



March 14, 2006

MEMORANDUM

TO: Human Resources Representatives
FROM: Steve Lund
RE: Changes in ASPP

Effective March 10, 2006, a number of changes to the *Academic Staff Policies and Procedures* (ASPP) went into effect. The changes were submitted to the Board of Regents on March 10th and go into effect immediately – although the Board has 90 days to reject or modify the proposed changes.

Colleen McCabe, Secretary of the Academic Staff, has posted the revised ASPP on the web at (<http://wiscinfo.doit.wisc.edu/acstaff/ASPP/ASPP2006.pdf>) and has a limited number of printed copies available upon request.

Attached are three documents.

Attachment 1: Summary of the changes
Attachment 2: Revisions illustrated by underlining (new language) and strikethroughs (deleted language)
Attachment 3: Clean version of the new language

While many of the changes are simply clarifications and improvements of language, others will affect your actions. You should review the documents carefully, but let me point out a few changes of particular note.

- 1.03 The changes in the definitions of “Budget or Program Decision” and “Funding Loss” are important clarifications of the reasons for layoffs and the resulting amount of notice required.
- 2.02 This change allows units to include the url for ASPP (<http://wiscinfo.doit.wisc.edu/acstaff/ASPP/ASPP2006.pdf>) and UWS (<http://www.legis.state.wi.us/rsb/code/uws/uws.html>) in appointment letters instead of including printed copies.

Office of Human Resources

166 Bascom Hall University of Wisconsin-Madison 500 Lincoln Drive Madison, Wisconsin 53706-1380
608/263-6561 FAX: 608/262-5203 <http://www.ohr.wisc.edu>

2.04 Evaluation period changes.

- The dean, director or designee will be required to approve all terminations during the evaluation period prior to issuing the letter.
- For those evaluation periods longer than six months, midpoint performance evaluations are no longer required, but are still strongly recommended; and
- The evaluation period must be suspended in cases of lengthy absence (at least 20 working days) due to medical reasons.

7.01 Includes the Ombuds Program among those available to help resolve problems informally.

Please inform your units of the changes.

If you have any questions about these changes, feel free to contact me (preferably by e-mail).

attachments