Monthly Meeting Topics Information Sheet
June 2019

View Preventing Sexual Discrimination and Sexual Harassment in the Work Environment
- As a community devoted to public service and grounded in respect for the inherent dignity and worth of every person, we share a responsibility to ensure that sexual harassment is never tolerated here.
- We all have an obligation to live up to those ideals, and to support each other in fostering a safe and healthy place to work and learn.
- Every employee at UW is expected to view the video via the link below: https://www.washington.edu/compliance/titleix/title-ix-education-and-outreach/

Attendance
- The success of UW Facilities in fulfilling its mission is dependent upon regular and predictable attendance of employees and is essential to achieve and maintain smooth and efficient operations.
- Employees are expected to maintain satisfactory attendance by reporting to work as scheduled and keeping unscheduled absences to a minimum.
- Employees who do not report to work as scheduled must notify their supervisor in accordance with departmental procedures. The central point of contact is the employee’s supervisor, unless the employee is formally notified of another central point of contact.
- Failure to maintain satisfactory attendance, repeated or excessive unscheduled and/or unauthorized absences, or failure to follow departmental procedures for reporting absences, may be subject to corrective action, up to and including dismissal.
- More information regarding UW Facilities attendance expectations may be found at: https://facilities.uw.edu/orgrel/files/documents/policies/Attendance-and-Leave.pdf

FOR SUPERVISORS/MANAGERS:
- Consult with your UW Facilities HR Employee Relations Manager to address attendance concerns and/or problems.

Leave Policies
- All vacation leave, comp time, and/or use of personal holiday, must be requested and approved in advance of the leave. Requests may be delayed or denied due to workload or unforeseen circumstances. Check with your supervisor regarding department leave request procedures and forms.
- All leave must be reported on your time card in AiM and/or Workday.
- Leave designated as FMLA, must also be reported in Workday under the Reason drop down menu after selecting the type of time off (Sick, Vacation, Unpaid, etc.).
- Vacation time off can now be used during a probationary period. Any use of paid/unpaid time off (vacation, sick, unpaid, personal holiday) during the probationary period will extend the six month period.
- During the probationary period, if time off is taken on a Friday the probationary period end date will be extended by 3 days, because the extension is for the total number of days off work, including weekends and holidays.
- Accrued vacation time off over 240 hours must be used by the employee’s (classified staff) anniversary date or it will be forfeited.
- Accrued compensatory time can be used through June 30 but must be entered and approved in Workday by June 15 each year or it will be paid out on the first paycheck in July. After June 15, employees are not able to accrue or use compensatory time in order for payroll to process payouts.
- Unscheduled use of sick time off must be reported each day before the beginning of the work shift to the immediate supervisor or other designated person in authority and in accordance with department call-in procedures. Time off for personal medical or dental appointments, scheduled surgeries, and/or when the need for time off due to illness is foreseeable are covered by sick time off but must be requested and approved in advance.
- If an employee calls in sick and does not have accrued sick time off available, unauthorized unpaid time off will be substituted.
Unauthorized unpaid time off may be subject to corrective action, up to and including dismissal.

**FOR SUPERVISORS/MANAGERS:**
- You should only approve FMLA leave once you have been notified by UW Facilities HR of the employee’s eligibility.
- Discuss department leave procedures and expectations.

**Eye Protection**
- Thousands of people are blinded each year from work-related eye injuries that could have been prevented with the proper selection and use of eye protection. Eye injuries alone cost more than $300 million per year in the US in lost production time, medical expenses, and workers’ compensation.
- Eye protection must be worn whenever necessary to protect against chemical, environmental, thermal, and/or mechanical irritants and hazards.

**FOR SUPERVISORS/MANAGERS:**
- Review eye protection basics, including kinds of eye protection (ex: safety glasses, goggles, face shields, etc.), where and how to obtain eye protection and first aid in case of eye injury. Be sure to review the locations of eye-wash stations. More information can be found at:
  - http://www.cdc.gov/niosh/topics/eye
- Assure the appropriate types of eye protection are available for your employees.

**Hearing Conservation**
- It is recommended that all employees wear earplugs or earmuffs whenever they are exposed to noisy environments both on and off the job. A good rule of thumb to follow is if it’s loud enough that you need to yell to be heard, you should wear hearing protection.
- Hearing Protection is required for tasks where noise levels have been found to be above the Permissible Exposure Limit (PEL).
- Review the UW Facilities Safety Practice on Hearing Conservation (SAFETY 95-1) on the Partner Resources web page at: https://facilities.uw.edu/orgrel/safetypractices/hearing

**FOR SUPERVISORS/MANAGERS:**
- You are responsible for ensuring employees use required hearing protection.
- You are responsible for ensuring your staff attends regulatory required Audiometric Hearing testing.
- You are responsible for providing at least two types of hearing protection, ideally two types of ear plugs and ear muffs should be available.

**Laboratory Moving Out Checklist**
- The Laboratory Moving Out Checklist should be posted on or near the door (or one door in the case of multiple entrances) in laboratories that have been vacated.
- If a laboratory has not been properly cleaned prior to UW Facilities employees working in the space, the supervisor or Project Manager/Building Coordinator should contact the requestor to ask that they contact the previous occupants/department to have the area cleaned. EH&S can provide assistance (methods for cleaning, site inspection, and names of qualified contractors for clean up, if necessary) to the department responsible for the clean up.

**FOR SUPERVISORS/MANAGERS:**
- If an employee raises a safety concern related to lab cleanliness, you must ensure that the worksite has been cleaned by the laboratory occupants prior to work being done and that all safety concerns are addressed.