



Sarah Ebben
Policy Analyst

Madison, WI 53715
(248) 978-3376
sebben@uwsa.edu
<http://www.wisconsin.edu>

October 4, 2024

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, Office of Finance and Administration*

Re: Q2 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 nine (9) revised policies, two (2) revised procedures, one (1) renumbered policy, and three (3) new interim policy actions. 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 second quarter (October 1st- December 31st). Policies on the Fiscal Year 2025 Policy Priorities plan are **bolded**.

I. POLICIES AND PROCEDURES PLANNED FOR FINALIZATION IN FY2025 Q2 (OCT-DEC.)

Academic and Student Affairs

- *SYS 121, Professional Licensure and Occupational Certification Programs: Determining Student Location**
- *SYS 135, UW System Undergraduate Transfer Policy*

Human Resources

- *SYS 205, Employment of Student Help (technical amendment)*
- *SYS 206, Student FICA Exemptions (technical amendment)*
- *SYS 210, Educational Assistance for Faculty & Staff (technical amendment)*
- *SYS 236, Utilization of Independent Contractors*

Financial Administration

- *SYS 334, Accountability for Capital Equipment*

Travel

- *SYS 425, Use of Personal Vehicles, Rental Cars, and Fleet for Business Transportation*

Risk Management and Compliance

- *SYS 650, Public Records Management Roles and Responsibilities*

Information Security

- *SYS 1037, Information Security: IT Disaster Recovery*
- *SYS 1037.A, Information Security: IT Disaster Recovery Plan Standard*

*This policy was distributed in September 2025 and has a feedback period that closes in late November 2025. Depending on the volume and breadth of feedback, finalization work may continue into Q3.

University Personnel System Operational Policies

- SYS 1275, *Recruitment Policies*
- SYS 1290 Guidance: (Code of Ethics) Guidelines for Reporting Outside Activities Under UWS 8.025

Intellectual Property

- SYS 1310, *Copyrightable Materials Ownership, Use, and Control*
- SYS 1315, *Patents and Inventions*

II. POLICIES AND PROCEDURES PLANNED FOR DISTRIBUTION TO CAMPUSES IN FY2025 Q2 (OCT.-DEC.)

Human Resources

- **SYS 216, *Academic Pay Policy 9/12 Option*** (Second Distribution)
- **SYS 237, *Utilization of Borrowed Employees/Employee Interchange Agreements***

Financial Administration

- **SYS 351, *Purchasing Card Compliance Policy***
- **SYS 351.A, *Purchasing Card Procedure***

Travel

- **SYS 435, *Headquarter City & UW System Sponsored Events Policy***

Procurement

- SYS 521, *Authority to Sign Procurement Contracts in the UW System*
- SYS 540, *Non-Competitive Procurement Contracts*

Tuition and Fees

- **SYS 820, *Segregated University Fees***

Information Security

- **SYS 1039, *Information Security: IS Risk Management***
- **SYS 1041, *Information Security: Logging and Monitoring***
- **SYS 1042, *Information Security: Threat and Vulnerability Management***
- **SYS 10xx, *Information Security: Secure Software Development***

University Personnel Systems Operational Policies

- **SYS 1210, *Vacation, Paid Leave Banks, and Vacation Cash Payouts***
- **SYS 1211, *Personal Holiday and Legal Holiday Administration***
- SYS 1212, *Sick Leave*
- SYS 1238, *Crafts Workers*
- **SYS 1277, *Compensation***
- **SYS 1292, *Workplace Conduct Expectations***
- **SYS 1293, *Mandatory Employee Training***
- **SYS 12XX, *Volunteer Management and Employee Volunteerism***

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