UWMF Executive / Governance Committee

September 15, 2021, 7:00 - 8:00 AM

WebEx: https://uwhealth.webex.com/uwhealth/j.php?MTID=m4612e70a646375c014fb0a3566054ba4
Meeting number: 2623 185 8294 // Password: 091521

**ADVANCE MEETING MATERIALS ARE POSTED FOR REFERENCE. OCCASIONALLY, THE POSTED MATERIALS DO NOT REFLECT CHANGES MADE SHORTLY BEFORE OR DURING COMMITTEE MEETINGS. THE FULL COMMITTEE MINUTES ARE THE OFFICIAL RECORD OF FINAL COMMITTEE ACTION**
Agenda

7:00 AM
I. Call to Order
Dr. Alan Kaplan

7:01 AM
II. Consent Agenda
Dr. Alan Kaplan
Approved

Open Session Minutes from July 14, 2021

UWMF Faculty Compensation Grievance Procedure Policy

Executive Summary - UWMF Faculty Compensation Grievance Procedure Policy 3

Attachment - August 3, 2021 UWMF Faculty Compensation Grievance Procedure Policy 5

Attachment - October 2, 2018 UWMF Faculty Compensation Grievance Procedure Policy 9

7:03 AM
III. 2021 Nominations and Election Process Update
Dr. John Frohna, Ms. Kelsie Doty
Report/Discussion

UWMF Committee Chair Terms

UWMF Committee Nominations

UWMF Board of Directors Faculty Director

UW Health Council of Faculty Department Representatives

7:30 AM
IV. Closed Session
(Materials Available To Members Only)
Motion to enter into closed session pursuant to Wisconsin Statutes sections 19.36(10) and 19.85(1)(c) for the discussion of the following confidential matter, which for competitive reasons require a closed session: discussion of appointment of Generations Fertility Inc. UWMF Director and Corporation President/Board Chair.

7:55 AM
V. Return to Open Session

7:56 AM
VI. ACTION: UWMF Member Appointment - Generations Fertility Care, Inc.
Dr. Alan Kaplan
Approval
(Motion to recommend approval, as applicable, of UWMF Member Appointment of Generations Fertility Care, Inc., Corporate President and Board Director as discussed in Closed Session)

8:00 AM
VII. Adjourn
Executive Summary

UWMF Faculty Compensation
Grievance Procedure Policy
The UWMF Faculty Compensation Grievance Procedure Policy ("Grievance Policy") was last updated in 2018. In coordination with the Compensation Plan Guidelines project, the Grievance Policy was reviewed. Initial review and feedback of the Grievance Policy were received from the UWMF Compensation Development Committee (CDC) on May 4, 2021. UW Health Office of Corporate Counsel then reviewed and provided feedback of the Grievance Policy in July 2021. The final Grievance Policy was presented and endorsed by the CDC on August 3, 2021.

The 2021 Grievance Policy updates include terminology change from UWMF President to Chief Administrative Physician of the Practice Plan, the addition of the Department Compensation Committee in reviewing the grievance and an expansion of the process details included in the policy, including a timeframe for submitting grievances.

The CDC recommends to the UWMF Executive/Governance Committee approval of the UWMF Faculty Compensation Grievance Procedure Policy dated August 3, 2021.

Thank you.
The UWMF Compensation Development Committee (CDC) has the responsibility for all policies regarding the compensation of faculty by UWMF and related matters. In accordance with the UWMF Bylaws, each Compensation Plan shall include a process for resolving grievances that incorporates the process outlined in this policy to efficiently and fairly resolve grievances.

**SCOPE OF GRIEVANCES**

- This grievance procedure policy shall apply to issues involving the compensation plan.
- Grievances must be specific to the most recently completed fiscal year and must be raised to the Department Administrator in writing utilizing the “Faculty Compensation Grievance Form” by December 31st of the year the fiscal year ends (for example, if the fiscal year ends June 30, 2021, the grievance must be filed by 12/31/2021).
  - The Faculty Compensation Grievance Form may be obtained from the Practice Plan Administration team.
- If the griever wants to appeal any of the steps below, the griever must comply with the timelines provided by the applicable reviewer identified in each step, which shall be no fewer than 10 business days.

**STEP 1**

**Griever shares grievance with the following individuals/committees:**

1. Department Administrator
2. Department Chair
3. Department Compensation Committee

Note: For compensation plans that involve multiple clinical departments, the compensation plan will identify the equivalent leadership/committee titles that apply for the grievance process.

**Details:**

- The griever shall raise the issue with the Department Administrator.
  - To ensure that the grievance is raised within the grievance time limits, the Faculty Compensation Grievance Form must also be submitted to the Department Administrator by December 31st of the year the fiscal year ends.
- If unresolved after meeting with the Department Administrator, the griever shall discuss the grievance with the Department Chair.
- If the issue remains unresolved, the griever shall raise the grievance with the Department Compensation Committee.
  - The griever must submit the Faculty Compensation Grievance Form to the Department Compensation Committee prior to the discussion. The griever may submit the original Form submitted to the Department Administrator or may modify the Form to provide supplemental information.
- If unresolved by the Department Compensation Committee, the griever may proceed to Step 2.
**STEP 2**

Griever shares grievance with the following individuals:
1. UWMF Chief Administrative Physician of the Practice Plan
2. UWMF Chief Administrative Officer (CAO)
3. UWMF Compensation Development Committee (CDC) Chair

Details:
- If the grievance was not resolved in Step 1 and the griever wants to proceed, the griever shall discuss the issue in further detail with the UWMF Chief Administrative Physician, CAO, and the CDC Chair. The discussion may include a presentation by the griever.
- The Department leadership will also discuss the grievance with the UWMF Chief Administrative Physician, CAO, and the CDC Chair.
- If the grievance continues to be unresolved, the griever may proceed to Step 3.

**STEP 3**

Griever shares grievance with the following committee:
1. UWMF Compensation Development Committee (CDC)

Details:
- If the griever was not satisfied with the responses received in Step 3, or if the UWMF Chief Administrative Physician, CAO, or CDC Chair determine that committee review of the grievance is necessary, the issue be sent to the CDC for review.
- Prior to the CDC review, a written statement shall be submitted to the CDC Chair by each of the following:
  - The griever (using the “Faculty Compensation Grievance Form”);
  - The Department Administrator (using the “Faculty Compensation Grievance Form - Department”); and
  - UWMF Chief Administrative Physician
- The griever shall present their grievance to the committee. The presentation may occur in person, by phone, or by video at the discretion of the committee.
- The Department leadership shall present their position to the committee. The presentation may occur in person, by phone, or by video at the discretion of the committee.
- The CDC will make a recommendation regarding resolution of the grievance.
- The griever may appeal the CDC’s recommendation to the UWMF Executive Committee in accordance with Step 4.
- The CDC may also escalate the review of the grievance to the UWMF Executive Committee in accordance with Step 4.

**STEP 4**

Review is Conducted By:
1. UWMF Executive Committee

Details:
- If UWMF Executive Committee review is recommended by the CDC, or if the griever appeals the recommendation of the CDC, the CDC will forward the issue to the UWMF Executive Committee for review.
- The documents previously submitted to the CDC, along with its recommendation, shall be submitted for consideration by the UWMF Executive Committee.
- The UWMF Executive Committee review will not include attendance by the griever or the Department leadership.
- Any UWMF Executive Committee member who is also a faculty member of the affected department will not participate in the grievance consideration.
The UWMF Executive Committee may request additional information from the CDC at any point in the review process.
- The UWMF Executive Committee’s decision will be final with no further appeal.
- The UWMF Executive Committee’s final decision shall be reported to the CDC and the Practice Plan Administration, who will inform the griever and the Department of the decision.

**STEP 5**

**Resolution Reported To:**
1. UWMF Compensation Review Committee (CRC)
2. UWMF Board of Directors

**Details:**
- The CDC shall report any grievance resolutions to the CRC as part of the Annual Report process.
- The CRC shall report any grievance resolutions to the UWMF Board of Directors as part of the Annual Report process.
The UWMF Compensation Development Committee (CDC) has the responsibility for all policies regarding the UWMF compensation of faculty. The grievance procedure policy shall apply to issues involving the compensation plan, the fringe benefit plan and the retirement plan. UWMF faculty should take the following steps to efficiently and fairly resolve grievances regarding issues that fall under these areas:

1. **Department Administrator**
   **Department Chair**
   - Meet and discuss issue with your Department Administrator and Department Chair

2. **UWMF President**
   **UWMF Chief Administrative Officer (CAO)**
   **UWMF Compensation Development Committee (CDC) Chair**
   - If unable to obtain satisfactory response from Department Administrator and Chair, meet and discuss issue in further detail with UWMF President and CAO (which may include a presentation by the faculty member and department administration)

3. **UWMF Compensation Development Committee**
   - If UWMF President and CDC Chair determine committee review of grievance is necessary, issue will be placed on committee agenda
   - Faculty grievance should be submitted to Committee Chair in a written statement by the faculty member(s), the department and the UWMF President (separate statements from each)
   - Committee recommendation will be made with regard to resolution

4. **UWMF Executive Committee**
   - If more detailed analysis is necessary to reach a resolution, the issue will be forwarded to UWMF Executive Committee for a recommendation with statements from CDC, UWMF President, faculty and department

5. **UWMF Board of Directors**
   - Should resolution require change in UWMF bylaws, issue must be approved by UWMF Board of Directors