

HR Design Status - University Committee



Recruiting and Hiring (University Staff)

By July 1, 2015

- No longer governed by state laws/rules
- Units recruit/assess candidates for all jobs (and develop more efficient and effective assessments)
- Expand direct hire authority
- Provide toolkit and training on new policy and best practices
- Implement temporary applicant tracking system

After July 1, 2015

- Implement campus-wide applicant tracking system
- Automate end-to-end recruitment and selection process
- Collect comprehensive data on job candidates

Compensation and Job Titles

By July 1, 2015

- Hire hourly employees above pay range minima
- Increase all wages to at least Madison living wage (\$12.62/hour)
- Increase salary maxima for academic and classified staff
- Create UW-Madison-specific job titles
- Provide performance-based pay for all faculty and staff (with additional statutory changes)

After July 1, 2015

Job title and compensation study

- Conduct comprehensive assessment of campus job title and compensation structure
- Implement recommendations

Performance Management

By July 1, 2015

Implement new performance management policy

- Annually, each supervisor (including faculty) must:
 - Meet with employees to agree on goals/expectations
 - Hold informal performance conversations
 - Have mid-year check-in
 - Provide year-end formal evaluation
- Impose financial consequences for non-compliance
- Provide training on policy and skills

After July 1, 2015

Install performance management software to track evaluations

New Employee Onboarding

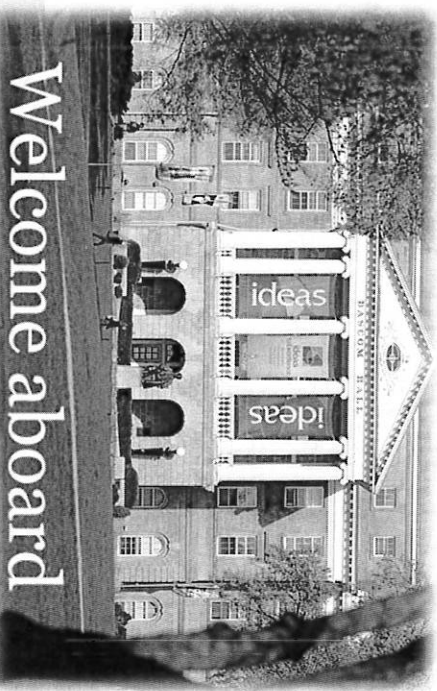
By July 1, 2015:

Campus-wide onboarding program

- Implement unit-specific onboarding programs that include specific components
- Give units flexibility to tailor to their needs

Available support

OHR will provide training and resources on new policy and process



New Policies for University Staff*

On July 1, 2015:

Layoffs

- Make seniority primary – but not only – factor
- Narrow layoff groups (determined by operational area), not entire colleges or divisions

Grievances

- Continue standard three-step process (supervisor, dean, OHR review)
- Culminate in four-person panel (two administration, two governance reps) to review and recommend decision to Chancellor (for discipline)
- Require termination grievances to go to BoR

*Some policies in draft. Final approved policies could differ.

New Policies for University Staff*

On July 1, 2015:

Probation

- Continue standard 6-month probation period
- Limit right of return to 30 days (currently 6 months)
- Require that job expectations/performance be discussed before terminating probationary employee

Temporary employees

- Define parameters for temporary employees
- Extend time periods under certain circumstances

*Some policies in draft. Final approved policies could differ.

Change in Employee Categories

By July 1, 2015

Align UW-Madison employee categories with the Fair Labor Standards Act (FLSA)

- Start moving salaried classified vacant positions to Academic Staff
- Begin filling vacant University Staff exempt positions as Academic Staff

After July 1, 2015

Implement employee category choice program

- Allow University Staff exempt employees to become Academic Staff (beginning January 2016)
- Fill all University exempt/salaried vacancies as Academic Staff
- Provide employees with information and consulting on options

Workplace Flexibilities

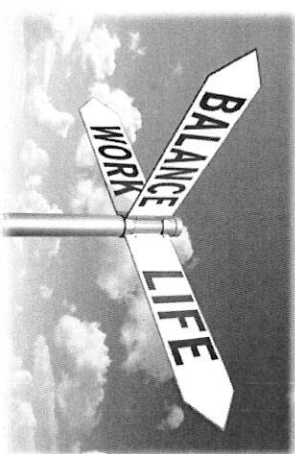
By July 1, 2015:

Workplace flexibility toolkit

- Provide easily accessible online inventory of existing workplace flexibilities
- Focus supervisory training on how workplace flexibilities can improve work/life balance – and performance

After July 1, 2015:

Provide support to managers and supervisors to help them expand and implement workplace flexibilities fairly and equitably



Manager/Supervisor Competencies, Training

By July 1, 2015

Refine manager and supervisor competencies

After July 1, 2015

Incorporate competencies into training



Office of Human Resources

By July 1, 2015:

Reorganization

Better manage new personnel system (e.g., organized by HR function, not employee categories)



Key Takeaways - July 1, 2015

Unit-specific recruitment for Classified/University Staff hires

More compensation flexibility for faculty and staff

Performance management campus-wide

Comprehensive new employee onboarding to help new employees acclimate

New University Staff policies balance management flexibility with employee protections

Salaried classified positions moving to Academic Staff

Workforce flexibilities explained and promoted

Expanded training for managers and supervisors

More Information...

- Join the HR Design managers and supervisors email list. Sign up by sending a blank message to join-managersandsupervisors@lists.wisc.edu
- Visit hrdesign.wisc.edu for more information and to stay informed of upcoming trainings and events
- Email hrdesign@news.wisc.edu with questions

