WELCOME TO FACILITIES SERVICES

Facilities Services (FS) is a world class organization providing exceptional services anywhere, anytime in support of the University of Washington’s mission of teaching, research, and discovery. FS includes eight departments that operate, maintain and support the University: Administration & Strategic Initiatives (AVP), Building Services Department (BSD), Campus Engineering & Operations (CE&O), Facilities Employee Services (FES), Facilities Maintenance & Construction (FMC), Finance and Business Services (FABS), Transportation Services (TS), and UW Emergency Management (EM).

FS values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment. FS provides an employee-friendly environment where individuals thrive.

This handbook is intended to provide basic information about a variety of matters relating to your employment and to let you know where more detailed and comprehensive information is available. If you have questions about the contents of this handbook, please direct them to your supervisor.

The handbook is available on the FES website for your reference. Any questions not answered in the manual may be referred to your supervisor. FES website: http://www.washington.edu/facilities/orgrel/
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GENERAL CONDITIONS

HOURLY LIMIT

Temporary employees may not work more than 950 hours during a 12 month period beginning with the employee’s original University of Washington temporary employment date. All hours worked in multiple appointments or worked for the UW through UTemp Staffing are counted toward the 950-hour limit. Overtime hours worked are not included in calculating time worked toward the 950-hour limit.

Student employees are limited to working 19-1/2 hours per week except during regular school breaks, during a quarter off between two quarters in which the student is regularly enrolled (typically summer), or during one quarter post-graduation.

Retirees are responsible for understanding the post-retirement employment limitations and must track their own employment hours each month to ensure they do not exceed allowed limits. See Retiree Employment web site for further information: [http://www.washington.edu/admin/hr/benefits/retirement/return-to-work/index.html](http://www.washington.edu/admin/hr/benefits/retirement/return-to-work/index.html)

REST AND MEAL PERIODS

Temporary hourly and student employees who work more than 5 continuous hours per day receive a minimum of a 30 minute unpaid meal period. In addition, all Facilities Services employees receive a 15 minute paid rest period for every 4 hours worked. Your supervisor will explain the meal and rest periods for your assigned work schedule, as they vary by Facilities Services department.

UNION REPRESENTATION

A temporary employee who works more than 350 hours will be in a bargaining unit and covered by a collective bargaining agreement.

OVERTIME

You may be required to work overtime. Hourly employees are not eligible for overtime until they have worked over 40 hours within a week. Authorized overtime is compensated at the rate of one and one-half times your regular rate of pay. All overtime work must be pre-approved and scheduled by your supervisor. Overtime hours do not count towards your 950 hour limit.

Temporary hourly and student employees are not paid for University holidays. If you are requested to work on a University holiday, you will be paid at your regular rate.
PAYDAY

Paychecks are issued twice each month, on the 10th and on the 25th. If the payday falls on a Saturday, paychecks are distributed the Friday before; if it falls on Sunday, paychecks are distributed on the following Monday.

PUBLIC EMPLOYEES’ RETIREMENT SYSTEM (PERS)

If upon appointment a temporary employee receives written confirmation of a work schedule that will require five months’ work within a 12-month period, at 70 or more hours per month, the employee will participate in the PERS retirement plan from the beginning of the appointment.

If in a 12-month period a temporary employee completes five months of employment working 70 or more hours per month, enrollment in PERS occurs following completion of the fifth month’s employment.

See the PERS web page for full retirement plan information: http://www.washington.edu/admin/hr/benefits/retirement/plans/pers/index.html

INCLEMENT WEATHER / SUSPENDED OPERATIONS

Most FS employees provide essential services to the University community and are expected to work regardless of emergency situations, including severe weather conditions and natural disasters. FS employees are expected to work even if it is announced (on the radio, television, or to the general public) that the University is closed or under suspended operation. A back-up or alternative travel plan ensures employees will be able to arrive at work despite adverse conditions. Employees are expected to talk to their supervisor directly regarding reporting to work in emergency and/or related circumstances when the University is closed or under suspended operations. Compensation rules vary depending on classification, normal work schedule, and/or other factors. More information can be found at: http://www.washington.edu/facilities/orgrel/files/documents/policies/inclement_weather_07_11.pdf

POLICIES AND PROCEDURES

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, FS HR team, other FS management, the organization’s Central HR Consultant, or to the offices or persons identified in: Administrative Policy Statement 46.03.

HARASSMENT

FS will not tolerate harassment of any employee by any other employee, regardless of the position the employee holds. Harassment on the basis of race, sex, age, national origin, sexual orientation, disability, religion, veteran status, color, creed, or marital status is a form of discrimination and as such is a violation of state and federal law and/or the University and department policy. Harassment includes any unwelcome verbal, written or physical conduct that threatens, intimidates, demeans or unreasonably interferes with an employees’ ability to do their job.

SEXUAL HARASSMENT

The University is committed to protecting the rights and dignity of each individual in the University community. FS and the University prohibit all forms of sexual harassment.

Sexual harassment may include but is not limited to: (1) unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by a person who has authority over the recipient when (a) submission to such conduct is made either an implicit or explicit condition of the individual's employment, academic status, or ability to use University facilities and services, or (b) submission to or rejection of the conduct is used as the basis for a decision that affects tangible aspects of the individual's employment, academic status, or use of university facilities; or (2) unwelcome and unsolicited
language or conduct that is sufficiently severe, persistent or pervasive that it could reasonably be expected to create an intimidating, hostile, or offensive working or learning environment; or has the purpose or effect of unreasonably interfering with an individual’s academic or work performance.

It is inappropriate and unacceptable for any employee to engage in any remarks, gestures, or conduct that can be considered harassment. Any employee of this organization who is found to have engaged in conduct that constitutes harassment is subject to corrective action, up to and including immediate dismissal.

**NON-DISCRIMINATION**

The University is an equal opportunity employer. This means that the University, as a standing policy, does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or a Vietnam era veteran. Any discriminatory action is prohibited by law and University policy, and can be cause for corrective action.

For more detailed information, refer to the University’s Equal Opportunity and Disability Accommodation policy at: [http://www.washington.edu/accessibility/requirements/](http://www.washington.edu/accessibility/requirements/)

Any employee who feels that he or she is being subjected to discrimination should report incidents immediately, to his or her supervisor, manager, director, the FES HR team, other FS management or the organization’s UW Central HR Consultant.

**VIOLENCE IN THE WORKPLACE**

The University is committed to providing a safe, healthful workplace that is free from violence or threats of violence and does not tolerate behavior, whether direct or through the use of university facilities, property or resources that:

- Is violent
- Threatens violence
- Harasses or intimidates others
- Interferes with an individual's legal rights of movement or expression
- Disrupts the workplace, the academic environment or the University's ability to provide service to the public

Violent or threatening behavior can include physical acts, oral or written statements, harassing telephone calls, gestures and expressions or behaviors such as stalking. Individuals who engage in these behaviors may be removed from the premises, and may be subject to corrective action up to and including dismissal, arrest and/or criminal prosecution. This policy applies to all work locations, including offices, work sites, vehicles, and field locations.
The University takes reports of threatening or violent workplace incidents seriously. Employees are expected to follow the University’s Workplace Violence Report/Response Procedure to report actual or alleged incidents of violence in the workplace.

SAFE CAMPUS

Preventing violence is a shared responsibility in which everyone at the University plays a part. SafeCampus provides information on counseling and safety resources, University policies, and violence reporting requirements that help us maintain a safe personal, work, and learning environment. To report threats call 206-685-SAFE (7233) 24 hours/day, 7 days/week. SafeCampus telephone numbers are answered by staff specially trained to receive reports of potentially violent situations and provide resources and referrals to University services.

More information can be found at:
http://www.washington.edu/safecampus/about/index.html

Direct threats of harm to persons or property require immediate response by calling 911.

The University policy and procedure on Workplace Violence can be found at:
UW Policy & Procedure on Violence in the Workplace

The University Policy on Domestic Violence in the Workplace can be found at:
Domestic Violence in the Workplace

SMOKING

Smoking is prohibited in all University facilities and vehicles, and in any outside areas except those designated specifically as smoking areas.

A list of outside designated smoking areas can be found at:
http://www.ehs.washington.edu/psosmoking

ALCOHOL AND DRUGS IN THE WORKPLACE

To help ensure the safety and well-being of faculty, staff, students, and the general public, the University is committed to maintaining a campus environment that is free of illegal drugs and alcohol.

The University prohibits consuming alcoholic beverages on University property, except in accordance with state of Washington liquor license procedures. The University also prohibits unlawful possession, use, distribution, or manufacture of alcohol or controlled substances on University property or during University-sponsored activities. Violation of the University’s alcohol and drug policy, including use of illegal drugs or consumption of alcohol by employees in the
workplace is strictly prohibited, and may be cause for corrective action, up to and including dismissal.

The University encourages employees who may have alcohol or drug abuse problems to seek treatment for them. While the University will make every reasonable effort to assist employees who make it known that they have an alcohol or drug abuse problem, employees are responsible for resolving any alcohol or drug abuse problems they may have. Unresolved job performance problems that result from alcohol or drug abuse may be grounds for corrective action, up to and including dismissal.

Confidential consultation and referral services for employees with concerns about alcohol or drug dependency are available from the University’s Employee Assistance Program, UW CareLink, which provides employee assistance services for faculty and staff, dependents in any location nationwide, and family or household members.

Information about UW CareLink can be found at:
http://www.washington.edu/admin/hr/benefits/worklife/carelink

Use and abuse of alcohol and drugs – even legal prescription and over the counter medications – can impair judgment and skill and increase the risk of serious accidents on the job. If you are taking medications which may impair your judgment or skill, be sure to inform your supervisor so that any necessary temporary adjustments can be made to your work assignment, or contact the FES HR team.

See the University’s Administrative Policy Statement 13.7, Alcohol and Drug Abuse at:
http://www.washington.edu/admin/rules/APS/13.7.html

**USE OF UNIVERSITY RESOURCES**

The University resources available within FS, including but not limited to computers, telephones, equipment, tools and vehicles, are the property of the Facilities Services, and are to be used for the purpose of departmental business only.

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. Improper use of University resources and/or a State Ethics Board violation may result in corrective action, up to and including dismissal.

The University reserves the right to access and review University computers and accounts of any kind at any time and for any reason, with or without notice. FS employees should understand that their University email accounts, computer files, telephone records and communications are not private and may be made public.
The State Ethics Board interprets “occasional”, “brief” and “infrequent” use of a University resource to mean that the use is not more than once a day and lasts a few minutes, so long as there is no disruption to an employee’s work or to the work of others.

Employees may use University provided email for limited personal communications only if it:

- Is of little or no cost to the state
- Is brief in duration and occurs infrequently
- Does not interfere with the employee’s official duties
- Does not disrupt University business
- Does not disrupt other employees or obligate them to make personal use of state resources
- Does not compromise the security or integrity of state property, information and/or software

PROHIBITED USE

University resources may not be used in any manner that is in violation of Facilities Services, University, state or federal laws, rules, or policies or to violate the rights of any third party. Additionally, University resources may never be used for the following purposes:

- Conducting an outside business or private employment or other activities conducted for private financial gain.
- Supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law and University policy.
- Assisting an election campaign, promoting or opposing a ballot proposition or initiative, or lobbying the state legislature
- Advertising and selling commercial goods

COMPUTERS AND EMAIL

State law prohibits the use of University computers to access computer networks or other databases, including but not limited to the Internet and electronic mail, for personal and/or commercial business, campaign or political purposes, to promote an outside business or group, or to conduct illegal activities. All hardware, software and data stored on the University computers and/or databases are property of Facilities Services. Additionally, employees are prohibited from allowing any member of the public to make personal use of a University computer and/or computing resources. Email and other uses of University computers may constitute an Ethics violation if the use is political, commercial, or excessive.
EQUIPMENT, TOOLS, AND MATERIALS

University owned equipment, tools, materials, and supplies may only be used in the performance of University job duties and may never be used for personal use. FS tools and equipment may not be loaned to contractors or students without written approval. Salvaged, broken, or junked equipment, tools, materials, and supplies are University property, are not for personal use, and may not be removed from the campus.

TELEPHONES

Occasional and limited use of University telephones including cell phones, smartphones, Nextel pagers, and hand held devices, is permissible if there is no actual cost to the state and if the call is brief and infrequent and does not interfere with the performance of an employee’s job duties. Personal long distance calls are unacceptable.

UNIVERSITY VEHICLES

University vehicles may only be used for official University business. University vehicles may not be driven to private establishments, including banks and eateries, even during designated lunch and/or break times. Rare exceptions to allow for the use of a University vehicle may be made if an employee is on an extended off campus trip or if the employee is on call. Except in rare circumstances, University vehicles are not to be driven on walkways or landscaped grounds. At no time, is it permissible for a University vehicle to be parked in a disability parking space and/or obscure disabled access on pathways, walkways, and sidewalks. University vehicles are subject to citation when blocking a fire lane or when parked in spaces designated for wheelchair and disabled parking or reserved parking.

Employees who operate a State owned vehicle must have a valid driver license recognized by Washington State and be familiar with and abide by the Motor Pool Policies (Administrative Policy Statement 53.2), Parking and Traffic Regulations (WAC 478-116), and State and local laws.

If an employee’s driver license or commercial driver license (CDL) is suspended or revoked, he or she must inform his or her supervisor immediately. Parking tickets and citations for moving violations are the responsibility of the designated driver. Operating a University vehicle without a valid driver license or CDL, unsafe driving and/or repeated violations may result in corrective action, up to and including dismissal.

Vehicles should never be left unlocked or running and vehicle keys and key-cards to restricted parking areas must be safeguarded.

Accidents involving University owned vehicles must be reported immediately to the University Police, whether or not there appears to be personal injury, property damage or damage to the vehicle. An employee in an accident involving a
University-owned vehicle must complete the CEI Accident Report Form which is located in the glove box of all University vehicles. More information can be found at:

http://www.washington.edu/facilities/transportation/fleetservices/accident

ETHICAL STANDARDS

CONFLICT OF INTEREST

The State of Washington and the University have very strict rules concerning the acceptance of gifts, favors, and/or compensation by their employees. The Washington State Ethics Law includes provisions regarding gifts and outside compensation; prohibits disclosure of confidential information for personal gain, and provides for executive and legislative ethics boards to enforce the law. The areas of the Washington State Ethics Law most likely to affect FS employees include:

- State employees may not have a financial or other interest, or engage in any business or professional activity that is in conflict with their official duties.
- State employees may not use their official position to secure special privileges for themselves or any other person.
- State employees may not receive any compensation or gift from a source for performing or deferring the performance of any official duty.
- State employees may not receive a gift or favor if it could be reasonably expected to influence or reward their vote, judgment, action, or inaction.

The University’s resources may not be used under any circumstances for any of the following:

- Conducting an outside business
- Supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law
- Political campaigning
- Commercial purposes such as advertising or selling
- Internet browsing unless directly job-related or is little or no cost to the State
- Illegal activities

A University employee may not use his/her position at the University to support or represent the employee’s outside activities including businesses, hobbies and/or political activities. The following are examples of University resources which may not be used by an employee to support or represent his/her own outside activities:

- University telephone numbers, and office, e-mail or web addresses
- University affiliations and titles may not be used for advertising
University stationery, office supplies, computing resources and equipment such as photocopiers and fax machines, University tools, equipment, and machinery.

FS is committed to its stewardship of University and state resources, and expects its employees to adhere to the highest standards of integrity and ethical behavior. Employees who violate University policies regarding the personal use of University facilities and equipment and/or policies regarding outside work and conflict of interest are subject to corrective action, up to and including dismissal.

If employees have any questions about the University’s policies on personal use of state resources and conflict of interest, they should contact their supervisor or FES HR team. More information on “Personal Use of State Resources and Conflict of Interest” is also available on the University website.

More information can be located at:
http://www.washington.edu/admin/hr/pol.proc/conflict.interest.html

ATTENDANCE

The success of fulfilling our mission depends upon regular and punctual attendance of employees. Fully staffed work shifts are 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. Additionally, employees are required to adhere to their work schedule, including start, break, and end time. Employees will only be paid for time worked.

Temporary staff is employed at will and nothing in these guidelines creates a contract or promise that alters the “at will” status of these employees.

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 work 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/Business Supplemental Questionnaire. This form can be found at:

https://www.washington.edu/facilities/orgrel/human_resources/forms

An employee conducting outside business during his or her regularly scheduled work hours may result in corrective action up to, and including dismissal.

HEALTH AND SAFETY

It is the policy of the University and FS to provide and maintain a safe work environment. Each employee is expected to promote safe work practices, to participate in occupational health assessment programs and to help maintain property and equipment in a safe operating condition. If an employee has questions about the safety of their work environment or whether precautions are necessary, they should contact their supervisor. Employees are expected to report unsafe conditions and work practices immediately to their supervisor or FS Safety Manager and follow departmental protocols.

FS has an established safety training program. Personal protective equipment required for an employee’s job is provided by FS and must be worn as required. Employees should talk to their supervisor to obtain required safety equipment. Normally, protective footwear and prescription eyewear must be provided at the employee’s expense.

The FS Safety Manual may be found in any FS department office, zone office, or obtained from your supervisor or safety representative.

The FS Safety Manual may be found on line at:

http://www.washington.edu/facilities/orgrel/fs_safety_manual
REPORTING AN ACCIDENT, INCIDENT, OR NEAR MISS

An employee must report all work-related injuries, illnesses and near miss incidents to their supervisor as soon as possible. If an employee is injured or becomes ill while on the job, they should obtain medical assistance or first aid as needed and notify their supervisor. An online accident report (OARS) must be submitted within 24 hours after an incident that could have resulted in an accident, a work-related illness and/or near miss.

In case of serious or fatal accident or hospitalization, Environmental Health and Safety (EH&S) must be notified immediately (within 8 hours) at 543-7262; after hours contact the University Police Department (UWPD) Dispatch by dialing 911 in order for the EH&S Staff on call to be notified. EH&S must report to Washington State Department of Labor & Industries (L&I) Division of Occupational Safety & Health within eight hours of an incident that causes a fatal or possibly fatal injury or that causes injury requiring in-patient hospitalization of any employee. Do not move any equipment involved in these types of serious accidents until EH&S has clearance from State investigators.

Employees may be covered for work-related injuries and illnesses by industrial insurance administered by L & I. To file an L&I claim, an employee must request and complete the necessary paperwork at their health care provider’s office.

SAFETY HAZARD REVIEW

An employee’s supervisor has the responsibility of assuring that safe working conditions exist and require their employees to be aware of, and adhere to, safe work practices.

Before scheduling a job or assigning work, an employee’s supervisor, or anyone else who oversees or assigns work, must review the job for potential hazards using the Safety Hazard Review Checklist. Any identified hazard must be addressed prior to the start of work.

SAFETY TEAM

All FS departments are represented by a safety representative who attends monthly FS Safety Team meetings. Safety Representatives review accident reports, raise safety questions and concerns and share information from the FS Safety Team with their represented group.

SAFETY COMMITTEES

There are two levels of safety committees at the University of Washington: Organizational Health and Safety Committees and the University Wide Health and Safety Committee. At the Organizational Health and Safety level there are twelve committees. Each of the organizational committees review their accident/incident reports for evaluation and resolution. Elections are held every
two years. FS has two elected members and one ex-officio member on the #2 Organizational Health and Safety Committee (Finance and Facilities).

The University-Wide Health and Safety Committee is comprised of elected and appointed members from the 12 Organizational Committees, a representative from the Faculty Senate, ex-officio members from Risk Management, Environmental Health and Safety (EH&S), Attorney General’s Division, Facilities Services, and members of unions representing UW employees. The University-Wide Health and Safety Committee reviews occupational illness, incidents, and injuries experienced by UW employees; makes recommendations on health and safety strategies, policies, and programs to the Director of EH&S; evaluates accident investigations to see if the cause was properly identified and corrected; determines when and which concerns need to be presented to the Board of Environmental Health and Safety; and when necessary, represents employee health and safety concerns on those issues to the Board of Health.

EMERGENCY PREPAREDNESS/RESPONSE

Police, fire, medical emergency: 911

For information on the University’s conditions, call 206-UWS-INFO (206-897-4636) or 1-866-897-4636 (toll free).

UW ALERT

The University has developed UW Alert to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the University or threaten the health or safety of members of the University community. UW Alert delivers messages to subscribers on a "best effort" basis to email and to Short Message Service (SMS) text-capable wireless devices, such as cellular telephones. Effective emergency response requires personal preparedness and planning. While no emergency communication system can be guaranteed to be effective and reliable in every situation, all employees are encouraged to sign up for UW Alert as one part of their emergency preparedness plan.

SECURITY

FS employees play an important role in the security of the University campus. FS employees should not let anyone other than authorized personnel who have a legitimate business reason into a locked room or building on campus. Employees should refer unauthorized personnel requesting entry or suspicious persons/objects to the University Police.

FS IDENTIFICATION (PHOTO ID BADGE)

All FS employees are issued a FS photo identification badge upon employment (separate from their Husky card) and are required to wear it at all times when on
the job. Upon leaving the University, employees are required to return their badges to their supervisor.

KEYS

All University keys, key cards, and other means of electronic access must be safeguarded while on duty and locked up at the end of the work shift. Employees who are subject to recall after hours are allowed to take home only those keys that are necessary to access their shop or office. Keys must be kept on your person and not loaned to anyone, taken away from the University, or duplicated. Access codes for the University security systems are not to be shared with unauthorized persons. Lost keys must be reported immediately to the employee’s supervisor. Failure to follow departmental key procedures may result in corrective action, up to and including dismissal. All keys must be returned to the employee’s supervisor upon separation.

More information can be found at:

COMMUTING TO WORK

Facilities Services cares about how employees get to campus and recognizes how important it is for you to have an affordable, reliable, and relaxing commute. Transportation Services is there to help you get to campus and around Seattle. Whether you’re walking, bicycling, carpooling, vanpooling, taking transit, driving, or a combination of them all, they’re your one-stop shop for learning about your options, providing you with products and services you need, and helping take the stress out of transportation.

Not sure what the best way is for you to get to campus? UW Transportation Services can help you find a commute you love—get started at http://www.washington.edu/facilities/transportation/ or call 206-221-3701.