



Overtime & Comp time

Remember—overtime must be approved by your supervisor in advance.

If you would prefer comp time instead of overtime pay, make the request to your supervisor before the OT begins.

Using comp time off must be requested and approved in advance. It's your responsibility to manage your accrued comp time off balance. Any unused balances after June 15th each year will be paid out. Comp time can be used through the end of June, but must be submitted in Workday by June 15th. No comp time can be accrued between June 15th and 30th.



Accommodating staff with disabilities

UW Facilities is committed to accommodating staff members with disabilities. We strive to provide reasonable accommodations to the known physical, mental, or sensory limitations of an employee with a disability. If you have a disability, you have a right to request a reasonable accommodation.

The disability accommodation process is interactive and requires cooperation and communication between the employee requesting the accommodation, their supervisor, manager, and UWF Partner Resources. 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.

Learn more at:

<http://hr.uw.edu/policies/disability-accommodation/>





Get help from the experts

Washington Employee Assistance Program (WA EAP) is a free service available to all UW staff, their family, and household members, that connects you with experts that can help you or your family navigate life's challenges. You can get free, confidential access to guidance consultants who provide counseling, legal advice, financial guidance, work-life solutions, traumatic incident response services and more.



Calls made to and/or appointments with WA EAP counselors are kept completely confidential. The University, including management and human resources are not notified when an employee contacts WA EAP. To speak with someone, call toll-free, 24/7: **1-866-598-3978**

Learn more at <https://hr.uw.edu/worklife/employee-assistance-program/>

Warning Signs & Labels

Make sure you understand the meaning of warning signs, tags, and labels used in your work area. Knowing and understanding warning signs such as product labels, building evacuation signs, and other signs can make a big difference in your safety and the safety of others. Reach out to your supervisor for more information.

Gravity never forgets

Fall protection of some type is required whenever you or a colleague work at a height of 4 feet or more.

Fall Protection means either guard rails on elevated work surfaces or personal fall protection equipment worn by the employee. Learn more at:

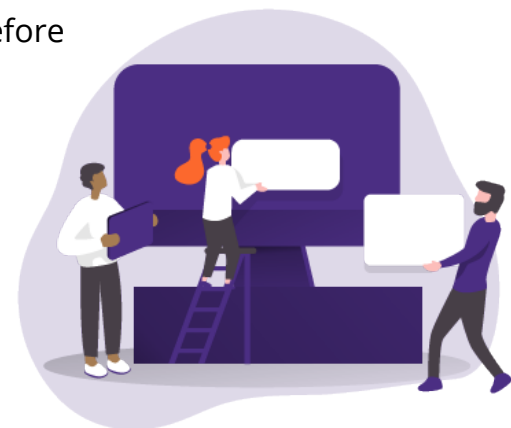
<https://facilities.uw.edu/partner-resources/safety/manual/fall-protection>

A site specific Fall Protection Work Plan must be developed whenever work will occur at a height of 10 feet or more. You can find the work plan form at:

<https://www.ehs.washington.edu/system/files/resources/fall-protection-work-plan.docx>

Ladders can be especially dangerous. Always inspect your ladder before use, and do not borrow ladders from other, non UW Facilities employees. Ladder safety training is available online at:

<https://uw.bridgeapp.com/learner/courses/e5b3e4ed/enroll>





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.

Overtime & Compensatory (Comp) Time

- Remind your team that overtime and comp time must be requested and approved in advance, before the work begins.
- 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. Work with your manager to ensure you understand this process and [how to apply it](#).
- Take this time to explain your expectations and your department's processes for overtime and requesting comp time, as well as for using accrued comp time off.
- If an employee requests comp time in lieu of overtime pay, supervisor must review current and future business operation needs, employee attendance history, and department accrual limits prior to approval. Supervisors have the right to deny requests for comp time, particularly for employees with attendance issues.
- Overtime eligible employees must be paid for all hours worked whether overtime has been approved or not. However, employees who work unauthorized overtime hours may be subject to corrective action.
- It is your responsibility as a supervisor to adhere to the overtime and comp time policy. Reach out to your manager or Partner Resources if you have any questions or need help.
- For more information: <http://hr.uw.edu/comp/overtime-for-non-academic-staff/overtime-compensation/>

Disability Accommodation Process

- The essential functions of a job cannot be removed from the position. Essential job elements are those that an employee must be able to perform, with or without accommodation. Duties that are not essential may be modified, eliminated, replaced, or restructured as part of the



accommodation process.

- Do not implement or approve any informal accommodation, modified work or duties without working with your UWF Partner Resources.
- All medical information and documentation is confidential and must be sent to the UWF Partner Resources. No medical information should be kept by the supervisor or in departmental files or emails.
- For more information regarding the accommodation request process please contact UWF Partner Resources. <http://hr.uw.edu/policies/disability-accommodation/>
- Please use the UWF Health Care Provider Statement form on the below website to support a disability accommodation request. <https://facilities.uw.edu/partner-resources/human-resources/forms>

Washington Employee Assistance Program (WA EAP)

- Make sure you have WA EAP brochures available for your employees. If you need new brochures, flyers, or other materials, go to: <https://hr.uw.edu/worklife/employee-assistance-program/resource-guides-and-materials/>
- WA EAP is a powerful, free resource for employees who are benefits-eligible. We recommend that you keep this resource in mind throughout the year, and encourage your staff to utilize whenever possible. We also encourage you to use it, as well. It is available for all UW staff, including supervisors.

Warning Signs/Labels

- 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, non-ionizing radiation, and other restricted areas.
- Ensure your staff know the meaning of these various hazard signs. Stress the importance of reading and following all warning signs.
- 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/research-lab/caution-sign-hazards>
- Reach out to EH&S or your UWF Safety representative if you have any questions.

Ladder Safety & Fall Protection

- Make sure you and your team are familiar with the typical Fall Protection requirements. Learn more at: <https://facilities.uw.edu/partner-resources/safety/manual/fall-protection>
- As a supervisor, you are responsible for ensuring a Fall Protection Work Plan is completed if any of your staff are working at heights of 10 feet or more. Find the form at:



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Monthly Meeting Topics

Important information you need to know



<https://www.ehs.washington.edu/system/files/resources/fall-protection-program-manual.pdf>

- Additional information and training on ladder use and selection is available at the American Ladder Institute <http://www.laddersafetytraining.org/> and Werner Ladders <https://www.wernerco.com/us/>. We recommend you have your team complete these if they frequently use ladders.
- Use of three legged ladders is **prohibited**, with the exception of the gardeners who may use orchard ladders as necessary.
- UW Facilities employees may not borrow ladders from other UW departments, contractors, or any other non UW Facilities entity. This does not apply to ladders borrowed from a ladder manufacturer/vendor for trial purposes.
- Instruct your team not to lend ladders to non-UW Facilities personnel.
- Remind and encourage your team to inspect their ladders before each use. Utilize the Ladder Pre-Use Inspection Form: https://facilities.uw.edu/partner-resources/files/media/ladder-safety-checklist_0.pdf
- Use supervisor site visits to ensure your team is using ladders safely.

Contact your Partner Resources if you have any questions or concerns.

Anne Marie Marshall
206-221-4349
maxmarsh@uw.edu

Leah Quezada
206-221-2397
quezadal@uw.edu

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