The purpose of this policy is to define how backfill expenses will be handled across UW-Platteville.

There is currently no policy on UW-Platteville’s campus that outlines how costs are to be allocated when backfill situations occur, resulting in inconsistencies across the university. Backfill is required when a current employee is granted reassignment time to perform duties on campus outside of their contracted obligations. Examples of these situations include but are not limited to:

- Reassignment to serve as department chair or program director
- Reassignment to teach or serve as coordinator for the Distance Learning Center
- Reassignment to serve the Teaching and Technology Center

Backfill: hire of temporary teaching staff or support staff to cover the duties outlined in the current contract of a renewable employee when that employee is reassigned from a portion of their contract to perform other duties outside the contractual obligations (i.e. faculty member, teaching academic staff on renewable contract).

Home Department: department in which an employee’s original contract is charged.

When a current employee is granted reassignment from their current contract to perform duties outside the normal contractual obligations, the percentage of the contract that is being reassigned will be transferred to the department who is gaining the employee’s service. The remaining FTE and salary can then be utilized by the employee’s home department to cover any backfill needs. The salary savings will also remain with the home department. The supervision of the employee will be reflective of the employee’s allocation between departments.

Divisions will have a fair and transparent process on who can apply for and be reassigned.

Once an employee and both department managers agree upon suggested reassignment, a Memorandum of Understanding (MOU) shall be completed. Once signed by both the
home department and the paying department, a copy shall be forwarded to the Chancellor’s office and the budget office as notification that there has been a change in the individual’s duties. If the reassignment time is with a different department on campus, the budget office will then allocate the appropriate FTE percentage and salary to the department who will be utilizing the current staff member. The budget office will notify human resources so that the payroll system is updated accordingly. The home department will then proceed with covering the contracted obligations either through the use of overload assignments, or by following the hiring process to hire a temporary staff member. The percentage of FTE and salary to be charged to the paying department shall be reflective of actual effort for assigned duties. The paying department shall have authority to supervise and manage the reassigned employee with regards to the duties assigned by the paying department. If it is determined that the value of effort stated the MOU is incorrect, either department may suggest that an amendment be made to the agreement. If a change occurs to the MOU, a revised MOU shall be sent to the Chancellor’s Office and budget office to ensure that all parties have the same information.

EXAMPLES:

Sherry is a tenured professor in Criminal Justice, and is contracted to teach 4 courses per semester (12 credits, 80% load) in addition scholarship and service responsibilities (20%). Her current salary is $50,000 and is charged to 102-221030-2. She has been asked to serve as the coordinator for the Distance Learning Center’s CJ Undergrad program, resulting in 25% reassignment from her teaching duties in CJ for the entire academic year. To accommodate this change, 25% of Sherry’s 80% teaching load, or 20% of her full-time salary ($10,000) will be charged to the appropriate Distance Learning account, 131-753127-2. This will leave .20 FTE and $10,000 for the Criminal Justice Department to cover the sections that Sherry will not be able to teach due to her reassignment. It will then be up to the department to determine whether to fill the FTE with an adjunct lecturer or by utilizing overloads. The salary savings will then stay with the CJ department, and the Distance Learning Center will pay full-price for the services received. The Distance Learning Director and Criminal Justice Department chair will then create an MOU for the agreement. Once signed, it will be passed along to the Chancellor’s office and the budget office. The Distance Learning Director will supervise the 20% FTE role that Sherry has accepted.

Tom is a professor in Business and Accounting, and is currently serving as department chair, with 50% reassignment for administrative duties. Since Tom’s reassignment time is within his own department, the department is responsible for covering both the administrative reassignment time, and the backfill to cover Tom’s courses. To differentiate between administrative and instructional time, Tom’s department chair reassignment shall be coded to program 1. His instructional time will be charged to program 2.

Milly is an academic staff member teaching five, 3-credit classes a semester (100% teaching assignment) at a rate of $40,000/academic year in Physics. She has no other
work responsibilities as academic staff. The history department in a different college wishes her to teach one 3-credit class for an entire academic year, equivalent to 20% of Milly’s load, and hence, 20% of her salary ($8,000). This will leave .20 FTE and $8,000 in the Physics Department to cover the sections that she will not be able to teach due to her reassignment to teach in another college. It will then be up to the department to determine whether to fill the FTE with an adjunct lecturer or by utilizing overloads. The salary savings will then stay with Physics Department, and the History Department will pay 20% of Milly’s salary. The Department chairs will then create an MOU for the agreement. Once signed, it will be passed along to the Chancellor’s office and the budget office. The History Department will supervise the 20% role that Milly has accepted.