April 24, 2018

To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin – River Falls

From: Mialisa Moline, Chair  
Faculty Senate  
University of Wisconsin – River Falls

Re: UWRF Faculty Senate Motion 2017-18/108

The following motion was approved with 16 in favor, 0 opposed, and 0 abstentions by the Faculty Senate on April 3, 2018:

Motion from the Executive Committee (Mialisa Moline, Chair) to approve the attached revisions to Chapter 7 of the Faculty and Staff Handbook.

☑ Approved

☐ Disapproved

Dean Van Galen, Chancellor  
Date  
4/25/18
ALL CHAPTER CHANGES

1. Every page has title in header on first page only
2. All headings have a tab in table of contents
3. All body text: Arial in black size 9.5
4. Spacing between lines: 1.15
5. Margins: 0.5
6. Heading 1: Arial in red size 13
7. Heading 2: Arial in red size 12
8. Heading 3: Calibri Light in black, bolded size 12
9. Heading 4: Calibri Light in black, italicized size 11
10. Heading 5: Calibri Light in red size 11
11. All paragraphs lined up with the tab that the information is contained in.
12. All Tables: Calibri Light size 10 font
13. Changed all [FS 00/01-0] to [FS 00/01 #0] for better clarity
14. All chapter 0 is listed as Table of Contents

CHAPTER 7 UNIVERSITY STAFF PERSONNEL POLICIES AND PROCEDURES

7.0 Contents

1. Changed name of 7.0 to match chapter listing and table of contents
2. Changed all headings to match the names of chapters listed in folder
3. 7.3 listings changed from 7.1.3-6 to 7.3.1-4
4. 7.4 under construction 5. 7.7 under construction
6. 7.9 title changed from Layoff for Reasons of Budget or Program (To differentiate between 6.10 & 7.9) to Layoff of University Staff for Reasons of Budget or Program

7.1 Coverage and Definition

1. No content changes or updates

7.2 University Staff Senate By-laws

1. Changed name of folder to match title
2. 7.2.13.2 #2 Disability Advisory Committee, no mission listed

7.3 University Staff Appointments

1. No content changes or updates

7.4 FLSA Designation
1. UNDER CONSTRUCTION-NEEDS CONTENT

7.5 Recruitment

1. 7.5.5 ensure media outlets are correct
2. 7.5.7 incorrect website, not found http://osr.state.wi.us/docview.asp?docid=1816 unsure of changed site
3. 7.5.12 lists UWRF 7.2 Layoff for Reasons of Budget or Program Local Policy; incorrect changed to UWRF 7.9 Layoff of University Staff for Reasons of Budget or Program Local Policy, no link listed
4. 7.5.12 UWRF 7.7 Compensation Structure and Tools Local Policy (under construction) update as needed

7.6 University Staff Temporary and Project Appointments

1. 7.6.2 first listed website: http://www.uwrf.edu/HumanResources/upload/1-PositionDescription_052615.docx not found,
https://www.uwrf.edu/HumanResources/HRForms.cfm
(scroll to position description in list)
2. 7.6.3 first website (same as above) not found,
https://www.uwrf.edu/HumanResources/HRForms.cfm (scroll to position description in list)
3. 7.6.7 Position Description template website, same as above, not found,
https://www.uwrf.edu/HumanResources/HRForms.cfm (scroll to position description in list)
4. 7.6.7: 7.5 UWRF Recruitment Local Policy, no link listed

7.7 Compensation

1. UNDER CONSTRUCTION-CONTENT NEEDED

7.8 Performance Management

1. 7.8.2 https://www.uwrf.edu/HumanResources/upload/UWRF-Performance-Planning-andReview-Form.docx and https://www.uwrf.edu/HumanResources/upload/University-StaffPerformance-Planning-and-Review-Instructions.docx not found; changed to https://www.uwrf.edu/HumanResources/HRForms.cfm (scroll to position description in list) and https://www.uwrf.edu/HumanResources/UniversityStaffPerformanceManagement.cfm (scroll to bottom)
2. 7.8.2 removed Forms | University of Wisconsin-River Falls (unneeded) after first website

7.9 Layoff of University Staff for Reasons of Budget or Programs

1. Updated title to Layoff of University Staff for Reasons of Budget or Programs (to differentiate between 7.9 & 6.10) from Layoff for Reasons of Budget or Programs
2. 7.9.9: 7.11 UWRF Employee Grievance Local Policy, no link listed

7.10 Complaints

1. 7.10.2 website in note: http://www.uwrf.edu/EquityDiversityInclusion/incident.cfm (bad request) changed to https://www.uwrf.edu/ReportIt/

2. 7.10.6: 7.11 UWRF Grievance Local Policy NO LINK LISTED & 7.12 UWRF Workplace Conduct Expectations Local Policy NO LINK LISTED

7.11 Employee Grievance

1. 7.11.9 website http://oser.state.wi.us/doctype_list.asp?doccatid=48&typeid=64 not found, unsure of change

2. 7.11.10: UW System Operational Policy GEN


7.12 Workplace Conduct Expectations

1. 7.12.1.8, bullet #1; (See Regent Policy Document 25-3: Use of University Information Technology Resources at https://www.wisconsin.edu/regents/policies/policy-on-use-of-universityinformation-technology-resources/); changed to (See Regent Policy Document 25-3: Acceptable Use of Information Technology Resources at https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technologyresources/);

7.13 Workplace Safety

1. 7.13.6 See the UWRF Personal Protective Equipment Policy [under construction]. Consider updating

2. 7.13.8: UWRF Personal Protective Equipment Policy [under construction], no link listed

7.14 Catastrophic Leave

1. 7.14.4: Employer Approval of Catastrophic Leave UWS-421 (under construction), no link listed

7.15 Voluntary Reassignment of Formerly Classified

1. 7.15.2 website link goes to the policy, not the form
   https://www.wisconsin.edu/ohrwd/hr/download/ups_implementation_toolkits(choice/employee_counseling/SAMPLE-REASSIGNMENT-FORM.docx

2. 7.15.4: Faculty and Staff Handbook - Chapter VI, no link listed