



UNIVERSITY OF WISCONSIN PLATTEVILLE

University of Wisconsin-Platteville College of BILSA Work Policy for Full Time Faculty and Academic Staff under Contract (including full time contracts with partial distance learning appointments)

Consistent with the *UW-Platteville Employee Handbook* policies on sick leave, it is the expectation of the College of BILSA at the University of Wisconsin-Platteville for full time faculty and academic staff to be actively working the minimum standard of forty hours a week, on or off campus. It is also the expectation that full time faculty and academic staff have a presence on campus every day of the five day work week. These expectations exclude approved UW-Platteville calendar variations and holidays, or approved *professional* activities such as conference attendance and travel, academic trips, field or distant lab research, sabbatical leave, developmental activities (fund and fund raising), etc. As stated in the *Employee Handbook* in regards to sick leave, any deviations or alternate schedules must be discussed with the department chair or director.

Schedule variations resulting in a consistent reduction in the number of days a full time faculty or academic staff member has a presence on campus during the work week must be described, in writing, including the rationale behind the exception. This document must be signed for approval by the relevant department chair, or director, and dean. Consistent reductions greater than one day would be considered extreme and must be initiated by the department chair, or director, and then approved by the dean. All schedule variation agreements will be reviewed annually.