

TEMPORARY EMPLOYEE INFORMATION

FACILITIES SERVICES
UNIVERSITY OF WASHINGTON

I have received a copy of the Facilities Services Temporary Employee Information booklet and I understand that I am responsible for reading it and adhering to its contents.

(Name and Signature of Employee)

(Date)

(Supervisors fill in blanks on next page; give booklet to employee, file this page after it is signed by employee in the employee's file.)

TEMPORARY EMPLOYEE INFORMATION

FACILITIES SERVICES UNIVERSITY OF WASHINGTON

The mission of Facilities Services is to operate, maintain, and support development of quality facilities, grounds, and services efficiently and effectively to support the University's teaching, research, and public services programs.

Facilities Services comprises the following departments: Campus Engineering and Operations, Custodial Services, Finance and Administrative Services, Maintenance and Alterations, Organization Relations, and Transportation Services. Additional support to the campus is provided in the area of safety, special projects administration, and around the clock emergency response.

Temporary Appointment for:

Name

Shop Name/Number or Work Unit or Division

Classification

Period of Appointment

Work Schedule (hours/days)

Immediate Supervisor's Name/Telephone Number

Administrative Office Contact/Phone #

Human Resource Consultant

UNIVERSITY OF WASHINGTON
FACILITIES SERVICES

TEMPORARY EMPLOYEE INFORMATION

Welcome to Facilities Services...

...a large and important organization that makes the University's facilities run and keeps them running. From utility distribution and emergency response to daily maintenance, parking, and custodial service, the significant services provided by Facilities Services staff are critical to the success of the University of Washington's mission. You are important to the organization and represent Facilities Services to the students, faculty, other University staff, patients, and visitors who are our clients. Facilities Services is a service organization with a "can do" attitude in which client relations is a major component of our service.

You are encouraged to ask questions, discuss issues with your leads and supervisors, and try to resolve problems with them. In our diverse organization it is important to respect the rights of your coworkers and to strive for a cooperative environment. Your contribution to the operation of the University is greatly appreciated.

All Facilities Services employees are subject to published University policies including those contained in the *University Handbook* and *Administrative Policy Statements*, as well as to the policies of Facilities Services and its divisions.

This material 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 material, please direct them to your immediate supervisor.

If you have questions about general University of Washington personnel policies, you may contact your Human Resources Consultant:

- Central Human Resources Consultant 1-206-685-7576

GENERAL CONDITIONS

TIME REPORTING

Each temporary hourly and student employee is responsible for her/his own time keeping. Timesheets are available for each pay period. If you do not have a timesheet for a current pay period, please see your supervisor to obtain one. Time sheets are generally due on the 15th and the end of each month. However, these due dates vary from month to month depending on holidays. Your supervisor will inform you of actual due dates.

It is very important for you to accurately report the time you work. If you work for more than one department at the University, you are required to report the number of hours worked in other departments in the space provided on your timesheet.

It is required that you sign your timesheet each pay period; no one else can sign for you.

REST AND MEAL PERIODS

Temporary hourly and student employees who work more than 5 continuous hours per day receive a minimum of a 30 minute unpaid meal period. In addition, all Facilities Services employees receive a 15 minute paid rest period for every 4 hours worked. Your supervisor will explain the meal and rest periods for your assigned work schedule, as they vary by Facilities Services department.

HOURLY LIMIT

Temporary employees may not work more than 950 hours during a 12 month period beginning with the employee's original University of Washington temporary employment date. Employees may work any daily or weekly combination or pattern that does not exceed the 950 hour maximum. This does not include overtime.

Student employees are limited to working 19-1/2 hours per week except during regular school breaks, during a quarter off between two quarters in which the student is regularly enrolled (typically summer), or during one quarter post-graduation.

Retirees are responsible for understanding the post-retirement employment limitations and must track their own employment hours each month to ensure they do not exceed allowed limits. See Retiree Employment web site for further information.

<http://www.washington.edu/admin/hr/benefits/retirement/prepare-retire/index.html>

ATTENDANCE

The success of Facilities Services in fulfilling its mission is dependent upon regular and punctual attendance of staff members. Fully staffed work shifts are essential to achieve and maintain smooth and efficient operations. Staff members are expected to maintain satisfactory attendance by reporting to work as scheduled and keeping unscheduled

absences to a minimum. Supervisors and managers are responsible for distributing these guidelines to all current staff members.

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

OVERTIME

You may be required to work overtime. Hourly employees are not eligible for overtime until they have worked over 40 hours within a week. Authorized overtime is compensated at the rate of one and one-half times your regular rate of pay. All overtime work must be pre-approved and scheduled by your supervisor. Overtime hours do not count towards your 950 hour limit.

Temporary hourly and student employees are not paid for University holidays. If you are requested to work on a University holiday, you will be paid at your regular rate.

PAYDAY

Paychecks are issued twice each month, on the 10th and on the 25th. If the payday falls on a Saturday, paychecks are distributed the Friday before; if it falls on Sunday, paychecks are distributed on the Monday after. Temporary employees have variable pay periods that begin and end a few days before or after the permanent employee’s pay periods.

A payroll cutoff notice may be posted in your work area; note the deadline for submitting time sheets and overtime. This notice is posted twice each month and will provide you with the dates you will be paid for on your next paycheck. *Example: If the current pay period for temporary employees is June 13 through June 27, and you begin work on June 14, you will be working 10 days in this pay period. Because of the 10 day payroll processing period, you would receive your first paycheck on July 10th.*

PUBLIC EMPLOYEES’ RETIREMENT SYSTEM (PERS)

If upon appointment a temporary employee receives written confirmation of a work schedule that will require five months’ work within a 12-month period, at 70 or more hours per month, the employee will participate in the PERS-2 retirement plan from the beginning of the appointment.

If in a 12-month period a temporary employee completes five months of employment working 70 or more hours per month, enrollment in PERS-2 occurs following completion of the fifth month’s employment.

See the PERS-2 web page for full retirement plan information.

<http://www.washington.edu/admin/hr/benefits/retirement/plans/pers/pers2.html>

TEMPORARY CLOSURE/SUSPENDED OPERATIONS

Facilities Services' employees provide essential services to the University and its population, and therefore are expected to work regardless of emergency situations, including severe weather conditions and natural disasters. Physical Plant employees are essential to the University of Washington and are expected to work even if it is announced (on the radio, television, or to the general public) that the University is closed or under suspended operation. Other Facilities Service units may also be needed, depending on the circumstances of the emergency situation. Having a back-up or alternative travel plan ensures you will arrive at work despite adverse conditions. Questions about these circumstances should be discussed with your supervisor. Also see *Emergency Preparedness and Response* (below).

POLICIES AND PROCEDURES

HOSPITABLE WORKPLACE POLICY

Facilities Services is committed to maintaining a work environment where employees can feel comfortable and free from concern for their personal well being. Facilities Services will not tolerate harassment or abuse of any employee by any other employee, regardless of either employee's position. We are also committed to ensuring that interactions between Facilities Services employees and all others in the University community are civil and courteous, and appropriately represent the University of Washington'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 an employee's ability to do his or her job. Employees who engage in verbal abuse, threatening statements, name calling, hostile or confrontational behavior will be held accountable. Appropriate corrective action may include reprimand or other disciplinary 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 derogatory language at work or while using University facilities, equipment, or computing systems is inappropriate and 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 Facilities Services, and any employee who is found to have used such language is subject to disciplinary action.

Any employee who feels that he or she is being subjected to harassment or abuse should report incidents immediately to his or her supervisor or manager or Director, the Facilities Services Human Resources Administrator, to other Facilities Services management, or to the unit's Human Resources Consultant.

Also see Facilities Services policy on "Harassment" (below) and *the University of Washington Policy and Procedure on Workplace Violence*, which can be obtained from your supervisor or on the Web at <http://www.washington.edu/admin/hr/pol.proc/work.violence/wk.viol.policy.html>.

NON-DISCRIMINATION

The University of Washington 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 disciplinary action. For more detailed information, please read the *University of Washington's Policy on Equal Opportunity and Disability Accommodation* at http://www.washington.edu/admin/eoo/EOO_policy_01.html.

Any employee who feels that he or she is being subjected to discrimination should report incidents immediately to his or her supervisor or manager or Director, the Facilities Services Human Resources Administrator, to other Facilities Services management, or to the unit's Human Resources Representative. The University also has a formal complaint procedure which is described in *Administrative Policy Statement 46.03*, and can be found on the Web at <http://www.washington.edu/admin/adminpro/APS/46.03.html>

HARASSMENT

Facilities Services 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 University of Washington and department policy. Harassment includes verbal or physical conduct designed to threaten, intimidate, coerce or demean, and may impair employees' ability to do their job.

Harassment may take many forms such as:

- hostile, threatening or intimidating actions, gestures, or physically interfering with normal work or movement;
- slurs;
- taunting;
- verbal abuse or epithets;
- degrading comments or jokes; and
- displaying derogatory objects, cartoons, posters, drawings, or pictures.

Sexual harassment is a form of sex discrimination and includes unwanted and unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- Submission to, or rejection of, the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The behavior has the purpose or effect of interfering with the employee's work performance, or creating an environment that is intimidating, hostile or offensive.

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 disciplinary 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 or Director, or the Human Resources Administrator for Facilities Services. Employees may also report harassment incidents to his or her supervisor or manager or Director, the Facilities Services Human Resources Administrator, to other Facilities Services management, or to the unit's Human Resources Representative.

WORKPLACE VIOLENCE

The University of Washington 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; or,
- 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 dismissal or other disciplinary action, 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, supervisors, and managers are expected to follow the *University of Washington Workplace Violence Report/Response Procedure* to report actual or alleged incidents of violence in the workplace.

Direct threats of harm to persons or property require immediate response by calling 9-911.

For the complete text of the *University of Washington Policy and Procedure on Workplace Violence*, see <http://www.washington.edu/admin/hr/pol.proc/work.violence/wk.viol.policy.html>, or ask your supervisor for a copy.

ETHICAL STANDARDS

CONFLICT OF INTEREST

The State of Washington and the University of Washington 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 ethics law most likely to affect employees of Facilities Services 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.

University 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,
- Illegal activities.

A University employee may not use his or her position at the University of Washington to support or represent the employee's outside activities including businesses, hobbies and political activities.

The following are examples of University resources and identity which may not be used by an employee to support or represent his or 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 and/or equipment such as photocopiers.
- University computing resources and laboratory equipment.

Facilities Services 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 published University policies regarding the personal use of University facilities and equipment, or policies regarding outside work and conflict of interest are subject to appropriate disciplinary or corrective action, including dismissal.

If you have any questions about the University's policies on personal use of state resources and conflict of interest, please contact the Human Resources Consultant, your supervisor, your manager, or the Facilities Services Human Resources Administrator. More information on "*Personal Use of State Resources and Conflict of Interest*" is also available on the University of Washington's Web page at <http://www.washington.edu/admin/hr/roles/mgr/ethics.html#conflictinterest>. Also accessible from that page are *The Washington State Ethics Law* published in its entirety, and a page devoted to *Frequently Asked Questions*.

OUTSIDE WORK

Some Facilities Services employees have other employment or own businesses in addition to their University employment. It is expected that all University employees understand and comply with the requirements of the State of Washington and the University of Washington regarding employee conflict of interest. University employees must secure advance review and approval for outside work, whether or not for compensation, whenever such activities stem from, could conflict with, or relate to the employee's official duties or status as a University employee.

Following are some examples of situations that could create or might appear to create the potential for a conflict of interest for an employee:

- Your outside job, business or consulting services are in the same trade, profession, or industry as your University of Washington job.
- Your outside business uses or sells any of the same materials, tools or other resources as your University job.
- Your outside business employs or otherwise involves ANY University of Washington employee.
- Your outside business does any business with the University of Washington, or provides information or services to businesses that contract with the University of Washington.
- Conducting your outside business ever occurs or could occur at times that you are scheduled to work at your University of Washington job.
- You work for a business that has a contract to do business with the University of Washington.

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 Facilities Services employees, whose employment or outside business falls within these criteria, must complete UW Form 1301, and secure advance approval for each work engagement. See your supervisor or manager for this form. For more information, please see Facilities Services' policy on "*Outside Employment and Professional Consulting Activities*" dated March 25, 2003.

COMPUTER RESOURCES AND EMAIL

The computer resources available within Facilities Services, including the equipment that allows access to the network and Internet, are the property of the department, and are to be used in the conduct of departmental business. All hardware, software and data stored on the equipment remain at all times property of the department.

Employees may use University-provided email for personal communications only to an extent comparable to that allowed for personal local use of University telephones; that is, *minimal* use is allowed, so long as that use:

- Is of little or no cost to the state.
- Is brief in duration, occurs infrequently, and is the most effective use of time and resources.

- 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 or software.

State law prohibits the use of University computers to access computer networks or other databases, including the Internet and electronic mail, for personal business-related, commercial, campaign or political purposes, or to promote an outside business or group or to conduct illegal activities. Additionally, employees are prohibited from allowing any member of the public to make personal use of state computers and computing resources. Email and other uses of University computers may constitute an ethics violation if the use is political, commercial, or excessive. Improper or excessive use of University computers may be grounds for disciplinary action, up to and including dismissal.

For more detailed information, please read the *University of Washington's Policy on Email and Computer Usage by Staff*, at <http://www.washington.edu/computing/rules/email.html> Examples of improper or excessive use are included in the *Frequently Asked Questions* on the Executive Ethics Board web page at <http://ethics.wa.gov/>.

EQUIPMENT, TOOLS, AND MATERIALS

University-owned equipment (including telephones and pagers), tools, materials, and supplies may only be used in the performance of University duties and may not be used for employee personal use. Salvaged, broken, or junked equipment, tools, materials, and supplies also are University property, are not for employee personal use, and may not be removed from the campus. Unauthorized use or removal may result in disciplinary action or termination.

TELEPHONES

Occasional but limited use of University telephones is permissible if there is no actual cost to the State, or if the cost to the State is *de minimis* and the use does not interfere with the performance of your official duties. Personal long distance calls **may not** be charged to the University. Any such calls made from University telephones must be charged to a personal credit card or other non-University billing number.

UNIVERSITY VEHICLES

University vehicles may only be used for official University business. University vehicles may not be driven to private establishments, including banks and eateries, at lunch or at rest periods. Exceptions to allow for rest and meal periods may be made when extended off campus trips are taken or if you are on call. Except in rare circumstances, University vehicles are not to be driven on walkways or landscaped grounds. They may not be parked at disabled access to buildings nor may they 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.

If you operate a State-owned vehicle, you must have a driver's license recognized as valid 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 your driver's license is suspended or revoked you must inform your supervisor immediately. Operating a University vehicle without a valid driver's license is illegal and is grounds for disciplinary action. Parking tickets and citations for moving violations are the responsibility of the employee. Unsafe driving or repeated violations may result in disciplinary action.

Vehicles should never be left unlocked; vehicle keys and key-cards to restricted parking areas must be safeguarded (see *Security* and *Keys* below).

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. You must complete and submit a Vehicle Accident Report.

SMOKING/ALCOHOL/DRUGS

Smoking is prohibited in all University buildings and vehicles. In addition, smoking is prohibited in close proximity to building entrances and air intakes. Use and abuse of alcohol and drugs—even prescription medications—can impair judgment and skill and increase the risk of serious accidents on the job. Employees should be aware that the University has declared itself to be a drug-free work and educational environment. The unlawful possession, use, and distribution of illicit drugs and alcohol on the University campus or during University sponsored activities are prohibited.

SECURITY

Facilities Services' Physical Plant employees play an important role in the security of the University campus. Do not let anyone other than persons you personally know to have authorization into a locked room or building on campus. Refer other individuals requesting entry to the University Police. Report suspicious persons or objects to the UW Police: 9-911. UWPD non-emergency number is 206-543-9331.

IDENTIFICATION (PHOTO I.D.)

Most Facilities Services employees are issued photo identification tags upon employment; any employee who is issued an ID tag is required to wear it at all times when on the job.

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 with them only those keys that are necessary to access their shop or office. Keys must be kept on your person, and must not be loaned to anyone, taken away from the University, or duplicated. Access codes for UW security systems are not to be shared with unauthorized persons. Lost keys must be reported immediately to your supervisor. All keys must be returned to your supervisor upon termination of employment. Failure to follow these procedures is grounds for disciplinary action.

HEALTH AND SAFETY

It is the policy of the University of Washington and Facilities Services to provide and maintain safe and healthful working conditions. Each employee is expected to promote safe work practices, to participate in occupational health assessment programs and to help maintain property and equipment in safe operating condition. If you have questions about the safety of your work environment or whether precautions are necessary, contact your supervisor.

HEALTH AND SAFETY TRAINING

Facilities Services provides all of the required health and safety training for your job. You *must* complete the required health and safety training before being assigned any work that could expose you to potential hazards associated with your job duties. (See Safety Hazard Review below.) Personal protective equipment required for your job is provided by the University and must be worn as required. Talk to your supervisor to obtain safety equipment. Protective footwear and prescription eyewear must be provided at employee expense.

SAFETY HAZARD REVIEW

The variety of activities, facilities, and programs at the University necessitates a wide range of health and safety programs to educate employees about possible safety hazards. Training programs cover many topics including asbestos, bloodborne pathogens, chemicals, confined spaces, falls, fire, hazardous waste, lead, and radiation.

All University employees are required to comply with occupational safety and health regulations that apply to their actions and conduct on the job. Supervisors and Managers have the additional responsibility of assuring that safe working conditions exist and requiring that employees under their supervision are aware of, and adhere to, safe work practices.

Before scheduling a job or assigning work, supervisors or anyone else who assigns or supervises work must consider the potential hazards and safeguards to be applied. Preventive or corrective actions—including the required personal protection equipment and employee training—must be initiated *before the work begins*. If it is not clear how to proceed safely, the Supervisor should consult with Environmental Health and Safety.

ACCIDENT REPORTING

Obtain medical assistance or first aid as needed and notify your supervisor. A report must be submitted within 24 hours after an accident, an incident that could have resulted in an accident, or a work-related illness.

Employees are covered for work-related injuries and illness by industrial insurance. Notify the University's Risk Management Office (Box 351276) if you fill out a Washington State Accident Report at your medical provider's office for a work-related

injury or illness. Early notification will ensure that your Workers' Compensation is handled accurately and effectively.

REPORT UNSAFE CONDITIONS

Report unsafe conditions and work practices. Fix the problem if you can. Otherwise, report it to your lead, supervisor, Safety Representative, FS Safety Administrator (206-221-4349), or Environmental Health and Safety (206-543-7262).

SAFETY COMMITTEE

All Facilities Services units are represented by a designated safety representative. Unit safety representatives attend monthly departmental Safety Committee meetings.

EMERGENCY PREPAREDNESS AND RESPONSE

Police, fire, medical emergency: 9-911

Current status of the UW: 206-547-INFO
Or at the UW Emergency Information Web page,
<http://www.washington.edu/newsroom/emergency/>

The first priority in all emergency responses is to protect your life and the lives of your co-workers. As soon as possible, you should report to your supervisor or work unit--in person, by radio, or by telephone if the telephones are in operation. It is vital that all staff report to their supervisor by some means.

Normal operations will continue and essential personnel are expected to make a reasonable effort to report to work even if the University is officially closed (see Temporary Closure/Suspended Operations).

You will receive additional information on Facilities Services' emergency plans and your responsibilities for emergency response on the job from your supervisor or lead. You are also encouraged to develop a family emergency preparedness plan and to work with your neighborhood and community to plan how you can work together to cope when disaster strikes.

GENERAL INFORMATION

PARKING AND TRANSPORTATION

The University encourages the use of alternatives to single occupant vehicles for commuting to campus. Priority parking and lower cost parking for carpools and vanpools are provided. There are subsidies for monthly and annual transit passes (UPASS). Temporary employees are eligible to purchase a UPASS. Temporary employees should request an approval letter from your supervisor to present to Parking Services when you purchase a UPASS. See the *UPASS User's Guide* or call the Transportation Office at 206-543-0450 for further information.

All on-campus employee parking of private vehicles is assigned by area and can be paid quarterly. See the *Parking Services' User's Guide* or call Parking Services at 206-685-1543 for further information.

UNION REPRESENTATION

Depending on the individual's assigned job title, a temporary employee who works more than 350 hours may be in a bargaining unit and may be covered by a collective bargaining agreement.