

WELCOME DAY

Employee Policies and Resources



LEAVE ACCRUAL & HOLIDAYS

Employee time off and Holiday time off varies by job classification and employment program. If you are unsure of your job class, contact your unit administrator. Each unit has its own leave approval requirements and absence notification procedures. More information on employee leave can be found on the HR Operations 'Leaves' website: <http://hr.uw.edu/ops/leaves>

TIME OFF ACCRUAL

- All time off accrues at the end of the month in which it is earned
- Time off cannot be used before it is accrued

VACATION TIME OFF

- Vacation time off accrues once a month on the last day of the month and is available for use on the first of the following month

SICK TIME OFF

- Full-time employees earn eight hours of sick time off per month

PAY DAY

WORK PERFORMED

1st – 15th

16th – 31st

IS PAID ON

25th of that month

10th of the following month

UW HOLIDAY SCHEDULE

The University of Washington observes 11 annual holidays:

- New Year's Day (January)
- Martin Luther King Jr. Day (January)
- Presidents Day (February)
- Memorial Day (May)
- Juneteenth (June)
- Independence Day (July)
- Labor Day (September)
- Veterans Day (November)
- Thanksgiving Day (November)
- Native American Heritage Day (November)
- Christmas Day (December)

The Washington State legislature provides that if a holiday falls on a Saturday it is observed the preceding Friday, and if it falls on a Sunday it is observed the following Monday.

To review the holiday schedule online visit: <http://hr.uw.edu/ops/leaves/holiday-calendar>

PERSONAL HOLIDAY

Staff employed continuously for four months are also entitled to a personal holiday that can be taken at any time but must be used within the calendar year.

COMPUTER RESOURCES

UW NETID

Your UW NetID is your personal identification for using UW computing resources. You can choose what your UW NetID will be and will use it as your UW email address. Your UW NetID and password are required to use any UW computing resources.

To obtain a UW NetID visit <http://uwnetid.washington.edu/newid/> or call the UW-IT Service Center at 206.221.5000.

WORKDAY

Workday is an online portal that gives you access to personal information regarding your job and benefits enrollment. Workday can be personalized to add your own Worklets to your home screen.

<https://wd5.myworkday.com/uw/d/home.html>

Your My Account Profile allows you to update or view your:

- Benefits (Insurance: Medical, Dental, Life, and Long-Term Disability)
- Compensation
- Business Title
- Time and Leave
- Address (personal/emergency contact information)
- Earnings
- Taxes (withholdings and historical summaries)
- Retirement and Savings (basic and optional investments)

Be sure to update your Worker Contact Information in Workday, as it is used for personal contact from the University, as well as published in the UW Directory. <https://directory.uw.edu/>

COMPUTING RESOURCES

IT Connect website – How-to's for managing your UW NetID, UW email, and many other centrally-administered computing and networking services. You may also configure your home computer to connect to the UW network. <https://itconnect.uw.edu/>

Washington Public Disclosure Act – State law governing public computing policies. <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>

UW Administrative Policy Statement (APS) 47.2 – Policy statement governing computer usage guidelines for all UW employees. <http://www.washington.edu/admin/rules/policies/APS/47.02.html>

EMPLOYEE POLICIES

NON-DISCRIMINATION POLICIES

PROTECTION FROM DISCRIMINATION

Federal and state laws and UW Executive Order 31 protect workers from discrimination based on:

- Age
- Color
- Creed
- Disability
- Gender Identity or Expression
- Marital Status
- Military Status
- National Origin
- Race
- Religion
- Sex
- Sexual Orientation

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

PREVENTION OF SEXUAL HARASSMENT

Sexual Harassment is a form of sex discrimination and is illegal in the workplace. All employees are required to attend a Prevention of Sexual Harassment orientation within two months of beginning their employment.

SUSPECTED CHILD ABUSE OR NEGLECT

All University employees and volunteers are required to report suspected or known child abuse or neglect. APS 11.8: Reporting Suspected Child Abuse was developed in response to amendments to the Washington State law. The University supports over 100 programs where minors are present on campus. Those who engage in child abuse in the workplace, or who use University facilities, property, or resources to engage in child abuse are subject to disciplinary action, including dismissal from employment, engagement, or educational programs. <https://www.washington.edu/youth/policy/>

To report suspected or known child abuse or neglect:

First notify one of the following:

1. Call the police. In case of an emergency always call 911. Otherwise contact the jurisdiction in which abuse or neglect is suspected to have occurred. If the jurisdiction is unknown, call the University of Washington Police Department (UWPD) at 206.685.8973. **or**
2. Department of Social and Health Services (DSHS) at 1-866.363.4276

Second

If the suspected child abuse involves a University employee or may be occurring in a University program or at a University facility, employees and volunteers must also contact SafeCampus at 206-685-7233.

DRUG FREE WORKPLACE

To help ensure the safety and well-being of faculty, staff, students, and the public, the University is committed to maintaining a campus environment that is free of illegal drugs and of drugs and alcohol that are used illegally. Accordingly, the University prohibits the consuming of alcoholic beverages on University property, except in accordance with State of Washington liquor license procedures.

See UW APS 13.7 for details: <http://www.washington.edu/admin/rules/policies/APS/13.07.html>

WORKPLACE VIOLENCE

Workplace violence is any violent or potentially violent behavior that arises from or occurs in the workplace that affects University faculty, staff, and students. Violent or threatening behavior can include but is not limited to, physical acts, oral or written statements, harassing telephone calls, gestures, and expressions. Violence in the workplace includes domestic/relationship violence and stalking that intrudes into the workplace, endangering an individual and/or others in the workplace. This policy applies to all work locations including offices, work sites, vehicles, and field locations.

PROHIBITED BEHAVIOR

The University of Washington does not tolerate behavior, whether direct or using 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; or
- Disrupts the workplace, the academic environment, or the University's ability to provide service to the public.

DOMESTIC/RELATIONSHIP VIOLENCE AND STALKING IN THE WORKPLACE

Domestic/Relationship violence is physically, sexually, and/or psychologically abusive behavior that a household member or dating partner uses to establish and maintain coercive control over another person.

Stalking means engaging in a course of conduct directed at another person that would cause a reasonable person to; fear for the person's safety or safety of others, or suffer substantial emotional distress. Stalking means any acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

REPORTING REQUIREMENTS

Employees, supervisors, and managers are expected to follow the University of Washington Workplace Violence Report/Response Procedure to report behaviors of concern, harassing, threatening and violent behavior. If you are a supervisor, you are required to report situations that UW employees have reported to you. <http://hr.uw.edu/policies/workplace-violence>

To report call: UW SafeCampus: 206-685-SAFE (7233)

UNIVERSITY RESPONSE

The University of Washington does not tolerate violent or prohibited behavior domestic violence or stalking in the workplace. Employees who engage in violent or prohibited behavior in the workplace, or who use University facilities, property, or resources to engage in violent or prohibited behavior are subject to disciplinary action, including dismissal and/or criminal prosecution.

PUBLIC EMPLOYEE RESPONSIBILITIES

CONFIDENTIALITY

UW employees may have access to information or materials that are considered confidential. Employees are expected to use discretion and care with confidential information or documents. If you are not certain about which information is considered confidential, consult with your supervisor or departmental administrator.

PUBLIC RECORDS

The University of Washington is subject to the State of Washington Public Records Act. As a University employee, you are required to fully assist the University in responding to requests for public records. This includes promptly responding to all requests from the University's Office of Public Records and Open Public Meetings (OPROPM), which has oversight responsibility for ensuring that the University complies with the Public Records Act. <http://www.washington.edu/publicrecords/>

When the OPROPOM asks you to search for records responsive to a public records request, you must undertake a complete search for any and all records described in the request, including electronic records and records stored off-site in facilities such as those run by Records Management Services. <http://f2.washington.edu/fm/recmgt/>

CONFLICT OF INTEREST

University employees are prohibited from engaging in certain activities that would result in personal gain or the personal use of state resources, or conflict with their University appointment in any way.

Washington law states that no employee shall participate in a transaction involving the state in which his or her spouse or child, or any other person with whom he or she has a substantial economic interest (RCW 42.18.160). Contact your unit's Human Resources Consultant (HRC) with any questions. <http://hr.uw.edu/contact-us/>

ETHICS IN PUBLIC SERVICE ACT

The Ethics in Public Service Act prohibits state employees from accepting a gift, gratuity, or additional compensation for personal services rendered as part of official duties. RCW 42.52 <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52>

RESOURCES

GENERAL STAFF RESOURCES

About the UW – Discover the University of Washington! UW history, fun facts, and helpful tips for navigating all that the UW has to offer. <http://www.uw.edu/about/>

Calendar of Events – A calendar of all Seattle campus public events. <http://www.uw.edu/calendar/>

Campus Tours – Campus Tours are offered through the UW Admissions Office and available to staff members. <https://admit.washington.edu/visit/campus-tours/>

Disability Services Office (DSO) – DSO's mission is to provide leadership to the University community in achieving employment, and educational, programmatic, and physical access for individuals with disabilities. <http://hr.uw.edu/dso/>

Labor Contracts – As a service to the UW community, Labor Relations maintains online versions of current labor contracts. If you have questions about a contract please contact laborrel@uw.edu.

Professional Staff Organization (PSO) – All professional staff are automatically members of the PSO. Although professional staff at the University of Washington are grouped into one classification, the roles are as varied as the activities of the University. <https://www.washington.edu/psol/> or psoboard@uw.edu

Student Veteran Life Office – Open to all veterans, students, and staff, and provides valuable programs to serve veterans at any point in their college experience. <https://depts.washington.edu/vetlife/>

Q Center – The Q Center facilitates and enhances a brave, affirming, liberatory, and celebratory environment for students, faculty, staff, and alumni of all sexual and gender orientations, identities, and expressions. <https://sites.uw.edu/qcenter/>

Women's Center – The UW Women's Center provides educational programs, individualized services, skills training, research, and community outreach to build a culture of gender equity campus wide, locally, and globally. <http://depts.washington.edu/womenctr/>

COMPLIANCE OFFICES

Internal Audit – Internal Audit is committed to improving the University by maintaining a balance between scheduled audits, investigations, special projects, external audit liaison, and training services. Services focus on financial, operational, and compliance-related controls that help ensure the excellence and integrity of the University's ongoing operations. <http://f2.washington.edu/audit/homepage>

Office of Equal Opportunity and Affirmative Action (EOAA) – EOAA supports the University's compliance with the law and spirit of equal opportunity and affirmative action as it relates to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam-era veteran, or other protected veterans. EOAA also oversees and manages the University's affirmative action program. <http://ap.washington.edu/eoaa/>

Title IX/ADA Coordinator – Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs or activities which receive Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence or sexual assault, is a form of sex discrimination prohibited by Title IX. <https://www.washington.edu/titleix/about-title-ix/>

UW Medicine Compliance – All members of UW Medicine are expected to meet the professional, ethical, and regulatory standards associated with their individual roles. Faculty, staff, residents, and students must understand the rules governing their work, comply with UW Medicine policies and procedures, act in a professional and ethical manner, and contact appropriate institutional offices when questions or concerns about compliance arise. <http://depts.washington.edu/comply/>

RESOLVING COMPLAINTS AMONG STAFF, STUDENTS, AND FACULTY

Civil Rights Investigation Office – The Civil Rights Investigation Office investigates complaints made about University employees and students that raise concerns relating to civil rights such as protection from discrimination, harassment, retaliation, and sexual misconduct. The office also investigates both employees and students who are alleged to have engaged in conduct that may have violated Title IX. <https://www.washington.edu/cr-investigations/>

HR Service Teams – Each UW department or organization has a Human Resources Service Team assigned to it that provides consulting and employment services. Each team includes a Human Resources Consultant and an Employment Specialist. <http://hr.uw.edu/contact-us/>

Office of the Ombud – The mission of the Office of the Ombud is to provide the highest quality, client-focused services for preventing, managing, and resolving conflict among students, staff, and faculty of the University. Clients develop competencies for preventing, managing, and resolving future conflict. <https://www.washington.edu/ombud/>

HEALTH AND SAFETY

Campus Safety – Get connected to a variety of campus safety and emergency preparedness resources. <http://www.uw.edu/safety>

- > UW Alert – A free self-subscription service that disseminates official information during emergencies that may disrupt the normal operation of the UW or threaten the health or safety of members of the UW community. <http://www.uw.edu/alert/index.php>
- > Emergency Ride Home Program – Reimburses faculty and staff U-PASS holders for 90 percent of the meter fare for your taxi ride (tip not included), up to 50 miles per quarter. *Emergency Ride Home is only available to faculty and staff with a valid U-Pass. <http://www.uw.edu/facilities/transportation/employee-u-pass>

Employee Assistance Program – The Washington State Employee Assistance Program (WA EAP) supports PEBB-eligible University of Washington employees and their household members to help identify and resolve personal concerns to promote individual and workplace wellbeing. <https://hr.uw.edu/worklife/employee-assistance-program/>

Environmental Health & Safety – Environmental Health & Safety is responsible for addressing environmental issues in order to provide safe educational and work places on campus. <https://www.ehs.washington.edu/>

SafeCampus – The mission of the SafeCampus campaign is to foster a safe and secure UW campus community. UW faculty, staff, and students share the responsibility of conducting this mission.

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

Safety Training – Helping to create safe educational and work environments on campus through online and in-person training classes.

- > Environmental Health & Safety – <http://www.ehs.washington.edu/psotrain/index.shtm>
- > UW Emergency Management – <http://www.washington.edu/cms/uwem/training-offered-by-uwem/>

UW Police Department – The UWPD supports the University’s academic and research mission by protecting the life and property of our citizens and visitors. The UWPD partners with and educates the community to deter, reduce, and solve crimes, and to resolve issues through modern policing.

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

UW Recreation – Provides safe, accessible, and dynamic recreation facilities and programs to engage the UW community in growth and wellbeing. Facilities include the Intramural Activities (IMA) Building, Waterfront Activities Center (WAC), and Golf Range. IMA memberships are available on a quarter or annual basis for faculty/staff and their spouse/registered domestic partners.

<http://www.recreation.uw.edu>

Whole U – An organization dedicated to engage and inspire faculty and staff at the UW. The Whole U promotes health and wellness events, informative talks, and social events. The Whole U also tries to break a new world record every year! Check out the Whole U for employee discounts at area businesses.

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

WorkLife Resources – Providing resources, promoting healthy lifestyles, and creating a quality work environment. <http://www.hr.uw.edu/worklife/>

PERKS AND EXTRAS

Alumni Association – Not just for alumni! Whether you are interested in groundbreaking UW research, UW happenings on campus and across the country, lectures from influential figures or news about the people and history of your University, no matter where you go, membership keeps you connected.

<http://www.uw.edu/alumni/index.html>

Arts UW – A comprehensive guide to a world of creative experiences right here at UW. <http://artsuw.org/>

Botanical Garden – This nationally renowned living plant collection contains over 10,000 specimens and offers tours, classes, and other events. <http://www.depts.washington.edu/uwbg/>

Botany Greenhouse – Greenhouse & Medicinal Herb Garden tours.

<https://www.biology.washington.edu/facilities/greenhouse>

Burke Museum of Natural History and Culture – Inspiring people to value their connection with all life through the presentation of Washington State collections of natural and cultural heritage. Free admission with your Husky Card. <http://www.burkemuseum.org/>

Business Diversity Program – Encourages the University community to develop and expand its commitment to business diversity while assuring the equality of opportunities for small, local, and diverse businesses. <https://businessdiversity.uw.edu/>

Caring for Others – In search of child care or elder care resources? Explore the various options and staff discounts at <https://hr.uw.edu/child-care/> or <https://hr.uw.edu/elder-care/>

Commute Options – Need help planning your commute? Transportation Services' Commute Options offers personalized commute plans, customized commute options kits, and friendly, knowledgeable staff, ready to answer all your commute questions. <http://www.transportation.uw.edu/commute-options>

Continuum College – Platform for delivering educational programs that meet the needs of learners in all phases of their lives. <https://www.continuum.uw.edu/about-us>

Dining Options – With over 40 locations on campus, from the grocery store, District Market, to numerous restaurants, cafes, food trucks, and even a food court, great food is never more than a two-minute walk away. <https://hfs.uw.edu/Eat>

Disabilities, Opportunities, Internetworking Technology (DO-IT) – Promoting the success of individuals with disabilities in postsecondary education and careers, using technology as an empowering tool. <http://www.uw.edu/doiit/>

E-Learning – A community for those that develop e-learning courses across the UW. This group will meet on the third Friday of every other month in the UW Tower. Subscribe to the mailing list at <http://mailman.u.washington.edu/mailman/listinfo/elearning/>.

Golf Range – Located at the north end of parking lot E1, UW Recreation's Golf Range has 43 (20 covered) night-lighted tees, two chipping and putting greens, and monthly classes, February-November. <http://www.washington.edu/ima/golf>

Office of Graduate Student Equity & Excellence (GSEE)– Building community, on and off campus, by fostering an educational and social environment rich in cultural, ethnic, and racial diversity. <http://www.grad.uw.edu/equity-inclusion-and-diversity/gsee/>

Hatchery – Tours of the UW research and teaching hatchery are available year-round. <https://wsg.washington.edu/event/hatchery-tour/>

Henry Art Gallery – An active part of the UW's cultural landscape, presenting exhibitions, collections, and programs. Free admission with your Husky Card. <http://www.henryart.org/>

Interactive Campus Map – Navigate the University of Washington campus with ease. Landmarks, libraries, dining options, computer labs, parking lots, and so much more. <http://www.uw.edu/maps>

Learning Technologies – Offering free workshops (to current UW students, faculty, and staff) in teaching tools such as Canvas and Lecture Capture, and in digital creation tools like HTML, CSS, and more. Plus, resources to help students, faculty, staff, and others develop their information technology skills. <http://www.uw.edu/lst/workshops>

Libraries – Use your Husky Card to access over 30 UW libraries from general to specialized subject matter. <http://www.lib.washington.edu/>

Medical Center Support Groups and Education – Health education services and support groups are available to UW Medicine patients, families, and community members. <https://www.uwmedicine.org/patient-resources/support-groups-classes>

Planetarium – Providing a detailed and accurate simulation of the night sky and equipped with a permanently mounted digital projection system and a library of digital visualizations. <http://www.depts.washington.edu/astron/outreach/uw-planetarium/>

School of Music – Presenting over 100 concerts annually across a variety of cultures. <http://www.music.washington.edu/home/>

Surplus Store – Reuse. Repurpose. Recycle. Purchase UW surplus property at public sales and live auctions. AV equipment, bicycles, computer equipment, furniture, and more. <http://www.washington.edu/facilities/finadmin/movingandsurplus/inventory/>

Theodore Jacobsen Observatory – Built in 1895, the Observatory, with its 110-year-old refracting telescope, is still offering celestial views of the wonders of the Universe. <http://depts.washington.edu/astron/outreach/jacobsen-observatory/>

UCAR-Car Sharing Program – Supporting the short-term transportation needs of the UW community, available for education, research, outreach, and other university business. <http://www.washington.edu/facilities/transportation/fleetservices/ucar/info.php>

University of Washington Toastmasters – Helping students, staff, faculty, and members of the community become experienced and successful public speakers in a supportive, fun environment. <http://www.depts.washington.edu/uwtm/index.php>

UWare Software – Download software at reduced or no cost, thanks to various license agreements with software vendors. <http://www.uw.edu/itconnect/wares/uware>

UWellness – Services, activities, programs, and groups within the University of Washington that support your health and well-being. <http://www.hr.uw.edu/benefits/health-and-wellness/>

UWild Adventures – UW Recreation’s outdoor education and recreation program provides classes, trips, and equipment rental. <http://www.washington.edu/ima/uwild>

UW Insider – Weekly e-newsletter and monthly calendar email designed to help you find information you need to do your best work and make the most of your UW experience. Archived issues and additional faculty and staff news can be found at <http://www.uw.edu/facultystaff/>.

UW Medicine Virtual Clinic – Receive expert medical care in the privacy of your home or office when you need it. You can receive care over the phone or by video 24 hours a day, 7 days per week. <http://www.uwmedicine.org/locations/virtual-clinic>

UW Today – What’s hot, hip, and happening at the UW! Sign up for E-News from UW Today.

<http://www.uw.edu/news/>

UW World Series – Internationally acclaimed artists perform in Meany Hall for the Performing Arts through UW World Dance, UW World Music & Theatre, President’s Piano, and International Chamber Music Series. <http://www.uwworldseries.org>

Washington Huskies Athletics – Husky sports schedules, tickets, E-news, merchandise, apparel, and more.

<https://www.gohuskies.com/>

Waterfront Activities Center (WAC) – Located directly behind Husky Stadium on Union Bay and the Montlake Cut, UW Recreation’s WAC offers canoe and rowboat rentals and a lounge/meeting room available for use by University groups and departments. <https://www.uw.edu/ima/waterfront>

WholeU – Focused on fostering connection, holistic wellness, and engaging your interests. The Whole U is for UW, by UW, offering free classes, resources, connection points and more. <https://thewholeu.uw.edu/>

Zipcar – Wheels when you want them. With eight at the UW and five more within a half-mile walk, Zipcars are available whether you need a car for a few hours to run errands or the entire day.

<https://www.zipcar.com/u-pass>