***Attachment -- Information for Adjunct Appointees***

ADA Accommodation: It is the policy of the University of Wisconsin-Madison and the College of Agricultural and Life Sciences to provide a reasonable accommodation for qualified individuals with disabilities. If you need an accommodation to perform the responsibilities of your position, please contact the department chair or College of Agricultural and Life Sciences Human Resources Manager, <Name of HR Manager (email@wisc.edu)>.

Benefits -- Federal Affordable Care Act: The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. The Notice also includes required information on health insurance coverage available through your employment at the University of Wisconsin (UW). Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. Please refer to the notification included as an attachment to this letter.

Drug-Free Schools Act: All employees, faculty, and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it -- either for yourself or for someone you are concerned about. Campus information is available at: <http://eao.wisc.edu/policies-drug-free.htm> .

Identification Card: As an employee of the University of Wisconsin-Madison, you are eligible to obtain a photo identification card. Although not required, the card entitles you to use the following: University Libraries and the Memorial Union. In addition, you may purchase a Recreation Access Fee for the Southeast Recreational Facility (SERF), the Natatorium/Gym Unit 2 facility, Nielsen Tennis Stadium and Camp Randall Sports Center (Shell). You are given priority and discounted court rates at Nielsen Tennis Stadium and receive a discounted membership at the Camp Randall Sports Center (Shell). Information regarding how to obtain your photo ID card, got to <http://www.wiscard.wisc.edu/> .

Mandatory Reporting Requirement of Child Abuse and Neglect: Executive Order #54 (EO 54) requires the reporting of child abuse or neglect.  As a UW-Madison employee or a UW-Madison volunteer expected to have regular contact with minors, you are required by EO 54 and campus policy to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment or volunteer activities, you observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur.  For more information, please see the University of Wisconsin - Madison Office of Equity and Diversity website at:  <http://www.oed.wisc.edu/childabuse/> .

NetID: To obtain access to the campus network, many campus applications, and campus services, UW-Madison faculty, staff, and students need to have a NetID. You should take steps to activate your NetID as soon as possible. To do so, you will first need to obtain a campus Identification Card. Then, by use of a web browser, go to [https://www.mynetid.wisc.edu/activate](https://www.mynetid.wisc.edu/activate%20) and follow the steps indicated.

Non-Discrimination: The University of Wisconsin-Madison does not discriminate in its employment practices on a variety of bases, including: age; ancestry; arrest record; color; conviction record; creed; cultural background; disability; ethnicity (specifically involving harassment by university employees); gender identity; gender expression; marital status; genetic testing; honesty testing; military obligations; national origin, pregnancy; race; religion; retaliation for making a complaint of discrimination or taking part in an investigation relating to discrimination; sex; sexual orientation; and use or nonuse of lawful products off the employer’s premises during nonworking hours.

Information on how to file a complaint alleging discrimination, how to contact the campus Title IX and Americans with Disabilities Act Coordinators, and on nondiscrimination on the basis of sex in federally assisted programs is available through the Office of Equity and Diversity (OED) website at: <http://www.oed.wisc.edu/>. OED’s main office is located in Room 179-A, Bascom Hall, 500 Lincoln Drive, Madison, Wisconsin 53706, (Voice) (608) 263-2378, Wisconsin Telecommunications Relay Service: 7-1-1, Fax (608) 263-5562.

**Federal Affordable Care Act Notification**

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. The Notice also includes required information on health insurance coverage available through your employment at the University of Wisconsin (UW). Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The marketplace (also known as the Exchange) is a new option for people to obtain health insurance.

**If you have State Group Health Insurance through your employment at UW, you do not need to enroll through the Marketplace or take any action, unless you choose to do so.** Most UW employees will not be eligible for a premium subsidy for coverage purchased through the Marketplace.

**Marketplace Notice:** [https://www.wisconsin.edu/ohrwd/download/aca(3)/notice.pdf](https://www.wisconsin.edu/ohrwd/download/aca%283%29/notice.pdf)

Detailed information about the Health Insurance Marketplace and options:

\* FAQs, contacts, affordability and eligibility for Marketplace subsidies:

<https://www.healthcare.gov/>

\* UWSA website: <https://www.wisconsin.edu/ohrwd/aca/>