



Employee Choice – Voluntary Employee Class Reassignment

University Staff employees who are moving from non-exempt to exempt have the option to move to either Academic Staff or Limited Appointment employee category depending on the designation of their TTC title. Project employees, rehired annuitants, and University Staff-Temporary employees are not eligible to have their positions voluntarily reassigned to either an Academic Staff or Limited Appointment position. Review [UW System Administrative Policy 1287 Voluntary Reassignment to Academic Staff/Limited Appointment Positions](#) for details.

Below is a summary of payroll & leave reporting, paid leave, benefits, appointment terms, and other relevant changes to be aware of before choosing to switch employee categories. Contact benefits@uwm.edu for any questions regarding leave and benefits prior to making this decision.

	University Staff - Exempt	Academic Staff / Limited Appointee – Exempt							
PAYROLL									
Pay Periods	26 pay periods; paid biweekly	26 pay periods; paid biweekly							
Overtime	Not Eligible								
Direct Deposit	NO CHANGE								
Taxes	NO CHANGE								
Garnishments	NO CHANGE in withholding order or the timing of the deduction.								
PAID LEAVE									
Time Reporting	Exempt employees report/confirm hours worked on their timesheet.	Only absence entry is required. Payable hours are calculated by FTE.							
Compensatory Time	Not Eligible								
Leave Reporting	Exempt employees report time off in ½-day or full-day increments in their timesheet or using the Request Absence process.	Exempt employees report time off in ½-day or full-day increments on the monthly leave report.							
Vacation	Calendar Year Employees are eligible to earn vacation upon hire, and hours are earned on a biweekly basis on a calendar year basis (January 1). Vacation granted during the year of hire is prorated based on the start date of the appointment.	Fiscal Year Employees are eligible to earn vacation upon hire, and hours are earned on a biweekly basis on a fiscal year basis (July 1). Vacation granted during the year of hire is prorated based on the start date of the appointment.							
Vacation – Annual Accrual Allotment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">First 5 Years – 120 hours</td></tr> <tr><td style="text-align: center;">5-10 Years – 160 hours</td></tr> <tr><td style="text-align: center;">10-15 Years – 176 hours</td></tr> <tr><td style="text-align: center;">15-20 Years – 200 hours</td></tr> <tr><td style="text-align: center;">20+ Years – 216 hours</td></tr> <tr><td style="text-align: center;">25+ Years – 216 hours</td></tr> <tr><td style="text-align: center;"><i>Years calculated by full years of service</i></td></tr> </table>	First 5 Years – 120 hours	5-10 Years – 160 hours	10-15 Years – 176 hours	15-20 Years – 200 hours	20+ Years – 216 hours	25+ Years – 216 hours	<i>Years calculated by full years of service</i>	Full time employees earn 176 hours.
First 5 Years – 120 hours									
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PAID LEAVE											
Vacation – Annual Accrual Allotment, Continued	Vacation granted during the year of hire is prorated based on the start date of the appointment, per the Accrual Bracket Factor Table in the Vacation policy .	Vacation granted during the year of hire is prorated based on the start date of the appointment.									
<p><i>At re-assignment, any accrued vacation and vacation carryover will transfer to the Academic Staff appointment and you will be granted a pro-rated amount of Academic Staff vacation based on your re-assignment date. If the transferred vacation (including carryover) plus the new Academic Staff vacation hours are greater than 176 hours, any remaining University Staff vacation will be moved to vacation carryover in your Academic Staff appointment and will expire on June 30th following your re-assignment date. Hours moved to vacation carryover that exceed 176 hours will be paid out to you.</i></p>											
Vacation – Carryover* *Check interim policies for special allowances for 2021	<p>Vacation may be used from the first day of employment (no waiting period before vacation can be used).</p> <p>If vacation is not used within the calendar year it is earned, any remaining vacation may be carried over until December 31 of the following year. Any carried over vacation remaining at the end of the following calendar year (December 31), will be lost.</p>	<p>Vacation may be used from the first day of employment (no waiting period before vacation can be used).</p> <p>If vacation is not used within the fiscal year it is earned, any remaining vacation may be carried over until the end of the following fiscal year. Any carried over vacation remaining at the end of the following fiscal year (June 30) will be lost.</p>									
Vacation - Banking based on Continuous Service	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">First 5 Years – 0 hours</td></tr> <tr><td style="text-align: center;">5-10 Years – 40 hours</td></tr> <tr><td style="text-align: center;">10-15 Years – 40 hours</td></tr> <tr><td style="text-align: center;">15-20 Years – 80 hours</td></tr> <tr><td style="text-align: center;">20-25 Years – 120 hours</td></tr> <tr><td style="text-align: center;">25+ Years – 120 hours</td></tr> </table> <p>*May bank up to 40 hours if you have less than 5 years of service but have at least 520 hours of sick leave.</p>	First 5 Years – 0 hours	5-10 Years – 40 hours	10-15 Years – 40 hours	15-20 Years – 80 hours	20-25 Years – 120 hours	25+ Years – 120 hours	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">First 10 Years – 0 hours</td></tr> <tr><td style="text-align: center;">11-25 Years – 40 hours</td></tr> <tr><td style="text-align: center;">25+ Years – 80 hours</td></tr> </table>	First 10 Years – 0 hours	11-25 Years – 40 hours	25+ Years – 80 hours
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<p><i>Once eligibility requirements are met, employees have the option to “bank” unused vacation. Once vacation is banked, it does not expire.</i></p> <p><i>If you have hours banked in your University Staff Paid Leave Bank but are not eligible to bank in your Academic Staff appointment (less than 10 years of service), your banked leave will transfer to your new position but you will not be able to bank additional hours in your Academic Staff appointment until you meet the Academic Staff eligibility criteria above.</i></p>											
Vacation – Cash Payout	May cash out up to 40 hours of unused vacation beginning with your 15 th year of service. The use of a cash payout will reduce the amount that can be placed in that year’s banked leave.	No cash out provision.									



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PAID LEAVE		
Legal Holidays	9 Paid Holidays	
Personal Holidays	Granted 36 hours of Personal Holidays on January 1 st of every calendar year.	Granted 36 hours of Personal Holiday on July 1 st of every fiscal year.
<i>If re-assignment to Academic Staff is effective on July 1 – January 1, will be granted new 36 Personal Holiday allocation and any unused Personal Holiday from University Staff position will be paid out. Unused hours expire at the end of the year granted.</i>		
Sick Leave	Earn 5 hours per pay period totaling 130 hours per year.	Receive initial entitlement of 176 hours of sick leave for the first 18 months, begin to earn 3.68 hours per pay period totaling 96 hours per year.
<i>The hours outlined in this document are based on full-time employment. If you are not full-time, hours are based on appointment percentage (number of hours for which you are paid).</i>		
<i>If you retire within 18 months of re-assignment, only the amount of sick leave considered “earned” will be certified.</i>		

INSURANCE		
Health Insurance	NO CHANGE	
Dental & Vision	NO CHANGE	
Life Insurance	NO CHANGE	Eligible for University Insurance Association Life Insurance
<i>Coverage is automatic for University Insurance Association Life Insurance (no enrollment application needed) on January 1st following your voluntary re-assignment date, provided you meet the monthly salary requirements of the plan.</i>		
AD&D and Accident Insurance	NO CHANGE	
Income Continuation Insurance	Premiums are based on eligible earnings and your accrued unused sick leave hours. The more sick-leave hours you retain, the lower your premium.	Premiums are based on eligible earnings and elimination period elected. The longer the waiting period, the lower the premium.
<i>There are other Disability & Income Continuation Insurance differences than the above with enrollment window and when the employer starts to contribute to premiums. Please reach out to institution HR for more details.</i>		
<i>Moving to Academic Staff/Limited Appointment, the employee has a new 30-day enrollment opportunity to elect Income Continuation Insurance coverage in the Faculty, Academic Staff, Limited Appointee program. If not elected previous University Staff coverage will end.</i>		

SPENDING & SAVINGS	
Health Care Flexible Spending Account (FSA)	NO CHANGE
Dependent Day Care Flexible Spending Account (FSA)	NO CHANGE
Health Savings Account (HSA)	NO CHANGE
Parking & Transit Accounts	NO CHANGE

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RETIREMENT		
Wisconsin Retirement System (WRS)	Calendar Year – Service and earnings based on calendar year (January 1 – December 31). Category – General WRS category. Creditable Service – Must be paid for 1904 hours to earn 1 year of WRS creditable service per calendar year.	Fiscal Year – Service and earnings based on fiscal year (July 1 – June 30). Category – Teacher WRS category. Creditable Service – Must be paid for 1320 hours to earn 1 year of WRS creditable service per fiscal year.
UW 403(b) Supplemental Retirement Program*	NO CHANGE	
Wisconsin Deferred Compensation (WDC) 457 Program*	NO CHANGE	
*Contribution will automatically continue at current contribution election.		

Appointment Terms and Designation of Positions

Academic staff as defined in [Wis. Stat. § 36.05\(1\)](#) means professional and administrative personnel with duties and appointment types that are primarily associated with higher education institutions or their administration but does not include faculty or university staff. Generally, Academic Staff are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Wisconsin Administrative Code [UWS 10](#) directs each institution to develop guidelines for designating Academic Staff positions as fixed term, probationary or indefinite appointments.

Limited appointment as defined under [Wis. Stat. § 36.17](#) and [Wis. Adm. Code UWS 15.01](#) means a special appointment to a designated administrative position, the holder of which serves at the pleasure of the authorized official who made the appointment. Certain positions must be designated as limited appointments under [Wis. Stat. § 36.17\(2\)](#), while others may be designated by the employer as limited appointments at the time of the appointment.

Generally, a limited appointee has no minimum notice period rights should he or she be terminated. If the limited appointee holds a concurrent appointment in the faculty, academic staff or university staff service, the appointee has no minimum notice rights but does have the right to assume the concurrent appointment without a separation in service.

University staff means the university workforce who contribute in a broad array of positions in support of the University's mission. University staff appointments may also be made on a temporary or project basis. See [SYS 1256, University Staff Temporary & Project Appointments](#), for further guidance on temporary and project appointments.

[Institutions may have specific guidance as to job security and grievance procedures based on employee classification, please consult your local policies for more information on these topics]