

UW-RF Faculty/Academic Staff Handbook

Chapter V: Compensation Procedures and Issues

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5.1 Salary Policies-Procedures

5.1.1 Payroll

All faculty and academic staff with academic year appointments are paid on a nine-month basis, October-June. Staff with twelve-month appointments receive twelve checks per year. The checks are dated and distributed the first of each month. If the first of the month falls on a weekend, the checks will be dated and distributed the preceding Friday. Exception: Due to tax consequences the January 1 check cannot be dated or released prior to January 1.

Academic year appointees are eligible to participate in a Twelve Payment Deduction Plan. Money can be withheld from each monthly check and placed in a financial institution selected by the UW System. This account is then accessed during the summer months.

5.1.1.1 Instructional Academic Staff

Instructional academic staff are paid on a per-credit basis. Depending on the market conditions, the pay per credit ranges from \$1000 to \$1500.

5.1.1.2 Overload Payments for Faculty and Instructional Academic Staff

Overload payment for full-time faculty and instructional academic staff is at the rate of \$1000 per credit. Overloads are limited to 3-4 credits per academic year.

5.1.1.3 J Term Salaries

For J Term, if an overload is warranted, faculty and/or instructional academic staff teaching during the January session will be limited to the University's overload policy (3-4 credits per academic year). Faculty and/or instructional academic staff may negotiate with their respective Dean or Director for a load adjustment during the Spring semester in lieu of overload payment. J Term compensation follows the Extension model. The model is \$1000 per credit with a minimum enrollment of 17 undergraduate students or 10 graduate students. Staff compensated for classes with enrollments of less than 17/10 students will be paid 58% of tuition generated.

5.1.1.3 Extension Salaries

Extension salaries are paid at the rate of \$1000 per credit for enrollments of 17 undergraduates or 10 graduate students. If the enrollment is less than the 17 or 10 respectively, the salary is 58% of tuition.

5.1.1.5 Summer Compensation Policy [FS 97/98 #21]

In order to achieve summer session revenue targets, the following policies and procedures should be followed:

- (1) Summer Courses should be offered to meet the needs of students.
- (2) Classes with at least fifteen (15) undergraduate students or ten (10) graduate students will be offered. Staff who teach classes meeting this criterion will be compensated at a proportional rate based on $\frac{2}{9}$ (.22222) of their 9-month salary for a full-time appointment (8 credits, graduate or undergraduate) or \$1,000 per credit, whichever is higher. However, if the tuition generated does not cover the staff member's salary as computed above, then the salary will be negotiated with the Dean or Director at an amount equal to at least 95% of the tuition.
- (3) Compensation will be based on enrollment after the first week of class.
- (4) Computation of summer session salaries will be the same regardless of the source of funding. The exception to this is Extension salaries.
- (5) Deans or Directors will have responsibility for allocating summer session dollars to meet the summer session student contact hour/revenue targets by offering classes during

the summer or the academic year. Deans or Directors will be responsible for covering expenditures beyond the amount allocated to the College or School.

(6) Extension courses will not be offered in competition with regular GPR classes.

(7) If a 12-month faculty or staff is generating student contact hours in the summer, it is expected that the equivalent of \$1,000/credit be charged to the College or School summer session account.

(8) The academic Deans and Director will be expected to meet the student contact hour/revenue targets specified above.

(9) The summer session pay plan outlined above will remain in effect for three years (1998-2000).

5.1.1.6 Chair's Compensation Policy [FS 99/00 #21]

Release Time for Department Chairs is based on department size.

Dept. Size Release Time

0--5.99 Up to 25%

6--11.99 25--37.5%

12 or more 37.5--50%

Additionally, Deans/Directors and departments make compensation adjustments in recognition of varying workloads for Chairs across the University. Overlapping categories provide guidelines for the bonus salary.

Dept. Size Chair Compensation

0-5.99 \$500--\$1000

6-11.99 \$750--\$1,500

12 or more \$1,250--\$2,500

The department, potential Chair, and the Dean/Director jointly reach agreement on the duties that the Chair will assume and will assign to others. This agreement is made in the spring before the Chair assumes the position for the following summer and academic year. At this time an estimation of the anticipated workload of the Chair and corresponding compensation is determined. Adjustments to the compensation may be made the following spring following an assessment of the accuracy of the estimation.

Compensation is dependent on the exact duties of the specific chair. The Chair is normally responsible for major personnel issues and year-round responsibility for the department. In recognition of this responsibility, the minimum salary compensation in each category is suggested. Additional compensation may be made to the Chair, to someone assisting the Chair, or to the unit in general, based on the assignment of duties.

Each academic year, the Deans/Director are allocated a pool of money to be used for Chair compensation and for extraordinary administration duties a department may encounter. The funds allocated to the Deans/Director are adjusted each year consistent with the increase in the pay plan.

The Chair compensation policy outline above was implemented in summer 2000, and shall be reviewed every three years.

5.1.1.7 Unanticipated Assignments from University Sources

General Policy

(1) It is generally assumed that the salary received by full-time faculty members fully compensates them for University activity during their appointment period. Thus, faculty members may not receive compensation for an overload activity from any funds administered within the University system, regardless of source, except through procedures provided in System policy (UW System ACPS-4). Exceptions are subject to specified advance approval of the Chancellor or Chancellors whose units are involved and must be of an unusual, short-term, and nonrecurring nature.

Statutory Limitations

(2) Compensation for exceptions cannot exceed the statutory limitations as defined in the Wisconsin Statutes, Section 16.417(2). This limitation, i.e., \$12,000 per year, is to be applied to all full-time employees (academic or annual).

Other Overloads

Interinstitutional, Instructional, Consulting, or Technical Service on an Overload Basis: One of the assumptions of merger is that the University of Wisconsin System should be able to arrange for the sharing of expertise among the various units. Where the need for this interinstitutional service is short-term in nature, it is often necessary to arrange for appropriate compensation on an overload basis. Overload payment for such services may be authorized only by the concerned Chancellors (or their designees) when the service falls outside the regularly assigned responsibilities of the person sought and is provided without affecting adversely the performance of such regularly assigned responsibilities. The activity should meet the standard of being unusual, short-term, and nonrecurring. Overload payment for this purpose, in aggregation with any other overload payment from University sources during the same appointment, shall not exceed the limit established in (2) of this section.

5.2 Procedures To Be Used In Awarding Merit Salary Increases

Procedures [FS 90/91 #24; 89/90 #17A]

- (1) The principal responsibility for merit determination rests at the unit (academic department or support group) level.
- (2) Departments or support groups with only one or two persons will be pooled with another department or support group for purposes of merit pay distribution. This will be done in consultation with the Dean, Director or supervisor of the units involved.
- (3) Persons with appointments in more than one unit shall be rated by their colleagues within each unit.
- (4) Each of the following offices will receive for the purpose of special merit and equity adjustments that share of 10% of the merit salary total which is proportional to the total merit amount that the office directly oversees: Chancellor; Provost & Vice Chancellor; Vice Chancellor for Administration and Finance; Dean of Students; Dean of the College of Agriculture, Food and Environmental Sciences; Dean of the College of Arts and Sciences; Dean of the College of Education and Graduate Studies; and Director of the School of Business and Economics.
- (5) Ninety percent of the merit total is allocated to the departments and support groups. Each unit will receive merit dollars equal to 90% times the percentage merit increase times the continuing salary dollars in that unit. Faculty and support staff members holding permanent positions in more than one unit will have that portion of their merit dollars commensurate with their part-time positions pooled within the respective units.
- (6) Instructional staff and support staff are to have separate evaluation procedures that are appropriate to their work.
- (7) In a support group the supervisor will determine merit for those within the scope of his or her authority.
- (8) Each academic department is to have an annual option of (a) using a departmental merit committee, (b) allowing the chair to distribute the merit increase funds, or (c) developing their own merit distribution plan, subject to approval of the Dean or Director of the College or School. The Deans and Director will administer this voting by confidential ballot and a simple majority will decide. (See sections on OPTIONS below.)
- (9) Merit adjustments and notification will be made in accordance with guidelines.

(10) The rating of a unit member and an anonymous list of ratings of others in the unit shall be available from the department chair or administrative head when such rating is completed.

(11) Appeals from staff members shall proceed through the channels designated in Chapter IV Faculty/Academic Staff Handbook "Faculty Personnel Rules-Chapter 10: Procedure for Handling Grievances"

(12) Faculty members shall be informed of their salary adjustments when they have been approved by the Board of Regents.

(13) Any across-the-board adjustment shall be considered at time of receipt of the Board of Regents' policy statement for the current academic year.

(14) Special merit adjustments shall not exceed \$500 for any individual faculty member.

(15) Additional increments of \$1,500, \$1,000, and \$750 will be made for promotion to professor, associate professor, and assistant professor. These increments will be increased yearly by a percentage which equals the approved pay plan percentage increase. The base year is 1997-98. [FS 96/97 #8] Promotion adjustments do not come from salary increase funds. Persons who receive a promotion adjustment should not be penalized in the merit distribution.

(16) No fixed amount shall be given upon completion of terminal degrees, but an adjustment may be made through the use of administrative funds.

(17) Regular review will be made to insure that all salary adjustments are made in accordance with the guidelines regardless of gender, race, color, creed, ethnic origin, marital status, or physical handicaps.

(18) Interpretations and decisions regarding the operation of the merit pay system shall be made by the Provost & Vice Chancellor in consultation with the Faculty Salary Committee.

After a department has determined which option it is to use [see (8) above], it implements its chosen merit procedure.

5.2.1 Option A Departmental Merit Committee Procedures

Option A:

(1) Any member of a unit is eligible to be involved in the evaluation procedure providing he or she has been reappointed for the following academic year. Persons with appointments in more than one unit shall be eligible to rate their colleagues within each unit.

(2) All committee members will be elected by members of the department.

(3) One member of the committee is to be from outside the department but within the University.

(4) If a department has three or four faculty members, it will have a committee of the whole together with one outside member. If a department has five or more faculty it has two options: a) a committee of the whole together with one outside member or b) a four-member committee consisting of the chair, two elected from within, and one elected from outside the department.

(5) All members of a committee are equal.

5.2.2 Option B: Department Chair Merit Procedures

In Option B, the department chair distributes the merit increase funds based on information described under "RATING PROCEDURES" below.

5.2.3 Option C: Departmental Merit Distribution Plan

In Option C, the department members develop their own merit distribution plan which must be approved by the Dean of the College or Director of the School.

5.3 Rating -Procedures

The following rating procedures are to be followed:

(1) New merit pay files for each person are to be developed annually because existing personnel files are confidential. Such files will be compiled by the supervisor or department chair. After the merit pay distribution is completed, the contents of the merit pay files will be transferred to the department personnel files.

(2) The [committee, chair] of an academic department needs the following information for rating:

(a) Professional achievement sheet provided by each person. This allows each person to present his or her achievements for the year.

(b) Other data: student evaluations, peer evaluations, teaching loads, advisee loads, number of preparations, graduate courses, extension courses and other relevant information.

(3) The Academic Staff Council is responsible for devising an instrument for reporting on and evaluating support personnel.

(4) The [committee, chair, supervisor] shall place each faculty member into one of seven graded merit groups: A, AB, B, BC, C, D, and F. The following connotative adjectives may be considered in making this placement: A-excellent, AB-very good, B-good, BC-fair, C-adequate, D-poor, and F-unmeritorious. In the rare occasion that all unit members are placed in the same group, all merit distribution documentation must be forwarded to the appropriate administrative office, which will review the justification of the [committee's, chair's, supervisor's] decision. In the committee option, the ranking of each

member of the committee will be determined by the other members of the committee. In the [chair, supervisor] option, the [chair's, supervisor's] rating will be determined by the [Dean or Director, immediate supervisor] in consultation with unit members. In the committee option, the chair of the committee is to be elected. The [committee chair, department chair, supervisor] sends the merit pay ratings to the [Dean, Director, appropriate administrative office] along with recommendations for special merit and equity adjustments.

(5) The [department chair, supervisor] will meet with each unit member and review the results.

(6) Merit funds are to be distributed by the following rules. Assign to each member in groups A, AB, B, BC, C, D, and F the respective group weights: 4.0, 3.5, 3.0, 2.5, 2.0, 1.0, 0. The average salary of the unit is calculated by dividing the total salaries within the unit by the number of full-time equivalent positions. An individual's salary weight is calculated by adding the individual's salary within the unit to one-third of the average salary of the unit (a part-time employee would add only one-third of the equivalent proportion of the unit average salary). An individual's merit weight is calculated by multiplying his or her group weight times his or her salary weight. An individual's normalized merit weight is calculated by dividing his or her merit weight by the sum of all of the individual merit weights. A unit member receives a merit amount equal to his or her normalized merit weight times the total merit pool of the unit.

5.4 Fringe Benefits -Procedures

A number of benefit programs are available to eligible University of Wisconsin employees. These staff benefits can add more than 30% to the value of the employee's total gross wage. UW-River Falls contributes toward State Group Health, State Group Life and Income Continuation insurances and to the Wisconsin Retirement System. The employee pays the entire premium of other insurances offered; however, these are group rates and the plans may provide coverage which is important for the employee's particular situation.

5.4.1 Wisconsin Retirement System (WRS)

Participation in the Wisconsin Retirement System is mandatory for those employed at least one-third time for at least one year. For academic year appointments, one academic year meets WRS qualifications.

Under the WRS, there are both employer and employee required contributions. The employee required and employer required contributions are each equal to 5% of the employee's annual WRS-covered earnings (total of 10%). The University pays the entire WRS contribution on the employee's behalf-a total of 10% of the employee's WRS earnings. If the employee leaves WRS employment prior to retirement age, he or she is eligible to receive the employee contribution (5%) plus accrued interest.

In addition to the required contributions, there is a Benefit Adjustment Contribution (BAC) that is used to fund the WRS benefit improvements that have been legislated over the years. BAC amounts are not credited to the employee's WRS account and are not included in any benefits. Each year, the BAC is subject to change.

The WRS provides retirement annuities based on age at retirement, years of service and average monthly salary for the three highest years. The earliest age for retirement for general employees is 55, but with reduced benefits. At age 57 and with 30 years of WRS service, an employee is eligible for unreduced retirement benefits. With less than 30 years of service, an employee must be age 65 for unreduced benefits. The Money Purchase option will be used if that would provide a higher retirement benefit than the Formula. A lifetime disability annuity is available after five years of participation in WRS.

5.4.2 Group Health Insurance

The State of Wisconsin offers a comprehensive group health insurance program which is available to all employees who participate in the Wisconsin Retirement System. Open enrollment is limited to the first 30 days of employment with coverage effective the first of the month following date of application or any time before completing six months in the State of Wisconsin Retirement System with coverage effective the first of the month after completion of six months in the WRS. The employee must pay the entire premium for health insurance the first six months he or she works under WRS as a state of Wisconsin employee. After the first six months, the State pays its share of the premium.

An employee can choose from several health care plans. The Standard Plan and the Standard Plan II permit members to seek medical care from any physician. Members of HMOs are expected to receive their health care only from physicians, health professionals, and hospitals affiliated with the HMO. Special provision is made for emergency care while traveling outside of the HMO service area. An employee is eligible to select any plan which meets his or her needs. An employee may change plans only during the Dual-Choice enrollment each October for coverage effective the first of the following year. The only exception is at the time an employee moves out of the service area for his or her health plan. If an application is submitted within 30 days of the date of the move, a change in health plan can be made.

Late enrollment: Health insurance may be picked up at a later date, but coverage would be limited to the Standard Plan. There would be a 180-day waiting period on pre-existing conditions. Coverage would be effective on the first of the month following receipt of the health application.

Enrollment when other coverage is lost: If an employee and/or spouse are not insured under the State Health Insurance Program because they are insured under a qualifying group health insurance plan elsewhere, and eligibility for that coverage is lost, the employee may take advantage of a special 31-day enrollment period to become insured in the state program without a waiting period for pre-existing conditions.

Supplemental Major Medical Insurance (Epic Life)

This major medical plan is a supplement to the State Group Health insurance. After an employee has met the plan deductible of either \$250 or the total amount paid by the employee's State plan (whichever is greater), this plan provides coverage for most services at 100% of the covered charges, up to the \$250,000 lifetime per participant maximum.

Note: This plan does not duplicate benefits paid by the employee's State plan and considers only those charges determined to be reasonable and customary.

DentaCare Insurance-Blue Cross-Blue Shield

Under this plan, dental care is provided by a designated DentaCare Center. Most diagnostic and preventive services are covered at no charge. There is a co-pay feature for other services.

There are two enrollment periods: Within 30 days of employment, or prior to becoming eligible for employer contributions for the State Group Health Insurance.

5.4.3 Life Insurance -State Group Life Insurance

The State Group Life insurance program offers term life insurance to employees who have been covered under the Wisconsin Retirement System (WRS) for at least 6 months. Coverage is available to the employee without providing medical evidence of insurability as long as the employee applies within 30 days of completing 6 months of WRS covered employment.

The Policy offers five coverage levels: Basic, Supplemental, and Additional (three units), which will pay benefits up to 500% of the employee's annual WRS earnings upon the employee's death. Accidental death and dismemberment coverage is included with the Basic coverage. This would pay a benefit equal to the total coverage the employee has in effect (Basic + Supplemental + Additional) in the event of the employee's accidental death. All or a portion of the total benefit would be payable in the event of accidental loss of limb or sight.

If the employee enrolls for coverage, he or she can also apply for Spouse and Dependent coverage when initially eligible, or within 30 days of first having a spouse or dependent to insure.

At retirement, coverage may be continued. At age 65, if the employee is retired, the life insurance premiums are waived and the accidental death and dismemberment and all supplemental life insurance in force is terminated. While age 65, the employee's coverage is 75% of the basic coverage at the time of retirement. At age 66 and thereafter, the coverage is 50% of the employee's basic coverage.

National Guardian-Term Life Insurance

Employees have the option of carrying additional term life insurance for themselves, their spouses, and members of their families. The cost of the program is borne completely by

the insured and is based on the employee's age. Initial enrollment is within 30 days of employment. Persons who elect to have the coverage after the initial enrollment date must present evidence of insurability satisfactory to the insurer. A premium waiver for disability is included.

Employees may be insured for \$5,000, \$10,000 or \$20,000 initially, with the option to increase coverage by the same amount yearly up to the maximum of \$200,000. An employee's spouse may be insured initially for \$5,000 or \$10,000 and, by yearly increases, may increase coverage to a maximum of \$75,000. Each child may be insured for either \$2,500 or \$5,000. The optional insurance on children guarantees their future insurability through a special conversion to whole life insurance. An employee may, at any time, apply for additional amounts of coverage by providing evidence of insurability. Upon retirement or termination, a conversion policy is available.

University of WI Employees Group Life Insurance Mutual Service Life Ins.

The University of Wisconsin Employees, Inc. Group Life Insurance Plan provides group term life insurance for eligible employees. The employee must enroll for this coverage within six months of his or her first day of employment. If the employee does not enroll during the open enrollment period, he or she may obtain coverage if he or she provides medical evidence of insurability satisfactory to the company.

Accidental Death and Dismemberment Insurance

This plan provides coverage for (1) accidental death, (2) dismemberment or loss of sight, (3) permanent total disability indemnity, and (4) permanent and total loss of use indemnity. It also provides coverage for the employee's spouse and/or children under points 1 and 2. The principal sum of coverage available ranges from \$25,000 to \$250,000. There are no restrictions on enrollment. The employee may enroll at any time. For new appointments the earliest date of coverage is the date of appointment.

University Faculty Association Group Life Insurance Plan

Membership in the University Faculty Association and this insurance plan is a condition of employment as of March 1, 1979, for persons under age 65 receiving a November 1 check meeting the annually determined minimum salary requirements. This plan provides for decreasing term life insurance under a group policy serviced by the National Guardian Life Insurance Company. The current cost of \$24 per year is an annual payroll deduction from the November payroll check. Eligible employees beginning employment after November 1 will have a \$12 deduction from the April 1 check for 6 months of coverage.

Beneficiary Designation

The state of Wisconsin and the UW System apply the same rules for beneficiary designations for all life insurances and for the death benefit in an employee's Wisconsin Retirement account.

If the employee does not file a specific designation of beneficiary, or if his or her designated beneficiaries are not living at the time of his or her death, death benefits will be paid according to the statutory sequence:

- (1) Spouse
- (2) Children (natural children or legally adopted). If at least one child survives, the share of any deceased child will be paid to that child's spouse. If there is no surviving spouse of that child, payment will be made to any surviving children of that child. Otherwise, payment will be made to the employee's other eligible children in equal shares.
- (3) Grandchild or Grandchildren
- (4) Parent(s)
- (5) Brother(s) and Sister(s)
- (6) Estate

Payment to two or more persons included in any group will be made in equal shares. If the standard beneficiary sequence does not fit the employee's needs or if at anytime he or she desires to make a change in the beneficiary designation, the Staff Benefits coordinator will provide a new beneficiary designation form.

5.4.4 Income Continuation Insurance

The Income Continuation Insurance (ICI) program is a disability insurance which will replace a portion of the employee's salary if he or she becomes physically or mentally disabled.

Employees are initially eligible after completing six months of Wisconsin Retirement System participation. At the end of the first year of WRS employment, when the State begins to pay a share of the premium, there is a second enrollment opportunity. After one year of employment, the cost of the 130 day plan is paid entirely by the State. If a shorter waiting period is selected, the employee will pay only a small portion of the premium.

Benefits begin at the end of the waiting period the employee selected or after his or her sick leave is exhausted (up to 130 days), whichever is greater. For total disability, benefits replace 75% of salary up to a maximum of \$4,000 per month. Benefits are available for short term and long term disability, but benefits are reduced by the amounts payable from other state and federal disability programs.

5.4.5 Employee Reimbursement Accounts

The Employee Reimbursement Account (ERA) program is authorized by Section 125 of the Internal Revenue Code and allows the employee to pay certain expenses from his or her pre-tax, pre-social security income. Participation in the ERA program does not reduce the employee's earnings for Wisconsin Retirement System benefits.

The employee must enroll no later than 30 days from his or her date of hire. The employee must re-enroll each year that he or she chooses to participate. There is an annual open enrollment period in October during which he or she may apply for coverage effective the following plan (calendar) year.

The ERA program includes three components:

- (1) A Tax-Free Medical Reimbursement Account
- (2) A Tax-Free Dependent Care Reimbursement Account
- (3) Payroll deductions for State Group Health and State Group Life premiums are automatically paid with pre-tax, pre-social security dollars. The employee must file a "Tax-Free Waiver" form if he or she does not want to participate in Automatic Tax-Free Premium Conversion.

The Tax-Free Reimbursement Accounts allow the employee to deposit money into medical or dependent care accounts through pre-tax payroll check reductions. The employee can then pay for qualified out-of-pocket medical and dependent care expenses and be reimbursed with his or her own tax-free money by making withdrawals from his or her reimbursement accounts. Note: If a balance remains in either reimbursement account at the end of the plan year, these funds will be forfeited.

5.4.6 Tax-sheltered Annuity

A provision of the Internal Revenue Code (IRC 403 (b)) permits University employees to defer taxes on a portion of their salaries by making contributions to a tax-deferred retirement account. This is accomplished through a payroll reduction agreement with the University and is subject to a maximum exclusion allowance.

Payroll deductions are permitted for the following approved tax-sheltered annuity vendors:

TIAA-CREF; T. Rowe Price; Lincoln National Life Insurance Company; Strong Funds; IDS Insurance Company; Scudder; American United Life Insurance Company; Dreyfus Service Corporation; Fidelity; Great American Life Insurance Company. Details are available in the Staff Benefits Office.

5.4.7 Deferred Compensation

State employees have an opportunity to participate in a deferred compensation plan. The employee enters into an agreement with the University to reduce salary within set limitations. Amounts not paid are contributed to an investment vehicle belonging to the State. Funds cannot be withdrawn until normal retirement except in the case of financial hardship. These funds are not taxable to the employees until received.

Current investment plans include:

North Shore Savings and Loan (CD)
Twentieth Century Funds
Seligman Funds

Additional information is available in the Staff Benefits Office.

Sick Leave and Colleague Coverage-Use and Reports for UW-RF Unclassified Employees-Procedures

5.5.1 Policy Statement

Paid sick leave is a significant fringe benefit for a UW System unclassified employee. In accordance with Chapter UWS 19, Wisconsin Administrative Code and the Wisconsin Family and Medical Leave Act, employees may use sick leave during periods of illness, injury, disability, pregnancy or bereavement upon the death of a family member as well as during periods associated with attendance upon immediate family members whose condition requires direct care, the birth of a natural child, or the placement of a child with the employee for adoption. In the event of an employee's death, lay off or retirement, the accumulated sick leave value is used to pay for state group health insurance premiums.

Colleague Coverage

Colleague coverage for teaching faculty and teaching academic staff is a substantial benefit for the student. In the event of an instructor's illness, colleagues may, when available, cover teaching responsibilities thus ensuring the continuity of the student's studies. For "colleague coverage" purposes, colleague is defined as a member of the UW-River Falls faculty or academic staff, normally in the same department or discipline, who is professionally qualified to serve as a temporary replacement in the classroom, laboratory or studio.

The integrity of the unclassified sick leave program requires the establishment of policies which assure consistency between UW System institutions on when to grant sick leave and how much to charge. Institution sick leave policies and procedures require accurate and timely record keeping.

Eligibility for Sick Leave

Faculty, academic staff, and limited appointees who meet the eligibility requirements for the Wisconsin Retirement System will earn sick leave. A qualifying appointment must be at least one-third time for at least one year. For academic year appointments, one academic year meets WRS qualification. (UWS 19, Wis. Adm. Code)

5.5.2 Accrual of Sick Leave

(1) As of the effective date of this chapter, each employee's account shall reflect the accrued balance of unused sick leave earned under the Board of Regents' sick leave policy adopted on June 8, 1973.

(2) Employees whose initial appointments are for nine months or more shall be credited with 22 working days of sick leave which they may draw upon as required, consistent with UWS 19.01.

(3) After 18 months of service, each employee shall earn additional non-lapsing sick leave at the rate of 1 day per month for persons holding annual appointments and at the rate of 6 days per semester for persons who hold academic year appointments, with a maximum annual accumulation limited to not more than 12 days.

(4) Unused sick leave shall accumulate from year to year in the employee's sick leave account pursuant to section 36.30 (1), Wis. Stats.

(5) An employee utilizing paid sick leave shall continue to accumulate sick leave credits during the period of the sick leave absence.

(6) An employee does not accumulate sick leave credits while on an unpaid leave of absence.

5.5.3 Pro-Ration of Accumulated Sick Leave

Initial entitlement and accumulation of sick leave as specified in the preceding section assume full-time appointment of 9 months or more. Eligible part-time annual/academic basis appointees have an initial entitlement and earn sick leave in proportion to the extent of their appointment.

Accumulated Sick Leave Conversion Benefit

Accumulated sick leave is converted at the current rate of pay to an account to pay health insurance premiums upon the retirement, death or layoff of an insured employee.

5.5.4 Cancellation and Reinstatement

If the employee leaves employment with the University of Wisconsin System other than through retirement or death, unused sick leave will be terminated but will be reinstated if the employee is reappointed to any position within the System within three years.

5.5.5 Faculty with Teaching Responsibilities

In a semester in which a faculty member has teaching responsibilities and is entitled to use sick leave, the provisions of this policy shall be modified as follows:

(1) If a faculty member's duties are assumed by colleagues for the duration of the semester, as has been the traditional way of covering teaching responsibilities, the absent individual will not be required to use sick leave for the teaching responsibilities until the end of the semester in which the absence began.

(2) If a replacement is appointed to assume the faculty member's responsibilities he or she must use sick leave.

Whichever of the above situations prevails during the semester in which the absence commences, the absent staff member will be required to use sick leave thereafter.

5.5.6 Use of Sick Leave for Anticipated Medical Absence

In order to minimize disruption of the academic program and the attendant demands on students and staff, a faculty member who has teaching responsibilities and who expects absence under this policy during an upcoming semester may, with two months' advance notice, elect to receive a combination of paid and unpaid leave for the entire semester. Such leave will be taken only at the option of the faculty member, but the University may require proof at the time two month's notice is given that the anticipated absence cannot be arranged so as to avoid interruption of teaching duties. Under this clause the faculty member may receive sick leave benefits for which he or she would have been eligible had

he or she remained on duty up to the time of disability. Other portions of the semester not covered by sick leave will be leave without pay.

5.5.7 Sick Leave Usage

Medical Absences

Employees who have accrued sick leave under UWS 19 are eligible to use such sick leave for periods of absence from employment, as follows:

- (1) For absences due to personal illness, injury, disability or pregnancy;
- (2) For attendance upon an immediate family member whose condition requires the employee's direct care; and
- (3) For the death of a family member.

Care of Family Member

Use of sick leave for temporary care of immediate family members is limited to 10 work days per year; however, the use of sick leave may be extended to cover the unusual circumstances provided prior approval is obtained from the Chancellor.

Parental Leave

In accordance with the requirements of s. 103.10, Wis. Stats., employees who have accrued sick leave under UWS 19 are eligible to substitute up to thirty days of such paid leave in any 12-month period for periods of absence from employment for parental leave as follows:

- (1) For the birth of the employee's natural child, if the leave begins within 16 weeks of the child's birth; or
- (2) For the placement of a child with the employee for adoption or a precondition to adoption under section 48.90, Wis. Stats., but not both, if the leave begins within 16 weeks of the child's placement.

Anticipated use of sick leave for parental leave shall be scheduled in accordance with institutional, departmental or unit policies and procedures for requesting leave of absence. Parental leave may be taken in non-continuous increments. The duration of the shortest increment available is one-half day.

5.5.8 Maternity Leave

Provisions governing maternity leave do not differ from policies governing other temporary disabilities. A teaching or non-teaching staff member may opt to continue her normal duties through pregnancy using accumulated sick leave as needed for prenatal, delivery and post-delivery care while physically unable to perform her duties. After the disability period, parental leave may be used. Thereafter, she may take consecutive days

or the remainder of the semester as unpaid leave taken at her option. Maternity and/or parental leave are paid leave only when there is a sufficient sick leave accumulation.

A member of the faculty with teaching responsibility, alternatively, may opt to receive a combination of paid and unpaid leave as provided in "Use of Sick Leave for Anticipated Medical Absences". In such cases, it shall be understood that the timing of pregnancy cannot be "arranged" under the meaning of this policy.

In the semester after the one in which the delivery occurs, irrespective of her medical condition, the staff member shall be granted, upon her request, leave without pay for the semester. In the case of a non-tenured faculty member, such leave will not be counted in the calculation of probationary time. A female staff member who anticipates taking leave for maternity should so inform her chair or supervisor as early as possible.

5.5.9 Definition of Family Members

The following definitions are used in implementing these policies:

- Child means a natural, adopted or foster child, stepchild, or legal ward who is less than 18 years of age or 18 years of age or older and unable to care for himself or herself because of a serious health condition.
- Family member includes an employee's and employee's spouse's immediate family members, grandparents, grandchildren, aunts and uncles, brothers and sisters and their spouses, children over the age of 18 and their spouses and any other relative who resides in the same household as the employee.
- Grandchild means the child of a child.
- Grandparent means the parent of a parent.
- Immediate family member means the spouse, parents and children of an employee.
- Parent means a natural parent, foster parent, adoptive parent, stepparent or legal guardian of an employee or employee's spouse.
- Spouse means an employee's legal husband or wife or equivalent.
- Year refers to the academic year for academic year basis appointments, and the fiscal year for annual basis appointments. One semester of an academic year appointment is equivalent to one-half of an annual basis appointment.

5.5.10 Sick Leave During Summer Session

Staff members whose basic appointments are for nine months or more and who teach in the summer session may qualify for sick leave in the summer session, provided inception of the illness occurs on the first or subsequent day of the summer session. Visiting faculty, if not covered by sick leave provisions at their home institutions, are covered

during the summer session provided their appointments at the University extend for at least nine months in addition to the summer session term. Exceptions to this policy regarding sick leave during the summer session may be made, on behalf of members of the permanent faculty only, at the discretion of the Chancellor.

5.5.11 Amount of Sick Leave to be Charged

Instructional staff must define their forty-hour week and report sick leave usage accordingly. Colleague coverage can only be used for teaching responsibilities.

Sick leave and colleague coverage should be reported in half-day increments for full-time staff (pro-rated for part-time staff). Absences of 2 hours up to 6 hours shall be charged as 4 hours. Absences of 6 hours up to 10 hours shall be charged as eight hours. For absences of one week, a maximum of 40 hours shall be charged.

5.5.12 Colleague Coverage in Lieu of Sick Leave

Teaching responsibilities not met because of an absence as defined in UWS 19.01 Wis. Adm. Code, and covered by colleagues, will be reported in units of one-half days as specified in section 10.04. Such coverage exists during the semester in which the absence commences (Regent Resolution #506). In the following semester, an unclassified employee who continues to be absent as defined in UWS 19.01 Wis. Adm. Code, will not be eligible for colleague coverage, but will be required to use one of the other three options listed in the next section, "Options for Absences Specified in UWS 19."

Unclassified employees with less than 50% of their assigned responsibilities eligible for colleague coverage can record colleague coverage for only the eligible portion. Paid leave or leave without pay is to be charged for the balance of the appointment which is not eligible for colleague coverage.

Reference Document: Board of Regents' Sick Leave Policy - June 1973

5.5.13 Options for Absences Specified in UWS 19

When an unclassified employee is absent for a reason specified in UWS 19, the following options may be used to cover the absence:

- (1) charge sick leave against accumulated sick leave earnings except in those cases where colleagues cover teaching responsibilities in accordance with UW System Board of Regent's Resolution #506;
- (2) charge paid leave (vacation or floating legal holiday) credits; or
- (3) charge leave without pay if sick leave, floating legal holiday and vacation are not available.

5.5.14 Reporting Sick Leave and Colleague Coverage

UW System unclassified employees must file a written report with the unit recordkeeper once each month detailing sick leave used and/or colleague coverage provided in lieu of

sick leave. A report must be filed whether or not sick leave is used or colleague coverage is provided.

As the recordkeeper for UW-River Falls, the Personnel/Payroll office will send a sick leave report to each employee once each month. The employee must complete and sign the report, and the departmental chair, designee or director (supervisor) signs the report and returns it to the Personnel/Payroll Office.

Departmental chairs, Deans, Directors and others responsible for sick leave records should establish review procedures and challenge any claims which appear out of line.

Reference documents: Board of Regents' Sick Leave Policy - June 1973; Regent Resolution #506; Sections 36.30, 103.10, and 40.05(4)(b) Wisconsin Statutes; Wisconsin Administrative Code UWS 19 and 15.01; Unclassified Personnel Guideline #9 and #1

5.6 Unpaid Leave of Absence

The process for requesting an unpaid leave of absence follows the same process as other personnel actions. A written request is made to the department chair or department head and is processed through the routine chain of command with approval given at each level. The Chancellor has final approval of a leave of absence and communicates approval or denial in writing. All leaves of absence carry an implicit agreement between the staff member and UW-River Falls that the staff member will return to work at the conclusion of the leave of absence. Failure to return to work at the conclusion of the approved leave period constitutes a resignation from the University. For family leave or sick leave, please see above. For a leave of absence for unclassified employees seeking or accepting political office or appointments, see Board of Regent Policy 89-8 (<http://www.uwsa.edu>).

5.7 Vacation For Annual Appointees- Procedures

Faculty and academic staff members who hold annual appointments and qualify for participation in the Wisconsin Retirement System will earn 22 vacation days per fiscal year (July 1 - June 30). For less than full-time appointments, vacation earnings will be prorated. A full month's credit is allowed for beginning on or before the 15th day of a month; no credit is allowed for beginning on the 16th of a month or later.

Vacation may be anticipated for the fiscal year. Any termination will require an adjustment in the final salary check if vacation taken exceeds the vacation earned.

Staff are encouraged to use vacation leave in the year it accrues. Where circumstances validate the need, twenty-two days (pro-rated for part-time employees) may be carried over into the next fiscal year. Any carryover must be used by the end of that fiscal year. Any carryover not used within the time limit will be forfeited.

Beginning with the fiscal year starting July 1, 1993, staff who have completed ten or more years of State of Wisconsin service in appointments earning vacation or as unclassified University participants in the Wisconsin Retirement System, may, at their option, reserve up to 5 days of vacation each fiscal year (or a prorated number of days for staff employed less than full-time) in an Annual Leave Reserve Account. The total number of days accumulated in an Annual Leave Reserve Account may be used at any time but is subject to work load demand of the employing department.

Annual pay basis staff terminating their employment with a UW System institution shall receive a lump sum payment for vacation credits accrued or accumulated in an Annual Leave Reserve Account which remain unused at the date of termination.

5.8 Paid Holidays-Procedures

Wisconsin Statute, s.230.35 (4) (a), establishes paid holidays, when state government offices, including those of the UW System, are not required to be open for business, for eligible* unclassified staff as defined in section 9.01. As of January 1, 1991 those holidays are:

- January 1 (New Year's Day)
- The 3rd Monday in January, which shall be the day of celebration for January 15 (Martin Luther King, Jr. Day)
- The last Monday in May, which shall be the day of celebration for May 30 (Memorial Day)
- July 4 (Independence Day)
- The first Monday in September (Labor Day)
- The fourth Thursday in November (Thanksgiving Day)
- December 24 (Christmas Eve)
- December 25 (Christmas Day)
- December 31 (New Year's Eve)

When January 1, July 4, or December 25 falls on Sunday, the following Monday will be considered a holiday. When January 1, July 4, December 24, December 25 or December 31 falls on a Saturday or if December 24 and 31 fall on a Sunday, a floating legal holiday is granted.

Eligible part-time appointees receive a proportionate share of paid holidays.

* Only annual pay basis employees participating in the Wisconsin Retirement System are eligible for paid vacation or floating legal holiday entitlement (UPG #9, 7/1/92)

5.9 Personal Holidays- Procedures

The board of Regents, in 1996, approved the resolution which establishes a four-hour personal holiday each fiscal year as a paid benefit for annual unclassified employees.

Only annual pay basis employees participating in the Wisconsin Retirement System are eligible for paid personal holidays.

Eligible part-time appointees receive a proportionate share of paid personal holidays.

5.10 Faculty Sabbaticals- Procedures [FS

92/93 #21] [FS 90/91#25] [FS 95/96 #18]

5.10 1 Purpose

The purpose of the faculty sabbatical program is to enable recipients to be engaged in intensive study in order to become more effective teachers and scholars and to enhance their services to the University. The sabbatical program should also be understood as recognition of past and continuing academic contributions of the recipients in keeping with the Select Mission of UW-River Falls.

5.10. 2 Types

Two types of sabbatical leaves are available to faculty members.

(1) A faculty member may take a sabbatical leave for an academic year and receive from the institution financial support at any level up to 65% of his or her full compensation for that period.

(2) A faculty member may take a sabbatical leave for one semester of the academic year and receive from the institution financial support at any level up to a maximum of his or her full compensation for that period.

Details of selection criteria and other procedures for Faculty Sabbaticals are found in Chapter IV of this Handbook.

NOTE: WRS Retirement Credit--Creditable service for retirement is based on the percentage of time a person is on the payroll. For more specific information, contact the Staff Benefits Office in the Personnel Office. For further information regarding the UW System Sabbatical Program, see UW System Academic Planning Statement #3.3 and Wisconsin Statutes 36.11(17).

5.11 Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in state and local government services, public accommodations, transportation and telecommunications.

Specific questions pertaining to the provisions of the ADA should be directed to:

(1) Employment issues: Personnel Office

(2) Public Accommodations, etc.: Facilities Management Office

Also, see the Reasonable Accommodations Policy in Chapter VII of this Handbook.

5.12 Travel Guidelines

Any travel expense incurred by a faculty member while on official University business is subject to the travel regulations as currently implemented by the University of Wisconsin-River Falls. A detailed copy of the University System Travel Regulations is available at www.uwsa.edu/fadmin/travel.htm. This web site contains the most recent revisions of the System Travel Regulations.

Travel expense forms may be obtained from the University Accounting Office.

5.12.1 Meals

Departure and arrival times must be stated on the travel expense report. Local policy would suggest in-state claims for meal reimbursement would not reach the maximum amount in all cases. Meal allowance maximums can be found in the Travel Regulations and do include tax and tip.

5.12.2 Lodging

Original machine-printed lodging receipts must accompany all travel report submissions. The maximum allowance for lodging is listed in the UW System Travel Regulations, with exceptions noted for higher cost cities as listed on the web site. New information will be issued as the revisions are received from System Administration. Maximums should not be exceeded except under most unusual or unavoidable circumstances fully justified in writing and approved by the Chancellor or his or her designee. Maximums do not include state and local taxes.

5.12.3 Miscellaneous

(1) Mode of travel must be indicated on the travel expense report and passengers listed, if applicable. Air fare coupons must be attached even if the fare has been pre-paid by the University.

(2) The mileage reimbursement rate for use of a personal vehicle will be at the higher rate listed in the Travel Regulations if the trip is less than 100 miles round trip or if a University car is not available. The mileage reimbursement rate for use of a personal vehicle will be at the lower rate if the trip is more than 100 miles and a University car was available but not used. The employee must present the non-availability slip with the reimbursement claim in order to receive the higher rate.

5.12.4 International Travel

Faculty members who are traveling abroad on official business or who are arranging group travel overseas must make arrangements with the Accounting Office well in advance of the trip.

5.13 Faculty Emergency Small Loan Fund

The Faculty Women's Club, through the University of Wisconsin-River Falls Foundation, has established a fund to provide loans of up to \$100 to faculty members in emergency situations. Interest on loans is 1 per cent per month. For further information, call the Foundation (3505).

5.14 Employee Assistance Program- Procedures

5.14.1 History

The Employee Assistance Program, initiated by Executive Order No. 74, was signed by Governor Patrick J. Lucey on April 9, 1974. The program concepts were introduced to the campus at the University of Wisconsin-River Falls by the State Occupational Alcoholism and Other Drug Abuse Program. Policy was developed and approved by the Faculty Senate, and a coordinator was appointed in the University Counseling Center. The University of Wisconsin-River Falls has had the program and policy in effect since the 1975 academic year.

5.14.2 Purpose

The program was designed to offer assistance to employees who, for whatever reason, are having impaired employment performance. Frequently, employees who have decreased job productivity or whose efficiency declines also have problems with stress, health, emotional conflicts, alcohol, or drugs. The program has concerned itself with assisting those individuals seeking help for the resolution of these conflicts so job performance returns to acceptable standards.

The program revolves around the fact that the problems caused by alcohol, drugs, or emotional stress are now viewed as treatable illnesses. These illnesses can generally be treated successfully as individuals seek and accept professional assistance. An additional reason for the program is to prevent the loss of skills, talents, and contributions of those employees with performance difficulties who, without professional assistance, may continue unproductively.

5.14.3 Policy Statement

The University of Wisconsin-River Falls recognizes that a wide range of personal difficulties not directly associated with one's job function may have an effect on employee job performance. Many times the individual will overcome such personal difficulties independently and the effect on job performance will be minimal. In other instances, normal supervisory assistance will serve either as a motivation or guidance by which such difficulties can be resolved so that the individual's performance will be returned to an acceptable level. In some cases, however, normal efforts will not have the

desired effect and unsatisfactory performance will persist over a period of time, either intermittently or constantly. It is in these instances that a supervisor may make a voluntary referral, or the employee may make a self referral to the Resource Coordinator. The University of Wisconsin-River Falls believes it is in the public interest to provide a service which deals with emotional illness and alcohol or other drug abuse. Therefore, it is the policy of the University of Wisconsin-River Falls to handle such problems within the following framework:

- (1) The University of Wisconsin-River Falls recognizes that the behavioral-medical problems of alcoholism, other drug dependencies and emotional illnesses are all highly complex illnesses that can be successfully treated.
- (2) It is also recognized that the social stigma often associated with alcoholism, drug abuse, and emotional illness has no factual basis. It is believed that an enlightened public attitude and a realistic acceptance of these behavioral/medical problems as illnesses will encourage employees who have such an illness, even in its early stages, to take advantage of the diagnostic and counseling and treatment services available in their communities.
- (3) The purpose of the policy is to assure that employees having any of these illnesses will receive the same careful consideration and offer of treatment that is presently extended to employees having other illnesses.
- (4) The University is not concerned with the private decision of the employee to use or not to use alcoholic beverages or other drugs off the job. However, when their use impairs his or her job performance, attendance, conduct, or reliability, it is the responsibility of administrators and supervisors to take action. The employee's job security or promotional opportunities will not be jeopardized by voluntary referral for diagnosis and treatment.
- (5) This policy shall be implemented when the individual has chronic observable job performance deficiencies. These deficiencies may be related to emotional instability, the consumption of alcohol, or the use of drugs which interfere with his or her job performance.
- (6) It is recognized that management and supervisory personnel do not have the professional qualifications to make any diagnosis as to whether or not an employee has behavioral/medical problems. Therefore, voluntary referral for diagnosis and treatment will be made only at the employee's request and/or on the basis of persistent unsatisfactory job performance. Diagnosis and treatment should be accomplished, as with other illnesses, by existing treatment sources.
- (7) The University considers that an unjust stigma is often associated with alcoholism, drug dependency, and emotional illness and realizes that this is out of date. Consequently, referral for diagnosis or acceptance of treatment will in no way jeopardize an individual's job security or opportunities. An individual's participation in this program will remain confidential and will not be made part of his or her personnel records. Medical records

and psychological records, if any, will be reserved in the same confidential manner as all other medical records.

(8) Individuals who have an emotional, alcohol, or other drug related illness are encouraged to voluntarily seek assistance on a confidential self referral basis by contacting the designated Staff Resource Coordinator.

(9) The University believes that an individual's job performance may also be affected when a family member is afflicted with alcoholism or other drug dependencies. Assistance to any family member is available at the employee's request.

(10) It is the option of the individual to comply with referral or diagnosis and to cooperate with properly prescribed treatment.

(11) Consideration will be given to those individuals who may require sick leave or excused absence due to treatment or rehabilitation programs. These will be provided on the same basis that is granted for all other health problems. In those cases, employee's annual leave or leave without pay may be used.

(12) Illnesses of alcoholism, drug dependency and emotional disorders will receive the same financial benefits and insurance coverage provided for other illnesses under established employee benefit plans.

(13) Implementation of this program will not require or result in any special regulations, privileges, or exemptions from the standard administrative practices applicable to an employee's job performance, except as may be outlined in a labor agreement. The fact that an individual accepts, rejects or fails to respond to treatment for alcoholism or drug abuse in no way diminishes his or her responsibility to meet the required performance standards of his or her job. The same would apply to those encountering mental illness or emotional instability.

5.15 Worker's Compensation

All UW-River Falls employees, including student employees, are covered by Worker's Compensation. The Personnel/Payroll office processes all Worker's Compensation claims.

Individuals incurring an injury or illness in the course of their employment must IMMEDIATELY report such injury or illness to their supervisor and to the Personnel/Payroll office. The Wisconsin Worker's Compensation Act provides for the payment of medical expenses and lost wages for employees injured by reason of their work and provides death benefits for dependents.

5.16 Unemployment Compensation

In the event of a lay off or termination, employees of the University may be eligible for

unemployment compensation. Contact the Unemployment Compensation division of the local Job Service Office to determine eligibility for benefits.

5.17 Termination of Employment- Procedures

Any faculty or academic staff member leaving the employment of the University must have a "University Clearance Upon Termination of Employment" form completed and submitted to the Faculty Payroll Office before payment of the final salary check will be made. The form requires clearance from the following areas: Physical Plant (keys), Textbook Library, Library Circulation Dept., Department Chair or Supervisor, Accounting Office (Corporate Credit Card) and submission of a forwarding address to the Personnel Office.