***Attachment -- Information for $0 Visiting Appointees***

Disability Accommodation: The University of Wisconsin–Madison is committed to providing a workplace for our employees where they can be successful. This includes providing reasonable accommodations in order for qualified employees with disabilities to have equal employment opportunities. To request a disability-related workplace accommodation, please contact your [Divisional Disability Representative](https://oed.wisc.edu/divisional-disability-representatives-ddr/) (DDR): CALS HR Manager name (name@wisc.edu), CALS DDR. The DDR is the person authorized to receive and maintain confidential medical information. The [Employee Disability Resource (EDR) Office](https://oed.wisc.edu/employee-disability-accommodation/) in the Division of Diversity, Equity and Educational Achievement is a campus resource and can be contacted for more information about workplace accommodations. Find additional information and the EDR Office contacts at the following website: <https://oed.wisc.edu/employee-disability-accommodation/>.

Drug-Free Schools and Communities Act: As a UW–Madison employee, you are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about the dangers and warning signs of substance abuse, encouraging others to avoid substance abuse, and getting help if needed — either for yourself or someone you are concerned about. As an employee, you are subject to the standards of conduct regarding drugs and alcohol as outlined on the Drug-Free Schools and Communities Act web page: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

Mandatory Reporting Requirement of Child Abuse and Neglect: Wisconsin Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. As a UW–Madison employee, if, in the course of employment, you observe 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, you are required by EO 54 and campus policy to immediately report it to Child Protective Services (CPS) or law enforcement. If the suspected incident or threat involves an allegation against a University employee or agent, or on campus or at a UW–Madison sponsored activity, you must also notify the Office of Human Resources, Workforce Relations. Employees who are mandatory reporters under Wis. Stat. 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA.

# Statement of Non-Discrimination: The University of Wisconsin-Madison is committed to providing equal opportunity and equal access in compliance with all applicable non-discrimination federal and state laws and regulations and University of Wisconsin System and university policies and procedures. A full listing of all protected classes, campus policies, and detailed information on how to file a complaint alleging discrimination and/or harassment is located on the Office of Compliance (OC) website at: <https://compliance.wisc.edu/>. In addition, the Office of Compliance staff includes the campus Title IX Coordinator and the ADA/504 Coordinator. The OC is located in Room 361, Bascom Hall, 500 Lincoln Drive, Madison, Wisconsin 53706, (608)265-6018 (relay calls accepted).

Access to Information Technology Systems – NetID and MFA-Duo***:*** Your NetID is your campus identity that allows you access to online systems and services used at UW–Madison. It includes a unique username (assigned by the university) and a password (which you create). In order to activate your NetID, you will enter your date of birth and either an activation key (provided by your department) or the 11-digit number found on your Wiscard. More information about activating your NetID can be found at: <https://kb.wisc.edu/page.php?id=1140>.

UW–Madison adds an extra layer of security to your NetID login through a verification process called Multi-Factor Authentication (MFA). This added step combines something you know (your NetID and password) with something you have (smartphone, token/fob) to verify your identity. MFA helps to protect both your online identity and UW–Madison digital assets. This multi-factor authentication is provided by Duo Security. Your hiring department will assist you with enrollment in MFA-Duo, and you will be required to use MFA-Duo on your start date. If you have questions or need help, visit <https://kb.wisc.edu/page.php?id=86220>.

Federal Affordable Care Act – Health Insurance Marketplace**:**The University of Wisconsin (UW) is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace Coverage Options. The Notice is available on the University of Wisconsin System website: [https://www.wisconsin.edu/ohrwd/download/aca(3)/notice.pdf](https://www.wisconsin.edu/ohrwd/download/aca%283%29/notice.pdf).