



FACILITIES

UNIVERSITY *of* WASHINGTON

TEMPORARY EMPLOYEE HANDBOOK

WELCOME TO UW FACILITIES

UW Facilities is a world class organization providing exceptional services anywhere, anytime in support of the University of Washington's mission of teaching, research, and discovery.

UW Facilities values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment. UW Facilities 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 website for your reference.

The most current version of this handbook is available on the Partner Resources website:

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

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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:

<https://hr.uw.edu/benefits/retirement-plans/nearing-retirement/return-to-work-after-retirement/>

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 UW Facilities 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 UW Facilities 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>

POLICIES AND PROCEDURES

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 their 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 they are being subjected to an inhospitable workplace, including but not limited to harassment, discrimination or abusive behavior should report incidents immediately to their supervisor, manager, director, UW Facilities 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:

<http://www.washington.edu/admin/rules/policies/APS/46.03.html>

UW Facilities 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.

OFFICE OF TITLE IX

Title IX and other federal and state laws collectively prohibit discrimination based on sex, sexual orientation, gender, gender expression, pregnant or parenting status, and LGBTQ identity. These laws impose legal requirements and protections that serve as a foundation from which UW has created policies, practices, services, and programs that work in concert to advance equity for students, staff, and faculty of all identities.

Staff, faculty, and other academic personnel play an important role in creating respectful and inclusive environments that do not tolerate discrimination, harassment, or violence.

DISABILITY ACCOMMODATIONS

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.

The disability accommodation process is interactive, in order to best suit each particular situation, and requires cooperation and communication between the employee requesting the accommodation and their UWF Employee Relations Manager. 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 to designated personnel on a need-to-know basis.

If you have a disability, you have a right to request a reasonable accommodation. Learn more at: <http://hr.uw.edu/policies/disability-accommodation/>

TITLE IX EDUCATION & PREVENTION

At the University of Washington, we remain committed to fostering environments where you feel valued and supported and have the opportunity to learn and grow. As a UW employee, you also have an important role to play in ensuring a respectful environment for your coworkers and for students.

TITLE IX TRAINING

Husky Prevention & Response is a foundational, required online prevention and response course about sex- and gender-based violence and harassment for staff, faculty, other academic personnel, and student employees. All new employees must complete the course within 30 days of their hire date. More information can be found here: <https://tixemployee.uw.edu/>

SEXUAL HARASSMENT

The University is committed to protecting the rights and dignity of each individual in the University community. UW Facilities 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.

Employees who believe that they have been subject to or have knowledge of harassment, as outlined in this policy, should immediately contact their supervisor, manager, director, Partner Resources HR team, or the organization's UW Central HR Consultant.

Also see the following policies:

UW Facilities – Hospitable Workplace

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

UW Facilities – Employee Complaint Process

<https://facilities.uw.edu/partner-resources/files/media/employee-complaints-process.pdf>

UW Policy and Procedure on Workplace Violence

<http://hr.uw.edu/policies/workplace-violence/>

UW Policy on Non-Discrimination

<http://www.washington.edu/admin/rules/policies/PO/EO31.html>

UW Complaint Resolution Options

<http://hr.uw.edu/policies/complaint-resolution/>

UW Policy on Domestic Violence in the Workplace

<https://www.washington.edu/titleix/policies/>

SAFE CAMPUS

Preventing violence is a shared responsibility in which everyone at the University plays a part. SafeCampus is the University's violence-prevention and response program that supports students, staff, and faculty and community members in preventing violence. 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. Call SafeCampus 206-685-SAFE (7233) to anonymously discuss safety and well-being concerns for yourself or others. SafeCampus answers calls and emails, Monday–Friday, 8am–5pm excluding UW holidays. If you are calling after-hours, please see:

<https://www.washington.edu/safecampus/after-hours-resources/>

More information can be found here: <https://www.washington.edu/safecampus/>

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

SMOKING AND VAPING

Smoking and vaping 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:

<https://www.ehs.washington.edu/environmental/designated-areas-smoking-and-vaping>

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 use of illegal drugs, being under the influence of alcohol or an illegal drug, and/or possessing or consuming alcohol while on work time is prohibited.

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, **Washington Employee Assistance Program (WA EAP)**, which provides employee assistance services for faculty and staff, dependents in any location nationwide, and family or household members.

Information about **Washington Employee Assistance Program (WA EAP)** can be found at: <https://hr.uw.edu/worklife/employee-assistance-program/>

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 Partner Resources HR team.

See the University's Administrative Policy Statement 13.7, Alcohol and Drug Abuse at: <https://www.washington.edu/admin/rules/policies/APS/13.07.html>

ETHICAL STANDARDS

USE OF UNIVERSITY RESOURCES

The University resources available within UW Facilities, including but not limited to your time at work, computers, telephones, smart phones, cell phones, equipment, tools and vehicles, are the property of the UW Facilities, 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 or for any inappropriate or offensive uses. 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, devices, and accounts of any kind at any time and for any reason, with or without notice. UW Facilities employees should understand that their University email accounts, computer files, telephone records and communications are not private and may be made public.

All new employees must complete the Ethics for UW Facilities Employees online course within 30 days of hire. All UW Facilities employees are required to re-take this course every three years. This course helps employees understand the foundations of State Ethics laws and their responsibilities as stewards of University resources. More information can be found here:

<https://uw.bridgeapp.com/learner/courses/b7c8712c/enroll>

PROHIBITED USE

University resources may not be used in any manner that is in violation of UW Facilities, 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 and other electronic devices to access networks or 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, electronic devices, and/or databases are property of UW, are not confidential and are subject to public records. 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 and/or other electronic devices 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. UW Facilities 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.

UNIVERSITY VEHICLES

University vehicles may only be used for official University business and may not be altered, customized or personalized. 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 unless approval is granted by the Disability Services Office. 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, they must inform their 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. It is not required to fill out a hand-written CEI Accident Report form. However, a blank form is available to use in the glove box of all University vehicles to help remind drivers what information they will need to give CEI when they report a vehicle accident.

More information can be found at: <http://facilities.uw.edu/catalog/vehicle-rental>

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 UW Facilities 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 their 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 their 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

UW Facilities 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 Partner Resources 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://hr.uw.edu/policies/ethics/>

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. UW Facilities 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 the employee is working 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 their University of Washington employment must 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):

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

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 UW Facilities employees, whose employment or outside business falls within these criteria, must complete the UW Facilities Outside Work Form and secure advance approval for each work engagement. UW Facilities employees must complete both the University Request for Approval of Outside Work Form and the UW Facilities Outside Work/Business Supplemental Questionnaire. This form can be found at:

<https://facilities.uw.edu/partner-resources/files/media/outside-work-request.pdf>

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

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. Supervisors are responsible for distributing these guidelines to all current employees.

Supervisors are expected to discuss attendance expectations with employees and take appropriate corrective action, if needed, when unscheduled or unauthorized absences are excessive, when patterns of use suggest possible abuse of time off, and/or when an employee fails to follow departmental procedures for reporting absences.

The attendance expectations outlined here apply to all classified, contract-classified, professional, temporary, and probationary staff.

INCLEMENT WEATHER / SUSPENDED OPERATIONS

Due to the fact that the University never closes, most UW Facilities employees provide essential services (based upon their work duties) to the University and are expected to work regardless of temporary closure or suspension of University operations.

Supervisors should discuss shop/area expectations with employees so everyone has a clear understanding of whether or not they are expected to work under these circumstances.

Check with your supervisor to determine if your position is considered essential.

In the event of an emergency that occurs while at work, employees must check in with their supervisor before leaving campus and/or going home.

Review and read the UW Facilities policy on Inclement Weather/Suspended Operations on the web at:

<http://hr.uw.edu/policies/inclement-weather/>

<http://hr.uw.edu/policies/suspended-operations/>

For more information and real time updates during suspended operations, please go to the UW Emergency Management web page:

<https://www.washington.edu/uwem/>

HEALTH AND SAFETY

It is the policy of the University and UW Facilities to provide and maintain a safe work environment. Each employee is expected to promote safe work practices, to participate in occupational health assessment and prevention 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, their department's safety staff person, or UW Facilities Safety Office and follow departmental protocols.

UW Facilities has an established safety training program. Employees are expected to attend training as part of their assigned work. Personal protective equipment required for an employee's job is provided by UW Facilities 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 UW Facilities Safety Manual may be found in any UW Facilities department office, zone office, or obtained from your supervisor or safety representative.

The UW Facilities Safety Manual may be found on line at:

<https://facilities.uw.edu/partner-resources/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. Also notify departmental safety staff and UWF Safety of any hospitalizations or trips to the ER so they can track them for potential hospital admission. Do not move any equipment involved in serious accidents and secure the accident site 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 of requiring 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 or an equivalent method. Any identified hazard must be addressed prior to the start of work.

SAFETY TEAM

All UW Facilities departments are represented by a safety representative who attends monthly UW Facilities Safety Team meetings. Safety Representatives review accident reports, raise safety questions and concerns and share information from the UW Facilities 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 ten committees. Each of the organizational committees review their accident/incident reports for evaluation and resolution. Elections are held every two years. UW Facilities is the only member of Health and Safety Committee 2, and has elected and appointed members from the units that comprise UWF.

The University-Wide Health and Safety Committee is comprised of elected and appointed members from the 10 Organizational Committees, a representative from the Faculty Senate, ex-officio members from Risk Management, Environmental Health and Safety (EH&S), Attorney General's Division, UW Facilities, 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 of Washington has developed UW Alert to disseminate information via email, text messages, loudspeakers, website banners and other means, as needed, to keep the campus community informed during emergencies and situations that might disrupt normal operations:

<http://www.washington.edu/safety/alert/>

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

SECURITY

As UW Facilities employees, we all play an important role in the security and safety of the University. Because our jobs take us all over the campus, we are often the first to notice people, packages, or circumstances that are out of place. When you see something, don't hesitate to call 911 and let your supervisor know as well. And if you call from a cellphone, always ask to be transferred to UW Police for a faster response.

Never let anyone other than authorized UW Facilities employees, or someone you know has authorization, into locked rooms or buildings on campus. Refer people you do not know to UW Police for building access.

UW FACILITIES IDENTIFICATION (PHOTO ID BADGE)

UW Facilities employees who work in public or customer areas are issued photo ID badges and are expected to wear this Facilities badge when in those spaces. Upon leaving the University, employees are required to return their badges to their supervisor.

KEYS

As the keeper of all the keys to the campus, we have some extra responsibility to ensure security at all times. All UW keys and key cards should be closely guarded while on duty, and locked away safely at the end of your shift.

Do not leave any UW keys in a vehicle or unattended. Staff key rings need to be stored in key safes at the end of each work shift and all checked out keys need to be returned the same day they were checked out.

Keys must not be shared or loaned out to anyone, taken off campus, and definitely not duplicated. This goes for access codes and electronic keys too. The only key that can be taken off campus is the key that allows access to your office or reporting station.

Notify your supervisor immediately if a key becomes lost. If you accidentally take keys home with you at the end of a shift, please notify your supervisor immediately.

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.

COMMUTING TO WORK

UW Facilities recognizes how important it is for you to have an affordable, reliable, and safe commute. Transportation Services is there to help you get to and from campus. Whether you're walking, bicycling, carpooling, vanpooling, taking transit, driving, or a combination of them all, Transportation Services is 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.

All personnel who are paid by the University of Washington will be eligible for a fully subsidized U-PASS. For more information, go to the following Transportation web site: <https://transportation.uw.edu/getting-here/transit/u-pass>

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: <https://facilities.uw.edu/transportation/> or call **206-221-3701**