

2017-18

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MEMORANDUM

DATE: November 28, 2017

TO: Steve Bentivenga, Faculty Senate President  
Courtney Bauder, Senate of Academic Staff President  
Maria Berge, Oshkosh Student Association

FROM: Marci Hoffman, University Staff Senate  
Office of Graduate Studies

SUBJECT: University Staff Shared Governance Participation Policy

The University Staff Senate is requesting approval from Governance Groups of the attached University Staff Shared Governance Participation Policy. The Board of Regents adopted *Regent Policy Document 20-20* in 2012, and University Staff inclusion in shared governance has greatly increased while University Staff employee numbers have decreased. University Staff include both exempt and non-exempt employees, and participation in shared governance requires time away from normally-assigned responsibilities while in pay status. The purpose of this policy is to clarify the roles and responsibilities of university staff managers/supervisors and university staff members who participate in shared governance activities.

Thank you for your assistance.

Cc: Sue Jaeke, University Staff Senate President  
Ricky Johnson, University Staff Senate President-Elect  
University Staff Senate Shared Governance Participation Policy Committee



## UNIVERSITY STAFF SHARED GOVERNANCE PARTICIPATION POLICY UW Oshkosh

### POLICY BACKGROUND

On December 12, 2012, the Board of Regents adopted *Regent Policy Document 20-20*, under which effective July 1, 2013, university staff may participate in institutional governance.

The Board policy also provides that university staff shall have the right to structure themselves in a manner that they determine, and to select their representatives to participate in institutional governance.

The University of Wisconsin System has a longstanding tradition of shared decision making with the faculty, academic staff, and students. The adoption of *Regent Policy Document 20-20* is consistent with the principle that university staff should have a voice in the development of policies and procedures that directly affect them.

### PURPOSE

The purpose of this policy is to clarify the roles and responsibilities of university managers/supervisors and university staff members who participate in shared governance activities. Participation in activities which remove the employee from a normally-assigned workplace must be balanced in frequency, duration, timing, and movement of responsibilities through prior planning and discussion by both the supervisor and the employee in order to ensure the university's operational needs are achieved. It is anticipated that participation in shared governance activities will range from a few hours each month for university staff employees to potentially several hours each week for university staff senators.

### DEFINITIONS

See UPS Operational Policy GEN 0: General Terms and Definitions and Regent Policy Document 20-20. Definitions specific to this policy include:

**Shared Governance:** the opportunity to participate in institutional governance, and enables active participation in the immediate decision-making and policy development of the institution. Active participation in governance for University Staff is not collective bargaining and will not result in a labor agreement or contract. University Staff may make recommendations, consider proposals, and raise concerns to institutional leadership.

**University Staff:** are members of the University workforce who contribute to a broad array of positions in support of the University's mission and are not exempt<sup>1</sup> (hourly) from overtime provisions of the Fair Labor Standards Act (FLSA). University Staff Temporary and Project Appointments are included.

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<sup>1</sup> All FLSA exempt employees holding positions in the State of Wisconsin "classified" service as of July 1, 2015 are given the choice to remain in the University Staff for as long as they retain their existing positions, or to voluntarily be reassigned to a position that the institution has designated as either an Academic Staff or Limited Appointment position.

## **POLICY**

### **1. All University Staff Employees**

- a. Have the right to attend shared governance activities while in pay status. Attendance under this provision includes all University Staff Senate-organized meetings and activities. Examples include, but are not limited to, Open Forums, University Staff Professional Development Day, University Staff Senate meetings, and campus committees where the University Staff Employee is serving as a representative of the University Staff Senate.
- b. Discuss interest in attending events scheduled outside of their normally-scheduled work week (i.e. third shift employee who is attending a University Staff Senate meeting scheduled for 1:00pm) with their supervisor, and should work with their supervisor to modify their work schedule to accommodate participation.
- c. Employing units may require varying notice based on the operational needs and/or scheduling requirements of that unit or position. Requests should be granted when practicable, but may be denied based on the operational needs of the department. Denials should only be the exception, and not all the time.
- d. Employing supervisors are responsible for ensuring that University Staff are paid for time spent on shared governance activities.

### **2. Elected University Staff Senators**

- a. Attend University Staff Senate shared governance meetings and activities while in pay status.
- b. Manage workplace duties collaboratively with their manager or supervisor in light of the additional responsibilities related to elected University Staff Senate membership.
- c. Provide their supervisor with prior notice of a meeting or activity and shall be allowed to prepare for and attend without loss of pay when participating in shared governance duties.
- d. Nonexempt University Staff Senators must obtain prior authorization from their supervisor before earning overtime pay as a result of University Staff Senate-related activities.

### **3. Elected University Staff Senate President**

- a. Serves a one-year, elected term and has additional duties and responsibilities exceeding those of other University Staff Senators. Management within the division employing the President should explore reducing and/or reassigning job responsibilities in order to accommodate the President's additional time commitments and responsibilities.
- b. The President's department receives an allocation paid by the Chancellor. This allocation is used as a means to fund expenses that result from any reduction of the President's normally-assigned responsibilities. Potential uses of this allocation include, but are not limited to, overtime pay, hiring a student employee, hiring a Temporary Employee, purchasing technology, and/or professional development.
- c. Participates in shared governance activities as well as other activities unique to the President including, but not limited to monthly meetings with the Chancellor, Provost Administrative Staff meetings, Conference on Shared Governance

- meetings, Leadership Council meetings, UW System University Staff meetings, and Executive Committee meetings.
- d. Provides prior notice to their supervisor, when possible, of meetings or events, and shall not be out of pay status when participating in shared governance duties.
  - e. Reviews email, documents, and web pages in accordance with their University Staff Senate seat while in pay status.
  - f. Obtains prior authorization from their supervisor before earning overtime pay as a result of University Staff Senate President-related activities.
4. **Participation Expectations.** In the interest of inclusivity and enhanced communication throughout the campus community, it is strongly recommended that all University Staff who participate in shared governance activities provide updates from the activities they attend to their peers and supervisors whenever practicable.

Questions about this policy and applicable processes should be directed to the University Staff Senate at [uss@uwosh.edu](mailto:uss@uwosh.edu).

#### **RELATED DOCUMENTS**

1. Wis. Stat. 2227.01(13)(Lm)
2. RPD 20-20: University Staff Governance
3. UPS Ops Policy HR4: FLSA Designation
4. UPS Ops Policy HR7: University Staff Temporary & Project Appointments
5. UW System Shared Governance Principles
6. UW Oshkosh University Staff Senate Bylaws
7. UW Oshkosh Conference on Shared Governance Resolution
8. UW Oshkosh Workplace Conduct Expectations Policy
9. UW Oshkosh University Staff Grievances Policy
10. UW Oshkosh University Staff Complaints Policy