



## 1. Policy Statement

Facilities Planning and Management (FP&M) encourages and supports employee participation in campus shared governance groups, and other non-shared governance committees convened by the university and other appropriate government and professional organizations.

## 2. Purpose

To provide FP&M staff and supervisors with guidance on the procedures that support participation on committees while also ensuring the ability of FP&M to meet the day-to-day operational needs of the campus.

## 3. Definitions

**Committee:** This policy uses the term “committee” to mean any group of people convened to address a specific organizational task. Other terms included in this definition include: task force, work group, advisory council, focus group, board, and work team.

**Shared Governance committees:** Shared governance groups offer academic staff, classified staff, faculty, and students, a role in making significant decisions concerning the operation of the university. Shared governance principles are specifically noted in State statute and Board of Regents policy. Participation in a shared governance group may include elected office or participation on a committee.

**Non-shared governance committees:** There are many ways that an employee may be asked by FP&M to contribute to university operations outside of the formal shared governance structure. Examples of these groups include:

1. Division-wide groups are formed within FP&M to address issues or initiatives (e.g., Engagement, Inclusion, and Diversity Team, Graphics Application Management Team, Policy Advisory Review Group, etc.);
2. University-wide groups formed by campus units to address issues or initiatives (e.g., HR Design, Search and Screen committees, Administrative Process Redesign teams, etc.);
3. Non-university groups formed by a municipality or state agency which may ask for university representation. (e.g., State transportation initiative, neighborhood planning committees, etc.); and,
4. Career-related involvement in a professional organization (e.g., American Institute of Architects (AIA), Society for College and University Planning (SCUP), APPA, etc.).



## 4. Scope

The policy applies to all FP&M employees; however, certain procedures may differ among academic staff, exempt and non-exempt classified staff.

The policy does not govern participation in groups created at the department or work unit level.

## 5. Procedures

### Shared governance committees

1. All FP&M staff are eligible to participate in shared governance committees. Staff may join a committee or place their name on a ballot for a shared governance elected position.
2. Employees elected or appointed to shared governance committees should inform their supervisor of their status as soon as possible.
3. A supervisor may withhold approval to participate in specific committee meetings, on those infrequent occasions when a situation requires that all employees participate in a critical unplanned operational need (e.g., emergency snow removal, hazardous material clean-up, flood, etc.). Supervisors are expected to make reasonable accommodations to facilitate employee participation, subject to operational necessities. Supervisors are expected to be fair and consistent with their application of the policy and maintain a record of all denials. The manner in which these records are maintained is up to individual departments.
4. An employee will be in pay status when conducting committee business during regularly scheduled work hours.
5. The pay status for shared governance committee activities that occur outside the regular schedule may result in overtime or the need to flex work schedules, for non-exempt employees. If participation may cause either of these situations, the employee must submit a request to their supervisor prior to going into overtime status. Supervisor may require approval from the Deputy Associate Vice Chancellor (AVC) or AVC prior to going into an overtime pay status.
6. In general, FP&M will be supportive of occasional overtime that occurs as a result of approved committee participation.

### Non-shared governance committees

1. An employee may not accept an invitation to join a non-shared governance committee without first requesting approval from their supervisor. The supervisor may deny the approval if the committee appointment significantly conflicts with the operation of the work unit. Each



department within FP&M will develop a procedure for documenting committee participation denials. An employee may appeal the denial of a committee participation request to FP&M department director, or if necessary, the Deputy AVC or AVC.

2. Employees will provide their supervisors with a schedule of meetings associated with the committee and will follow work unit procedures for reporting anticipated absences due to committee participation.
3. A supervisor may withhold approval to participate in specific committee meetings, on those infrequent occasions when a situation requires that all employees participate in a critical unplanned operational need (e.g., emergency snow removal, hazardous material clean-up, flood, etc.).
4. A supervisor may deny an employee's request to serve on multiple committees, if the time commitment significantly interferes with work unit operations. Supervisors are expected to make reasonable accommodations to facilitate employee participation, subject to operational necessities.
5. An employee will be in pay status when conducting committee business during regularly scheduled work hours.
6. The pay status for non-shared governance committee activities that occur outside the regular schedule may result in overtime or the need to flex work schedules, for non-exempt employees. If participation may cause either of these situations, the employee must submit a request to their supervisor prior to going into overtime status. Supervisor may require approval from the Deputy AVC or AVC prior to going into an overtime pay status.
7. In general, FP&M will be supportive of occasional overtime that occurs as a result of approved committee participation.

## 6. References

Wisconsin Stats. Chapter 36-University of Wisconsin System

## 7. Approvals and Revisions

Approved by Associate Vice Chancellor, William M. Elvey, P.E.

Signature

W. M. Elvey

Date:

5/13/15



### 8. Contacts

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### Next Review Date:

Policy Number	710-AVC-HR
Effective Date	
Date Approved	
Revision Date	