

# Academic Staff Assembly



**Office of Human Resources**  
UNIVERSITY OF WISCONSIN-MADISON

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Mark Walters Chief Human Resource Officer  
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# Remote Work for UW-Madison Employees



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# Remote Work Principles

**1**

**High-Quality Services**

**2**

**Face-to-Face  
Interactions**

**3**

**Vibrant Campus  
Community**

**4**

**Central Guidance &  
Decentralized Decision-  
Making**

**5**

**Equity, Inclusion, and  
Diversity**

**6**

**Dynamic, Evolving  
Nature of Work**

**7**

**Campus Spaces**

**8**

**Continual Learning and  
Evolution**



# Remote Work Policy

**Remote work:** some or all work is performed at an off-campus work site (e.g., home)

## Applies to:

- Academic Staff
- University Staff
- Limited Employees
- Temporary Employees
- Post-Degree Training Appointments
- Student Hourly Employees
- Zero-Dollar Appointments

## Does Not Apply to:

- Faculty
- Graduate Assistants (TAs, RAs, PAs)



# Remote Work Policy

## **Benefits employees:**

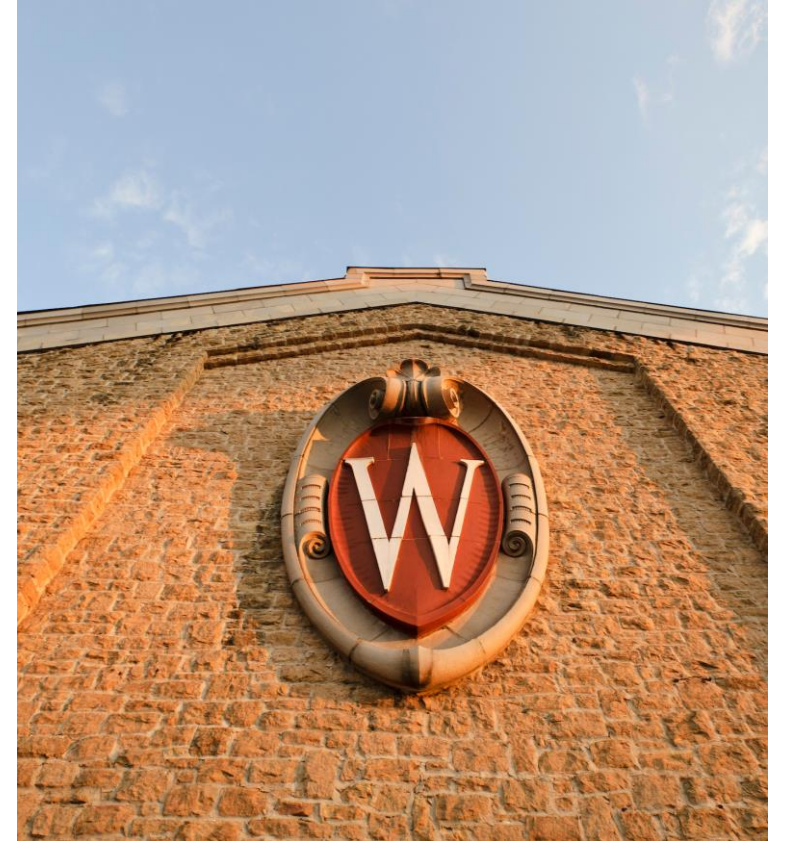
- Flexibility for employees
- Increases job satisfaction and productivity
- Reduces turnover
- Increases ability to attract and retain talent

## **Meet schools, college and division needs:**

- Areas determine specific procedures to evaluate requests
- Consistent with the policy and university's equity, inclusion, and diversity goals

## **Provided at the discretion of:**

- School, college and division leadership
- Division human resources (HR)
- Supervisor





# Criteria & Conditions for Remote Work

## Considered on case-by-case basis:

- Nature of the work
  - Needs and potential cost savings
  - Employee needs and preferences, performance
  - Job responsibilities
  - Equipment needs, workspace design considerations, office space, and scheduling issues
  - Access to talent pools
  - Out-of-state and international remote work based on need
- 
- Supervisor should communicate appropriate assignments for remote work and performance standards and measures
  - Arrangement defined in remote work agreement (reviewed annually)
  - Supervisor and employee determine work schedule



# Employee Expectations

- Perform job responsibilities in a satisfactory manner
- Maintain safe and functional workspace
- Maintain regularly scheduled and approved work hours
- Communicate with supervisor and colleagues at a level consistent with on-site employees
- Comply with timekeeping, overtime, and paid time off policies and procedures
- Attend meetings and functions in person as may be required
- Comply with DoIT guidelines for securing a remote workstation
- Safeguard privacy and confidentiality of all data



# Equipment, Materials, and Supplies

## *Vary based on the position*

### University to provide:

- Additional guidance on allowable costs/investments for off-site workspaces

### Remote employees:

- Provided a computer
- Expected to provide internet connectivity (at own cost)

### Remote workspace requirements:

- Physical and technical security
- Appropriate equipment, software, and internet access





# **Remote Work Policy Feedback by Theme**

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# “Remote Work” and “Workplace Flexibility”

- **Remote work** - repeated and regular remote work with set schedule
- **Workplace flexibility**- sporadic work



# Faculty/Graduate Assistant Exclusion

## Rationale:

- Why are faculty excluded?
- Can faculty work remotely?

## Risks and liabilities:

- Also apply to faculty, particularly for out-of-state and international remote work
- **Examples:** data privacy, cybersecurity, export control, employment laws

## Equity:

- Differing treatment in same unit
- More trust provided to certain employees



# Equity

## **Ableism:**

- Remote work as a reasonable accommodation

## **Financial Equity:**

- Parking costs for on-site vs. remote work

## **Supervisor Discretion:**

- Fairness, analysis of whether work can be performed remotely

## **Equity, inclusion, and diversity (EID):**

- Connect remote work with EID goals
- Safety at work - less exposure to microaggressions, increased psychological safety, and enhanced quality of life





# Equipment, Materials, and Supplies

- Need for additional guidance on equipment, materials, and supplies
- Both for on-site and remote workspaces
- **Examples:**
  - Reimbursement of employee costs for remote workspace equipment
  - Equipment available at campus workspace versus remote workspace
  - On-campus workspace for hybrid employees



# Caregiving

- Expectations related to caregiving
- Including ability to have childcare during working hours
- Equity and consistency across units and supervisors
- Caregivers likely to experience volatility in the next few months (particularly for caregivers of young children)



# Revocation

- **Increase notice period for revocation:**
  - Grievance time under the university staff behavior policy (e.g., for performance issues)
  - Termination notice timing under academic staff policies and procedures
  - Relocation of employees to Madison area
- Circumstances under which a remote work arrangement can be modified or revoked





# Denials/Grievance

- What happens if an employee believes a supervisor unreasonably denied a request?
- Informal resolution process (e.g., mediation)
- Supervisor/manager education and resources





# Tools and Resources

- Remote Work Agreements (Automated Process)
- Remote Work Workflow (Automated Process)
- Remote Work Procedures Manual
- Hybrid Work Toolkit (for employees):
  - Quick reference guide
  - Checklist
  - FAQs
  - Additional resources on remote work
- Hybrid Work Toolkit (for supervisors/managers)
- Hybrid Work Toolkit (for HR representatives)



# Single Payroll Update



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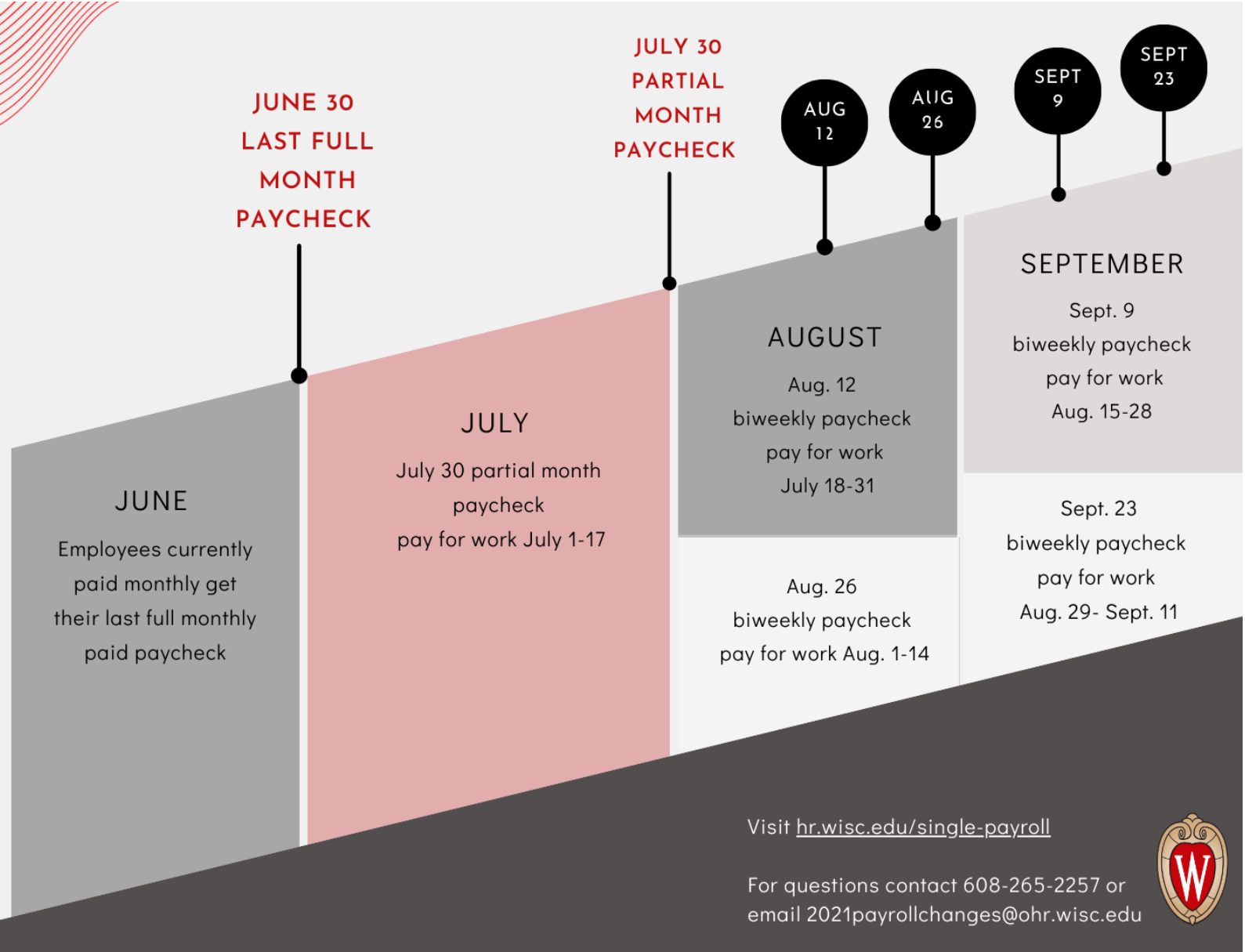
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# Single Payroll Timeline (12-month)

## SINGLE PAYROLL

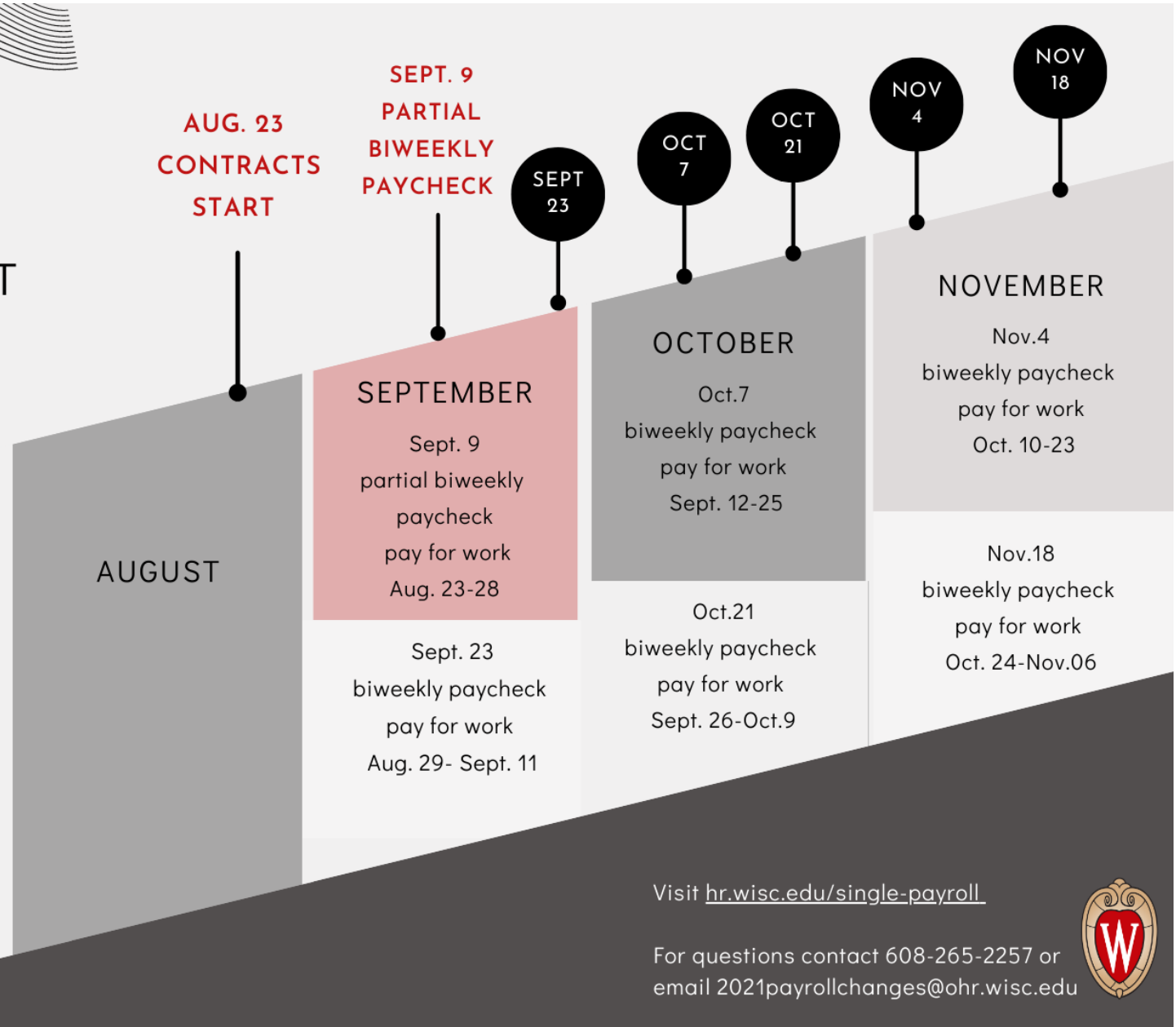
- Beginning in July, employees who are paid monthly will be moved to a biweekly pay schedule.
- For these employees, most benefits will also be split evenly over the first two biweekly paychecks each month beginning in August.
- Review the [2021 Pay Schedule](#) for the remaining 2021 pay periods and pay dates.



# Nine-Month Appointments

## SINGLE PAYROLL NINE-MONTH APPOINTMENT

- Employees who are currently paid monthly over nine months will move to a biweekly pay schedule in August.
- The number of paychecks is based on an employee's contract dates.
- Biweekly pay periods will still be tied to the 9 months of work.
- For these employees, most benefits will also be split evenly over the first two biweekly paychecks each month beginning in September.
- Review the [2021 Pay Schedule](#) for the remaining 2021 pay periods and pay dates.





# How to Prepare/Considerations

## Consider Setting Money Aside for

- **A partial monthly paycheck on July 30**
- **The first biweekly paycheck on August 12**

## Review Your Personal Finances

### Automatic Payments

For example, mortgage, car payments etc.  
Contact your financial institution to update to update payments for biweekly paychecks.

### Direct Deposit

If you have paychecks deposited into multiple accounts.

### Tax Withholdings

If you take an additional flat amount out for taxes, prepare to adjust the amount to deduct over 26 paychecks.  
Tax withholdings on a biweekly paycheck are smaller than on a monthly paycheck, but total tax deductions ultimately equal the same amount.

# Review Your Payroll Contributions

**Monthly Deductions Will Be Deducted Biweekly**

Wisconsin Deferred  
Compensation (WDC)  
457 (b)

Tax Sheltered Annuity  
(TSA) 403 (b)

Wisconsin Retirement  
System (WRS) voluntary  
additional contributions

**Example:** If you currently have \$500 per month deferred to a TSA, with Single Payroll you would contribute \$1,000 in the same monthly time period if no changes are made.

**No Action Needed: Most General Deductions**

Will be automatically adjusted to split across the biweekly pay schedule.

Charitable Giving

Parking

Garnishments

# Take Action

## Watch for Communications

- **Office of Human Resources (OHR)**
- **UW System**
- **Your Local HR Contact**

## UW System Direct Emails

If you have a TSA, WDC, W-4 or direct deposit that may need review you should have received an email directly from UW System

## Paycheck Estimator

Use the online paycheck estimator in Excel to better understand what your biweekly pay will look like in the future.

