



**STATE OF WISCONSIN**

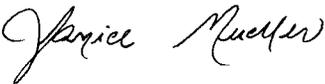
**Legislative Audit Bureau**

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Janice Mueller  
State Auditor

DATE: October 10, 2005

TO: Senator Carol A. Roessler and  
Representative Suzanne Jeskewitz, Co-chairpersons  
Joint Legislative Audit Committee

FROM: Janice Mueller   
State Auditor

SUBJECT: Proposed Audit of University of Wisconsin System Personnel Policies and  
Practices—Background Information

At your request, we have gathered some background information the Joint Legislative Audit Committee may find useful in considering the requests for an audit of employment policies and practices in the University of Wisconsin (UW) System. Two requests have been submitted by legislators with concerns regarding the use of “back-up” appointments, sick leave, and vacation, as well as the employment of felons within the UW System. The Committee has also received a request from the UW System’s president to approve an audit of the UW System’s employment policies and practices.

As of March 2005, the UW System employed nearly 32,300 full-time equivalent (FTE) employees. Annual salaries and fringe benefits totaled \$2.2 billion in fiscal year 2004-05. Unclassified staff total approximately 21,400 and include faculty, academic staff, and teaching assistants. Classified staff total approximately 10,900. Among UW System institutions, UW-Madison is the largest, with over 17,000 FTEs; UW-Milwaukee employs 3,400 FTEs, and five of the other four-year campuses each employ over 1,000 FTEs.

Throughout the spring and summer of 2005, public attention has been drawn to UW System’s management of a number of personnel issues. UW System and campus officials have provided information to legislators and the media in response to specific questions and have also begun internal reviews of their personnel policies and practices at the request of the Board of Regents. On September 13, 2005, officials appeared before the Joint Legislative Audit Committee to respond to questions concerning the UW System’s personnel practices, including the use of back-up appointments and the continued employment of individuals with felony convictions. However, questions about the nature and extent of management and oversight of personnel practices remain.

An audit of the personnel policies and practices in the UW System could include:

- a review of the management and oversight of the UW System’s personnel functions as established in state statutes and UW System policies;
- an analysis of selected attributes of those employees currently guaranteed “back-up” appointments, including, for example, the duration of their “back-up” appointments, whether they are tenured faculty members, and whether they were hired from within the UW System;
- a review of employees who are designated as “consultants,” including, for example, the terms of their employment and the deliverables required under the terms of their employment;
- the identification of felons currently on the payroll, including the nature of the crime, the date of conviction, and the status of any UW System internal investigation if the individual was a UW System employee at the time of conviction;
- an analysis of sick leave, vacation, and sabbatical use by employment category, including faculty, academic staff, and classified employees;
- a review of any cash settlements paid to individuals who have left UW System employment; and
- a review of personnel policies at selected institutions in other states, including identification of the role of faculty and staff in the modification of those policies.

Although we will collect and analyze specific information on the UW System’s personnel practices and Wisconsin felony records for its employees, our access to similar data from other states and educational institutions outside of Wisconsin is likely to be very limited.

If you have any questions regarding this request, please contact me.

JM/KW/km

cc: Senator Robert Cowles  
Senator Scott Fitzgerald  
Senator Mark Miller  
Senator Julie Lassa

Representative Samantha Kerkman  
Representative Dean Kaufert  
Representative David Travis  
Representative David Cullen

Representative Steve Kestell  
Representative Joel Kleefisch  
Representative Robin Kreibich  
Representative Frank Lasee  
Representative Terry Musser  
Representative Mark Pettis  
Representative Scott Suder  
Representative Robin Vos  
Representative Jeffrey Wood

Kevin P. Reilly, President  
University of Wisconsin System