 2020)

- This interim policy action has subsequently been suspended by the UW System President. It is now intended for use only as a guidance document.
- This interim policy allowed for the creation of short term telecommuting arrangements when approved by both the employee and their supervisor; when it is feasible that an employee could fulfill their essential job duties from a remote location for the period covered by the arrangement; and when the short-term telecommuting arrangement does not disrupt the operations of the UW System.

SYS 1200-02, Interim: COVID-19 Leave Policy

(Last Revised April 21, 2020; Expires December 31, 2020)

- This interim policy establishes that up to 272 hours of COVID-19 leave (prorated by % FTE) shall be made available to employees unable to perform their assigned duties for the period of March 17, 2020 (3/17/20) through May 1, 2020 (5/1/20).
- It also establishes that up to 80 hours of COVID-19 leave (prorated by % FTE) shall be made available to employees unable to perform their assigned duties for the period of May 2, 2020 (5/2/2020) through December 31, 2020 (12/31/2020). Any hours claimed under section 5 (A) (I) of this policy between the dates of April 1, 2020 (4/1/20) and May 1, 2020 (5/1/20) are counted against the hours available under this section 5 (A) (II). If less than 80 hours of COVID-19 Leave have been claimed by an employee between April 1, 2020 and May, 1, 2020, then the balance of the 80 hours remain available to the employee under this section.

SYS 1200-03, Interim: FMLA Expansion

(Last Revised March 31, 2020; Expires December 31, 2020)

- This interim policy action expands the leave granted in SYS 1213, Wisconsin and Federal Family and Medical Leave Act in compliance with the Families First Coronavirus Response Act of 2020 by providing an employee with a qualifying need related to a public health emergency may take up to twelve weeks of Public Health Emergency Leave subject to supervisory approval and the provisions listed in the interim policy statement.

SYS 1200-04, Interim: Furlough

(Last Revised May 8, 2020; Expires June 30, 2022)

- This interim policy action gives the UW System President the authority to declare a systemwide furlough, UW institution chancellors the authority to draft plans for furlough at the institution level and lists the requirements for selection of employees for furlough and for furlough implementation.

SYS 1200-05, Interim: Vacation, Compensatory Time, and Personal Holiday Carryover

(Last Revised April 27, 2020; Expires June 30, 2021)

- This interim policy action gives employees extra flexibility to carryover their paid leave entitlements that were scheduled to expire on April 30 or June 30 for an additional year, in order to address disruptions to employee's schedules caused by COVID-19. It temporarily amends SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts, SYS 1211, Personal Holiday and Legal Holiday Administration, and SYS 1277, Compensation. Any leave from FY 2019 that is carried over under this interim policy action must be used by June 30, 2021.