

HIGHER LEVEL DUTY (HLD) and ADMIN HIGHER LEVEL DUTY (ADMIN HLD) CRITERIA FOR UW FACILITIES MANAGEMENT

HLD/ADMIN HLD is determined by UW Facilities Management when there is a business necessity

HLD/ADMIN HLD is not an employee entitlement

HLD

(classified to classified)

HLD is a minimum 1 work day
(UW-WFSE Art 41.8; UW-SEIU Art 15.1)

The employee being offered the HLD has not been issued a Formal or Final Counseling within the previous 12 months

HLD email request (template below) outlines an explanation of what duties the employee will be performing in the HLD position and confirms the employee has the training and skill set required of the HLD position

HLD request is approved by the Dept. Director (or designee) in writing BEFORE the HLD begins

HLD pay is a 3-step increase OR bottom step of the HLD position whichever is higher, not to exceed the top step of the HLD position

HLD pay is for time worked in HLD

Employee should not be placed on HLD when on leave for more than 5 days

Email fspay@uw.edu if HLD should be ended before approved end date

ADMIN HLD

(classified to pro staff)

ADMIN HLD is for assignments of 1 week or longer. Assignments less than 1 week require Director's approval. Minimum is 1 work day

The employee being offered the ADMIN HLD has not been issued a Formal or Final Counseling within the previous 12 months

ADMIN HLD email request (template below) outlines an explanation of what duties the employee will be performing in the ADMIN HLD position and confirms the employee has the training and skill set required of the ADMIN HLD position

HLD request is approved by the Dept. Director (or designee) in writing BEFORE the ADMIN HLD begins

ADMIN HLD pay is a 4-step increase

ADMIN HLD pay is for time worked in ADMIN HLD

Employee should not be placed on HLD when on leave for more than 5 days

Email fspay@uw.edu if HLD should be ended before approved end date

HIGHER LEVEL DUTY (HLD) and ADMIN HIGHER LEVEL DUTY (ADMIN HLD) EMAIL TEMPLATES

HLD

(classified to classified)

FROM: Sup/Mgr/Asst Director/Admin Staff
TO: Dept. Director or designee
CC: Katie Savoie
SUBJ: HLD Request for XX (EE NAME)

We request that FS Payroll process the salary increase for the following Temporary Higher Level Duty Assignment. This increase shall be to the bottom of the XX (INSERT HLD JOB TITLE) salary range or a three (3) step increase, whichever is higher, but not to exceed the maximum of the range for the higher classification:

1. EE NAME FOR HLD, EE EID, EE REGULAR JOB TITLE
2. HLD JOB TITLE TO BE FILLED
3. EMPLOYEE BEING REPLACED
4. HLD START DATE & END DATE
5. DESIGNATED WORK SHIFT (DAYS & HOURS)
6. EXPLANATION & QUALIFICATIONS OF THE EMPLOYEE TO BE PLACED IN THE HLD

After the HLD is approved by Dept. Director (or designee) the Sup/Mgr/Asst Director/Admin Staff must forward approval email to fspay@uw.edu

ADMIN HLD

(classified to pro staff)

Once ADMIN HLD is approved in email by Dept. Director (or designee) the Sup/Mgr/Asst Director/Admin Staff must send the email below

FROM: Sup/Mgr/Asst Director/Admin Staff
TO: Dept. Director or designee
CC: Katie Savoie
SUBJ: ADMIN HLD Request for XX (EE NAME)

We request the following temporary Admin Higher Level Duty Assignment with a salary increase of four (4) steps:

1. EE NAME FOR ADMIN HLD, EE EID, EE REGULAR JOB TITLE
2. ADMIN HLD JOB TITLE TO BE FILLED
3. EMPLOYEE BEING REPLACED
4. ADMIN HLD START DATE & END DATE
5. DESIGNATED WORK SHIFT (DAYS & HOURS)
6. EXPLANATION & QUALIFICATIONS OF THE EMPLOYEE TO BE PLACED IN THE ADMIN HLD

After the HLD is approved by Dept. Director (or designee) the Sup/Mgr/Asst Director/Admin Staff must forward approval email to fspay@uw.edu