UW-SEIU 925 HR/P Bargaining Summary: November 12, 2014

ATTENDEES
- **SEIU 925**: Anne Lawson, Dornie MacKenzie, Abby Wolk
- **UW**: Peter Denis, Jessie Garcia, Stephanie Godwin-Austen, A.J. Hartman, Jennifer Mallahan, Randy West

MATERIALS
- **UW Memorandum of Agreement** (delivered 10:13am):
  - Mainly a guide to highlight key themes that we know about.
  - The parties may reopen discussions if/as unanticipated impacts arise.
  - No group will get a “better deal” than any other.
- **UW Summary Comparison of SEIU 925 Job Classes – Semi-monthly vs. Biweekly Net Pay** (delivered 10:32am):
  - Current HEPPS system will pay into December 2015; Employees will receive their standard semi-monthly paychecks on December 10 and 24.
  - Transition to biweekly: Time worked from December 16-19 will be paid on a check on December 28 or 29.

BIWEEKLY PAY PERIODS
- Automatic deductions that currently come out of each paycheck will likely be adjusted to be spread over 26 pay periods instead of 24.
  - UW follow-up: Status of PEBB approval regarding 26 pay periods.
  - UW follow-up: If employment is terminated mid-month after 1 paycheck, does an employee owe money for benefits they received such as parking?
- **Direct Deposit**:
  - For many employees this will automatically transfer, but some will need to take action.
  - Employees will be allowed to set up direct deposit with up to 3 institutions (currently 1).
- **Transition to Biweekly**:
  - Communication to employees about impacts and mitigation strategies will be critical.
  - UW cannot underwrite loans, but may reach out to banks to help facilitate information sessions with employees to plan for the transition.

TIMEKEEPING/ATR
- Employees will report time worked in Workday (likely to begin on/around December 20).
- Important to provide ample employee training on Workday timekeeping interface.
- UW may provide training specifically for union representatives, to help answer employee questions.
- Employee interface: UW still considering kiosks and even mobile connectivity to Workday.

FMLA CALCULATION
- Rolling 12-month calendar will be effective January 1, 2016; Employees may choose the more beneficial FMLA calculation (calendar vs. rolling) during calendar year 2015.
The parties agree that this has already been bargained and is adequately covered in the CBA.

WORK WEEK
- All UW will transition from a Monday-Sunday work week to Sunday-Saturday work week, projected to occur on October 11, 2015.
- In the transition week employees will receive whatever is most favorable.
- UW will provide examples to model the impacts of this change.

ACCRUALS
- Accruals will be based on employee time in pay status (no longer all or nothing based on 10-day LWOP threshold).
- UW will follow up on whether there are any impacts related to PERS, other than converting UW service data to be compatible with the State system.

UNUSED JOB CLASSIFICATIONS
- UW plans to not carry unused job class codes into the new system.
- UW is not abolishing the unused job class codes, and they can be reactivated if need be.
- UW will not directly or indirectly modify bargaining unit certifications.
- UW will provide SEIU 925 the list of unused classifications ASAP.

IMPACTS ON PAYROLL JOBS
- UW must inform SEIU 925 if jobs are being eliminated or changed because of this transition.
- The parties must remain vigilant regarding possible skimming issues.
- Employees whose jobs change must receive adequate training in their new/changed duties.

HR FILES
- No history will be brought into Workday; HEPPS will remain as a secondary system for history.
- UW will confirm what materials will/will not be accessible.

DATA REPORTING
- UW will likely be able to provide more robust reports to unions at a higher frequency (biweekly).
- UW aims to provide regular reporting that is standardized across all unions.

COMMUNICATIONS
- Communicating changes, impacts, etc. to employees will be critical.
- The HR/P Communications web page (http://f2.washington.edu/teams/hrp/communications) is regularly updated and a good resource.
- UW and SEIU 925 will create and regularly update a “checklist” of impacts and the associated action taken by the parties.