

## University Personnel System Frequently Asked Questions

**\*\*This document is for discussion purposes only and includes the best answers UWSA has at this point. All answers are subject to change as further information becomes available.**

1. *What is the final budget approval timeframe?*

At this point in time, latest word is that legislative action on the budget will be completed mid-June and then sent to the Governor for final approval.

2. *Can JFC's decision be overturned/modified?*

Changes could be made when the budget language is sent to the full Assembly and full Senate for approval or if the Governor exercises his veto authority.

3. *Will the \$12,000 overload limit still be eliminated effective July 1, 2013?*

Unknown at this time.

4. *What will happen with University Staff Governance?*

This needs to be discussed further.

5. *Will the voluntary reassignment of exempt classified staff to academic staff/limited positions still continue?*

If the delay becomes reality, the voluntary reassignment process will not continue at this time.

6. *Should the FLSA review continue and what is the impact on those FLSA designations we've already completed?*

It will not be within UW System institution's authority to designate a title inconsistent with OSER's official FLSA designation.

7. *Will classified staff still be able to use vacation on the first day of employment?*

If the delay becomes reality, classified staff will not be able to use vacation on the first day of employment.

8. *How do we proceed with recruitments for non-exempt employees? Do we follow OSER's established procedures via WiscJobs?*

Yes. If the delay becomes reality, all classified staff recruitments should be done via WiscJobs.

9. *Should current classified exempt positions be recruited as exempt classified or academic staff?*

Depends. If the delay becomes a reality, and the position is more appropriately in the academic staff, a conversion request could be completed and submitted for approval.

10. *Will classified staff still be university staff?*

If the delay becomes reality, classified staff will remain classified staff until the new personnel systems are implemented.

11. *What is the impact on compensation plans i.e., merit for university staff?*

If the delay becomes reality, university staff will remain under the OSER compensation plan for classified staff.

Details of the OSER classified compensation plan are unknown at this time.

12. *Should the merit pay for university staff process continue (the spreadsheet process)*

We are continuing to develop this process but will not be sending spreadsheets until further details are known. While the compensation plan will not be merit based as planned, it will still be valuable to complete this process.

13. *Should institutions continue to move forward with any “temporary” performance evaluation solutions?*

It is always good practice to conduct performance evaluations on all employees.

14. *Will performance be a permissible factor to use base funds for unclassified staff?*

Unknown at this time.

15. *What will happen to ‘university only’ collective bargaining units?*

Unknown at this time.

16. *Will the UW System have more flexibility to fill positions in academic staff instead of classified?*

If the delay becomes reality, position conversions will be required for positions moving to academic staff.

17. *Grievances: Procedurally, do we need to establish an impartial hearing officer for University Staff? Do we need to establish the Board of Regents as the final level of appeal for Academic Staff (those not indefinite)?*

If the delay becomes a reality, university staff will continue to follow the grievance procedure in chapter 430 of OSER’s Human Resources Handbook. Things will remain as is without the hearing officer and the BOR as the final level of appeal for Academic Staff on fixed terms.

18. *Should we continue to change the way we compensate classified exempt employees if they work more than 40 hours/week?*

In the majority of circumstances, institutions have and will continue to have the option to choose to compensate classified exempt employees for hours worked over 40 in a week.

19. *Should exempt classified employees report absence in 1/2 day increments?*

Changing business practices regarding reporting for FLSA exempt employees need further discussion.

20. *Can we start the titling and total compensation analysis during this two year interim period?*

Perhaps.

21. *Are the OPS' going to the Board of Regents in June?*

No.

22. *Are the proposed benefit changes (ex: university staff can use vacation their first day of employment or project appointments can carry leave over into a permanent position) still possible?*

If the delay becomes reality, current rules will remain in effect.

23. *Will we still have the flexibility to determine pay for new university staff hires?*

Unknown at this time. If the delay becomes reality, depends on the compensation plan developed by OSER.

24. *Will a bachelor's degree be required for all academic staff?*

Yes. If the delay becomes a reality, the bachelor's degree will continue to be required .

25. *What is the status of three Regent Policy Documents (University Personnel Systems; University Staff Governance; Code of Ethics)*

The BOR will need to decide what to do with the policy documents it considers and reviews.

26. *What should the message to all employees be?*

UWSA will develop a message for institutions to use as they deem appropriate.

27. *Will OSER rules, procedures be in effect as they are right now for classified/university staff from 7/1/13 through 6/30/15?*

Yes. If the delay becomes a reality, OSER's rules and procedures will be in effect.

28. *Can we still proceed with either pay-outs/use of comp time by 12-31-12 so the cap of this leave account is 80 hours from the most recent year?*

Yes. This is independent of UPS or HR Design.

29. *Can the law that granted the flexibility to the UW be changed since there will be a two year delay?*

All statutes can be changed through the appropriate legislative process at any time.

30. *If we are able to designate currently filled exempt positions as non-exempt will we need to have a manual work around in HRS so that their existing leave balances are not affected by this status change?*

Balances would not be affected by an FLSA designation change, only accruals would. But, if the delay becomes a reality, it will not be within UW System institution's authority to designate a title inconsistent with OSER's official FLSA designation.

31. *Will the UW classified staff be covered by the OSER compensation plan?*

Yes. If the delay becomes reality, UW classified staff will be covered by the OSER compensation plan.

32. *Will the currently represented employees continue to be represented? If so, is it correct to assume they will not be affected by any compensation plan since they have not bargained?*

Certified unions would not be part of a compensation plan. However, OSER has declared that as of July 1, 2013, all unions that had been certified will not be as of that date and employees in those bargaining units will be part of the compensation plan.

33. *Will UWSA continue to provide the supervisory training for classified supervisors or will OSER's training still be required?*

UWSA will continue to provide supervisory training for classified supervisors.

34. *Will OSER be broadbanding additional pay ranges given the recruiting difficulties?*

Unknown at this time, until the 2013-15 compensation plan is released.

35. *Can we work with OSER to change the ability to give base rate DMCs to everyone?*

We can always make requests of OSER, but it is unknown at this time, until the 2013-15 compensation plan is released, whether any changes will be made to the DMC program.

36. *Will the UPS Ops that the BOR has already reviewed need to be resubmitted to the BOR?*

There is no indication that this will be necessary

37. *What should we do with our websites that deal with UPS?*

If the delay becomes reality as currently written, implementation dates for UPS should change, but the rest of websites should remain and continue to be developed.

38. *Do work rules stay the same?*

Yes, for the time being.

39. *If the UW returns to OSER, could an institution explore staffing delegation again?*

Yes.

40. *How will the outstanding arbitrations/grievances be handled?*

All arbitrations and grievances will continue to be processed as they are today.

41. *Where do we go from here – do we continue to work on establishing policies and procedures?*

If the delay becomes reality as written, all of us should continue to work on policies and procedures in preparation for the delayed implementation date. Any policies or procedures that can be implemented before that date should be.

42. *Will there be a new pay plan?*

Pay plans will be administered as they have been to date.