

**HR Design
Information Sessions
Spring 2015**



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Agenda

- **HR Design Updates**
- **Breakout Sessions**



HR Design Updates

HR Design Component	Description	Status
<p>Performance Management</p>	<p>Develop and implement policy requiring each unit to have performance management program while allowing unit flexibility</p>	<ul style="list-style-type: none"> • Policy finalized in February 2015 • Performance management training programs and communications for all employees available • Implementation begins on July 1, 2015
<p>New Employee Onboarding</p>	<p>Ensure new employees have positive experiences by requiring campus units to have onboarding programs while allowing unit flexibility</p>	<ul style="list-style-type: none"> • Policy finalized in February 2015 • Training available for developing new onboarding programs and enhancing existing programs • Implementation on schedule for July 1, 2015

HR Design Updates

HR Design Component	Description	Status
<p style="text-align: center;">Transitional Compensation/Living Wage</p>	<ul style="list-style-type: none"> • Develop and implement program to allow more pay flexibility • Provide pay increases to those earning less than city of Madison living wage 	<ul style="list-style-type: none"> • Policies have been shared with governance • Proceeding as planned for implementation on July 1, 2015 • Comprehensive compensation and job title study starting fall 2015
<p style="text-align: center;">Employee Choice</p>	<p>Create, communicate, and implement program to allow Classified Exempt Staff to choose to become Academic Staff</p>	<ul style="list-style-type: none"> • Employees in verified exempt Classified Staff positions have been notified of option to move to Academic Staff • Consultation and informational sessions will be provided in fall • First date eligible employees can move to Academic Staff is now January 1, 2016

HR Design Updates

HR Design Component	Description	Status
<p>Recruitment, Assessment, and Selection</p>	<ul style="list-style-type: none"> • Implement more efficient and effective practices for all hiring • Provide enhanced hiring tools and interim applicant tracking system 	<ul style="list-style-type: none"> • Begin to align recruitment/hiring practices for Academic and University Staff by implementing a more standard recruitment, assessment, and selection policy • New tools will include: <ul style="list-style-type: none"> ▪ Interim online applicant tracking tool that will automate application process ▪ Applicant materials screen ▪ Unconscious bias training ▪ Competencies database ▪ Interview tips and tricks ▪ Interview questions

HR Design Updates

HR Design Component	Description	Status
Workplace Flexibility	<ul style="list-style-type: none">• Publish online toolkit that catalogues and summarizes existing flexibilities• Promote to faculty and staff to increase awareness and use	<ul style="list-style-type: none">• Toolkit available on hrdesign.wisc.edu• Training and support will be provided to managers and supervisors to help them implement appropriate flexibilities in their areas



HR Design Updates

University Staff Policies

Policy	Description	Status
Grievances	Develop and implement University Staff grievance policy and procedures	Policy finalized in February 2015
Probation	Develop and implement University Staff probation policy and procedures	Policy being finalized
Layoff	Develop and implement University Staff layoff policy and procedures	Policy being finalized
Temporary Employees	<ul style="list-style-type: none"> • Define parameters for temporary employees • Extend time periods under certain circumstances 	Policy being finalized
University Staff Appointment Types	<ul style="list-style-type: none"> • Project positions will become Fixed-Term Finite positions • Permanent positions will become Ongoing positions 	Policy being finalized

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

- **Layoff Policy for University Staff (Inn Wisconsin, 2nd floor)** – New policy effective July 1, 2015
- **Compensation Policies for University Staff (this room-Great Hall)** – Flexibilities that will be available for University Staff compensation beginning on July 1, 2015

Today's Sessions

- **Applying for a Job at UW-Madison: The New Website and Process (Class of 1924, 4th Floor)** – New website and process for University Staff, also available for other employees
- **HR Design Q&A (Beefeaters, 3rd Floor)** – Project sponsors answer audience questions about HR Design



Thank You

