Supplemental Checklist for UW Staff Whose Work Station Will Not be In Washington State

For New Employees

☐ New Employee Orientation – Direct the employee to the online benefits orientation:
  http://www.washington.edu/admin/hr/roles/newee/benorient/index.html
  and the regular new employee online orientation:
  http://www.washington.edu/admin/hr/roles/newee/orient/areas/seattle/online/index.html

☐ Ensure that the employee is familiar with other relevant University policies and procedures, like those
  on the proper and improper use of state resources, and travel, etc.

☐ Prevention of Sexual Harassment Training – Most out of state UW employees periodically come to
  Washington for meetings or other functions. Review the Prevention of Sexual Harassment course
  schedule linked from: http://www.washington.edu/admin/hr/roles/newee/orient/sexharassprevent-tng.html and
  arrange for your employee’s participation on one of the sessions when the employee is in the Seattle
  area.

For All Out of State Employees

☐ Workers Compensation and Out of State Tax Reporting
  See: http://f2.washington.edu/treasury/riskmgmt/wc/outstate
  Download, complete and submit the Out of State Worker Reporting Form. Completion of this form is
  necessary to ensure that the employee has Workers Compensation coverage and that the University
  fulfills its out of state tax reporting obligations.

☐ Review the University’s information on Telework and Flexwork at:
  http://www.washington.edu/admin/hr/roles/newee/orient/areas/seattle/online/index.html, and
  http://www.washington.edu/admin/hr/roles/mgr/flexwork/flexsched/index.html. If the employee will be
  responsible for the safety or security of University owned property or equipment, consider discussing
  with Risk management and ensuring that the employee’s job description addresses this responsibility.

☐ Depending on the nature of the out of state position, consider whether that individual should serve as
  a common point of contact for the unit should an emergency disrupt normal communications.
  Consider incorporating this function into your unit’s emergency plans.

August 31, 2010