

## ONBOARDING A NEW UW FACILITIES EMPLOYEE

### SUPERVISOR RESPONSIBILITIES

Employee Name \_\_\_\_\_ UW EID Number \_\_\_\_\_

#### Payroll action items **MUST BE COMPLETED PRIOR TO START DATE**

- Complete Employee Setup Express (ESE) in the UW Facilities Technology Toolbox as soon as NetID is created <https://fms.admin.uw.edu/ESE/uwnetid/>  
**NOTE:** I Drive access is requested on the ESE. Indicate the NetID of the employee whose access you want to replicate (**Example: copy permissions from “existing employee NetID”**).  
**Be prepared to assist your new hire with 2FA (factor authentication) as needed.**
- Send [fspay@uw.edu](mailto:fspay@uw.edu) a request for a new UW Facilities badge (**Please select ‘UWMC Access’ from the drop down menu for the proper card enabling access to UWMC areas.**)  
<https://facilities.uw.edu/partner-resources/files/media/uwf-id-badge-process.pdf>
- Complete photo ID Husky Card, UW Facilities badge (Odegaard Undergraduate Library, Ground Floor)
- Notify the employee to bring their bank account and routing number to sign up for direct deposit
- On the first day, verify the authenticity of the SSN card (laminated cards are not acceptable) or Passport, have the employee complete an I-9 & W-4 process in Workday. Here is a link to the [Complete the I-9](#) web page

#### **REVIEW/DISCUSS THE FOLLOWING ITEMS WITH EMPLOYEE ON THE FIRST DAY OF WORK**

- Provide AiM Timecard and Workday Training (links to training included on employee checklist below)
- Provide UW Facilities New Employee Handbook - signed receipt page to be placed in employee’s departmental file
- Cover terms of appointment employment program, probationary or trial period if any, salary
- Cover job description, job duties, performance expectations and performance review criteria
- Have employee complete the Request for Approval of Outside Work Form, if applicable
- Review performance expectations/evaluation schedule and form [Classified Staff Evaluation Form](#)
- Review [Probationary/Trial Service Period](#) schedule (classified, non-represented, and contract classified staff)
- Review work schedule hours of work, breaks, meal periods, absence reporting, vacation and sick leave accrual request and use procedures
- Review building use and access/security

## ONBOARDING A NEW UW FACILITIES EMPLOYEE

- Review departmental safety orientation and safety plan and the Emergency Evacuation and Operations Plan (EEOP) manual location & procedure
- Review equipment use and access (including network printers and copiers), Telephone use/etiquette/voicemail/directory, E-mail account and usage, ethical information and limitations
- Cover essential services including inclement weather/suspended operations procedures/policies
- Go over training requirements (including respirator medical clearance as needed)

### Recording Time/Leave: If you supervise Overtime Eligible Pro Staff (Check if unsure)

- All leave, even partial days, must be accurately recorded in Workday
- All hours worked must be accurately recorded in Workday, especially when working more than 8 hours in a day (or more than scheduled hours in a day). Overtime applies to any additional hours worked over 40 in a work week (Monday – Sunday). Leave taken does not count as hours worked
- Straight Time applies to any hours worked more than your schedule shift (ex. 8 hours in a day), but when there are less than 40 hours worked in a week (Monday – Sunday)

### The following reports must be pulled if you supervise OT eligible employees to ensure all time or leave is both entered and approved:

- R0283 Unapproved Time in a Pay Period (Shows Not Submitted & Submitted time)
- R0207 or R0207.1 Weekly Unsubmitted & Unapproved Hours (shows missing time/leave entries)
- (Only for staff using Time Clocks) R0365 Unmatched Time Clock Events

### Trades License Premium Pay

- Specific skilled trades positions may be eligible for the Trades License Premium Pay. Check the following link to the [WFSE contract](#) to determine employee eligibility. If you have an employee who qualifies for this premium pay, please send a copy of the license to [fspay@uw.edu](mailto:fspay@uw.edu).

### Keys, format access card and LOTO lock set

- Issue keys to office/shops, building, desk and file cabinets
- Add employee to electronic building access locking system database (as applicable)
- For new employees required to take LOTO training (see included TMS “Training Requirements by Job Title” report) which requires a LOTO lock set, please promptly order locksets following the [Procedure for Ordering LOTO Locks](#).

## ONBOARDING A NEW UW FACILITIES EMPLOYEE

Verify the employee has registered for training or completed the following items

- UW New Employee and Benefits orientations \_\_\_\_\_date
- UW Facilities Chemical Waste Guide Training \_\_\_\_\_date
- HazCom/GHS Training for Office Workers (for office workers only) \_\_\_\_\_date
- UW Required Husky Prevention and Response Employee Course \_\_\_\_\_date

**Once completed, place in employee's departmental file**



**Probationary Period Evaluation Form**  
For Contract Classified and Classified Non-Union Employees

Provide ongoing and frequent feedback, written guidelines and clarification of expectations.

When an employee's performance needs improvement, document the issues and attach to the probationary period evaluation.

If performance/behavioral issues occur anytime during the probationary period process, contact the UW Facilities HR Specialist immediately for assistance.

As a reminder, once the employee has reached the **six month** mark, they become a regular status employee and are no longer covered under the probationary period guidelines.

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Shop #/Area: \_\_\_\_\_

Hire Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Immediate Supervisor: \_\_\_\_\_

**Two Month Performance Evaluation**

\_\_\_\_\_ The employee has satisfactorily performed the duties of the position to date.

\_\_\_\_\_ The employee has unsatisfactorily performed the duties of the position however, I recommend that they be given additional time to improve their performance which will be closely monitored and reviewed. Documentation is attached.

I have discussed the performance evaluation with the employee.

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Five Month Performance Evaluation**

\_\_\_\_\_ The employee has satisfactorily performed the duties of the position to date.

\_\_\_\_\_ The performance of this employee has not been satisfactory, and I will recommend that the employee be dismissed. Documentation is attached.

I have discussed the performance evaluation with the employee.

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

cc: Manager  
Employee  
Supervisor File

## Review Onboarding Checklist

Please review these items with your employee at the two-month review to make sure everything has been completed and answer any questions the new employee may have.

- New Employee Handbook - signed receipt page to be placed in employee's departmental file
- Job description, job duties, performance expectations and performance review criteria
- Departmental safety orientation and safety plan
- Emergency Evacuation and Operations Plan (EEOP) manual location & procedure
- Essential services including inclement weather/suspended operations procedures/policies

Verify the employee has registered for training or completed the following items

- UW Employee Orientation \_\_\_\_\_ date
- UW Employee Benefits Orientation \_\_\_\_\_ date
- Prevention of Sexual Harassment Training \_\_\_\_\_ date
- Violence Prevention & Response Training \_\_\_\_\_ date
- Reporting Child Abuse or Neglect Training \_\_\_\_\_ date
- Request for Approval of Outside Work Form \_\_\_\_\_ date
- Introduction to UW Facilities & Lean \_\_\_\_\_ date
- On your first day of work, access Workday <https://isc.uw.edu/>
  - \* Check email for actions you may need to take (**Inbox Button**)
  - \* Set up direct deposit (**Pay Button**)
  - \* Enter your contact, work, and emergency information (**Personal Information Button**)
  - \* Publish your information in the UW Directory <https://identity.uw.edu/>

## New Employee Safety Orientation Supervisor Checklist

Supervisors must review the appropriate items from this checklist with each new employee. The Washington State Industrial Safety and Health Act (WAC 296-24-040) requires that this information be provided to all new employees including hourly, temporary and student employees.

### Checklist and Summary Sheet for the Safety Orientation (for employee file upon completion)

_____ Accident Prevention Plan (APP)	page 1
_____ Reporting Emergencies	page 1
_____ Emergency Evacuation	page 1
_____ Local Fire Alarm Signaling Systems	page 1
_____ Portable Fire Extinguishers	page 2
_____ Reporting Workplace Accidents and Injuries and Unsafe Conditions	page 2
_____ Workers' Compensation	page 2
_____ First Aid	page 3
_____ Hazard Communication (HazCom) and Chemical Safety	page 3
_____ Worksite Warning Signs and Labels	page 3
_____ Personal Protective Equipment (PPE)	page 3
_____ Health and Safety Committees and Safety Meetings	page 4
_____ Safety Bulletin Board	page 4
_____ Employee Safety and Health Training	page 4
_____ Transportation Safety	page 4

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date Completed \_\_\_\_\_

**Completion of the New Employee Safety Orientation must be entered into employee file.**





# New Employee Health and Safety Orientation

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Name of Staff Member Completing Orientation: \_\_\_\_\_

## 1. Accident Prevention Plan (APP)

Provide a hard copy or link to the UW Accident Prevention Plan (APP):

<http://www.ehs.washington.edu/workplace/accident-prevention-plan>. New employees should watch “An Introduction to Health and Safety at the University of Washington” for an overview of topics covered in the APP: <https://www.youtube.com/watch?v=DneMkAsLSWk&t=2s>

## 2. Reporting Emergencies

Explain who and how employees should call for help in emergencies. Please be specific since notifications may vary by location and the type of phone used.

**Seattle Campus**            Campus Phone: 911 to reach a UWPD dispatcher.  
Other phones: 911 and state your location.

**Bothell Campus**            All phones: 911 and state your location.  
Also inform the Public Safety Office: 425-352-5222

**Tacoma Campus**            All phones: 911 and state your location.  
Also inform Campus Safety and Security: 253-692-4416

## 3. Emergency Evacuation

Provide a hard copy of or link to your building’s Fire Safety and Evacuation Plan.

Walk the employee through the appropriate emergency evacuation route for their work area. Point out the secondary emergency evacuation route to be used if the primary route is blocked. Show them where to assemble after a building evacuation. Discuss special evacuation needs and plans with employees with disabilities.

## 4. Local Fire Alarm Signaling System

Show the employee where the nearest fire alarm pull stations are and instruct them on their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to

evacuate. Describe what the alarm in your building sounds like (a bell, chimes, a slow whoop) and whether there are strobe lights.

Inform the new employee that when they discover a fire, they should activate the nearest fire alarm pull station, and then exit the alarmed area. If possible, employees should follow up with call to 911 from a safe location to provide more details. Employees must leave the building immediately upon hearing or seeing the alarm, closing doors behind them.

Seattle Campus: The activation of a fire alarm pull station sends a signal to both the UW Police and Seattle Fire Department showing the location of the emergency.

#### **□ 5. Portable Fire Extinguishers**

Show the employee where portable fire extinguishers are located. Explain that employees may use a portable fire extinguisher only if:

- Employee has been trained to use them;
- The fire alarm has been sounded first;
- The fire is small (waste basket size or smaller); and,
- The employee has a clear evacuation route.

#### **□ 6. Reporting Workplace Accidents and Injuries and Unsafe Conditions**

Explain that any work-related injuries or illnesses must be reported within 24 hours to both a supervisor and to Environmental Health & Safety via the Online Accident Reporting System (OARS):

<http://www.ehs.washington.edu/workplace/accident-and-injury-reporting>. Explain that any work-related injury or illness that results in a hospitalization must be reported within eight hours.

An OARS report should also be submitted for near misses, hazardous conditions, and accidents or injuries involving students, UW volunteers working on or off campus, or members of the public visiting campus.

Explain to the employee that they can always report health and safety concerns to their supervisor, Environmental Health & Safety, or to their health and safety committee.

#### **□ 7. Workers' Compensation**

Explain the benefit of workers' compensation to your employee. If your employee is injured at work and needs treatment they can go to the emergency room or a health care provider of their choice and state that they were injured at work. The medical provider will assist them in filing a workers' compensation claim. They may want to consider seeking treatment with an occupational medicine provider as they have experience dealing with L&I and paperwork involved with a claim.

Your employee can find more information regarding workers' compensation on the UW Claim Services website: <https://risk.uw.edu/wc>.

## □ 8. First Aid

Show the employee where first aid kits are located. Explain your department's first aid plan to your employee. This plan will explain what actions employees should take if they or others are injured and how to seek first aid. For example, your department may have first aid trained employees or your department may rely on Emergency Medical Services. Calling 911 is always an available resource unless your employee is working in a remote location.

If emergency showers or eye wash stations are located in your work area, show employees where they are and instruct them on their use.

## □ 9. Hazard Communication (HazCom) and Chemical Safety

All UW employees who work with or around hazardous chemicals must receive training on the hazards of the chemicals in their work areas. An exception is employees who only work with and around consumer products in small quantities.

Employees working with or around hazardous chemicals need to know:

- The identity, hazards, and location of hazardous chemicals and materials in their work area;
- How to use the online UW MyChem database (<http://www.ehs.washington.edu/chemical/mychem>) and access chemical inventories and safety data sheets (SDSs) for chemical specific hazard information;
- What chemical specific training they will need, such as following safe use practices including engineering controls, administrative controls, good work practices, wearing proper personal protective equipment (PPE), and signs or symptoms of an exposure;
- How to label secondary chemical containers;
- How to respond to and report a hazardous material accident or emergency, such as a spill, release, or exposure. This includes reporting to their supervisor and EH&S. Emergencies are reported through the 911 system as mentioned above in #2: Reporting Emergencies; and,
- About the requirements found within the UW Chemical Hazard Communication Program found on the EH&S website: <http://www.ehs.washington.edu/chemical/chemical-hazard-communication-hazcom>.

If your employee is working in a laboratory environment, ensure that you also go over the laboratory's Chemical Hygiene Plan, which may have additional information or requirements.

## □ 10. Worksite Warning Signs and Labels

Explain to all employees the meaning of warning signs, tags, and labels used in their work area.

## □ 11. Personal Protective Equipment (PPE)

Inform your employee of any PPE they will need to wear as part of their job. Explain when it is necessary. Show them how to put on, take off, adjust, and wear the PPE. Explain the limitations of the PPE and how to properly care for the PPE. Explain the process of requesting replacement PPE.

**Note:** If you are unsure what PPE is needed for your employee, you must perform and document a hazard assessment. Tools are available on the EH&S website:

[www.ehs.washington.edu/workplace/personal-protective-equipment-ppe](http://www.ehs.washington.edu/workplace/personal-protective-equipment-ppe)

**□ 12. Health and Safety Committees and Safety Meetings**

Inform the employee about [the health and safety committee](#) that represents their work group. Inform them who their safety committee representatives are and to contact them. If applicable, also inform the employee about any departmental health and safety committee and safety meetings.

**□ 13. Safety Bulletin Board**

Point out the departmental safety bulletin board and tell the employee what items can be found on the board, such as: health and safety committee meeting minutes, safety newsletters, safety posters, accident and injury statistics, and other educational material.

The bulletin board must display the following State Fund required posters:

- [Job Safety and Health Law](#) (F416-081-909)
- [Notice to Employees – If a Job Injury Occurs](#) (F242-191-909)
- [Your Rights as a Worker](#) (F207-037-909)
- [Signed OSHA 300A Summary](#) (during February 1 – April 1 each year)

**□ 14. Employee Safety and Health Training**

Refer to the Employee Safety and Health Training Matrix to identify the required training the employee will need to take for their job: [www.ehs.washington.edu/training/training-course-selection-guides](http://www.ehs.washington.edu/training/training-course-selection-guides).

Additional training may be needed based on the employee’s job responsibilities. EH&S courses are general and must often be supplemented with specific training by the department or supervisor.

**□ 15. Transportation Safety**

Explain that employees must follow applicable laws while in different modes of transportation such as driving, biking, or walking while working for the UW.

Ensure that employees who are driving a UW-owned vehicle for work purposes take the Driver Safety & Awareness course (<https://uw.bridgeapp.com/learner/courses>). Inform your employee to follow vehicle accident reporting procedures: <https://transportation.uw.edu/getting-around/vehicle-rental-ucar/accident-reporting>

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Employee Signature

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Date

## ONBOARDING A NEW UW FACILITIES EMPLOYEE

### EMPLOYEE RESPONSIBILITIES

Complete the following items and verify with supervisor

#### Payroll and UW account action items

- On your first day of work, show your supervisor one valid photo ID **and** your Social Security card **or** Passport in order to complete the I-9 **and** W-4 process in Workday
- On your first day of work, access Workday <https://employeehelp.workday.uw.edu/>
  - \* Check **Workday Inbox** for actions you may need to take
  - \* Set up direct deposit (**Pay Button**)
  - \* Enter your contact, work, and emergency information (**Personal Information Button**)
  - \* Publish your information in the UW Directory <https://identity.uw.edu/profile>
- Complete profile in UW Identity including Two-factor authentication settings:  
<https://itconnect.uw.edu/security/uw-netids/2fa/>
- Complete "Get your UW NetID and set up your email": <https://uwnetid.washington.edu/newid/>
- Photo ID Husky Card and UW Facilities badge (Odegaard Undergraduate Library, Ground Floor)  
<https://www.hfs.washington.edu/olco/Default.aspx>
- Complete Outside Work Form  
<https://facilities.uw.edu/partner-resources/files/media/outside-work-form.pdf>
- Creating a basic timecard in AIM (if applicable) <http://www.screencast.com/t/Oq5fDKjEfQ>
- Entering Leave in AIM (if applicable) <http://www.screencast.com/t/UXDcFCaCpK>
- All UW Facilities employees must sign up for UW Alerts <http://www.washington.edu/safety/alert/>

#### Training and orientations

- Review Workday orientation videos including Workday 101, Enter Time and Absence Time Off  
<https://isc.uw.edu/video-library/workday-101-videos/>
- Sign up for UW Welcome Day - New Employee & Benefits Orientations  
<https://hr.uw.edu/benefits/benefits-orientation/welcome-day/>  
**You must enroll in benefits programs within 31 calendar days of start date**
- HazCom/GHS Training for Office Workers (**for office workers only**)  
<https://www.ehs.washington.edu/training/hazard-communication-online>
- UW Required Husky Prevention and Response Employee Course  
<https://tixemployee.uw.edu/>
- Review Chemical Waste Guide  
UWF TC will Schedule if the job requires this.

## ONBOARDING A NEW UW FACILITIES EMPLOYEE

### Review the following items with your supervisor

- UW Facilities Employee Handbook **NOTE** Employees must sign acknowledgement of receipt page and provide to supervisor
- Terms of employment, employment program, probationary period, salary, etc.
- Job duties, job description, performance expectations, and TMS training plan
- Performance appraisal schedule and form
- Work schedule and designated break times
- Time and leave reporting- requesting time off
- Building use and access/security
- [New Employee Health and Safety Orientation](#)
- Review department Business Continuity and Resilience – Husky Ready Plan
- Emergency Evacuation and Operations Plan (EEOP) manual location & procedures  
<https://facilities.uw.edu/partner-resources/safety/emergency-evacuation-operation-plans>
- Equipment use and access (including network printers and copiers)
- Telephone use/etiquette/voicemail/directory
- E-mail account and usage, ethical information and limitations
- Essential services including inclement weather/suspended operations procedures/policies
- U-PASS Powered by ORCA  
<https://transportation.uw.edu/getting-here/transit/u-pass>
- UW Parking <https://transportation.uw.edu/park/student-employee/faculty-staff>
- Become familiar with the UW Facilities Customer Care Team [careteam@uw.edu](mailto:careteam@uw.edu) 206-685-1900

Supervisor Signature \_\_\_\_\_ date \_\_\_\_\_



FACILITIES

UNIVERSITY *of* WASHINGTON

## UW FACILITIES HANDBOOK SIGNATURE PAGE

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Employee Name

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Department, Shop Name & Number

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Classification Title

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Date of Hire or Date of Re-issue

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Supervisor's Name/Telephone Number

I have received a copy of the UW Facilities Employee Handbook. I understand that I am responsible for reading it, adhering to its contents and the subsequent periodic changes.

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Employee Signature

Date

**You Must Return This Page To Your Supervisor After Signing For Retention In Your Departmental File.**





**Employee Contact Information**  
**(for employee department file)**

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Drivers. License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Evening Phone#: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



**Department Contact Information**  
(for employee reference)

Department/Zone/Area: \_\_\_\_\_ Shop #: \_\_\_\_\_

Address: \_\_\_\_\_ Box #: \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ Desk Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Lead:** \_\_\_\_\_ Desk Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Admin:** \_\_\_\_\_ Desk Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Additional Information:**



### **Tip Sheet for the Stop Work Program**

All UW Facilities employees have the authority to stop work they believe to be unsafe. If you see something you believe is unsafe, you need to say something! Addressing the safety concern can be handled using one of several methods:

The Direct Approach (preferred) - approach the employee(s) doing the work and share your concern and have a conversation about the issue. Be as courteous as possible, which is more effective than being upset or angry.

Chain of Command - contact the Lead, Supervisor or Manager of the employee(s) doing the work, or if they aren't available, your own Lead, Supervisor, or Manager

Referral - If you can't contact the employee's supervisor or anyone in your chain of command, contact the UW Facilities Safety Manager who will forward the concern to the Supervisor of the employee(s).

If the work is being done by a contractor, first contact the maintenance zone to see if they have hired a contractor to conduct the work, or know who is overseeing the contractor. For CPO projects, please contact Ron Fouty, Safety Director.

If, after discussing the issue with the appropriate person, there are questions as to whether or not the activity of concern being done is unsafe, please contact EH&S or the UW Facilities Safety Manager for clarification.

**IF THE ACTIVITY OF CONCERN IS IMMEDIATELY DANGEROUS TO LIFE AND HEALTH, ATTEMPT TO STOP WORK AND NOTIFY EH&S AT 543-7262 AS QUICKLY AS POSSIBLE.**



## Hospitable Workplace

UW Facilities is committed to maintaining a work environment where employees can feel comfortable and free from concern for their personal well-being. UW Facilities will not tolerate harassing or abusive behavior of any UW Facilities employee by any other person, regardless of either person's position in the University community. We are also committed to ensuring that interactions between UW Facilities 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 UW Facilities, 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, Facilities Employee Services HR team, other UW Facilities management, the organization's Central HR Consultant, or to the offices or persons identified in [Administrative Policy Statement 46.03](#).





## Outside Work Request for Approval (Professional and Classified Staff)

In accordance with UW Administrative Policy Statement 47.3 [Outside Consulting Activities and Part-Time Employment by Professional or Classified Staff Employees](#), the UW requires professional and classified staff to obtain University approval before engaging in any activities, regardless of whether paid or unpaid, if the activities could be in conflict with their UW duties.

### Section I - Employee Information

Last name:	First name:	Middle initial:
Employee ID#	Email address:	<input type="checkbox"/> Professional staff <input type="checkbox"/> Classified staff
Department:	Major organization:	
Job title:	% FTE:	Service period (12 months, 9 months, or other)
Work will be performed for:		
Dates of work:		
From:	To:	<input type="checkbox"/> Indefinite
Describe the activities to be performed and any relationship they may have to your UW employment:		
When will work be performed: <input type="checkbox"/> Outside regular work hours <input type="checkbox"/> During regular work hours		
If work will be performed during regular work hours, are you requesting:		
<input type="checkbox"/> Annual leave <input type="checkbox"/> Leave without pay <input type="checkbox"/> Temporary change in % FTE <input type="checkbox"/> Permanent change in % FTE		
Will other UW employees be involved in this work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If other UW employees will be involved, please identify them (use additional sheet if necessary):		
Name:	Name:	Name:
Date by which a response to the request is needed:		
<input type="checkbox"/> I certify that the statements above are truthful to the best of my knowledge. I understand that if the nature of my outside work changes, I will report the changes to my supervisor.		
<input type="checkbox"/> I confirm that I have read APS 47.3 <a href="http://bit.ly/2bd8ocE">Outside Consulting Activities and Part-Time Employment by Professional or Classified Staff Employees</a> ( <a href="http://bit.ly/2bd8ocE">http://bit.ly/2bd8ocE</a> ) and acknowledge my obligation to avoid or mitigate actual and potential conflicts between outside work and my University employment.		
<input type="checkbox"/> I understand that I may not use University resources for my outside work unless allowed by APS 47.2 <a href="http://bit.ly/2bnKTOB">Personal Use of University Facilities, Computers, and Equipment by University Employees</a> ( <a href="http://bit.ly/2bnKTOB">http://bit.ly/2bnKTOB</a> ).		
<input type="checkbox"/> I agree to comply with UW Executive Order No. 36 <a href="http://bit.ly/1EQjHRq">Patent, Invention, and Copyright Policy</a> ( <a href="http://bit.ly/1EQjHRq">http://bit.ly/1EQjHRq</a> ) and APS 59.4 <a href="http://bit.ly/2besuTa">Technology Transfer</a> ( <a href="http://bit.ly/2besuTa">http://bit.ly/2besuTa</a> ). If my outside work has any potential issue of patent assignment, I agree to report it to <a href="http://comotion.uw.edu/">UW CoMotion</a> . ( <a href="http://comotion.uw.edu/">http://comotion.uw.edu/</a> )		
Employee signature:		Date:

## Section II – Supervisor Signature

<p>On the basis of the information provided, the employee's proposed outside work:</p> <p><input type="checkbox"/> Will not interfere with the employee's primary obligations to the UW.</p> <p><input type="checkbox"/> Is not within, or a duplication of, the UW duties of the employee or under the employee's supervision.</p> <p>Additionally (if applicable),</p> <p><input type="checkbox"/> RCW 42.52.110-120 have been followed (if the outside work involves consulting for another Washington state entity).</p> <p><input type="checkbox"/> I have discussed with the employee a plan for conflict mitigation (to the extent that the employee's outside work could be in conflict with APS 47.3).</p> <p>Approval is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended</p>	
Print name:	Title:
Signature:	Date:

## Section III – Department Chair/Program Director Signature

<p>Approval is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended</p>	
Print name:	Title:
Signature:	Date:

## Section IV – Unit Administrative Head Signature

<p>Request is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Requirements upon which approval is conditional (if any):</p>	
Print name:	Title:
Signature:	Date:

**Copies of the completed form go to: unit administrative head, department, and employee**

**OUTSIDE WORK/BUSINESS SUPPLEMENTAL QUESTIONNAIRE**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

1. Is your outside job, business or consulting services in the same trade, profession, or industry as your University of Washington job?

\_\_\_\_\_

2. Does your outside job, business or consulting services use or sell any of the same materials, tools or other resources as your University job? If yes, what?

\_\_\_\_\_

3. Do you plan to use any University of Washington or state resources (materials, tools, work time) in the performance of this outside job, business or consulting services?

\_\_\_\_\_

4. Does your outside job, business or consulting service employ or otherwise involve ANY University of Washington employee? If yes, who? (name, title, department, reporting relationship) If no, does the employee have any other connection to the University of Washington?

\_\_\_\_\_

5. Does your outside job, business or consulting service do any business with the University of Washington, or provide information or services to businesses that contract with the University of Washington? If yes, explain.

\_\_\_\_\_

6. Does your outside job, business or consulting services ever occur or could occur at times that you are scheduled to work at your University of Washington job? If yes, explain.

\_\_\_\_\_

7. Do you work for a business that has a contract to do business with the University of Washington? If yes, explain.

\_\_\_\_\_

8. Does your outside job, business or consulting service have anything to do with regulatory work or issues? If yes, explain.

\_\_\_\_\_

