

CHAPTER SIX

PRIVILEGES, BENEFITS, AND SERVICES

(Note: As changes are approved in personnel policies, they may be viewed at the following Web site:
<http://www.uwec.edu/AcadAff/policies/handbook/changes/>)

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UNIVERSITY PRIVILEGES AND SERVICES

ID Cards

All members of the faculty and academic staff are issued Blugold cards upon assumption of duties with the University. These ID cards are valid until the conclusion of employment, at which time they are to be turned in at the Personnel Office. Faculty and academic staff emeriti continue to hold Blugold cards. Spouses or partners of faculty and academic staff members may obtain Blugold cards for a fee and receive the same Blugold card privileges.

A Blugold card entitles the bearer to free admission or reduced price tickets for many campus activities and events; library privileges; access to the Blugold Account debit card system and the campus meal plan; and use of facilities in McPhee Center. Blugold Card privileges are not transferable. Loss or theft of the Blugold Card should be reported immediately to the Blugold Card Office (836-4070) in Davies Center.

Faculty and Academic Staff Offices

Each faculty and academic staff member who has at least a half-time appointment is provided with an office; whenever possible, each is assigned a private office. Assignment of office space is the responsibility of the Vice Chancellor for Business and Student Services, who will consult with the deans of the Colleges and with department chairs.

Salary Payments

Teaching staff are paid in nine monthly checks issued on the first of each month beginning with October 1 and concluding on the following June 1.

Keys

Keys for official use of university facilities can be obtained at the Office of the Director of Facilities Planning and Management. Keys are issued only to individuals, who are directly responsible for all keys received. To receive keys, a completed Key Authorization form must be mailed or delivered to the office of the Director. The Key Authorization form requires the signature of the Department Chair for departmental master and interior door keys. The Building Coordinator's signature is required if an exterior door or building master key is needed. Approval for grand master and higher keys requires the signature of the Director or Associate Director of Facilities Planning and Management. Within two working days of receiving the completed and signed Key Authorization request, one key of each type needed will be issued. Individuals will be notified to personally pick up and sign for their keys after presenting a photo ID. Duplicating, altering, and/or loaning university keys are prohibited. Lost keys must be reported to University Police, the Department Chair, the Building Coordinator, and Facilities Planning and Management. A lost key report must be completed so breaches of security can be evaluated. Charges for lost keys may be assessed. Keys are to be returned to Facilities Planning and Management upon separation from the University or transfer between departments. A detailed key policy is available from Facilities Planning and Management upon request.

University Centers

Faculty, academic staff, and all members of the university community are invited to use the facilities and services of the University Centers, a self-supporting division of the University. Three buildings comprising the University Centers serve as the community center for the campus:

- Social and cultural interactions predominate in Davies on lower campus. Offering a number of meeting and program spaces, dining facilities, and service areas, Davies Center is the administrative core of the University Centers.
- A cafeteria and a food court serve the university community from Hilltop Center on upper campus.
- Crest Wellness Center on upper campus features an alcohol-free club, a fitness center, Student Health Services, and University Police.

Employee Assistance Program

The University believes it is in the best interest of its employees and the institution to provide confidential assistance to employees in dealing with personal problems that adversely affect their on-the-job performance. Further information is available from the Coordinator of the Employee Assistance Program.

FEE BENEFITS

Tuition Remission

Non-resident tuition remissions (exemptions from additional charges to out-of-state students) are available to members of the immediate families of UW-Eau Claire faculty and academic staff, within the limits of the funding authorized by Wis. Stats. 36.27 3(b).

Segregated Fee Exemption

Spouses of faculty/academic staff may enroll in courses for credit upon the payment of all fees except the activity and University Center fees.

Visitor Privileges

UW-Eau Claire faculty and staff may attend courses as visitors under the following conditions:

1. This privilege applies only to on-campus courses, not to off-campus or travel courses.
2. Class space must be available after the needs of credit-seeking students are met.
3. Any special course fees or other special fees must be paid by the faculty/staff enrollee.
4. Written approval must be obtained during the first week of classes from the Registrar's Office and from the instructor for the course.

Fee/Tuition Reimbursement for Employer-Authorized Coursework or Training

The Board of Regents of the UW System has approved the reimbursement of fees or tuition to unclassified personnel for authorized job-related coursework or training to improve the employee's job performance under the following guidelines:

Faculty, academic staff, and limited staff members are eligible if they have half-time or greater appointments. They may take up to five credits or equivalent during an academic term in coursework or training deemed appropriate for the continued or improved effectiveness of their performance in their current positions. Academic staff may also take coursework or undergo training to acquire skills and knowledge necessary for advancement to positions closely related to the current job or to advance to another job which is pertinent to the mission of the University. Academic staff and limited staff members' coursework may be obtained from the employing institution, from other units of the UW System, or from agencies or institutions outside the System. Basic instructional fees are reimbursed upon successful completion of the training/coursework if the employee is still in state service.

Approval must be secured in advance from the Chancellor or designee. Full information about the policy as set forth in General Administrative Policy Paper #25 may be obtained from the Office of the Provost and Vice Chancellor.

RESEARCH, SCHOLARLY, AND PROFESSIONAL DEVELOPMENT FUNDING

The Office of Research and Sponsored Programs (ORSP) located in HSS 173 (ext. 36-3405) serves as the University's primary resource for faculty and academic staff research, scholarly, and other creative

activities. ORSP coordinates and administers a variety of internally funded programs and coordinates proposal preparation and submission to extramural agencies. ORSP staff obtains and disseminates information and application materials for programs supporting research and scholarly activity on local, state, national, and international levels. In addition, ORSP assists individuals, departments, schools, colleges, and administrative units in the preparation and review of proposals for submission to internal, UW System, or extramural funding sources. ORSP also promotes a variety of related activities such as workshops, time reassignment incentives, and assistance with travel for research or grant development purposes. The following programs are available for faculty and academic staff. Information about each program may be obtained via the Internet at <http://www.uwec.edu/ORSP> or by calling the Office of Research and Sponsored Programs.

UW System Programs

1. Applied Research Program
 2. Conference Development Grants*
 3. Council on International Education Collaborative Grants
 4. Curricular Redesign Grants*
 5. Faculty Sabbatical Program
 6. Institute on Race and Ethnicity Grant Program
 7. PK-16 Initiative
 8. Solid Waste Research Program
 9. Undergraduate Teaching and Learning Grants*
 10. Wisconsin ESEA Improving Teacher Quality Program
- *Coordinated with NET (Network for Excellence in Teaching)

UW-Eau Claire Grant Programs

1. Academic Staff Professional Development Program
2. Diversity Mentoring Project
3. Faculty/Student Research Collaboration Program
4. Guest Lecturers, Artists, and other Professionals
5. Small Research Projects Program
6. Student Travel for the Presentation of Research Results
7. Summer Extramural Grant Development
8. Summer Research Experiences for Undergraduates
9. Travel Support for Scholarly Presentation
10. University Research and Creative Activity Program
11. Workshops and Special Projects Travel

Faculty Exchange Programs and Opportunities Abroad

Several teaching/research assignments are available for faculty to teach abroad. Faculty members involved will normally be teaching a full load and credits earned will accrue to the home department.

Fulbright Scholars Program

Faculty are encouraged to apply to be Fulbright Scholars. Fulbright Scholars lecture, consult and conduct research in a wide variety of academic fields across the globe. Information and on-line applications are available at www.cies.org.

Opportunities for Teaching Abroad

HARLAXTON COLLEGE - GRANTHAM, ENGLAND

Assist with recruitment and orientation, advise students, help arrange field trips in England. Benefits: Regular salary and benefits, transportation, room and board at Harlaxton Manor. Applicants will be nominated by UW-Eau Claire; final selection made by Harlaxton.

WISCONSIN-IN-SCOTLAND-SEMESTER - DALKEITH, SCOTLAND

Teach three courses, help oversee house upkeep, assist with student recruitment and orientation, and help arrange field trips. Benefits: Regular salary and benefits, transportation, room and board at Dalkeith House. Applicants will be nominated by UW-Eau Claire; final selection made by WCWC International Directors.

WISCONSIN-IN-SCOTLAND-SUMMER – DALKEITH, SCOTLAND

Teach one-3 credit class and participate in Scottish Culture Colloquium. Oversee house upkeep, assist with student recruitment and orientation, and help arrange field trips. Benefits: Salary of set by WIS, transportation, room and board at Dalkeith House. Applicants will be nominated by UW-Eau Claire; final selection made by WCWC International Directors.

KANSAI GAIDAI - OSAKA, JAPAN

Teach one course, conduct research. Benefits: Regular salary and benefits, transportation provided by instructor's College, housing and utilities provided by Kansai Gaidai. Applicants will be screened by UW-Eau Claire and final selection made by Kansai Gaidai.

JINAN UNIVERSITY - GUANGZHOU, CHINA

Teach 12 hours either in field, or in English as a Foreign Language, conduct research. Benefits: Regular salary and benefits, transportation provided by instructor's College. A small apartment is furnished by Jinan University.

INTERIM AT UNIVERSITY COLLEGE WINCHESTER - WINCHESTER, ENGLAND

3-4 weeks (mid-May/Mid-June 2006.) Exchange limited to English and Performing Arts. Assignment: Determined in conjunction with faculty at Winchester; give several lectures in field; conduct research. Transportation provided by instructor's College; housing and two meals/day provided by UCW. Applicants will be nominated by UW-Eau Claire; final decision made by UCW.

STUDY CENTER IN LATVIA - RIGA, LATVIA

Resident director oversees academic and co-curricular program. Teach one course, administer program funds, collaborate with Latvian liaisons to determine class and semester schedule and arrange/lead field trips, do student advising, assist CIE with recruitment and orientation. Benefits: Regular salary and benefits, transportation, housing supplement.

FACULTY AND ACADEMIC STAFF AWARDS

Excellence in Teaching Award

The Excellence in Teaching Award is given annually to a member of the faculty or instructional and/or research academic staff who, in the opinion of alumni, has stimulated students to high standards of scholarship, both in and out of the classroom, and have inspired active interest in learning and in self-improvement. Faculty and instructional and/or research academic staff with 50% or more teaching responsibilities (per position control) and who have been employed at the University for at least one year prior to the year during which the balloting is being done are eligible for consideration. Faculty/staff who have received the award within the immediate ten-year period are ineligible.

Alumni from the most recent graduating class do not receive ballots. Those from the next three most recent graduating classes are eligible to vote. They indicate first, second, and third choices selected from the list of eligible faculty and instructional and/or research academic staff.

Since the award was first given in 1966, thirty-three recipients have been honored. Currently, the Foundation provides a \$1,500 award for the recipient.

Excellence in Advising Award – Owen Marshall Advisor of the Year Award

The Excellence in Advising Award is given annually to a member of the faculty or instructional academic staff who, in the opinion of the Faculty Awards Committee, has put forth exceptional effort to establish excellence in academic advising at UW-Eau Claire. Nominations are evaluated on the evidence of effective advising qualities and practices that distinguish the nominee as an outstanding academic adviser.

All faculty and instructional academic staff who hold “faculty status” are eligible for consideration. Nominations are initially made by a committee of the Student Senate. Then the Faculty Awards Committee evaluates the nominations, solicits supporting materials which are due to the Chancellor’s office by May 1, and forwards its final recommendation to the Chancellor. Nominees’ files are automatically included in the Faculty Awards Committee’s annual review for three years unless withdrawal is requested or an award is received.

Currently, an award stipend of \$1,500 from the UW-Eau Claire Foundation accompanies the announcement of the award at the fall meeting of the faculty and academic staff.

Excellence in Scholarship Award and Excellence in Service Award for University Faculty

The Excellence in Scholarship and Excellence in Service Awards are given annually to members of the University Faculty who, in the opinion of their colleagues, meet the criteria for outstanding performance in the areas of scholarship and service.

The term “scholarship” is understood in this context to include research, creative works, and other products of scholarly activity. Examples include publications in journals and books, creative writing, visual arts, composition, artistic performance, or presentations at symposia and conferences. Evidence of this activity will include its contribution to defining the University’s standard for Excellence including achievement, innovation, and productivity. Recipients of this award will have made significant contributions to learning and earned the esteem of distinguished colleagues within the field of study.

The term “service” is understood in this context to involve initiatives beyond the University which demonstrate responsibility to the broader community. Examples include individual activities which help the University relate to the community, state, and nation through leadership in organizations, volunteer work, and other public service. Evidence of this activity will include its contribution to defining the University’s standard for Excellence, including impact, innovation, and productivity. Recipients of this award will be recognized for contributions made to society through higher education and will have earned the esteem of distinguished colleagues.

Any member of the University Faculty is eligible to be nominated for the awards; and any member of the faculty, academic staff, administration, or student body may make a nomination. All nominations are solicited and received by the University Awards Committee which is appointed by the Chancellor from recommendations by the University Nominating Committee. Any member of the University Faculty may serve on the Awards Committee. The Committee evaluates the nominations for each award and forwards its selections to the Chancellor.

The awards were established in 1984. Currently, the Foundation provides \$1,500 for each award recipient.

Excellence in Performance Award for Administrative and Professional Academic Staff

The Excellence in Performance Award is given annually to a member of the administrative and professional academic staff who, in the opinion of their colleagues, excel in the areas of performance and service. Excellence in performance is the primary criterion for the award, but evidence of outstanding service to the University beyond the scope of university employment enhances a nomination. Any member of the administrative and professional academic staff is eligible to be nominated for the award; and any member of the academic staff, faculty, administration, or student body may make a nomination.

All nominations are solicited and received by the Academic Staff Awards Committee which is appointed by the Chancellor from recommendations by the Academic Staff Nominating Committee. Any member of the administrative and professional academic staff may serve on the Awards Committee. The Committee evaluates the nominations for each award and forwards its selections to the Chancellor.

The first Excellence in Performance Award was awarded in 1987. The Foundation currently provides \$1,500 for the award recipient.

INSTRUCTIONAL AND RESEARCH SERVICES

Learning and Technology Services

Learning and Technology Services (LTS) is striving to meet the computing, data, and networking needs of the University. Services include computing and networking support for the administrative, instructional, research, and outreach functions of the University. Other services include the following.

- Application development
- Audio/Visual support services
- Classroom emergency, equipment repair and operational support
- Classroom modernization
- Computer repair
- Computer system maintenance
- Connectivity
- Course management systems support (Desire2Learn)
- Design and support of learning spaces
- Discounted software
- Distance learning and video services
- Electronics maintenance and design
- E-mail
- Equipment check-out
- Evaluation of new equipment
- General Access Labs support and maintenance
- Hardware support
- Instructional design and instructional technology consultation and support

- Instructional materials production
- MyBlugold intranet
- PC/Mac purchasing guidelines
- Residence Hall computing
- Software support
- Technology training
- Telephone services
- Traditional classroom support
- Video instruction and production (VIP) suite
- Website development

LTS Help Desk

In addition to providing effective and responsive resolution of information technology questions through telephone, email, and walk-in consultation, the LTS Help Desk is the front line of support regarding learning and technology services. Call the LTS Help Desk at **36-5711** (or any LTS staff member) for assistance with the services listed above. Visit our website for more information (www.uwec.edu/lts).

McIntyre Library

Detailed descriptions of the various departments and services of the William D. McIntyre Library are available on the Library's web site at <http://www.uwec.edu/library>.

Circulation

All materials are checked out at the main Circulation Desk. Borrowers must present a University ID card to check out materials. Detailed information on library borrowing privileges, including loan periods, services, and circulation policies, is available at <http://www.uwec.edu/library/about/borrowing.htm>.

Faculty and Staff Circulation

Faculty and staff may check out most library materials for one semester, renewable for an additional semester. Exceptions are current periodicals and videotapes. All materials must be either returned or renewed at the end of each semester. Following the end of the semester, items not returned will be presumed lost and will be charged to the faculty or staff member. Materials checked out by faculty and staff are also subject to being recalled for use by other patrons.

University Senate action regarding overdue Library materials is as follows:

“The Library staff shall send notices to faculty members, at the end of each semester in which they have checked out library materials, stating that the materials are due for return or to be checked out again. Each August, the Library staff shall prepare a notice to be sent to faculty holding overdue library materials. This second notice shall be dated the first day of the fall semester and be in faculty mailboxes no later than the first week of the fall semester. By this notice faculty will be informed that:

1. Overdue library materials must be returned within 30 days of the date of the second notice.
2. Materials which cannot be returned must be paid for within 30 days of the date on the letter (the Library Director or his/her designee will be identified as the person to consult concerning payment).
3. The names of faculty who do not meet these deadlines will be turned over to appropriate officials.” (FS 1/83)

Faculty Study Rooms

A limited number of study rooms are made available each semester for faculty and staff engaged in research/projects. An application for access to a study room must be completed at the Library office, L3002.

Interlibrary Loan

Interlibrary Loan is a service provided to faculty and students to supplement McIntyre Library's collections. Memberships in the Wisconsin Library Services (WiLS) consortium and the OCLC Interlibrary Loan Subsystem provide access to virtually all published materials which are available for loan. Faculty and students are not charged for this service.

Universal Borrowing

Faculty, students, and staff may borrow books and some other materials directly from other UW System libraries through the Library's Voyager catalog, using its Universal Borrowing function, or by physically checking out materials at the owning library. Such materials are typically available for pick-up within two business days of the request being placed. Universal Borrowing materials may be returned to any UW System library.

Library Copy Service

The Library Copy Service will copy portions of any material owned by McIntyre Library, except materials in Special Collections. The turnaround time may be up to four days and the cost is 10 cents per page. The cost of microforms copying may be higher. Charges incurred may be paid on a cash basis or CHARGED BACK to the faculty/academic staff member's department with the proper authorization. Informational brochures and forms are available at the Periodicals Office.

Reserve Library

Faculty and staff may place materials (books, photocopies, media, exams) on reserve for student access for course-related study. Most such items are placed on electronic reserve (E-Reserve) but some print and other media items remain. The Reserve Library is located at the Circulation Desk. A "Library Reserve List" form must be completed for all items placed on reserve. Information about Reserve, its operations and requirements, may be obtained by phoning 36-4362.

Instructional Media Center (IMC)

The IMC moved into a remodeled space in the basement of the Library in 2005. The Children's Book Collection is housed in the IMC as is a curriculum collection consisting of elementary/secondary level textbooks, teacher's manuals, curriculum guides, resource units, commercial teaching aids, and professional handbooks. The IMC houses the Library's nonprint materials such as videotapes, sound recordings, prints, and multimedia kits. Equipment needed to use most of these materials is available for in-house use in the IMC. Group listening/preview rooms are available for use and are checked out at the Circulation Desk on the main floor of the Library.

Government Publications

The Library has participated in the federal depository library program since 1951. Currently, McIntyre Library selects about 50% of the publications available for distribution through the program. The U.S. collection is housed on the first floor of the Library. Federal print documents, CD-ROMs, microfilm, and microfiche are arranged by the Superintendent of Documents classification scheme. Access to federal government information is through the Library's online catalog; Marcive WebDOCS, an Internet version of the Catalog of U.S. Government Publications, 1976-present; and through specialized indexes and abstracts housed in the Government Publications Index Center.

Since 1977 McIntyre Library has served as a regional depository for Wisconsin documents. Publications from this collection are housed together on the first floor of the Library, in a collection shelved according to a system developed by the State Historical Society of Wisconsin. Use Voyager, the online catalog, to locate specific items published by the State of Wisconsin. Ask for help from librarians staffing the Reference/Government Publications Desk if you need assistance with research, access, content, and location of federal and state information sources.

Special Collections

The combined resources of the Area Research Center (ARC), University Archives Collection, Local History Collection, Rare Books Collection, Maps Collection, and Photograph Collections contain a wealth of material available for research. Most handouts related to Special Collections holdings and services are available on the Special Collections portion of the library website.

The University Archives receives, organizes, and provides access to the university's non-current records of historical or long-term value. The ARC, a regional depository of the Wisconsin Historical Society, contains public records and manuscripts pertaining to Eau Claire and five surrounding Wisconsin counties. In addition, the ARC makes available to the University the rich archival resources of the Wisconsin Historical Society and Area Research Center network through a statewide courier service. The Rare Book Collection includes some 2,800 imprints dating back to 1535.

Information Literacy Instruction

Members of the Library faculty are available to custom-design information literacy classes for students in any discipline on how to develop effective research strategies, access resource materials, and evaluate the content of the sources found, and to otherwise most effectively use the resources of McIntyre Library and the Internet. Librarians will work with faculty and academic staff to identify appropriate levels of instruction and to develop and present course-integrated sessions for these classes. To schedule such classes, call the Reference and Government Publications Desk at 36-3858 or Special Collections at 36-2739.

Distance Education Services

The Library endeavors to provide as nearly as possible the same level of library service to distance education students and faculty as are provided on-campus faculty and students. Information about the services provided to DE students and faculty is available at www.uwec.edu/library/distance/index.htm or by phoning 36-5357.

CAMPUS COMMUNICATIONS SERVICES

News Bureau

(See Public Information and Confidentiality Policies for other services provided by this office.)

University Bulletin

The *University Bulletin* is an official publication of the University of Wisconsin-Eau Claire. The online newsletter is published weekly during the academic year and consists of the following sections:

1. Top News – Main campus news stories and photos.
2. In Brief – Brief news items.
3. Calendar – Monday-through-Monday calendar of events taking place on campus.
4. Faculty/Staff News – News of UW-Eau Claire staff activities such as personal achievement, public appearances, election to office, grant awards, etc. Also includes Faculty/Academic Staff Workshops and Programs, Faculty/Academic Staff Forums, NET in the News, and condolences.

5. In The News – Examples of stories that have appeared in the media about UW-Eau Claire’s people and programs.
6. Notices – Employment listings for unclassified and classified staff positions. Also includes official notices usually submitted by the Chancellor, the Provost and Vice Chancellor, or Vice Chancellor for the information of faculty and staff.
7. Archive – Past issues of the *University Bulletin*.

Items for the In Brief, Calendar, Faculty/Staff News, and In The News sections may be sent by e-mail directly to the editor of the *University Bulletin* in the News Bureau. All items related to official university business must be cleared through the Office of the Chancellor, Provost and Vice Chancellor, or the Vice Chancellor. Unclassified position vacancy information should be directed to the Provost and Vice Chancellor’s office. Classified position vacancies should be directed to Human Resources. The copy deadline for news and notices is 10 a.m. Monday.

Telephone Services

A telephone is provided for each faculty and academic staff member.

Long Distance Calls

A reduced rate for long distance telephone calls is provided to the University through the State Telephone System (STS), and is available for official university business only. Calls may originate from this campus or from any other state institution. All dialable cities in Wisconsin, the continental United States, and many foreign countries can be called on STS.

Instructions for making STS calls, regular long distance calls, and information calls are included in the telephone directories published by the University.

Long distance calls not on STS should be strictly limited to emergency situations. The Centrex equipment will automatically record such calls.

Billing and Charge-back

All telephone calls (including STS calls) will be billed and charged back to the telephone from which the call was placed. All telephone costs, including monthly service charges, will be charged back to operating budgets and will be shown on the budget accounting report from Business Services. The Business Services Office will forward these statements on a regular basis, usually monthly, to individual departments or equivalent units.

It is the responsibility of the department or other unit to audit the long distance calls made from its telephones.

For information concerning new installations, moves, equipment, charges, requests, etc., contact Telephone Services.

University Mail Services

University Mail Policies

1. Campus mail envelopes should be used for all routine on-campus correspondence.
2. Outgoing official university mail in #10 regular white envelopes will be sealed when postage is affixed in the mailroom. Envelopes larger or smaller than the #10 regular white envelope must be sealed by the sender. All outgoing mail must have a departmental address and account number in the upper left hand corner of the envelope.
3. Advance arrangements should be made with Mail Services for large or bulk mailings at reduced rates.

Delivery Services and Policies

1. Mail Services delivers to the addressee's mail-receiving point:
 - a. all U.S. mail received daily, and
 - b. on-campus addressed communications in campus-mail envelopes.
2. Mail Services delivers to mail-receiving points the following types of communications not addressed to individuals but designated for distribution to all faculty, or all staff, or all personnel:
 - a. official publications, notices, or bulletins of the University (administrative offices, official committees, or campus organizations), when delivery is requested and the communication is signed by faculty or academic staff who takes responsibility for it;
 - b. informational (professional) literature when signed by faculty or academic staff who takes responsibility for its content; and
 - c. literature and other items considered to have potential professional value, even when provided by commercial sources off-campus.

Note: Unsigned notices, promotional materials, or "want ad" types of notices will not be accepted for distribution. No political material of any kind will be distributed.

Delivery/Collection Schedule

Mail is delivered and collected in department and administrative offices between 9:30 a.m. and 12:00 noon., Monday through Friday. Mail is collected between 3:00 p.m. and 3:15 p.m. at designated areas in the following buildings: Human Sciences and Services, Brewer, Fine Arts, Hibbard, Hilltop, McPhee, Phillips, Schneider, Schofield, and Towers.

Note: Personal U.S. mail and UPS services are offered at the University Service Center in Davies Center.

University Printing Services

Convenience Copying

University Printing Services provides university departments and administrative offices with the use of copy machines at a per copy price for small copying projects in their office environments. A minimum of 500 copies per month is required to qualify for the copier program. Services and supplies provided for convenience copying are toner, paper, staples, monthly meter readings, and repair and maintenance. The copiers are purchased by University Printing Services. Phone the Duplicating Services office at ext. 36-5621 for information on the Convenience Copying Program.

Copy Corner

The Copy Corner is located in Davies Center, room 119, and is a full-service printing and finishing center. Services provided are graphic design for resumes, brochures, posters, and letterhead; black photo copies; 4-color photo copies; laser printouts as large as 11"x17"; graphs and charts; offset printing; carbonless paper; brochures, booklets, labels, and letterhead; and complete bindery operation for all finishing needs. Phone the Copy Corner at ext. 36-2155 or 36-4601 for more information.

Duplicating Services

Located on the lower level of Schofield Hall in room 18, Duplicating Services is available for the duplication of classroom and administrative materials for university departments and administrative offices. High-speed copying and binding are available. No personal, political, or special interest material of any kind will be duplicated. Duplicating Services is not available to individuals, student organizations, organizations funded by non-state accounts, or non-state organizations. When requesting duplication of copyrighted materials, it is the responsibility of the requester to obtain copyright permission.

The primary services provided by Duplicating Services are: black photo copies (digital machines), 4-color photo copies (digital machine), trimming, folding, padding, 3-hole drilling, stapling, booklet making, tape binding, plastic comb and coil binding, numbering, hand folding, hand collating, and inserting. In addition, order pick-up and delivery service are available to various campus locations. For unusual orders, phone ext. 36-5621 or stop by Duplicating Services. Hours of operation are 7:45 a.m. to 4:30 p.m., Monday – Friday.

Off-Campus Printing

Any printing that cannot be done by University Printing Services can be sent off campus to a vendor who has qualified for a state of Wisconsin printing contract. According to the state of Wisconsin Constitution, all printing must be bid utilizing the off-campus printing service. Phone ext. 36-3883 or 36-4601 for any additional information. Ten to 15 days must be allowed for off-campus printing projects.

FACULTY/STAFF TRAVEL

University Fleet Policies

The University maintains a fleet of vehicles for use in conducting state business. This fleet is comprised of departmental vehicles and a fleet of sedans, station wagons, mini-vans, and 15-passenger vans that are available for reservation.

The use of fleet vehicles for official university business is encouraged. Individuals who elect to use a personal vehicle when a university-owned vehicle is available and tendered shall be reimbursed at the minimum rate per mile, except that trips within a radius of 50 miles of the University may be taken with personal vehicles and reimbursed at the full allowed rate per mile.

Restrictions on Use of University Vehicles

1. University vehicles may be used only for conducting state business (i.e., only for trips directly related to academic, administrative, or student-life activities).
2. Passengers are restricted to university staff and students. Upon request, exceptions can be made to permit employees of other agencies or organizations to ride as passengers when on common university or state business.
3. Persons utilizing university vehicles are prohibited from transferring these vehicles for use by others.
4. Use of car top carriers is not permitted with university vehicles.
5. Off-road use of university vehicles is not permitted.
6. Towing with 12- or 15-passenger vans is prohibited.

Requirements for Drivers of University Vehicles

1. Only individuals on a university payroll, students, or approved volunteer drivers will be permitted to drive a university vehicle. Drivers of 12- or 15-passenger vans must be at least 25 years of age.
2. Each driver must file a “Driver’s License Verification Application” and submit it to the Office of University Police for approval prior to use of a university vehicle.
3. Completion of a vehicle safety program on-road driving test is required for use of a 12- or 15-passenger van. This test can be scheduled at the office of University Police by calling ext. 36-2222.
4. All accidents must be reported to the appropriate law enforcement agency and the UW-Eau Claire Office of Loss Prevention and Safety (see glove compartment for instructions).
5. All persons traveling in a university vehicle must wear seat belts.
6. Drivers of university vehicles are responsible for obeying all traffic laws.

7. When a driver leaves a university fleet vehicle, the engine must be turned off, the ignition key removed, and the doors locked.
8. The use of university vehicles may be denied for good reasons, such as:
 - a. lack of a valid driver's license;
 - b. poor driving record;
 - c. use of a state vehicle for other than the intended purpose; and/or
 - d. violation of policies and/or procedures covering use of state vehicles.

Reservation of Vehicles

1. A faculty or staff member must make reservations for use of a university vehicle, even if the use is by students.
2. Vehicles can be reserved on a first-come, first-serve basis by phoning ext. 36-3412. However, during periods of heavy activity (e.g., fall semester and spring break), the number of vans reserved for any one department may be limited in order to serve the broader campus need.
3. Vehicles may be reserved for use during a semester from the first day of classes of the previous semester, for example:
 - a. Reservations for fall semester (including Winterim) are allowed starting on the first day of classes of the summer semester.
 - b. Reservations for spring semester are allowed starting on the first day of classes of the fall semester.
 - c. Reservations for summer semester are allowed starting on the first day of classes of the spring semester.
4. If a reservation is made and subsequently becomes unnecessary, the reservation should be canceled. Unless cancellations are received prior to 24 hours from the departure time, a day charge will be assessed for the trip.

Procedures for Pick Up and Return of Vehicles

1. An authorization to charge a state account for trip expenses, signed by a person with responsibility for the account, must be received at the Fleet Vehicle office prior to the trip. (If a Travel Authorization is used, it should be forwarded to the Office of Business Services).
2. Fleet users can obtain keys for university vehicles at the Facilities Planning and Management (FP&M) office in the MCS Building between the hours of 7:00 a.m. and 4:15 p.m., Monday through Friday.
 - a. Travelers departing after 4:15 p.m. should pick up keys during normal hours on the day of travel.
 - b. Travelers departing before 7:00 a.m. should pick up keys during normal hours the day before.
 - c. Travelers departing during the weekend or before 7:00 a.m. on Monday should pick up keys during normal hours on Friday.
3. Vehicles are assigned according to the following guidelines:
 - a. General fleet vehicles (small sedans or station wagons) will be assigned for trips with one to four passengers. A larger vehicle may be requested to accommodate a medical need. A form for this purpose is available from the University Business Office and must be completed by a doctor and renewed annually.
 - b. Medium sedans will be assigned for trips with four to five passengers.
 - c. Medium station wagons will be assigned when additional cargo space is required, or as needed for four or five passengers.
 - d. Min-vans will be assigned for trips with five to seven passengers or when needed for cargo space.

- e. Fifteen-passenger vans will be assigned for trips with six to 15 passengers or when needed for cargo space. Van drivers must be at least 25 years of age.
4. Vehicles are to be picked up at the time of departure at the Maintenance and Stores Building area and returned to this area as soon as the trip is completed.
5. Credit cards supplied with vehicle keys are to be used for fuel, supplies, and minor maintenance and repair expenses for that university vehicle only.
6. Upon return, the keys, the completed trip ticket, and all credit card charge slips must be turned in to the Office of Facilities Planning and Management or dropped in the night deposit box at the east entryway to the Facilities Planning and Management office.

Reimbursement for Official Travel

General Procedures

All faculty and staff members should follow the procedures outlined below when seeking reimbursement for travel on official university business.

1. Authorization for travel should be obtained prior to the time of departure using the UW-Eau Claire Travel Authorization form. If a university vehicle is required, Part B of the authorization must be completed.
2. Since funds for travel are limited, faculty and staff members should obtain information concerning the availability of reimbursement from their department chairs or supervisors.
3. A Travel Expense Report must be submitted to Accounts Payable for reimbursement. The expense report must be approved by the department chair, dean, or as otherwise prescribed by the administrative unit.

Current Information

The current state guidelines for travel reimbursement and out-of-state restrictions, if applicable, are available on the UW-Eau Claire Web: <http://www.uwec.edu/acctpay/index.html>.

PARKING & TRANSPORTATION SERVICES

Parking on Campus

All motor vehicles parked on university properties (excluding metered areas) require a UW-Eau Claire parking permit. Permits are enforced as indicated on the entrance sign to the lots.

Metered Areas

Metered areas do not require a permit. Enforcement is year around at times posted on entrance signs to lots or information signs in the meter areas. Meters cost \$0.50 per hour.

Campus Conveyance

On-campus transportation assistance is available to faculty/staff during the academic year, Monday-Friday 7:45 a.m.-4:30 p.m. This service is provided between upper and lower campus only for the purpose of attending professional meetings or official university business. Please call the Visitor Center for reservations, ext. 36-2544.

Visitor Parking

All visitors should be directed to stop at the Visitor Center to receive a Guest parking permit and directions to various campus and city destinations. Located at the corner of Park and Roosevelt on lower campus, the Visitor Center also offers reserved parking with 24-hour advance notice. Departments may reserve two

spaces a day in the Visitor Center. Requests for three to ten spaces can be made through Parking and Transportation Services, Schneider Hall 106 or ext. 36-2002.

Workshop/Conference Parking

Parking arrangements for groups or large events must be made 48 hours in advance. All requests and concerns should be directed to the Coordinator of Parking and Transportation Services, Schneider Hall 106 or ext. 36-2002.

Detailed and current parking information can be obtained from Parking and Transportation Services, Schneider Hall 106 or ext. 36-2002.

LIABILITY PROTECTION

Professional Liability Insurance

Liability protection for all state employees is provided directly by the state. When an incident occurs which may give rise to a claim, UW-Eau Claire employees should call the Director of Loss Prevention and Safety.

The state liability program is administered by State Risk Management and is self-funded.

1. The state is responsible for paying all valid claims that are assessed against state officers and employees while they are acting within the scope of their employment. [Wisconsin Statutes 895.46(1)]
2. Agents of the state (volunteers, students, etc.) are extended liability protection while they are acting within the scope of their agency. [Wisconsin Statutes 895.46(1)]
3. Section 165.25(6) provides that the Attorney General, upon request, may appear for and defend any state employee in any civil proceeding brought against an employee on account of any act growing out of or committed in the lawful course of the employee's duties.
4. Limits: the state self-insures the first \$5,000,000 (retained limit). Excess liability coverage is purchased to provide excess liability protection above the state retained limits.

Note: Wis. Stats. 895.45(4) allows civil actions, not to exceed \$250,000, against state employees. Section 165.25(6) provides that the Attorney General, upon request, may appear for and defend any state employee in any civil proceeding brought against an employee on account of any act growing out of or committed in the lawful course of the employee's duties.

Automotive Liability Insurance

The State of Wisconsin provides coverage not only for university fleet vehicles but also for vehicles not owned or hired by the state when they are used by university permission on official university business and when the actual use is within the scope of such permission. Insurance under this policy is considered as excess over any automotive liability insurance that the owner of the vehicle may have and is not available until the insurance provided by the owner is exhausted. Further information is available from the Office of Loss Prevention and Safety.

RETIREMENT, INSURANCE, AND OTHER BENEFITS

Human Resources is responsible for administering the payroll and the fringe benefit program. Further information concerning all benefits described below is available from Human Resources.

Wisconsin Retirement System (WRS)

Membership

All unclassified staff members on at least a 28% academic year or 21% annual appointment for an expected duration of one year or more are enrolled in the Wisconsin Retirement Program.

Member Deposits

The WRS contribution is approximately 10% of gross earnings but will vary from year to year. The total contribution is divided between employer and employee shares, with the employer typically paying the majority of the employee share. The amount considered to be the employee share, even if paid by the employer, is vested immediately.

Retirement Age

The normal age is 65. However, the individual's age and years of service creditable for retirement purposes determines the normal retirement age. Retirement is permitted as early as age 55 with a possible reduction in the annuity for each year prior to the normal retirement age.

Benefit Computation

The following factors are used to compute a retirement annuity: (a) the average of the highest three years of earnings; (b) number of years of service that are creditable toward retirement; and (c) a formula factor (currently 1.6%). When multiplied together, these factors give a fixed annuity amount; when divided by 12, this amount gives the monthly retirement income at normal retirement age.

Additional Deposits

Any member may make additional deposits to his or her retirement plan. These deposits, which are not matched by the employer, may be arranged on a tax-deferred basis.

Disability Annuity

An employee under age 65 who has participated in the WRS who becomes disabled may be eligible to apply for a disability annuity. Contact the Office of Human Resources for more information.

Social Security

Since the 1954 amendments to the Social Security Act, virtually all faculty and academic staff have participated in this program. The University contributes 7.65% of the employee's gross income to the Social Security Fund.

Tax-Sheltered Annuities

The UW System makes tax-sheltered annuities available from its own state teachers' retirement fund as well as numerous private life insurance companies and mutual funds.

Group Health Insurance

University employees currently may choose among a number of group health insurance plans. Two plans offer standard coverage of the traditional "fee-for-service" type. The others are prepaid group-practice plans called HMO's (health maintenance organizations). Once each year employees may opt to change from one plan to another without penalty or restriction on coverage. The state pays the major portion of the cost of the insurance.

Group Life Insurance

Four group life insurance plans are available, all offering straight-term insurance in varying amounts. Depending on the specific plan chosen, miscellaneous provisions may include (1) spouse and/or dependent child coverage; (2) double indemnity for accidental death; (3) waiver of premium in the event of disability; (4) continuance of coverage while on leave of absence; (5) state contribution; (6) conversion privileges.

Accidental Death and Dismemberment Policy

A separate policy covering only accidental death and/or dismemberment is available to employees and their families.

Income Continuation Insurance

Insurance is available to protect employees against financial loss as a result of short-or long-term disability. Benefits are 75% of the employee's salary at the time of becoming disabled. Premium costs vary according to income and to the selected waiting period before benefits become payable.

Catastrophic Insurance

A major medical policy is available which will pay for medical charges not covered by an individual's basic health insurance. In addition, this policy pays 50% of dental charges up to \$750 per year after a deductible is met. There is also a \$3,000 accidental death policy available.

Dental Insurance

This policy covers diagnostic and preventive services. Other dental services are provided on a co-payment basis. The employee pays the full premium with no state contribution.

Sick Leave

The UW System sick leave policy is described in full in Chapter Five, Personnel Policies and Procedures. Under its provisions, new faculty and staff with full-time appointments of nine months or more immediately qualify for 22 days of sick leave. No further sick leave credits accrue during the first 18 months (three semesters) of employment; thereafter credits accrue at the rate of six days per semester, or a maximum of twelve days per year. Unused sick leave may be carried over from one year to another with no limit on the maximum accumulation. Employees who have 15 or more years of service are eligible for the sick leave enhancement program. The State will match 52 hours for each of the first 24 years of service, and 104 hours for all years exceeding 24. Any eligible employee who has used 500 or more hours of sick leave during the last three years for one catastrophic illness will be credited with 500 hours at retirement. Upon the retirement or death of the employee, accumulated sick leave may be converted to a cash value based on the individual's salary at the time. This cash value is then reserved exclusively for the purpose of paying health insurance premiums until the full value has been exhausted.

By action on October 7, 2005, the UW System Board of Regents requires all unclassified employees (faculty and academic staff) to provide to their chair, director, or supervisor written *medical certification* from their health care provider of the medical necessity for use of sick leave for absences of *more than 5* consecutive working days. Further information is available at <http://www.uwec.edu/acadaff/policies/index.htm>.

Worker's Compensation

All university employees are covered by Worker's Compensation for any job-related accident, illness, or injury. Full information is available from Human Resources Office.

Payroll Deduction Services

Upon application, the payroll deduction method may be used for the following: parking; purchasing United States Savings Bonds; making savings deposits or loan payments to a Credit Union; contributing to the United Way, State Employees Combined Campaign, UW-Eau Claire Foundation; and paying membership in the President's Club, TAUWP, and WEAC.

Employee Reimbursement Account Program (ERA)

The Employee Reimbursement Account Program provides three programs: (1) an automatic pre-tax treatment of payroll deducted premiums for state group health and group life insurance, (2) a tax-free Medical Expense Reimbursement Account, and (3) a tax-free Dependent Day Care Reimbursement Account. Eligible employees may participate in any or all of the programs.

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