



UW FACILITIES

Employee Handbook

Updated
February 2023

UNIVERSITY *of* WASHINGTON



UW Facilities

Prepared by Partner Resources. Updated February 2023.

Hello

Welcome to UWF

We are happy to have you here with us.

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.

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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The First Power Plant - 1895



The Second Power Plant - 1901



The Third Power Plant - 1908



Our Story

The Power Plant as it stands today



At the tail end of the 1800's, the fledgling University of Washington was moved from its single building in the heart of what would become downtown Seattle. It landed here, at the shores of Lake Washington. Not long after, the first power plant was built for the campus.

That is where our story begins, with those pioneers who built and maintained that first power plant along the shore.

They were not called UW Facilities just yet. That would come much later. But these were the first individuals who were responsible for providing a campus that was ready for teaching, learning and conducting research. A responsibility and a legacy that we now carry.

A lot has changed since then. Those first Facilities employees didn't need to worry about managing the transportation needs of campus, because the automobile had only recently been invented. They didn't worry about maintaining the grounds, because most of the campus was untamed.

In the century and a half since those first engineers started their work, UW Facilities has grown to meet the challenges of each era, from architects to engineers to custodians, and so much more.

And now, we are pleased to include you as part of **our story**.



UW FACILITIES

We run this campus

WHERE TO FIND HELP

If you have questions about the contents of this handbook or if any questions are not answered by this manual, please direct them to your supervisor.

You may also contact your UW Facilities Partner Resources team:

Anne Marie Marshall

Employee Relations Manager
206-221-4349
maxmarsh@uw.edu

Reggie Taschereau

Employee Relations Manager
206-221-2397
taschr@uw.edu

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Director, Partner Resources
206-221-4372
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Associate Director, Partner Resources
206-221-4340
donnas@uw.edu

UWF Payroll

fspay@uw.edu

UWF Training Center

fstrain@uw.edu

UWF Partner Resources website:

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

UW Central HR website:

<http://hr.uw.edu/>

For department contact information, please visit the UW Facilities website:

<https://facilities.uw.edu/>

INTRODUCTION

The University of Washington is a large, complex, public institution. The rules, regulations, policies, and procedures that apply to most aspects of your work life are published and made available through a variety of media. Every employee is expected to become familiar with all the various sources that communicate aspects of their job, their employment and the University community. Some key sources include, but are not limited to:

- UW New Employee Orientation
- Introduction to UW Facilities
- UW Facilities Website
- UW Website
- My UW
- Workday & the Integrated Service Center
- Shop/Area Bulletin board (for safety related and/or general information)
- UW HR (Benefits/POD/Policies & Procedures)
- UW Today

Additional resources can be found at the end of this handbook.

As a University employee, you are governed by and responsible for adhering to the applicable Federal and State laws, as well as University and UW Facilities policies and procedures.

Employees are encouraged to ask their supervisor or the Partner Resources HR team for assistance in identifying and locating specific policies and/or procedures.

INDIVIDUAL ACCOUNTABILITY

We expect you to hold yourself accountable for acting in accordance with the following protocols.

EFFECTIVE CUSTOMER SERVICE

Create a positive trusting relationship with customers, which is consistent, reliable and timely with effective communications. Provide customers a service they can rely on to be effective, of high quality, responsive and at an appropriate cost. To promote effective customer service throughout the organization, every person should:

- Proactively keep customers advised of work progress.
- Communicate effectively and appropriately with customers.
- Provide work status and schedule updates without making excuses or blaming others.
- Provide the highest quality work the customer requires in the most efficient and effective manner.
- Provide the best value to the customer with good planning and productive on the job practices.

EFFECTIVE WORKING RELATIONSHIPS

It is essential to maintain cooperative and effective working relationships with employees and colleagues in both UW Facilities and other campus departments and to understand and respect the many differences between employees. Be proactive in building relationships and in promoting trust and mutual support. To promote effective working relationships throughout the organization, every person should actively contribute to a work environment conducive to individual dignity and respect.

- Set a personal example of understanding, tolerance, respect for differences, and promote an inclusive and welcoming work climate.
- Strive to prevent workplace conflict.
- Know and practice workplace policies governing non-discrimination and hostile behavior.
- Practice integrity and honesty.
- Be open to ideas and suggestions from others.

HEALTH & SAFETY

A healthy and safe work environment is fundamental for the workplace without compromise.

Foster a workplace in which employees know there is a concern for their health and safety both in letter and spirit. Safety and health strategies must focus on prevention, identification, and removal of hazards. To promote health and safety throughout the organization, every person must:

- Make health and safety a value, it is part of the work.
- Incorporate health and safety into job planning and accomplishment. Follow safety rules, procedures and practices.
- Attend safety training as scheduled and apply the principles learned.
- Report unsafe conditions and report accidents.
- Accomplish work in accordance within departmental practices, best trade practices and industry standards.

EFFECTIVE WORK PRACTICES

Create a workplace that fosters an environment for optimal productivity within the rules and regulations governing employee relations. Accomplish work by using best practices, goal setting, and clearly defined expectations while promoting respect and employee development. To promote effective work practices throughout the organization, every person should:

- Anticipate, recognize and resolve problems when they occur in the planning and accomplishment of work.
- Raise the problem to your lead or supervisor when necessary.
- Accomplish work consistent with these protocols, rules, regulations, procedure and law.
- In the accomplishment of trades work, ensure compliance with codes and best practices.
- In the accomplishment of administrative work, ensure use of best practices.
- Take full responsibility for the work you do.
- Promote respect and high morale.

EFFECTIVE COMMUNICATIONS

Communications should foster trust, teamwork, cooperation and coordination, and enable the exchange of information necessary for the organization to achieve optimal success at every level. To promote full and open communication throughout the organization, every person should:

- Use appropriate forms of communication for the situation.
- Speak clearly, work hard at being understood and work hard at understanding.
- Avoid negative verbal or body language communication.
- Avoid engaging in rumors.
- Respect feelings of others and offer criticisms only in private.
- Protect confidentiality and privacy in all communications.
- Understand and use the chain of command.

COLLABORATIVE TEAMWORK

Actively support and promote success of the entire organization by working with colleagues in a cooperative and constructive manner and practicing helpfulness and teamwork. Demonstrate fair play with a positive, success-oriented attitude. Demonstrate integrity in all matters. Take responsibility for the success of all units. To promote collaborative teamwork throughout the organization, every person should:

- Promote the success of colleagues, team and the organization.
- Support and follow management policy and decisions.
- Work together toward a common goal.
- Take initiative to get things done; avoid giving excuses.
- Demonstrate a positive, optimistic, success-oriented attitude.



POLICIES AND PROCEDURES

EMPLOYMENT TYPES

UW Facilities employees work in several types of positions governed by different sets of published employment rules and policies. The most common types are:

- Contract-classified (union covered) staff members are governed directly by the provisions of negotiated collective bargaining agreements with the University. For more specific information about terms and conditions of employment under collective bargaining agreements, refer to your contract.
- Professional staff employment policies can be found on the resources page at the end of this handbook.
- Classified non-union staff members are civil service employees whose employment is governed by the rules of the Washington State Department of Personnel (DOP).

PROBATIONARY PERIOD

Contract-classified and classified non-union employees at the University serve a six month probationary period. Completing the probationary period results in regular employment status. Employees whose performance is determined to be unsatisfactory may be dismissed during the probationary period.

TRIAL SERVICE PERIOD

Employees who are promoted, transferred, voluntarily demoted, or placed from the rehire list will serve a trial service period. For information about any trial service period, employees should review their union contract.

PERFORMANCE STANDARDS

The University's continuous effort to achieve excellence in its education, research, and community service activities requires high standards in the individual performance of every employee. In the case of an employee whose job performance does not meet expectations, the supervisor will assist that employee by identifying those areas of performance that are unsatisfactory and indicating the corrections required to raise job performance to an acceptable level. However, the ultimate responsibility to improve unsatisfactory performance rests with the employee. Such performance, if uncorrected, may be the basis for corrective action, up to and including dismissal. Reasons for corrective action may include, but are not limited to, neglect of

duty, inappropriate use of work time and/or state resources, inefficiency, excessive absenteeism or a pattern of absences that indicates improper time off use, unsatisfactory work performance, insubordination, mistreatment of co-workers including discrimination or harassment, theft, unprofessional conduct and inappropriate behavior to coworkers and others, and/or failure to follow the rules, policies, and procedures of the organization, its departments, and the University. Any corrective action taken by the University will be in accordance with applicable rules, policies and/or collective bargaining agreement(s).

PERFORMANCE EVALUATIONS

Performance evaluations are intended to be a constructive process to enhance communication and encourage an employee's successful performance in their position. The supervisor will discuss specific performance criteria and expectations with the employee and will provide a copy of the job description for the position. Formal performance evaluations are conducted during the probationary period and annually thereafter. Evaluations may be conducted at other times if deemed appropriate by the supervisor.



OVERTIME

UW Facilities follows the University of Washington policy on overtime, including the requirement for employees to obtain and document advance supervisory approval to work more than their regular work schedule. 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. For more information, refer to the University's Overtime for Non-Academic Staff policy at:

<http://hr.uw.edu/comp/overtime-for-non-academic-staff/overtime-compensation/>

For information about Compensatory Time accrual, please go to Compensatory Time listed under Attendance.

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, their supervisor, manager, and 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/>

WASHINGTON EMPLOYEE ASSISTANCE PROGRAM (WA EAP)

The Washington Employee Assistance Program (WA EAP) is an employee assistance program provided for PEBB benefits-eligible UW employees, their dependents, and other household members. Initial services are provided at no cost, and the call is toll-free. WA EAP is available nationwide 24 hours a day, 7 days a week. WA EAP connects you with experts who help you or your family members navigate life's challenges. You get free, confidential access to guidance consultants who provide:

- Counseling
- Legal advice
- Financial guidance
- Eldercare assistance
- Work-Life solutions
- Consultation for managers
- Critical and traumatic incident response services

The WA EAP website provides information and tools on the issues that matter most to you: relationships, work, school, parenting, wellness, legal, financial, free time and much more. To sign in, under the register tab, enter UW for the organization code. You will then be asked to set up your personal login account.

More information can be found here:

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

BUILDING A CULTURE OF INCLUSION AND RESPECT FOR ALL

At the University of Washington, our success as a community of students, faculty and staff depends on creating an environment that does not tolerate sexual assault, sexual harassment or gender-based harassment or discrimination. This requires building a culture of inclusion and respect for all, including all bodies, gender identities, orientations and expressions. The responsibility for building that culture lies with all staff, but it is especially incumbent upon those of us in leadership roles to set and maintain these standards.

We are steadfast in our commitment to preventing and addressing any form of sexual misconduct at our University. If you have any questions or concerns for yourself or for someone else, we encourage you to contact **SafeCampus**. SafeCampus can assist with immediate safety planning as well as connect you with a confidential advocate. **Confidential advocates** are available to all UW students and employees who have experienced sexual assault, sexual harassment or another form of sexual misconduct. Advocates can help with safety planning, provide ongoing support, connect you with campus and local resources, and explain your rights and reporting options if you choose to make a formal report to the University. Communication with advocates is confidential. Your communications with mental health counselors and medical care professionals are also confidential.

SafeCampus

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

Confidential Advocates

<http://www.washington.edu/sexualassault/support/advocacy/>

UW Facilities understands that every employee's native language is the cornerstone of their identity, self-esteem, and is a direct connection to their culture. Our employee's language supports their self-worth and how they create and maintain meaningful and lasting work & personal relationships. No language is inferior or superior to any other language. The UW Facilities and the University expectation is that every employee will respect a person's language. This reflects our commitment and expectation for everyone to respect all cultures and celebrate their uniqueness and diversity.



Non-Discrimination

The University is an equal opportunity employer. This means that the University, as a standing policy, does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or a Vietnam era veteran. Any discriminatory action is prohibited by law and University policy, and can be cause for corrective action. For more detailed information, refer to the University's Equal Opportunity and Disability Accommodation policy at:

<https://ap.washington.edu/eoaa/equal-opportunity-and-accommodation-statements/>

Any employee who feels that they are being subjected to discrimination should report incidents immediately, to their supervisor, manager, director, the Partner Resources HR team, other UW Facilities management or the organization's UW Campus HR Consultant.

Violence in the Workplace

The University is committed to providing a safe, healthful workplace that is free from violence or threats of violence and does not tolerate behavior, whether direct or through the use of University facilities, property or resources that:

- Is violent
- Threatens violence
- Harasses or intimidates others
- Interferes with an individual's legal rights of movement or expression
- Disrupts the workplace, the academic environment or the University's ability to provide service to the public

Violent or threatening behavior can include physical acts, oral or written statements, behaviors such as harassing telephone calls, gestures and expressions, or stalking. Individuals who engage in these behaviors may be removed from the premises, and may be subject to corrective action up to and including dismissal, arrest and/or criminal prosecution. This policy applies to all work locations, including offices, work sites, vehicles, and field locations.

The University takes reports of threatening or violent workplace incidents seriously. Employees are expected to follow the University's Workplace Violence Report/Response Procedure to report actual or alleged incidents of violence in the workplace.

SafeCampus

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.

EMPLOYEE COMPLAINT PROCESS

UW Facilities encourages prompt resolution of complaints about the behavior of its employees and to resolve concerns at the lowest level. If you feel you have a concern, contact your supervisor or UW Facilities HR for the UW Facilities Employee Complaint Form or refer to the following link:

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

Employee Complaint Process Policy:
<http://hr.uw.edu/policies/complaint-resolution/>

Employee Complaint Process Form:
<https://facilities.uw.edu/partner-resources/human-resources/forms>

The University's Administrative Policy Statement (APS) 46.3 states that you may seek resolution assistance regarding behaviors that include, but are not restricted to:

- Harassing, discriminatory or threatening behavior
- Violation of University policy
- Mistreatment of members of the public

University policy prohibits retaliation against people who bring a complaint or who participate in the complaint investigation process. An employee who is found to have engaged in retaliatory conduct is subject to corrective action, up to and including dismissal. All University employees are required to participate, provide information as requested, and otherwise fully cooperate with the complaint process.

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, WA EAP, which provides employee assistance services for faculty and staff, dependents in any location nationwide, and family or household members.

Information about 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:

<http://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, EMAIL, AND ELECTRONIC DEVICES

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>

UNIVERSITY & STATE ETHICS POLICIES

Administrative Policy 47.2 Personal Use of University Facilities, Computers, and Equipment by University Employees

<http://www.washington.edu/admin/rules/policies/APS/47.02.html>

UW IT Connect Appropriate Use of UW Resources

<http://itconnect.uw.edu/work/appropriate-use/>

Ethics Personal use of State Resources & Conflict of Interest

<http://hr.uw.edu/policies/ethics/>

Washington Administrative Code 292-110-010 Use of state resources

<http://apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010>

State Ethics Board

<http://www.ethics.wa.gov/>

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):

<http://www.washington.edu/admin/rules/policies/APS/47.03.html>

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 & TIME OFF

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.

VACATION TIME OFF

Vacation time off is accrued at varying rates that are dependent on the length of employment. Vacation time off must be requested and approved in advance and approval is subject to operational need or business necessity. The accrual rate of vacation time off increases yearly, up until the maximum rate allowable.

CLASSIFIED STAFF VACATION ACCRUAL RATE

Classified staff employees may accrue up to a maximum of 240 hours of vacation time off. It is the employee's responsibility to monitor their vacation balance. Employees will lose any vacation hours over 240 on their anniversary date (called the time off service date in Workday), unless an extension request has been approved by UW Campus Human Resources prior to the anniversary date and before the employee has exceeded 240 hour balance. When a classified staff employee leaves UW employment and has been employed for at least six continuous months, they will be paid for their unused vacation balance.

PROFESSIONAL STAFF VACATION ACCRUAL RATE

While professional staff are encouraged to keep vacation time off balances below 240 hours, they are allowed to carry larger balances when work obligations prevent them from using the vacation time. When an employee leaves UW employment, they will be paid for their unused vacation hours, not to exceed 240 hours.

SICK TIME OFF

Sick time off is accrued at the rate of eight hours per month for full time employees or pro-rated for part time employees. Unscheduled use of sick time off must be reported to the employee's supervisor or other designated person in authority each day before the beginning of the work shift. Sick time off may be used for such reasons as:

- Personal or dependent family member illness, injury, or disability
- Personal or dependent family member medical and dental appointments
- Emergency childcare situations
- Extended bereavement or condolence

Employees are encouraged to build up sick time off balances so time off will be available for unexpected time off, illness and/or injury.

COMPENSATORY TIME

Overtime eligible employees must be paid for overtime hours worked unless the employee requests and receives advance supervisory approval to receive compensatory time off instead of payment. Compensatory time is accumulated at the rate of 1.5 hours for each overtime hour worked. Compensatory time off work requires requesting and receiving advance supervisory approval, same as vacation time off. Accumulated compensatory time may not exceed department's established accrual limit.

Accrued compensatory time and holiday credit time off can be used through June 30th but must be entered and approved in Workday by June 15th each year or it will be paid out on the first paycheck in July. After June 15th, employees are not able to accrue or use compensatory time in order for UW Facilities payroll to process annual payouts. Comp time accrual may resume July 1st.

UNPAID TIME OFF

Accrued paid time off must be exhausted before going on unpaid time off unless otherwise specified in the collective bargaining agreements. If an employee calls in sick and does not have accrued sick time off available, unpaid time off will be utilized and it will be considered unauthorized time off. Unpaid time off may be approved for time that an employee is absent for any of the following reasons:

- FMLA approved illness, disability, or injury
- Parental time off
- Educational time off (e.g., going back to school)
- Military time off
- Leave for government service in public interest
- Maternity and infant care time off
- Other reasons consistent with UW Facilities time off policies

Supervisors retain the discretion to approve or deny use of vacation time off, compensatory time, and/or time off without pay for unscheduled absences. Supervisory approval of paid time off for an unscheduled absence does not mean the absence is authorized. Excessive unscheduled absences are not acceptable whether or not accrued time off is available.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA), a federal law, protects you from negative impacts to your job when you take time off or a leave of absence for any of the following reasons:

- A serious health condition, either yours or a family member's
- Prenatal medical care or incapacity due to pregnancy and/or delivery
- Time to bond with your new baby or newly placed adopted or foster child
- Qualifying activities (exigencies) related to a family member's military active duty
- A serious injury or illness of a family member who is a current member of the armed forces or a veteran

FMLA is not a type of paid time off. You do not accrue FMLA leave or choose when to use it, like you do with vacation or sick time off. If your absence meets the criteria for FMLA-coverage, it will be designated as FMLA, even if you are using accrued paid time off. Paid time off (vacation/sick time off) or unpaid time off must be used for your approved FMLA leave in accordance with your applicable employment program or collective bargaining agreement.

If you have questions about your eligibility or how FMLA would work in your situation, contact your UWF Employee Relations Manager.

WASHINGTON STATE PAID FAMILY AND MEDICAL LEAVE (PFML)

The Paid Family and Medical Leave (PFML) program is a statewide insurance program that provides paid family and medical leave to eligible employees. This program is not administered

by UW. The Washington State Employment Security Department (ESD) administers this program and payments are issued by ESD. Washington's PFML program does not replace the federal Family and Medical Leave Act (FMLA). In many cases, PFML and FMLA will run at the same time. You must notify your supervisor if you have applied and been approved for PFML.

Filing a PFML claim is a separate process from applying for leave of absence from the UW. Employees are still required to follow their department's policies for requesting leave. Should you extend your PFML covered leave, you are responsible for communicating this information to your supervisor as well as following your area's leave request procedures. If approved for PFML, employees must communicate with their supervisor if they would like to use their accrued time off (vacation, sick, personal holiday) or unpaid time off. Employees can choose to be paid by both the UW (by entry of vacation, sick, personal holiday in Workday) and PFML.

For questions about PFML, reach out to the Employment Security Department at:
<https://paidleave.wa.gov/>



FAITH BASED LEAVE

The Revised Code of Washington 1.16.050 (RCW 1.16.050) provides all University employees (including students and hourly temporaries) the option to take up to two (2) unpaid holidays per calendar year for a reason of faith or conscience. For contract classified staff, the Employer will allow an employee to use compensatory time, personal holiday or vacation leave in lieu of leave without pay. All requests to use compensatory time, personal holiday or vacation leave must indicate the leave is being used in lieu of leave without pay for a reason of faith or conscience.

OTHER TYPES OF TIME OFF

The University also provides other types of time off which include, but are not limited to:

- Bereavement Time Off
- Civil Duty Time Off
- Family and Medical Leave Act (FMLA) and Family Care Leave (FCL)
- Military Time Off
- Parental Time Off
- Personal Holiday Time Off

For a complete and up-to-date list, visit:

<http://hr.uw.edu/ops/leaves/>

UNSCHEDULED OR UNAUTHORIZED ABSENCES

Employees who do not report to work as scheduled must notify their supervisor in accordance with departmental procedures. The central point of contact is always the employee's supervisor or designee. Employees are expected to keep unscheduled absences to a minimum whether or not accrued time off is available.

Documentation may be required from the employee to determine if an absence is valid. Repeated or excessive unscheduled and/or unauthorized absences, or failure to follow departmental procedures for reporting absences, may result in corrective action, up to and including dismissal.

LATENESS

Lateness is defined as arrival at work after the designated start time or after the end of designated break time. Employees are expected to report to and be ready for work at the beginning of their shift. Each employee is expected to know and adhere to their schedule, including breaks, and supervisors are expected to consistently enforce compliance. Employees who will be late are expected to contact their supervisor in accordance with the department's reporting procedures.

Employees who are late will not be paid for time absent. Repeated occurrences of lateness, or failure to follow departmental procedures for reporting lateness, may result in corrective action, up to and including dismissal.

ABSENCE WITHOUT NOTIFICATION

Also known as a no call/no show.

Failure to maintain satisfactory attendance, and/or failure to report unscheduled absences in accordance with departmental reporting procedures may result in corrective action, up to and including dismissal. Employees are required to adhere to their department's reporting procedures. Failure to use appropriate call-in procedures may result in corrective action.

Barring extraordinary circumstances, being absent without notification is neglect of duty and a violation of UW Facilities procedures. If an employee has unauthorized and unreported absences that exceed three days, it may be considered job abandonment.



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 realtime updates during suspended operations, please go to the UW Emergency Management web page:

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

TRAINING & DEVELOPMENT

Specific required safety training which is directly applicable to and currently required for the job will be facilitated and paid for by UW Facilities.

Required training is considered a job assignment and attendance is not optional. Employees are expected to attend all assigned training unless they are on approved time off or otherwise directed by their supervisor.

Requests for non-required training will be considered on a case-by-case basis. Approval of release time or work schedule modification is based on departmental need.

For questions, information, and resources regarding training and development please visit: <https://facilities.uw.edu/partner-resources/training>



HEALTH & 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.

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.

Pay attention to increased restrictions on access to certain areas, such as laboratories and other research areas, and always comply with special access instructions.

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.

More information can be found at:

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

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**

BENEFITS

The University offers an excellent benefits package to its faculty and staff. This information will be explained at the UW Benefits General Orientation. For more information contact the Benefits office at:

- **Phone:** 206-543-8000
- **Email:** ischelp@uw.edu
- **Website:** <http://hr.uw.edu/benefits/>

HOLIDAYS

University employees receive the following eleven paid holidays per year:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Native American Heritage Day (Day after Thanksgiving)
- Christmas Day

Additionally, each employee is entitled to one paid personal holiday per calendar year. It may be used after the employee has completed four months of continuous employment. The personal holiday must be requested and approved in advance, used in its entirety and be used before the end of each calendar year. Personal holidays do not accrue and are forfeited if not used by the end of each calendar year.

EMPLOYEE ASSISTANCE PROGRAM (WA EAP)

WA EAP is a service provided to assist its employees and their household members with confidential short-term assistance in personal and workplace issues and other financial and legal consulting services. For an appointment or to access services, call toll free: **1-866-598-3978**. Callers can receive program information, problem assessment and referral and, if needed, immediate access to licensed professionals for emergent situations.

More information can be found at:

<http://hr.uw.edu/worklife/employee-assistance-program/>

PROFESSIONAL STAFF EMPLOYMENT

The University's Professional Staff Program describes the employment conditions and policies that apply to non-academic staff whose positions meet one or more of the exemption criteria. Professional Staff are exempt from the provisions of the state civil service system.

The University's professional staff has a key role in the University's research, health care, administration, and public service missions. The professional staff program strives to provide a supportive framework within which professional staff employees are treated equitably, serve as valued contributors to the University and its diverse programs, achieve their career goals, and fully participate in the benefits of University employment. More information can be located at: <http://hr.uw.edu/professional-staff-program/>

WORK LIFE

The University recognizes the competing demands in all our lives, and offers programs and services that support the integration of work and personal lives, provides resources for faculty, staff, and students through the different stages of life, promotes healthy lifestyles, and creates a quality work environment. More information can be located at: <https://thewholeu.uw.edu/author/uwworklife/>

OTHER BENEFITS

University employment offers many additional benefits and privileges including tuition exemption, reduced ticket prices for cultural and athletic events, library privileges, etc. More information can be found at: <http://hr.uw.edu/benefits/>

USEFUL RESOURCES

Workday is a web-based resource where employees can view their personal payroll, benefits and time off information. In Workday, employees also have the ability to update or change personal information such as direct deposit, W-4 and home address. More information can be found at the Integrated Service Center (ISC) website:

<https://isc.uw.edu/>

The University provides information about benefits, campus activities, employee resources and assistance, and University policies and procedures for its staff and faculty on the website called Faculty & Staff Insider located at:

<http://www.washington.edu/facultystaff>

Copies of the University's Administrative Policy Statements can be referenced online at:

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



UW FACILITIES

Serving today, preserving tomorrow.



FACILITIES

UNIVERSITY *of* WASHINGTON

February 2023