

Cooperative Extension HR News - July 2009

Greetings Everyone!

The HR Office is providing this newsletter on a periodic basis to folks who wear the "HR hat" either on a regular or periodic basis as a way to keep you in the communication loop. Please retain this edition for future reference. In this July 2009 edition we will cover Furloughs, Work Life Balance and Stress Management, New FY09 – FY11 Unclassified Salary Reference Guide, FY09-FY10 Fringe Benefit Rates, 2009 Fall New Colleague Orientation changes and important reminders. ***Please forward this email to others within your district, program area, unit or office who may have a need to know this information.***

FURLOUGHS (NEW)

[COOPERATIVE EXTENSION FURLOUGH FAQ's](#)

[Furlough Tips and Tools](#)

[UW SYSTEM FURLOUGH WEB SITE](http://www.uwsa.edu/furloughs) (<http://www.uwsa.edu/furloughs>)

[UW SYSTEM PLAN](http://www.uwsa.edu/furloughs/docs/plan.pdf) (<http://www.uwsa.edu/furloughs/docs/plan.pdf>)

TABLES TO REFERENCE UW SYSTEM PLAN - Guidance for Specific Furlough Groups:

- [Faculty, Instructional Academic Staff, Legal Counsel, and Physicians](#)
- [Non-Instructional Academic Staff, Limited Appointees, and Employees in Training](#)
- [Classified Staff](#)

WORK LIFE BALANCE and STRESS MANAGEMENT (NEW)

Find ways to reduce stress and stay in control of your work life and your personal life. Here are a couple of different resources with some great information and training to help you keep your life on track.

- [10 Tips to Reduce Workplace Stress](#)
- [Health and Balance](#)
- [Managing in Tough Times Initiative](#) - This directory, titled MiTTNet, will be available in late July for Extension professionals to access as they work with clientele.
- [Managing Your Personal Finances in Tough Times](#)
- [UW-Extension Employee Assistance Office FAQ's](#)

FMLA POSTER (NEW)

The Department of Labor just released an updated [FMLA poster](#) that includes a new provision that allows employees to use WFMLA to care for a domestic partner. This change is effective **June 30, 2009**. **It is our obligation to post this information in locations where it can be seen by employees. Please forward this link to department and unit heads so that they can print this out and post the information accordingly.**

NEW INFORMATION / LINKS ON HR WEB SITE (NEW)

[FY09 – FY11 Unclassified Salary Reference Guide](#) and Fringe Benefits Rates effective July 1, 2009.

[Travel Reimbursement for Final Interview Candidates and Relocation Reimbursement](#)

APPOINTMENT CONTRACTS and APPOINTMENT LETTERS

FY10 appointment contracts and letters will be posted soon to the **CE Human Resources D2L site**. This is where you will be able to locate the most current templates as you have new appointments and reappointments in the upcoming months.

NEW COLLEAGUE ORIENTATION EVENTS (NEW)

The New Colleague Orientation Workshop, scheduled for October 27-28, 2009 will not be held. This is because the potential number of participants is anticipated to be lower than what would be needed to fully realize the needed return on resource investment, given the budget situation we are in. The NCO Planning Group recommended this action especially in light of the furlough days off that will be required of all employees in the upcoming fiscal year.

We are still planning to conduct orientation Wisline Webs for new colleagues. There is a few folks who will be starting in August and September so we will schedule the next Wisline Web to accommodate the start dates of these individuals.

In the meantime, please communicate these changes with your recently hired colleagues who plan to participate in upcoming New Colleague Orientation events.

REMINDERS

Leave of Absence Requests

Colleagues who are going to request a paid or unpaid, medical or non-medical leave of absence from job duties for more than five days in length must complete a "[Leave Request Form](#)". **This form is to be completed as soon as the colleague knows that he or she will be gone from their job responsibilities.** This on-line method provides for an efficient and confidential way to process and document such requests. This form is not for use when scheduling time off for purposes of taking a paid vacation.

Criminal Background Check Requests

UWEX is committed to providing a high quality and reasonably safe and secure environment for its workforce, partners and clients. **This means that all vacancies (permanent classified; LTE classified, faculty, academic staff (long-term and short-term), ad hoc, interns, volunteers and students) are included. Current employees will be asked to complete a criminal records review if they transfer into a new role within Cooperative Extension.**

The hiring authority may make an offer of employment and negotiate a start date, with the understanding that final confirmation of the appointment is conditional on the results of the criminal record review. **You must request via email to [Joann Johnson](#) and cc [Angie Koppen](#) for a criminal background check to be completed.** *(Please include the appropriate funding string so it is easier for the HR Office to differentiate requests by divisions.)* **The selected candidate may not begin employment until after UWEX HR notifies you that no evidence was found to prevent the individual from being hired.**

Professional Time Scheduling

If you haven't done so lately, please reacquaint yourself with Cooperative Extension's operational guidelines for [Professional Time Scheduling](#). We continue to receive questions and hear examples of ways in which the Professional Time Scheduling guidelines are not being applied as intended. This document explains what Professional Time Scheduling is and how it is different from compensatory (comp) time for salaried unclassified staff, both full- and part-time. Given the number of salaried colleagues who work part-time, it might be helpful to remind folks that hours worked over one's percent of appointment, e.g., over 20 hours/week for a .5 FTE are not considered compensatory time because salaried employees are paid by the job, not the hour. Professional Time Scheduling may be an option to help balance the extra hours worked in any given week by allowing one's weekly work schedule to be adjusted for that week.

Enjoy the rest of your summer, your friends in the Cooperative Extension HR Office