1.0 INTRODUCTION

1.1 State equal opportunity laws include the concept of providing equal employment opportunity for persons who are aid recipients.

1.2 The Office of State Employment Relations (OSER) of the State of Wisconsin requires each state agency, as defined in s.230.147 of the State Statutes, to “prepare and implement a plan of action to employ persons who, at the time they commence employment with the agency, receive aid under s.49.19.”

1.3 Wisconsin Works (W-2) replaced Aid to Families with Dependent Children (AFDC) in September, 1997. W-2 is based on work participation and personal responsibility. Refer to the Wisconsin Works website for more details about the W-2 program.

2.0 STATEMENT OF POLICY

2.1 It is the policy of the University of Wisconsin-Stout to assure the active and positive implementation of state laws, including Section 147 of Wisconsin Statute Chapter 230.

2.2 The University of Wisconsin-Stout will implement a plan to hire W-2 recipients in accordance with the W-2 planning standards issued by the State of Wisconsin.

3.0 IMPLEMENTATION

The Director of Human Resources/Affirmative Action Officer, or designee, will have responsibility for coordinating and monitoring the University’s W-2 program. The Director, or designee, will disseminate the hiring goal on an annual basis and will be responsible for ensuring that positions are identified for the employment of recipients of W-2.

The procedures described in Appendix A will be followed in the implementation of UW-Stout Policy No. 89-51.
WISCONSIN WORKS (W-2) POLICY

APPENDIX A: IMPLEMENTATION PROCEDURES

1.1 The University will receive percentage goals for hire from the Office of State Employment Relations (OSER). These goals are based on percentage goals established by the Division of Merit Recruitment and Selection. The percentage goals for W-2 hires are the same as the ratio of the average case load receiving W-2 in Wisconsin to the number of people in Wisconsin’s labor force. This ratio is calculated on a yearly basis.

1.2 The Human Resources Office will review all projected vacancies to determine the appropriateness of using the W-2 register.

1.3 The Director of Human Resources/Affirmative Action Officer, or designee, will develop a planning and reporting system which will include:

(a) classifications and expected number of hires;

(b) number and percentage of projected W-2 hires by classification;

(c) number and percentage of actual W-2 hires;

(d) number of W-2 terminations; and

(e) reasons for terminations of W-2 hires.

1.4 The Director of Human Resources/Affirmative Action Officer, or designee, will report to the Office of State Employment Relations, on an annual basis, the status of W-2 recruitment and hires. The report information outlined in section 1.3 will be maintained by the Human Resources Office and furnished to OSER by the report date established.

1.5 The Director of Human Resources/Affirmative Action Officer, or designee, will work with other state and local agencies to develop support services to assist in recruitment and retention of W-2 recipients. Such support services may include but are not limited to the following:

(a) assigning mentors to orient the employee to the work unit;

(b) sponsoring orientation sessions to the University;

(c) using flexible work schedules to accommodate child care and work needs; and

(d) identifying local resources available to the W-2 applicant or new hire.