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, leave administration, HR information services, and HR policy development, analysis and compliance. In addition, UWHR’s responsibilities for labor relations, benefits, organizational development, violence prevention, disability accommodation services, and employee engagement extend to all faculty and staff at the University of Washington.

The University’s relationship to labor unions, regulatory agencies and state of Washington Human Resources is also managed by UWHR.

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

**UW WORKFORCE:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Count</th>
<th>Coverage Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Personnel</td>
<td>9,035</td>
<td>14.89% covered by UW Housestaff Association, 0.38% covered by AFT contracts</td>
</tr>
<tr>
<td>Professional Staff</td>
<td>10,149</td>
<td></td>
</tr>
<tr>
<td>Classified Staff</td>
<td>13,528</td>
<td>41.38% covered by SEIU 925; 23.7% covered by WFSE; 15.65% covered by SEIU 1199 NW; 10.75% covered by WSNA; 0.22% covered by Teamsters 117; 0.11% covered by IBU; 0.05% covered by Teamsters Local Union No. 117 Print Plant Craft Employees; 8.14% covered by CNU</td>
</tr>
<tr>
<td>Graduate Student Employees</td>
<td>3,726</td>
<td>100% covered under UAW contract</td>
</tr>
<tr>
<td>Hall Health Physicians</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Stipend Employees</td>
<td>1,248</td>
<td></td>
</tr>
<tr>
<td>ICA Contract</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>Exempt Employees</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>5,498</td>
<td></td>
</tr>
<tr>
<td>Temporary/Hourly</td>
<td>2,094</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
- Retiree appointments not included in any counts.
- 463 employees hold more than one appointment type (e.g., a staff nurse may also teach in the School of Nursing).
HR OPERATIONS
In support of UW’s most valuable resource — our people — we have two operational teams dedicated to helping employees and managers understand workplace rules and policies through training, expert consultation, and policy and contract interpretation.

Campus HR Operations & Services
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 UWHR’s Operations teams is critical to creating a welcoming and productive workplace and sets the foundation for a culture where each individual is empowered, service-oriented, ethical, and accountable.

- Help employees understand UW policies
- Ensure managers understand policy and labor contract interpretation
- Connect employees to UW resources
- Advise on the disability accommodation process
- Provide conflict resolution guidance
- Advocate for effective and timely performance management
- Ensure compliance with state and federal leave-related laws and University leave policies
- Consult on re-organizations
- Manage the layoff, termination and disability separation process

UW Medicine HR Operations also includes teams and experts dedicated to recruitment and organizational development and training. Both teams are focused on the specialized needs of UW Medical Center and Harborview Medical Center.

TOTAL TALENT MANAGEMENT
Ensuring that the UW’s reputation as an employer parallels its reputation as a world-class university is the work of Total Talent Management, which provides a spectrum of programs and services. From managing the recruiting and employment process for both temporary and permanent staff to welcoming new employees at orientation, offering development coaching for leaders and staff, providing in-person and online training, assisting departments with organizational initiatives, and recognizing staff for their outstanding service, the Total Talent Management team is a vital partner in the University’s goal to develop a high-performing organization that attracts and retains the best faculty, staff, and students.
The Work of TOTAL TALENT MANAGEMENT

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

Creating a welcoming and productive workplace

PRE-RECRUITMENT

- Consult with hiring manager on unit needs
- Ensure compliance with labor agreements and employment laws
- Coordinate with Compensation on assessment of overtime eligibility and salary
- Develop and execute recruitment strategy

RECRUITMENT

- Review candidates for minimum qualifications
- Collaborate with hiring manager on top group
- Assist with the interview and reference check process as requested

SELECTION

- Ensure employment eligibility with background checks and Department of Homeland Security’s E-Verify system
- Synchronize the salary review and offer process
- Ensure other candidates are notified

ONBOARDING

- Provide onboarding tools to managers
- Manage and deliver new employee orientation (Welcome Day) each Monday and maintain the OneUW online orientation.

EMPLOYEE DEVELOPMENT

- In-person and online training
- Certificate programs
- Tuition exemption
- Strategic Leadership Program for supervisors
- Online tools and resources

ORGANIZATIONAL DEVELOPMENT

- Leadership development and coaching
- Organizational consulting
- Facilitation of retreats and strategic planning sessions
- Individual and team assessments
- Succession planning tools

EMPLOYEE RECOGNITION

- Recognition program best practice
- Distinguished Staff Award
- Thorud Leadership Award

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.
TOTAL BENEFITS

**Total Benefits** provides the programs and services associated with the many benefits of working at UW, including health insurance, retirement and optional savings programs, child care services, UW CareLink, the UW Combined Fund Drive, and The Whole U.

**Benefits Programming**
- PEBB medical and dental insurance programs
- Graduate Appointee Insurance Program
- Long-term disability insurance
- Life and AD&D 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, mammograms)*

**Work Life Programming**
- UW CareLink (employee assistance program)
- Eldercare services
- Back-up and sick childcare
- On-site childcare
- Off-site childcare priority access

**UW Combined Fund Drive**
- Annual workplace giving campaign
- Volunteer opportunities
- Special campaigns responsive to current events

**The Whole U**
Playing a critical role in making the UW's workplace stand out among Seattle's other premier employers, **The Whole U** focuses on both wellness and community building. It serves as a recruitment, retention and employee engagement tool for all of our campuses and medical centers. Through its tailored training plans, expert health seminars, and other events and classes, The Whole U provides space for and promotes healthful and balanced behaviors and interactions in the workplace, ultimately fostering a more pleasant and productive work environment for all.

**2017 Whole U Participation & Programming**

<table>
<thead>
<tr>
<th>Segment</th>
<th>Total Participants</th>
<th>Unique Participants</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Being Active</strong></td>
<td>35,990</td>
<td>15,914</td>
<td>166</td>
</tr>
<tr>
<td><strong>Eating Well</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Engaging Interests</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Life Events &amp; Changes</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staying Healthy</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Volunteerism</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Being Active**
  - 45 Articles
  - 46 Events
  - 12 Social Groups
- **Eating Well**
  - 40 Articles
  - 17 Events
  - 1 Social Group
- **Engaging Interests**
  - 28 Articles
  - 43 Events
  - 6 Social Groups
- **Life Events & Changes**
  - 5 Articles
  - 11 Events
  - 2 Social Groups
- **Staying Healthy**
  - 60 Articles
  - 38 Events
- **Volunteerism**
  - 12 Articles
  - 11 Events
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.

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 unions and contract implementation training for supervisors and managers.

Covering
18,105 UW employees

- 9 unions
- 30 bargaining units
- 12 unique union contracts
- 172 union information requests (CY17)
- 147 union grievances (CY17)
- 9 unfair labor practice disputes (CY17)

NOTE: In 2018, SAG/AFTA will represent approximately 50-60 staff at KUOW with contract negotiations scheduled to begin in March 2018. The UAW has petitioned to represent approximately 1100 fellows and research associates and an election will be held in early spring 2018.

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.
- Consulting on provision of assistive equipment and adaptive technology.
- 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.
- Providing 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 Continuum College, Certificate Programs, International and English Language Programs, Online Learning, and Summer Youth Programs.
SAFECAMPUS: VIOLENCE PREVENTION AND RESPONSE

UWHR’s SafeCampus plays a critical role in campus safety and wellbeing through the early identification, assessment, and triage of concerning behaviors that may lead to potentially violent outcomes. The program fosters strong connections among campus partners and provides a central point of contact, available 24x7, for individuals to report concerns about suicide or violence that might affect members of the UW community.

SafeCampus’ Services Include:

- Offering consultation and support for University of Washington staff, faculty, and students regarding safety concerns
- Providing on-going threat assessment and case management services to address potentially dangerous situations
- Convening campus partners to develop coordinated responses to complex safety situations
- Serving as the central reporting office for Title IX disclosures regarding sexual misconduct; for example, relationship violence, stalking, sexual harassment, sexual assault, and sexual exploitation
- Serving on committees throughout UW to promote collaboration and bring a violence prevention perspective to campus conversations, initiatives, and policies
- Providing tailored violence prevention and response education across the UW

The SafeCampus team regularly works in collaboration with University Academic Departments, UW Bothell campus, UW Tacoma Campus, Title IX Coordinators, Student Life Health & Wellness, Community Standards & Student Conduct, Counseling Center, Hall Health, UWPD, HR Operations, Academic HR, Attorney General’s Office, and UW CareLink.

<table>
<thead>
<tr>
<th>2017 SafeCampus Stats</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td># of individuals who attended a training</td>
</tr>
<tr>
<td>Q1</td>
</tr>
<tr>
<td>Q2</td>
</tr>
<tr>
<td>Q3</td>
</tr>
<tr>
<td>Q4</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
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 10,000-plus professional staff jobs, Compensation uses 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 and analyzes market data 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.

• Partner with Labor Relations to provide cost estimates and policy guidance on pay and classification.

• 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.
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.”

As part of UW Medicine HR Operations, the Workforce Management Systems (WMS) team serves the medical centers by facilitating new hires through background checks and onboarding; maintaining employee data in Workday and fulfilling the role of Workday subject matter expert; providing workforce reporting; and acting as their HR liaison with the Integrated Service Center.

Serving both campus and the medical centers, HR Information Systems (HRIS) provides our department and the UW community with tools, guidance, and systems support to manage HR information in a secure, efficient, and effective manner. In addition to serving as UWHR’s technical liaison to the Integrated Service Center, HRIS also provides information systems planning and integration, including case management solutions for labor, violence prevention, disability services, benefits, compensation and employee relations, and the event registration system for The Whole U.