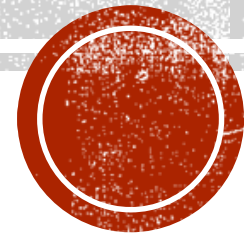


ADMIN FORUM

AUGUST 2017

Human Resources Information



PREVENTING SEXUAL HARASSMENT & SEXUAL VIOLENCE TRAINING

- **Board of Regents policy**
- **Training is required by all with an affiliation with UW-Madison**
 - **Faculty, Academic Staff, University Staff, temporary employees, student/grad student employees**
 - **The email from the Chancellor email went to 18,000 recipients**
 - **Training is “good” for 3 years; will need to recertify after 3 years (this is standard nationally)**
- **Must be completed by: September 30th**
 - **2500 have completed (as of 7/28/17)**
- **Primarily set up as an online training, there are in-person training sessions being schedule**
- **Still working out how new employees will be notified to complete the training.**



PREVENTING SEXUAL HARASSMENT & SEXUAL VIOLENCE TRAINING

- **Those not included in the employee category group for required training:**
 - **Zero Dollar, Student/Grads that are not employees (they have a different training)**
 - **Zero Dollar appointments will be reviewed after this initial training group; may be a part of the next wave**
- **I will be sending out a follow up reminder emails as we approach the deadline to those who have not completed**
- **I takes about 45 minutes to an hour to complete**
- **New campus Title IX Coordinator: Lauren Hasselbacher**



TITLE AND TOTAL COMPENSATION STUDY JOB FAMILIES DISCUSSION OPPORTUNITIES

■ About the Study

- Provide employees with clear guidance to make informed decision about advancing in their careers
- Provide managers information when making decision about pay and/or promotional opportunities for employees
- No employee will lose their job, as a result of the study

■ Study Phases

- Phase 1: established project team structure that will eventually include 250 employees. Finalized a two-year project plan.
- Phase 2: development of a job framework to align titles, provide clear and transparent career progression. Employees and managers will update job descriptions early 2018.



TITLE AND TOTAL COMPENSATION STUDY JOB FAMILIES DISCUSSION OPPORTUNITIES

■ Forums

- This fall we will be holding forums to share information about the study and to gather your feedback on the draft job framework. (Email is being sent)**
 - Wednesday, Sept 13 from 11:00pm - 12:30am, HSLC (late night, multi-lingual)**
 - Monday, Sept 25 from 9:00am - 10:30am, Pyle Center (multi-lingual)**
 - Thursday, Sept 28 from 1:30pm - 3:00pm, Online Session (English)**
 - Monday, Oct 2 from 9:00am - 10:30am, Gordon Dining (English)**
 - Tuesday, Oct 10 from 1:30pm - 3:00pm, Union South, Varsity Hall II (English)**



SEARCH & SCREEN TRAININGS

- **Training for Committee Chair & Committee Members**
- **Topics covered:**
 - **process (RAS), creating an inclusive search, addressing unconscious bias, tools & resources available, strategies to increase diversity of candidate pool, and basic expectations, brief TREMS demo**
- **Offered a number of times Fall Semester, then 1-2 times each semester thereafter**



MISCELLANEOUS

- **Student Employment Fair is Sept 11th - Carnival Theme (contact Housing to sign up)**
- **Fall Hires**
- **ALRA banking**
- **Payroll Calc dates**

