

MMT

January 2025

Monthly Meeting Topics



Important information you need to know

Building a hospitable workplace, together.

Our workplace should be a respectful, courteous, and a safe place for all of us. It is up to each of us to make this possible, by refraining from verbal or physical conduct that is threatening, demeaning, or intimidating.

Conflict sometimes happens at work, and that's okay. We encourage you to give people the benefit of the doubt. Listen with positive intent. Be kind to those around you. Help us make UW Facilities a better place to work by going out of your way to respect those around you. Learn more at:

<https://facilities.uw.edu/partner-resources/files/media/hospitable-workplace.pdf>



Even Superman fills out OARS reports.

You may be immune to being hurt, but surely not all of us are. You can help keep yourself and those around you safe by reporting all accidents and even near misses. Filling out an OARS report with your supervisor gives us the data we need to make tomorrow even safer.

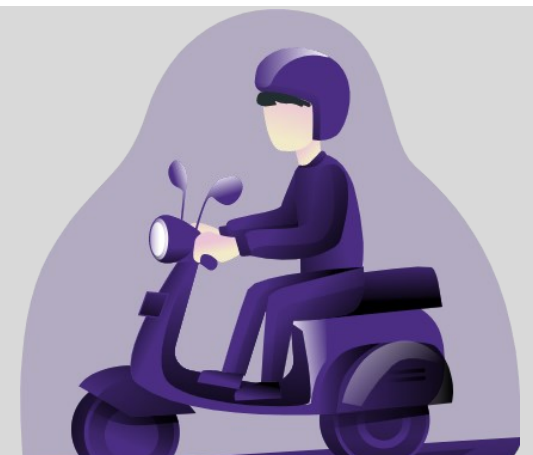
Report all incidents to your Supervisor and be available to work together with them to submit the OARS within 24 hours. In the unfortunate event of an on-the-job injury, seek the appropriate medical attention. Always call 911 to allow healthcare providers to determine how an employee should be transported to the hospital. Report all accidents and near misses at the link below, and send a copy of the report to your supervisor and fssafety@uw.edu

<https://www.ehs.washington.edu/workplace/accident-and-injury-reporting>

Yes, a Driver's License is required to drive.

A valid Washington State driver's license is required to drive a University vehicle. No Exceptions. This includes tractors or any equipment driven on the road.

If you drive a UW vehicle as part of your work and your license becomes expired, suspended, or revoked, you must inform your supervisor immediately so they can make the necessary adjustments to work duties.



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Important information you need to know

FMLA is complex, so listen up!

The Family and Medical Leave Act (FMLA) requires employers like UW to provide up to 12 weeks (480 hours) of unpaid leave per FMLA year to eligible employees for the purpose of serious health conditions, parental leave, or to care for a parent, spouse, or child with a serious health condition.

FMLA is a good thing, but it is complicated. Here are some things you need to know about it.

An FMLA year is a 'rolling' 12 month period. It is measured backwards from any date that FMLA leave is used. Using this method, we will look back over the last 12 months from the date the leave commences (or is scheduled to commence), add all qualifying FMLA time the employee has used during the previous 12 months and subtract that total from the employee's 12-week/480 hour leave entitlement.

University employees (that's you!) are eligible if they have worked for the state for at least one year and have worked a minimum of 1,250 hours in the previous 12 months immediately preceding the leave.

Employees on approved FMLA leave must use leave in accordance with their applicable collective bargaining agreement.

The FMLA Health Care Provider Certification Statement form is required and can be found on the Partner Resources web site at:

<https://facilities.uw.edu/partner-resources/human-resources/forms>

**Please note there are different forms for personal and for family member certifications.*

PLEASE ONLY USE THE UWF FORMS LINKED ABOVE.

Send completed forms to fsleave@uw.edu or fax to 206.543.5135



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Read Me Online & Access Links



PFML is also available

The Washington State Paid Family and Medical Leave program (PFML), administered by the Employment Security Department (ESD) provides eligible employees with partial wage replacement for family and medical leave. PFML does not replace FMLA and in many cases, PFML and FMLA will run concurrently.

To learn about eligibility and how to apply, use these resources:

<https://paidleave.wa.gov/>

<https://hr.uw.edu/ops/leaves/paid-family-and-medical-leave-pfml/>

Contact UWF Employee Relations for even more help navigating PFML or FMLA.

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Keeping yourself and your community healthy

During the winter months, when we all spend more time indoors, infectious disease is more likely to spread. We can help ourselves and each other by staying home when we have symptoms or are not feeling well, staying up to date on vaccinations, and washing hands regularly. It is also recommended to wear a surgical mask, N95, or KN95 mask when in public spaces or groups, and clean surfaces or items you touch regularly.

THINK

BEFORE YOU SPEAK

T is it **TRUE?**

H is it **HELPFUL?**

I is it **INSPIRING?**

N is it **NECESSARY?**

K is it **KIND?**

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Supervisor Job Aid

UWF Leadership requires you to cover all relevant topics with your employees.

Talking points and notes to help you lead this discussion with your team. Please print & post or hand out the other attached document labeled 'Flyer'. Use this as your guide for the following topics.



Do not forget to start your team meetings off with a **Safety Moment**. What's a Safety Moment? It's an opportunity to talk about safety—something that went right, or something we could be doing better, or a hazard to watch out for. Anything to get your team thinking and talking about safety.

Hospitable Workplace

- We recommend starting this discussion by sharing with your team why it is important to you that we make UW Facilities a better place to work for everyone, regardless of who they are. For example, you might use the attached **THINK** flyer to generate a discussion, or you might say to your team:

"I think it's really important that we are all comfortable coming to work every day, because we spend a lot of time together and I want us to enjoy being here."

- After informing your team how important this topic is and what it means to you, please read aloud to your team the Hospitable Workplace statement located in the Employee Handbook and at <https://facilities.uw.edu/partner-resources/files/media/hospitable-workplace.pdf>
- Please make sure the Hospitable Workplace statement is posted in a visible location within your shop or area.
- Provide time for any questions your team may have.
- Remind your team that by working at UW Facilities they have committed to creating an open and hospitable work environment for all.
- As a supervisor, it is your responsibility to model this professional & hospitable behavior.
- If you are unfamiliar with this topic or need more information, contact UWF Employee Relations.

Accident Reporting / OARS

- Share with your team why working safely is personally important to you.
- Take this time to educate and remind anyone on your team who is unfamiliar with the OARS system what it is and how we use it.
- Remind your team that recording near misses is just as important as recording incidents

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Supervisor Job Aid

because that is how we get to root causes before they become injuries.

- As a Supervisor or Manager, please be aware that you are required to submit a report within 24 hours of an injury, illness, or near miss for yourself or one of your team members using OARS. Please provide a copy to the affected employee, fssafety@uw.edu, your departmental Safety staff, Partner Resources, and your manager or director (per your department's policy).
- In the case of a serious or fatal accident or admission to the hospital (including what may appear to be personal health conditions such as a heart attack, stroke, etc.), notify EH&S immediately at 543-7262 (within 8 hours); after hours contact the UW Police at 685-UWPD (685-8973) and ask that the EH&S duty officer be paged and asked to call you.
- Do not transport staff to the hospital yourself unless told to do so by a healthcare provider, particularly for falls, head injuries, heart attack symptoms, and seizures. Call 911 for emergencies, and employee health (685-1026) for non emergencies to get help making that determination.
- You must report all medical emergencies where 911 is called.
- Be aware that EH&S is required to report to Washington State Dept. of Labor & Industries Division of Occupational Safety & Health within eight hours of an incident that causes a fatal or possible 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.
- If an employee is off work due to an on-the-job injury/illness, you must notify UW Facilities Employee Relations.

Driver's License Verification

- As a supervisor, you are responsible for visually verifying the validity of driver's license for all employees whose job duties require them to drive a University vehicle, at least annually.
- Inform your team that you need to verify their driver's licenses are all up to date, and politely ask them to present their licenses to you. You can also verify that a Washington State driver's license is currently valid at this link: <https://www.dol.wa.gov/driverslicense/checkstatus.html>
- When visually verifying a driver's license, ensure there are no holes punched in the license, and that it is not expired.
- If an employee's license is expired or revoked, or you become aware of such throughout the course of the year, contact UWF Employee Relations immediately and assign that employee

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Supervisor Job Aid

to work that does not require driving a UW vehicle.

- Remember when making a conditional job offer to verify the applicant has a valid Washington State driver's license when required of the position.
- For all new employees who are required to have a driver's license, as part of their onboarding, visually inspect their driver's licenses.

Family and Medical Leave Act (FMLA)

- Let your team know that FMLA is a valuable resource, but it can be complex and that you recommend they speak with UWF Employee Relations about it.
- Be aware that you must receive notification from UWF Employee Relations prior to approving FMLA related time off work.
- **Remind your staff to use UW Facilities forms only**, which can be found here: <https://facilities.uw.edu/partner-resources/human-resources/forms>
- **Ensure your staff send completed forms to fsleave@uw.edu or fax to 206.543.5135**
- Do not ask the employee for personal medical information or ask questions about the medical condition itself. Should the employee choose to disclose such information, advise him or her that disclosure is not necessary, and that you will keep the information confidential. If you receive documents containing medical information, immediately forward them to UWF Employee Relations. Do not keep medical records (or copies) in departmental files.
- Please make sure the most recent version of the poster indicated below (see link) is posted in the shop area: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>
- When an employee is on FMLA, be sure that in Workday your employee selects FMLA in the Reason Code Box after selecting Sick Time Off, Vacation Time Off or Unpaid Time Off.

Paid Family and Medical Leave (PFML)

- Notify UWF Employee Relations if you or one of your staff have applied for or been approved for PFML.
- Ensure leave in Workday is still entered for any leave covered by PFML.
- For paid leaves while on PFML, be sure to use PFML leave types, such as: *Vacation Time Off—PFML*. Note that there is no PFML specific type for unpaid time off.

Contact UWF Employee Relations if you have any questions or concerns.

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