# University of Wisconsin-Eau Claire General Policies Book

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*Former policy numbers are in parentheses following each title
1. **ALCOHOLIC BEVERAGES, GUIDELINES FOR SERVICE OF**

The use or possession of alcoholic beverages is prohibited on university property, with certain exceptions detailed herein and in university housing policy.

Alcohol may be served at catered events in authorized areas subject to the guidelines below. Authorized areas include Davies Center, Hilltop Center, and other areas as authorized by the Chancellor.

**Guidelines**

A. The administration of this policy is the responsibility of the Director of The University Centers (or her/his designee) with serving arrangements determined by the food service, the sponsoring group, and the Director of The University Centers.

B. Alcoholic beverages may be sold and consumed only within authorized areas and may not be carried out of those areas. A non-alcoholic beverage alternative(s) must always be provided.

D. Alcoholic beverages will be served only at such times and under such conditions which may be consistent with local, state and federal regulations governing such service.

E. Alcoholic beverage service may be provided at scheduled receptions and dinners and for other food service events as may be deemed appropriate. Beverage service will end 30 minutes prior to the scheduled end of an event.

F. Alcoholic beverage service will be provided only in areas that have appropriate and adequate facilities for such service and where the control of persons to be served is possible.

G. When service of alcohol is desired, an alcohol-free alternative must also be provided.

H. Alcoholic beverages will be served exclusively by the University food service and it shall be the responsibility of the food service to make proper identification of persons eligible to purchase or consume alcoholic beverages, including proof of age.

I. Sponsoring groups must be familiar with the catering guidelines and accept the responsibility for assisting in proper identification, restricting consumption to authorized areas, and accepting financial responsibility for any theft or vandalism associated with the event.

J. Individual and/or the sponsoring groups will be expected to maintain responsible standards concerning their use of alcoholic beverages. Immoderate use leading to offensive behavior or disorderly conduct will result in the dismissal of service to that individual or the sponsoring group. Further disciplinary action may be taken if necessary.

K. Alcohol Authorization Forms are available in the Event Services Office of the Davies Center and must be completed 10 working days prior to an event requesting to serve alcohol.

Source: UWS Regents’ Res. 682, 3-8-74 (adopted from UW 1.07 (8) of the Wisconsin Administrative Code for Chapter 36). As revised by UWS Regents’ Res. 801, 7-12-74.

Faculty Senate, 1-22-74, approved by Chancellor, 3-11-74.
Reviewed and updated by Chancellor 4-30-09

2. **BUSINESS ACTIVITIES/COMPETITION WITH THE PRIVATE SECTOR**
Prior to the initiation or significant expansion of any business activity, any university personnel, department, or unit, must complete a “Non-Financial Questionnaire.” The questionnaire assists the university in compliance with tax laws and with Regent Policy 89-1, Competition with the Private Sector. The questionnaire should be reviewed with appropriate supervisory levels and submitted to Business Services.

If the Director of Business Services determines that the activity is a “major new competitive activity,” or if the appropriateness or pricing of an activity has been questioned, the matter will be forwarded to the Chancellor. Regent Policy 89-1 provides that the Chancellor will refer such matters to a Competition with the Private Sector Committee made up of members from the university, private sector, and the general public. When necessary, a committee will be formed by the Chancellor after consultation with the Executive Committee of the University Senate. The committee will proceed in accordance with Regent Policy 89-1.

Source: Chancellor Schnack, March 30, 1988
Revised October 20, 1989
Revised October 9, 2008
COMPLIMENTARY TICKET AND PASS POLICY

Definitions:

Admission Event: An Admission event is a university-sponsored event for which admission is charged.

Complimentary Ticket: A complimentary ticket is a ticket that has not been purchased and is provided at no charge to the recipient of the ticket. Tickets obtained without charge through the University ID are not subject to the provisions of this policy.

Event Participant: A person who has a role in the production or evaluation of a university event.

Complimentary Ticket and Pass Policy for Non-Athletic Events

A. Policies and Procedures

Complimentary tickets may be provided to guests of the university by the Chancellor, to guests of activities by sponsors of such activities, and to event participants requiring reserved seats, subject to the guidelines below.

1. All complimentary tickets shall be provided by the Chancellor's Office or by the sponsors of the activity. All complimentary tickets are to be fully accounted for.

2. Persons involved with event production who do not require seating (stage crew members, ushers, and others who can be shown to be in this category) shall not be ticketed. Event participants who require reserved seating (e.g., theatre judges, directors, faculty/staff evaluators, etc.) may receive complimentary tickets, subject to the provisions of A.1 above.

3. Faculty and staff who are expected, with some regularity, to be event participants (either for production or evaluation) may be issued passes good for all non-reserved seating events sponsored by their department or unit. Passes shall require an ID for admission and are not transferable.

B. Guidelines for Distinguishing Recipients

1. Complimentary tickets may be distributed to campus guests for purposes of university public relations and recruiting of potential students and potential faculty members.

2. Complimentary tickets shall not be issued in lieu of or as a supplement to compensation.

3. Others, including spouses or other family members of university employees, may be provided complimentary tickets to University admission events upon the authorization of the Chancellor. Requests for such authorization must be accompanied by a rationale for the request.

Complimentary Ticket and Pass Policy for Athletic Events
To comply with State Statute 36.39, the following policy for complimentary tickets is required.

Complimentary ticket policies as required by the appropriate athletic conference will be followed.

Source: Faculty Senate; Tuesday, April 13, 1976; approved by Chancellor
Revised October 29, 1991
4. FACILITIES USAGE

From Ch. 16.845 Wis. Statutes and Ch. UWS 21 Wisconsin Administrative Code Appendix A

1.0 PREFACE

It is the policy of the Board of Regents that the facilities of the University are to be used primarily for purposes of fulfilling the University’s missions of teaching, research and public service. University facilities are not available for unrestricted use for other purposes. (Chapter UWS 21, Wisconsin Administrative Code)

Facilities on the University of Wisconsin-Eau Claire campus exist to strengthen and enrich the lives of those who seek excellence in the educational process. These facilities have been designed to meet specific campus needs and are administered to recognize the priorities of academic scheduling and student life programming. Additionally, the University recognizes a responsibility to provide facilities to residents of the State to the extent that resources permit. The use of campus facilities by off-campus groups must be consistent with the mission of the University and sensitive to the needs of private enterprise within the university area.

1.01 Definitions

1) "Facilities" means the buildings, grounds, and fixed equipment (owned or leased) which are subject to the custody and control of the University.

2) “Organization Associated with the University” means an officially recognized University of Wisconsin-Eau Claire staff or student group, administrative or academic unit or a state agency.

3) “Staff” means all employees of the University of Wisconsin-Eau Claire.

4) “Student” means any person who is registered for study at the University of Wisconsin-Eau Claire for the current academic period.

5) "GPR Funded Activities" are those accounts that exist to support the prime mission of instruction, research and public service and administration and governance. These accounts include 102 and 104 accounts and shall be interpreted to include those funded through 128 academic department sales and service accounts as well as 132, 133, and 144 accounts.

6) "Segregated Fee Funded Activities" and “Program Revenue Funded Activities” are the activities which exist to support the organized student activities, University Centers, and Residence Halls. These include activities funded through 128 accounts and related 144 accounts.

7) “Direct Costs” are costs that can be identified with a specific activity or with several activities relatively easily with a reasonable degree of accuracy. Examples of direct costs.
include salaries, wages, benefits, services, materials and equipment scheduled to facilitate the activity. It is the ease of identification with a specific activity or activities which determines the classification as a direct cost.

8) “Indirect Costs” as contrasted with direct costs, are those that have been incurred for purposes common to a number of specific projects, programs, or activities of an institution, but which cannot be identified and charged directly to such events relatively easily with a reasonable degree of accuracy. Examples of indirect costs include heating, lighting, air conditioning, and general janitorial services of buildings, and administrative services such as accounting, purchasing, personnel services, and library services.

9) “Cosponsored Events.” To be cosponsored, an event must relate to the purpose of the sponsoring university department or organization, and one or more members of the sponsoring unit must be immediately involved in the planning or coordination of the event and must be in attendance at the event.

10) “Authorized Student Organizations” include recognized honor societies, recognized residence halls associations, and recognized Student Senate organizations.

11) “Revenue” includes door admissions, registration fees, admission donations, and product sales.

1.02 Authority

This policy statement is prepared within the scope and authority of Chapter 16.845 of the Wisconsin Statutes and Chapter UWS 21 Wisconsin Administrative Code.

2.0 POLICY

2.01 General

University facilities are either academic (funded for prime mission uses) or auxiliary (funded for student life programming). Facilities are designed to accommodate their respective types of programming. However, in some cases a facility designed for prime mission use may be the only suitable space for a student life event, and vice versa. Some cross usage is acceptable but should be monitored to determine that there is a balance. If a significant, continuous imbalance exists, it should be remedied by development of appropriate facilities or recovery of costs.

The University may permit use of campus facilities by persons and organizations not associated with the University when comparable facilities do not exist in Eau Claire. It is not the intention of the University to compete with private sector facility rentals for this group of persons or organizations.
Use of University facilities may not detract from the teaching, research and public service missions.

Public events held in University facilities shall be open to the public-at-large UNLESS, prior to the event, the person or organization who has secured the facilities for use makes written notice to the University of any contemplated restriction or condition on access to the event. The restriction and condition is subject to agreement by the University. Any such restriction or condition must comply with all requirements of applicable federal or state laws.

2.02 Priority of Use

GPR funded activities shall have priority for use of academic facilities, and segregated fee funded activities and program revenue funded activities shall have priority for use of auxiliary facilities.

University prime mission and student life programming needs must be considered prior to reserving space for outside organizations. Outside users will be scheduled as space is available on a first come, first served basis.

2.03 Delegation

The Director of University Centers shall serve as the Chancellor's designee in administering facilities usage on the Eau Claire campus.

2.04 Fees

Rental fees and other user charges will be assessed on the basis of size of space required, sponsor of the event and distribution of monies which are collected for the event (i.e. admissions, registration fees, etc.). A schedule of fees shall be developed and periodically revised considering:

1. The operating cost per square foot for the spaces utilized.
2. Standard utilization periods of full day, 2/3 day and 1/3 day.
3. Set up time as well as duration of time the facility is occupied. Consideration shall be given as to whether the facility is available for other use during the day.
4. When facilities are utilized for more than one consecutive day, additional days will be assessed at 50% of the respective basic fee.
5. No fee will be assessed for the utilization of "raw space" for purposes of rehearsal prior to an event.
6. Additional fees may be charged for special equipment needs.
7. Damages to and/or loss of University property/equipment.

2.05 Charge Guide

The table in Appendix C designates the level of charges made to various users.
2.06 Special Provisions

Co-sponsored Events

A formal agreement between the University and the outside organization will be drawn up for each cosponsored event. Such agreement will specify the basis for co-sponsorship, e.g., why the event is mission-related, outline in detail the duties and responsibilities of each sponsoring party, specify the distribution of any profits and the responsibility for any losses and liability from the event and be approved by the responsible vice or assistant chancellor or designee(s). The co-sponsorship agreement should be prepared three weeks in advance of each event to allow adequate time for the establishment of appropriate business procedures. Except for unusual circumstance, UW-Eau Claire will be the fiscal agent for all cosponsored events.

Sales and other Fund-raising Events

When more than one organization is using a facility, each organization will be assessed the appropriate rental charge.

No facilities charge is made for sales and fund-raising events held in corridors or public access areas by recognized student or faculty/staff organizations which are for the support of the organization.

A space or booth charge may be assessed in lieu of direct and indirect charges when such events are not held in corridors.

Sales connected with events for which the University receives a facility rental fee will not be assessed additional charges for such sales. When more than one organization is using a facility, there will be a charge for each of the organizations involved.

Faculty and Staff Use

Faculty and staff may engage in general instruction, public service and research for individuals in the community or other outside parties under UW-System and UW-Eau Claire rules governing reporting of outside activities and the faculty/academic staff code of ethics. No charge shall be made for the use of University facilities for such purposes as long as the University does not incur additional costs and there is no interference with other prime mission activities.

2.07 Policy Exceptions and Appeals

Exceptions shall be based on such criteria as unusual use of the facility, user or scheduler of the event, timing of the event and the disposition of monies that are collected. Appeals of charges and priority of use may be made to the Assistant Chancellor for Student Affairs. The Assistant Chancellor for Student Affairs may reduce or waive specific charges when it is considered within the University's best interest to do so.
## CHARGE GUIDE FOR UNIVERSITY FACILITIES

<table>
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<tr>
<th>ORGANIZATIONS</th>
<th>USES</th>
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<td>Meeting</td>
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<tr>
<td>1. Segregated fee funded student organizations (State account)</td>
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</tr>
<tr>
<td>2. Authorized student organizations</td>
<td>1</td>
</tr>
<tr>
<td>3. Professional organizations related to our mission, i.e., departments, units, administrative offices, faculty and staff organizations, or alumni (institutional membership)</td>
<td>1</td>
</tr>
<tr>
<td>4. UW System Administration/ Other UW Offices and Departments</td>
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</tr>
<tr>
<td>5. Faculty, staff, students, and alumni (individuals)</td>
<td>2</td>
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<tr>
<td>6. Co-sponsored/non-revenue events with outside agencies</td>
<td>1</td>
</tr>
<tr>
<td>7. Co-sponsored/revenue events with distribution of revenue to outside agencies</td>
<td>NA</td>
</tr>
<tr>
<td>8. Professional organizations, community service organizations, and state agencies not related to our mission (no UWEC institutional membership)</td>
<td>2</td>
</tr>
<tr>
<td>9. Political organizations (off-campus)</td>
<td>3</td>
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<tr>
<td>10. Commercial enterprises, religious organizations, or the general public</td>
<td>3</td>
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**KEY**

1. No charge except for charge back items and extraordinary costs
2. Charge for direct costs
3. Charge for direct and indirect costs
NP. Not permitted
NA. Not applicable
APPENDIX C

COMPETITION WITH THE PRIVATE SECTOR

The University has a responsibility to consider very carefully any decision to provide products and services to students, faculty, staff, private organizations or the public at large, particularly when the products and services to be provided might compete with similar products or services offered by the private sector. Some degree of competition between the University and the private sector may be unavoidable, even when the University is engaged in the narrowest pursuit of its instructional, research and public service missions. However, in all cases where a potentially competitive situation exists, the University must consider the concerns of affected private businesses and act with sensitivity and good faith regarding those concerns.

This policy establishes a competition review committee at each institution composed of representatives of the University, private sector, and public-at-large. In addition, the policy defines criteria to be used in evaluating the appropriateness of University sales activities and establishes principles for pricing those products and services that UW System institutions may offer.

1. **Protocol for Monitoring Institutional Competitive Activities:**

   a. Each university is to establish a committee to review specific issues of competition using the criteria and pricing principles defined in this policy. The chancellor will appoint the committee composed of representatives of the university, the private sector and the general public. Faculty, student and staff appointments should be made upon the recommendation of the appropriate university governance structures.

   b. The chancellor will refer to the institutional competition review committee all major new competitive activities. In addition, s/he shall also refer all ongoing activities whose appropriateness or pricing has been questioned. Under normal circumstances, the chancellor’s referral to the competition review committee’s chairperson will be made within two weeks after the chancellor is first informed of a complaint or proposal brought forward by a member of the private sector or general public. The chancellor will send a letter to the person making the proposal or complaint which states that the issue has been referred to the competition review committee and which includes as an enclosure a copy of the Board of Regents’ policy.

   c. Upon referral from the chancellor, the chairperson of the competition review committee will schedule a meeting of the committee at the earliest possible convenience of the committee’s members. The committee’s charge will be to:

      1.) Examine the issues involved in the institution offering major new competitive activities and ongoing activities whose appropriateness has been questioned.

      2.) Review the pricing structure of major new competitive activities and ongoing sales activities whose appropriateness or pricing has been questioned.
3.) Recommend to the chancellor, in a timely manner, a course of action which specifically addresses (a) whether the activity should be implemented or continued and (b) whether the pricing of the products and services is appropriate.

d. The chancellor will determine whether the institution will become involved with the new activity or continue an ongoing activity and whether changes should be made to the pricing of products and services. Under normal circumstances, the chancellor will announce his/her decision within two weeks after receiving the recommendation of the committee. The chancellor will send a letter explaining his/her decision to the person making the proposal or complaint.

The chancellor’s decision may be appealed to the University of Wisconsin System President. If a satisfactory resolution cannot be developed, an appeal can be made to the Board of Regents by addressing a letter to the Secretary of the Board.

2. **Criteria for Judging the Appropriateness of Competitive Activities:** All activities competitive with the private sector must be integral to the fulfillment of the institution’s instructional, research or public service missions or must meet one of the following four criteria:

a. There are compelling reasons of economic efficiency. Economic efficiency implies that university resources can be made available to the broader community at relatively little additional cost to the institution. For example, the use of underutilized university facilities such as stadiums and auditoriums for non-university functions such as high school graduation ceremonies and sporting or other entertainment events may benefit the university as well as the private sector and the community. - OR -

b. The product or service is unavailable elsewhere in the community. Unavailability may be defined in terms of quality or quantity of the product or service. For example, the sale of research by-products that would otherwise be unavailable in the community may benefit both the university and the community. - OR -

c. Providing the product or service is a major convenience to the campus community including students, faculty, staff and other members of the public participating in institutional activities. Convenience would typically be defined in geographic terms, although other factors could also be considered (e.g., hours of operation or private sector providers). Familiar examples of operations conducted primarily to support campus life are on-campus recreational facilities and bookstores. - OR -

d. The university’s offering of the product or service is of major importance to maintaining the quality of the institution. Most crucial to maintenance of quality are efforts which impact positively on student, faculty and staff recruitment and retention. For example, the operation of quality cultural and health facilities such as art museums and the clinical cancer center are important for the maintenance of quality. Where required by a federal or state mandate, other activities that compete with the private sector are also permitted.

3. **Pricing Policies:** Products or services offered by the UW System institutions shall normally be priced to recover, at a minimum, all costs related to producing the product or
service, including all applicable direct and indirect costs as determined by basic cost accounting principles. Exceptions to full cost recovery pricing are permitted (or are required) under the following circumstances:

a. If the activity is integral to the fulfillment of the institution’s instructional, research or public service missions, prices may be established at less than full cost recovery upon approval by the chancellor.

b. If underutilized university facilities are made available for non-university events primarily for the benefit of the private sector or the community, prices may be set below full cost recovery.

c. If underutilized university facilities are made available for non-university events primarily for fund-raising purposes, prices may be set to include a profit above the full recovery of costs.

d. If products and services are offered for the convenience of students, faculty, staff or participants in university activities, prices must be set so as to be competitive with private sector prices, unless a higher price is required to ensure full cost recovery.

In addition, if subsidized pricing is mandated or permitted by federal law or state statute, prices should be set accordingly.

For any new activity presented to the competition review committee, full documentation of costs and pricing determinations must be included. The committee will review the pricing structure for compliance with the above criteria, taking into consideration the impact of the competition with the private sector.

For purposes of implementing these pricing policies, direct costs include, but are not limited to, all salaries, fringe benefits, supplies, and capital directly attributable to the sale of the product or service. Indirect costs include, but are not limited to, depreciation, utilities, municipal services charges, interest, support services, custodial services, etc., allocable to the sale of the product or service. As an alternative to calculating indirect costs for individual sales operations, the federal indirect cost rate may be used.

4. This policy and its implementation should be reviewed after it has been operational for three years.

Updated February 2, 1996.
5.  FLAG POLICY

The flag should be displayed on all days when the weather permits; especially on national and state holidays and such days as may be proclaimed by the President of the United States. On Memorial Day, the last Monday in May, the University of Wisconsin-Eau Claire should fly all of its poled flags at half-staff until 12:00 p.m. and then raise them to full-staff. On Veterans Day, November 11, the University should fly all of its poled flags at full-staff until 11:00 a.m. and then lower them to half-staff.

In recognition of the fact that the University comprises a community of persons who interact with each other in an unusual way, the loss of any member of the community is felt by all. Therefore, upon notification of the death of an active or retired member of the faculty, the academic staff, the classified staff, or a member of the student body, the flag on Schofield Hall shall be flown at half mast on the day of the funeral or burial provided that the arrangements are known. The News Bureau will notify the University community of the death.

Source: Faculty Senate, 11-19-74; Chancellor, 12-1-87; Faculty Senate and the Chancellor, 1-24-90; modified and approved by the University Senate and Chancellor 3-26-96. Revised by the Chancellor, 10-09-08
6. HONORARY DEGREES, UW-EAU CLAIRE GUIDELINES ON AWARDING

Criteria: UW-Eau Claire may bestow honorary doctoral degrees on individuals of exceptional accomplishment and distinction who have made significant contributions to the university, region, state or nation; or demonstrated a consistently outstanding record of accomplishment in their field of endeavor.

Degree Designations: The following Honorary degree designations may be awarded by UW-Eau Claire:

- Doctor of Laws (LL.D.);
- Doctor of Science (SC.D.);
- Doctor of Humane Letters (L.H.D.);
- Doctor of Literature (D.Lit.).

Limitations: To insulate the honorary degree from partisanship, to protect the award from possible conflicts of interest and to protect nominees from possibly compromising positions, the following three categories of individuals are ineligible for an honorary degree from an institution of the University of Wisconsin System:

(a) **Public Officials and Political Appointees**
   
   Included are serving members of the Wisconsin Legislature and the Wisconsin congressional delegation; elected and appointed officials; and all members of the state judiciary.

(b) **Regents**

   Included are serving members of the University of Wisconsin System Board of Regents.

(c) **University of Wisconsin System Employees**

   Included are currently employed faculty or staff at each university and in System Administration.

Persons in any of these three categories could be eligible for consideration two years or more after they have vacated office or terminated employment. However, emeritus faculty are not eligible for honorary degrees unless they have achieved distinction in a second career following retirement.

In awarding honorary degrees, the University of Wisconsin System does not assume any legal obligations. The recipients receive no honoraria, but the institution shall assume all expenses incurred by the recipients that are associated with their participation in the commencement.

Honorary Degree Committee: The University Senate Executive Committee, along with the President of the University of Wisconsin System as an ex officio member, serve as UW-Eau Claire’s Honorary Degree Committee. The Committee’s procedures and actions shall be consistent with Unclassified Personnel Guideline 11.

The UW-Eau Claire Honorary Degree Committee considers and recommends candidates for honorary degrees consistent with the criteria. The University Senate Executive Committee, along with the President of the University of Wisconsin System as an ex officio member, serve as UW-Eau Claire’s Honorary Degree Committee.
Procedures:

Upon the opening of each academic year the Vice Chancellor for Academic Affairs will announce that nominations will be accepted by the Honorary Degree Committee for consideration during that year. Nominations may be made at any time, and the Committee will, if it makes a positive recommendation, include in its deliberations consideration of the appropriate commencement for conferral of the honorary degree.

A nomination may be initiated by any member of the faculty or academic staff and requires the endorsement of 5 other members of the faculty or academic staff in order to be considered by the Committee. The person presenting the nomination to the Committee will submit nomination papers that include a resume of the person being nominated and a letter of nomination which outlines in precise detail the qualifications of the nominee. These qualifications should be clearly related to the criteria stated above.

The Committee will consider each nomination in a timely manner, using the established criteria in reaching a decision on its recommendation. If the recommendation is negative, the Vice Chancellor will convey that result in writing to the person submitting the nomination. No reasons for the decision will be required and none will be given in writing. If the recommendation is positive, that recommendation will be forwarded to the Chancellor. The Chancellor will then, jointly with the President of the UW System, determine whether to recommend conferral of the degree to the Board of Regents.

Particular attention is devoted to the identification of women and minority candidates for consideration for honorary degrees.

All activities related to the nomination of candidates, the review of documentation supporting each nominee, and recommendations to the Board must be conducted with a confidentiality appropriate to personnel matters.

The Chancellor conjointly with the System President will recommend nominees to the Board.

Approval Process:

Board of Regent approval must be obtained at least two months prior to the commencement at which the degree is to be conferred. For a Spring commencement the nominations must be received for first reading by the Board in February and for a Winter commencement not later than the October Board meeting.

As a matter of policy the Board will generally limit to one the number of honorary degrees any individual may receive from the UW System. Therefore, the UW System Office of Academic Affairs shall serve as a formal information exchange office to avoid duplication of nominees being advanced to the Board. The Chairperson of the Honorary Degree Committee must clear nominees with the UW System Office of Academic Affairs before final institutional selections are determined.

Upon Board approval of the institutional nominees for honorary doctorates, the Chancellor will invite the candidate(s) to attend the commencement convocation at which the award is to be conferred. Honorary degrees are not awarded in absentia.

Source: UWS Regents; Res. 5578, 9-7-90.
7. IDENTIFICATION CARDS, UNIVERSITY PHOTO

UW-Eau Claire photo identification cards are provided to students and staff of the University through the Blugold Card Office in Davies Center according to the following guidelines.

GENERAL GUIDELINES

Identification required. All faculty, staff, retirees, and students requesting a UW-Eau Claire photo ID must show picture identification at the time the ID card is issued.

Replacement IDs. The first ID card for students and staff is made at no charge. Replacement costs for lost or stolen IDs shall be determined by University Centers.

Spouse IDs can be issued to the spouse or life partner of those eligible for IDs at a charge to be determined by University Centers. LTE spouses or life partners are eligible to receive an ID when the LTE is eligible.

Hall Directors’ Spouses and Children receive an initial ID card at no charge.

STUDENTS

Undergraduate and Graduate Students receive a photo ID card at orientation or when they arrive for their first semester at UW-Eau Claire.

FACULTY AND STAFF

Faculty, Academic Staff, and Classified Staff receive ID cards when employment begins.

Limited Term Employees (LTEs) are eligible for an ID card if they are covered under the Wisconsin Retirement System.

Employees who leave UW-Eau Claire, with the exception of retirees, must turn in their UW-Eau Claire photo ID card to the Blugold Card office.

Emeriti faculty and retirees may keep their IDs when their employment at UW-Eau Claire ends.

Source: Chancellor Schnack, May 18, 1994
Revised by Chancellor Mash, November 1, 1999
Revised by Chancellor Levin-Stankevich October 9, 2008
8. INCLEMENT WEATHER POLICY

General Information

When inclement weather threatens operations at the University of Wisconsin-Eau Claire, the University will remain in operation to the extent possible. If necessary, the Chancellor may close the University to the public or may cancel classes, but state employees will be expected to report to work. Only if specifically ordered by the Governor will the University be closed to state employees.

In response to local weather conditions, the Chancellor may release employees. In such instances, no employee will be required to remain at work.

Announcement by the local media in regard to closing of the University should be considered advisory only. For official information concerning operation of the University, phone the Chancellor's office at 836-2327 after 7:00 a.m., or call your supervisor.

Making Up Time

Employees covered by a labor agreement: Provisions for excusing employees from work and addressing questions relating to eligibility for pay or to making up lost time are found in the respective bargaining agreements.

Employees not covered by a labor agreement: While nonrepresented employees are expected to report to work as scheduled, they may request or be allowed to be excused from work when they believe that weather conditions or emergency situations make it unsafe to get to, or remain at, work. The employee may use vacation, compensatory time, personal holiday(s), or leave without pay to cover time lost.

With supervisory approval, they may also be able to make up time lost, depending on whether they are eligible to earn overtime (“Nonexempt” employees) or not eligible to earn overtime (“Exempt” employees) as defined by the Fair Labor Standards Act (FLSA). The FLSA allows Nonexempt employees to make up time during the current work week; Exempt employees are allowed a more flexible time limit. Personnel can tell you whether you are an Exempt or Nonexempt employee; but, generally speaking, Nonexempt employees fill out time sheets.

In the event employees are ordered to leave work, the employees can opt to use accrued vacation time, compensatory time, personal holiday(s) or take leave without pay. They may make up the lost time at a time to be scheduled by the supervisor...again, within the constraints of their Exempt/Nonexempt status under the FLSA.

NOTE: Emergency situations could necessitate temporary assignment of work which is not normally performed or described in an employee's position description. In addition, emergencies could necessitate releasing employees from assignments for periods of time for their own safety or well-being, or even in a temporary interchange of employees between agencies.

Source: Chancellor Schnack, December 16, 1992
9. LICENSING POLICY

It is the policy of UW-Eau Claire to commercialize its name and trademark and to license and sell products through third-party licensees. A copy of the university’s marks (copyright protected and registered names and trademarks) is attached. The current marks are available from the licensing administration office in University Centers, the Licensing website at http://www.uwec.edu/licensing or the University Publications Office.

1. UW-Eau Claire has a self-licensing program.

2. The licensing administration office in University Centers is responsible for administering the licensing program. The office will consult, as needed, with the University Publications Office concerning marks and artwork.

3. Any vendor that creates, produces or manufactures UW-Eau Claire marks, whether for resale or non-resale, must be licensed. To become licensed, the vendor must enter into a contractual arrangement with the university and pay a one-time licensing fee of $50.00.

4. Any individual, university department, unit or organization that sells or gives away items bearing UW-Eau Claire marks is required to use a licensed vendor (licensee).

5. The licensee shall make royalty payments (7%) to the university for the use of any marks that are sold to individuals and organizations that sell the marks for profit. The licensing administrator may exempt a recognized student organization from the royalty if, for example, the profit is incidental and the primary focus is to promote the organization or the university.

6. The licensing administration office retains the licensing fee and receives 35% of the revenue generated from royalties. The remainder of the royalties will be distributed as follows:
   a. For the sale of program-specific marks, royalties go to the respective department or unit.
   b. The remaining 65% of the royalties from the sale of university-wide marks will be placed in a fund to support Commencement and other university needs as determined by the chancellor or designee.

7. All artwork used by university departments, units and offices must be approved. New marks and/or artwork must be approved by the licensing administration office in University Centers in accordance with University Graphics Standards as established by the University Publications Office.

8. Student organizations and off-campus individuals and organizations must have all marks and artwork approved.

Source: Office of Vice Chancellor for Business and Student Services, 9/1/98
Revised by Vice Chancellor Andrew Soll, 7/9/2008
10. LOST AND FOUND POLICY

POLICY

All University departments, units, and individuals will comply with established procedures for items that are lost or found at UW-Eau Claire. Items that are found must be turned in to the nearest Lost/Found area or Davies Center Information Desk Lost and Found. This policy does not apply to lost or found State property or contraband items such as weapons or illegal drugs, which should be handled through University Police.

PROCEDURES

1. Departments may designate their own Lost and Found area, use one that has been set up for an entire building, or use the central Lost and Found at the Davies Center Information Desk.

2. A departmental or building-wide Lost and Found may hold items for up to one week. After one week, the items will be turned in to the Davies Center Information Desk Lost and Found.

3. Upon receipt of items, the Davies Center Information Desk Lost and Found will mark items with date found, date received at Davies Center, and location where the item was found. Items will be stored in a secure location.

4. Lost and Found items will be kept at the Davies Center Information Desk Lost and Found for three months before being donated to a non-profit charitable agency.

Source: Directors of University Police and University Centers, 08/11/08
11. MASS E-MAIL, POLICY FOR USE OF

For purposes of this policy, mass e-mail is defined as a single message being sent to more than 1,000 recipients.

The News Bureau will disseminate emergency campus wide e-mails and electronic publications. Emergency campus wide e-mails are typically those informing the campus community of timely news before it is released to the media, or announcements of immediate importance to the campus community that cannot be disseminated in a timely manner by any other means.

Departments, offices, units, and student organizations are authorized to submit announcements and publications to the News Bureau for publication in the UW-Eau Claire Bulletin, which is distributed weekly to all active UW-Eau Claire e-mail addresses.

In addition, the Chancellor and Vice Chancellors may authorize dissemination of information via mass e-mail either on a one-time or an ongoing basis.

Source: Chancellor Brian Levin-Stankevich, 04/17/09
12. OUTSIDE FINANCIAL AND IN-KIND SUPPORT FOR PROGRAMS AND ACTIVITIES

This policy is designed to assist in determining whether or not it is appropriate for the University and its facilities to be associated with, or used by, certain products, commercial enterprises, or private agencies. This policy addresses only that support received directly by the University of Wisconsin-Eau Claire and not through the UW-Eau Claire Foundation.

The University name, official seal or logo and facilities may be identified with a commercial enterprise or private agency upon prior approval of the Chancellor or designee. Such association is limited to the program or event receiving support and does not constitute an endorsement of the aims, policies, programs, products, or opinions of the assisting organization. If questions concerning the appropriateness of accepting support are raised, the Chancellor shall make the final determination.

University groups (fee-funded activities, colleges, departments, units, and offices) and other groups such as recognized student organizations, etc. holding or publicizing events in or on University facilities may accept sponsorship support. This assistance may be acknowledged through a co-sponsorship title or a sponsor’s listing in publicity and printed programs. (The co-sponsor’s name should be secondary to the University name on all publicity.)

Sponsorship cannot be accepted for tobacco or alcoholic beverage products or from their distributors.

Off campus events co-sponsored by either tobacco or alcoholic beverage products may not be publicized on campus. The sole exception to this policy is the possibility of paid advertisements in the Spectator.

Periodically, the Chancellor may convene interested parties to review this policy and the excluded products or associations. Based on the mission of University of Wisconsin-Eau Claire, the UW System, and State of Wisconsin policies and practices, this group will recommend modifications in the policy to the Chancellor.

Source: Chancellor Brian Levin-Stankevich, 10/08/08
13. PARKING POLICY

The function of the Parking and Transportation Office is to provide effective parking services for the university community that efficiently meets the needs of students (residents and commuters), faculty and staff, and visitors.

Development of currently owned properties and the purchase of additional properties for parking facilities shall be consistent with the long range physical plant development plan of the University of Wisconsin-Eau Claire.

The primary emphasis of the physical plant development plan as it relates to parking facilities shall be that of promoting the development of new parking areas on the periphery of University property in order to preserve and enhance a pedestrian oriented central campus. Parking facilities and roadways shall be maintained and developed to provide access to buildings/services in the central campus where needed for service personnel and the handicapped. Students, faculty and staff, and especially visitor access to central campus buildings/services for short term needs will be accommodated to the degree possible while maintaining pedestrian safety and campus beauty.

Parking facility is defined to include parking spaces, parking lot lanes, and appropriate contiguous property that should be landscaped to enhance the beauty of the campus and to serve as a “buffer” to adjacent properties, especially when the adjacent properties are not owned by the University.

Properties purchased or owned by the University through funding of the Parking Utility should be developed as parking facilities as soon as possible. If it is in the best interests of the University to use such property on a short term basis for purposes other than parking, then a reasonable fee will be assessed the user and credited to the Parking Utility.

NOTE: Specific parking policies are issued each year by the Office of Parking and Transportation.

Source: Faculty Senate 2-13-79; approved by Chancellor 2-26-79
Updated by Chancellor, 7-15-08
14. PHYSICAL PLANT OPERATIONS CHARGEBACK POLICY

The UW-Eau Claire chargeback policy on physical plant operations is based on the guidelines for such charges specified in UW System’s FAP - Physical Plant Services Chargebacks (F25). These guidelines require chargebacks for special services performed to general operation (non-auxiliary) activities, and for all physical plant services provided to self-supporting (auxiliary) activities. This local supplement to F25 indicates which costs will be charged back to auxiliaries and non-auxiliaries and provides specific examples of routine and special services to non-auxiliary areas.

A. Auxiliary enterprises shall be on a complete chargeback basis, including all charges specified under part IV of F25.

B. Non-auxiliary offices and departments shall not be charged for the routine physical plant maintenance, except for extraordinary requests for otherwise routine services (i.e., painting to change the color of a wall between normal painting periods shall be charged back). Routine Maintenance involves upkeep of building envelopes, mechanical and utility systems, including the following specific services:

1. Provide electricity.
2. Provide steam for heating, cooling, domestic hot water, and lab functions.
3. Provide necessary utilities and maintain distribution systems.
4. Provide adequate cleaning service for all areas.
5. Remove trash.
6. Maintain building hardware.
7. Maintain building envelopes, including exterior walls, roofs, windows, doors, floors.
8. Paint interior walls on a seven year basis; one coat application only.
9. Maintain classroom and lecture room chalkboards and bulletin boards.
10. Maintain fixed furniture, such as cabinetry, plumbing, and lab benches in classrooms, lecture rooms, and laboratories.

C. Physical Plant Operations shall charge neither auxiliary nor non-auxiliary areas for maintenance of all lawns, trees, shrubs, flowers, park areas, walks and drives.

D. Physical Plant Operations shall charge non-auxiliary areas (departments, offices, etc.) for the special services enumerated below. Charges for such services shall include all costs specified under part IV of F25.

1. Repairs to office furniture (movable).
2. Maintenance and repairs to special laboratory fixed equipment such as growth chambers, coolers, sterilizers, autoclaves, etc.
3. Maintenance of movable equipment such as refrigerators, ice makers, etc.
5. Additional shelving or modifying existing cabinets.
6. Changes in locks when present installation is sound. Re-keying.
7. Hanging and framing pictures.
8. Installation of projection screens when requested by Media Development Center.
9. Alterations of rooms and building structure, including utilities.
10. Making office and desk signs.
11. Changing window treatment. Roll-up shades are provided and maintained by Physical Plant.
12. Construction and installation of chalkboards, projection boards, and bulletin boards except as needed in classrooms for instructional purposes.
13. Installation of door closers on offices where none exist. Physical Plant maintains closers after initial installation.
14. Reupholstering office furniture assigned to departments.
15. Installation of electrical service except as needed for instructional purposes.
16. Installation of laboratory apparatus.
17. Custodial service when required outside of normal shift schedules.

Source: Approved by the Assistant Chancellor for Administrative Services, 10-8-75.
15. POSTER APPROVAL POLICY

ELIGIBILITY

1. Events sponsored by recognized student organizations, departments, or organization/department representatives of UW-Eau Claire and Chippewa Valley Technical College.
2. Events sponsored by community service clubs and organizations.
3. Events sponsored by commercial enterprises or private agencies using University facilities on a rental basis.
4. Any individual may place any poster or sign on open, unregulated kiosks located by Brewer Hall and the Library entrance.

CRITERIA

1. Student organizations are granted posting privileges upon recognition by the Student Senate and the University. Posting privileges are granted to Chippewa Valley Technical College student organizations after recognition by that institution's Student Services Office. Posters from Chippewa Valley Technical College must bear that institution's poster approval stamp.
2. Activities sponsored by groups outside the University that may be of interest to or have the endorsement of a University sponsor must be approved by the endorsing department/individual and meet the other guidelines contained in this policy.
3. In order to receive posting privileges and to receive maximum benefit from posters, each sponsor is required to include its organization's distinct identification in a prominent position on the face of all posters. This may be its full name or its established abbreviation or acronym previously registered with the Activities and Programs Office. Any posters not clearly identifying the sponsoring organization will not be approved.
4. It is recommended that posters be no larger than 11" X 17" in size.

PROCEDURES

1. Calendar the event with the Reservations Secretary (see the “Reservations” section of the Student Services & Standards Handbook), Davies Center 159, Monday through Friday from 8:30 am - 4:00 pm.
2. Prepare posters (see CRITERIA, above).
3. Submit posters to the Reservations Secretary for content approval.
4. Take to Campus Information Services, Davies Center 161, for posting approval.
5. Leave one poster at Campus Information Services. Sponsors may put up their own posters in authorized areas (listing available at Campus Information Services) or have posters distributed by Campus Information Services' staff for a nominal fee.
RESTRICTIONS

1. Placement of posters and signs shall be limited to designated bulletin boards and approved areas only. Thumbtacks, not staples or tape, must be used to affix posters to bulletin boards.

2. Posters and signs promoting a single event will be approved for two weeks from the date of event. Series reservations sponsored by campus organizations or departments may be approved through the end of the semester.

3. Commercial enterprises or private agencies using University facilities on a rental basis are limited to one poster placed in Davies Center in addition to posters placed within their rented areas.

4. In keeping with the University's commitment to wellness, a primary consideration that will be made in approving posters will be to avoid promoting the abuse of alcohol. Posters which advertise alcohol consumption as the primary purpose of the event will not be approved. Posters which note the availability of alcohol purely for informational purpose will be approved provided this information is not the major focal point of the poster. Examples of statements on posters that would not be approved: “Free Beer!”, “Drink till you drop,” “Let's Get Hammered.” Example of statements on posters that would be approved: “Alcoholic Beverages Available,” “Hot and Cold Drinks,” “Soft Drinks and Beer Available.”

5. Community service clubs and organizations may submit two posters or signs for placement by Campus Information Services personnel on designated bulletin boards in Davies Center and Hilltop Center.

6. Departmental bulletin boards may be used only with the permission of the respective department.

7. Placement of posters, signs and banners in outdoor locations with exception of kiosks (see ELIGIBILITY #4) on University property must be approved by the Director of University Centers. Removal of unauthorized materials from University property will result in the sponsoring organization being billed accordingly for labor.

8. Painting of University buildings, sidewalks, streets, etc. with temporary or permanent paint or indelible or permanent pigments is strictly prohibited.

9. Signs may not be placed on interior or exterior walls nor painted surfaces.

10. Directional signs on posts placed in the ground or on the doors to buildings are permissible if required to aid visitors to the campus. Sign standards may be reserved through the Reservations Secretary for use inside W.R. Davies University Center. Signs must be removed by the sponsor immediately following the event.

11. The approval of posters and signs by Campus Information Services personnel indicates approval of the content only, and in no way implies responsibility for their ultimate location.

12. During campus festivals (Homecoming, Winter Carnival, International Festival) certain bulletin boards or portions thereof may be designated for exclusive use of those events.
13. Laminated boards to promote weekly meetings or regularly scheduled events must at all times contain information i.e., organization's purpose and/or upcoming events or meetings. Unused boards will be removed. These may only be placed on bulletin board in Davies Center across from Activities & Program's office.

**POLITICAL CANDIDATES**

1. Persons who are bona fide candidates for election to public office (campus, city, county, state or federal) and/or their supporting organizations will be granted the poster privileges accorded student organizations within the guidelines of this policy.

2. Bona fide candidates are defined as those who have fully satisfied all criteria to be listed on the official ballot for election.

3. Candidates and/or supporting committees assume full responsibility for all the terms contained in this document.

**TABLE TENTS**

1. Must be fabricated from 4 1/4" X 11" card stock, and folded in the center. In order to cover all areas it is suggested that 500 (250 8 1/2" X 11" sheets) be printed.

2. The “MASTER” must have margins of at least 1/2" at the top and sides, and 1" at the bottom.

3. Prior to duplication, the “MASTER” must be scheduled and approved by the Reservations Secretary (Davies Center 103). Table tents will be approved for three-day periods.

4. Only one table tent per event is allowed on each table.

5. No more than three table tents per table will be permitted at any one time.

6. After duplication, four copies of the table tent must be given to the Dining Service's Director (Davies Center 227.)

7. The organizations are responsible for distributing table tents.

**BANNERS/KIOSKS**

1. Hallway banner in the east lobby of Davies Center is reserved exclusively for publicizing of events sponsored by the University Activities Commission (UAC), Student Senate, The Forum and the Artists Series. See PROCEDURES #1 for scheduling.

2. Footbridge banners are only for Homecoming and Student Senate's use two weeks prior to event.

3. Davies veranda banners are reserved for three-day periods. A maximum of three groups per side will be granted space. See PROCEDURES #1.

4. Zorn Arena and Davies Center kiosks are for the purpose of advertising events sponsored by the University Centers and Athletics.
APPEALS

Questions or appeals concerning these procedures should be directed to the Director of the University Centers (or in the case of residence halls, to the Director of University Housing). Further appeal is available through the office of the Vice Chancellor for Student Affairs, Schofield 240.

Revised: 10/17/74
04/27/76
12/15/76
02/18/77
06/28/77
09/91
04/20/92

Source: Approved by A. L. Harry on 10/13/77.
Revised by Director Charles Farrell, 10-10-08
16. SOLICITATION ON UW-EAU CLAIRE PREMISES

A. Permission and Registration for Solicitation

1. Solicitation shall be defined as selling, peddling, and/or distribution of material, free or otherwise. The hawking of newspapers or similar printed materials outside University buildings is not regulated by this policy.

2. Individuals or organizations (student or non-student) may engage in solicitation in University structures and on University grounds pursuant to the terms and conditions established herein, and the University retains the right to accept or reject, with just cause, any request for use of its structure and grounds.

3. No such use of University structure and grounds will be permitted without registration and permission of the appropriate office as listed in Sections D, E, F, and G below.

4. All requests for such use of University structure and grounds will be granted only upon the completion of a standard contract that may be obtained from the Director of Housing, in the case of solicitation within on-campus housing, and from the Director of University Centers in all other cases.

5. Political campaigning along with the distribution of political literature is permitted only in designated areas of University residence halls during designated hours, when the residence halls are in use and occupied by students during the academic year, interim, and summer session. Such activity may be conducted after registration with the appropriate Hall Director, provided such space has not been previously reserved.

Political campaigning is limited to the following designated areas and times within University residence halls:

<table>
<thead>
<tr>
<th>HALL</th>
<th>TIMES</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgman Hall</td>
<td>9:00 a.m. - 10:30 p.m.</td>
<td>Main Lobby</td>
</tr>
<tr>
<td>Governors Hall</td>
<td>12:00 Noon - 7:00 p.m.</td>
<td>Main Lobby</td>
</tr>
<tr>
<td>E. Horan Hall</td>
<td>11:00 a.m. - 7:00 p.m.</td>
<td>Main Lobby</td>
</tr>
<tr>
<td>Murray Hall</td>
<td>12:00 Noon - 7:00 p.m.</td>
<td>Main Lobby</td>
</tr>
<tr>
<td>Oak Ridge Hall</td>
<td>12:00 Noon - 7:00 p.m.</td>
<td>Main Lobby</td>
</tr>
<tr>
<td>K. Putnam Hall</td>
<td>4:00 p.m. - 6:00 p.m.</td>
<td>Main Lobby</td>
</tr>
<tr>
<td>Sutherland Hall</td>
<td>11:00 a.m. - 7:00 p.m.</td>
<td>Main Lobby</td>
</tr>
<tr>
<td>K. Thomas Hall</td>
<td>11:00 a.m. - 7:00 p.m.</td>
<td>Basement Meeting Room</td>
</tr>
<tr>
<td>Towers Hall</td>
<td>11:00 a.m. - 7:00 p.m.</td>
<td>Main Lobby</td>
</tr>
</tbody>
</table>
The only University-organized activities that may have literature put in student mailboxes WITHOUT names/room number labels are the following:

Artist Series | Children's Center | Escort Service
Spectator | Forensics | The Forum
Health Services | International Festival | Legal Services
Men's Athletics | Music | NOTA
Periscope | Radio | Recreation
Student Senate | Theatre | UAC
Visual Arts | Women's Athletics

All other University recognized clubs must have a name and/or room number on any items of information they want placed in student mailboxes, and businesses or other off-campus organizations must use the U.S. mail.

6. Solicitation in the non-academic buildings (other than residence halls) will require approval of the Director of University Centers.

7. Solicitation in the academic buildings of the University will require approval of the Vice Chancellor for Academic Affairs, upon the recommendation of the Director of University Centers.

8. Solicitation on the University grounds will require approval of the Assistant Chancellor for Administrative Services, upon the recommendation of the Director of University Centers.

B. Off-Campus Individuals and Organizations

1. All non-student individuals and groups whose request to solicit has been approved will be charged a fee for use of any University structure and grounds. Such fee will be established according to provisions of policy 5:16.

2. Lists of names, addresses, official University records, or any other information about University students will not be made available to non-University individuals or organizations without approval of the Chancellor of the University, or her/his designated agent.

3. Student directory information which is not published in the Student Directory may be provided to outside agencies for legitimate educational purposes by the Registrar. “Legitimate educational purpose” is to be strictly interpreted. An example of legitimate educational purpose is announcement of a special course of interest to majors in a particular subject offered by another UW System institution. Such information may be provided in the form deemed most appropriate by the Registrar, and a processing fee will be charged to cover full costs of providing the information.
4. The University will not, except as provided in Item B. 3. above, provide separate mailing lists containing student data to outside parties.

C. **On-Campus Individuals and Organizations**

1. A charge for the use of structure and grounds will be determined by the Director of University Centers where use of said structure and grounds is for the purpose of selling or fund raising.

2. No campus individual or organization may use its name, office, or student recognition to obtain the use of University structures and grounds for a non-student or for an off-campus organization. The use of University structures and grounds reserved in the name of a student or recognized organization is limited to the legitimate purposes of that person or organization only. Questions regarding the legitimacy of organizational solicitation will be referred to the Organizations Commission of the Student Senate. Violation of this provision may result in disciplinary action and/or loss of the right to use University structures or grounds.

3. All individuals and groups are subject to local, state, and federal laws, and to all of the rules and regulations as stated herein. This includes rules of the Board of Regents of the University of Wisconsin System.

(This policy is also published in the Student Services and Standards Handbook.)

Source: Student Affairs Office, 6-1-89
17. USE OF AND CHARGES FOR SERVICES AT UW-EAU CLAIRE

A. PREFACE

This policy identifies authorized users for services and products produced or purchased by service departments of the University. Hereafter, the term “services” will include both services and products. A complete list of users is found in Appendix A, Charge Guide for Services.

Service departments of the University exist to support the educational processes of the institution and the related efforts of faculty, staff and students. Many state funded service departments exist only for official university business. The use of campus service departments by off-campus groups or by individuals, including faculty, staff and students, must be consistent with the mission of the University and the service department. Use must also be sensitive to the concerns of private enterprise within the Eau Claire area. The criteria for establishing service chargeback levels, therefore, are based primarily, but not exclusively, on the service providers mission and funding source, as compared to that of the service receiver.

Provision of service to any authorized user must not interfere with the primary mission of the service department. This especially refers to service to non-UWEC users.

B. DEFINITIONS

In addition to those definitions in Policy 5:16, the following definitions and/or expanded definitions apply to 5:16.1.

1. **Service Department** is a unit that provides goods or services to authorized users primarily on a cost recovery basis.

2. **Department/Offices** is defined the same as "GPR Funded Activities" in 5:16 and includes Residence Halls, University Centers, Parking.

3. **Organized Student Activities** are defined as those student activities funded, at least partially, by segregated fees. Examples include Forum, Artist Series, Student Government, Spectator, etc. Also included are departmental program revenue activities.

   The group of activities in this user group is accounted for in 128 appropriation and related 144 appropriation accounts.

C. POLICY

1. Service departments shall provide service to users based on eligibility indicated in Appendix A, Charge Guide for Services.

2. Each service department shall develop charge schedules which shall include the methodology for calculating charges. Charge schedules shall be updated annually and be made available to users, University business officers and internal auditors.
3. In general charges will be levied upon users for the cost of services, including labor, materials and, as appropriate, indirect costs. Other appropriate pricing factors may include encouragement of use of technology/innovative instructional presentations such as in MDC; the need to generate income to support other programming such as in University Centers; or to approximate the public sector pricing to avoid unfair competition.

4. As an alternative to the use of specific indirect costs, service departments may apply the Department of Education indirect cost rate to direct charges to determine the indirect cost component of their charge schedule. For 1993-94 the rate is 8%; the rate may change each year. For the current rate contact University Accounting, Schofield 102.

5. Rental of facilities under 5:16 may permit users access to services they might not have otherwise. For example, access to telephone services associated with a room rental in Davies Center.

6. Textbook Services is available for use only by currently registered students.

7. Use of University telephones is permitted for essential personal local calls by faculty and staff. Personnel are urged to personally limit such use.

8. Departmental equipment and supplies usage for charge must be covered by a written agreement or contract approved by the Assistant Chancellor for Business Affairs.

9. Agreements may be developed for use of University services by Wisconsin State Agencies in the interests of intergovernmental cooperation. Such agreements will be written to provide for recovery of costs. Approval by the Assistant Chancellor for Business Affairs is required.

10. The provisions of Policybook 5:22, Competition with the Private Sector, must be observed.

11. Use of University Mail Services for pickup and delivery of occasional personal mail is permitted. Personnel are urged to personally limit such use. Pickup and delivery of personal parcels and bulk mailings are not permitted.

D. POLICY EXCEPTIONS AND APPEALS

1. Exceptions shall be based on such criteria as the purpose of the service use, the type of user, or the unavailability of a like service in the Eau Claire area from commercial sources. Blanket exceptions are not permitted. Exceptions should be granted only when it is in the University's best interest to do so.

2. Appeals of use and charges should be made to the director of the unit providing the service. If unresolved, appeals or policy exceptions may be directed to the Director or Associate Director of Business Services.

3. All exceptions shall be documented and maintained in the service department.

Source: Chancellor Larry Schnack, October 14, 1985
Revised May 1, 1994
### CHARGE GUIDE FOR SERVICES

<table>
<thead>
<tr>
<th>Department</th>
<th>Mail</th>
<th>Central Stores</th>
<th>Duplicating</th>
<th>Conv. Copying</th>
<th>Recreation Equipment</th>
<th>Fleet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equip &amp; Supplies</td>
<td>Del/PU</td>
<td>Posting</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>1. UWEC Dept/Office: Direct Classroom Instruction:</td>
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<td>1</td>
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<td>2</td>
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<tr>
<td>2. UWEC Dept/Office: Non-Instructional activities and programs including auxiliary enterprises</td>
<td></td>
<td></td>
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<td>1</td>
<td>2</td>
<td>2</td>
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<tr>
<td>3. Organized Student Activities: Segregated Feed Funded (State Acct)</td>
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<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
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<tr>
<td>4. Authorized Student Organization: Recognized by UWEC Student Senate and the University</td>
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<td>1</td>
<td>2</td>
<td>NP</td>
<td>NP</td>
<td>NP</td>
</tr>
<tr>
<td>5. Professional Organization: Related to a UWEC unit mission; UWEC institutional membership</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<tr>
<td>6. UW System: System Admin., Other UW Institutions</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<td>2</td>
<td>2</td>
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<tr>
<td>7. UWEC Personnel: Personal Use University staff, students, alumni, emeriti</td>
<td>NP</td>
<td>NP</td>
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<td>NP</td>
<td>NP</td>
<td>NP</td>
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<tr>
<td>8. Co-sponsored: Non-revenue events with outside agencies</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>9. Co-sponsored: Revenue events with distribution of revenue to outside agencies</td>
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**Key:**

1 = No Charge - except for extraordinary costs
2 = Direct Costs
3 = Direct Costs and Indirect Costs
NP = Not Permitted
NA = Not Applicable

= Duplication of resale shall be charged labor and materials

Effective 5/1/94
### CHARGE GUIDE FOR SERVICES

<table>
<thead>
<tr>
<th>Category</th>
<th>Mailing Labels, Lists, Data</th>
<th>Test Scoring</th>
<th>Computing</th>
<th>Media Development Center</th>
<th>Telephone</th>
<th>University Centers</th>
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<tbody>
<tr>
<td>1. UWEC Dept/Office:</td>
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<td>Direct Classroom Instruction:</td>
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<td>Non-Instructional activities and programs including auxiliary enterprises</td>
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</table>

1. Except 128 accounts which are charged at a higher rate.
2. See Media Development Center for details.
3. See University Centers for details.

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