Overtime & Compensatory (Comp) Time

- Overtime work must be approved by the supervisor in advance of the work being performed and this approval must be documented. Failure to receive advance approval may result in corrective action.
- Employees who would like to accrue comp time in lieu of pay for overtime must make the request to their supervisor. If granted, the comp time will be added to the employee’s leave balance for future use. Employees should check with their supervisor regarding the process for requesting comp time in lieu of overtime.
- The use of accrued comp time must be requested and approved in advance of use. Employees should check with their supervisor regarding the department’s approval process and accrual limits.
- It is the employee’s responsibility to manage their accrued comp time balance. Any unused comp time remaining by the end of May will be paid out to the employee in the first paycheck in July.
- In order for FS Payroll to process comp time payout, comp time cannot be accrued or used during the month of June.

FOR SUPERVISORS/MANAGERS:

- If an employee requests comp time in lieu of overtime pay, supervisor must review business operation needs, employee attendance history, and department accrual limits prior to approval. Supervisor may deny request of comp time.
- Each department is required to have an overtime approval process that includes employees obtaining advance supervisory approval to work more than their regular work schedule and the approval must be documented.
- Overtime eligible employees must be paid for all hours worked whether overtime has been approved or not. However, employees who work unauthorized overtime hours will be subject to corrective action.
- It is your responsibility to adhere to the overtime and comp time policy.

Disability Accommodation Process

- The disability accommodation process is interactive and requires cooperation and communication between the employee requesting the accommodation and the University.
- The University will provide reasonable accommodation to the known physical, mental, or sensory limitations of an otherwise qualified employee with a disability.
- Generally, it is the obligation of the employee with a disability to initiate the request for a reasonable accommodation.
- All information regarding an employee’s disability is treated as a confidential medical record and is maintained in a secure manner, apart from personnel files and with access restricted to designated personnel on a need to know basis.
- Essential job elements are those that an employee must be able to perform, with or without accommodation. The essential functions cannot be removed from the position without changing its nature. Duties that are not essential may be modified, eliminated, replaced, or restructured as part of the accommodation process.
- For more information regarding the accommodation request process please contact FS HR and/or review the following website: [http://www.washington.edu/admin/hr/polproc/accommodation/accomrequestproc.html](http://www.washington.edu/admin/hr/polproc/accommodation/accomrequestproc.html)
UW CareLink
- This program offers assistance with personal or workplace issues 24 hours a day to all benefits-eligible faculty and staff, their dependents, and family or household members in any location nationwide.
- In addition to providing confidential counseling at no cost for up to five sessions per concern, legal and financial services are also available for up to 30 minutes per issue.
- Calls made to and/or appointments with CareLink counselors are kept completely confidential. The University, including management and Human Resources are not notified when an employee contacts CareLink.
- For employees who accrue leave, the University provides release time for the first session relating to a particular concern. Additional sessions for that concern are charged to the appropriate leave category. Employees must arrange the time away from work with their supervisor for appointments during work hours. Time off for appointments during work time must be requested in advance.
- To speak to a counselor or schedule an appointment, call toll-free: 1-866-598-3978. This phone line is for both routine and urgent issues, and is staffed by professional counselors 24/7.
- CareLink also has information available online at: https://uwashington.personaladvantage.com/welcome.jsp - company code is "UW"

FOR SUPERVISORS/MANAGERS:
- Make sure you have CareLink brochures available for your employees. If you need brochures, contact UW Benefits Office or FS HR.

Warning Signs/Labels
FOR SUPERVISORS/MANAGERS:
- Review the meaning of warning signs, tags, and labels used in your work area, including hazard communication labels (Globally Harmonized System - GHS), building evacuation signs, and asbestos, lead, and other restricted areas.
- For staff that may enter campus laboratories, review biological, chemical, and radiation hazard signs and their meaning for non-laboratory personnel. See EH&S link for more information: https://www.ehs.washington.edu/fsohazmat/labsign.shtm
- Stress the importance of reading and following all warning signs.

Laboratory Equipment/Fume Hood Decontamination
- IMPORTANT NOTE: Any shop that provides services to laboratories must review all of the Safety Practice (see web link below) information at least annually with affected staff. Any time work is to be done in or around a chemical fume hood, a written work plan is required.
- Laboratory workers must clean and prepare their equipment for maintenance and repair work, and clear the area surrounding the equipment to provide safe, unobstructed access for maintenance workers.
- Equipment designated for removal or demolition also must be cleaned and labeled.
- Laboratory workers, not FS, must complete and post a Laboratory Moveout Form when leaving a laboratory or moving to a new location. This form will document that they have cleaned the area. It is to be posted inside the laboratory near the door. If the form is not posted, the Lead, Supervisor or Project Manager must contact the department to have the area cleaned. The Laboratory Moveout Form can be found at: http://www.ehs.washington.edu/forms/iso/1800.pdf
- Ref: “Laboratory Equipment Maintenance /Repair” (SAFETY 90-2) on the Facilities Employee Services web page at: https://www.washington.edu/facilities/orgrel/safetypractices/labequip