

UNIVERSITY OF WASHINGTON
Enrollment Services

POLICIES AND PROCEDURES
Professional Staff

The following policies, procedures, and University regulations are provided for your information. This information is of a general nature and not all details, conditions, and requirements are included. Please feel free to ask your supervisor or the Enrollment Services personnel coordinator any questions you may have.

Enrollment Services

Enrollment Services consists of the Offices of the Registrar and Data Management comprising the entire second floor of Schmitz Hall, the Office of Undergraduate Admissions on the third floor and the Business Services and Student Insurance office on the fourth floor of Schmitz Hall. There are approximately 100 contract classified and professional staff members in Enrollment Services.

Office Hours

Offices within Enrollment Services are open Monday through Friday from 8:00 a.m. to 5:00 p.m. The standard workday is from 8:00 a.m. to 5:00 p.m. with a one-hour lunch period; however, in some instances employees may make arrangements with their supervisor to work an alternate schedule. Public service areas must be adequately staffed between the hours of 8:00 a.m. and 5:00 p.m.

Employee Self-Service

Employees may access and update personal information online via Employee Self-Service (ESS). ESS is accessible via the web at <https://www.washington.edu/admin/payroll/ess/ess.cgi>. ESS provides current sick and annual leave balances, as well as payroll, benefits and retirement information. Employees may also update their home address, emergency contact information and staff directory listing.

Employees are encouraged to check their staff directory listing as soon as they are hired, and to make any required changes to their listing via ESS.

Attendance

Employees are required to report leave used on a monthly basis. The codes indicated on the leave form should be used to indicate the type of leave taken. Vacation and sick leave hours earned during a month are credited at the end of the month and are not available for use until the following month. Employees may look-up their leave balances anytime via Employee Self-Service. Please contact the Enrollment Services personnel coordinator if you have specific questions.

Sick Leave

In case of illness, the supervisor must be notified before or at the beginning of the workday for each day of absence. Sick leave is earned at the rate of eight hours per month (pro-rated for part-time employees working at least 50%). If an absence due to illness extends beyond the number of hours of accrued sick leave, an employee may request his/her supervisor's permission to use accrued vacation time. If vacation time is not available, the employee must be removed from the payroll for time missed in excess of accrued leave.

Annual Leave

Vacation requests must have the advance approval of the employee's supervisor. Employees will be given their choice of vacation whenever possible. In cases where

two or more employees request the same time and both requests cannot be granted, the supervisor and the employees involved will try to work out a mutually agreeable alternative. Supervisors have the authority to deny vacation requests during periods of peak work in the office.

Holidays

The University gives employees a day off for each of the following holidays:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Veterans' Day
Presidents' Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

In addition to the above formal holidays, eligible employees may elect one Personal Holiday each calendar year. In order to be eligible for the Personal Holiday, an employee must have completed four continuous months of service.

Shared Leave

An employee who has exhausted all available paid leave because of an extraordinary illness, may request to receive shared leave from other employees in accordance with the UW Shared Leave Program. Please refer questions to the Enrollment Services personnel coordinator.

Family Care Leave

Under the state Family Care Leave law, an employee who is entitled to accrue paid time off may use any or all of their sick leave or other paid time off to care for an immediate family member with a serious health or emergency condition. Please refer questions to the Enrollment Services personnel coordinator. More information is available at:

<http://www.washington.edu/admin/hr/roles/mgr/leaveholiday/fmla/fcl.html>

Family Medical Leave Act (FMLA)

Under the federal Family Medical Leave Act, eligible employees are entitled to up to 12 weeks of leave per calendar year for certain family and medical reasons. As applicable, FMLA-covered leave may be paid using accrued leave time or unpaid if the employee has exhausted available accrued time. Employees should contact their supervisor and the Enrollment Services personnel coordinator when a situation arises that may be eligible for FMLA-covered leave. More information is available at:

<http://www.washington.edu/admin/hr/roles/mgr/leaveholiday/fmla/index.html>

Part-time Employees

Part-time employees working 50% or more participate in all University benefits. Vacation, sick leave, and holiday time will be earned, but pro-rated according to percentage worked. All other conditions as specified for full-time employees apply.

Telephones, Electronic Mail and Internet Access

The University provides telephone services, electronic mail (e-mail) and internet access to staff for the conduct of University business. Personal use of these resources must be limited; please see the "Use of State Resources" handout included in the new employee orientation packet for more information.

Employees authorized to make long distance calls will be assigned a personal identification code for access to the long distance system. This code is also used to charge the long distance expense to the operating department. A monthly

summary of these calls, including the caller's name, the number called, and the toll is provided to each department.

E-mail messages on the University system are not confidential and are subject to public disclosure laws (except when message content is protected by the Family Educational Rights and Privacy Act). Employees communicating on e-mail should use the system as carefully and thoughtfully as they would any other written correspondence. E-mail messages are easily forwarded and may be broadcast to a wide audience. Messages should, therefore, always be composed with awareness that they may be viewed publicly as well as by the intended recipient.

Personal Computers (PC's)

Personal computers are provided for staff to perform official University business. The Data Management Office in Enrollment Services must authorize all software installed on the computers. No personal software should be installed on any PC without the knowledge of the user's immediate supervisor who will obtain clearance from Data Management. Data Management provides PC support for both software and hardware problems, however, PC's with unauthorized software that experience problems will be the responsibility of the user.

General Office Policies

- Personal visitors are not encouraged. If friends wish to wait for you, please have them wait in the hall or reception area.
- Small office parties are permissible, but must be kept out of the public view. Food and beverages must not be visible on desks in public contact areas. Extreme care should be taken to see that food is kept away from all records and working materials.
- Attire: It is important that all staff be well groomed and dress in a manner appropriate for a public service office.
- Employees are encouraged to refrain from the use of fragrances and perfumes, and to exercise appropriate personal hygiene.

Paychecks

Payday is twice a month on the 10th and 25th. The University provides direct deposit of an employee's paycheck. An employee should sign up for direct deposit to have his/her paycheck sent directly to a designated bank. This is done online at Employee Self Service (ESS), select earnings, then choose direct deposit. For those 2nd floor employees receiving paychecks or check advices, they may be picked up in the Registrars Office, room 209 Schmitz on payday, after 10am. Admissions checks and advices can be received at Business Services and Student Insurance Office, room 459 Schmitz, between 10am-4pm.

Resignation

Employees planning to resign should notify their supervisor in writing at least two weeks prior to departure.

Travel Regulations and Procedures

An employee who has received authorization from his/her supervisor to travel on official University business in Seattle, other locations in Washington State, or out of state must comply with state-mandated travel regulations and procedures. Detailed information on travel regulations and procedures can be found on the web at <http://www.washington.edu/admin/travel/>. The Enrollment Services travel

coordinator can answer questions regarding travel procedures and can assist employees with actual travel arrangements in order to comply with regulations.

Snacks and Lunch Options

Vending machines are located on the fifth floor in room 585. This room is available for use during breaks and for employees who bring their lunches. The door is secured by a keypad; you may access the room by entering 1234* on the keypad.

There are a variety of dining options on campus and in the immediate vicinity for those who choose to eat out.

Transportation and Parking

Parking is available for permanent staff members in various lots in the vicinity of Schmitz Hall. There is considerable reduction in the cost of parking for those employees who carpool. For information regarding parking, carpooling, vanpooling and the U-PASS program contact the University Parking Division at <http://www.washington.edu/commuterservices> or call 685.1543.

Suspended Operations

In the event of an emergency situation adversely affecting University operations, public health, or the well-being and safety of students, faculty, or staff employees, the President or his designee may declare a temporary suspension of any or all operations of the institution. More information is available here: <http://www.washington.edu/admin/hr/polproc/susp-ops/index.html>.

What to do?

If operations are suspended during the workday while you are in the office, your supervisor will communicate with you regarding closure procedures.

If university operations are officially suspended *before work hours begin or when you are out of the office, do not come to work*. Therefore, when severe weather conditions are threatening or if there is a natural disaster (e.g., earthquake), *staff members are responsible* for checking UW information sources to determine the status of University operations. If operations are suspended, that information is usually posted no later than 6:00 or 7:00 a.m. of the work day in question and sometimes the information is released as early as the evening before the work day. Information sources include the following:

- ***UW Information Lines***

These telephone lines provide up to the minute information about the three University of Washington campus operations during emergencies or severe weather conditions.

206-897-4636 (206-UWS-INFO) or toll-free at 1-866-897-4636

- ***The Web***

Check the [UW homepage](http://www.washington.edu) for headlines regarding potential suspended operations at www.washington.edu.

- ***News Media***

Listen to local radio and/or television broadcasts for announcements regarding school closures.

- ***UW Email***

Check your UW email for messages regarding suspended operations or other university operations information.

Suspended Operations "Telephone Tree"

If operations are suspended, the president's office notifies all vice-presidents (VPs) who, in turn, notify deans and directors. All staff should be sure that their supervisor has a current phone number on file in the event of unforeseen emergencies that might require immediate telephone contact. However, this method **will not be used** in the event of closure due to severe weather conditions.

EDUCATIONAL OPPORTUNITIES

Staff Tuition Exemption Program

Employees who are half-time or more and are in pay status on the first day of the academic quarter are permitted to enroll in courses on a space-available basis starting on the third day of the quarter. Participants in the program must apply and be admitted to the University and will be assessed a quarterly registration fee, a pro-rated technology fee, and other applicable fees excluding the services and activities fee. Applications and additional information are available at the Registration Office. Classes are to be taken on the employee's own time with the following exceptions:

- Employees enrolled in a specific degree program may be released during working hours to take a required course that is not offered at any other time. Time missed from work to attend a class must be made up during the same week as the time is used and must fall within the departmental guidelines for alternate work schedules.
- Educational release time during regularly scheduled work hours must be approved by the immediate supervisor and director or assistant director.

Training and Development Program

With supervisory approval and contingent on available funds, University employees are eligible to participate in training and development programs. The classes seek to provide training opportunities that will both improve job performance and contribute to the professional growth and development of the employee. For information, view the Training and Development Office at <http://www.washington.edu/admin/hr/pod>

Generally, no more than one person per office, per quarter, may attend a full-quarter class. In cases where more than one employee requests time to attend a class, priority will be given according to the following:

- An employee who has applied, been accepted, but has been unable to attend during past quarters due to another employee being given preference;
- An employee who applied for a class during a prior quarter but was not accepted;
- An employee who has not previously attended a staff training class.