At a time when proposed budget cuts pose significant challenges for UW-Madison, we are asking employees to submit ideas to reduce costs, identify savings and operate more efficiently. We want to gather specific suggestions from all parts of the campus.

If you have an idea, please call 608-890-3015 and leave your suggestion. You can leave your name and contact info but it’s not required. We appreciate your participation in this process.
Agenda

- HR Design Updates
- Breakout Sessions
<table>
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<tr>
<th>HR Design Component</th>
<th>Description</th>
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</table>
| **Performance Management** | Develop and implement policy requiring each unit to have performance management program while allowing unit flexibility | • Policy finalized in February 2015  
• Developing performance management training programs and communications for all employees  
• Implementation on schedule for July 1, 2015 |
| **Employee Choice**  | Create, communicate and implement program to allow Classified Exempt Staff to become Academic Staff | • Employees in verified exempt Classified Staff positions will be notified of option to move to Academic Staff in upcoming months  
• Full program rollout for employee choice planned by August 1, 2015 |
## HR Design Updates

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| **New Employee Onboarding** | Ensure new employees have positive experiences by requiring campus units to have onboarding programs while allowing unit flexibility | • Policy finalized in February 2015  
• Training available for developing new onboarding programs and enhancing existing programs  
• Implementation on schedule for July 1, 2015 |
| **Transitional Compensation/ Living Wage** | • Develop and implement program to allow more pay flexibility  
• Provide pay increases to those earning less than city of Madison living wage | Proceeding as planned for implementation on July 1, 2015 |
## HR Design Updates

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| Recruitment, Assessment, and Selection | • Implement more efficient and effective recruiting/hiring practices for all recruitments  
• Include enhanced hiring tools and interim applicant tracking system  | • Aligning recruitment/hiring practices for Academic and University Staff by implementing a more standard recruitment, assessment, and selection policy  
• New tools will include:  
  ▪ Interim online applicant tracking tool that will replace Wisc.Jobs  
  ▪ Applicant materials screen  
  ▪ Unconscious bias training  
  ▪ Competency database  
  ▪ Interview tips and tricks  
  ▪ Interview questions  
  ▪ Reference checking guide |
## HR Design Updates

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<tbody>
<tr>
<td>Workplace Flexibility</td>
<td>• Create online toolkit that catalogues and summarizes existing flexibilities&lt;br&gt;• Promote to faculty and staff to increase awareness and use</td>
<td>• Toolkit developed and launching in March</td>
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# HR Design Updates

## University Staff Policies

<table>
<thead>
<tr>
<th>Policy</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Grievances</strong></td>
<td>Develop and implement University Staff grievance policy and procedures</td>
<td>Policy finalized in February 2015</td>
</tr>
<tr>
<td><strong>Probation</strong></td>
<td>Develop and implement University Staff probation process</td>
<td>Policy under review by Classified Staff Congress</td>
</tr>
<tr>
<td><strong>Layoffs</strong></td>
<td>Develop and implement University Staff layoff process</td>
<td>Policy under review by Classified Staff Congress</td>
</tr>
</tbody>
</table>
| **Temporary Employees** | • Define parameters for temporary employees  
• Extend time periods under certain circumstances                                                                                                    | Policy under initial review by Shared Governance Advisory Committee and HR Reps            |
| **Job Security**    | • Future project positions will become Fixed-Term Terminal positions  
• Permanent positions will become Ongoing positions                                                                                                                                                    | Policy being drafted                                                                        |
Upcoming Event

HR Design Webinar
The Performance Management Policy: What You Need to Know
Thursday, March 19, noon – 1 pm

▪ Learn about the policy requirements, roles and responsibilities ▪
▪ Understand what training and resources are available to you ▪
  ▪ Ask questions ▪ Receive helpful answers ▪

Find details at hrdesign.wisc.edu under “Events”
Today’s Format

- **Breakouts:**
  - Three 25-minute sessions
  - Five minutes between sessions
  - Choose to attend three out of four sessions
  - Breakout sessions include brief presentation followed by Q&A
Today’s Sessions

- Performance management (Northwoods – 3rd Floor)
  - Impacts all UW-Madison employees
  - What it means to you
  - How it can help your career at UW-Madison
  - How campus has been engaged in the development of resources

- Employee categories and the Fair Labor Standards Act (Industry – 3rd Floor) — changes to existing employee categories to align with the Fair Labor Standards Act
Today’s Sessions

- Recruitment, Assessment and Selection Tools (Landmark – 3rd Floor) – new tools and processes for recruiting and hiring both University and Academic Staff

- HR Design Overview (this room – Varsity Hall) background, vision and goals of HR Design
Thank You