REPORT FOR THE UNIVERSITY SENATE

University Senate Committee: Faculty Personnel Committee and Academic Staff Personnel Committee

Brief History of Issue - why the issue is being considered:

The FASRP is currently not in compliance with UWS rules regarding absences.

Points Discussed by Committee:

This is simply just an oversight and easily corrected.

Pros of Recommendation:

Will move UWEC into compliance with UWS rules.

Cons of Recommendation: None

Technology/Human Resource Impact:

Changes to the FASRP language.

Committee Recommendation:

Amending the FASRP in Part III, Section D.5.b.2)c(1)(b):
MOTION FOR THE UNIVERSITY SENATE

The Faculty Personnel Committee,
by a vote of __6__ for to __0__ against on March 4, 2014

and

The Academic Staff Personnel Committee,
by a vote of __6__ for to __0__ against on March 4, 2014

Recommends that the following be changed to Part III, Section D.5.b.2)c(1)(b):

(b) Procedures and Responsibilities
Absence reports shall indicate the name of the reporting employee, the date(s) and reason(s) for absence, the classes or other teaching duties missed, and, in the case of collegial coverage, the name(s) of the person(s) who assumed responsibility for the classes.
Absence reports shall be signed by the reporting employee and routed via the Department Chair and the appropriate Dean to the Human Resources Office.
Department Chairs are responsible for the reporting of absences from their departments.
The Department Chair shall review each absence report and shall indicate on each report the number of days used as sick leave, leave without pay, or leave with pay.
The Dean shall review each report forwarded by Department Chairs.
Either the Department Chair or the Dean may change the type of leave claimed or may change collegial coverage to sick leave if in his or her opinion the guidelines for defining types of absence have not been followed. If such change is made, the individual responsible for the change must notify the affected employee through the usual administrative channels.
The Human Resources Office shall adjust the sick leave account and the payroll as needed and shall file the absence report.

Implementation Date: Upon Publication

Signed: Geoff Peterson
Chair of the Faculty Personnel Committee

Kate Wilson
Chair of the Academic Staff Personnel Committee

Send to: University Senate Office