

OFFICE OF HUMAN RESOURCES & DIVERSITY'S *NEWS & NOTES*

IN THIS ISSUE

<i>Benefits & Wellness</i>	2
<u>July's Step Challenge Winners</u>	<u>2</u>
<u>WINGO 2020</u>	<u>2</u>
<u>EAP Info</u>	<u>2</u>
<u>WINGO Participant Pictures</u>	<u>3</u>
<u>\$150 Wellness Incentive</u>	<u>4</u>
<u>Personal Information</u>	<u>4</u>
<u>Good News</u>	<u>4</u>
<u>ETF September 2020 Webinar</u>	<u>5</u>
<u>September FEI Webinar</u>	<u>5</u>
<u>Wellness Initiative</u>	<u>6</u>
<u>Mindful Gratitude</u>	<u>7</u>
<i>HR & D Front Desk</i>	8
<u>Farewell to VC Crickette</u>	<u>8</u>
<u>Closed Captioning</u>	<u>9</u>
<u>Social Media</u>	<u>10</u>
<u>September Dates</u>	<u>11</u>
<i>Immigration</i>	12
<i>Payroll</i>	14
<i>Title IX</i>	16
<u>Constitution Day</u>	<u>17</u>
<i>Talent Acquisition &</i>	
<i>Recruitment</i>	18
<i>Training & Development</i>	20
<i>HR & D Subject</i>	
<i>Matter Experts</i>	21

HELLO WARHAWK FAMILY!

Welcome back to a new fall semester! Although campus doesn't quite look like it did this time last year, it is still vibrant with the return of faculty, staff, and students. Whether you are on campus or working remotely, we will continue to do what we can to provide you with the tools needed to have a successful academic year!

In this edition of *News & Notes* you will see how busy the Human Resources & Diversity staff have been throughout the summer and getting ready for the year. Please take the time to read through this newsletter, but if you don't have time to read it all in one sitting, please go to our [News & Notes webpage](#) to see the current and past editions of the newsletter. The index at the left will tell you where to find the different subject matter and will link directly to that page.

Looking forward to a great year, and thank you for taking the time to read this newsletter!

Best,



Janelle A. Crowley, Ph.D.
Chief Human Resource Officer
Human Resources & Diversity



Hyer Hall 330
Phone: 262-472-1024
Fax: 262-472-5668
hr@uww.edu
Office Hours:
7:45 am - 4:30 pm M-F

"Treat your tools like a friend, keep them by you, never let them down and they're always at your side."

—Anonymous



University of Wisconsin
Whitewater

Human Resources and Diversity

In an effort to practice social distancing due to COVID - 19, Human Resources & Diversity Office is open regular hours but request that visitors please call ahead to schedule an appointment.

BENEFITS & WELLNESS

July's Million Step Challenge Winners

Traveling Trophy Winners

Meet the Winners of July's Million Step Challenge Traveling Trophy!

CONGRATULATIONS TO **TEAM Travis L** -
Travis Larson, Michelle Larson, Katie Sheffield!!



Watch the Warhawk Weekly to find out who is the winning team for August!

If you haven't registered your team but you would like to, there is still time. Email benefits@uww.edu for more information.

Introducing WINGO 2020 - Nature WINGO!

As some of you may remember, last year the UW-Whitewater Wellness Team launched **WINGO**, the UW-Whitewater version of BINGO. This year, we decided to bring it back with a twist. We are proud to announce – **Nature WINGO!**

This year's version of WINGO is all about getting outside, going for a hike, visiting a park, and enjoying nature. We have designed a WINGO card with 16 different parks, trails, gardens, and more.

Nature WINGO will run from July 15th – November 15th, 2020. **If you wish to participate, please email benefits@uww.edu so we can send you the electronic WINGO card.**

When you sign up, you will receive a Warhawk Wellness compass carabineer (pictured below) and when you finish the card, you will receive a Warhawk Wellness roll-up blanket (pictured below). We'd love to see where you are adventuring to! Please send us pictures of you in nature so we can include it in here in the newsletter!



Employee Assistance Program

The current situation may cause stress and worry for you and your family. Our **Employee Assistance Program (EAP)** is **FREE** to UW System employees, their spouses or significant others, and their dependents.

FEI Behavioral Health provides a guide to achieving greater work-life balance and overall health and wellbeing. They can assist with issues such as mental health, personal development, stress, substance abuse, nutrition, and much more.

Employees who are in need of guidance or support are encouraged to contact the **Employee Assistance Program (EAP) through FEI**

<https://www.feieap.com/>
(Username: SOWI)

BENEFITS & WELLNESS

WINGO Pictures Shared by Participants



Photo submission by Marge Gahart. Picture of a huge hill in the Robert Cook Arboretum in Janesville. She said that yes, she did go up and down the other side. It was very steep but a lot of fun!



Photo submission by Sue Wildermuth. Beautiful sunset at the Ice Age Trail.



Photo submission by Jane Mortensen. Picture of her horse, Fred, enjoying the horse trails in Kettle Moraine.



Photo submission by Ruth Hansen. Picture of some beautiful flowers at the Nordic Trails. The flowers are called Queen Anne's lace.



Photo submission by Abby Dunkleberger. Picture of her at Bald Bluff Scenic Overlook



Photo submission by Ruth Hansen. Picture of sand and water at Harrington Beach.

BENEFITS & WELLNESS



\$150 Wellness Incentive

\$150 Wellness incentive update: StayWell has added some additional health check activities for you to complete including:

- **Dental cleaning** – complete a routine dental cleaning visit from January 1, 2020 – October 9, 2020. Report your completion on the *My Incentives* tab of your StayWell Portal.
- **Coaching call** – call 800-821-6591 to schedule a call, or schedule a video meeting on wellwisconsin.staywell.com or on the My StayWell app.
- **Health care provider form:** download the fillable form [here](#)
- **Biometric Screenings**– click “SCHEDULE NOW” on the Quest Diagnostics slider on the wellwisconsin.staywell.com homepage to get started. You’ll have two options:
 - ◇ Schedule your onsite screening through your StayWell Portal OR
 - ◇ Request an At-home test kit. Request a kit by registering and clicking “Order Materials.” To meet the October 9 deadline, please request your kit by September 25.

Personal Information Reminder

As a reminder, please keep your personal information up to date. This includes your preferred name, your address, email, phone number, etc. These changes can impact where important benefit information gets sent. To update your personal data, you can do it in in your My UW System Portal or contact hr@uww.edu

Good News

Congratulations to Victoria Johnson – HR Assistant – and her husband Marshall on the birth of their new daughter, Norah! Norah arrived on 7/10/2020.



Share YOUR Good News!

Getting married? Having a baby?

✧ Let us know! ✧

We'd love to share it in *News & Notes!*



Email good news to benefits@uww.edu

BENEFITS & WELLNESS

SEPTEMBER 16
The ABCs of CBD

REGISTER

With all the buzz about CBD and cannabis, what's the straight dope? Here in the U.S., more than half of all states have legalized medical cannabis, and many have decriminalized recreational marijuana. But what does the research say? Join us as we look at the impact of these substances—good, bad or otherwise.

Presented by Randy Kratz and Michael McCaffery
 Senior Account Managers,
 FEI Behavioral Health

September Webinars: ETF

ETF has a variety of webinars in the month of September. For a complete list and to register, please visit this link:

[ETF](#)



September Webinars: FEI



UW System

UW System has a large variety of webinars in the month of September. For a complete list and to register, please visit this link:

<https://www.wisconsin.edu/ohrwd/well-being/webinars/>

Note: FEI is the University's Employee Assistance Program. See more information about this on page 2.



Your Warhawk Benefits Team
 Stephanie Hartmann & Aubrey Maciosek

BENEFITS & WELLNESS

Wellness Initiative

StayWell Million Step Challenge

- Send your team roster with your team name, team captain, and team members to benefits@uww.edu
- Challenge ends on October 9th, 2020

Mindful Gratitude Speaker | September 30th, 2020 from 12PM to 1:30 PM | Via WebEx |
More details to come

Nature WINGO - This year's version of WINGO is all about getting outside, going for a hike, visiting a park, and enjoying nature. We have designed a WINGO card with 16 different parks, trails, gardens, and more.

- Email benefits@uww.edu to receive your WINGO card & compass carabiner for signing up.
- Runs from July 15th - November 15th

Upcoming 2020 Benefit Events

Biometric Screenings:

Fall Biometric Screenings:

- Will take place on September 25 & 30 at the CEC
- Examiners will be on campus to administer health screenings for the \$150 incentive program.
- Appointments required - employees can sign up in their StayWell Portal

Open Enrollment 2020:

- Open enrollment will be September 28 - October 23, 2020

Benefits Fair:

- The 2020 Benefits Fair will be virtual this year. More details to come.

Benefits Enrollment Assistance Sessions (BEAS):

- Will be offered on October 6th, 14th, and 23rd at the CEC
- By appointment only, more details to come

Flu Shot Clinic:

- Tuesday, November 3rd location TBD & Thursday, November 5th at Rock County
- A nurse from StayWell will be on campus to administer flu shots to employees
- Appointments are required, a sign up will be sent out soon



BENEFITS & WELLNESS

Mindful Gratitude

AND

Finding Peace

A FREE VIRTUAL WORKSHOP

September 30, 12PM CT

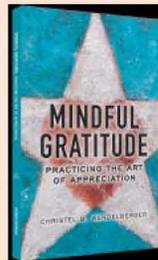
"I love that the session focused on gratitude, not just mindfulness. I look forward to reading the book!"

— HR Professional, Baird Talent Development

Email benefits@uww.edu to sign up.

The first 35 people to sign up will receive a FREE copy of the presenters book *Mindful Gratitude: Practicing the Art of Appreciation*.

The first 50 people to sign up will receive a Mindful Gratitude journal.



Now more than ever, it is essential to care for your mental and emotional health. Join us for an opportunity to retreat, reflect, and recharge as we learn how to incorporate mindfulness and gratitude into our lives and work.

We will use research-based wellness principles to help you relax, reframe the stories of your life, and stay centered in a world that seems to be changing by the minute!

PRESENTED BY CRISTEL WENDELBERGER

Christel B. Wendelberger is the author of the critically acclaimed, Mindful Gratitude: Practicing the Art of Appreciation. She is also the founder of Forward Communications, a Milwaukee-based firm specializing in strategic communications, executive coaching, fund development, and writing services for non-profit organizations.



HR & D'S FRONT DESK

Congratulations to Vice Chancellor Grace Crickette

We want to take a moment to thank Vice Chancellor Crickette for her leadership in Administrative Affairs over the past three years. She has helped us get through some very tough budget challenges and has played a key role in getting the campus ready for opening in this global pandemic. Her dedication to our employees and students is greatly appreciated and she will be deeply missed.



As stated by Chancellor Watson in the campus announcement: "She brought with her a spirit of innovation and big-picture thinking. Grace created a division that is focused on finance, project management, collaboration and customer service. I am grateful her expertise remains in the UW System and I ask you to please join me in wishing her all the best at UW-Eau Claire."

Best wishes to you, Vice Chancellor Crickette, in all of your future endeavors!

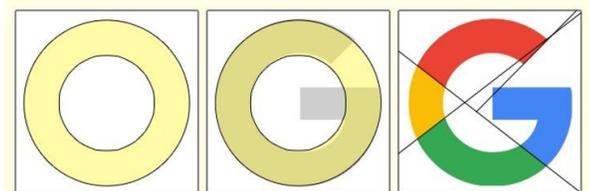
A new job
is not a new beginning
it's a path
to create a new ending.



Courtesy of dgreetings.com

Did You Know???

The Google logo does not contain a single round element.



You won't be able to guess what you are eating if you hold your nose.

- Close your eyes, and block your nose in order to see and smell nothing.
- Ask someone to give you food without saying what you are going to eat.
- Try to guess the taste of this food.

Most people will not be able to distinguish between boiled eggs and marshmallows. This occurs because your brain usually knows the taste of products by their odor. If there is no odor, there is no taste. The trick is used by smart kids when they are made to eat "healthy food" they don't want or like.

(Disclaimer: Information contained in this post was not scientifically tested by this writer, but thought it would be fun to test!)

HR & D'S FRONT DESK

Closed Captioning

As we have moved to more live-streamed and pre-recorded media events (WebEx, Live Streaming, Media messaging etc.), and as a campus committed to equity and inclusion, this is a reminder that the University of Wisconsin - Whitewater (UWW), under the American's with Disabilities Act (ADA), is required to provide live and/or closed captioning for live-streamed and pre-recorded events. If the event is for a targeted audience, the following statement must be added to your announcement of the event, "***If you have any special accommodations or questions please reach out to (event contact name here)***_" and provide the contact information for the event. The contact person is responsible for arranging to have the event made accessible to the participant.

We are working cooperatively to create a process and resources for all of campus to use when putting on such an event. As this is a work in progress, we ask that, in the interim, you go to <https://www.uww.edu/csd/current-students/services/interpreter-request-form> and fill out a request to have your event interpreted or captioned. Please note



any costs for these services will be charged to the department requestor's organizational code provided on the form.

If you have questions or need clarification please contact:

For students and instructional needs:

Debbie Reuter,
Interim Director of the Center for
Students with Disabilities
rueterd@uww.edu

For employee or general campus needs:

Connie Putland,
Assistant Chief Human Resources Officer
and Campus ADA Coordinator
ada@uww.edu



*Your Warhawk
Assistant Chief
Human Resource Officer:
Connie Putland*



HR & D'S FRONT DESK

The Good, The Bad, & The Ugly of Social Media: Think Before you Post



According to *Lifespan Living*, back in 2005, when social media was still fairly new, only about 5% of users in the United States were involved in social media. In 2019, that percentage skyrocketed to around 70%.



The Pew Research Center surveyed social media usage and its popularity among different age groups. The survey found that the most used social platforms for adults are YouTube and Facebook while teens prefer SnapChat and Instagram. In addition, TikTok is considered the fastest growing social network among young users.



Social media sites each have their niche that makes them popular among users. Facebook, for example, first started as a way for students to connect with other college students. Back in 2005, users had to have an email address that ended in .edu and the institution had to



*Can you name all of the social media sites by their icons on this page?
Answers on Page 19.*



give approval for students and staff to access the site. It wasn't too long after that when the site opened to the wider community.



LinkedIn exists as a site for professionals to connect, and endorse fellow colleagues. Pinterest started in 2009 and was a great way to learn craft projects. Then you have your dating apps such as Tinder, and quick picture sites like Snapchat and Instagram.



As highlighted in *Lifespan Living*, the following are a few of their notes of The Good, The Bad, and The Ugly of social media:

The Good

- Help you stay connected with friends and family
- Quick access to information
- Online learning/opportunities for remote employment
- Involvement in civic engagement like social awareness



The Bad

- The lines of reality and online can be skewed
- Too much time spent online can lead to cyberbullying, depression, and social anxiety
- Social media can be addicting



The Ugly

- Bullying through written, verbal, physical act or gesture can cause physical or emotional harm.
- Cyberbullying which is bullying through the use of technology or electronic communication. This could be not only words, but images and sounds.



Why Bring This Up Now?

As a country, 2020 has proven to be a very challenging year. We have experienced natural disasters, a global pandemic, a polarized political climate, and social injustices. Much of the response to these challenges have played out or were shared for the first time through social media. Regardless of your perspective, we must have civil dialogue that is free from threats and intimidation. It is ok to disagree on matters, but it is not ok to take that voice from others or resort to petty name calling and questionable choices.



Please take some time to reflect before you post and don't rely on social media as your only source of information. Remember that we serve as role models for our students and modeling appropriate behavior in person and on line is very important.

Piece written using highlights from <https://www.lifespan.org/lifespan-living/social-media-good-bad-and-ugly>

HR & D'S FRONT DESK

September Dates

September	Hispanic Heritage Month Fall Hat Month
September 2	V-J Day
September 5	International Bacon Day
September 6	Fight Procrastination Day
September 7	Labor Day
September 11	911 Remembrance
September 13	Grandparent's Day
September 16	National Play Doh Day
September 17	Constitution Day
September 18	Rosh Hashanah
September 21	International Peace Day
September 25	Native American Day
September 28	Ask a Stupid Question Day

<http://holidayinsights.com/moreholidays/September.htm>

Hispanic Heritage Month

National Hispanic Heritage is celebrated September 15 - October 15. It recognizes the contributions Hispanic Americans have made to American society and honors five of our Central American neighbors who celebrate their independence in September.

The neighboring countries involved in Hispanic Heritage Month are Costa Rica, Nicaragua, El Salvador, Honduras and Guatemala.

It is followed by Mexico's Independence Day on September 16 also known as Dieciseis de Septiembre.

<https://www.google.com/search?client=firefox-b-1-e&q=hispanic+heritage+month>

V-J Day

V-J Day marks the end of WWI, and the cessation of fighting against Japan. The letters V-J stand for Victory Over Japan.

There is some confusion around the actual date of V-J Day. On August 14, 1945 the Japanese government notified the U.S. of their surrender. This is the date current observances typically occur.

September 2, 1945 is the date a formal surrender ceremony was held in Tokyo Bay aboard the USS Missouri. At that time President Truman declared Spetember 2 to be V-J Day.

<http://www.holidayinsights.com/moreholidays/September/vjday.htm>

by all these lovely TOKENS
september DAYS ARE HERE.
 WITH SUMMER'S BEST OF *weather*
 AND **autumn's**
best of cheer.
(b.h. jackson)



Your Warhawk Human Resources & Diversity
 Office Coordinator, Front Office Supervisor, and
 Student & Camps Specialist
 Ramon Rocha, Sr., DJ Judah, Kai Instefjord

IMMIGRATION

Updates for our International Faculty, International Employees, and Students:

DACA UPDATE FROM USCIS as of 8-24-2020

U.S. Citizenship and Immigration Services provided guidance today on how it will implement Acting Secretary of Homeland Security Chad Wolf's [July 28 memorandum](#) regarding the Deferred Action for Childhood Arrivals (DACA) policy.

Under USCIS' [implementing guidance](#), we will reject all initial DACA requests from aliens who have never previously received DACA and return all fees. The rejections will be without prejudice, meaning aliens will be able to reapply should USCIS begin accepting new requests in the future from aliens who never before received DACA. USCIS will continue to accept requests from aliens who had been granted DACA at any time in the past and will also accept requests for advance parole that are properly submitted to the address specified on the Direct Filing Addresses for Form I-131 webpage.



Please contact Margaret Wheeler at wheelerm@uww.edu or 262-472-1494 with any questions if you are an international faculty member or international employee. She can respond to questions related to federal regulations. Make sure to contact her prior to travelling outside the U.S. due to current restrictions and rapidly changing regulations.

For approvable DACA renewal requests, USCIS will limit grants of deferred action and employment authorization under DACA to no more than one year, but will not rescind any currently valid two-year grants of DACA or associated employment authorization documents (EADs), unless USCIS terminates an alien's DACA for failure to continue to meet the DACA criteria (see 2012 Memorandum), including failure to warrant a favorable exercise of prosecutorial discretion. USCIS will replace two-year EADs that are lost, stolen or damaged with the same facial two-year validity period assuming the EAD replacement application is otherwise approvable.

USCIS will generally reject requests received more than 150 days before the current grant of DACA expires. DACA recipients should file their renewal request between 150 and 120 days before their current grant of DACA expires.

USCIS will only grant advance parole for travel outside the United States to DACA recipients pursuant to the new guidance, which provides for a determination that parole of the alien is for urgent humanitarian reasons or significant public benefit in keeping with the governing statute. The agency will not rescind any previously granted advance parole documents unless there is another legal reason to do so. However, as has always been the case, parole into the United States is not guaranteed. In all cases, aliens are still subject to immigration inspection at a port-of-entry to determine whether they are eligible to come into the United States.

The determination whether to grant advance parole to an alien is entirely within the discretion of USCIS and must be made on a case-by-case basis. USCIS will review all the factors presented in individual cases before determining whether to approve advance parole for a DACA recipient based on the new guidance. Some examples of circumstances that

IMMIGRATION

may warrant approval include, but are not limited to, situations such as:

- Travel to support the national security interests of the United States;
- Travel to support U.S. federal law enforcement interests;
- Travel to obtain life-sustaining medical treatment that is not otherwise available to the alien in the United States; or
- Travel needed to support the immediate safety, wellbeing or care of an immediate relative, particularly minor children of the alien.

Even if a requestor establishes that their situation meets one of the examples above, USCIS may still deny the request for advance parole in discretion under the totality of the circumstances.

CAUTION: If you travel outside the United States on or after Aug. 15, 2012, without first receiving advance parole, your departure automatically terminates your deferred action under DACA.

UW-Whitewater Immigration Courses

UW-Whitewater will continue to support its international faculty, employees and Whitewater community with current online (and one-on-one in person meeting) and future ongoing in-person workshops depending upon COVID updates. Please contact Margaret Wheeler, Immigration Specialist if you are interested in EB-1 guidance, for form I-485 and accompanying documents, work permits, advance parole: wheelerm@uww.edu; 262-472-1494.



*Immigration and
Affirmative Action
Margaret Wheeler, JD*

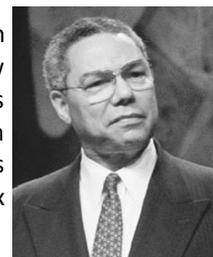
H-1B Information

In its most recent announcement the Department of State seems to take a broad view of those who are exempted from the proclamation's bar to new visa H-1B issuance. The August 12 State Department's posting exempts H-1B nonimmigrants who were in the USA on June 24 from the proclamation's reach. See <<https://travel.state.gov/content/travel/en/News/visas-news/exceptions-to-p-p-10014-10052-suspending-entry-of-immigrants-non-immigrants-presenting-risk-to-us-labor-market-during-economic-recovery.html>>.

Accordingly, any scholar (H-1B employee) that was in the USA on June 24 in H-1B status, should be able to receive a new H-1B visa, and return to the USA.

Famous Descendant of Immigrants

Colin Luther Powell was born in the Harlem neighborhood of New York, New York, on April 5, 1937. His parents were immigrants from Jamaica. He spent most of his childhood in the South Bronx neighborhood of New York City.



At City College of New York, Powell discovered his leadership skills after joining the army's Reserve Officers' Training Corps (ROTC). He graduated from the program in 1958 and was made a second lieutenant.

During his first tour of duty in Vietnam (1962–63), Powell was wounded in action. He returned for a second tour (1968–69) and received the Soldier's Medal for pulling several men from a burning helicopter. To read more go to: <https://www.notablebiographies.com/Pe-Pu/Powell-Colin.html#ixzz6VyUU9DDj>

Colin Powell photo above Reproduced by permission of AP/Wide World Photos

PAYROLL

University Staff Leave Balances:

Vacation Carryover, Personal Holiday, and "floating" Legal Holiday hours for University Staff employees must be used by December 31, 2020, or they will be lost. These leave types do not carry over.

Summer Leave Reports For Academic-Year Employees:

Nine-month, academic-year employees with Summer contracts for teaching or other service, must complete a Summer 2020 Leave Report. Online instructions: [Summer Leave Report for 9-Month Employees](#)

September Furlough For Monthly Employees:

Please have all intermittent furlough entries for the month of September submitted and approved by **September 15th** to be processed on the September payroll, paid 10/1/2020. If not completed timely, the reduction in pay will occur on the next payroll. Please be sure to use the appropriate set of instructions:

[Furlough Timesheet Entry, Monthly NON-Instructional Staff](#)
[Furlough Entry Tipsheet, Monthly Instructional Staff Only](#)

Furlough entries do not meet the requirement to submit a monthly leave report.

[FA/AS/LI Absence Entry Instructions](#)

Bi-Weekly Payroll

Effective August 1, 2020, [UW-Shared Services](#) staff have become the primary and backup contacts for the **bi-weekly payroll** for University Staff and student employees. For questions or concerns regarding exceptions, timesheet and webclock entries, leave entries and approvals, and furlough, please contact:

Primary: Tara Barbosa (tara.barbosa@uwss.wisconsin.edu)

Back-up: Amy Bobylak (amy.bobylak@uwss.wisconsin.edu)

All aspects of payroll, furlough and leave accounting for **Faculty, Academic Staff and Limited monthly-paid employees** are still being administered by the Payroll Team at UW-Whitewater, as well as any questions regarding funding, earnings statements, W-4, direct deposit, deductions, etc.

[2020 Payroll Calendar](#)

[2021 Payroll Calendar](#)

[2020-2021 Academic Year Calendar](#)



PAYROLL

July 4th Floating Legal Holiday

The July 4th legal holiday is a "floating" legal holiday for all employees, including those on consecutive furlough. It may be used any time during the "year." For University Staff employees, the "year" is the calendar year of 2020. For Academic Staff and Limited employees, the "year" is the fiscal year of July 1, 2020 to June 30, 2021. When the holiday hours are used, they are submitted as a regular absence request, selecting "Legal Holiday" as the absence name/type, and entering the number of hours used.

For questions regarding payroll, earnings statements, funding, leave reporting, etc. please email: payrollsupport@uww.edu

For questions regarding the biweekly payroll, please contact:

Primary: Tara Barbosa

Tara.barbosa@uwss.wisconsin.edu

Back-up: Amy Bobylak

Amy.bobylak@uwss.wisconsin.edu



*Your Warhawk Payroll Team
Reggie Brown, Andrea Campbell*

Trivia Questions:

1. The water level in a reservoir is low, but doubles every day. It takes 60 days to fill the reservoir. How long does it take for the reservoir to become half full?
2. A cowboy gallops into town on Monday, stays for two days, and leaves town on Monday. How can this be?

(Answers on page 21)

TITLE IX

Title IX Updates: The 3 R's Recognize, Respond & Report

Recognize

Title IX is broad and covers much more than athletics. Federal guidance documents its application to transgender individuals and pregnant and parenting individuals. For questions on how the law applies to this, please contact the Title IX Coordinator at titleix@uww.edu.

Respond

If you are experiencing a situation that makes you uncomfortable, or you are unsure of how to address the situation, please feel free to contact me at titleix@uww.edu

Report

With regard to the federal changes to Title IX effective August 14, 2020, all employees at UW Whitewater will continue to be considered responsible employees and are required to report any suspected incidents of sexual misconduct.



Your Warhawk Title IX Coordinator
Vicki Schreiber, Ph.D.



Title IX Changes 2020 - Terms

One of the changes in the Title IX regulations is clarification or specification of terms. Some of the terms and definitions are as follows:

Complainant - Previously referred on some campuses as the victim or survivor. This is the person who has a complaint of alleged misconduct.

Emergency Removal - Temporary removal of a respondent from classes or duty pending the outcome of a case. An emergency removal is based on a threat assessment of the person and circumstances.

Official with Authority - Anyone who has the authority to institute corrective measures on behalf of the University.

Respondent - Previously referred on some campuses as the alleged perpetrator. This is the person who is being asked to respond to the complaint.

Sexual Harassment - The definition of sexual harassment is more narrow than previous guidance. It is defined as “any unwelcome conduct that a reasonable person would find so severe, pervasive **and** objectively offensive that it denies a person equal educational access.” Key word here is **AND**.

Supportive Measures - This refers to resources or actions taken by the institution to protect the rights of complainants and respondents. This could be a change of housing, change of classes, or a no contact directive, just to name a few.

To report incidents of sexual misconduct, you can go to our incident report page located at <http://www.uww.edu/dean-of-students/reporting-forms> You can also send an email to titleix@uww.edu.

I will continue to work remotely, but traveling to campus as necessary and when requested. Take care and stay safe.

TITLE IX

Constitution Day.... Did You Know???

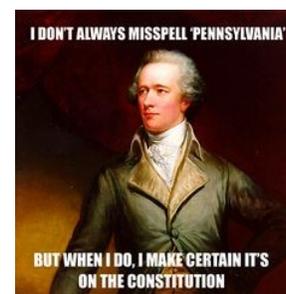
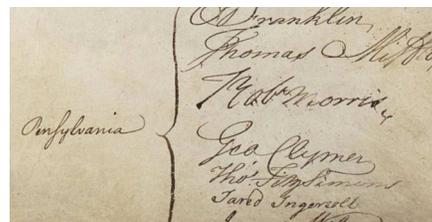
As we have shared in a variety of ways, Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. The law protects people from discrimination based on sex in educational programs or activities that receive Federal Financial Assistance. In last month's newsletter I highlighted a few other government requirements that help shape the work we do at the University. One of the requirements not previously mentioned relates to Title IV. Title IV is the term that refers to federal financial aid funds. This provision (Constitution Day) was added to a 2004 spending bill by Senator Robert Byrd (D-WV).

Educational institutions that receive Federal funds through the U.S. Department of Education are required to hold an educational program on September 17 of each year pertaining to the United States Constitution (or on the preceding or following week if the date falls on a Saturday, Sunday, or holiday.) This programming must take place in order for institutions to remain eligible for Title IV funding.

Constitution Day is always on September 17. The Constitutional Congress of the US held its final meeting on September 17, 1787. This meeting was held to sign the Constitution of the United States. After the meeting, there was still much to do. Individual states had to then meet and vote on it. The Constitution did not go into effect until two years later on March 4, 1789.

Fun Facts:

1. There were 39 signers of the U.S. Constitution plus the convention's secretary. Only four were famous: George Washington, James Madison, Benjamin Franklin, and Alexander Hamilton
2. Pennsylvania is spelled incorrectly. On the part where the signers put their names, Pennsylvania is spelled, "Pensylvania" with only 1 "n". It was apparently commonly spelled that way. It is spelled with only 1 "n" on the Liberty Bell as well. However, it is spelled correctly in other instances in the document.
3. The original proposed 2nd Amendment is now the 27th. There were 12 amendments initially offered, but the first two didn't pass the states. This amendment states that Congress can't give itself a raise. It can only give future Congresses a raise.
4. Rhode Island did not send any delegates and didn't sign it.



For more information, please visit:

<https://studentaccounts.nd.edu/policies/federal-title-iv-funds-policy/>

<https://www.aascu.org/programs/adp/constitutionday/>

<https://www.nasfaa.org/news-item/1153/>

Constitution_Day_Requirements_to_Remain_Title_IV_Eligible

https://www.pennlive.com/opinion/2015/09/us_constitution_fun_facts.html

TALENT ACQUISITION & RECRUITMENT

Policy Updates: USTE (University Staff Temporary Employee)

UW System Policy 1256 [University Staff Temporary & Project Appointments](#) defines university staff temporary and project employees and establishes guidelines about when these appointment types should be used.

Highlights for USTE appointments include:

- The total time worked by an individual temporary employee in a temporary appointment must be less than 1,040 hours in a 12-month period.
- The position is seasonal in nature or occurs on an irregular basis (such as for filling a vacancy during recruitment).
- Section A(1)(h) outlines specific and limited eligibilities to work beyond 1,040 hours in a 12-month period.
- A temporary employee may not extend beyond the 1,040 limit by moving to another temporary appointment.

Please review the policy at the link provided above and if you have any questions contact Amy Sexton sextona@uww.edu.



Numbers That Matter

Processed through HR since May:

Change of Status: **1989**

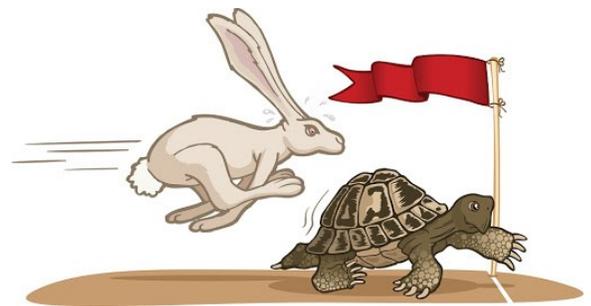
Rehires and hires: approximately **215**

Student Transactions: **1,477** hires and appointment changes

Title and Total Compensation Project Update

The Title and Total Compensation project is back on the radar, following a Covid-19 break in stride. Believe it or not, work has been going on behind the scenes, especially with the job mapping process. Prior to the break, there were several standard job description requests, job title changes and a review of education, certification and/or licensing requirements. In addition, there were some job family changes and language changes to the job summaries and duties. Notwithstanding, the TTC project will be a continuous process, because one of the advantages of the project is the nimble design for addressing marketplace positions – a primary request from the very beginning, to move the UW System into a current state whereby positions and titles can be compared to the market.

The primary focus for the past several months, and continues, is the health and safety of the campus community; therefore, moving forward with this project, UWW will closely monitor community and current events and just like the tortoise and the hare, move forward as resources are available. As everyone moves into and through unknown territory, updates will be provided as soon as the HR teams develop a viable timeline. Please stay tuned.



TALENT ACQUISITION & RECRUITMENT

Supervisors

What to do when your employee provides notice of resignation or retirement?

As a supervisor, when written notification is received from an employee regarding resignation or retirement it's important to complete the following as soon as possible:

1. Respond, in writing, to the employee accepting the resignation / retirement.
2. If not clearly outlined in the employee's letter, identify the last day in work status and the first day the resignation or retirement is effective.
3. Cc benefits@uww.edu in your response, including the original employee email or letter (as attachment)

If the employee gives verbal indication of resignation or retirement to you as supervisor, ask for this in writing, requesting it within a reasonable amount of time (24-48 hours). If the employee does not provide the written

notification, you may email the employee indicating the date and time of the verbal discussion when notice was given and acceptance of the resignation/retirement effective the date as discussed in the verbal communication. When you send this communication, cc benefits@uww.edu and your HR liaison as noted above.

If the employee is transferring to another state agency or UW System campus please alert us to this within the email as well.

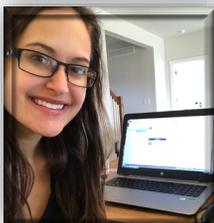
The office of Human Resources & Diversity will initiate the process for separation and off-boarding. Additionally, we will be happy to work with the supervisor on next steps for filling the vacancy as appropriate. It is important to respond and include benefits/HR as soon as possible. Timely submission to HR&D ensures appropriate leave and benefits counseling and payroll calculations.

Please let us know of any questions regarding employee resignations and retirement notifications.

Access & Training

Change of Status – E-Rehire – Student Employment Tool – TAM – Recruitment Approval Request

For employee access to HR platforms (E-rehire, Change of Status, etc.), have your supervisor email your designated HR liaison, or email us with cc to your supervisor with request for the access. Additionally, if you have questions about these platforms, please reach out – we are happy to assist!



*Your Warhawk Human Resources
Talent team:
Amy Sexton, Victoria Johnson, Abby Dunkleberger*

The Talent Acquisition team is continuing to work remotely when appropriate. We continue to monitor emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

TRAINING & DEVELOPMENT

Upcoming Training and Development Opportunities:

- ◇ The Student Employment Tool (SET) training is now available in the Supervisor Training Course on Canvas. It includes:
 - Recorded Presentation
 - Student Payroll Supervisor Training
 - Manager Self Service Payable Time Approvals
 - And more!

- ◇ The Handshake Training is also available in the Supervisor Training Course on Canvas. It includes:
 - Recorded Presentation
 - Job posting instructions
 - Templates to use

UP NEXT:

- New Student Employee Onboarding Training – **September 3!** If you haven't received an invite yet, email warhawku@uww.edu.

- A new Administrator/Academic Department Associate Training!

Did you miss the HR&D Welcome (Back) Week presentation on August 19? Come and view it here: <https://www.uww.edu/adminaffairs/hr/news>



If you are looking for any training and development opportunities, please contact warhawku@uww.edu.

*Your Warhawk HR & D and Community
Engagement Center Development Coordinator
Gina Elmore*

More Trivia Questions:

3. What can be found once in a minute, twice in a moment, and never in a thousand years?

4. The letters of the word **dormitory** can be rearranged to produce a two-word phrase that describes a typical dormitory. What is that **phrase**?

(Answers on page 21)



Human Resources & Diversity Subject Matter Expertise Areas

Subject Matter Expert	Specialty
<p>Janelle Crowley, Ph.D. <i>Chief Human Resources Officer</i></p>	<p>Leads all training, talent acquisition and career development activities. Promotes inclusion in the workplace and reinforces our position as an equal opportunity employer.</p>
<p>Connie Putland <i>Asst. Chief H.R. Officer</i></p>	<p>Primary contact for ADA and employee relation matters</p>
<p>Gina Elmore <i>Development Coordinator</i></p>	<p>Training and Development Coordinator & Community Engagement Center Manager</p>
<p>Vicki Schreiber, Ph.D. <i>Title IX Coordinator</i></p>	<p>Title IX Resources & Policy contact, Trauma Informed investigator, Restorative Justice circle keeper</p>
<p>Reggie Brown <i>Payroll & Benefit Supervisor</i></p>	<p>Unemployment contact, Absence Management, Int'l student employment</p>
<p>Stephanie Hartmann <i>Benefits Specialist</i></p>	<p>Benefits, FMLA, campus Wellness contact resignations, and retirements</p>
<p>Kai Instefjord <i>H.R. Assistant</i></p>	<p>Student Employment & Camps Contracting</p>
<p>Amy Sexton <i>Human Resources Specialist</i></p>	<p>Staffing & Recruitment Process Management, Compensation, New Employee & Rehire Contracts, Employee Lifecycle Changes (Change of Status)</p>

UW-W Office Human Resources & Diversity

Hyer Hall, Room 335 • HR@uww.edu
262.472-1024 (Main) 262.472-5668 (Fax)



Answers from page 15 & 20

1. 59 days
2. His horse's name is Monday
3. The letter M
4. "Dirty room"

Answers from page 10

Sites from top right to top left going clockwise:

Instagram, Twitter, TikTok, Tinder, myspace, Tumblr, Facebook Messenger, Discord, Reddit, YouTube, Mix (Previouslyly StumbleUpon), Snapchat, Tagged, LinkedIn, Pinterest, Facebook, WhatsApp