The Mission of University Housing at UW-Milwaukee

UWM University Housing is committed to enhancing community members’ cultural understanding, leadership skills, academic success, social connections, and social responsibility by creating safe, comfortable, and well-maintained living learning environments that inspire growth and development.

Welcome to UWM University Housing!

University Housing is an important part of the University of Wisconsin-Milwaukee. Students who live in the residence halls feel more connected to the campus. They are more likely to do well academically and stay in school through graduation. For some students, their experience in the residence halls can make or break their college experience. As a member of our department, you are an essential part of this experience. Whether you are having a conversation with a student, are seen working on a project, or just walking down the hall, you are having an impact on their lives.

The residence halls at the University of Wisconsin-Milwaukee are designed to be vibrant living learning communities connecting students to their academic experience. We house 4,300 students in all suite-style living arrangements, in safe and secure buildings.

We provide students with opportunities to get familiar to the city of Milwaukee and connected to other students. We hope students will gain a sense of belonging and a sense of community all while they are getting used to being “on their own.”

The policies written in this handbook are intended to provide clear expectations about work rules in order to ensure fairness to both you as an employee and our department. I encourage you to contact your supervisor if you have any questions about what is included within this handbook.

I hope you can see the importance of our work and are excited about how your role within the department helps make this all possible. I appreciate the role you play in our department and I am glad you are here!

Sincerely,

Arcetta Knautz

Director, UWM University Housing
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VISION
Creating communities that transform lives.

VALUES

INCLUSIVITY
We recognize that University Housing includes a diverse group of students, faculty, staff, and other stakeholders, and we encourage all community members to continually seek to understand and learn from each other. We believe all community members matter and provide opportunities for them to share their individual stories. When residents’ needs are not met, we listen to concerns in order to make changes to better UW-Milwaukee services.

We are committed to:

• Challenging ourselves to respect the free expression of all individuals.
• Affirming the dignity of each member in our community.
• Providing a bias-free environment and responding appropriately when an incident of hate/bias occurs.
• Continuously educating ourselves on important issues related to human difference.
• Recognizing the uniqueness of each student, staff, and faculty member.
• Enhancing our community by taking the time to appreciate different perspectives.

COMMUNITY

We value clear communication throughout our communities, between our students, staff members, and valued guests. We strive to share our expectations of ourselves and each other, as well as recognize individuals who exceed those expectations. We acknowledge that as a community of growth, communication may involve critique or confrontation. We are called to communicate with civility, respect, and compassion.

We are committed to:

• Challenging ourselves to communicate in a clear, concise, and complete manner
• Recognizing each other for exceeding expectations
• Valuing input from all members of our community, by encouraging students to engage with both each other and staff members.
• Practicing empathy in our personal interactions.
**ADAPTABILITY**

We recognize that continual improvement is the hallmark of a successful organization. We value the patience and insight of our community members, as we look to better their residential experience. We encourage all members of our community to keep an open mind when changes are required.

We are committed to:

- Regularly obtaining feedback regarding our departmental practices.
- Examining available information on departmental practices to determine strengths, weaknesses and areas of improvement.
- Changing departmental practices to ensure the needs of the community are met in the best and most-efficient manner.
- Providing flexibility and understanding, when issues arise due to lack of foresight or unavoidable circumstances, to ensure the best possible outcome for those involved.
- Acting quickly and proficiently to matters concerning stakeholders.

**RESPONSIBILITY**

We strive to inspire community members to hold themselves accountable for their work, actions, and words. Members of the community should take pride in their efforts, relationships, and facilities. We encourage community members to take responsibility for their decisions and learn to recognize negative consequences can be an opportunity for growth.

We are committed to:

- Supporting students as they navigate independence in a new environment.
- Regularly reviewing policies and procedures so they best fit the community need.
- Challenging community members to take ownership of their actions.
- Recognizing when community members go above and beyond to show exceptional care and compassion.

**EXCELLENCE**

We value the continual pursuit of excellence in all areas of University Housing. Our motivation comes from a desire to provide the best resident experience possible. We will challenge our residents and ourselves to continually develop and grow.

We are committed to:

- Contributing to the on-going development of best practices for residential campus housing.
- Investing the time and energy needed for our facilities to always be among the best in the University of Wisconsin System.
- Encouraging our students to hold themselves to a higher standard by strengthening their efforts both in and out of the classroom.
- Recognizing the achievements of students and staff through both everyday conversations as well as appropriate and thoughtful forms of appreciation.
- Demonstrating pride in our department and campus through the quality of our work and commitment to the campus community.
EMPLOYEE RELATIONS

CATEGORIES OF EMPLOYMENT

The Fair Labor Standards Act (FLSA) of 1938 (29 USC § 201 et seq.) is the United States’ federal wage and hour law, administered by the US Department of Labor. Among other things, it establishes the minimum wage and overtime pay, affecting employees in the private and government sectors. Everyone is “covered” but some employees are exempt from FLSA regulations and some are nonexempt. The FLSA requires one-and-one-half times the regular rate of pay in Overtime or Compensatory time be paid for all hours worked over 40 in a workweek for nonexempt employees. Nonexempt employees are subject to the payment of overtime. Exempt employees are excluded from overtime payment.

ACADEMIC STAFF

Academic Staff are personnel that may be either exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA), and that hold positions that are executive, administrative, professional and computer-related in nature. The two types of Academic Staff appointments are instructional and non-instructional.

CRAFTS WORKER

UW System employee who is a skilled journeyman crafts worker, including the skilled journeyman crafts worker’s apprentices and helpers, but does not include employees who are not in direct line of progression in the craft.

LIMITED APPOINTEES

A person in a Limited Appointment serves at the pleasure of the authorized official who made the appointment. By law, certain positions must be designated as limited appointments, such as Chancellor, Provost, Vice Chancellor, Dean, Academic Program Director, Department Chairperson, etc.

UNIVERSITY STAFF

University Staff are personnel that may be either exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and that contribute in a broad array of positions in support of the university’s mission. The University Staff service includes Temporary and Project positions.

STUDENT EMPLOYEES

Student employment through the University of Wisconsin-Milwaukee (UWM) provides jobs for undergraduate and graduate students, maximizing the financial assistance the University can provide to its students for the purpose of paying their educational expenses, while also giving students the opportunity to expand their education into the workplace and gain valuable experience in preparation for their future careers.

ONBOARDING

The first 30 days of employment are essential to retaining new employees. University Housing provides an in-depth onboarding checklist to support new staff members acclimating to our department. All new employees will receive a copy of the checklist their first day. During the first 30 days of employment a supervisor/designee will provide individual and group training sessions. New employees will also receive scheduled feedback sessions on knowledge, skills, and abilities for the position.
Individuals appointed to University Staff positions will be required to serve a probationary period. The length of the probation period must be identified at or before the date of hire. A probation must be at least six months long, except that the employer may designate a 12-month probation for Supervisors, Power Plant Operations, Public Safety (Police) positions, and any position where the full range of duties will take a full year to experience. Probation is utilized to train and assist new employees learning the standards and expectations of the department and campus.

Individuals appointed to Academic Staff fixed-term appointments will not receive a fixed probationary period. If a fixed-term academic staff appointment will not be renewed, written notice shall be given to the employee in advance of the expiration of the employment contract as described below. If proper notice of nonrenewal is not given, the appointment shall be extended so that at least the minimum required notice period is provided.

**TRAINING**

University Housing employees are expected to attend scheduled university, department, and unit training sessions as part of their work requirement or expectations.

There are currently three trainings that must be completed by all university employees.

**EXECUTIVE ORDER #54 CHILD ABUSE/NEGLECT REPORTING TRAINING**

The University of Wisconsin-Milwaukee strives to provide a safe and secure learning and working environment for everyone involved in university activities. Children come in contact with UWM employees through various programs, camps, and events. In 2011 the Governor signed Executive Order #54, which requires that all University of Wisconsin System employees must report incidents of child abuse and neglect.

Follow this link to complete the training: wcwpds.wisc.edu/mandatedreporter/index.html

**TITLE IX: SEXUAL VIOLENCE PREVENTION TRAINING**

UWM will not tolerate discrimination or harassing conduct that is based on a protected status, including sex-based discrimination. All UWM employees are required to complete an online course entitled “Intersections: Preventing Harassment & Sexual Violence. This 90-minute course (available in two parts) is a UW System requirement and fulfills federal expectations concerning the institution’s Title IX obligations.

All employee should have received an email with a direct link to the course, along with a personal username and password. Please notify you unit/division/college PREP immediately if you have not received this email.

**DATA SECURITY & PRIVACY TRAINING**

The purpose of this course is to ensure that all individuals that access University of Wisconsin System information technology assets are exposed to information security awareness materials and have a level of understanding commensurate with their role within the UW System. Employees will receive an email within the first 30 days of employment. The email will contain a link to the training and a certificate of completion will be provided.
FERPA

FERPA (Family Educational Rights and Privacy Act of 1974) is federal legislation in the United States that protects the privacy of students’ educational record information. The act applies to all educational institutions that receive federal funds. FERPA states eligible students (students who have admitted, enrolled and attending a higher-educational institution) have the right to:

• inspect and review the education records the school is keeping on the student.
• request a correction to those records.
• control the disclosure of certain aspects of the student’s education record.
• file a complaint with the U.S. Department of Education.

Employees of University Housing may be required to complete the training at uwm.edu/registrar/ferpa-facultystaff/

CODE OF CONDUCT

The University of Wisconsin-Milwaukee Faculty/Staff Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the University and is the overarching set of expectations that apply to all University Housing employees. The entire document can be found at the end of this manual in the Appendix I.

PERFORMANCE EVALUATIONS

During your employment with the UWM, your performance on the job will be evaluated on a regular basis. For University Staff employees, the first formal evaluations will occur twice during the employee’s probationary period. At these intervals, the supervisor will decide whether to continue an employee’s employment and ultimately whether to grant them permanent status. Subsequently, the employee’s performance will be reviewed at least annually, generally in the month of June. Academic staff members are formally evaluated annually, each February, for the prior year.

The performance evaluation is an opportunity for an employee and supervisor to establish mutual understanding of job standards, identify and correct problems in the position or job performance, update the employee’s position description, recognize work well done, plan future job changes and identify employee development objectives. Ongoing evaluations of employees’ performance will be assessed and shared with employees either informally or formally as necessary.
EMPLOYEE EXPECTATIONS

ATTENDANCE & LEAVE

WORK HOURS

All full-time University Housing employees are expected to work at least 40 hours per week with appropriate breaks and lunch breaks scheduled. Actual working hours and days may vary depending on an individual unit’s requirements and the position. All employees’ hours of work will be established by their supervisor. Lunch and rest periods are scheduled in accordance with the operational needs of the department.

Pay status for University Staff will commence when the employee punches/signs in.

Academic Staff are expected to coordinate with their supervisor for scheduling hours. Academic Staff positions differ in purpose and responsibilities which may result in flexible work scheduling to support work completed in the evenings, weekends, and holidays.

Punctuality is expected of all employees. Frequent tardiness is careless, inconsiderate, and inconvenient to others and will result in disciplinary action.

LUNCH & BREAKS

All University Staff employees are required to take at least a 30-minute unpaid lunch break if they work a minimum of six (6) hours. If employees work less than six (6) hours, they are only entitled to a paid 15-minute break. Lunch breaks should be taken between 11:30 a.m. and 1:30 p.m., unless otherwise indicated by your supervisor. It is the employee’s responsibility to clock in and out for shifts. Use of the “default” setting in web clock or the timesheet may be utilized at supervisory discretion. All employees are expected to take their daily lunch break as scheduled.

All University Staff employees are entitled to a 15-minute break for every four consecutive hours worked. Breaks must be taken in a timely fashion. Breaks cannot be saved to extend a lunch period or be accumulated in order to arrive late or leave early for the day unless otherwise indicated by your supervisor.

Academic Staff should work with their supervisor to determine lunch and break needs.

Errands of a personal nature must be accomplished outside of scheduled work time. Employees may schedule time off to complete those errands or you may use break time or lunch time to complete the errands. However, employees must return to work at the end of the scheduled break time or lunch time.

TIME-OFF REQUESTS

Employees are expected to communicate, in advance and in writing (using the appropriate form as directed by their supervisor), regarding any absences. Supervisors should be notified at least 72 hours in advance of any request for use of accrued vacation, personal holidays and/or compensatory (comp) time. It is the responsibility of supervisors to ensure that their employee’s time is correct and approved no later than the payroll deadline.

Academic Staff leave needs to be reported by the 5th of the following month. Leave must be reported on a monthly basis, whether or not leave is used. This report may be submitted electronically. Employees must enter leave usage information for every generated report. If no leave is used, the employee must indicate that no leave was taken. Once leave is electronically submitted, the leave must be approved. Academic Staff leave is charged by the following:
• Less than 2 hours = Report 0 hours
• Equal or greater than 2 and less than 6 hours = Report 4 Hours
• 4 hours Greater than or equal to 6 hours = Report 8 hours
• If no leave is taken in a given month, you must report “No Leave Taken”

University Staff are required to submit leave taken on a bi-weekly basis electronically. Each unit will determine which leave reporting method is used. The employee's supervisor or designee must electronically approve both the time worked and leave taken.

• University Staff leave is charged in 15-minute increments

**VACATION TIME & RESTRICTIONS**

Every reasonable effort will be taken to ensure that individual preferences are considered in regard to scheduling time off. However, the needs of the department and of the university may take precedence. Each year, according to the academic schedule, the two weeks following the end of the spring semester and two weeks prior to the fall semester all leave requests (vacation, sick, and personal holiday use) will be denied, unless for extraordinary reasons. University Housing reserves the right to adjust the times and dates of the closed vacation weeks to support operational need. Individual supervisors may also have periods of closed leave dates. Please check with your supervisor to ensure you are aware of those dates each year.

See pages 22–25 for paid leave benefits.

**UNPLANNED ABSENCES & TARDINESS**

All personnel must notify their direct supervisor prior to the beginning of the scheduled shift, to report a late arrival or absence. Employees should consult their direct supervisor regarding requirements for call-in notification. If an employee is personally unable to call prior to a scheduled shift, a proxy must call in. When calling in, the employee or a proxy must relate the employee's name, specific reason for the absence or tardy and expected return date.

For protection, it is suggested that whoever makes the phone call record the time the call-in was made and the name of the person who took the message. If it is not possible for a call to be made due to extenuating circumstances, the employee is to call or report to work as soon as possible.

All time off requests require 72 hours’ notice except in the case of an emergency. University Staff who are absent due to illness or injury for three (3) or more consecutive days may be asked to provide a doctor's statement certifying that they were unable to work for the period of the absence. The employer reserves the right to request a doctor’s certification for an absence of one or two working days upon reasonable suspicion of sick leave abuse.

In the case of an emergency, requested time off will be granted if the employee has accrued leave time available. However, proof of the emergency may be required upon return to work. The employer reserves the right to require an employee to produce a doctor's certification for each and every unanticipated use of sick leave upon reasonable suspicion of sick leave abuse. A doctor's statement should be specific so as to determine if the employee needed all or part of the day off.

Sick leave abuse is the attempted use of sick leave for a use that is not legitimate. The employer can become reasonably suspicious of sick leave abuse through numerous indicators, but often through patterns of unanticipated absences, such as:
• Calling in an absence whenever there is an undesirable task to be accomplished;
• Calling in an absence on the days before and/or after a weekend, a pay day, a legal holiday or a planned period of time off;
• Calling in an absence when requested time off has been denied.

Repeated unanticipated sick leave absences or the appearance of using sick time as soon as sufficient leave time is accrued may result in a determination of sick leave abuse and possible discipline. Leave that is unrequested, unanticipated, and excessive prevents University Housing from sustaining our operation and meeting students’ needs.

**TARDY POLICY**

Punctuality is expected of all employees. Employees who regularly fail to report at the start of their shift put a burden on their colleagues and exhibit unprofessional behavior. University Housing considers an employee tardy when they clock-in seven (7) or more minutes after their scheduled start time. In accordance with the UW-Milwaukee tardy policy (see appendix); failure to notify your supervisor of being tardy six (6) or more workdays in a 12-month period may result in employment discipline up to termination. Employees are reminded that the web-clocks record employee time in quarter-hour (i.e., 15 minute) increments. You may lose 15 (or more) minutes of pay if you punch in tardy.

**COMPENSATORY TIME**

**University Staff Policy**

The FLSA authorizes public employers the option of providing employees with compensatory time (comp time) off in lieu of cash for overtime so long as the employee has received notice of the comp time option.

FSA non-exempt employees are permitted to accumulate up to 80 hours of compensatory time. Comp time for FLSA non-exempt employees will accrue at a rate of 1.5 hours per hour worked, for each hour worked in excess of 40 hours in a workweek. Any hours worked by FLSA non-exempt employees that exceed the 80-hour limit shall be paid in cash at the premium rate.

UW System employees must use accrued compensatory time no later than four months after the end of the calendar year in which the comp time was earned. Any comp time unused by April 30th of the following calendar year will be converted to cash payment and included in the earnings for the May A pay period (the pay period that includes May 1st).

The appointing authority has the discretion to approve scheduled use of compensatory time earned in lieu of cash payment for overtime hours.

**Academic Staff Policy**

Academic Staff do not receive compensatory time as determined by the UW-System and FLSA. UW System employers will have discretion to approve scheduled use of compensatory time. The FLSA, however, provides that employees may be allowed to take accrued comp time off within a reasonable period after the leave is requested if the use does not “unduly disrupt” the operations of the public employer.

**JURY DUTY**

All University of Wisconsin System employees are entitled to leave for jury duty during standard office hours as defined in UPS Operational Policy GEN 2: Standard Office Hours and Legal Holidays and Other Institution Closures.
If an employee's work schedule is outside of standard office hours (e.g. the employee works second or third shift), jury duty will be handled in the following manner: the employee will be entitled to leave for jury duty and will be entitled to be temporarily transferred to first shift (standard office hours) for the period of jury duty. Upon supervisor approval, the employee may trade shifts to accommodate jury duty.

All sick-leave eligible faculty, academic staff, limited appointees, and university staff are entitled to leave with pay when summoned for grand or petit jury duty. UW earnings are not reduced by any pay the employee receives for jury duty service.

Employees who are not sick-leave eligible are entitled to leave without pay for jury duty.

When not impaneled for actual service and only on call, the employee should report to work unless authorized by the institution to be absent.

BEREAVEMENT

Any employee in a sick-leave earning appointment may use accrued sick leave or any other accrued paid leave after the death of an immediate family member. See UWSA Operational Policy BN 3: Sick Leave for additional information about circumstances in which sick leave may be used.

Accrued leave, including sick leave, may be used within 14 calendar days following the death of an immediate family member. Upon institutional approval, additional leave, including sick leave, may be used after the first 14 calendar days following the death.

Up to three days of sick leave may be used after the death of an immediate family member. An additional four days of sick leave may be used for travel time related to a funeral or other circumstances after the death of an immediate family member.

Supervisors can approve reasonable requests for additional time off or use of additional sick leave on a case-by-case basis.

VOTING

All University of Wisconsin System employees are entitled to leave to vote during the employee's standard working hours if the employee is unable to vote during non-working hours. All sick-leave eligible faculty, academic staff, limited appointees, and university staff are entitled to up to three consecutive hours of leave with pay to vote. Employees who are not sick-leave eligible are entitled to leave without pay to vote. The institution will determine the process an employee must follow to request leave to vote.

If you are requesting to utilize work hours to vote please speak with your supervisor to make a plan to be absent. Speak with your supervisor at least three business days prior to the voting date. Employees are not able to call in the day of voting to be absent from work to go vote. A plan must be completed ahead of time.

INCLEMENT WEATHER

A good faith effort must be made to report to work. If employees are unable to make it to their scheduled shift on time or will be absent due to inclement weather, they are responsible to abide by the procedures in the unplanned and tardiness section of this Handbook. Employees can use earned vacation, personal holiday, or floating holiday for their absence, but sick leave cannot be used for this type of absence.
WFMLA/FMLA

Leave provided under the WFMLA and FMLA is unpaid leave, but employees may substitute any accrued leave. WMLA/FMLA forms must be submitted to the direct supervisor/HR Assistant as early as possible so that the director can approve or deny the request as soon as possible. Approval is generally dependent upon whether the employee has met the minimum required hours worked and provided the appropriate certification. Failure to report to work and/or absences that do not receive appropriate approval are subject to discipline.

Leave is available under the Wisconsin Family and Medical Leave Act (WFMLA) for individuals who have worked at least 52 weeks and who have been on the payroll for a total of 1,000 hours. It provides two weeks of leave for an employee’s own serious medical condition, two weeks for the care of a child, spouse, in-law or parent, and six weeks of leave for birth or adoption of a child.

Leave is available under the federal Family and Medical Leave Act (FMLA) for employees who have worked at least 52 weeks and who have been on the payroll for a total of 1,250 hours and who need the leave for a qualifying reason. A qualifying reason includes leave for treatment for a serious health condition for the employee; leave for caring for a spouse, child or parent with a serious health condition; or for birth or adoption of a child. Leave for the previously listed reasons is for a total of 12 weeks and it can be used all at once for 12 consecutive weeks, or it may be used intermittently.

Federal FMLA also provides 26 weeks of leave for an employee caring for spouse, son/ daughter, parent, or next of kin, who is recovering from a serious illness or injury sustained in the line of active duty. Twelve weeks of leave is also available to eligible employees who experience a “qualifying exigency” arising out of the fact that son/daughter, parent or spouse is on active duty in the Guards or Reserve Forces.

If any portion of FMLA is considered Leave without Pay (LWOP) the employee will be asked to submit the LWOP Authorization form for approval at the time the FMLA paperwork is submitted as the two run concurrently. For more information on WMLA and FMLA refer to the Human Resources website, www4.uwm.edu/hr/toolkits/fmla_toolkit/index.cfm.

LEAVE WITHOUT PAY (LWOP)

All State of Wisconsin employees are granted vacation, personal and sick days, which vary according to the individual’s length of service. When an employee has used their entire allotment of time (whether it be vacation, personal or sick leave), they are required to be present at the work place. If they are not in the workplace, they enter into LWOP status and may be subject to disciplinary action up to and including termination.

OVERTIME PROVISIONS

Overtime provisions of the Fair Labor Standards Act (FLSA) apply to all non-exempt/hourly employees. This includes hourly University Staff, Academic Staff, seasonal and sessional employees and all Temporary employees (except teachers or IS professionals). If you are not sure of your “exempt” or “nonexempt” status, check your letter of offer or ask your personnel representative. No overtime or compensatory time will be granted for work performed outside of the scheduled hours without prior written approval from your direct supervisor.
USE OF PROPERTY

UNIVERSITY HOUSING PROPERTY

Employees may use University Housing property as necessary for their job duties. Unauthorized or improper use of University property or equipment including vehicles, phones, computers, copiers, fax machines, and Internet or mail services is prohibited. Employees are expected to respect University Housing property as well as the personal, private property of residents and housing staff.

Using or removing any property or equipment for personal use constitutes a serious UWM Code of Conduct violation that will result in appropriate disciplinary action. This includes taking things that students may have disposed of or donated.

Employees are granted entry to University property as necessary for their job duties. Employees may not enter any area that does not pertain to their job duties. Entry to restricted areas outside of assigned work hours is also prohibited.

Work areas are considered UWM property, and as such, employees are hereby notified that a supervisor may conduct an office inspection at any time. Prior notification of an office inspection may or may not occur.

KEYS

The importance of the proper use of keys, including electronic keys (FOBS), cannot be overemphasized. Failure to follow the key rules may result in immediate termination of employment.

University Housing employees will be assigned specific keys that grant them access to specific areas. Not all employees have the same keys or access. To ensure the utmost security, employees should only use the keys assigned to them and that are necessary to their job assignments or duties. They should not unlock doors for anyone else, unless directed by a University Housing supervisor. Keys should never be left unattended, leave assigned buildings, or lent out to anyone. Employees are expected to lock any doors or storage (i.e. confidential files/information) when they are done.

Always return keys into the Key Watch system at the end of the work shift. If keys are not returned to the appropriate area when an employee has punched out and left the building, the employee will be contacted at home and asked to return the keys. Employees should not wear keys when doing personal errands. Employees may face disciplinary action if keys are not returned to the Key Watch system.

Loss of master key or key rings and lending master key or key rings to another person constitute a serious Code of Conduct violation that will result in appropriate disciplinary action.

DRIVER AUTHORIZATION

State employees, authorized University of Wisconsin-Milwaukee students and other authorized agents of the state may be allowed to drive a state vehicle if the following minimum standards are met and approved by their employing agency:

- Must have a valid operator’s license
- Must have minimum of two years licensed driving experience. (Driving while using a temporary license or learner permit does not count toward fulfillment of the two years of licensed driving requirement), and
• Must be eighteen (18) years of age.
• Cannot have three or more moving violations or “at fault” accidents within the two-year period prior to the date of authorization application or within two years of being authorized.
• Cannot have an OWI or DUI violation within the past year.
• Driver’s license must have been reinstated for one year or more after revocation.
• For more information regarding drivers authorization please go to uwm.edu/risk-management/drivers/

PERSONAL ACTIONS & APPEARANCE

BEHAVIOR & PROFESSIONALISM

Please refer to the UWM Code of Conduct www4.uwm.edu/secu/docs/other/S_65_Code_of_Conduct.pdf in regard to UW-Milwaukee and University Housing’s expectations for professional behavior expectations in the workplace.

DRESS CODE

Dress for Your Day

The UWM Faculty/Staff Code of Conduct states the following “Employees are expected to dress appropriately for the University workplace and to maintain standards for personal hygiene that do not affect the health or safety of themselves or others”.

Dress for Your Day is a University Housing department dress code policy designed for staff members that are not assigned a uniform. Employees with an assigned uniform must wear the assigned uniforms during work hours only and not outside the work environment.

Dress for Your Day means considering what your workday looks like and dressing accordingly.

It’s important to remember that our Dress for Your Day policy means looking as put together and professional when wearing jeans as if you were wearing a suit. This could also be known as “Business Casual.” Employees are responsible for ensuring that they are dressed in a manner appropriate to meet the needs of our department while displaying professionalism and contributing to the overall impression of University Housing and the UWM Campus.

We ask that you use your best judgment when deciding what to wear to work, with a few basic guidelines. Consider what your workday looks like, and take it from there. For example:

• If your day includes meetings or interviews it may call for business professional attire rather than business casual.
• For a day spent in your office doing daily tasks, business casual may be an option.
• If in doubt, business professional attire is always appropriate.

The following list contains a few of the apparel items that are never appropriate:

• Jeans in poor condition, including holes, frays and torn hems
• Sweatpants, shorts, yoga pants or other exercise pants
• Revealing clothing
• Hats or caps
Proper identification, i.e. staff badge or name tag, should be displayed at all times.

Fridays are considered spirit days at UWM. On Fridays, all University Housing staff may wear appropriate jeans and tops with UWM colors/logos. If you will be engaged in activities outside your daily tasks (interviews, campus meetings, etc) you should utilize the business professional standard as considered appropriate by you and your supervisor.

No dress policy can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Questions should be discussed with your supervisor. Supervisors may have additional expectations for dress and employees are expected to follow those guidelines.

**ALCOHOL & DRUG-FREE CAMPUS POLICY**

The University of Wisconsin System and UWM prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by employees on university property or as part of university activities. UWM S-19.5, Drug Free Campus [www4.uwm.edu/secu/docs/other/S19.5_DRUG_FREE_CAMPUS.pdf](http://www4.uwm.edu/secu/docs/other/S19.5_DRUG_FREE_CAMPUS.pdf).

The use or possession of alcoholic beverages is prohibited on university premises, except in faculty and staff housing and as expressly permitted by the chief administrative officer or under institutional regulations, in accordance with s. UWS 18.06(13)(a), Wis. Adm. Code and UWM’s Alcoholic Beverages, Guidelines for Services S-5 [www4.uwm.edu/secu/docs/other/S_5_Alcoholic_B_for_Service.pdf](http://www4.uwm.edu/secu/docs/other/S_5_Alcoholic_B_for_Service.pdf). Without exception, alcohol consumption is governed by Wisconsin statutory age restrictions under s. UWS 18.06(13)(b), Wis. Adm. Code.

The unlawful use, possession, distribution, manufacture or dispensing of illicit drugs (“controlled substances” as defined in Ch. 161, Wis. Stats.,) is prohibited in accordance with s. UWS 18.10, Wis. Adm. Code.

University employees are subject to disciplinary sanctions for violation of these provisions occurring on university property or the worksite during work time, up to and including termination from employment.

Employees who are convicted of any drug statute violation occurring in the workplace must notify their direct supervisor within five days of the conviction if the employees are employed by the university at the time of the conviction.

**NO SMOKING POLICY**

UWM is committed to maintaining a safe campus environment and to ensuring that it acts to the extent possible to shield its students and employees from harm. To mitigate the established health risks associated with exposure to secondhand smoke, UWM prohibits smoking and the use of tobacco on all campus property. For more information on a Smoke & Tobacco Free Campus go to [uwm.edu/smokefree/](http://uwm.edu/smokefree/)
**GENERAL POLICIES**

**Cell Phone Use**

Cell phone use is permitted in the workplace during your normally scheduled work time given they are not restricting employee productivity in the workplace. If a personal cell phone rings it may be answered in the hallway or away from your work area. Personal cell phone calls must be kept to less than two (2) minutes. The use of Bluetooth and other electronic communication devices are determined by area.

Personal visitors, personal phone calls, personal email or work email (both outbound and inbound), and personal internet use should be kept to a minimum in BOTH terms of frequency and duration. If you must conduct a significant amount of personal business via the telephone, do it away from your work station or work area, during your lunch or break, on a public telephone or personal cell phone.

All UW-System employees are required to retain text messages that pertain to the scope of their employment. Please read and refer to the Text Message Retainment Policy in Appendix III.

**Workplace Etiquette**

Each unit supervisor will determine the use of earplugs and headphones during working hours. Please speak with your supervisor if you have any questions.

Radios and computer volume must be kept at a personal use level. If others can hear the radio or computer the volume should be turned down. Music with offensive language will not be tolerated and will be asked to be turned off.

The proper way to answer the telephone is “University Housing this is ______________. How may I help you?” This should be done in a positive and friendly tone. Quality customer service is important to the office.

The office voicemail should be checked daily by 8:00 am (or as arranged otherwise with supervisor) with phone calls returned to the appropriate messages. The voicemail should then be periodically checked throughout the day to make sure there weren’t any missed calls.

Use UWM university email address when conducting business on behalf of University Housing. This marks the message as legitimate and not spam. If the email address doesn’t use a staff members full last name (in other words, it uses initials or some other abbreviation of the name), then make sure the first sentence identifies who is sending the email. Be polite: Don’t make demands, don’t accuse, remember to write please and thank you. Keep message short and to the point. Do not write in all capital letters. This is generally interpreted as SHOUTING. Close your email with something polite like ‘Thanks’, ‘Thanks for your time’, then re-type your first name. Prior to sending your email, be sure to proofread the message.

**Children in the Work Setting**

Employees may not bring children to an office or other work site in order to care for them during the time the employee is working. This policy is made in the interest of safety and work effectiveness.

UWM Policy Regarding Children in the Workplace, S-70, [www4.uwm.edu/secu/docs/other/S_70_UWM_Childr_lace_Policy.pdf](http://www4.uwm.edu/secu/docs/other/S_70_UWM_Childr_lace_Policy.pdf).

Employees may bring children to visit an office or work site during the employee’s vacation, lunch hours, or break times.
If unexpected difficulties with child care or other complications involving child care arise during work hours, a satisfactory solution other than bringing children to the work setting must be arranged. The supervisor must be notified if the solution involves leaving work. It is appropriate for an employee to request leave time in order to arrange for a satisfactory solution.

Each year, some employees wish to participate in “Take Your Child to Work” Day. The following guidelines are to be followed on this day:

- The child must be in first grade or older.
- Each employee may bring only one child to work that day.
- The time the child is in the workplace is limited to no more than 4 hours. Each unit may determine the exact times.
- Employees must use leave time to transport the child to or from work.
- Employees are to notify their supervisor one week in advance and must have a signed liability release form on file.

WORK PERFORMANCE

DISCIPLINARY ACTION

Our department and the Division of Student Affairs adheres to the philosophy that most problems can and should be resolved at the lowest divisional level if they are addressed promptly and fairly. Although dismissal is an option under the procedures of the university, we believe that when problems occur it is preferable to salvage the relationship with the employee, except in instances of gross misconduct when such conduct is determined to constitute a danger to the students, staff or to the employee or results in a loss of the trust the employer must have in its employees.

It is expected that managers and supervisors will use multiple strategies to establish a climate in which employees willingly follow established policies and procedures. Such strategies may include clear communication, feedback and leading by example. When such actions are not successful, additional strategies may be necessary. One such strategy is corrective progressive discipline.

DISCIPLINE PROCESS

The discipline process is a formal way to provide employees opportunities to correct unacceptable behavior that violates the UWM Faculty/Staff Code of Conduct.

The Academic Staff discipline and grievance process can be found at the following website: uwm.edu/secu/policies/as/

The University Staff discipline process begins with an investigation process to gather information on an alleged violation of the UWM Faculty/Staff Code of Conduct. During a pre-disciplinary meeting, employees and representatives will be provided an opportunity to present additional information, refute facts, and explain mitigating circumstances, etc. If just cause is found after the investigation and pre-disciplinary process, discipline will be issued in writing.

The University Staff grievance process can be found at the following website: uwm.edu/hr/home/managers-and-br-partners/guidelines-and-policies/complaints-and-grievances/
EMPLOYEE INFORMATION & RESOURCES

ACCOMMODATIONS

It is the policy of UWM to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants. Employment opportunities shall not be denied because of the need to make reasonable accommodations for an individual’s disability. This policy applies to all employment classifications, whether University Staff or Academic Staff.

A copy of the UWM Reasonable Accommodation Policy and Procedures for employees, S-45.1 is available at www4.uwm.edu/secu/docs/other/SAAP_S45_1.pdf.

Other accommodation information is available from the Office of Equity/Diversity Services, www4.uwm.edu/eds/index.cfm.

EMERGENCY CONTACT INFORMATION

An emergency contact database is available to all UWM employees to specify personal contact information in the case of an emergency. Participation is voluntary, and the information will remain confidential. For employees with an ePanther ID, emergency contact information can be added to the Emergency Contact Database via the following URL: www4.uwm.edu/hr/ecd/authenticate.cfm.

For new employees or employees without easy computer access, our Human Resources Representative can assist you with the entry of contact information, or you can complete the Emergency Contact Information Form and turn it into the Department of Human Resources, Engelmann Hall, Room 125.

HATE/BIAS INCIDENTS

The University of Wisconsin-Milwaukee defines a hate or bias-motivated incident as any disruptive conduct (oral, written, graphic or physical) that is against an individual, or individuals, because of their actual, or perceived, race, color, national origin/ancestry, religion, sex, age, disability, sexual orientation, gender identity/expression, veteran and National Guard status, marital status, pregnancy, political affiliation, or arrest/conviction record.

The University of Wisconsin-Milwaukee urges all members of the UWM community to report any hate/bias incident that has occurred on 1) UWM property, buildings or housing; and/or, 2) UWM sponsored events or activities, regardless of location. As an employee if you witness/observe a hate bias incident you are expected to report the incident to your supervisor and via the following reporting link: www4.uwm.edu/eds/hatebias/form/index.cfm?a1=edit.

An employee who believes that he or she is the subject of discrimination, harassment or retaliation that is prohibited by the Discriminatory Conduct Policy www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Duct_Policy.pdf is encouraged to clearly tell the person engaged in the conduct to stop. If the employee is uncomfortable with confronting the other person, he or she may discuss the situation with his/her supervisor or the Department Chair. If the supervisor or Department Chair learns of an alleged violation of this policy but is unable to quickly resolve the matter or believes that the matter warrants further investigation prior to taking action, he or she should refer the complaining employee to the Office of Equity/Diversity Services (EDS).
An employee is encouraged to file a complaint with EDS if he or she has confronted the person responsible for the behavior or has discussed the matter with his/her supervisor or Department Chair and the employee believes these steps have not been successful in resolving the matter. The UWM Discriminatory Conduct Policy (Including Sexual Harassment) is available on the Office of Equity/Diversity Services’ web site at www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf.

**EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) provides employees and members of their household with free and confidential resources to address personal and/or work related concerns.

UWM Employee Assistance Program information can be found at the following website: uwm.edu/hr/home/services/employee-assistance-program/.

**PARKING**

UWM Transportation Services manages the sale and distribution of parking permits for all residence hall parking structures, in addition to the short-term and reserved permitting it already manages in the Sandburg Hall parking structure.

Staff members with responsibility for responding to emergencies (student or facility) are given a parking code that they should use at all pay stations. These codes are for use in emergencies only.

Staff members who are in commercial (i.e. UWM) vehicles that already have a permit are able to park in a comparable space without paying extra.

University Housing staff members who generally park in one residence hall garage and go to another residence hall for a meeting or other non-emergency purpose in their personal vehicles are responsible for costs associated with parking at the other location. As such, University Housing will not pay for parking tickets received by a staff member or work to appeal on a staff member’s behalf.

**NOTE:** UWM Employees must have their own vehicle insurance as the campus will not cover the vehicle if they are in an accident.
SAFETY PROGRAM

Every agency of the State of Wisconsin has a legal obligation to provide and maintain a safe and healthful workplace for its employees according to Wis. Stat. §101.055. The UWM Department of University Safety and Assurances (US&A), is available for consultation in any of these areas. Also, for detailed safety guidance, check the US&A Web site at: www4.uwm.edu/usa/.

The Department of US&A is located in Engelmann Hall, Room 270. The Department includes Risk Management, Human Research Protection Program, Safety Education and the Laboratory Safety.

SEXUAL HARASSMENT/DISCRIMINATION

Title IX is a federal law that prohibits sex discrimination. Sex discrimination includes sexual harassment, sexual violence, and any other sex-based misconduct, relationship violence, discrimination based on pregnancy, and the failure to provide equal opportunity in all areas of schooling such as admissions, educational programs or activities, and athletics. More information regarding Title IX can be found at uwm.edu/titleix/.

Training is available by registering at uwm.edu/titleix/training/.

WEAPONS IN THE WORKPLACE

UWM is committed to maintaining a safe campus environment and to ensuring that it acts to the extent possible to shield its students and employees from harm, including from firearms and other dangerous weapons on university property and in connection with university activities and events.

It is the intent of UWM and purpose of this policy to prohibit firearms and dangerous weapons in university buildings and on university grounds, and in connection with university activities and events, to the maximum extent required and/or permissible under the law. This policy provides additional details about implementation of the applicable laws at UWM. The entire policy can be found at www4.uwm.edu/secu/docs/other/S24.5_FIREARMS_PONS_POLICY.pdf.
University Staff permanent and project employees are eligible to earn leave. University Staff Temporary employees are not eligible to earn leave. If you are appointed for less than 100% time, your leave hours will be pro-rated based on your appointment percentage. Paid leave is allocated on a calendar year basis.

### Annual Vacation Earning Schedule

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>FLSA Non-Exempt</th>
<th>FLSA Exempt</th>
<th>FLSA Non-Exempt</th>
<th>FLSA Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 5 Years</td>
<td>104</td>
<td>120</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5-10 Years</td>
<td>144</td>
<td>160</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>10-15 Years</td>
<td>160</td>
<td>176</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>15-20 Years</td>
<td>184</td>
<td>200</td>
<td>40</td>
<td>80*</td>
</tr>
<tr>
<td>20-25 Years</td>
<td>200</td>
<td>216</td>
<td>80*</td>
<td>120*</td>
</tr>
<tr>
<td>25+ Years</td>
<td>216</td>
<td>216</td>
<td>120*</td>
<td>120*</td>
</tr>
</tbody>
</table>

* You will be also eligible to cash out up to 40 hours of your banking allowance. Cash outs occur near the end of the calendar year.

### Vacation Banking Schedule

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>FLSA Non-Exempt</th>
<th>FLSA Exempt</th>
<th>FLSA Non-Exempt</th>
<th>FLSA Exempt</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
<td>0</td>
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<td>160</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>10-15 Years</td>
<td>160</td>
<td>176</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>15-20 Years</td>
<td>184</td>
<td>200</td>
<td>40</td>
<td>80*</td>
</tr>
<tr>
<td>20-25 Years</td>
<td>200</td>
<td>216</td>
<td>80*</td>
<td>120*</td>
</tr>
<tr>
<td>25+ Years</td>
<td>216</td>
<td>216</td>
<td>120*</td>
<td>120*</td>
</tr>
</tbody>
</table>

### Cashing Out Vacation

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>FLSA Non-Exempt</th>
<th>FLSA Exempt</th>
<th>FLSA Non-Exempt</th>
<th>FLSA Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 5 Years</td>
<td>104</td>
<td>120</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5-10 Years</td>
<td>144</td>
<td>160</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>10-15 Years</td>
<td>160</td>
<td>176</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>15-20 Years</td>
<td>184</td>
<td>200</td>
<td>40</td>
<td>80*</td>
</tr>
<tr>
<td>20-25 Years</td>
<td>200</td>
<td>216</td>
<td>80*</td>
<td>120*</td>
</tr>
<tr>
<td>25+ Years</td>
<td>216</td>
<td>216</td>
<td>120*</td>
<td>120*</td>
</tr>
</tbody>
</table>

### Vacation

You will earn vacation based on your status under the Fair Labor Standards Act (FLSA) and your years of service. Vacation can be used before it’s earned. Vacation will carry over for one calendar year and then it will expire.

### Bank Unused Vacation

You will be eligible to bank unused vacation into your sabbatical account once you meet your years of service requirement (see the above table). Also, if you have at least 520 hours of sick leave, you will be eligible to bank 40 hours of unused vacation into sabbatical. Sabbatical hours never expire and can be accessed at any time.

### Sick Leave

You will earn 5 hours of sick leave per paycheck (based on 80 hours paid) for a total of 130 hours per year. Sick leave accumulates without limit and does not expire. It cannot be used before it’s earned.

### Personal Holidays

You will be given 36 hours of personal holiday per calendar year. Personal holiday hours will expire at the end of the year in which they are given. They do not carryover.

### Legal Holidays

You will be paid for 9 legal holidays during the year: New Year’s Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve.

### Family Medical Leave (W/FMLA)

All employees who meet the eligibility requirements of 1,250 hours of state employment in preceding 12 months (FMLA) and/or 1,000 hours of state employment in the preceding year (WFMLA) are eligible for up to 12 weeks of unpaid, job-protected leave each calendar year for specified family and medical reasons.

### Military Leave

All employees are eligible for job-protected leave for active duty or required field training. Eligible employees will receive differential pay for up to 30 days per calendar year for duty or training lasting 3 days or more. Eligible employees will also receive up to 4 years of differential pay and eligible benefits if on active duty.

### Jury Duty

You will receive paid leave when summoned as a witness for the employer or impaneled as a jurist.

### Voting

You will receive paid leave to vote if you cannot vote outside of work hours.

### Bone Marrow and Human Organ Donation

Employees who request to serve as a bone marrow or human organ donor are eligible for paid leave. If you are a bone marrow donor, you may receive up to 5 work days off with pay. If you are a human organ donor, you may receive up to 30 days off with pay.

### Catastrophic Leave Program

The Catastrophic Leave Program allows employees to donate paid leave credits (other than sick or compensatory hours) to employees with a catastrophic need at UWM or another UW Institution. allows employees to donate certain types of paid leave to other employees granted an unpaid leave of absence due to a catastrophic need.
Academic Staff or Limited Appointees are eligible for paid leave if you are enrolled in the Wisconsin Retirement System or are expected to work at least 21% in an annual appointment or 28% in an academic year appointment for at least one year. If you are appointed for less than 100% time, your leave hours will be pro-rated based on your appointment percentage. Paid leave is allocated on a fiscal year basis - the fiscal year runs from July 1 - June 30. Academic year employees are not eligible for Vacation and Personal

<table>
<thead>
<tr>
<th>Vacation</th>
<th>You will earn 176 hours of vacation per fiscal year. You may use vacation before it’s earned. Unused vacation earned in a fiscal year can be carried over for one fiscal year and then will expire.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Unused Vacation</td>
<td>After 10 years of service, you may put up to 40 hours of unused vacation into an Annual Leave Reserve Account (ALRA) each year where it can be used at any time and will not expire. After 25 years of service, you may put up to 80 hours of unused vacation into ALRA each year.</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>New employees are given 176 hours of sick leave for use during the first 18 months of employment. Sick leave accumulates without limit and does not expire. It cannot be used before it’s earned. If you do not submit all required leave reports, your sick leave balance will be reduced.</td>
</tr>
</tbody>
</table>

| Personal Holidays | You will be given 36 hours of personal holiday per fiscal year. Personal holiday hours will expire at the end of the fiscal year in which they are given. They do not carry over. |

| Legal Holidays | You will be paid for 9 legal holidays during the year: New Year’s Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve. Academic year employees will only be paid for the legal holidays that fall within the academic year. |

| Family Medical Leave (W/FMLA) | All employees who meet the eligibility requirements of 1,250 hours of state employment in preceding 12 months (FMLA) and/or 1,000 hours of state employment in the preceding year (WFMLA) are eligible for up to 12 weeks of unpaid, job-protected leave each fiscal year for specified family and medical reasons. |

| Military Leave | All employees are eligible for job-protected leave for active duty or required field training. Eligible employees will receive differential pay for up to 30 days per calendar year for duty or training lasting 3 days or more. Eligible employees will also receive up to 4 years of differential pay and eligible benefits if on active duty. |

| Jury Duty | You will receive paid leave when summoned as a witness for the employer or impaneled as a jurist. |

| Voting | You will receive paid leave to vote if you cannot vote outside of work hours. |

| Bone Marrow and Human Organ Donation | Employees who request to serve as a bone marrow or human organ donor are eligible for paid leave. If you are a bone marrow donor, you may receive up to 5 work days off with pay. If you are a human organ donor, you may receive up to 30 days off with pay. |

| Catastrophic Leave Program | The Catastrophic Leave Program allows employees to donate paid leave credits (other than sick or compensatory hours) to employees with a catastrophic need at UWM or another UW Institution |
Annual Paid Leave Benefits for
University Staff & University Staff Project Employees
(Excludes University Staff Temporary Employees)

This chart summarizes paid leave benefits earned per calendar year for full-time University Staff and University Staff Project employees. Part-time employees will receive leave prorated based on their appointment percentage.

Vacation, personal holiday and legal holiday hours are granted on January 1st of each year.

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours Earned</th>
<th>Carryover/Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Hours Earned Each Year</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FLSA Non-Exempt*</td>
<td>FLSA Exempt*</td>
</tr>
<tr>
<td>Vacation</td>
<td>FLSA Non-Exempt</td>
<td>FLSA Exempt</td>
</tr>
<tr>
<td></td>
<td><strong>Hours Earned Each Year</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>During First 5</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>5+ to 10</td>
<td>144</td>
</tr>
<tr>
<td></td>
<td>10+ to 15</td>
<td>160</td>
</tr>
<tr>
<td></td>
<td>15+ to 20</td>
<td>184</td>
</tr>
<tr>
<td></td>
<td>20+ to 25</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>25 &amp; Over</td>
<td>216</td>
</tr>
<tr>
<td></td>
<td><strong>Vacation accrual depends on whether or not you are exempt from the Fair Labor Standards Act (FLSA).</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>36 hours (4.5 days) per year</td>
<td>Hours must be used in the calendar year granted or they are lost.</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>5 hours per paycheck, 130 hours (16.25 days) per year</td>
<td>Hours accumulate without limit from year to year.</td>
</tr>
<tr>
<td>Legal Holiday</td>
<td>72 hours (9 days) per year</td>
<td>Hours must be used in the calendar year granted or they are lost.</td>
</tr>
</tbody>
</table>
This chart summarizes paid leave benefits earned per fiscal year (July 1 – June 30) for full-time Faculty, Academic Staff and Limited Appointees who are eligible to earn leave. Part-time employees will receive leave prorated based on their appointment percentage.

Vacation, personal holiday and legal holiday hours are granted on July 1st of each year.

### Annual Basis (12-month) Appointment

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours Earned</th>
<th>Carryover/Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation</strong></td>
<td>176 hours (22 days) per fiscal year</td>
<td>Hours earned in a fiscal year may carry over to the end of the next fiscal year. Hours are lost if not used or banked (if eligible) by end of carryover period.</td>
</tr>
<tr>
<td><strong>Personal Holiday</strong></td>
<td>36 hours (4.5 days) per fiscal year</td>
<td>Hours must be used in the fiscal year granted or they are lost.</td>
</tr>
<tr>
<td><strong>Sick Leave</strong></td>
<td>Granted 176 hours (22 days) for the first 18 months of employment; then 8 hours per paycheck for a total of 96 hours (12 days) per year</td>
<td>Hours accumulate without limit from year to year, provided all leave reports submitted during fiscal year.</td>
</tr>
<tr>
<td><strong>Legal Holiday</strong></td>
<td>72 hours (9 days) per year</td>
<td>Hours must be used in the fiscal year they were granted or they are lost.</td>
</tr>
</tbody>
</table>

### Academic Year (9-month) Appointment

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours Earned</th>
<th>Carryover/Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sick Leave</strong></td>
<td>Granted 176 hours (22 days) for the first 18 months of employment; then 10.6 hours per paycheck for a total of 96 hours (12 days) per year</td>
<td>Hours accumulate without limit from year to year, provided all leave reports submitted during fiscal year.</td>
</tr>
<tr>
<td><strong>Legal Holiday</strong></td>
<td>Paid for legal holidays that fall within the academic year.</td>
<td>Hours must be used in the fiscal year they were granted or they are lost.</td>
</tr>
</tbody>
</table>
INTRODUCTION

This Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the University including executive officers, faculty, staff, and other individuals employed by the University using University resources or facilities, and volunteers and representatives acting as agents of the University.

This document communicates the University's expectations of proper conduct and the professional conduct the University values. It consists of two sections; a code of conduct with behavioral standards and expectations, and the UWM Respectful Campus Standards which prohibits all forms of bullying.

It is the intention of this Code of Conduct that nothing herein is intended to interfere with other applicable laws, policies or regulations that cover or inform personal and professional conduct at the University. This Code should be interpreted as being in concert with rather than in conflict with other law, policy and regulation whenever possible.

CONDUCT

Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University.

With regard to professional conduct, those acting on behalf of the University should practice:

- Integrity by maintaining an ongoing dedication to honesty and personal responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Equity by treating others with fairness and impartiality;
- Respect by treating others with civility and decency, not engaging in bullying, intentional physical harm or intimidation.
- Stewardship by exercising custodial responsibility for University property and resources;
- Compliance by following State and Federal laws and regulations, University policies and contractual obligations related to their duties and responsibilities;
- Confidentiality by protecting the integrity and security of university information such as student records, employee files, patient records, and contract negotiation documents.
- Personal Responsibility by complying with the UWM Behavioral Standards and Expectations (see Appendix 1) and the UWM Respectful Campus Standards (see Appendix 2).
Those acting on behalf of the University shall seek appropriate guidance when faced with ethical dilemmas. For additional information related to ethical dilemmas, please contact the Office of Internal Audit at (414) 229-5586 or the Office of Legal Affairs at (414) 229-4278

Other resource and contact information for various campus units is available in the Contact Information section of the University Web site.

Any alleged violations of this policy should first be reported to the employee’s direct supervisor, department chair or department head as appropriate. It is expected that the recipient of the information regarding the alleged policy violation will investigate and take appropriate action.

RELATED DOCUMENTS

1. S-47 UWM Discriminatory Conduct Policy (including Sexual Harassment and Sexual Violence) [www4.uwm.edu/secu/docs/other/S_47.pdf](http://www4.uwm.edu/secu/docs/other/S_47.pdf)
3. UWM Faculty Document No. 2229, AAUP Statement on Professional Ethics, [www4.uwm.edu/uc/FacDoc.pdf](http://www4.uwm.edu/uc/FacDoc.pdf)
4. UWSA Operational Policy WE 3, Workplace Expectations
5. UWSA Operational Policy WE 1, Code of Ethics
6. Wis. Administrative Code Chapter UWS 18, Conduct on University Lands, [docs.legis.wi.gov/code/admin_code/uws/18/Title](http://docs.legis.wi.gov/code/admin_code/uws/18/Title)
7. S-78 Sexual Violence and Sexual Harassment Policy: [www4.uwm.edu/secu/docs/other/S_78_Sexual_Violence_Policy.pdf](http://www4.uwm.edu/secu/docs/other/S_78_Sexual_Violence_Policy.pdf)

UWM BEHAVIORAL STANDARDS AND EXPECTATIONS

UWM believes in integrity, trustworthiness, equity, respect, stewardship, personal rights and personal responsibility. The following are UWM’s expectations for acceptable personal conduct. These standards are very basic and are established to advise the campus community of our standards.

1. Employees are expected to carry out their instructions, duties and responsibilities as set forth in the descriptions of their positions with care and competency and as directed by those with authority to assign the work.
2. Employees are expected to conduct personal business unrelated to their positions at UWM and solicitation (including political solicitation) for personal reasons on their own time.
3. Employees are expected to maintain the confidentiality and integrity of confidential records and information.
4. Employees are expected to be truthful, accurate and complete when providing information to anyone responsible for gathering information on behalf of UWM or another State agency.
5. Employees are expected to abide by the policies and regulations for health, safety and sanitation.
6. Employees are expected to conduct themselves with a degree of reasonable and proper care so as not to damage or injure others.

7. Employees are expected to come to work as scheduled, and to abide by the requirements of their work schedules. Employees are expected to take the responsibility for reporting to work as required and be available according to the expectations of their positions.

8. Employees are expected to respect university property and equipment, to use it only for appropriate university purposes and not to convert it for inappropriate or personal use.

9. Employees are expected to respect the private property belonging to other individuals and not to remove or take possession of it without permission.

10. Employees are expected to use care in guarding university keys and not to lend, borrow, duplicate or use them for an inappropriate purpose.

11. Employees are expected to use care in guarding university passwords and not to share, borrow, steal or use them for an inappropriate purpose.

12. Employees are expected to respect the use and security of university buildings and property and are expected not to enter restricted areas without authorization.

13. Employees must respect the rights of others to be free of bullying, harassment, intentional physical harm or intimidation in the workplace.

14. Employees must respect the rights of others to be free from intentional or personally-directed abusive or offensive language in the workplace.

15. Employees must abide by University policies regarding the possession of weapons or firearms on University property.

16. Employees are expected to perform their duties without impairment or the influence of alcohol or illegal drugs.

17. Employees are expected to dress appropriately for the University workplace and to maintain standards for personal hygiene that do not affect the health or safety of themselves or others.

18. Employees are expected to use badges, uniforms, campus IDs and permits (including parking permits) for the official uses intended.

19. Employees are expected to display courteousness and use good judgment in dealing with the public and others in the University community.

**UWM RESPECTFUL CAMPUS STANDARDS**

**GENERAL**

The University of Wisconsin-Milwaukee (UWM) promotes a working, learning, and social environment where all members of the UWM community, including but not limited to administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment. UWM strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity through relationships.
Because a respectful campus environment is a necessary condition for success in aspects of the University’s mission and values, the University is committed to providing a respectful campus, free of bullying in all of its forms. Bullying is unacceptable in all working, learning, and service interactions. This Policy describes the values, cornerstones, and behaviors that delineate a respectful campus and applies to all members of the UWM community, including, but not limited to students, faculty, and staff.

**VALUES**
A respectful campus exhibits and promotes the following values:

- Displaying personal integrity and professionalism;
- Practicing fairness and understanding;
- Exhibiting respect for individual rights and differences;
- Demonstrating harmony in the working and educational environment;
- Respecting diversity and difference;
- Being accountable for one's actions;
- Emphasizing communication and collaborative resolution of problems and conflicts;
- Developing and maintaining confidentiality and trust;
- Achieving accountability at all levels.

**CORNERSTONES OF A RESPECTFUL CAMPUS**
The commitment to a respectful campus calls for promotion of an environment where the following are upheld:

- All individuals have important contributions to make toward the overall success of the university's mission.
- UWM’s mission is best carried out in an atmosphere where individuals at all levels and in all units value each other and treat each other with respect.
- Individuals in positions of authority serve as role models in the promotion of a respectful campus. Promoting courtesy, civility, and respectful communication is consistent with the responsibility of leadership.
- Individuals at all levels are allowed to discuss issues of concern in an open and honest manner, without fear of reprisal or retaliation from individuals above or below them in the university’s hierarchy. At the same time, the right to address issues of concern does not grant individuals license to make untrue allegations, unduly inflammatory statements or unduly personal attacks, or to harass others, to violate confidentiality requirements, or engage in other conduct that violates the law or University policy.

**DEFINITION OF BULLYING**
Bullying is unwanted offensive and malicious behavior which undermines an individual or group through persistently negative verbal or psychological abuse. There is typically an element of vindictiveness and the behavior is calculated to threaten, undermine, patronize, humiliate, intimidate, or demean the recipient.
Bullying is not about occasional differences of opinion, conflicts and problems in workplace relationships as these may be part of working life. Bullying can adversely affect dignity, health, and productivity and may be grounds for corrective disciplinary action, up to and including dismissal. Examples of behaviors that meet the definition of bullying above include, but are not limited to:

**CYBERBULLYING**

Cyberbullying is defined as the use of electronic devices to convey a message in any format (i.e. text, image, audio, video) that defames, intimidates, harasses, frightens, stalks or is otherwise intended to harm, offend or humiliate another individual or group of individuals in a deliberate, repeated, hostile or unwanted manner under the perpetrator’s true or a false identity.

**PHYSICAL BULLYING**

Physical bullying is pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to a person's work area or property; damage to or destruction of a person’s work product or personal property.

**VERBAL BULLYING**

Verbal bullying is repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile or offensive educational or working environment or unreasonably interfere with the person’s work or school performance or participation.

**NONVERBAL BULLYING**

Nonverbal bullying can consist of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.

**ANONYMOUS BULLYING**

Anonymous bullying can consist of withholding or disguising identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person's belongings, leaving degrading written or pictorial material about a person where others can see.

**THREATENING BEHAVIOR TOWARD A PERSON’S JOB OR WELL-BEING**

Making threats, either explicit or implicit to the security of a person's job, position, or personal well-being can be bullying. It is not bullying behavior for a supervisor to note an employee’s poor job performance and potential consequences within the framework of University policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.
REPORTING BULLYING ACTIONS

Bullying behavior should be reported as follows:

**Students**

A student who believes he or she has been the subject of bullying, or an individual who believes a student has engaged in bullying behavior should report the behavior to his or her advisor or a faculty member, the Chair of the Department, the Dean of the School or College or to the Office of the Provost. Students may also report acts of bullying to the Office of the Dean of Students, or to an Ombuds. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

If the bullying is based on protected class status as defined in the University of Wisconsin-Milwaukee Equal Employment Opportunity policy [www4.uwm.edu/eds/policies_forms/](http://www4.uwm.edu/eds/policies_forms/), it should be reported to the Office of Equity/Diversity Services.

**Staff**

An individual who believes he or she has been the subject of bullying, or an individual who believes a staff member has engaged in bullying behavior should report the behavior to his or her supervisor or manager, the Department Director or Dean of the School or College or to the appropriate Vice Chancellor or Provost. Individuals may also report acts of bullying to the Academic Staff Committee or the Classified Staff Council (as Appropriate), or to an Ombuds. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

If the bullying is based on protected class status as defined in the University of Wisconsin-Milwaukee Equal Employment Opportunity policy [www4.uwm.edu/eds/policies_forms/](http://www4.uwm.edu/eds/policies_forms/), it should be reported to the Office of Equity/Diversity Services.

**Faculty**

A faculty member who believes he or she has been the subject of bullying, or an individual who believes a faculty member has engaged in bullying behavior should report the behavior to the Department Chair, the Dean of the School or College or to the Provost. Individuals may also report acts of bullying to the University Committee or to an Ombuds. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

If the bullying is based on protected class status as defined in the University of Wisconsin-Milwaukee Equal Employment Opportunity policy [www4.uwm.edu/eds/policies_forms/](http://www4.uwm.edu/eds/policies_forms/), it should be reported to the Office of Equity/Diversity Services.

**MEASUREMENT**

The campus will track the number of reported incidents from all sources.

**ACTION**

Bullying behavior will be investigated and handled in the same manner as misconduct, and may result in a variety of possible sanctions up to and including termination.
EMPLOYEE NOTICE OF POLICY ON ABSENTEEISM AND TARDINESS

Section 108.04(5g) Wis. Stats., requires that UWM notify you in writing of changes in the application of the Unemployment Insurance law regarding discharges for absenteeism or tardiness, effective April 2, 2006. In accordance with the new law,

UWM reserves the right to terminate your employment if you fail to notify your supervisor of being tardy six (6) or more workdays in a 12-month period prior to the date of discharge. Tardiness is arriving for work after the time that you are scheduled to begin.

and

UWM reserves the right to terminate your employment if you fail to notify your supervisor that you will be absent five (5) or more workdays in a 12-month period prior to the date of discharge. An absence is defined as a failure to show up to work without prior approval on a day that you are scheduled to work.

When you encounter the circumstance where an unscheduled absence or tardiness is likely, you must call your supervisor or department as directed in advance of your regularly scheduled start time.

I hereby verify that I have received a copy of the aforementioned policy on adequate notice of absence or tardiness.
To: President Cross  
Chancellors  
From: Tomas Stafford  
General Counsel  
Jennifer Sloan Lattis  
Deputy General Counsel  
UWSA Records and Forms Officer  
Date: May 11, 2016  
Subject: Retention of text messages  

We write to remind you that text messages, even those sent from a personal device, are subject to the public records law if they contain business related communications.

Text messages containing “substantive” business communications must be retained for at least six months pursuant to the UW System General Records Schedule, Records Destruction Authorization UWBC0001.

Text messages containing “transitory” business communications are still public records, but have more limited value and may be deleted after one week or after the event in question has transpired. Transitory communications are those which convey no information of value after the message has been conveyed.

An example of a transitory message is “May I stop by and see you at 2:00?” This text conveys no information of value and may be deleted after the date has passed. In contrast, a text message that says “I will stop by and see you at 2:00 to discuss the draft budget reports and my concerns” does contain substantive information related to the business of the university and must be retained for six months.

Public records requestors have the right to access work related text messages, just as they do any other public record. Requesters have specifically asked for access to text messages, and this type of request will increase. Such requests must be viewed and filled just as requests for email, or any other record.

The public records law looks to the content of a record and not where it is kept to determine whether a particular piece of information is a public record. Therefore, it does not matter whether a text message is sent on a university or personally owned cellphone. In either case, if the text message is related to your university business it must be retained for the appropriate amount of time.

At present, the UW System does not have a technological solution for retaining text messages, which means that individuals must retain them on their telephones until the relevant retention schedule has elapsed. It can be impractical for some people to store these texts, and it is time consuming to search through and convert text messages into a format suitable for review and release. Because of this, we urge you to make use of email rather than text messaging for all substantive business related communications.

Thank you for your attention to this matter. If you have further questions, please contact either one of us or your campus legal affairs office.

Cc: Cabinet  
Raymond Taffora  
Joely Urdan
Campus Contact Information

- **UNIVERSITY HOUSING BENEFITS SPECIALIST**
  Loree Krause
  414-229-4463
  krausell@uwm.edu

- **UWM HUMAN RESOURCES**
  414-229-4463
  Engelmann Hall 125

- **UNIVERSITY STAFF COUNCIL**
  uwm-usc@uwm.edu
  uwm.edu/secu/us/usc/

- **ACADEMIC STAFF COMMITTEE**
  ascomm@uwm.edu
  uwm.edu/secu/as/asc/

- **UWM PARKING & TRANSPORTATION**
  414-229-4000
  uwmpark@uwm.edu
  uwm.edu/transportation/
  Union WG25