

*Cooperative Extension HR News*  
*October 2008*

Greetings Everyone!

**“Cooperative Extension HR News”** is a new way for the HR Office to communicate with folks who regularly wear an HR “hat”. The HR Office will use this newsletter on a periodic basis as one of the ways to keep you in the communication loop.

Featured in the October 2008 edition is information about the **HR Office updated web page, on-line Leave Request form, new HR Office D2L site** and upcoming **New Colleague Orientation** events. Please forward this email to others who may have a need to know this information.

**Updated HR Office Web Page**

We are very excited to announce our updated HR webpage. Now, when you click on “Human Resources” and are directed to the HR Office home page, you will see a new link called [“HR Reference Information and Resources.”](#) This site has been upgraded so that you have an easy to use, “one shop stop” for information about policies, procedures and resources at the Cooperative Extension, UW-Extension and UW System levels.

The shaded area on the right of the page makes it easier for you to access Cooperative Extension Human Resources Office links, as well as many of the frequently used offices who are part of the human resources network for Cooperative Extension employees.

**New On-line Leave Request Form**

The updating of our HR Office home page has also made it possible for us to offer a new on-line method for requesting a paid or unpaid, medical or non-medical leave of absence from job duties. Per Board of Regents policy, medical leaves of absence must be pre-approved if: 1) they are more than five days in length; and 2) paid sick leave is being used to account for the days away from the job. This on-line method provides for an efficient and confidential way to process and document such requests.

The on-line method was also designed to process and document medical leaves for which vacation or other paid leave is used, or when an employee takes an unpaid leave of absence for medical reasons. It is important to have a way to account for these leaves of absence (as well as those medical leaves covered by sick leave as described in the above paragraph) because of the job protection rights that employees may have if they qualify under Wisconsin and Federal Family Medical Leave Acts (FMLA).

A third category of leave that can be processed and documented by the new form is when an employee requests a [non-medical leave of absence](#) for personal reasons as provided under [UWEX's Family Leave policy \(UWEX UPG#16\)](#) . The use of this form will help to ensure consistency.

**REMINDER:** This form is not for use when scheduling time off for purposes of taking a paid vacation. However, in most instances, if an employee wishes to be paid while on a leave of absence, it is possible to use accrued vacation days to cover the time the employee is away from the job.

Please be sure to check out the new on-line [Leave of Absence Request Form](#) and direct staff to use it as needed. The web site and request form have been tested, however, there may still be a few kinks to work out. If you have any questions, please contact [Angie Koppen](#).

### **New CE Human Resources D2L site**

District Directors, State Program Directors, Assistant State Program Directors, designated state WNEP staff and designated administrative staff will be given access to the CE Human Resources D2L site during the week of October 6 – October 10, 2008. This site will be a central resource center for hiring authority information. Types of templates and documents that we will post are appointment contract letters, cover letters, ad hoc appointment letters, exit letters and position description templates.

### **New Colleague Orientation**

We are busy coordinating various New Colleague Orientation events. Here are some you will want your new colleagues (hired since May 2008) to take part in:

#### **New Colleague Welcome Wisline Web:**

Join us for a “Welcome to Cooperative Extension” Wisline web to learn about resources for getting started as a New Cooperative Extension Colleague.

Next session for those attending the October 29-30 NCO: 10:00 - 11:30 a.m., Monday, October 6, 2008. Archive is available. Contact Molly Immendorf at [molly.immendorf@uwex.edu](mailto:molly.immendorf@uwex.edu)

Future sessions (for those hired after the October 2008 NCO): January 5<sup>th</sup>; March 2<sup>nd</sup>; April 6<sup>th</sup>

### **New Colleague On-line Community**

Learn how to network on-line with other New Colleague prior to attending NCO on October 29-30, 2008.

This session was held on September 29<sup>th</sup>. Archive is available. Contact Molly Immendorf at [molly.immendorf@uwex.edu](mailto:molly.immendorf@uwex.edu)

**New Colleague Orientation Workshop:**

Meet face-to-face to get a better understanding of Cooperative Extension; [meet new colleagues](#), as well as Cooperative Extension administrative leaders and Madison-based staff; and learn about programming resources.

Next session: Wednesday, October 29 - Thursday, October 30, 2008

Future sessions: (for those hired after October 2008)

- Monday, May 18 - Tuesday, May 19, 2009
- Tuesday, October 27 - Wednesday, October 28, 2009

For more information on new colleague events, resources and competencies please visit: <http://www.uwex.edu/ces/nco/>. If you have any questions regarding New Colleague Orientation, please contact [Mary Detra](#).

Thanks and have a great weekend!

Sincerely,

CE Human Resources