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INTRODUCTION

As a classified staff member of the University of Wisconsin-Extension, you are an integral part of the 'Wisconsin Idea' -- the people's University connection. You are one of more than 1,500 faculty and staff located on all 26 campuses of the UW System and in every county Extension office who work together to provide a spectrum of lifelong opportunities for every Wisconsin citizen.

This handbook was designed to help you understand UW System and UW-Extension policies, procedures, and classified employment guidelines, as well as the benefits, services and opportunities available to you as a University employee.

The handbook provides a general framework of information. It does not list all policies, nor does it interpret how they might apply to individual situations. It does, however, attempt to direct you to the appropriate source when you might find additional information or interpretation useful.

The policies and guidelines in this booklet apply to all University employees, except where otherwise noted. State statutes and labor agreements apply in the event that any part of this handbook might conflict with their provisions.

We hope this handbook will be useful to you in your employment with UW-Extension and that it will help you maintain lasting productive relationships with the many other staff and faculty who depend on your contributions to make the Wisconsin Idea work.

EMPLOYMENT POLICIES**Affirmative Action
and Equal
Employment
Opportunity**

In accordance with all applicable federal and state statutes and regulations, it is the policy of the University of Wisconsin-Extension to protect and to provide redress against discrimination in the employment for all persons regardless of sexual orientation, marital status, arrest or conviction record, or religious or political opinions or affiliations (except when consideration of these factors is permitted by law). Nondiscrimination in service delivery is also assured by the University.

Further, it is the University's policy to assure equal opportunity to all disabled persons and veterans, and veterans of the Vietnam Era in positions for which they are qualified.

It has been and will continue to be the policy of the UW-Extension to promote the full realization of equal employment opportunity for minorities, women, and persons with disabilities through a comprehensive affirmative action program. The affirmative action policy for women and minorities covers any terms and conditions of employment, including recruitment, hiring, assignment of duties, reclassification, promotion, compensation, selection for training, layoff and termination. This policy applies to all units and governs employment of all employees of the University of Wisconsin-Extension.

The administration, faculty, and staff of the University are committed to and reaffirm support of the principle of equal employment opportunity. Each University unit is charged, therefore, to conduct its recruitment and employment practices in conformity with affirmative action principles.

It is the policy of the institution to prevent and eliminate all forms of unlawful harassment in employment and educational settings. Harassment of employees by supervisors or co-workers on the basis of sex, race, national origin, age, disability or other protected status is prohibited by the University of Wisconsin-Extension. All employees who believe they have been harassed on the basis of a protected status are encouraged to report these incidents to their supervisors or the Classified Personnel Office if the supervisor is involved in the harassment.

As required by the Americans with Disabilities Act and Sections 503 and 504 of the Rehabilitation Act, UW-Extension must, upon request, provide reasonable accommodation for persons with disabilities, and on the basis of religion as required by federal and state law in connection with employment and access to programs.

Grievance procedures are available for all employees alleging discriminatory treatment. Copies of procedures are available in the union contracts, as well as other University publications. Employees may also contact the

Office of Affirmative Action and Equal Opportunity Programs for information and/or assistance.

Sexual Harassment

It is the policy of the University of Wisconsin-Extension that sexual harassment of employees at UW-Extension is unacceptable conduct and will not be tolerated. This policy is in keeping with efforts to establish an environment in which the dignity and worth of all members of the University community are respected.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below. Sexual harassment of employees and students at UW-Extension is defined as any unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature, when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or education experience, or creates an intimidating, hostile, or offensive work or educational environment.

Persons who believe that they have been sexually harassed and wish further information, or assistance in filing a complaint, should contact either their supervisor, department head, Dean's Office, Office of Affirmative Action and Equal Opportunity Programs, or the Classified Personnel Office.

**Reasonable
Accommodation**

The University of Wisconsin-Extension prohibits discrimination on the basis of disabilities. All persons with disabilities are invited to self-identify and must request accommodations if needed to ensure equal access to employment opportunities and educational programs, and activities in the most integrated setting appropriate.

The UW-Extension is required to provide reasonable accommodations for disabled individuals who are employees or applicants for employment, except where the accommodation would create an undue hardship for the employing unit. Appointing authorities, supervisors, and employees should direct inquiries regarding disability accommodations to the Office of Affirmative Action and Equal Opportunity Programs, Room 501 Extension Building, (608)262-0277.

Drug Free Workplace

University rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances on all University property and worksites. Any employee who engages in any of these actions on University property or the worksite or during work time may be subject to disciplinary action up to and including discharge and/or may be referred to counselling or treatment.

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their dean, director, or department chair within five days of the conviction if they are employed by the University at the time of the conviction.

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact their employee assistance coordinator for referral to counselling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interests of both the employee and the University.

Code of Ethics

As a classified employee, you enjoy certain job-related rights which are clarified by the Wisconsin Code of Ethics. This code is issued by the Administrator of the Department of Employment Relations and included in the Wisconsin Administrative Code. The code relates to the following employee rights:

1. The right to engage in outside employment.
2. The right to maintain investments.
3. The right to accept fees for appearances made on the employee's own time.
4. The right to exchange gifts with friends.

Employees also retain all rights under the Constitution of the United States, the State Statutes and other regulations of the State of Wisconsin, and any labor agreements negotiated pursuant to Wisconsin Statutes. Corresponding to these rights, employees have responsibilities under the Code of Ethics. For example, the code requires you to:

1. File a statement with your supervisor if a potential conflict of interest arises.
2. Notify your supervisor before accepting outside employment.
3. Notify your supervisor before accepting a fee for an outside appearance.
4. Avoid using State property for personal purposes.

The Code of Ethics protects your rights. Violation of any provision under the Code of Ethics will cause disciplinary action. A complete copy of the Code of Ethics is available through Document Sales; (608)266-3446.

Nepotism

The UW-Extension often employs members of the same family. Although there is no restriction regarding employment of relatives, there could be conflicts of

interest in certain circumstances. Therefore, to avoid possible conflict of interest, any supervisor related by blood, marriage, or adoption to an employee or job applicant must not participate either formally or informally in decisions to hire, retain, promote or determine the salary of that other person.

In circumstances where a supervisor and an employee have a close personal relationship which can reasonably be perceived as potentially compromising the supervisor's and/or employee's ability to function independently, the relationship is considered equivalent to a family relationship and the parties will be subject to the provisions of the nepotism policy.

Outside Employment

Before accepting additional employment outside of UW-Extension, an employee should notify his/her department of the nature of this employment. The Department will assist the employee in determining whether these additional work activities are likely to create a conflict of interest.

Full-time state employees are prevented by state statute (s.16.417(2)) from receiving more than \$5000 during the same calendar year from another state agency or in another position in the same agency as compensation for services.

GENERAL EMPLOYMENT INFORMATION**Classified
Employment**

Classified employees are divided into several bargaining units, each composed of related job classifications. Many of these units have chosen to be represented by a labor union.

As a classified employee your classification status is defined as non-represented or represented.

A non-represented employee is an employee whose classification places him/her in a bargaining unit not represented by a labor union.

A represented employee is an employee whose classification places him/her in a bargaining unit legally represented by a labor union. Employees are not required to join a union. However, they may be represented by a union that has fair share dues deductions.

Appointment letters for represented employees will indicate which union represents them. Represented employees may obtain a copy of their collective bargaining agreement from their union.

Listed below are the UW-Extension employee groups by bargaining unit and labor union representation.

BARGAINING UNIT TITLE and CODE	LABOR UNION
Clerical and Related (02)	WI State Employees Union (WSEU)
Blue Collar and Non-Building Trades (03)	WSEU
Technical (06)	WSEU
Fiscal and Staff Services (07)	WI Professional Employees Council (WPEC)
Non-Professional Supv. (16)	Non-represented
Professional Supv. (17)	Non-represented
Confidential (99)	Non-represented

**Unclassified
Employment**

Unclassified civil service comprises positions expressly excluded from the classified civil service by state statute.

Unclassified UW-Extension employees include: faculty, academic staff, limited appointees, and student hourly employees. These employees are not covered by classified civil service policies, but have their own policies governing their appointments.

**Limited Term
Employment
(LTE)**

Limited term employment (LTE) means employment in which the nature and conditions do not provide for attainment of permanent status. By state statute, short term appointments to limited term positions cannot exceed 1,043 hours per year.

The usual civil service examination and certification procedures are not required for short term appointments.

Limited term employees may not be considered permanent employees and do not qualify for permanent status, vacation, paid holidays, sick leave, performance awards or the right to compete in promotional examinations.

Project Employment

Project employment may be used to accommodate a planned undertaking which is not a regular function of the employing agency and which has an established probable date of termination. State statute limits the duration of project positions to a maximum of four years. Project appointments need not follow the usual civil service examination and certification procedures.

Project employees receive all benefits granted permanent employees except for transfer, restoration, reinstatement, and promotion eligibility; layoff benefits; and the eligibility to attain permanent status.

Probationary Period

The probationary period is considered to be an extension of the selection process. It is used to closely observe the work of a new employee and to determine if the employee is effectively able to carry out the assigned duties and responsibilities on a continuous basis.

All employees new to state service and employees promoted to a new position are required to serve a probationary period. Permissive probationary periods are required when an employee transfers, demotes or is reinstated between employing units or agencies.

Original and promotional probationary periods are of a mandatory six-month duration. The probationary period for all new supervisory or management employees is for twelve months. However, the second six months of the probationary period may be waived for supervisory or management positions contingent upon the completion of an approved supervisory development program and the recommendation of the hiring authority.

**Performance
Evaluation**

During your employment with the UW-Extension, your performance on the job will be evaluated on a regular basis. The first formal evaluations will occur during the third and sixth months of your probationary period. At these intervals your supervisor will decide whether to continue your employment, and (ultimately) grant you permanent status. Subsequently, your performance will be reviewed at least annually.

The performance evaluation interview 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.

Hours of Work

Full-time classified employees work 40 hours per week, usually 7:45 - 11:45 a.m. and 12:30 - 4:30 p.m., Monday - Friday. Actual working hours and days, however, may vary depending on an individual department's requirements and the position. Lunch and rest periods are scheduled in accordance with the operational needs of the department.

Overtime

Although University policy is that overtime be kept to an absolute minimum, certain situations may require overtime in a particular unit.

All classified employees are covered by the overtime provisions of the federal Fair Labor Standards Act (FLSA). In addition, all represented employees are covered by the overtime provisions of their union contract and non-represented employees are covered by the overtime provisions of the State Compensation Plan.

In general, the FLSA overtime provisions supersede the provisions of the union contract. However, if the overtime scheduling provisions of the contract exceed FLSA provisions, the contract provisions will apply. Specific questions should be directed to the UW-Extension Classified Personnel Office which has detailed information and instructions on the administration of the FLSA overtime provisions.

Health and Safety**Safety Policy and Accident Reporting**

The physical well-being of every student, visitor, and employee is a primary consideration in every University activity, whether the activity is building a structure, planning a function or performing a routine task. Each person who assumes or is assigned responsibility for the performance of students and employees, is thereby administratively responsible for their safety during that time. If an accident occurs, this responsibility includes making an adequate investigation and taking necessary corrective action to eliminate or protect against the hazard.

Each employee has the responsibility to:

1. Read and follow safety instructions posted in work areas and on equipment.
2. Operate only that equipment which she/he has been authorized to use and instructed to use safely.
3. Use the safety equipment provided for his/her job.

4. Keep work areas clean and orderly.
5. Avoid behavior which could lead to injury.
6. Report unsafe conditions to his/her supervisor.

Supervisors and employees should follow established department or unit procedures for reporting accidents.

Contractual Grievances

A contractual grievance is a written statement from a represented employee, group of employees, or union which seeks specific relief from an alleged employer violation of a specific provision of a collective bargaining agreement.

The state is prohibited by law from bargaining with unions on policies, practices and procedures in the civil service merit system. This includes matters relating to original appointment, promotion and position classification. Represented employees CANNOT grieve UW-Extension actions in these areas under the contractual grievance procedure.

Collective bargaining agreements between the State and unions representing state employees provide for a formal four-step grievance procedure. Employees should consult their specific contracts for details in processing a grievance.

Non-Contractual Grievances

A non-contractual grievance is a written statement from a non-represented or project employee or a group of these employees which expresses dissatisfaction with employment conditions and seeks specific relief.

The non-contractual grievance procedure was established to ensure an employee's right to express grievances through proper channels without prejudice and to assure timely and thorough consideration by the employer.

The employee has the right to assistance from a representative of his/her choice at any step in this process.

Employees are permitted a reasonable amount of time during normally scheduled work hours to prepare non-contractual grievances. This includes interviewing potential witnesses, reviewing documents, or being interviewed as a potential witness.

An employee may submit a written grievance to the first-line supervisor on forms provided by the employer within 30 calendar days from the date the employee first became aware of, or reasonably should have become aware of, the cause of the grievance. The form must include the specific employer action being grieved and the relief sought.

Appeal Rights

State statute guarantees employees the right to appeal personnel decisions including, for example, position

classification actions, discipline, layoff, or any actions alleged to be illegal or an abuse of discretion.

Various appeal procedures may be applicable depending on the original complaint. The UW-Extension Classified Personnel Office or local Union office can provide additional information on specific appeal procedures.

Personnel Records

An official personnel file is maintained for every permanent classified employee at UW-Extension. The personnel file contains information such as letters of appointment, job descriptions, probationary reports, performance evaluations, personnel transaction documents, letters of recommendation, and any official communications about an employee. Employees may make arrangements to review their personnel files by contacting the UW-Extension Classified Personnel Office.

Employees should notify the UW-Extension Classified Personnel Office of specialized training or education completed, and changes of address and telephone number. Likewise, employees should notify the payroll department of changes in marital status, address, and number of dependents for tax withholding purposes.

Promotional Opportunities

All permanent state employees, including probationary, seasonal and part-time workers may apply for promotional opportunities. Former employees currently on a leave of absence or in layoff status may also compete in promotional examinations if they would have been eligible to compete prior to being laid off or taking a leave of absence.

Employees serving in a limited term, project or unclassified appointment are not eligible to compete in competitive promotional examinations.

Employees should NOT wait for the announcement of a specific vacancy in which they are interested before taking a promotional exam. Many promotional appointments are made from general employment registers which were previously established. Therefore, it may be necessary for an employee to compete in a general open recruitment or servicewide promotional examination in order to be eligible for a specific promotional opportunity, either anticipated or unanticipated, when it occurs later.

Job Announcements

One way to keep informed on career advancement opportunities is to routinely read job announcement bulletins. Vacant permanent positions are announced through a variety of sources, depending upon the kind of position and recruitment. Each job announcement states job qualifications, responsibilities, starting pay, application deadline, and other application and examination information.

The different types of job announcements include:

A. Current Employment Opportunities Bulletin (COB):

This bulletin is published on 34 Mondays during the year to best correspond with testing dates by the State Division of Merit Recruitment and Selection, Department of Employment Relations. This bulletin announces a variety of administrative, professional, technical, crafts, managerial, para-professional and advanced clerical positions which are available throughout state service. Applicants may be evaluated through ratings of achievements, written and oral examinations, simulation exercises and/or performance examination. The positions listed in this bulletin and the Continuous Recruitment Bulletin are open to all individuals who wish to apply.

B. Servicewide Promotional and Transfer Job Opportunities Bulletin:

Where a pool of well qualified persons is available within state service, competition for vacancies may be limited to current state employees.

This bulletin is published on the 3rd Monday of each month and contains promotional and transfer opportunities open ONLY to classified employees in Wisconsin State Civil Service.

EMPLOYMENT TRANSACTIONS

Transfer

A transfer is a movement of an employee from one position to another position in the same classification or counterpart pay rate or pay range to which any of the employee's current positions is assigned.

When an employee transfers to another employing unit outside of UW-Extension a six-month permissive probationary period may be required. Usually no change in pay occurs with a transfer unless the employee's pay is above the maximum of the new pay range. However, since it is not mandatory to retain an employee's pay on a voluntary transfer, pay should be discussed prior to accepting a transfer.

Employees interested in transfers should refer to the contract or call the UW-Extension Classified Personnel Office for specific information.

Promotion

Promotion is the appointment of an employee to a different position in a higher classification. All promotions are competitive and an examination is usually required. A probationary period is required upon promotion to a new position. Salary is increased when an employee is promoted and again after successful completion of the probationary period, subject to the pay range maximum.

An employee with permanent status in a classification may have time off annually, without loss of pay, to compete in promotional exams and subsequent employment interviews if those exams and/or interviews are scheduled during usual work time. Proper advance notice must be given the supervisor. The amount of leave time permitted may differ with each union contract, as well as for non-represented employees. Represented employees should check the contract for specifics.

Demotion

Demotion is the movement of an employee with permanent status in one class to a position in a lower class than the highest position currently held in which the employee has permanent status in class. An employee who moves by voluntary demotion within the same employing unit immediately attains permanent status in the new classification. Movement to an employing unit outside of UW-Extension may require a permissive six-month probationary period.

An employee who voluntarily demotes retains reinstatement eligibility for appointment to positions at the former pay range level for three years from the date of voluntary demotion. Reinstatement during this period is permissive.

Reinstatement

Reinstatement means the act of permissive re-appointment without competition to a position in the same or related job classification in which the person was formerly employed. Re-appointment is made without competition

and can take place within any state agency. Represented and non-represented employees retain reinstatement eligibility for three years following a voluntary termination from state service or a voluntary demotion to a position in a lower class, except in cases of layoff. When an employee who previously obtained permanent status in an employing unit is reinstated to a position in the same employing unit, no probationary period is allowed. An employee reinstated to a different employing unit or state agency may be required to serve a six-month permissive probationary period. An employee who never attained permanent status in the class upon which reinstatement eligibility is based is required to serve a new probationary period upon reinstatement. Reinstatement also may entitle the employee to credit for past state service in determining fringe benefits.

Reclassification

A position may be reclassified to a different classification if a logical and gradual change occurs in the duties and responsibilities of the position, or if the classification is in a series where reclassification to the next higher level is based on the employee's satisfactory attainment of specified education or experience. Job performance must be satisfactory and the changes must be performed for at least six months.

Supervisors may request that the personnel office review an employee's position to see if a reclassification is warranted. In some situations an employee may wish to initiate a request for review. The effective date of the reclassification action is determined by the date it is received in the UW-Extension Classified Personnel Office. If the personnel office concludes that a reclassification is not possible, the employee will be informed, in writing, of the reasons the request is denied and the employee's appeal rights.

If a reclassification is approved, pay is then increased to the Permanent Status in Class Minimum (PSICM) of the new pay range or to one pay step above the current pay, whichever is greater, subject to the pay range maximum.

Reallocation

A position may be reallocated to a different classification or pay range. This may result from a change in the concept of the class; creation of a new class; correction of an error in the previous classification of the position; logical but not gradual change to the duties and responsibilities of a position; change in the level of accountability; or a personnel management survey. Normally, there is not a pay increase associated with this type of transaction.

Resignation

Resigning employees should give written notice to their supervisor. Include last work day, reason for leaving and the new employing department if the future employment is within the University or state system.

Because of the time required to replace an employee and

the need to continue service, employees should provide as much advance notice as possible. Two weeks is an absolute minimum.

Employees must return all keys, equipment and service cards to ensure proper and prompt processing of the final pay check.

FINANCIAL MATTERS

Payroll

For classified employees the pay period is two weeks in length. Pay checks are distributed on the second Thursday of each pay period. If payday falls on a holiday, payment is made on the day preceding the holiday. Employees may choose direct deposit of paychecks by filing a bank authorization card with the Payroll Office.

The following deductions are generally made from each paycheck: Federal Withholding Tax, State Withholding Tax, Social Security, and Wisconsin Retirement Fund Contributions. Employee authorized payroll deductions including those for health insurance, life insurance, saving bonds, credit union, charity, disability insurance, tax sheltered annuity, and/or parking fees are made on a regular basis. Deductions for union dues or fair share contributions depend on bargaining unit and/or union membership.

Pay Rate

Pay rates for classified employees are quoted on an hourly basis. Increases are governed by the union contract for represented employees and by the Division of Classification and Compensation pay plan for non-represented classified employees.

Discretionary Awards

Non-represented permanent employees may receive Discretionary Awards in amounts up to 10 percent of base pay, depending on performance and available funds.

Equity Awards

Permanent non-represented employees may receive equity awards to rectify pay inequities, depending on availability of funds.

Exceptional Performance Awards

Exceptional performance awards may be given to non-represented permanent classified personnel who have passed probation if funds are available. This recognizes exceptional performance not compensated by discretionary awards, equity awards, movement through the pay range or reclassification. For example, an exceptional performance award could be used to recognize an employee who is temporarily expected to perform at a higher level than his/her current classification.

These awards are non-cumulative and are not added to the base pay rate. They are given in lump sum payments of \$100-\$1,000 to eligible employees, including those at pay range maximums.

Length of Service Awards

Non-represented employees with more than five years of state service are eligible for length-of-service awards. These awards are paid at the beginning of the fiscal year (July 1). The schedule of payment is:

5 full years of service \$ 50

10 full years of service	\$100
15 full years of service	\$150
20 full years of service	\$200
25 full years of service	\$250

Similar length of service provisions have been included in some union contracts. Represented employees should check the contract for details.

**Shift and Weekend
Differential**

Most employees regularly scheduled to work at least two hours between 6 p.m. and 6 a.m. or on a weekend may be eligible for shift and/or weekend differential compensation in addition to base salary. To find current shift and weekend differential rates, refer to the union contract or call the unit payroll representative regarding non-represented provisions.

BENEFITS

NOTE: For more details on benefit programs, consult the UW-Extension Staff Benefits Office.

Vacation

After six months of continuous employment, employees are eligible for paid vacation. Specific information regarding exact hours earned is available from the payroll office. Vacation benefits may vary according to union contract. The following generally describes the benefit for full time non-represented permanent employees:

Years Employed	Vacation Hours
During first 5	80
5 to 10	120
10 to 15	136
15 to 20	160
20 to 25	176
25 and over	200

Supervisors make every effort to accommodate vacation requests, but employees should plan and make requests as far ahead as possible.

Holidays

Non-represented employees are entitled to these holidays with pay each calendar year: New Years Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day, and New Years Eve Day. In addition, non-represented employees receive three personal holidays each year.

Union represented employees should check the union contract for holiday information.

Sick Leave

Sick leave assures continuation of pay during absence from work because of an employee's illness or injury, maternity, or attendance to immediate family in illness or death. Employees earn sick leave immediately upon employment at the rate of four hours for each 80 hours of work. Sick leave may be used only if it has been earned, but it accumulates without limit. As a general rule, your supervisor must be notified of the reason for sick leave before or at the very beginning of the regularly scheduled work day.

Family and Medical Leave

An employee is eligible for Family/Medical Leave only if he or she has worked for the state for more than 52 consecutive weeks and has worked for at least 1000 hours during the preceding 52 week period.

There are two types of Family Leave:

1. Unpaid absence from employment to care for a child, spouse, or parent who has a serious health condition. Family leave for this purpose is limited

to two weeks per calendar year.

2. Unpaid absence from employment for maternity, paternity or pre-adoptive foster care. Family leave for this purpose is limited to 6 weeks during a 12 month period. The leave must begin within 16 weeks of the birth or placement of the child.

Medical leave is unpaid absence from employment due to a serious personal health condition which makes the employee unable to perform his or her employment duties. Medical leaves are limited to 2 weeks per calendar year. An employee may be required to provide certification of the serious health condition.

Any combination of family leaves may not exceed 8 weeks in a calendar year. Any combination of family and medical leaves may not exceed 10 weeks in a calendar year.

Family/Medical Leave is unpaid. However, employees are required to use accrued sick leave simultaneously during absences for which accrued sick leave is otherwise available. An employee may elect to use accrued sick leave or other paid leave during Family/Medical Leave absences for which accrued sick leave is otherwise unavailable.

**Leave of Absence
Without Pay**

Leaves of absence without pay may be granted for educational purposes, work experience benefiting future state employment, illness, maternity, paternity, exceptional personal reasons, or military service.

An employee may apply for a leave of absence through his/her supervisor. Further information is available through the UW-Extension Classified Personnel Office.

Military Duty

Military leave of absence for annual field training (National Guard, State Guard and Reserve Corps) will be granted to any permanent employee who will be absent from work at least three days but no longer than 30 scheduled work days. During this period, an employee can choose to receive either base state pay or military pay. If state pay is selected, an employee will receive base state pay minus the base military pay received for those scheduled work days. This reduction, however, will not be more than the base state pay. Employees who elect to use vacation during this period of absence will be able to collect both military and vacation pay.

This policy applies to represented and non-represented classified employees.

Jury Duty

Employees called to jury duty during regularly scheduled work periods do not have to use vacation time or sick leave. The employee on jury duty will receive regular salary in addition to juror pay. Employees are expected to report for work when not needed for jury duty.

Wisconsin Retirement System	The UW-Extension contributes to each eligible employee's account with the Wisconsin Retirement System. Several benefit options are available upon retirement. Benefits are also paid upon termination of employment, disability or death.
Worker's Compensation	<p>All employees are covered by Wisconsin Worker's Compensation and are eligible for medical and disability benefits for work-related injuries. Such work-related injury or accident must be reported immediately to your supervisor.</p> <p>An accident report form must be completed by the employee and the supervisor immediately and submitted to the unit personnel representative in order to make a claim.</p>
Unemployment Compensation	After lay-off or termination, employees may be eligible for Unemployment Compensation benefits. The State Department of Industry, Labor, and Human Relations (DILHR) determines eligibility.
Merit Award Program	Employees may participate in the State of Wisconsin Merit Award Program by submitting ideas for new methods, procedures, or materials resulting in substantial employer savings or improvement in morale, safety, or public service. The state presents individual cash awards of up to \$1,000 for winning suggestions. Merit Award information is posted on bulletin boards and is available from the unit personnel representative.
Liability Protection	State employees generally have liability protection in accordance with s. 895.46(1) Wisconsin Statutes. The state plan protects employees from liability resulting from their conduct while engaging in their duties as employees, regardless of where the incident occurs, if the employee is acting within the scope of his/her employment activities and notifies the University immediately of the incident. Legal defense, judgments, or negotiated settlements then become the state's obligation.
Voting Time	Employees eligible to vote who find it impossible to vote during non-working hours will be allowed reasonable time off, with pay, to vote. If this happens, give your supervisor a written statement at least two working days before the election date, stating the reason you need time off, the location of the voting place, and the amount of time required.
Career Development	The University of Wisconsin-Extension believes its employees are its most valued resource. In order to develop that resource to its full potential, employees are encouraged to actively seek and pursue opportunities to upgrade their knowledge, skills and abilities so that they grow and develop in their careers.

Supervisors, lead workers or experienced staff will provide coaching, counseling and on-the-job training. Other training opportunities are offered within the University as the need arises. Employees may be directed or asked to attend job related conferences, workshops, seminars or credit and non-credit courses offered within the community by various educational institutions or other organizations.

"Job related" training programs are intended to help employees improve current job performance. When management directs employees to attend these programs, UW-Extension will reimburse reasonable costs in accordance with the University guidelines and/or the appropriate collective bargaining agreement.

Employees and their supervisors may also identify "career-related" training and educational opportunities. These are intended to enhance career development or growth within an employee's field.

UW-Extension wants employees to maximize their chances to achieve personal goals. Every effort will be made to accommodate each employee's desire for appropriate employee development within funding, scheduling and other limitations.

**Tuition
Reimbursement**

Employees who desire training or course work related to their job or career, may request reimbursement for a portion of tuition costs. The employee must receive advance authorization for tuition reimbursement before enrolling in a job or career-related course. However, completing the course is not an employment requirement. Such a request probably will be approved when:

- a) The proposed study will help an employee progress in a related career path. (Represented employees should refer to the appropriate union contract for definitions.)
- b) Funding exists to cover the cost of tuition reimbursement.
- c) The employee's responsibilities can be covered effectively by alternate arrangements during his/her absence for class attendance without reduction of service or additional cost.

A Request for Authorization to Reimburse Employee Fee/Tuition form must be completed and approved by the supervisor, department chairperson, dean/director, and UW-Extension Classified Personnel Office before the employee begins the training.

The employee will be granted full or partial tuition reimbursement after presenting evidence of successfully completing the course of study (either the instructor's signature, a grade report, or a letter from the registrar). At that time, a Travel Expense Report should be submitted with the evidence of successful completion of the course (attach Request for

Authorization to Reimburse Employee Fee/Tuition form) and a fee receipt. An individual must still be employed by UW-Extension at the time of completion of the course of study to be eligible for reimbursement.

Coursework usually is completed during hours of leave without pay or on the employee's own time, although adjustment of hours or the use of accrued compensatory time or annual leave may be arranged if the supervisor or chairperson can certify that the work of the unit will not be impaired as a result.

SERVICES

The following are services made available to UW-Extension employees.

Employee Assistance Program

It is the policy of UW-Extension to maintain an Employee Assistance Office (EAO) and to promote its services at all organizational levels and locations in order to help employees and their immediate family members or significant others deal with personal, work-related, behavioral or medical problems.

The staff of the EAO provide a variety of services including problem consultation/assessment, information about community resources, educational programs, and appropriate referrals of individuals in need of help. The EAO staff attempt to ensure that the costs of any recommended services are within an individual's financial means. Benefits provided by the person's health care plan, sliding fee scale community resources, University resources and self-help groups are utilized whenever possible. There is no charge for the services of the EAO staff.

Credit Unions

Employees of the UW-Extension are eligible to join the University of Wisconsin Credit Union, UW Employees Credit Union, and the State Capital Employees Credit Union. A description of services can be obtained from the individual credit union.

Identification Card

All classified staff must obtain a staff identification card. The id card may be used to identify employees as well as entitle the employee to reduced rates at UW-Madison recreational facilities.

University Libraries

More than 20 libraries serve the University community. Employees can use materials according to library regulations by presenting the UW-Madison Affiliated ID Card.

Bus Service

UW-Madison Campus buses run at frequent intervals and there are transfer points to Madison Metro buses. For information about University routes and schedules, call the UW-Parking Office at 263-6666. Obtain information about city bus service by calling the Madison Metro Bus Company at 266-4466.

Parking

Parking may be available to employees according to parking allocation criteria. The fees are payable by payroll deduction or by cash payment. Employees can obtain further information about lot location, cost, and parking allocation from the University Parking and Transportation Office (263-6666). Handicapped employees needing special accommodations should also contact the Parking and Transportation Office.

WORK RULES

Work Guidelines

To provide all employees the structure and parameters of discretion allowed them, the University of Wisconsin Board of Regents, as part of its responsibility under law, has established the following code for personal conduct.

Engaging in one or more kinds of prohibited conduct by a classified employee may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the action and/or the number of infractions. See Section 230.34, Wisconsin Statutes and the collective bargaining agreements.

Prohibited Conduct

I. Work Performance

- A. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- B. Loafing, loitering, sleeping or engaging in unauthorized personal business.
- C. Unauthorized disclosure of confidential information or records.
- D. Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
- E. Failure to provide accurate and complete information whenever such information is required by an authorized person.
- F. Failure to comply with health, safety and sanitation requirements, rules and regulations.
- G. Negligence in performance of assigned duties.

II. Attendance and Punctuality

- A. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- B. Unexcused or excessive absenteeism.
- C. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
- D. Failure to notify the supervisor promptly of unanticipated absence or tardiness.

III. Use of Property

- A. Unauthorized or improper use of University property or equipment, including vehicles,

telephone or mail service.

- B. Unauthorized possession or removal of University or another person's private property.
- C. Unauthorized posting or removing notices or signs from bulletin boards.
- D. Unauthorized use, lending, borrowing or duplicating University keys.
- E. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

IV. Personal Actions and Appearance

- A. Threatening, attempting, or doing bodily harm to another person.
- B. Threatening, intimidating, interfering with, or using abusive language towards others.
- C. Unauthorized possession of weapons.
- D. Making false or malicious statements concerning other employees, supervisors, or students of the University.
- E. Use of alcoholic beverages or illegal drugs during working hours.
- F. Reporting for work under the influence of alcoholic beverages or illegal drugs.
- G. Unauthorized solicitation for any purpose.
- H. Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- I. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- J. Failure to exercise good judgment or discourtesy in dealing with fellow employees, students, or the general public.

In addition to these guidelines, a department may have additional rules that address specific work conditions in the department. These rules are given to employees by the department.

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