Attachment -- Information for $0 Prof L/I 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 that ensure qualified applicants and employees with disabilities have equal employment opportunities. To request a disability-related workplace accommodation, please contact your Divisional Disability Representative (DDR) at calshr.ddrs@cals.wisc.edu. DDRs facilitate accommodation requests and are authorized to receive and discuss confidential medical information.
Employees, applicants, and DDRs may consult with the Employee Disability Resources (EDR) Office at any time during the accommodation process. The UW–Madison EDR Office serves as the campus-wide hub for information on the disability accommodation process for employees and applicants. The EDR Office offers essential information, consultation, education, and referral services to employees, applicants, Divisional Disability Representatives (DDRs), supervisors and managers to help minimize barriers in the workplace.

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 requires that UW employees make a report of child abuse or neglect immediately if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Reports must be made in-person or by telephone to UWPD, local law enforcement (if the incident occurred off-campus), or the local child protection agency. If the incident or threat of child abuse or neglect involves an allegation against a UW employee or agent, or the incident or threat of child abuse or neglect occurred on the UW campus or during a UW-sponsored activity, the reporter must also notify the Office of Youth Protection and Compliance or the UW Police Department. Employees who are mandatory reporters under Wis. Stat. 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. If a UW employee (who is not a mandatory reporter under Wis. Stat. § 48.981(2)) learns of possible child abuse or neglect from a medical record or in the context of a patient's receipt of health care services, then the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and Wisconsin medical records laws must be followed.

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/civil-rights/. 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.