



## 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

Telephone: 1-415-655-0003 US TOLL // Access code: 2623 185 8294

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# UWMF Executive/Governance Committee - September 15, 2021 - Public Meeting Notice

## Agenda

7:00 AM	<hr/> <b>I. Call to Order</b> Dr. Alan Kaplan	
7:01 AM	<hr/> <b>II. Consent Agenda</b> Dr. Alan Kaplan	Approval
	<b>Open Session Minutes from July 14, 2021</b>	
	<b>UWMF Faculty Compensation Grievance Procedure Policy</b>	
	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	<hr/> <b>III. 2021 Nominations and Election Process Update</b> Dr. John Frohna, Ms. Kelsie Doty	Report/Discussion
	<b>UWMF Committee Chair Terms</b>	
	<b>UWMF Committee Nominations</b>	
	<b>UWMF Board of Directors Faculty Director</b>	
	<b>UW Health Council of Faculty Department Representatives</b>	
7:30 AM	<hr/> <b>IV. Closed Session</b>  (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	<hr/> <b>V. Return to Open Session</b>	
7:56 AM	<hr/> <b>VI. ACTION: UWMF Member Appointment - Generations Fertility Care, Inc.</b> Dr. Alan Kaplan (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)	Approval
8:00 AM	<hr/> <b>VII. Adjourn</b>	

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# **Executive Summary**

**UWMF Faculty Compensation  
Grievance Procedure Policy**



## EXECUTIVE SUMMARY

**TO:** UWMF Executive/Governance Committee

**FROM:** Kelsie Doty, VP/Practice Plan, Chief Administrative Officer, UWMF

**DATE:** September 15, 2021

**RE:** UWMF Faculty Compensation Grievance Procedure Policy Update

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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.

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# **Attachment**

**August 3, 2021**

**UWMF Faculty Compensation  
Grievance Procedure Policy**

## UWMF Faculty Compensation Grievance Procedure Policy

August 3, 2021

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 31<sup>st</sup> 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 grievor wants to appeal any of the steps below, the grievor 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**

**Grievor 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 grievor 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 31<sup>st</sup> of the year the fiscal year ends.
- If unresolved after meeting with the Department Administrator, the grievor shall discuss the grievance with the Department Chair.
- If the issue remains unresolved, the grievor shall raise the grievance with the Department Compensation Committee.
  - The grievor must submit the Faculty Compensation Grievance Form to the Department Compensation Committee prior to the discussion. The grievor 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 grievor 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 grievor 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.



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# **Attachment**

**October 2, 2018**

**UWMF Faculty Compensation  
Grievance Procedure Policy**

## UWMF Faculty Compensation Grievance Procedure Policy

Updated: October 2, 2018

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:

