

UW FACILITIES EMPLOYEE HANDBOOK



WELCOME TO UW FACILITIES

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

Please visit the UW Facilities website for department contact information:

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

UW Facilities values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment. UW Facilities provides an employee-friendly environment where individuals thrive.

This handbook is intended to provide basic information about a variety of matters relating to your employment and to let you know where more detailed and comprehensive information is available. If you have questions about the contents of this handbook, please direct them to your supervisor.

The handbook is available on the website for your reference. Any questions not answered in the manual may be referred to your supervisor. You may also contact your Facilities Partner Resources Human Resources team:

Anne Marie Marshall
Employee Relations Manager 206 221-4349 or maxmarsh@uw.edu

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

Donna Schmidt
Associate Director 206 221-4340 or donnas@uw.edu

Patti Colaizzo
Director 206 221-4372 or colaizp@uw.edu

Facilities Partner Resources website: <http://facilities.uw.edu/employee/>
UW Central HR website: <http://hr.uw.edu/>

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

https://facilities.uw.edu/orgrel/human_resources/employee_handbook

MISSION, VISION & VALUES

MISSION

We learn, adapt and innovate to preserve physical assets and deliver best services.

VISION

UW Facilities is a world-class organization providing exceptional service anywhere, anytime.

VALUES

UW Facilities strives for continuous improvement to attain the highest standards of excellence and integrity, demonstrating the following values:

- Stewardship, safety and long-term quality
- Service orientation
- Cooperative teamwork and commitment
- Individual employee satisfaction and development
- Collaborative relationships with other University departments, public agencies and the community

Individual Accountability 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 should:

- Make health and safety a high priority.
- Incorporate health and safety into job planning and accomplishment. Follow safety rules 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.

TABLE OF CONTENTS

INTRODUCTION	1
POLICIES AND PROCEDURES.....	1
EMPLOYMENT TYPES.....	1
PROBATIONARY PERIOD	2
TRIAL PERIODS.....	2
PERFORMANCE STANDARDS	2
PERFORMANCE EVALUATIONS.....	2
OVERTIME.....	3
HOSPITABLE WORKPLACE	3
SEXUAL HARASSMENT	4
BUILDING A CULTURE OF INCLUSION AND RESPECT FOR ALL.....	5
NON-DISCRIMINATION	6
VIOLENCE IN THE WORKPLACE.....	6
SAFE CAMPUS	7
EMPLOYEE COMPLAINT PROCESS	7
SMOKING	8
ALCOHOL AND DRUGS IN THE WORKPLACE	8
USE OF UNIVERSITY RESOURCES.....	9
PROHIBITED USE.....	9
COMPUTERS AND EMAIL	10
EQUIPMENT, TOOLS, AND MATERIALS.....	10
TELEPHONES	10
UNIVERSITY VEHICLES	10
RELATED POLICIES	11
ETHICAL STANDARDS	11
CONFLICT OF INTEREST	11
OUTSIDE WORK.....	13

ATTENDANCE	13
TIME OFF.....	14
VACATION TIME OFF.....	14
SICK TIME OFF	14
COMPENSATORY TIME.....	15
UNPAID TIME OFF.....	15
OTHER TYPES OF TIME OFF.....	15
FAITH BASED LEAVE	16
UNSCHEDULED OR UNAUTHORIZED ABSENCES.....	16
LATENESS	16
ABSENCE WITHOUT NOTIFICATION (No Call / No Show)	16
INCLEMENT WEATHER & SUSPENDED OPERATIONS.....	17
TRAINING	17
HEALTH AND SAFETY	18
REPORTING AN ACCIDENT, INCIDENT, OR NEAR MISS.....	18
SAFETY HAZARD REVIEW	19
SAFETY TEAM	19
SAFETY COMMITTEES.....	19
EMERGENCY PREPAREDNESS/RESPONSE	19
UW ALERT.....	20
HUSKY READY	20
EEOP	20
SECURITY	20
UW FACILITIES IDENTIFICATION (PHOTO ID BADGE)	21
KEYS	21
COMMUTING TO WORK	21
BENEFITS.....	21
HOLIDAYS	22

EMPLOYEE ASSISTANCE..... 22
PROFESSIONAL STAFF EMPLOYMENT 22
WORK LIFE 23
OTHER BENEFITS..... 23

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.

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:

- Classified non-union staff members are civil service employees whose employment is governed by the rules of the Washington State Department of Personnel (DOP).
- 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.

PROBATIONARY PERIOD

Classified non-union and contract-classified employees at the University serve a probationary period. For the majority of job classes the probationary period is six months. 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 PERIODS

Employees who are promoted, transferred, voluntarily demoted, or placed from the rehire list will serve a trial period. For information about any trial 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 his or her 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 Comp 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 his or her job. Employees who are found to have engaged in verbal abuse, threatening statements, name calling, hostile or confrontational behavior will receive appropriate corrective action, up to and including dismissal. Any employee who is found to have physically abused another employee can expect to be dismissed.

The use of racially and/or sexually inappropriate language at work or while using University facilities, equipment or computing systems is unacceptable even though users may feel they are joking and do not have a hostile intent. The use of such language, regardless of intent, will not be tolerated in UW Facilities, and any employee who is found to have used such language is subject to corrective or disciplinary action, up to and including dismissal.

Any employee who feels that he or she is being subjected to an inhospitable workplace, including but not limited to harassment, discrimination or abusive behavior should report incidents immediately to his or her supervisor, manager, director, 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.

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/orgrel/files/documents/policies/Hospitable-Workplace.pdf>

UW Facilities – Employee Complaint Process

<https://facilities.uw.edu/orgrel/files/documents/policies/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

<http://www.washington.edu/admin/rules/policies/APS/11.07.html>

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 of us — 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 — I encourage you to contact [SafeCampus](#), which is available at all times for all UW locations. 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.

Our [Title IX Coordinator](#), Valery Richardson, is also available for consultation about reporting options, overall compliance with Title IX or to arrange training for departments or other organizations. Communications with SafeCampus and the Title IX Coordinator are private but may be shared on a need-to-know basis with relevant University personnel if there is a need to evaluate and address the risk of harm to the greater community.

As you may be aware, earlier this month, the Department of Education released a set of proposed new Title IX regulations. We believe our current policies provide a fair and equitable process, but we will be conducting a full analysis of the new rules to understand how they might affect our procedures. We will be scheduling Title IX discussion forums in early January, and I encourage anyone with questions or concerns about the impact of proposed regulations to attend a session. We'll update our Title IX website with dates for the forums and a way to provide feedback online. As I wrote last September, nothing will diminish our commitment to preventing and addressing campus sexual misconduct.

We all have a responsibility to create an environment in which sexual assault, harassment and misconduct are unacceptable and survivors are supported. This requires building a culture of respect and inclusion in each of our departments, units or workplaces. I encourage everyone, including student groups, academic departments and other organizations, to take the "[It's On Us](#)" pledge. Together, we can create a truly inclusive culture that ensures every member of our community is treated with care and respect.

Ana Mari Cauce

UW President

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 he or she is being subjected to discrimination should report incidents immediately, to his or her supervisor, manager, director, the Partner Resources HR team, other UW Facilities management or the organization's UW Central 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, harassing telephone calls, gestures and expressions or behaviors such as 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.

SAFE CAMPUS

Preventing violence is a shared responsibility in which everyone at the University plays a part. 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. To report threats call 206-685-SAFE (7233) 24 hours/day, 7 days/week. SafeCampus telephone numbers are answered by staff specially trained to receive reports of potentially violent situations and provide resources and referrals to University services. More information can be found at:

<http://depts.washington.edu/safecamp/>

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: http://facilities.uw.edu/orgrel/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

Smoking 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 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, UW CareLink, which provides employee assistance services for faculty and staff, dependents in any location nationwide, and family or household members. Information about UW CareLink can be found at: <http://hr.uw.edu/worklife/uw-carelink/>

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>

USE OF UNIVERSITY RESOURCES

The University resources available within UW Facilities, including but not limited to computers, telephones, 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 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.

The State Ethics Board interprets “occasional”, “brief” and “infrequent” use of a University resource to mean that the use is not more than once a day and lasts a few minutes, so long as there is no disruption to an employee’s work or to the work of others.

Employees may use University provided email for limited personal communications only if it:

- Is of little or no cost to the state
- Is brief in duration and occurs infrequently
- Does not interfere with the employee's official duties
- Does not disrupt University business
- Does not disrupt other employees or obligate them to make personal use of state resources
- Does not compromise the security or integrity of state property, information and/or software

PROHIBITED USE

University resources may not be used in any manner that is in violation of UW Facilities, University, state or federal laws, rules, or policies or to violate the rights of any third party. Additionally, University resources may never be used for the following purposes:

- Conducting an outside business or private employment or other activities conducted for private financial gain
- Supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law and University policy
- Assisting an election campaign, promoting or opposing a ballot proposition or initiative, or lobbying the state legislature
- Advertising and selling commercial goods

COMPUTERS AND EMAIL

State law prohibits the use of University computers to access computer networks or other 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 and/or databases are property of UW Facilities. 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 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.

TELEPHONES

Occasional and limited use of University telephones including cell phones, smartphones, and hand held devices, is permissible if there is no actual cost to the state and if the call is brief and infrequent and does not interfere with the performance of an employee's job duties. Personal long distance calls are unacceptable.

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 when 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. 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, he or she must inform his or her 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>

RELATED 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>

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/>

Ethics Personal use of State Resources & Conflict of Interest

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

UWIT Connect Appropriate Use of UW Resources

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

ETHICAL STANDARDS

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 his/her 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 his/her 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 you 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 his or her University of Washington employment should 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 Questionnaire Aid. This form can be found at:

http://facilities.uw.edu/orgrel/human_resources/forms

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

ATTENDANCE

The success of fulfilling our mission depends upon regular and punctual attendance of employees. Fully staffed work shifts are essential to achieve and maintain smooth and efficient operations. Employees are expected to maintain satisfactory attendance by

reporting to work as scheduled and keeping unscheduled absences to a minimum. Additionally, employees are required to adhere to their work schedule, including start, break, and end time. Employees will only be paid for time worked. Supervisors are responsible for distributing these guidelines to all current employees.

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

The attendance expectations outlined here apply to all classified, contract-classified, professional, temporary, and probationary staff. Temporary and professional staff is employed at will and nothing in these guidelines creates a contract or promise that alters the “at will” status of these employees.

TIME OFF

All time off, when foreseeable, must be requested and approved in advance. More information on time off and the rules governing its use can be found in applicable collective bargaining agreements and the Professional Staff Program.

VACATION TIME OFF

Vacation time off, sometimes referred to as annual 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 of vacation time off increases yearly based on the employee’s employment program. Employees are expected not to exceed 240 hours of accrued vacation time off as of the employee's anniversary date.

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 vacation and 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 of compensatory time for each overtime hour worked. Taking compensatory time off work requires requesting and receiving advance supervisory approval.

Accumulated compensatory time may not exceed department's established accrual limit and must be requested and approved in Workday by June 15th. Any remaining compensatory time will be paid out annually on the first paycheck in July. Compensatory time cannot be accrued between June 16th – June 30th, while the annual payout is being processed.

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.

OTHER TYPES OF TIME OFF

The University also provides other kinds of time off which include, but are not limited to: <http://hr.uw.edu/ops/leaves/>

- 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

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 questions regarding time off entitlements, the employee should contact his or her supervisor or Partner Resources Employee Relations Manager.

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, unless the employee is formally notified of another central point of contact. 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 his/her 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, excessive 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 (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 procedure may result in corrective action.

Barring extraordinary circumstances, being absent without notification is neglect of duty and a violation of UW Facilities procedures. For the first occurrence of up to 2 days, employees will not be paid for time absent and corrective action may be taken. For a second occurrence, or for an unauthorized and unreported absence that exceeds two days, an employee may be dismissed.

INCLEMENT WEATHER & SUSPENDED OPERATIONS

Many 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.

Check with your supervisor to determine if your work duties are considered essential. Always check in with your supervisor and follow departmental call in procedures.

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.

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 Facilities Services' policy on Inclement Weather/Suspended Operations on the web at:

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

Ensure you are clearly aware who is, and who is not, considered essential-based upon your work duties- in the event of 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

Specific required training which is directly applicable to and currently required for the job will be facilitated and paid for by UW Facilities. Technical skills training may be offered by some trades unions; however, UW Facilities does not normally pay for general continuing education required to maintain journey status in the trades.

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 as well as on perceived benefit to the department and consistency within the department. The University allows for 24 hours of release time per quarter.

HEALTH AND SAFETY

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

UW Facilities has an established safety training program. 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:
http://facilities.uw.edu/orgrel/safety/fs_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. Do not move any equipment involved in these types of 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 require 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 has two elected members and one ex-officio member on the #2 Organizational Health and Safety Committee (Finance and Facilities).

The University-Wide Health and Safety Committee is comprised of elected and appointed members from the 10 Organizational Committees, a representative from the Faculty Senate, ex-officio members from Risk Management, Environmental Health and Safety (EH&S), Attorney General's Division, UW Facilities, and members of unions representing UW employees. The University-Wide Health and Safety Committee reviews occupational illness, incidents, and injuries experienced by UW employees; makes recommendations on health and safety strategies, policies, and programs to the Director of EH&S; evaluates accident investigations to see if the cause was properly identified and corrected; determines when and which concerns need to be presented to the Board of Environmental Health and Safety; and when necessary, represents employee health and safety concerns on those issues to the Board of Health.

EMERGENCY PREPAREDNESS/RESPONSE

Police, fire, medical emergency: 911

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

UW ALERT

The University has developed UW Alert to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the University or threaten the health or safety of members of the University community. UW Alert delivers messages to subscribers on a "best effort" basis to email and to Short Message Service (SMS) text-capable wireless devices, such as cellular telephones. Effective emergency response requires personal preparedness and planning. While no emergency communication system can be guaranteed to be effective and reliable in every situation, all employees are expected to sign up for UW Alert as one part of their emergency preparedness plan. <http://www.washington.edu/safety/alert/>

HUSKY READY

Husky Ready is a plan intended to forecast into the future and identify all areas needed to conduct business and put in place a contingency plan in the event of a major disaster. This plan would enable UW Facilities to continue our mission despite a campus wide event that would disrupt normal business practices. Some departments including UW Facilities and particularly medical centers will be expected not only to continue but to expand their services during these times. Each department plan will identify:

1. Critical functions performed by your department, and the factors needed for their continuance
2. Information and strategies that will help during and after the disaster-event
3. Action items that can be done, starting now, to lessen the impact of these events and make us ready to cope

Please check with your supervisor for access to the Husky Ready plan for your department.

EEOP

Environmental Health and Safety (EH&S) developed the Emergency Evacuation and Operations Plan (EEOP) to assist departments in preparing for building emergencies as expected and required by University policy, the Seattle Fire Code, and the Washington Administrative Code (WAC). This plan is intended for use by multiple departments and may be completed as a departmental or building evacuation plan. The EEOP was written to complement and supplement the University of Washington All-Hazards Emergency Management Plan (EMP) for campus operations during large scale or campus-wide emergencies. Copies of the UW Facilities department EEOPs are available online at <http://facilities.uw.edu/orgrel/eeop>

SECURITY

UW Facilities employees play an important role in the security of the University campus. UW Facilities employees should not let anyone other than authorized personnel who

have a legitimate business reason into a locked room or building on campus. Employees should refer unauthorized personnel requesting entry or suspicious persons/objects to the University Police.

UW FACILITIES IDENTIFICATION (PHOTO ID BADGE)

All UW Facilities employees are issued a UW Facilities photo identification badge upon employment (separate from their Husky card) and are required to wear it at all times when on the job. Upon leaving the University, employees are required to return their badges to their supervisor.

KEYS

All University keys, key cards, and other means of electronic access must be safeguarded while on duty and locked up at the end of the work shift. Employees who are subject to recall after hours are allowed to take home only those keys that are necessary to access their shop or office. Keys must be kept on your person and not loaned to anyone, taken away from the University, or duplicated. Access codes for the University security systems are not to be shared with unauthorized persons. Lost keys must be reported immediately to the employee's supervisor. 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/orgrel/files/documents/policies/Keys-Security.pdf>

COMMUTING TO WORK

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

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 ten paid holidays per year:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Native American 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

UW CareLink 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. There is an additional 24-hour Crisis Hotline at 1-800-833-3031. More information can be found at: <http://hr.uw.edu/worklife/uw-carelink/>

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

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 – Integrated Service Center (ISC), 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 direct deposit, W-4 and home address. More information can be found at: <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>



FACILITIES

UNIVERSITY *of* WASHINGTON

Serving today... preserving tomorrow

www.washington.edu/facilities



FACILITIES

UNIVERSITY *of* WASHINGTON

Serving today... preserving tomorrow

www.washington.edu/facilities