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To: Johannes Britz, *Interim Vice President for Academic and Student Affairs*
Julie Gordon, *Interim Vice President for Finance and Administration*

From: Sarah Ebben, *Policy Analyst, Division of Finance and Administration*

Re: Q4 Preview of Fiscal Year 2025 UW System Administrative Policy Priorities

In the past quarter, UW System Administration (UWSA) has made progress on several policy priorities on the Fiscal Year 2025 Policy Priorities plan and has been responding to new policy priorities as they arise. In FY2025 to date, there have been 29 revised policies, one (1) new policy, one (1), new procedure, two (2) revised procedures, one (1) rescinded procedure, one (1) rescinded guidance document, one (1) renumbered policy, five (5) new interim policy actions and one (1) revised interim policy action. This work has been detailed in the monthly Policy Action Summary memos.

Below, please find a detailed accounting of policies that have already been distributed to institutions and are planned for finalization and approval (section I). Also, please find a listing of policies and procedures planned for distribution to campuses (section II) in the fourth quarter (April 1st - June 30th). Policies on the Fiscal Year 2025 Policy Priorities plan are **bolded**.

I. POLICIES AND PROCEDURES PLANNED FOR FINALIZATION IN FY2025 Q4 (APR-JUN.)

Academic and Student Affairs

- *SYS 1XX, Institutional Statements*

Human Resources

- **SYS 216, Academic Basis Pay Deferral Policy**

Financial Administration

- **SYS 351, Purchasing Card Compliance Policy**
- **SYS 351.A, University Card Procedures**
- *SYS 352, U.S. Bank Shared Liability Card Policy*

Travel

- **SYS 405, Universities of Wisconsin Travel and Expense Policy**
- **SYS 435, Universities of Wisconsin Business Meals and Events**
- **SYS 400 Series Policy Rescissions**

Risk Management and Compliance

- *SYS 6XX, Accessibility of Web Content and Mobile Applications*
- *SYS 6XX Guidance: Accessibility of Web Content and Mobile Applications Guidance*

University Personnel System Operational Policies

- SYS 1228, *Telecommuting (Remote Work)*
- **SYS 1275, Recruitment Policies**
- SYS 1290 Guidance: (Code of Ethics) Nepotism and Consensual Relationships

Intellectual Property

- **SYS 1315, Patents and Inventions**

II. POLICIES AND PROCEDURES PLANNED FOR DISTRIBUTION TO CAMPUSES IN FY2025 Q4 (APR.-JUN.)

Human Resources

- SYS 220, *Affirmative Action Data Collection*
- SYS 232, *Benefit Prepay Deductions and Short Work Break Eligibility*
- **SYS 237, Utilization of Borrowed Employees/Employee Interchange Agreements**

Financial Administration

- **SYS 312, Official Functions**
- **SYS 326, Collections and Write Offs**
- **SYS 328, Memberships**
- **SYS 330, Prizes, Awards and Gifts**
- **SYS 399.1, Storage of Supporting Documentation for Financial Transactions**

Capital Planning and Budget

- **SYS 910, Leasing**
- SYS 910.A, *Leasing Process; BOR and Lessee*
- SYS 910.B, *Leasing Process; BOR as Lessor*
- SYS 999.A, *Acquisition of Real Property Process*
- SYS 999.B, *Sale of Real Property Process*

Information Security

- **SYS 1042, Information Security: Threat and Vulnerability Management**

University Personnel System Operational Policies

- SYS 1202, *Equal Employment Opportunity*
- SYS 1290, *Code of Ethics*
- **SYS 1292, Workplace Conduct Expectations**
- **SYS 12XX, Volunteer Management and Employee Volunteerism**