

Employee Choice: A Side-by-Side Comparison



Moving to Academic staff/Limited Appointment from University staff

For UW-Madison Employees with Positions Determined to be University staff Exempt

NOTE: The following comparison only applies to UW-Madison employees that are University staff and FLSA exempt. These employees may have the option to move to Academic staff. This will result in a change in employee class with no change in assigned title.

Continuous Service Date	University staff continuous service will be transferred to Academic staff or limited appointment in accordance with the Continuous Service policy	
Transfer Period	There is no deadline for moving to Academic staff.	
Benefits		
Paid Leave		
Earned Vacation (per year)* Employees moving to Academic staff retain their earned leave, but may receive a leave payout in some cases. Balances will be reviewed on an individual basis.	University staff Exempt	Academic staff
	Earned vacation based on calendar year (Jan 1 - Dec 31)	Earned vacation based on fiscal year (July 1 - June 30)
	First 5 Years - 120 hours	176 hours
	5-10 Years - 160 hours	
	10-15 Years - 176 hours	
	15-20 Years - 200 hours	
20+ Years - 216 hours		
Vacation Carryover* Employees moving to Academic staff: If vacation is not used within the calendar year it is earned as University Staff, any remaining vacation may be carried over until the end of the following fiscal year. Any vacation remaining from the previous year past June 30th will be lost.	If vacation is not used within the calendar year it is earned, hours can be carried over - but must be used by December 31st of the following year.	If vacation is not used within the fiscal year it is earned, hours can be carried over - but must be used by June 30th of the following year.
Banking Vacation* If you have hours banked in your Classified/University staff sabbatical account but have 10 years or less of service (and thus are not eligible for banked leave as Academic staff), your banked leave will transfer to your new position but you will not be able to bank additional hours until the eligibility requirements are met as Academic staff.	University staff exempt	Academic staff
	Vacation/Sabbatical	Vacation/Accumulated Leave Reserve Account (ALRA)
	May bank up to 40 hrs if you have less than 5 years of service but have at least 520 hrs of sick leave.	
	First 5 Years - 0 hours	First 10 Years - 0 hours
	5-15 Years - 40 hours	11-25 Years - 40 hours
	15-20 Years - 80 hours	26+ Years - 80 hours
20+ Years - 120 hours		
Vacation Cash Out*	May cash out up to 40 hours of unused vacation beginning with 15th year of service.	No cash out provision
Leave Reporting	Enter absences biweekly in the elapsed hourly timesheet. Leave may be reported in hourly or half day increments, as determined by the division.	Enter absences biweekly via the Time and Absence tile in the MyUW Portal (do not need to report time worked). If you work full time, you must report leave in half or whole day increments. No leave taken is reported monthly.
Compensatory Time	Any comp time from a University staff position will be paid out before reassignment. Formal comp time is not allowed in AS/LI appointments.	
Legal Holidays Observed	No Change	
Personal Holidays*	University staff exempt	Academic staff
	Granted 36 Personal Holiday hours on January 1 of every year	Granted 36 Personal Holiday hours on July 1 of every year
	<ul style="list-style-type: none">• If effective date for reassignment to AS/LI is within January 2 - June 30, you will <u>not</u> be granted a new personal holiday allocation and any unused personal holiday will move to your AS/LI position and will expire on June 30th following your date of reassignment.• If effective date for reassignment to AS/LI is within July 1 - January 1, you will be granted a NEW allocation of 36 PH hours and any unused PH hours from University staff position will be paid out.	

* The hours outlined in this document are based on full-time employment. If you are not full-time, hours will be prorated.

Paid Leave		
Sick Leave	University staff exempt	Academic staff
	Earn 5 hours/pay period totaling 130 hours per year.	Immediately receive 176 hours of sick leave for the first 18 months of AS/LI position. After 18 months, earn a total of 96 hours of sick leave per year.
Flexible Spending & Health Savings		
FSA - Dependent Care	University staff exempt	Academic staff
FSA - Health Care	Deduction based on 24 pay periods	Deduction based on 24 pay periods
Health Saving Account (HSA)	Deductions based on 24 pay periods	Deduction based on 24 pay periods
Insurance		
State Group Health Insurance	Coverage will automatically continue No change in deduction amount No application needed	
State Group Life Insurance		
AD&D Insurance		
Supplemental Dental		
Supplemental Vision		
Individual & Family Life		
UW Employees Inc. Life		
Accident Plan		
Income Continuation Insurance (ICI)	• If currently enrolled - must fill out an ICI application within 30 days of change to continue ICI coverage and enroll in the Academic Staff, Faculty, and Limited Appointment ICI plan. • If not currently enrolled - may have an enrollment opportunity.	
University Insurance Association Life Insurance	Coverage will be automatic (no enrollment application needed) on January 1st following your voluntary reassignment date, provided you meet the annual salary requirements of the plan. Annual premium of \$24.00.	
Retirement		
Wisconsin Retirement System (WRS)		
WRS Fiscal/Calendar Year Important: Your Final Average Earnings for retirement calculation are determined by your three highest-earning full years of service. These can only be either entire calendar years OR entire fiscal years.	University staff exempt	Academic staff
	Service and earnings based on calendar year (Jan 1 - Dec 31)	Service and earnings based on fiscal year (July 1 - June 30)
WRS Creditable Service	Must be paid for 1904 hours to earn 1 year of WRS creditable service per calendar year	Must be paid for 1320 hours to earn 1 year of WRS creditable service per fiscal year
WRS Contributions	Will automatically continue - no change in percentage of contribution.	
Optional Savings Plans		
Tax Sheltered Annuity 403(b)	Will automatically continue	
Wisconsin Deferred Compensation 457(b)		

Payroll		University staff exempt	Academic staff
Pay Periods		Paid bi-weekly, typically twice per month	Paid bi-weekly, typically twice per month
Other	University staff exempt	Academic staff	
Layoff/Non-renewal	Layoffs are determined by the years of state service, operational area and title in which a layoff may occur. A 60 day notice of layoff is required	Layoffs and non-renewals of academic staff employees occur due to loss of funding, budget, or program decision. Layoffs are conducted by operational area, primarily by years of academic staff service at UW-Madison. Employees receive between 1 and 24 months notice, depending on layoff reason, appointment type and years of Academic Staff service.	
Job Security	Non-probationary University Staff members are in ongoing positions, subject to just cause and due process.	<p>Academic staff appointments are either fixed term renewable or fixed-term finite.</p> <p>For appointments to academic staff via "Choice", employees will be placed in a fixed term renewable appointment. When in a renewable position, the position renews every year on July 1st. These appointments are subject to just cause and due process.</p> <p>Academic staff may be given additional job security in the form of a rolling-horizon. A rolling-horizon appointment extends daily for the term specified.</p>	
Appeal Process	<p>University staff employees have the ability to file grievances with the assistance of a representative of their choice.</p> <p>The final step of the appeal process is either the Wisconsin Employment Relations Commission (WERC) or an impartial hearing panel/campus hearing officer which issues a recommendation to the Chancellor. In cases of dismissal, the Chancellor's decision may be reviewed by the Board of Regents. The WERC is only an option for employees hired before July 1, 2015.</p>	<p>Academic staff employees have the ability to file grievances with the assistance of a representative of their choice.</p> <p>The final step of the appeal process is before the Academic Staff Appeal Committee (ASAC) which conducts a review or hearing. The appeals committee issues a recommendation to the Provost</p>	