



## Facilities Planning & Management

UNIVERSITY OF WISCONSIN-MADISON

# EMPLOYEE HANDBOOK

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Facilities Planning & Management



# Welcome!

Welcome to the Division of Facilities Planning and Management (FP&M)!

You have joined an organization of over a thousand people in providing services critical to the operation of the University of Wisconsin-Madison. The many tasks that we perform, often behind the scenes, ensure that the buildings, grounds, sustainability, utilities, and infrastructure support the education, research, and outreach mission of the university.

The varieties of jobs within FP&M require a talented and diverse workforce. To be successful, we depend on all our employees to excel at customer service and to work collaboratively with other FP&M employees, faculty, staff, students, and the campus community. All employees are encouraged to be open to new ideas, learn from each other, and treat co-workers and customers with dignity and respect. We believe that a positive and enjoyable workplace is vital to the success of our employees, our organization, and the University.

Thank you for joining FP&M. I hope you find this a welcoming and rewarding place to work.

Sincerely,

Your Core Leadership Team

**Cindy Torstveit** | Associate Vice Chancellor Facilities Planning & Management

**Margaret Tennesen** | Deputy Assoc Vice Chancellor Facilities Planning & Management

**Christopher Strang** | Assistant Vice Chancellor Environment, Health & Safety

**James Bogan** | Executive Director (Interim) of Physical Plant

**Kip McMahan** | University Architect and Director Facilities Planning & Delivery

**Patrick Kass** | Director of Transportation Services

**Missy Nergard** | Director Office of Sustainability

# Table of Contents

Welcome! .....	2
Table of Contents .....	3
Our Mission, Vision, Core Values .....	5
Our Organization .....	5
FP&M Organizational Chart .....	6
Overview of Facilities Planning & Management .....	7
Facility Planning & Delivery .....	7
Environment, Health & Safety .....	7
Physical Plant .....	7
Transportation Services .....	8
Sustainability .....	8
Office of the Associate Vice Chancellor .....	8
Employment Information .....	9
Wiscard .....	9
NetID .....	9
MyUW .....	9
Work Environment .....	11
Engagement, Inclusion, and Diversity .....	11
Definitions and Resources .....	12
Workplace Bullying .....	12
Unlawful Harassment .....	12
Sexual Harassment .....	12
Consensual Relationship .....	12
Violence in the Workplace .....	13
Child Abuse Reporting .....	13
Performance Management .....	14
Performance Management Policy and Resources .....	14
Probation .....	14
Annual Performance .....	14
Criteria for Success .....	14

Employment Categories .....	15
Academic Staff .....	15
University Staff .....	15
Limited Appointment .....	15
Temporary Employees (TE) .....	15
Student Employees .....	15
Project Appointment .....	15
Work Rules .....	17
Work Schedules .....	17
Payroll and Timesheets .....	17
Requests to Use Leave Time .....	17
Check Leave Balances .....	17
FLSA – Fair Labor Standards Act .....	17
Paychecks .....	18
Earning Statements .....	18
Meal Breaks .....	18
Rest Breaks .....	18
Workforce and Other Employment Information: .....	19
Resignation/ Retiring/ Transfer/ Demotion .....	19
Address Change .....	19
Use of Communication Devices .....	19
Inclement Weather Guidelines .....	19
Smoke-Free Workplace .....	19
Impairment, Use of Alcohol, and Illegal Drugs .....	20
Driver Authorization .....	20
Campus Policies .....	21
FP&M Policies .....	21
Academic Staff Policies and Procedures (ASPP) .....	21
Human Resources Policies and Procedures .....	21
Wisconsin Administrative Code .....	21
Wisconsin’s Public Records Law: Guidelines for Employees .....	21

IT Policies .....	21
FP&M Human Resources .....	22
Campus Resources for Employees .....	23
Employee Assistance Office (EAO) .....	23
Ombuds Program .....	23
Cultural Linguistic Services (CLS) .....	23
Campus Safety .....	23
Workplace Safety .....	23
Worker's Compensation .....	24
UW Transportation Services .....	24
Travel Information .....	25
UW Recreational Sports Facilities .....	25
Reference to the Office of Human Resources .....	26

## Our Mission:

- Providing excellence in facilities and services for our university community

## Our Vision:

- An inclusive and diverse team, working together to provide exceptional service for our university community.

## Our Core Values:

- People-centered (inclusive, engaged, diverse and customer-focused)
- Stewardship (sustainable, effective and efficient use of resources)
- Integrity (trust, respect, accountability)
- Innovation and discovery (through continuous learning and improvement)
- Safety (ensuring a safe and healthy campus environment)



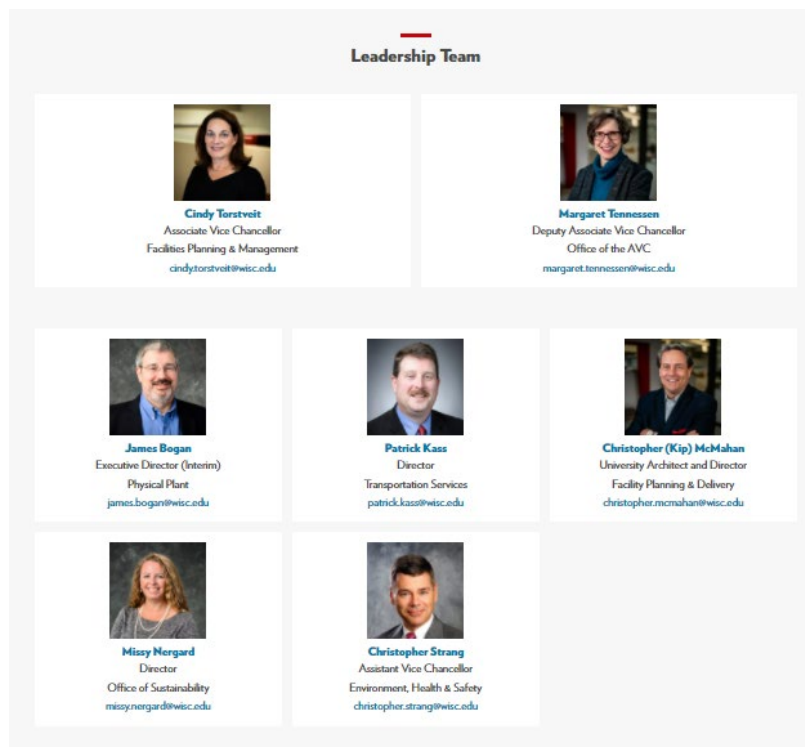
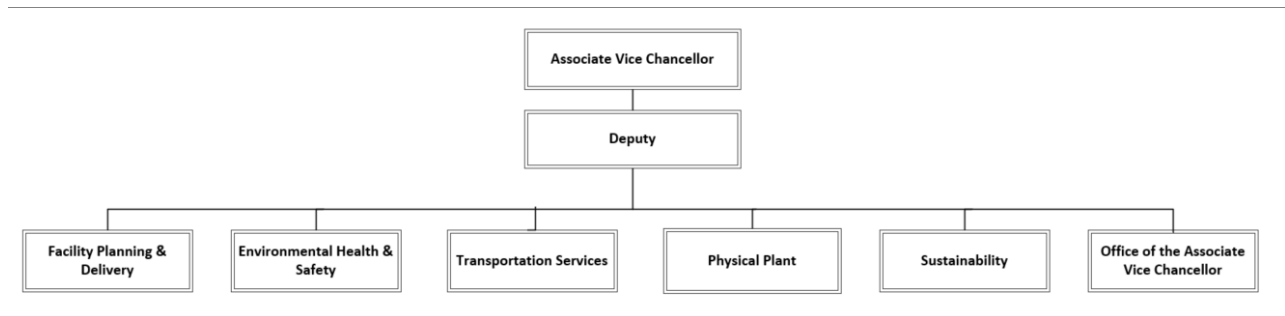
*Providing Excellence in Facilities and Services for our University Community*

## Our Organization

The Division of Facilities Planning and Management (FP&M) is a large organization of over 1300 employees who work in various locations across the UW-Madison campus. Each department reports to the Associate Vice Chancellor of Facilities Planning & Management, who in turn reports to the Vice Chancellor for Finance & Administration. The organization provides services that are critical to the development, maintenance, and safe operation of university buildings, grounds, and transportation systems.

FP&M supports the needs of the University of Wisconsin-Madison campus by providing services to 65,000 customers (faculty, staff, and students) in 25 million gross square feet of building space in more than 400 buildings on 938 acres (main campus) of property, which includes 7,000 open landscape trees, 50 miles of paths and walkways, 12 miles of streets, 106 parking lots containing 13,000 parking spaces and nearly 13,000 bike parking spaces.

### FP&M ORGANIZATIONAL CHART



# Overview of Facilities Planning & Management

Listed below are overviews of the departments within FP&M. FP&M's website is: [www.fpm.wisc.edu](http://www.fpm.wisc.edu)

## **FACILITY PLANNING & DELIVERY**

Facility Planning & Delivery consists of four integrated units:

- **Campus Planning** leads UW-Madison's long-range physical planning and landscape architecture activities, including development of the Campus Master Plan. Other stewardship includes managing the Lakeshore Nature Preserve; supporting historic and cultural resources; and addressing facility ADA issues. Campus Planning also liaisons with municipal government agencies and adjacent neighborhoods.
- **Capital Planning** is responsible for developing the biennial capital budget. It produces reliable budgets for capital project costs aligned with proposed building programs, work scopes, and timelines. Capital Planning reconciles the limits and guidelines for project funding in the State of Wisconsin, the UW System Administration, and the UW-Madison gift/grant program.
- **Project Delivery** represents the university and serves as the project managers for the design and delivery of new facilities, additions, utility improvements, and large-scale remodeling projects, including management of all major university gift/grant-funded facilities projects. This group is also charged with maintaining campus design standards and delivering projects on time and on budget.
- **Space Management and Real Estate** oversees the planning and assignment of physical spaces in support of the University's teaching, research, and outreach mission. This group manages space allocation, analyzes usage data to promote optimal usage of campus spaces, manages real estate and lease transactions, and supports multimedia classroom technology.

## **ENVIRONMENT, HEALTH & SAFETY**

Environment, Health & Safety (EHS) provides guidance, technical consultations, and expertise to the campus community in the areas of biological, chemical, environmental, engineering, radiation, and fire safety. Environmental and Occupational Health joined FP&M in FY20 and provides the additional services of food safety, water and air quality, occupational health, and associated services.

## **PHYSICAL PLANT**

Physical Plant is the largest FP&M organizational unit and is responsible for the operation and maintenance of campus buildings, grounds, and utilities. Design resources, construction by the trades, and specialized facilities services are available for departmental requests and remodeling projects on a fee-for-service basis.

Physical Plant provides services in the following areas:

- **Maintenance and Operations** provides construction, renovation, and maintenance services to the university's 400+ buildings and other facilities.
- **Architects and Engineers** designs and manages the construction of non-capital renovation projects.



- **Services** help operate, maintain, and enhance the physical facilities of the University. These services include custodial, rubbish collection, recycling, landscaping, pest control, snow removal, mail delivery, road and parking lot maintenance, and moving and truck service.
- **Utilities and Energy Management** manages the university's heating and cooling plants, as well as the campus utility distribution system.
- **Facilities Management** serves as a client liaison to our campus customers and develops requirements for maintenance, repair, and recapitalization; receives work from customers/supported departments; sets priorities of work; manages current year maintenance funds, provides input for budgets; and develops and manages short and long range campus maintenance plans.

## **TRANSPORTATION SERVICES**

Transportation Services is an auxiliary operation that is self-funded through parking revenues and is responsible for the coordination and administration of all parking and transportation-related services for the campus community, including parking permits, lot operations and enforcement, fleet services, transportation planning, and the development of multimodal transportation options.

## **SUSTAINABILITY**

The Office of Sustainability is newly formed within FP&M and aligns research and education on sustainability with campus operations in the service of environmental, economic, and social responsibility to people and the planet.

## **OFFICE OF THE ASSOCIATE VICE CHANCELLOR**

The Office of the Associate Vice Chancellor provides administrative support services to all FP&M units in the areas of budget and finance, full-service business operations and purchasing, human resources, and communications.

## Employment Information – *What you need to get started*

### **WISCARD:**

University employees are provided with a UW photo ID card (WISCARD) which is required for a variety of reasons:

- Serves as your building access card
- Transportation Services programs (see page 19)
- Use of Recreational Sports facilities (see page 19) and campus libraries
- Obtained at Union South, 1308 Dayton Street, Room 149. [www.wiscard.wisc.edu](http://www.wiscard.wisc.edu)

### **NETID:**

A personalized NETID is required for accessing:

- MyUW,
- Earnings Statement
- WiscMail
- Annual parking applications
- Other UW portal websites
- If you have issues with your NetID, you can contact the DoIT Help Desk:  
<https://kb.wisc.edu/helpdesk/>

### **MYUW:**

MyUW provides staff with an easy-to-use, secure gateway to online information. Login with your NetID.

It is important to have the following tiles added to your [MyUW](http://my.wisc.edu) (my.wisc.edu) homepage. If you do not see a tile related to one of these areas, follow these directions:

- Go to my.wisc.edu
- In the white search bar on the top of the screen, search for the name of the app (below) that you are missing.
- Click “Add to Home”.
- It will now appear as one of the blocks on your MyUW homepage.

**Add these tiles to your homepage:**

- **Inside FP&M:** Online resources for employees of the Division of Facilities Planning and Management
- **Personal Information:** View and update your personal information, including your primary/legal name, office and home addresses.
- **Benefits:** Summary information about your current benefit enrollments and links to your WRS Statement of Benefits,
- **Payroll Information:** View earnings and tax statements, and update tax information and direct deposit.
- **Time and Absence:** View and update your absence and leave balances, time entry record, and leave reports.

- **Performance Management:** A tool to facilitate documented conversations between managers and employees.
- **Multi-Factor Authentication:** Manage Multi-Factor Authentication devices and preferences to secure your logins.
- **LinkedIn Learning:** Expansive set of self-paced software online training tutorials, formerly known as Lynda.com. Learn to use software from Adobe, Apple, Microsoft via free online software training videos
- **Google Apps:** Access your UW-Madison account for Google Drive, Hangouts, Google+. Use your wisc.edu email to login – do NOT use your personal gmail account if you have one.
- **Box:** Access your UW-Madison Box account – a tool for file sharing.
- **Canvas:** Access your courses in the Canvas learning management system.
- **Travel and Reimbursement:** Launch access to TravelWise to calculate travel per diems, contact Fox World Travel and view travel alerts, Concur to book airfare, lodging, and vehicle rental for a UW trip, E-Reimbursement policies/procedures.



## Work Environment

FP&M works to provide exceptional service for our university community. We all have a responsibility to create and support an environment where we can feel connected to our work, are supported, valued and respected, and are able to fully contribute to the mission of the university.

We will not tolerate discrimination, harassment or bullying in any form. If you have any concerns about discrimination, harassment or bullying, or want to file an official complaint you may contact the following:

- **FP&M Contact:** FP&M Human Resources Manager 608-262-2692; (30 N. Mills Street, Room 362H, Madison, WI 53715)
- **UW-Madison Contact:** Workforce Equity & Diversity  
608-263-2378 (voice); 608-263-2473 (WI Telecom Relay 7-1-1)  
Room 179A Bascom Hall (500 Lincoln Drive Madison, WI 53706)
- **Supervisor/Manager**

## ENGAGEMENT, INCLUSION, & DIVERSITY (EID) – WHAT IS IT?

- **Engagement.** Employees feel valued by their organization, find pride and personal meaning in their work, and are willing to go “above and beyond” for their employer.
- **Inclusion.** Employees have a sense of belonging and of being respected for who they are and as a contributing member of the team. Barriers to contribution and negative biases are eliminated, allowing employees to feel respected and give their personal best.
- **Diversity.** Employees possess the range of human qualities that impact and influence how people are perceived and how they behave, including (but not limited to) age, gender, race, ethnicity, color, physical and mental attributes, sexual orientation, marital status, spirituality, education, values and beliefs. To capitalize on diversity, the work environment must allow the organization to leverage the strengths and talents of all employees.

Meet our Engagement, Inclusion & Diversity (EID) team and learn about how the committee of FP&M staff from all departments develops strategies to increase employee engagement, inclusion, and leverage diversity across FP&M. <https://inside.fpm.wisc.edu/eid/>

## WHAT THE EID TEAM DOES

The EID committee members assist with administering a bi-annual employee survey, analyzing the results, and sharing the results with FP&M departments. They use the survey results to prioritize issues to address and develop goals, strategies, and a plan that is implemented through work teams.

The committee also carries out activities to improve communication through improved access to information for all employees, as well as advise and counsel the AVC, Deputy AVC, and FP&M Directors on EID-related matters.

## Definitions & Resources

### **WORKPLACE BULLYING**

Bullying is unwelcome behavior that a person would find hostile or intimidating and does not further the University's academic or operational interests. Bullying can be perpetrated by an individual acting alone or by a group of individuals acting together. The perpetrator of the bullying need not be more senior or supervisor of the target of the bullying, although a power differential might make the bullying more severe. Bullying behavior may include, but not limited to:

- Abusive language (spoken or written) directed at another in the workplace, such as derogatory remarks or epithets.
- Unwanted physical contact.
- Exclusion or isolation of another in the workplace.
- Sabotage of another's work.
- Abuse of authority, such as utilizing threats or retaliation instead of legitimate management techniques.
- Overt acts of bullying include, physical, verbal, or written actions, including the use of condescending, humiliating, or mocking language or gestures.
- Covert acts of bullying include, excluding behavior such as ignoring, dismissing, or spreading rumors about a person.

### **UNLAWFUL HARASSMENT**

- Unwelcome verbal or physical conduct based on any protected status is considered harassment when the conduct is sufficiently severe or pervasive enough to create a hostile work environment.
- A supervisor's harassing conduct results in a tangible change in an employee's work status or benefits. Unlawful harassment also prohibits retaliation against persons who assert their rights under the law.
- Report incidents within 300 days.

### **SEXUAL HARASSMENT**

Occurs when verbal, non-verbal and/or physical conduct is:

- Unwelcome sexual advances
- Requests for sexual favors
- Of sexual nature and/or based on gender (including same-gender harassment)
- Sufficiently severe and pervasive as to create a hostile, intimidating or offensive environment and interferes with a person's work performance and/or employment status
- For more information: <https://compliance.wisc.edu/titleix/>

## **CONSENSUAL RELATIONSHIP**

There are professional risks associated with consensual romantic and/or sexual relationships between a supervisor and one of their employees. The supervisor must report the relationship to:

- His or her supervisor
- Department Director or
- FP&M Human Resources Manager

## **VIOLENCE IN THE WORKPLACE**

Disruptive behavior at work is prohibited. This also includes violent acts against employees or property. An individual may:

- Call 911 if physically threatened
- Call 608-264-2677 for non-emergency UW Police Department
- Report incident to supervisor
- Report incident to FP&M Human Resources
- Seek assistance from Employee Assistance Office at 608-263-2987

## **CHILD ABUSE REPORTING**

If you witness or receive a firsthand report of child abuse or neglect on or near campus, Wisconsin law requires that you report the incident to university officials. This is mandated by WI Executive Order #54 and Wis. Stat. § 48.981 (2) (a).

When witnessing or receiving a firsthand report of child abuse:

- Call UW Police Department 608-264-2677 (911 if an emergency)
- Report incident to Office for Equity & Diversity (mandatory)
- Report incident to FP&M Human Resources Manager
- Report incident to supervisor



# Performance Management

## **PERFORMANCE MANAGEMENT POLICY AND RESOURCES**

Facilities Planning & Management (FP&M) is committed to supporting all employees to meet their career and professional goals, as well as supporting the university's need to maintain a high-performing workforce.

Find information, training modules and resources for how to actively engaging in your Performance Management and Development Planning at the Inside FP&M Performance Management page:

<https://inside.fpm.wisc.edu/hr/performance-management/>. Find the UW-Madison Performance Management Policy in the campus policy library: <https://policy.wisc.edu/library/UW-5018>

## **PROBATION**

Employees who are on probation receive performance reviews at 30 days, mid-evaluation period, and end evaluation period. There may be situations that result in an extension of a probationary period and/or additional performance reviews.

## **ANNUAL PERFORMANCE**

All employees are reviewed annually. To learn more about the timeline process and how to prepare, please visit FP&M's Performance Management website: <https://inside.fpm.wisc.edu/hr/performance-management/>

## **CRITERIA FOR SUCCESS**

Criteria for Success reflect key skills and competencies that employees are expected to demonstrate. Find developmental opportunities sorted by the Criteria for Success in the [Position Specific Training tool](https://inside.fpm.wisc.edu/training/): <https://inside.fpm.wisc.edu/training/> on Inside FP&M, Training & Development page as well as other optional developmental resources. <https://inside.fpm.wisc.edu/training-development/>

- Work Performance
- Communication & Working Relationships
- Dependability
- Customer Service
- Safety
- Accountability
- Engagement, Inclusion & Diversity
- Acts as a Leader (supervisors only)
- Planning and Continuous Improvement (supervisor only)
- Fiscal Management (supervisor only)
- Professional Expertise (supervisor only)

## Employment Categories

**ACADEMIC STAFF:** A professional and administrative employee whose duties are exempt from the overtime provisions of the federal Fair Labor Standards Act (FLSA) and who performs work that is primarily associated with a higher education institution or its administration.

**UNIVERSITY STAFF:** An employee who is non-exempt from the overtime provisions of the federal Fair Labor Standards Act (FLSA) and therefore is eligible to receive overtime for all hours worked over forty in a pay period. University Staff appointments may be ongoing or Fixed-term Finite.

- Note: During the transition to the new human resource structure, FLSA-exempt University Staff employees were able to choose either to move to an Academic Staff appointment or to stay in the employee's University Staff appointment. Employees in an exempt position are not subject to the FLSA provisions applicable to non-exempt University Staff. If an employee chooses to remain in a University Staff appointment, the exempt position will become Academic Staff when the employee leaves the position.

**LIMITED APPOINTMENTS:** Limited Appointments are special appointments to designated administrative positions using unclassified titles, and are made for persons involved directly in formulating, interpreting, and monitoring policies and/or major programs on behalf of the administrative officer with whom such policies and/or program directions originate. Limited appointees serve at the pleasure of the authorized official who made the appointment, and usually do not have a set period of time.

**TEMPORARY EMPLOYEES (TE):** Limited Term Employment is non-career employment of short duration which does not permit attainment of permanent status in class and for which the use of normal procedures for recruitment and examination are not practicable.

LTE's are only allowed to work 1,043 hours for a twelve-month period from the date hired.

LTE's are not eligible for leave benefits (no vacation, sick leave, paid holidays, etc.)

**STUDENT EMPLOYEE:** Anyone who is registered as a student in the University of Wisconsin System, MATC, Edgewood College, etc., and is hired on a part-time basis to assist faculty and staff in fulfilling the obligations of their position.

A student employee must remain registered throughout the semester. If student access is not maintained for the semester the employee is required to contact the supervisor.

Must be registered during the current semester and to be eligible for summer employment, must have been enrolled in the prior spring semester or accepted for the following semester.

When a student graduates, he/she can only remain on the payroll through the pay periods in which they graduate and then must be removed for the payroll.

**PROJECT APPOINTMENT:** Project appointments must be at least 600 hours per year in a planned undertaking which is not a regular or continuing function of an agency and which has a probable duration of less than four years.

Rights NOT granted to Project Employees:

- Permanent status in class
- Appeal for terminations
- Layoff, reinstatement, restoration, or displacement rights to any permanent, seasonal, or session position unless that right was previously earned in a permanent, seasonal, or session position.



## Work Rules

In addition to the UW System work rules, your department may have further interpretation of the Work Rules which must be followed. Check with your supervisor if you did not receive a work rule interpretation document.

### **WORK SCHEDULES**

Work schedules vary throughout FP&M. Your supervisor will inform you of your work schedule.

### **PAYROLL AND TIMESHEETS**

Check with your supervisor to determine the appropriate procedure for recording your time. If you are required to submit an electronic timesheet, you will receive instructions on how and when to submit your hours worked and leave time for supervisor approval.

- Total hours worked are rounded to the nearest quarter as follows:

<u>Minutes</u>	<u>Quarter Minutes</u>
01.0 - 07.5	.00
07.5 - 22.5	.25
22.5 - 37.5	.50
37.5 - 52.5	.75
52.5 - 60.0	1.0

Time sheets must be submitted before noon on the Monday following a payday. It is the employee's responsibility to ensure accurate leave balances are submitted.

### **REQUESTS TO USE LEAVE TIME**

Requests to use leave time usage should be approved by your supervisor in advance of the time to be taken off. Your supervisor has the responsibility of ensuring that the workload demands are met in a timely manner. Check with your supervisor on how to request time off.

### **CHECK LEAVE BALANCES**

Go to the Time & Absence tile on MyUW to check balances.

### **FLSA - FAIR LABOR STANDARDS ACT**

The FLSA provides a set of standards to determine which jobs are covered by the act ("non-exempt") and which jobs are not covered ("exempt"): <https://hr.wisc.edu/flsa/>

Non-exempt positions are considered hourly positions and must receive overtime pay or compensatory time for hours worked over 40 in a workweek.

Exempt positions are considered salaried positions and do not normally receive additional compensation for overtime work.

## **PAYCHECKS**

While direct deposit of your paycheck is strongly encouraged, employees who are unable to do direct deposit may obtain their pay through a debit card. Debit cards are mailed to your home address.

## **EARNING STATEMENTS**

Employees may obtain their earnings statements electronically by accessing "My UW" utilizing their NetID.

## **MEAL BREAKS**

Employees working more than six consecutive hours must take a minimum of a 30-minute unpaid meal break. Check with your supervisor for the length of your scheduled meal break (most are either 30 minutes or 45 minutes). Exceptions to the 30-minute meal break must be authorized by FP&M Human Resources. Breaks may not be taken at the beginning or end of a workday.

## **REST BREAKS**

Employees are entitled to two 15-minute paid breaks per eight-hour workday; one rest break to be taken before the meal break and the second rest break after the meal break. Scheduling of breaks is based on the operational needs of the work unit. In the event that an employee does not get a break, the break will be lost. Breaks may not be taken at the beginning or end of a workday or accumulated. Employees who work less than four hours are not entitled to a break, neither paid nor unpaid.

## Workforce and Other Employment Information

### **IMPORTANT EMPLOYMENT COMMUNICATIONS**

Important information regarding health & safety, benefits, payroll, workplace environment policies and general employee communications will be sent to employees via their wisc.edu email address. It is important that employees check their email regularly to ensure they are aware of important information that impacts their employment. Employees will be provided time and access to email during working hours.

See the [FP&M Computer Use Policy](#) found on Inside FP&M/ Employee Programs / Policies.

Employees are expected to manage their NetID, password and MFA Duo in order to access their work email. Check with your supervisor to determine appropriate times and accessibility to work email.

If employees would like important campus communications to be sent to personal phone via text, employees can sign up for WhatsApp lists in their preferred language. Information on how to sign up for WhatsApp can be found at: <https://hr.wisc.edu/cls/whatsapp/>

### **USE OF COMMUNICATION DEVICES**

Communication devices provided to FP&M employees are University property. Communication devices include landline telephones, cellular phones, pagers, two-way radios, and fax machines. (Use of the State Telephone System or cellular phones for personal long-distance calls is not permitted.) It is expected that such equipment is utilized for work purposes with minimal personal use. Local personal calls should be limited to those that are essential. Employees are expected to abide by campus policies on computers and electronic devices. See the [FP&M Computer Use Policy](#) found on Inside FP&M/ Employee Programs / Policies and Acceptable Use of Information Technology Resources Policy Document 25-3: <https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/>

### **EXPECTATION TO MAINTAIN CURRENT CONTACT INFORMATION**

Employees are expected to maintain current contact information for any changes in address and phone numbers. Employees may either update their contact information online through My UW or contact FP&M Human Resources.

### **RESIGNATION/RETIRING/TRANSFER/DEMOTION**

A standard form is available for employees who are resigning, retiring, transferring, or demoting. A letter of resignation is acceptable as long as it contains all the necessary information. The form is available at [Forms – Inside FP&M – UW–Madison \(wisc.edu\)](#).

## **INCLEMENT WEATHER GUIDELINES**

Employees are expected to report to work unless directed otherwise. There are some positions in FP&M that provide essential services and functions (e.g. power plant and positions involved with snow removal) that must be delivered regardless of weather conditions.

Each employee is advised to use discretion and caution regarding their health and safety when a travel advisory is issued. Employees are expected to notify their supervisor if unable to report to work or will be reporting late.

Supervisors are expected to honor reasonable requests of employees to arrive late or to leave early because of inclement weather. An employee who reasonably determines that it is not safe to travel will not be subject to discipline for being absent. If absent or reporting late, the employee must inform their supervisor of the type of paid leave to use (i.e. vacation, personal holiday). To view the UW-Madison Classified Human Resources Inclement Weather Guidelines which is Chapter 16.07, go to:

<https://policy.wisc.edu/library/UW-5055/>

## **SMOKE-FREE WORKPLACE**

All buildings and vehicles, regardless of location, which are owned or leased by UW-Madison, will be entirely smoke-free. Smoking will not be permitted near buildings. Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment or the use of electronic smoking devices including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe or 'vaping'. Persons must be at a reasonable distance (25 feet or more) or unless otherwise designated.

## **IMPAIRMENT, USE OF ALCOHOL AND ILLEGAL DRUGS**

Possession or use of alcoholic beverages or illegal drugs during the work shift is prohibited. (The "work shift" is defined to include all hours from the time the employee reports for work until he/she leaves the work site, including lunch and rest periods.) Reporting for work with indications that an employee may be impaired and/or under the influence of alcohol, illegal, or legal drugs will result in the employee's removal from the work site and possible disciplinary action up to and including discharge.

## **DRIVER AUTHORIZATION**

FP&M employees may be required to drive a state vehicle as part of their employment. All employees who drive state vehicles must complete a Driver Authorization Form and receive approval from Risk Management **BEFORE** driving a state vehicle.



To obtain authorization, Risk Management will determine if an employee holds a valid unrestricted state or Canadian driver's license and if an employee has been a licensed driver for a minimum of 2 years. Other criteria that pertain to the driving history will also be reviewed.

The UW Risk Management Office has established standards for approval of all campus employees who drive state vehicles. Student employees must complete a new form each year.

Check with your supervisor to determine if you need to apply for Driver Authorization. If you do need to drive a state vehicle, follow the Driver Authorization Process:

<https://businessservices.wisc.edu/managing-risk/driver-authorization-and-insurance/driver-authorization/>

## Campus Policies

You are expected to be aware and familiar with campus policies and other governing policies that may be applicable, e.g. UW System policies.

### **FP&M POLICIES:**

<https://inside.fpm.wisc.edu/policies/>

### **ACADEMIC STAFF POLICIES AND PROCEDURES (ASPP):**

<http://acstaff.wisc.edu/resources/policies-and-procedures>

### **HUMAN RESOURCES POLICIES AND PROCEDURES:**

<https://kb.wisc.edu/ohr/policies/>

### **WISCONSIN ADMINISTRATIVE CODE:**

<http://docs.legis.wisconsin.gov/code/toc/er>

[http://docs.legis.wisconsin.gov/code/toc/er\\_mrs](http://docs.legis.wisconsin.gov/code/toc/er_mrs)

<http://docs.legis.wisconsin.gov/statutes/statutes/230.pdf>

### **WISCONSIN'S PUBLIC RECORDS LAW: GUIDELINES FOR EMPLOYEES:**

<https://compliance.wisc.edu/wp-content/uploads/sites/102/2021/04/Public-Records-Guidelines-2020.12.01.pdf>

For a complete list of campus policies (and link to other related policy sites) can be found at: [UW-Madison Policy Library \(wisc.edu\)](#)

Chief Information Officer and Vice Provost for Information Technology lists IT policies. For more information: <https://it.wisc.edu/>

- These include but are NOT limited to:

Responsible Use

Electronic Devices

Password Standard

IT Compliance Agreement

Copyright Infringement

## FP&M Human Resources

Please contact the FP&M Human Resources Office (608) 265-3692 for any questions or concerns, check out “About Us” on <https://inside.fpm.wisc.edu/hr/about-hr/>.

Topic	Primary Contact	Phone number
ADA/Accommodations (Department Disability Representative)	Human Resources	608/890-4583 608/265-2943
Employment Relations	Human Resources	608/890-4583
Harassment/Discrimination	Human Resources	608/890-4583
Medical Leaves/Family Medical Leave Act (FMLA)	Human Resources	608/262-2999
Parking Coordinator for FP&M	Payroll & Benefits	608/263-3087
Payroll (Insurance, Leave Time, Benefits, etc.)	Payroll & Benefits	608/263-3087
Personnel File Review	Human Resources	608/890-4583 608/265-8096
Policies – HR	Human Resources	608/890-4583
Position Descriptions	Human Resources	608/265-4057
Performance Evaluations	Human Resources	608/265-8096
Learning and Development (Training)	Human Resources	608/262-8419 608/265-4058
Recruitment & Staffing	Human Resources	608/265-4059 608/265-4057 608/265-2943
Time and Absence Tracking	Payroll & Benefits	608/262-6218
Worker’s Compensation	Payroll & Benefits	608/262-6218

**LOCATION:** 30 N. Mills Street (3rd floor), Room 362, Madison, WI 53715

**OFFICE HOURS:** 7:45 a.m. - 4:30 p.m.

**PUBLIC PARKING NEAR 30 N. MILLS STREET:** hourly visitor parking available at 21 N. Park Street (Lot 29).

## Campus Resources for Employees

### **EMPLOYEE ASSISTANCE OFFICE**

The Employee Assistance Office (EAO) assists faculty and staff with maintaining and enhancing both their personal and professional lives. EAO offers services to promote emotional well-being, as well as respectful and productive work environments.

Room 226 Lowell Center (610 Langdon Street)  
608-263-2987

LifeMatters – 1-800-635-6433

<https://hr.wisc.edu/employee-assistance-office/>

### **OMBUDS PROGRAM**

The Ombuds Program serves as an informal, impartial, confidential, and independent resource for faculty and staff at the University of Wisconsin-Madison.

Suite 223-225 Lowell Center (610 Langdon Street)  
608-265-9992

[www.ombuds.wisc.edu](http://www.ombuds.wisc.edu)

### **CULTURAL LINGUISTIC SERVICES (CLS)**

The Cultural Linguistics Services is a translation and interpretation services into Spanish, Hmong, Tibetan, Mandarin Chinese, and Nepali to facilitate communication in the workplace and with the Office of Human Resources.

21 N. Park St., Suite 5101  
608-265-2257

<https://hr.wisc.edu/cls/>

### **CAMPUS SAFETY**

The primary goal of the UW-Madison Police Department is to safeguard and serve all individuals, promoting diversity and operating in an unbiased manner. <https://uwpd.wisc.edu/>

Emergency: 911

UWPD Non-Emergency: 608-264-2677

UWPD Security Dispatcher: 608-262-2957

Campus Bus Routes are fare-free to all riders. <https://transportation.wisc.edu/bus/>

SAFE Walk Escort Services: Call or text 608-262-5000 for a walk.

<https://transportation.wisc.edu/safewalk/>

### **WORKPLACE SAFETY**

For work-related health and safety concerns, call Workplace Safety Specialist at 608-575-6263. Read more about Workplace Safety here: <https://ehs.wisc.edu/workplace-safety/>

## **WORKER'S COMPENSATION**

Wisconsin law provides benefits to employees who are injured at work.

If you get injured at work:

- Work injuries must be immediately reported to your supervisor.
- Complete Employee's Work Injury and Illness Report form within 24 hours of injury. Forms are available in English, Spanish, Tibetan, Chinese, and Hmong.  
<https://businessservices.wisc.edu/managing-risk/workers-compensation/>
- Supervisor's report of injury form must be completed within 24 hours of report of employee injury. <https://darcnrnhhg6i0c.cloudfront.net/wp-content/uploads/sites/546/2019/04/Supervisor-Incident-Analysis-and-Prevention-Report.pdf>
- Please submit all forms to the FP&M Payroll Office.
  - FP&M Contact: Payroll Supervisor at 608-262-6218

## **UW TRANSPORTATION SERVICES**

Transportation options are available through bus transit, bicycles, rideshare, vanpool or park and ride opportunities.

Parking on campus is limited. If you have to drive to campus daily, follow these steps to apply for a parking permit.

- Activate your Net ID
- Get your WISCARD
- For initial parking application, contact FP&M Unit Transportation Coordinator at 608-263-3087 to be added as a Permit Application System User prior to applying for parking permit.
- Complete online application. <https://transportation.wisc.edu/permits/>

Website: <https://transportation.wisc.edu/>

Customer Service: Call 608-263-6667 or walk-in to talk to customer service staff.

Transportation Parking Office locations:

Room 124 WARF Building (610 Walnut St.)  
Suite 1200 at 21 North Park Street (21 North Park St.)  
Room E0004 at the American Family Children's Hospital (1675 Highland Ave.)

### ***Other resources and information:***

Bus: <https://transportation.wisc.edu/bus/>  
Carpool: <https://transportation.wisc.edu/carpool/>  
Vanpool: <https://transportation.wisc.edu/vanpool/>

## **TRAVEL INFORMATION**

FP&M: <https://inside.fpm.wisc.edu/business-operations/>  
Campus: <https://businessservices.wisc.edu/travel-reimbursement/>



## **UW RECREATIONAL SPORTS FACILITIES**

<https://recwell.wisc.edu/>

- Exercise-for-insurance-rewards program available
- Membership fees
- Additional fees required for...
  - Group fitness classes
  - Towel service
  - Locker rental
  - Work with Personal Trainers or Lifestyle Coaches
- Pay with cash, check, credit card or payroll deduction
- Must be 18 years old and have a WISCARD
- No childcare available

## Reference to the Office of Human Resources (OHR)

### • Employment Policies

Equal Employment Opportunity	Violence in the Workplace
Reasonable Accommodation	Code of Ethics
Sexual Harassment	Nepotism
Drug Free Workplace	Consensual Relationships
Employee Assistance Program	Outside Employment
Ombuds Program	Health and Safety

### • Employee Work Rules

Work Performance	Use of Property
Attendance and Punctuality	Personal Actions and Appearance

### • General Employment Information

Employment Types (University Staff, Academic Staff, etc.)	Hours of Work
Limited Term Employment (LTE)	Overtime
Project Employment	Grievances
Probationary Period	Appeal Rights
Performance Evaluation	Personnel Records
	Job Announcements

### • Employment Transactions

Transfer	Reclassification
Promotion	Reallocation
Demotion	Resignation
Reinstatement	

### • Compensation

Payroll
Pay Rate
Shift and Weekend Differential

### • Benefits

Vacation	Income Continuation Insurance
Holidays	Employee Reimbursement
Sick Leave	Accounts
Family and Medical Leave	Tax Sheltered Annuities
Leave of Absence Without Pay	Deferred Compensation
Military Duty	Hazardous Employment
Military Leave	Worker's Compensation
Jury Duty	Unemployment Compensation
Wisconsin Retirement System	Employee Suggestion Program
Insurance Programs	Liability Protection
State Group Health Insurance	Voting Time
Major Medical Insurance	Political Activities
Dental Insurance	Pre-Tax Transportation Program
State Group Life Insurance	Career Development
Supplemental Life Insurance	Tuition Reimbursement





