

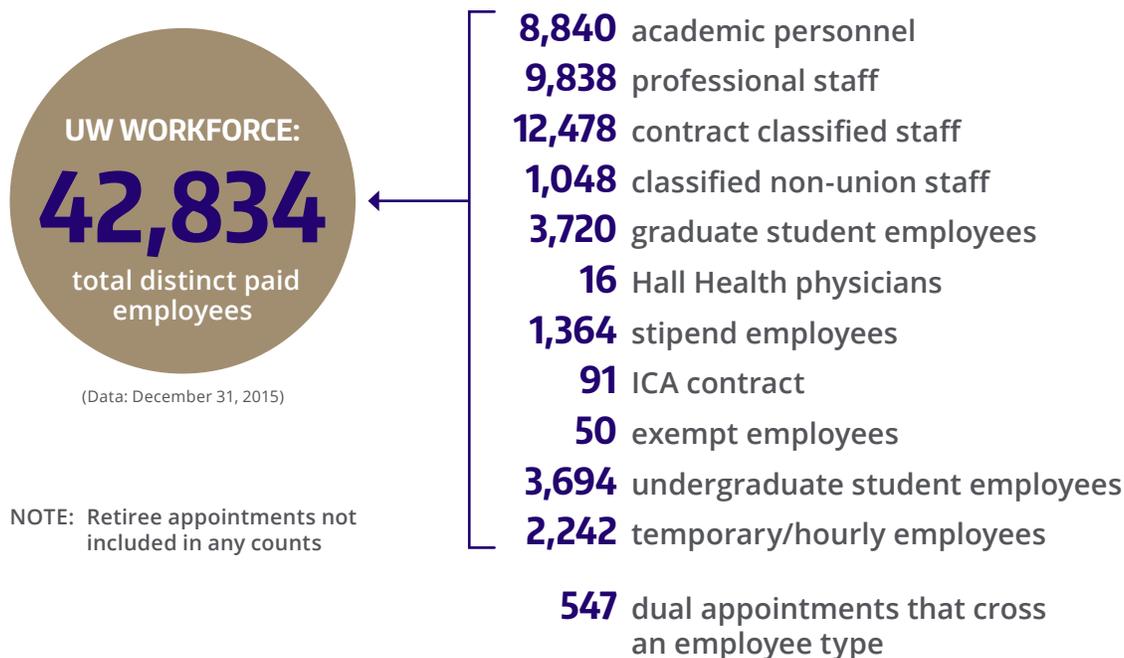
# About Human Resources

**Our mission** is to recruit, develop, and retain individuals whose work advances the vision and mission of the University of Washington.

## UW Human Resources (UWHR)

provides expert staff human resources management services to the entire University and health system in the following areas: employment, compensation, professional development, employee relations, HR information services, and policy analysis. In addition, UWHR's responsibilities for labor relations, benefits, organizational development, violence prevention, disability accommodation services, employee communications, and employee engagement extend to all faculty and staff at the University of Washington.

UW employees fall into one of several employment programs, each with its own unique set of workplace rules and employee benefits.



## HR OPERATIONS

In support of UW's most valuable resource—our people—we have two operational teams dedicated to **recruitment, employee relations, and leave management:**



**Campus HR Operations**  
supporting the Seattle,  
Tacoma, and Bothell campuses



**UW Medicine HR Operations**  
supporting UW Medical Center, Harborview  
Medical Center, Airlift Northwest, and  
UW Medicine's Shared Services teams

# THE WORK OF HR OPERATIONS

Hiring the right people in the right position at the right time

Creating a welcoming and productive workplace

**UTemp Staffing**  
Internal experts for UW's contingent workforce needs: UTemp Staffing provides full-service sourcing recruiting selection, and placement of qualified individuals to fill temporary vacancies or work on special projects.



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# TOTAL COMPENSATION

Ensuring that the UW's reputation as an employer parallels its reputation as a world-class university is the work of several teams that provide a kaleidoscope of programming. From welcoming new employees at orientation, coaching them on how to take their UW career to the next level, recognizing them for outstanding service, and helping them connect to colleagues who share their same interests, UWHR's Benefits, Professional & Organizational Development, UW Medicine OD&T, and HR Communications & Engagement teams play a critical role in making the UW's workplace stand out among Seattle's other premier employers.



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## BENEFITS

- PEBB medical and dental insurance programs
- Graduate Appointee Insurance Program
- Long-term disability insurance
- Life and ADD insurance
- Retirement savings programs
- Dependent Care Assistance Program
- Flexible spending accounts
- Home buying assistance
- Personal financial planning guidance
- On-site wellness services  
*(flu vaccines, diabetes screening, and mammograms)*



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## PROFESSIONAL DEVELOPMENT

- In-person new employee orientation
- Quarterly courses
- Certificate programs
- Tuition exemption
- Strategic Leadership Program for supervisors
- Leadership development and coaching
- Organizational consulting,
- Facilitation of retreats & strategic planning sessions



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## WORK LIFE

- Employee assistance program (CareLink)
- Eldercare services
- On-site childcare
- Off-site childcare priority access
- Back-up and sick childcare



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## RECOGNITION & ENGAGEMENT

- Service awards
- Distinguished Staff Award
- Thorud Leadership Award
- The Whole U events and social groups

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## CAREER TRACKS

CAREER TRACKS ARE VERY DIFFERENT BETWEEN CAMPUS AND THE MEDICAL CENTERS. EACH HAS SPECIALIZED, DEDICATED TEAMS DEVELOPING AND PROMOTING LEARNING OPPORTUNITIES THAT ENABLE INDIVIDUALS TO GROW THEIR EXPERTISE, PROVIDE SUPERVISORS WITH EFFECTIVE MANAGEMENT AND COMMUNICATIONS SKILLS, AND ASSIST LEADERS IN IMPROVING THEIR PERSONAL AND ORGANIZATIONAL EFFECTIVENESS.

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# SPECIALTY AREAS OF HR

The practice of human resources spans several specialty areas that play a critical role in providing responsive, compliant, and efficient day-to-day services that advance an inclusive, fair, and safe work environment. Guided by both state and federal laws, the specialty areas of labor relations, compensation, disability accommodation, and violence prevention ensure that practices follow the spirit of employment laws and UW policies.



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## LABOR RELATIONS

**Labor Relations** is constantly balancing competing interests and navigating complex legal and political environments. Guided by the responsibility to uphold the integrity and financial viability of the University and doing right by our employees, the team fosters long-term and productive working relationships with labor.

Covering  
**16,377**  
UW employees

- 9 unions**
- 28 bargaining units**
- 11 unique union contracts**
- 130 union information requests** (FY15)
- 120 union grievances** (FY15)
- 19 unfair labor practice disputes** (FY15)



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## COMPENSATION

The most significant contributions of **Compensation** happen behind the scenes, but are critical to the University's efforts to attract and retain quality staff while maintaining compliance with federal, state, and local laws, regulations, and policies.

For the UW's 9,500-plus professional staff jobs, Compensation utilizes market data to create pay structures that execute the University's pay philosophy of balancing internal equity and external competitiveness. The pay structures provide a unifying, central framework that guards against significant differences in pay for the same work, whether in the College of Arts & Sciences, School of Medicine, UW Bothell or Tacoma, or in the academic medical centers.

For classified staff, Compensation collects, analyzes, and administers salary plans that balance external competitiveness and internal equity to ensure that similar jobs are placed in appropriately comparable salary ranges.

### COMPENSATION STAFF ALSO:

- Develop and administer compensation and classification programs that help the UW attract, retain, and motivate our workforce.
- Advise senior leaders on reorganizations, and guide them in creating organizational structures and positions that comply with Washington state law.
- Vigilantly apply federal overtime law under the Fair Labor Standards Act.
- Provide reliable and accurate market data on salaries for jobs at all levels.
- Expedite approvals for competitive offers with due diligence on market and internal equity considerations.



## DISABILITY SERVICES

For individuals with disabilities, the **Disability Services Office** provides an array of accommodation services as part of UW's effort to create and sustain an inclusive environment.

### DSO'S SERVICES INCLUDE:

- Analyzing essential job functions and assisting in the implementation of accommodations for staff and faculty.
- Coordinating provision of assistive equipment and ergonomic accommodations.
- Conducting the search for alternative job placements in lieu of separation for qualified employees who are no longer able to perform the essential functions of their position, but are able to work at least 50% in another capacity.
- Coordinating deaf and hard of hearing service provision for students, staff, faculty, and members of the public participating in UW-sponsored programs and activities.
- Coordinating disability accommodations for non-matriculated students: those students taking courses primarily through Educational Outreach, Certificate Programs, International and English Language Programs, Online Learning, and Summer Youth Programs.



## VIOLENCE PREVENTION AND RESPONSE

UWHR provides a critical role in campus safety through the early identification, assessment, and triage of potentially dangerous behavior. The **Violence Prevention and Response Program** fosters strong connections among service providers and provides a central point of contact, available 24x7, for individuals to report concerns about suicide or potential violence that might affect members of the UW community.

The team administers the SafeCampus public information campaign and training sessions across all three campuses and provides threat assessment and case management services to address the most potentially dangerous situations in collaboration with Health & Wellness, Student Conduct, Counseling Center, UWPD, HR Operations, Academic HR, Attorney General's division, ForeFront, and UW CareLink.

### 2015 SafeCampus Stats

	# of individuals who attended SafeCampus training	# of incidents reported to SafeCampus
Q1	306	109
Q2	313	90
Q3	1,368	103
Q4	982	134



# THE PEOPLE BEHIND UWHR

We like to think of human resources as “the people behind the people.” We strive to ensure that the right people are in the right positions at the right time with the right benefits and support systems in place to achieve great things. Behind our HR leaders, consultants, and specialists, are two teams that are the “people behind UWHR.”

From facilitating new hires through background checks, OPUS entry, and New Employee Orientation (NEO) scheduling, to sophisticated workforce data reporting, the **Workforce Management Systems and Business Operations (WMS)** group, embedded within UW Medicine HR Operations, maintains HR systems and the data within them and provides connections to affiliated UW systems.

Serving both campus and the medical centers is **HR Administration and Information Systems (HRAIS)** providing centralized business services for Human Resources, including policy and program development, project management, legislative analysis, information services, data management, and budget administration.

