Welcome to

Serving today… preserving tomorrow

Employee Resource Guide

MISSION

We learn, adapt and innovate to preserve physical assets and deliver best services.

VISION

Facilities Services is a world-class organization providing exceptional service anywhere, anytime.
Important Payroll Information

Paycheck
Set up Direct Deposit & complete all inbox items on your first day in Workday:
https://isc.uw.edu/

Classified Employees
- Enter and submit time cards daily/weekly
- Request all future time off in Absence
- Enter Holiday Taken Time Off for all holidays you are schedule to work and you do not work
- If you are not scheduled to work on a holiday no leave entry is required
- Keep your address and emergency contact information up to date in Workday

Probationary Period
- Any paid or unpaid leave used during the probationary leave will extend the probationary period end date
- The probationary period is extended for the total number of days off work, which includes weekends and holiday
- For example, if leave is taken on a Friday the probationary period is extended 3 days for
  - Friday, Saturday and Sunday

Professional Staff
- Request all time off in Absence
- All future leave request should be entered before you go on leave
- Enter Holiday Taken Time Off for all holidays on a scheduled workday not worked
- Keep your address and emergency contact information up to date in Workday

FS Payroll Contacts

Lohoa Do, Payroll Coordinator, Shops: 14, 15, 16, 34, 76, 82
fspay@uw.edu 206-221-4356

Val Sunga, Payroll Coordinator, Shops: 31, 52, 53, 54, 55, 56, 58, 69, 78, 79, 81, 83, 87
fspay@uw.edu 206-221-4358

Mary Dunlap, Payroll Coordinator, Shops: 10, 18, 20, 32, 50, 86
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Blair Kaufer, Payroll Coordinator, Shops: 17, 23, 25, 26, 35, 43, 51, 89
fspay@uw.edu 206-221-4350

Katie Savoie, Payroll Manager
kannada@uw.edu 206-221-4357
ONBOARDING A NEW FACILITIES SERVICES EMPLOYEE
EMPLOYEE RESPONSIBILITIES

Complete the following items and verify with supervisor

Payroll and UW account action items

☐ On your first day of work, show your supervisor one valid photo ID and your Social Security card or Passport in order to complete the I-9 and W-4 process in Workday

☐ Your supervisor will provide you with your UW Employee Identification Number (UW EID) to use in AiM (if applicable)

☐ On your first day of work, access Workday https://isc.uw.edu/
   * Check email for actions you may need to take (Inbox Button)
   * Set up direct deposit (Pay Button)
   * Enter your contact, work, and emergency information (Personal Information Button)

☐ Complete Outside Work Form https://facilities.uw.edu/orgrel/human_resources/forms

☐ Creating a basic timecard in AiM (if applicable) http://www.screencast.com/t/Oq5fDKjEfQ

☐ Entering Leave in AiM (if applicable) http://www.screencast.com/t/UXDcFCApK

☐ All Facilities Services employees must sign up for UW Alerts: http://www.washington.edu/safety/alert/

Training and orientations


☐ Sign up for UW New Employee Orientation http://hr.uw.edu/ops/hiring/new-employee-onboarding

☐ Sign up for the UW Benefits Orientation
   You must enroll in benefits programs within 31 calendar days of start date http://hr.uw.edu/ops/hiring/new-employee-onboarding

☐ Sign up for the Sexual Harassment Prevention class http://hr.uw.edu/ops/hiring/required-employee-training/

☐ Sign up for Violence Prevention & Response Training http://hr.uw.edu/ops/hiring/required-employee-training/

☐ Intro to FS & Lean Orientation (FS HR will schedule the orientation and will coordinate it with your supervisor) Attendance is required

☐ Complete Chemical Waste Guide Training and let your supervisor know when you have completed the training so TMS can be updated. Here is a link to the training. http://www.ehs.washington.edu/manuals/fs.waste.pdf
ONBOARDING A NEW FACILITIES SERVICES EMPLOYEE

Review the following items with your supervisor

☐ FS Employee Handbook: **NOTE**: Employees must sign acknowledgement of receipt page and provide to supervisor

☐ Terms of employment, employment program, probationary period, salary, etc.

☐ Job duties, job description, performance expectations, and TMS training plan

☐ Performance appraisal schedule and form

☐ Work schedule and designated break times

☐ Time and leave reporting - requesting time off

☐ FS organizational chart

☐ Building use and access/security

☐ Departmental safety orientation and safety plan

☐ Emergency Evacuation and Operations Plan (EEOP) manual location & procedures
  [http://facilities.uw.edu/orgrel/eeop](http://facilities.uw.edu/orgrel/eeop)

☐ Review UW Recycling and Composting programs including MiniMax [http://facilities.uw.edu/bsd](http://facilities.uw.edu/bsd)

☐ Equipment use and access (including network printers and copiers)

☐ Telephone use/etiquette/voicemail/directory

☐ E-mail account and usage, ethical information and limitations

☐ Essential services including inclement weather/suspended operations procedures/policies

☐ Training requirements

☐ Photo ID: Husky Card and FS badge (Odegaard Undergraduate Library, Ground Floor)

☐ U-PASS Powered by ORCA
  [http://facilities.uw.edu/transportation/employee-u-pass](http://facilities.uw.edu/transportation/employee-u-pass)

☐ UW Parking [http://facilities.uw.edu/transportation/park](http://facilities.uw.edu/transportation/park)

☐ Become familiar with the FS Customer Care Team resource: careteam@uw.edu 206-685-1900

Supervisor Signature___________________________________________________________ date ________________
Resources and Important Phone Numbers

Supervisor: ____________________________
Phone: ____________________________
Cell / Pager: ____________________________
Lead: ____________________________
Phone: ____________________________
Cell / Pager: ____________________________
Admin Support Contact: ____________________________
Phone: ____________________________

For Facilities Employee Services (FES) related questions (Human Resources, Labor Relations, Payroll, Safety and Training), please see the FES web site for contact information: https://facilities.uw.edu/orgrel/index

Emergencies
In an emergency, to contact Police, Medical, or Fire call: 911
Departmental New Employee Safety Orientation

Employee Name: ________________________________________________________________

Job Title: _________________________________      SSN: ______________________________

Topics 1-4 are contained in the departmental Emergency Operations Plan. Reviewing this plan during the orientation will more than meet the requirements of these first few topics.

☐ 1. Reporting Emergencies
Tell and show the new employee(s) the police, medical, and fire emergency reporting number(s) for their work area.

   General Campus       Police - Medical - Fire       911
   UW Medical Center    Police - Medical            911
   Harborview Medical Center Police - Medical - Fire 3000

The emergency number should be posted on all telephones.

<table>
<thead>
<tr>
<th>Your dept., div., unit, worksite, etc.</th>
<th>Name</th>
<th>Location</th>
<th>Emergency Service(s)</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

☐ 2. Emergency Evacuation
Walk new employees through the appropriate emergency evacuation route for their work area. Also point out the secondary emergency evacuation route to be used if the primary route is blocked. Show them where to assemble after
evacuation. Discuss special evacuation needs and plans with disabled employees. (Campus building evacuation floor plans are available from EH&S, call 3-0465.)

☐ 3. **Local Fire Alarm Signaling System**
Show new employees where fire alarm pull stations are and instruct them in their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate. Describe what the alarm in your building sounds like (a bell, chimes, a slow whoop).

- Tell your new employees that they must leave the building immediately upon hearing the alarm, closing doors behind them.
- When employees discover a fire they should first, pull the nearest fire alarm pull station and then exit the alarmed area. If possible, employees should follow up with a telephone call from a safe location to provide more details.
- **On Campus:** The activation of a fire alarm pull station also sends a signal to the UW Police and Seattle Fire Department showing the location of the emergency.

☐ 4. **Portable Fire Extinguishers**
Show the employee(s) where portable fire extinguishers are located. Tell them to use a portable fire extinguisher only if:

- they have been trained to use them,
- the fire alarm has been sounded first,
- the fire is small (waste basket size), and
- they have a clear evacuation route.

☐ 5. **Department Reporting Procedures**
Tell your new employee(s) to immediately report accidents, incidents, near misses, motor vehicle accidents and any unsafe conditions or acts to:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Room:</td>
</tr>
</tbody>
</table>
Usually their supervisor

☐ a.  **Reporting Accidents and Incidents**
Explain that after they immediately report on-the-job accidents, they have to fill out a University accident incident report form.

<table>
<thead>
<tr>
<th>Work Location</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td>UoW 1428</td>
</tr>
<tr>
<td>UW Medical Center</td>
<td>UH0266</td>
</tr>
<tr>
<td>Harborview Medical Center</td>
<td>UH0266</td>
</tr>
<tr>
<td>Dental School</td>
<td>UoW 1119</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your report form name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Report form #</td>
<td></td>
</tr>
<tr>
<td>Request form from</td>
<td></td>
</tr>
</tbody>
</table>

Explain the form and tell them where the forms are located. All accidents or near accidents (incidents) must be reported on this form even if no personal injury was sustained.

Reporting all accidents and incidents helps the University and the employing departments initiate effective safety programs and accident prevention measures.

☐ b.  **Reporting Motor Vehicle Accidents**
All automobile accidents in University-owned vehicles must also be reported to the University Police Department (911) immediately, whether or not there appears to be personal injury or property damage.

☐ c.  **Reporting Unsafe Conditions and Acts**
Along with immediately reporting unsafe conditions and acts to their supervisors or the person noted above, employees may report safety problems to Environmental Health and Safety.

Explain that employees should take responsibility for correcting unsafe
conditions when feasible, e.g., wiping up small, nontoxic spills and removing tripping hazards.

☐ 6. **Workers’ Compensation and Industrial Insurance**
Tell employees that work-related injuries or illnesses resulting in medical expenses or time loss are covered by Washington State’s Workers’ Compensation. To establish a Workers’ Compensation claim, employees must fill out a State Department of Labor and Industries (L&I) **Report of Industrial Injury or Occupational Disease** at their medical provider’s office when they receive medical care for a work-related injury or illness. Explain, also, that prompt reporting of accidents to you, the supervisor, will make the claims process easier and may allow you to find them modified work during their recovery.

☐ 7. **First Aid**
Tell new employees where first aid kits are located. If your department is required to have first aid certified employees on staff, (UW OPS D 10.5) tell new employees who they are and how to contact them. Explain what actions employees should take if they or others are injured. If safety showers or eye wash stations are located in your department, show new employees where they are and instruct them in their use.

☐ 8. **Hazard Communication (Chemical Safety)** (Worker Right-to-Know, HazCom)

☐ a. **General** (all employees)

- Tell new employees where hazardous materials are used or stored in their work area.

- Explain the labeling system for these materials.

- Show employees where material safety data sheets (MSDSs) are located or explain how they can obtain an MSDS.

- If new employees will be working with hazardous materials, tell them they will receive training in the safe handling of these materials or conduct the training at this time, if appropriate.
Hazard Communication training is conducted by supervisors or a designated departmental trainer.

- Inform new employees that hazardous materials emergencies, such as spills or releases too big for them to clean up, are to be reported to:

<table>
<thead>
<tr>
<th></th>
<th>Who</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Spills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Spills</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report large spills or releases to
- (General Campus 911)
- (UW Medical Center 911)
- (Harborview Medical Center 3000)
- (Department protocol for off campus locations)

- Explain the hazardous materials waste disposal procedures that apply in your area.

b. Specific Worksites

Office Staff
For staff whose only chemical exposures are in an office environment,

- Provide a copy of the brochure "UW Hazard Communication for Office and Computer Products."

- Discuss hazard information and protection measures for products they will work with.

- Explain an MSDS and tell employees where they are located or how to obtain them.

Laboratory Staff
Laboratory staff may be sent to the EH&S course "Chemical Safety in the Laboratory" for an introduction to chemical safety regulations and procedures. The laboratory supervisor or principal investigator must provide additional training, specific to the chemicals in the laboratory. See the UW Laboratory Safety Manual (5/00 rev.), Section 7 Safety Training.
Non-Laboratory Hazardous Chemicals
Employees who work with chemicals in non laboratory environments must receive detailed hazard communication training from their supervisor or designated departmental HazCom trainer. (Employees who fall into this category include maintenance, custodial/housekeeping, food service and printing and copy/duplicating employees.)

☐ 9. Worksite Warning Signs and Labels
Explain to all new employees the meaning of warning signs, tags, and labels used in their work area.

☐ 10. Personal Protective Equipment (PPE)

*Check the personal protective equipment needed for this job.*

<table>
<thead>
<tr>
<th>Gloves</th>
<th>Hard Hats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Glasses, Goggles,</td>
<td>Hearing Protectors</td>
</tr>
<tr>
<td>Face Shields</td>
<td></td>
</tr>
<tr>
<td>Personal Protective Clothing</td>
<td>Fall Protection</td>
</tr>
<tr>
<td>Orange Safety Vest</td>
<td>Safety Shoes</td>
</tr>
<tr>
<td>Respirator</td>
<td></td>
</tr>
</tbody>
</table>

Explain precisely the use, care, cleaning, and storage of any personal protective equipment the new employee will be required to use on the job. Stress the need for strict adherence to department, division, unit, and/or lab policy on the use of PPE.

☐ 11. Employee Safety and Health Training
Use the following list to indicate the safety and health training classes the new employee will be required to take for their job. Recommended classes could also be marked but priority must be given to arranging the required health and safety training classes.

- Please register new employees in EH&S courses as soon as you
are aware of their start date since many required courses fill early.

Environmental Health and Safety courses are general and must often be supplemented with specific training by the department or supervisor.
## Employee Safety and Health Training Check List

Mark training/courses the employee needs to take. Retain documents verifying that the training requirements have been met.

<table>
<thead>
<tr>
<th>Course</th>
<th>Provided by</th>
<th>Course</th>
<th>Provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL NEW DEPARTMENT EMPLOYEES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus New Employee Orientation</td>
<td>Human Resources</td>
<td>Departmental/Supervisor New Employee Orientation</td>
<td>Department</td>
</tr>
<tr>
<td>New Employee Benefits Orientation</td>
<td>Human Resources</td>
<td>Hazard Communication (Worker Right to Know)</td>
<td>Department</td>
</tr>
<tr>
<td>Workplace Violence Prevention</td>
<td>SafeCampus</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AS REQUIRED BY JOB</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos Awareness</td>
<td>EH&amp;S</td>
<td>Laboratory Fire Safety</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Bloodborne Pathogen Exposure Control</td>
<td>EH&amp;S</td>
<td>MyChem</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Chemical Safety in the Laboratory</td>
<td>EH&amp;S</td>
<td>Lead Awareness</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Chemical Spills Clean-up</td>
<td>EH&amp;S</td>
<td>Lifting Training - Back Protection Program</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Chemical Waste Disposal</td>
<td>EH&amp;S</td>
<td>Lockout Safety - (Energy Control)</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Confined Space Entry</td>
<td>EH&amp;S</td>
<td>Motorized/Powered Personnel Lifts</td>
<td>Mfg/Supplier</td>
</tr>
<tr>
<td>Compressed Gas Safety</td>
<td>EH&amp;S</td>
<td>Office Ergonomics</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>CPR</td>
<td>EH&amp;S</td>
<td>Powder Activated Tools</td>
<td>Mfg/Supplier</td>
</tr>
<tr>
<td>Fire Extinguisher Training</td>
<td>EH&amp;S</td>
<td>Radiation Safety Training</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>First Aid / CPR</td>
<td>EH&amp;S</td>
<td>Respiratory Protection and Mask Fitting</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Forklift Operator Safety Certification</td>
<td>EH&amp;S</td>
<td>Scaffolds</td>
<td>Mfg/Supplier</td>
</tr>
<tr>
<td>Hearing (Protection) Conservation</td>
<td>EH&amp;S</td>
<td>Shipping and Transporting Hazardous Materials</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Traffic Control and Flagging</td>
<td>Outside agent</td>
</tr>
<tr>
<td><strong>OTHER DEPARTMENTAL REQUIRED / RECOMMENDED COURSES</strong></td>
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</tbody>
</table>

Checklist updated 3/23/2016
12. Safety and Health Committee(s) and/or Safety Meetings

Tell new employees about the Organizational and University-wide Health and Safety Committees and about the departmental health and safety committee and safety meetings, if applicable. Tell them who their safety committee representatives are and how to contact them.

13. Safety Bulletin Board

Point out the departmental safety bulletin board and tell them what items can be found on the board.

*The bulletin board must display the following posters:*
- UW HazCom Poster
- State Labor and Industries Posters
  - "Job Safety and Health Protection"
  - "Notice to Employees"
  - "Your Rights as a Worker"
- Other safety notices, newsletters, safety and health committee minutes, etc. should be posted here also.


Conduct an on-the-job review of the practices necessary to perform the initial job assignments in a safe manner. Employees should understand that supervisors will provide job safety instruction and inspection on a continuing basis. Review safety rules for your department (e.g., non-smoking areas, working alone, safe use of chemicals, biohazards, radioactive materials, etc).

15. Tour Department/Facility Reviewing Worksite Hazards

Encourage your employees to ask questions and to develop a sense of safety consciousness.
Hospitable Workplace

Facilities Services is committed to maintaining a work environment where employees can feel comfortable and free from concern for their personal well-being. Facilities Services will not tolerate harassing or abusive behavior of any Facilities Services employee by any other person, regardless of either person’s position in the University community. We are also committed to ensuring that interactions between Facilities Services employees and all others in the University community are civil and courteous, and appropriately represent the University’s commitment to positive community relations.

It is inappropriate and unacceptable for any employee to engage in verbal or physical conduct that is threatening, intimidating, or demeaning and may impair another employee’s ability to do his or her job. Employees who are found to have engaged in verbal abuse, threatening statements, name calling, hostile or confrontational behavior will receive appropriate corrective action, up to and including dismissal. Any employee who is found to have physically abused another employee can expect to be dismissed.

The use of racially and/or sexually inappropriate language at work or while using University facilities, equipment or computing systems is unacceptable even though users may feel they are joking and do not have a hostile intent. The use of such language, regardless of intent, will not be tolerated in Facilities Services, and any employee who is found to have used such language is subject to corrective or disciplinary action, up to and including dismissal.

Any employee who feels that he or she is being subjected to an inhospitable workplace, including but not limited to harassment, discrimination or abusive behavior should report incidents immediately to his or her supervisor, manager, director, FES HR team, other FS management, the organization’s Central HR Consultant, or to the offices or persons identified in Administrative Policy Statement 46.03.
YOUR SAFETY MATTERS!

It is the policy of the University of Washington and Facilities Services to provide and maintain safe and healthful working conditions. Each employee is expected to promote safe work practices and to help maintain property and equipment in safe operating condition.

All staff must:

- Know and comply with safety and health regulations that apply on the job.
- Consider safety hazards and take precautions before starting work.
- Read and heed warning signs and labels.
- Use required personal protective equipment.
- Report unsafe conditions and unsafe work practices to your employer. Fix problem yourself if you can. Otherwise report it to your lead, supervisor, Safety Committee representative, Safety Manager (685-8262), or Environmental Health and Safety (543-7262).
- Know how to report an emergency (911 from campus telephones).
- Report accidents, incidents, and work-related illnesses, within 24 hours. Report hospitalizations to EH&S (543-7262) within 8 hours.
Ethics
Personal Use of State Resources & Conflict of Interest

UNDERSTAND

It is important that managers and supervisors understand the rules governing personal use of University resources, financial conflict of interest, and the protection of confidential information. University employees are responsible for being familiar with and understanding the policies that are applicable to their employment.

Personal use of University Resources, Facilities and Equipment

In general, University employees may not use state resources in any form for personal benefit or gain, or for the benefit or gain of any other individuals or outside organizations. Administrative Policy Statement (APS) 47.2 details the permissible and impermissible uses of University resources, facilities, and equipment. Also see University Computing - Knowing the Rules.

Outside Work

Faculty, librarians, academic personnel, and professional staff may engage in outside work subject to the limits and requirements specified in:

- UW Executive Order 57 (Outside Professional Work Policy),
- Administrative Policy Statement 47.3 (Outside Consulting Activities and Part-Time Employment by Professional or Classified Staff Employees), and
- UW Professional Staff Program - Outside Employment.

Classified staff may engage in outside work, provided the activity does not intrude into normal work hours and does not otherwise represent a prohibited conflict of interest subject to the provisions of Administrative Policy Statement 47.3 which requires completion of the Request for Approval of Outside Professional Work for Compensation.

Employee Conflict of Interest

The University Handbook Volume Four, Part V, Chapter 2 sets forth restrictions that prohibit an employee's improper participation in a variety of business transactions in which the employee may have an interest or be in a position to assist others. This chapter also defines conditions under which the University may employ more than one member of a household.

In general, Washington law states that no employee shall participate in a transaction involving the state in which, to his or her knowledge, any of the following persons have
a direct and substantial economic interest: his or her spouse or child, or any other person in whom he or she has a substantial economic interest (RCW 42.18.160).

Transactions involving a direct and substantial economic interest include, but may not be limited to: appointment, termination of appointment, promotion, demotion, or approval of salary increase or decrease of persons employed at the University. Contact your department’s Employee Relations Manager if there are questions.

Penalties and Enforcement

Employees who violate published University policies regarding the personal use of University facilities and equipment, or policies regarding outside work and conflict of interest, are subject to appropriate disciplinary or corrective action, including dismissal.

The state Executive Ethics Board has the authority to investigate allegations of improper use of state resources, and it is charged with enforcing laws and rules prohibiting state workers from improperly using state resources. The Executive Ethics Board's determinations and actions are independent of any corrective action the University takes.

ACT

If you have a question about possible conflict of interest or proper use of University resources, talk to your department's Employee Relations Manager.

The UW New Employee Orientation informs employees of their obligations with respect to conflict of interest and improper use of state resources. Make sure that the employees in your unit understand the kind of behavior that is permissible and that which is not.

Report Misuse of University Resources

APS 47.10 defines what constitutes misappropriation or misuse of University assets (i.e. equipment, including improper personal use of state resources, supplies, cash). Follow the reporting requirements established by APS 47.10 if you believe that individuals may be responsible for the misuse of University assets.
Outside Work

It is expected that all University employees understand and comply with the requirements of the State of Washington and the University regarding employee conflict of interest. FS employees who have other employment or own a business in addition to their University employment must secure advance review and approval for outside work. This requirement applies whether or not the work is compensated and/or conflicts with the employee’s official duties or status as a University employee.

Following are some examples of situations that could create and/or might appear to create the potential for a conflict of interest for an employee:

- If the outside job, business or consulting services are in the same trade, profession, or industry as the employee’s University job
- If the outside business uses or sells any of the same materials, tools or other resources as the employee’s University job
- If the outside business employs or otherwise involves ANY University employee
- If the outside business does any business with the University, or provides information or services to businesses that contract with the University
- If you the employee is working for a business that has a contract to do business with the University

Any employee who has other employment, owns an outside business, or performs consulting services in addition to his or her University of Washington employment should review and comply with the University’s policy on Outside Consulting Activities and Part-time Employment by Professional or Classified Staff Employees (Administrative Policy Statement 47.3).

In order to protect both the University’s and the individuals’ interests in minimizing employee involvement in activities that conflict with or may appear to conflict with the State Ethics Law and related University policies, all FS employees, whose employment or outside business falls within these criteria, must complete the FS Outside Work Form and secure advance approval for each work engagement. FS employees must complete both the University Request for Approval of Outside Work Form and the FS Outside Work Questionnaire Aid. These forms can be located at: Facilities Services FES Forms

An employee conducting outside business during his or her regularly scheduled work hours may result in corrective action up to, and including dismissal.
UW CareLink Faculty & Staff Assistance Program

The UW has partnered with APS Healthcare to create UW CareLink, a comprehensive faculty and staff assistance program, that provides professional support for issues that can affect your personal and work life including:

- Stress
- Work-related problems
- Family and parenting concerns
- Relationship issues
- Drug and alcohol problems
- Grief and depression

Schedule a Confidential Appointment

Call toll-free: 1-866-598-3978 for routine and urgent issues. Master's-level counselors are available to take your call 24/7. [http://hr.uw.edu/worklife/uw-carelink](http://hr.uw.edu/worklife/uw-carelink)

Eligibility, Release Time, and Leave Use

Services are available nationwide for UW faculty and staff, their dependents, and family or household members. In addition, faculty and staff may include in the counseling session anyone who may be involved in their issue, such as a friend or relative.

For employees who accrue leave, the University provides release time for the first session relating to a particular concern. Additional sessions are charged to the appropriate leave category. If you schedule an appointment during scheduled work hours, you must make proper leave arrangements with your supervisor. Faculty and staff are not required to provide a supervisor with information about the purpose of their appointments.

Supervisors may refer faculty and staff members to UW CareLink. Supervisor-arranged appointments are treated as release time.

Contact your unit's Employee Relations Manager if you have questions about release time and leave use.

Confidential Counseling

UW CareLink provides confidential in-person assessment and short-term counseling by local professionals for any issue that causes concern.

There is no cost for up to five UW CareLink sessions per concern whether you are faculty, staff or a dependent or household member of a UW employee. You may receive additional referrals and resources after in-person counseling.
Strategic Leadership Program (SLP) graduates are encouraged to take advantage of a free 30-minute consultation to discuss specific supervisory concerns, in addition to any CareLink services for personal reasons.

**Legal Services**
You can receive a free 30-minute telephone or in-person consultation with a local attorney, with a 25% reduction in fees if that network attorney is retained. Areas covered include:

- Civil and Consumer Issues
- Personal and Family Services
- Financial Matters
- Real Estate
- Criminal Matters
- IRS Issues
- Consumer Credit Services
- Estate Planning

**Financial Services**
You can receive a free 30-minute telephone consultation with a CPA or certified financial professional on these topics:

- College Funding
- Charitable Giving
- Debt and Credit Card Issues
- Life Insurance Needs
- Retirement Planning
- Deferred Compensation

**Critical/Traumatic Incident Response Services**
UW CareLink provides a range of services to address the impact of traumatic events in the workplace. A critical/traumatic incident could include a coworker's serious illness, death or suicide, a threatening or violent incident in the work setting, or a natural or man-made disaster. UW CareLink can support your team through facilitated discussions and on-site consultations.

**UW CareLink Online Resource**
APS HelpLink is your online toolkit for managing problems in your life anywhere, anytime, as long as you are connected to the Internet. Here you will find tools to help with behavioral health, financial, legal, and work issues. To log in and register, use "UW" as the company code and login at: APS HelpLink
Management Consultation

UW CareLink provides guidance and coaching for supervisors on effectively handling difficult employee interactions, talking about work performance, and maintaining positive, productive work environments. Consultations with APS Healthcare staff members Alex Smith, LMHC, CEAP by calling 206-999-1145 and Sue Covey, LCSW, CEAP by calling 206-999-0030. Backup by the APS Healthcare Management Services Team is available by calling the main CareLink number, 1-866-598-3978 and choosing the option for manager seeking consultation.

Violence Prevention

The University of Washington has policies and procedures regarding violence prevention. Please visit http://www.washington.edu/safecampus/ to find out more.

Training and Workshops

Departments can request individual training from UW CareLink, free of charge, on a variety of topics. For more information: http://hr.uw.edu/worklife/uw-carelink/

Benefits & WorkLife provides seminars and events that can help you manage your work, school, or personal life.

Professional & Organizational Development also offers courses and workshops to help employees deal successfully with work-related issues.
Useful Websites

Workday
https://isc.uw.edu/

My UW
https://my.uw.edu/

Facilities Services Home Page
https://facilities.uw.edu/

Facilities Employee Services Home Page (HR/Labor Relations, Payroll, Safety, Training)
https://facilities.uw.edu/orgrel/

UW Faculty and Staff Insider
http://www.washington.edu/facultystaff/

UW Benefits (Insurance, Retirement, Work & Life, Saving, Wellness)
http://hr.uw.edu/benefits/

Transportation Services - Commute Options, U-PASS, Parking, etc.
https://facilities.uw.edu/transportation/

UW CareLink – Faculty & Staff Assistance Program
http://hr.uw.edu/worklife/uw-carelink/

UW Environmental Health & Safety (EH&S)
http://www.ehs.washington.edu/

Online Accident Reporting (OARS)
http://www.ehs.washington.edu/ohsoars/index.shtm

UW Human Resources
http://hr.uw.edu/

UW New Employee Online Orientation
http://hr.uw.edu/ops/hiring/new-employee-onboarding/?redirect=

Managed Workstation Services
http://itconnect.uw.edu/wareas/nebula/

FES (Rev 09/17)
COOL PERKS AND PLACES

About the UW – Discover the University of Washington! UW history, fun facts, and helpful tips for navigating all that the UW has to offer. [http://www.washington.edu/about/](http://www.washington.edu/about/)

Alumni Association – Not just for alumni! Whether you're interested in groundbreaking UW research, UW happenings on campus and across the country, lectures from influential figures or news about the people and history of your university, no matter where you go, membership keeps you connected. [http://www.washington.edu/alumni/index.html](http://www.washington.edu/alumni/index.html)

Arts UW – A comprehensive guide to a world of creative experiences right here at UW. [http://artsuw.org/](http://artsuw.org/)

Biology Greenhouse – This nationally renowned living plant collection contains over 10,000 specimens, and offers tours, classes, and other events. [https://www.biology.washington.edu/facilities/greenhouse](https://www.biology.washington.edu/facilities/greenhouse)

Botanic Gardens – This nationally renowned living plant collection contains over 10,000 specimens, and offers tours, classes, and other events. [http://depts.washington.edu/uwbg/](http://depts.washington.edu/uwbg/)

Burke Museum of Natural History and Culture – Inspiring people to value their connection with all life through the presentation of Washington State collections of natural and cultural heritage. Free admission with your Husky Card. [http://www.burkemuseum.org/](http://www.burkemuseum.org/)

Business Diversity Program – Encourages the University community to develop and expand its commitment to business diversity while assuring the equality of opportunities for small, local, and diverse businesses. [http://bdp.uw.edu/](http://bdp.uw.edu/)

Calendar of Events – A calendar of all Seattle campus public events. [http://www.washington.edu/calendar/](http://www.washington.edu/calendar/)

Campus Safety – Get connected to a variety of campus safety and emergency preparedness resources. [http://www.washington.edu/safety](http://www.washington.edu/safety)

➤ UW Alert – A free self-subscription service that disseminates official information during emergencies that may disrupt the normal operation of the UW or threaten the health or safety of members of the UW community. [http://www.washington.edu/alert/index.php](http://www.washington.edu/alert/index.php)

➤ Emergency Ride Home Program – Reimburses faculty and staff U-PASS holders for 90 percent of the meter fare for your taxi ride (tip not included) – up to 50 miles per quarter. *Emergency Ride is only available to faculty and staff with a valid U-Pass. [http://www.washington.edu/facilities/transportation/employee-u-pass](http://www.washington.edu/facilities/transportation/employee-u-pass)
Campus Tours – Campus Tours are offered through the UW Admissions Office and available to staff members. [http://admit.washington.edu/Visit/FroshInfoSessionTour](http://admit.washington.edu/Visit/FroshInfoSessionTour)

Commute Options – Need help planning your commute? Transportation Services’ Commute Options offers personalized commute plans, customized commute options kits, and friendly, knowledgeable staff, ready to answer all of your commute questions. [http://www.transportation.uw.edu/commute-options](http://www.transportation.uw.edu/commute-options)

Continuum College – Platform for delivering educational programs that meet the needs of learners in all phases of their lives. [https://www.continuum.uw.edu/about-us](https://www.continuum.uw.edu/about-us)

Dining Options – With over 40 locations on campus, from the grocery store, District Market, to numerous restaurants, cafes, food trucks, and even a food court, great food is never more than a two-minute walk away. [http://www.hfs.washington.edu/dining/about/](http://www.hfs.washington.edu/dining/about/)


E-Learning – A community for those that develop e-learning courses across the UW. This group will meet the third Friday every other month in the UW Tower. Subscribe to the mailing list: [http://mailman.u.washington.edu/mailman/listinfo/elearning/](http://mailman.u.washington.edu/mailman/listinfo/elearning/)

Graduate Opportunities and Minority Achievement Programs (GO-MAP) – Building community, on and off campus, by fostering an educational and social environment rich in cultural, ethnic, and racial diversity [http://grad.uw.edu/diversity/go-map/](http://grad.uw.edu/diversity/go-map/)

Henry Art Gallery – An active part of the UW’s cultural landscape, presenting exhibitions, collections, and programs. Free admission with your Husky Card. [http://www.henryart.org/](http://www.henryart.org/)

Interactive Campus Map – Navigate the University of Washington campus with ease. Landmarks, libraries, dining options, computer labs, parking lots, and so much more. [http://www.washington.edu/maps](http://www.washington.edu/maps)

Learning Technologies – Offering free workshops (to current UW students, faculty, and staff) in teaching tools such as Canvas and Lecture Capture, and in digital creation tools like HTML, CSS, and more. Plus resources to help students, faculty, staff, and others develop their information technology skills. [http://www.washington.edu/lst/workshops](http://www.washington.edu/lst/workshops)


Medical Center Support Groups and Education – Health education services and support groups are available to UW Medicine patients, families, and community members. [http://www.uwmedicine.org/patient-resources/classes](http://www.uwmedicine.org/patient-resources/classes)
**Medicinal Herb Garden** – Founded in 1911, the UW Medicinal Herb Garden is home to more than 1,000 species of plants used by contemporary medicine and in traditional Native American methods. [https://staff.washington.edu/boerm/uwmhg/](https://staff.washington.edu/boerm/uwmhg/)

**Planetarium** – Providing a detailed and accurate simulation of the night sky; and equipped with a permanently mounted digital projection system and a library of digital visualizations. [http://depts.washington.edu/astron/outreach/uw-planetarium/](http://depts.washington.edu/astron/outreach/uw-planetarium/)

**Professional & Continuing Education** – Certificates, degrees, and courses designed and scheduled for adult learners. [http://www.pce.uw.edu/](http://www.pce.uw.edu/)

**Safety Training** – Helping to create safe educational and work environments on campus through online and in-person training classes

- **Safe Campus** – [http://www.washington.edu/safecampus](http://www.washington.edu/safecampus)

**School of Music** – Presenting over 100 concerts annually across a variety of cultures. [http://www.music.washington.edu/home/](http://www.music.washington.edu/home/)


**Theodore Jacobsen Observatory** – Built in 1895, the Observatory with its 110-year old refracting telescope is still offering celestial views of the wonders of the Universe. [http://depts.washington.edu/astron/outreach/jacobsen-observatory/](http://depts.washington.edu/astron/outreach/jacobsen-observatory/)


**University of Washington Toastmasters** – Helping students, staff, faculty, and members of the community become experienced and successful public speakers in a supportive, fun environment. [http://depts.washington.edu/uwtm/index.php](http://depts.washington.edu/uwtm/index.php)

**UWare Software** – Download software at reduced or no cost, thanks to various license agreements with software vendors. [http://www.washington.edu/itconnect/wares/uware/](http://www.washington.edu/itconnect/wares/uware/)

**UWellness** – Services, activities, programs, and groups within the University of Washington that support your health and well-being. [http://hr.uw.edu/benefits/health-and-wellness/](http://hr.uw.edu/benefits/health-and-wellness/)

**UW Insider** – Weekly e-newsletter and monthly calendar email designed to help you find information you need to do your best work and make the most of your UW experience. Archived issues and additional news can be found at [www.washington.edu/facultystaff/](http://www.washington.edu/facultystaff/)
UW Medicine Virtual Clinic – Receive expert medical care in the privacy of your home or office when you need it. Available 24/7 [http://www.uwmedicine.org/locations/virtual-clinic](http://www.uwmedicine.org/locations/virtual-clinic)


UW World Series – Internationally acclaimed artists perform in Meany Hall for the Performing Arts in four series: UW World Dance, UW World Music & Theatre, President’s Piano, and International Chamber Music Series. [www.uwworldseries.org](http://www.uwworldseries.org)


Waterfront Activities Center – Located directly behind Husky Stadium on Union Bay, the WAC offers canoe and rowboat rentals, storage of non-motorized craft, and a meeting room available for use by university groups and departments. [http://www.washington.edu/ima/waterfront/](http://www.washington.edu/ima/waterfront/)

Whole U – An organization dedicated to engage and inspire faculty and staff at the UW. The Whole U promotes health and wellness events, informative talks, and social events. The Whole U also tries to break a new world record every year! Check out the Whole U for employee discounts at area businesses. [http://www.washington.edu/wholeu/](http://www.washington.edu/wholeu/)

WorkLife Resources – Providing resources, promoting healthy lifestyles, and creating a quality work environment. [http://hr.uw.edu/worklife/](http://hr.uw.edu/worklife/)

Zimride – A private ridesharing network for UW Seattle. Split costs by sharing the empty seats in your car or catch a ride with a classmate or colleague. [http://green.uw.edu/promote/snapshots/zimride](http://green.uw.edu/promote/snapshots/zimride)

Zipcar – Wheels when you want them. With 8 at the UW and 5 more within a ½ mile walk, Zipcars are available whether you need a car for a few hours to run errands or the whole day. [www.zipcar.com/u-pass](http://www.zipcar.com/u-pass)