

GENERAL INFORMATION HANDBOOK

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INTRODUCTION

The purpose of this Handbook is to provide the "nuts and bolts" type information you, as a UW-Stout employee, need on a day-to-day basis. It holds the answer to such questions as "Where do I go for...?" or "How do I get a ...?".

For more detailed information on an extended range of topics, policies and processes, please consult the official handbook for your personnel category--the Classified Employees Handbook or the Faculty, Academic Staff and Limited Appointees Handbook (FASLA) for unclassified staff. The handbooks contain personnel policies and other relevant information.

[The Faculty/Academic Staff/Limited Appointees Handbook](#)

[Classified Handbook](#)

[Academic Calendar](#)

Help is At Hand!

If you cannot find the answers you need, do not hesitate to contact your immediate supervisor for additional information. If he or she cannot answer your questions, they can refer you to the appropriate person or office that can.

INFORMATION ABOUT THE CAMPUS

Special Mission

The institution that has become UW-Stout was founded in 1891. It is now one of 13 degree-granting institutions in the University of Wisconsin System. Stout is the only university whose name reflects that of its founder rather than the city in which it is located. UW-Stout is different in other ways too. It is a special mission university, serving a unique role in the UW System by specializing in degree programs that lead to professional careers.

Compared to other schools, our inventory of degree programs is lean, with only 21 undergraduate and 15 graduate programs. UW-Stout's programs are also distinctive. Nearly half of our undergraduate programs are offered at no other campus in the UW System; and even degree programs that appear to be similar to programs elsewhere in the UW System have a distinctive applied focus at Stout that sets them apart.

The Campus

Bowman Hall, built in 1897, features the campus's landmark tower, topped by the quill that is the university's logo. Bowman Hall and other older buildings at UW-Stout bear the name of early presidents and administrators-Harvey, Fryklund, and Jarvis. Many student residence halls and dining service facilities are named for faculty from earlier days of the university. Buildings of more recent years tend to be named for the major functions located in them, such as Vocational Rehabilitation, Home Economics, or General Services. Consult the Campus Map for a list of buildings and their locations.

Undergraduate and Graduate Program Organization

Each program at the university is organized and supervised by a program director and a program advisory committee who are responsible for the course selections within that program. The advisory committee is composed of selected faculty, staff, professionals in the field, and/or former students. Departments are responsible for the contents of the courses offered. All undergraduate and graduate programs are coordinated through the dean's office to the division of Academic and Student Affairs (Provost's office).

Administrative Structure

The Chancellor is assisted by a vice chancellor for each of its two divisions heads at UW-Stout: Academic and Student Affairs and Administrative and Student Life Services. The Vice Chancellor for Academic and Student Affairs is also the university's Provost, who acts as chief executive officer in the absence of the Chancellor. You should know which division you are in and also have a working knowledge of the university's organizational structure of schools, units or departments.

Equal Employment Opportunity/ Affirmative Action (x-2314)

UW-Stout is committed to equal employment opportunity for everyone regardless of race, color, religion, sex, sexual orientation, national origin or ancestry, age, disability, marital status, political affiliation, and arrest or conviction record. Stout is also committed to the implementing of affirmative action which eliminates past and present effects of discrimination, balances the workforce, and provides equal employment opportunities. It recognizes the need to take affirmative action where underutilization exists for racial/ethnic groups, females, and/or persons with disabilities. The Affirmative Action Office is located in 208 Library Learning Center.

Affirmative Action Office (x-2314)

The Affirmative Action Office is available to provide information and assistance to all employees regarding the issues of equal employment opportunity, nondiscrimination and affirmative action.

Employee/Disability Accommodation (x-2314)

The university will provide reasonable accommodations for people with disabilities to ensure equal access to employment. Reasonable accommodation is the effort to structure the job or work environment in a manner that will enable persons with disabilities to perform the essential functions of their jobs. Reasonable accommodation includes, but is not limited to, making facilities accessible, adjusting work schedules, restructuring jobs, providing assistive devices or equipment, and providing readers or interpreters. If you need reasonable accommodation, call the Affirmative Action Office for assistance and information.

Harassment

UW-Stout affirmatively seeks to provide a working and learning environment which is free from harassment by either supervisors or co-workers. You can find a complete copy of the EEO/AA policies in the FASLA Handbook, the Library, at the EEO/AA office or in your department or work unit office.

Building Supervisors

Each building at UW-Stout has a designated building supervisor to provide first-line contact for questions about that building. Building supervisors are responsible for building access hours, scheduling for special use, code enforcement, and key requests. Ask your supervisor which administrator is building supervisor in the building you occupy.

Funding Sources

You will often hear the terms GPR, PR, gifts, grants and projects in reference to the source of funds by which employees are paid, buildings constructed or maintained, and supplies purchased. The distinctions are essential to maintain accountability for funds from all sources.

GPR - the term GPR stands for General Purpose Revenues. These are funds from state tax dollars to support the university's academic, administrative and essential university service operations.

PR - PR stands for Program Revenue which are self-sustaining funds. Some program revenue comes from fees students pay for such services as student residence halls, student center, and dining operations.

University Publications

UW-Stout publications, which you may want to consult, include:

- **Information Directory** - includes listings for staff and students, distributed in the fall. Coordinated by the Operations Manager at the Student Center.
- **Undergraduate Bulletin** - information about the academic requirements for each undergraduate degree program, minor and specialization, course descriptions, as well as general information about the university. Coordinated by University Relations in cooperation with the Provost's office.
- **Graduate Bulletin** - information, academic requirements for each graduate degree program, course descriptions, as well as general information about the university. Coordinated by University Relations in cooperation with the Provost's office.
- **Semester Timetable** - guide for registering for courses at Stout. Lists semester course offerings, as well as quarter and special courses offered during a given semester. Also includes policies and procedures concerning registration and classes. Available during each registration period. Coordinated through Registration and Records office.

Handbooks

- [Faculty, Academic Staff, Limited Appointment \(FASIA\) Handbook](#) - policies, procedures governance issues for faculty, academic staff and limited appointees. Coordinated by Human Resources.
- [Handbook for Classified Employees](#) - contractual information, etc. for all classified employees. Coordinated by Human Resources.
- [Curriculum Handbook](#) - policies, procedures, etc. concerning curriculum development/revisions. Copies are available in academic department offices and the LLC. Coordinated through Provost's Office.
- [Student Handbook](#) - policies and procedures pertaining to students as well as information about services available to students. Distributed each fall, coordinated through University Relations in cooperation with the Dean of Students office.

Other Publications

- [Community News](#) - current campus news published weekly during the year. Coordinated by University Relations.
- [News Plus](#) - periodic feature supplement to Community News.
- [Stoutonia](#) - student newspaper published weekly during the academic year. Office located in Student Center.
- [Campus Maps](#) - color and/or black & white versions available. University Relations can design a "custom" reverse side for the map to present specific information or directions not featured on the map. Contact University Relations or Printing Services.

[Stout University Foundation](#) (x-1256)

The Stout University Foundation serves UW-Stout as a nonprofit, tax-exempt organization. The Foundation exists to benefit UW-Stout and its educational programs by funding activities and projects which may not be possible to support through regular channels.

Support comes from individuals (alumni, parents and friends) and businesses. The Foundation solicits, receives and holds, invests and disperses funds for the improvement of the university. The Foundation also administers endowed funds which annually provide over 200 scholarships to students.

Faculty and staff are encouraged to coordinate their efforts with the executive director of the Foundation before approaching an individual, organization, foundation or business to obtain financial support, equipment and/or materials for the university or any of its functions or programs.

[Stout Alumni Services](#) (x-1151)

The Stout Alumni Association strives to advance the mission and quality of education at UW-Stout by maintaining contact and positive relations with the University's alumni. Among the activities the association sponsors are Homecoming, class reunions, alumni chapter programs to local cities, phonations, and the publication of The Outlook.

FIRST THINGS FIRST

Office/Classrooms

Your supervisor will assign your office space. Classrooms for teaching assignments are made by your department chair and by the dean's office.

Keys (x-2200)

Keys are obtained by having your supervisor submit a key requisition form to the Physical Plant Department in the General Services Building. Your department administrator and building supervisor must sign the requisition. You sign out and receive your keys in person at the General Services Building, Room 103. Key security is very serious, and state law prohibits duplication of university keys. If you lose your keys, notify your supervisor and campus security immediately.

Note: Keys are your responsibility and must be returned upon leaving the university.

Parking (x-1792)

During hours of regulation, non-metered campus parking lots require display of a valid permit. A payroll deduction is available to permanent employees for parking stalls reserved through the Parking Office. The annual charge will be deducted in equal amounts from each paycheck. Contact Parking Services (110 University Services Building) for permit purchase, general information about parking, or parking arrangements for visitors.

The City of Menomonie also regulates parking on city streets and in city lots. Both campus and city parking restrictions are identified by posted signage.

Address on File (x-2149)

The university needs a permanent off-campus mailing address for each employee. You can specify whether your off-campus address and telephone number will be displayed in the university's telephone directories and whether or not they will be included on mailing lists which may be provided to external agencies and vendors. Annual update of name, address and telephone number is coordinated through the Human Resources Office. Any phone or address changes occurring during the year should be communicated to that office.

I.D. Card (x-2887)

You need an identification card to use university facilities, recreation center, library services, or to attend university activities. Photos for I.D.s are taken at 160 Price Commons. If you lose your I.D. card, you will be charged a replacement fee.

Business Cards

Check with your supervisor for information about obtaining business cards.

E-Mail (x-2623)

Electronic mail access, both local and off-campus, is available to all faculty and staff who are connected to the campus computer network.

Accounts (x-1461)

E-Mail accounts are issued upon request from Computer User Support Services.

FAX Machines

Most units either have or have access to FAX machines. Use of them is limited to approved university business. Charges are the responsibility of the department using the FAX machine.

Campus Mail (x-1347)

Mail pick-up and delivery to each building is once a day. Check with department secretaries for pick up and delivery time in your building. A second pick up is provided near Room 4 in the basement of the Administration Building at 2:30 p.m. You can also take mail to the mailroom (111 University Services Building) until 3:00 p.m. for same-day off-campus mailing.

Each department/unit is responsible for sorting mail sent from its area. If you have special mailing needs, consult your secretary/supervisor about any special procedures. Mail costs are charged back to department/units.

Note: No personal mail is to be sent through the university mail system. University letterhead and envelopes are to be used for university business only.

University Telephones (x-1626)

Most university employees are provided a campus phone and assigned a number with a 232 prefix. Departments are charged for all calls completed, including local calls. Therefore, office phones are to be used for university business, and personal local calls should not be made unless they are of an emergency nature. The long distance lines should not be used for personal calls.

On-Campus Calls

When dialing on-campus numbers, dial only the last four digits of the number.

Local Calls

Calls placed off campus but within the local Menomonie area are placed by dialing 9 followed by the 7-digit local number.

Long Distance Calls

All university-related direct-dial long distance calls should be placed through the State Telephone System (STS) by dialing 8-1 plus the entire number.

800 Numbers

Long distance calls are placed by dialing 9-1-800 followed by the number.

Personal Credit Card Calls

All personal long distance calls should be placed by entering 9-0, followed by the standard calling procedure for your credit card.

Pay Phones

Nearly all buildings on the campus have a pay phone and a courtesy phone near one of the entrances. Use of pay phones is unrestricted and they are available for personal calls. Three outdoor pay phones are located in the main mall area of campus. Courtesy phones have access only to other campus phones and 9-911.

PERSONNEL/PAYROLL

Starting/Changing Payroll & Benefit Info (x-2149)

Within the first two days of employment, all new employees should go to the Human Resources Office (203 Administration Building) to process required papers relating to insurance, fringe benefits, paydays, and other personnel/payroll related matters.

Note: Any changes in insurance or other benefits must be filed with the Human Resources Office to ensure that coverage begins as promptly as possible.

Personnel Classifications

UW-Stout employs personnel in three major categories: classified, unclassified and students.

Classified (x-2613)

The classified personnel category includes a large number of support staff with job classifications covering all levels and classes such as clerical, custodial, grounds and maintenance personnel and police. The Classified Handbook and union contracts contain policies and information for classified employees. Persons in the classified category who work for a short-term or limited period have special rules as Limited Term Employees (LTE).

Unclassified (x-2312)

The unclassified personnel category includes all faculty, academic staff, limited appointments, and graduate assistants. The Faculty/Academic Staff/Limited Appointees Handbook contains policies and information for this group of employees.

- Faculty employees hold the rank of professor, associate professor, assistant professor or instructor. Faculty are either tenured or have probationary appointments.
- Academic staff employees hold job titles such as lecturer, program manager, student services coordinator, director and many others. These employees may have fixed-term contracts (contracts for a pre-set period), an indefinite appointment, or be on probation leading toward an indefinite appointment.
- Limited appointments are administrators who have no set time period for employment. They serve at the discretion of the appointing authority. Some hold concurrent appointments which may be faculty, academic staff or classified, although all limited appointees have an academic staff title.
- Graduate assistants are students enrolled in a graduate program at UW-Stout and who are also employed by the university.

Students (x-2610)

Students are employed under either a work-study program (primarily funded by Federal funds) or are paid from a university-operated state payroll.

Paydays

New employees must complete payroll forms in the Human Resources Office before a check can be issued. Paychecks are available in the Human Resources office or may be picked up by a department representative on the designated payday. If you are interested in direct deposit, contact your bank or credit union for the necessary forms.

Classified (x-2140)

Classified employees are paid every two weeks, with paychecks distributed on the second Thursday of a two-week pay period. New classified employees will receive their first paycheck during their second pay period on the job.

Unclassified (x-2223)

Unclassified employees are paid monthly with paychecks distributed the first of each month. Salaries for:

- Annual appointments are paid in 12 equal installments.
- Academic-year appointments are paid in nine equal installments, the first on October 1 and the final on June 1. Any insurance plan for which the employee has a premium is triple deducted from the June 1 check to pay for coverage over the summer months.
- Summer session contracts are paid in full on August 1 if the work has been completed prior to August 1. If the work is completed after August 1, payments are made in two equal installments on August 1 and September 1.
- If the first falls on a holiday or weekend, payment is made the Friday before. The only exception to this is the January 1st paycheck which cannot be distributed early.

Student (x-2610)

Student employees are paid every two weeks, with paychecks distributed on the second Friday of a two-week pay period.

W-2 Statements (x-2149)

W-2 Statements indicating your total earnings and taxable earnings from the University are distributed in January. These statements show total deductions for Federal, State, and FICA (Social Security and Medicare) taxes, as well as Tax Shelter Annuities, Employee Reimbursement Accounts and taxable benefits.

Mandatory Deductions (x-2149)

State and Federal Income Tax based on exemptions claimed is withheld from employee paychecks. It is therefore necessary for each employee to complete a W-4 form indicating the number of exemptions claimed. The number of exemptions may be changed at any time by filing a new W-4 form with the Human Resources Office. The Social Security/Medicare deduction is mandatory and is taken at the rate established by the Social Security Administration each calendar year. Your employer (State of Wisconsin) contributes an amount equal to your deduction to your Social Security account.

Most unclassified personnel and all classified personnel are included under the Wisconsin Retirement System. The State deposits the required WRS contribution to each employee's WRS account. Information on retirement is available in the Human Resources Office.

Optional Payroll Deductions (x-2149)

A wide variety of optional payroll deductions are also available. Examples include:

- Health and Dental Insurance
- Life Insurance for self and family
- Income Continuation Insurance
- Accidental Death and Dismemberment Plan
- Employee Reimbursement Accounts (ERA)
- Tax Sheltered Annuities/Deferred Compensation
- Parking Permits
- Flexline Accounts
- United States Savings Bonds
- Credit Unions
- Stout University Foundation, Inc.
- United Way
- Long Term Care Insurance

Worker's Compensation (x-2610)

Wisconsin Statutes provide that an employee "suffering from an injury while performing service growing out of and incidental to his or her employment" is entitled to worker's compensation benefits. All accidents (whether or not medical attention is necessary) must be immediately reported to your supervisor, who will promptly investigate and report it to the Human Resources Office. The Director of Safety & Risk Management may make further investigation. Within 24 hours of an accident the employee and supervisor must complete form WKC-12(R. 2/98), "Employer's First Report of Injury or Disease." This report then will be coded and sent to the Office of Safety & Loss Prevention in Madison.

If medical treatment is required, inform the treating health care provider that the injury or illness is work-related. In most cases the clinic or hospital will send the bill directly to the worker's compensation coordinator. If you should receive a bill, submit it to the Human Resources Office as soon as possible. Do not submit your group health insurance identification numbers for treatment covered under worker's compensation.

When worker's compensation benefits are granted, employees may choose to use accrued sick leave or vacation to supplement worker's compensation benefits to the extent that they shall receive the equivalent of their regular base pay. All compensation and medical payments are based on medical reports from your doctor. If your doctor does not make prompt and regular reports to your employer, your payments may be delayed.

Employees should be aware that with a doctor's approval, they might be assigned part-time and/or limited duties (if available) until they are able to return to full time duty.

Questions regarding worker's compensation should be directed to the Human Resources Office.

Personnel Records (x-2438 or x-2312)

The official file of each university employee relating to his or her employment, compensation and staff benefits is maintained in the Human Resources Office. Each file includes a history of the individual's employment record such as address changes, beneficiary changes, additions/deletions to health insurance, academic transcripts and information on degrees obtained. The information in these files is subject to the Wisconsin Open Records law.

Keeping the records updated is important because it is your official record for salary determination, mailing of official university information or other legal determinates. For example:

- education prep code changes may result in a salary change for unclassified.
- persons enrolled in the health insurance programs have only 30 days to enroll a new dependent.
- beneficiary adjustments may be needed due to changes in family status.

SERVICES AREAS

University Dining Services

The University of Wisconsin-Stout Dining Services is owned and operated by the university. Three dining service locations serve the students, faculty and staff. Tainter Hall and Price Commons serve primarily the students living in residence halls. The Memorial Student Center serves on and off campus students as well as faculty, staff, and the University community. Services at all dining locations are available on a cash basis or through special debit accounts using the Stout OneCard. For more information on debit accounts, call x-2887.

Commons & Tainter

Offer traditional cafeteria-style all-you-can-eat breakfast, lunch and dinner meals through the school year. Additional ala carte offerings are found at Tainter Express/PM and four Expressway Carts on campus: Library Lobby, Harvey Hall, Jarvis Hall and the Commons. All services are available to students, staff and the University community.

Memorial Student Center

The Memorial Student Center has four areas offering a variety of dining options to students, staff and the University community. The Terrace Cafe, Terrace Shoppe, The Pawn and the Heritage Cafe each offer a unique menu and service style to meet customers dining needs.

Catering

Catering is available for on or off campus functions. Facilities are available to cater special functions for groups ranging in size from 10 to 700. Groups wishing to request a catered function on campus should contact the Reservations Office in the Memorial Student Center at x-2320. For catered functions outside the facilities, contact University Catering x-1482.

Food Management Laboratories

The Department of Hospitality and Tourism in the College of Home Economics operates two food production laboratories: Corner III and Rendezvous. Corner III, located on the third floor of the Home Economics Building, serves food to the public from 11:00 a.m. to 12:45 p.m. Monday through Thursday. Information concerning the schedule and menus is published in the Community News and announcements are posted throughout campus. Call 232-2244 for more information.

The Rendezvous is located on the second floor of the Home Economics Building and is a full-service restaurant. There is seating at 5:00 p.m. and 5:30 p.m. Monday through Thursday. Call 232-1491 for more information and to make reservations.

Personal

Child Care (x-1478)

Childcare services are available through the School of Home Economics. These services are available Monday through Friday when classes are in session. To obtain costs and more information about available options for enrolling a child, contact the Child and Family Study Center. Children are accepted in the order in which applications are received.

Employee Assistance Program (x-2468)

The UW-Stout Employee Assistance Program provides confidential, professional assistance to help employees and their families resolve problems that affect their personal lives or job performance. When you have a personal concern, you or a member of your family may call the EAP to request an appointment with a professional counselor. All services of the EAP are voluntary, free and confidential.

Optimal Health Employee Wellness Program (x-1793)

Optimal Health provides UW-Stout employees with opportunities to increase health awareness, knowledge, motivation and skills; and with support to change and adopt healthier lifestyles, habits and behaviors as they may choose. Each of us is responsible for his or her own health, and our individual lifestyle choices affect all whose lives touch ours. Quality of life at UW-Stout is a community venture; our well-being is both an individual and university investment.

Participation Policy – the university recognizes the importance of good physical health and the need to maintain physical and mental well-being. The university strongly encourages its employees to participate in Optimal Health activities and programs. The university's commitment to wellness supports the right of all permanent unclassified and classified employees, with the approval and permission of their supervisors, to participate in Optimal Health activities. Optimal Health targets all university employees and their families

Goals – the goals of the Optimal Health program are to:

- Promote individual responsibility for health
- Help individuals and their families to develop a healthier life style
- Promote self-awareness
- Promote campus as a community

Program Offerings – aerobics, racquetball leagues, hiking, communication seminars, health awareness mini-sessions, weight training, stress management, weight management, ballroom dance, physical fitness assessments, freedom from smoking, back care seminars and more. If you have any questions or wish to volunteer to help, please call x-2258, x-1793, or x-2439.

Family and Medical Leave Act (x-2439)

The Family and Medical Leave Act requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons.

Reasons for taking leave:

- to care for the employee's child after birth, adoption or foster care placement
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- for a serious health condition that makes the employee unable to perform his/her job

Call the University Benefits Specialist on campus for eligibility requirements.

On-Campus Personal Services (x-1431)

All of the following services are located in the Memorial Student Center. Some can be found in other areas. Contact the Information Service counter for more information.

- Campus telephone numbers
- Campus activities information
- Lost and found center
- Vending machine refunds
- Magazines/supplies checkout
- Telephone and zip code directories
- FAX service
- U.S. mail drop/stamp purchasing/mail weighing
- On-campus mail drop
- Telecommunication device for the deaf
- Flexline deposit service
- Coin operated copy machines
- Photocopying services
- Color photocopying services
- Lamination and name badge service
- Distribution of student paychecks
- TYME Machine
- Ticket Sales

Educational Assistance

The Employee Educational Assistance Program of the UW-System promotes continuing education of university staff. Reimbursement is contingent upon the constraints of departmental budgets.

Fee/Tuition Reimbursement

UW-System's General Administrative Policy Paper (GAPP 25) describes fee/tuition reimbursement policies for authorized coursework and training undertaken by the various types of employees within the UW System. The campus administers the application and reimbursable process, with application made directly to appropriate administrative levels within your own division. Please consult the employee handbook for your personnel category prior to beginning your course work or training for specific information about eligibility, application procedures, and requirements for qualifying for reimbursement.

Activities & Recreation

University facilities are open to all employees; families, students and guests of the university on presentation of your University I.D. Information on programs can be found in the monthly events calendar available at the Student Center's Service Desk

Memorial Student Center (x-2320)

The Memorial Student Center is a community center located in the center of campus. The Student Center represents a building, an organization, and a program; it provides service, facilities, and educational and recreational programs to enhance the quality of university life. Through the Reservations Office, located in Room 214, recognized organizations may reserve meetings and special event space in the Student Center, Price Commons, or Tainter Hall.

Complete sound, lighting and audiovisual equipment is available along with a trained staff to meet your technical needs for meetings, conferences, weddings, receptions, dances or workshops. Appointments should be made to ensure fluency for your event by calling 232-2320.

Involvement and Leadership Center

Involvement and Leadership at UW-Stout offers opportunities for university staff to participate in a variety of social, recreational, cultural and educational activities. Primarily sponsored by recognized student organizations, events scheduled throughout the academic year are open for your participation. There is usually no admission fee. A University I.D. card is acceptable for admittance to most events. In cases where a fee is charged, it is usually minimal.

The Involvement and Leadership Center also supports the Stoutreach Volunteer and Community Service efforts as well as U LEAD (University Leadership Experience and Development) programs. Staff members are available to support curricular efforts in the areas of volunteer service, service learning, event planning and management and leadership development

Student Organizations at Stout number well over 100. While providing opportunities for students to participate in entertainment and social programs, much of the effort of these organizations is focused on personal and professional development of group members. If you are interested in volunteering time as an Advisor for one of the student organizations, contact the staff of the Involvement and Leadership Center. For more information contact us at one of the following extensions: x-2503, x-1772, x-1765, or x-3693, or stop by the office located on the lower level of the Memorial Student Center.

Ticket Sales (x-1431), Athletics, Concerts, Theater, Special Events

The Service Center, in the Memorial Student Center, provides all advance ticket sales to university events such as athletic events, theater productions, concerts, and special events. MasterCard, Visa, Flexline, cash and personal checks are accepted for the advance ticket sales. Remaining tickets are available one hour prior to the activity at the event site. Call for prices and information.

Recreation Center (x-1611)

The Recreation Center, located on the lower level of the Student Center, is a place to go for fun, relaxation and entertainment. Bowling and billiard leagues and tournaments are scheduled throughout the semester. The amusement game area includes video games, pinball machines, foosball, darts and table tennis. If you are interested in renting outdoor equipment, look no further. We have a good variety of items that can be rented by the day, week or weekend. The resource center is full of brochures, pamphlets, magazines and maps to help you plan your adventure. The Recreation Center is open to all employees, families, students and guests of the university. Please bring your University ID and take advantage of all that we have to offer.

Johnson Fieldhouse (x-1392)

Opportunities for open (free play) recreation are available on a limited basis in the indoor and outdoor facilities to all employees and their families. A valid UW-Stout I.D. card must be presented at the desk in the office located on the lower level of the Johnson Fieldhouse.

Available for use without charge are racquetball courts, a swimming pool, two gymnasiums, one of which includes an indoor track and tennis courts. The weight-training center is available for a small membership fee.

Recreational equipment may also be rented at a nominal cost. Items include tennis racquets, basketballs, volleyball equipment, camping equipment, canoes, tandem bikes, Nordic skis, and other items.

Call for hours of operation and information about specific programs.

Retail

University Bookstore (x-1235)

The University Bookstore is located on the ground floor of the Memorial Student Center and offers items such as books for leisure reading as well as supplemental classroom resources, workbooks, art supplies, computer software, clothing and other items with the UW-Stout logo, writing materials, and photo finishing. MasterCard, Visa, Flexline and Baseline Plus are accepted.

If you are an instructor and have special needs for your classes such as special orders for books or other classroom materials, stop at the University Bookstore and pick up an order form. Departmental approval is required to order supplementary materials. The Bookstore staff will check the prices for you and place the order.

The NICHE (x-2360)

The NICHE is a specialty retail laboratory managed by students majoring in Retail Merchandising and Management which offers small gifts, stationery, and casual clothes and accessories. The lab is located in Room 211 of the Home Economics Building.

Student Assistance

Student Services (x-2995)

The Student Services area is a collaboration of programs and services to help students realize their educational goals and aspirations.

Adult Student Services (x-5306)

This service targets adult learners who are either returning to or just beginning college. Programming is geared to support adult learners make a smooth transition to campus. Adult Student Services coordinates an orientation program, and advises the adult student organization OASIS (Organization of Adult Students Involved at Stout). The service is located in the Advisement Center, 11 Bowman Hall.

Advisement Assistance Center (x-1465)

The center is located in the lower level of Bowman Hall and serves as a convenient central location where help in a variety of areas can be found. Most students need help from time to time understanding some of the fine points of university procedures. Students can get help and advice on the registration process, adding and dropping courses, changing majors, withdrawing from school, transferring to other schools and the probation/dismissal process. Publications such as the Undergraduate Bulletin, degree program guide sheets, and the Timetable for each semester are available. Help using on-line information systems such as the Degree Audit Registration System (DARS) and the Transfer Information System (TIS) can also be found here. The Center is open from 7:45 a.m. to 4:30 p.m., Monday through Friday.

ASPIRE (x-2995)

ASPIRE is funded through the U.S. Department of Education Federal TRIO Programs and is designed to enhance the academic success, retention, career planning and graduation of UW-Stout students. Program participants are involved in a unique follow-along-monitoring system, educational and career development, advisement and tutorial assistance in specific academic areas, and personal counseling to assist with situations which may affect academic success. The program efforts center around individual student's needs and goals. Due to special funding sources, eligibility requirements apply (first generation college student, in low-income, or physical/learning disabled). ASPIRE is located in 206 Bowman Hall.

Career Exploration Center (x-5306)

Located with the Advisement Center, 12 Bowman Hall, the Career Exploration Center offers a collection of computerized and library information on jobs, career outlook data, vocational biographies, college catalogs, and graduate school information. Services include career exploration and development workshops, individual assistance in decision-making and goal setting, and individual assistance in occupational choices and educational programs.

Counseling Center (x-2468)

- Clinical/personal counseling
- Testing and assessment
- Crisis response

Educational Talent Search (x-5010)

Funded through the U.S. Department of Education federally funded TRIO Programs, Educational Talent Search encourages middle through high school students in targeted areas to seek higher education as an option after high school graduation. Study skills development, career exploration, and personal development are several of the programming areas geared to these targeted students. Partnerships between selected school districts and UW-Stout provide a successful link between school districts and higher education.

Multicultural Student Services (x-1125)

This office develops programming and facilitates services to American Multicultural Students (African American, Asian, Southeast Asian, Hispanic and Native American students). Staff assists students in meeting their career and educational goals. Student organizations such as the Black Student Union (BSU), the Club Los Hispanos, SPIRITS (a Native American organization) and the Hmong Stout Student Association all provide a strong cultural, educational and social component. Multicultural Student Services also offers PRE-COLLEGE Programs during the summer for middle school and high school students in the targeted groups. Minority target scholarships are available through the Multicultural Student Affairs Office located in 217 Bowman Hall.

Placement & Co-op Services (x-1601)

Services for seniors, graduate students and alumni are provided by the Placement and Co-op Services Office, 103 Administration Building. The goal of the office is to provide effective support to the placement efforts each individual makes in securing the best position. Effort is made to bring to the attention of candidates information about vacancies, trends in supply and demand, data about the salaries and condition of employment, and effective application techniques. Students are encouraged to attend group workshops or meet individually with a placement counselor. The office is open Monday through Friday from 7:30 a.m. to 4:30 p.m.

Services for Students with Disabilities (x-2995)

The service assists students in 1) functioning as independently as possible; 2) identifying the strategies, services, and appropriate accommodations that will help the student to have equal opportunity to succeed in the classroom; and 3) helping the student become an advocate for his/her own needs. Students must provide documentation of disability and participate in an Individual Education Support Plan (ESP) to determine appropriate services and accommodations. Other service, which may be available, includes Advisement and Registration Assistance, Textbooks on Tape, Test Accommodations, and Accessibility. We are located in 206 Bowman Hall.

Study Skills Enhancement and Assistance (x-1465)

The service offers opportunities to strengthen study skills and improve performance through academic study skills workshops and individual assistance, reading study skills class, time management skills, and referrals to other sources of assistance. The service is located in the lower level of Bowman Hall.

Tutor Center (x-3186)

The Tutor Center, located in 13 Bowman Hall, matches students who are doing well in an academic area with those students who need help. If help is needed in an academic area, contact the Tutor Center as early in the semester as possible.

Alcohol and Other Drug Education/ Employee Assistance Program (x-2995)

- Alcohol usage assessment and evaluation
- Counseling and referrals
- Moderation skills classes

Safety and Risk Management

Safety/Responsibility (x-2258 or x-1793)

Each employee is responsible for his/her safety and the safety of others. The classroom teacher is responsible for ensuring that occupants of the classroom or laboratory adhere to safety rules and practices as well as other university rules and regulations. Questions concerning safety and safe practices should be addressed to the Safety and Risk Management Office.

Accidents & Emergencies (x-9-911)

In case of a serious accident or emergency, immediately call the Menomonie Emergency Center at 9-911. (Note: An access code of 9 must precede the 911 for campus telephones.) For all accidents, regardless how minor, complete a Worker's Compensation Report for campus employees available through the Human Resources Office; or a Campus Accident Injury Report for nonemployees available through the Safety and Risk Management Office. Send completed reports to your department office.

Fire (x9-911)

In the event of a fire, pull the nearest fire alarm before doing anything else. Call 9-911 to report the fire then evacuate the building. The emergency dispatcher must be contacted as the alarms can only be heard inside that particular building. They are NOT connected to any outside source. Fire alarms will sound for a specific period of time and quit. Upon exiting, please check stairwells for disabled individuals and immediately notify fire department if any are located. Stay outside the building until you are instructed by emergency personnel to reenter. Above all, stay as calm and logical as possible and provide assistance to others.

Hazardous Waste (x-1793)

Hazardous waste is defined as: substances that are flammable, corrosive, reactive, or contain heavy metals (i.e., lead, silver, mercury, cadmium, etc.). It is illegal to improperly dispose of hazardous waste. To dispose of any of these materials, or if you are unsure if the material is hazardous waste, call for assistance.

Campus Police (x-1632)

During normal business hours, you can get in touch with Campus Police at the University Services Building. Campus Police are responsible for all enforcement violations of the law(s) for: state, federal and UW-Stout Chapter 17 & 18. These laws are strictly enforced for the utmost protection of faculty, staff and students. The campus police provide emergency assistance; remove unauthorized personnel from buildings; take theft, vandalism, and accident reports; conduct criminal investigation; secure buildings and rooms; administer first aid; and provide other related services.

Menomonie Police (9-232-1283)

After hours and on weekends, you can contact the Campus Police Officer on duty by calling the Menomonie Police Department.

Suspicious Persons (x-1632)

Persons committing crimes on campus may or may not be associated with the university. Take note of persons who seem distraught or who don't seem to know where they are going or those just "hanging around" in the hallway or bathroom. You may offer to provide directions or assistance, but pay attention to their physical description. If they really need assistance, you are then able to provide that help. If the person has criminal activities in mind, they will most likely leave knowing that someone can now describe them to the police.

Report all criminal or suspicious activities. Immediately call the University Police (x-1632 weekday days, 9-232-1283 Menomonie Police after hours, or 9-911 for emergencies) to give them a reasonable chance to do something about the situation. While waiting for the police to respond take a few minutes to write down every detail you can remember. For security purposes UW-Stout police officers prefer to check out suspicious incidents.

Bomb Threat (X-9-911)

If you receive a bomb threat,

- **Remain Calm**
- Write down what the caller says
- Ask where the bomb is located
- Ask what time is it to be detonated
- Listen for background sounds
- Keep talking as long as possible
- **DONT HANG UP THE PHONE EVEN AFTER THE CALLER HANGS UP**

Go to another phone and dial the police (9-911) immediately. Remain calm and do not panic other occupants of the building. University police officers will respond and take charge of the situation.

Liability Protection (x-1793 or x-2258)

The State of Wisconsin protects your liability provided you were acting within the scope of your employment. Any incident which has the potential to result in a liability claim should be reported to the Safety and Risk Management Office, 140 University Services Building, as soon as possible. For non-employees performing a university service (as long as a person is performing within the scope of their responsibility) - an agent liability form must be completed before liability protection will be afforded. Contact the Safety and Risk Management Office for forms and further details.

SUPPORT AREAS

Computing & Telecommunications Services

Computing & Telecommunications Services provides hardware and software installation and support for campus computer hardware, software, telephones and inter/intra campus data communications. Services are provided by three organizations:

Customer User Support Services (x-2277)

Provides consulting, training and general help for instruction, research, office automation applications, and local area networks. In addition, they manage the general access-computing laboratory, a computing help desk (x-5000); and coordinate and inventory the purchase of software licenses and maintenance contracts.

Computer Services (x-2277)

Provides daily operations of the Hewlett Packard and IBM mainframe systems. The daily operations include systems analysis, system design and systems programming, as well as operational activities. In addition, they support both on-line and batch applications programming and ad hoc report writing.

Telecommunications and Technical Support Services (x-2142)

Provides technical support and maintenance of AV equipment and support systems, microcomputers and associated systems, mainframe terminals, campus data networking systems, the campus telephone system, and the television distribution system. In addition, design and consultation is provided for most projects involving voice and visual/aural presentation systems.

Continuing Education (x-2693)

The continuing education function of the UW-System is carried out through a collaborative effort between UW-Extension and each UW institution. UW-Stout is committed to the Wisconsin Idea of extending the knowledge base and resources of the university to the citizens of our service region.

Continuing Education coordinates non-credit outreach efforts, both on campus and off, and credit outreach efforts off-campus. These activities include conferences, institutes, workshops, in-service seminars, and short courses. Individuals interested in developing or teaching continuing education programs should contact Continuing Education for additional information.

Custodial Services (x-2497)

The custodial staff regularly cleans building interiors, and entrances, including offices and classrooms. Small moves of supplies within the buildings are made at no cost to the department. Major moves or pick ups and deliveries both within and outside a building, require a Physical Plant Work Request approved by the account administrator and submitted to the Physical Plant Department in the General Services Building.

The custodial staff is also responsible for set-up and takedown for special events. Building hours are posted on the outside of each building. Group use of the building beyond normal hours or for nonuniversity related business requires prior approval. Contact your department administrator for the proper procedure or the custodial manager if you have any questions.

Furlong Gallery (x-2261)

The Furlong Gallery houses a permanent visual arts collection of over 500 works and serves as the principal art and design display area for the university. In a typical year, eight to ten shows are presented featuring exhibits of works of nationally and internationally known artists as well as those of faculty/staff and students. The gallery is one of two teaching galleries directed by the Department of Art and Design. The Furlong also serves as a place for "gallery talks" given by the artists being shown. The gallery is open approximately 50 hours per week for public viewing by students, faculty/staff, the UW-Stout and local community.

Instructional Resources Service (IRS) (x-2492)

IRS is the unit of the Library Learning Center that provides students with textbooks and other required course-related materials. The service also designs custom-made instructional materials. IRS will secure copyright clearances and answer general copyright questions in preparing classroom support materials. All the IRS resources are listed on PubCat, the library's online public catalog. After the 10th day of class all remaining resources are made available to the university community on a checkout basis.

Instructional Technology Services (ITS) (x-1143)

Professional media specialists assist faculty and staff in the design, production and use of instructional materials in all formats including electronic media, slides, videotapes, overhead transparencies, photographic prints, poster session materials and self-instruction packages. In most cases, chargebacks are for the cost of materials only. ITS is also involved in serving the distance education, teleconferencing, imaging technology and computer multimedia needs of the university. Specialized audiovisual equipment is available at ITS for short-term checkout: A video projector, LCD panels, audio teleconferencing unit, portable overhead projector, VHS camcorder, videocassette recorder, powered speaker, videodisc player, audio recorder, 35mm camera, digital camera. Call ITS to reserve equipment.

Library Learning Center (LLC) (x-1215)

The Library Learning Center provides materials in print, audiovisual and electronic formats. Through telecommunications, it provides access to local, national and international information databases from both in- library and remote access workstations on campus and at home. Most library resources circulate except for reference materials, periodicals and limited reserve titles. The UW-Stout I.D. card is needed to check out resources.

Courtesy Cards

I.D. cards are not transferable for library privileges; however, courtesy cards are issued upon request by the university library to individuals 18 years or older.

Equipment Reserve (x-2213)

A pool of audiovisual equipment is available for 3-day checkout including: projectors (slide, overhead, filmstrip, opaque, 16mm, Super 8mm), screens, record players, tape players, microfiche readers, speakers and headsets. Call to reserve equipment.

Nakatani Center for Learning Technologies (x-2431)

Established through a bequest in memory of Arthur M. Nakatani, the mission of the center is to create and apply technology and research to the art and science of teaching. The Nakatani Center sponsors workshops, conferences, grants, and professional support for educators and technological linkages among a multitude of constituencies. The center employs current technology and provides help for faculty and staff who wish to use the equipment.

Purchasing (x-2453)

Requests for all goods and services to be purchased with University funds (regardless of the source) are subject to many policies and procedures. Groups or individuals who violate these policies may be held personally responsible for expenses incurred. Contact the Purchasing Office for the procedures.

Prior to the acquisition of a good or service follow the steps listed below:

Off-Campus

- Prepare a purchase requisition.
- Obtain account administrator approval.
- Secure a purchase order from the Purchasing Office. Under state regulations a purchase order secured from the Purchasing Office must be issued prior to acquisition of a good to complete the process.

On-Campus

- Complete a Central Stores order form for purchases from Central Stores or department requisition for services received on campus.
- Secure account administrator approval.

Research Services (x-1126)

RPS is responsible for submission of all proposals and assists in preparation of all proposals, contracts and programs requesting extramural funds. All submissions for extramural funding must be routed through RPS. The office assists in budget preparation, proposal and contract ideation and development, locating extramural funding opportunities, and providing ongoing deadline and application materials. RPS also provides word processing, printing, duplicating, and mailing services for proposals and contracts. It is wise to contact the RPS office early in the grant writing process.

Administratively, RPS is responsible for campus research policies, verifying budget and resource needs, interpreting rules and regulations of funding sources to protect the University, ensuring compliances and assurances, providing for the protection of human subjects, and providing patent and copyright information and assistance.

Teleproduction Center (TIC) (x-2624)

The Teleproduction Center provides broadcast-level production and satellite uplinking services for Wisconsin Public Television and other state, and non-profit agencies. Projects are undertaken that serve the University's educational goals and provide a service to business and industry. TPC operates on a cost-recovery basis and is located in the Communications Center.

Travel

Travel on University Business

In order to be reimbursed for travel expenses, you must complete travel authorization forms, approved by your supervisor prior to departure. Monies available for travel reimbursement vary among departments. Information on reimbursable expenses and forms may be obtained in your department office.

Approved Driver Status (x-1793)

You must become an approved driver in advance of authorized travel to drive either your own vehicle or a state (university) vehicle on university business. To become an approved driver, contact the Safety and Risk Management Department.

Fleet Vehicles (x-1123)

Fleet vehicles are reserved and issued to drivers by a dispatcher. The driver presents a Travel Authorization form, obtained and approved by your supervisor, when the car is used, and returned after the trip with beginning and ending mileage noted and fuel/service receipts attached. Schedule early to secure the vehicle you need.

If a fleet vehicle is available and the driver elects to use her/his personal vehicle, reimbursement for business miles will be at a rate equal to the approximate cost of operating state vehicles. If a fleet vehicle is not available, and if the driver obtains a nonavailability slip from the dispatchers, reimbursement is at a higher rate.

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