

# 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, 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.



(Data: February 15, 2020)

### NOTES:

- Retiree appointments not included in any counts.
- 946 employees hold more than one appointment type (e.g., a staff nurse may also teach in the School of Nursing).

<b>10,107</b>	<b>academic personnel</b> 13.462% covered by UW Housestaff 8.62% covered by UAW postdoc contract (initial contract being negotiated) 0.25% covered by AFT contract
<b>10,895</b>	<b>professional staff</b>
<b>15,483</b>	<b>classified staff</b> 40.14% covered by SEIU 925; 22.22% covered by WFSE; 21.90% covered by SEIU 1199 NW; 15.06% covered by WSNA; 0.21% covered by Teamsters 117; 0.12% covered by IBU; 0.04% covered by Teamsters Local Union No. 117 Print Plant Craft Employees 6.05% Classified non-union
<b>3,845</b>	<b>graduate student employees</b> 99.92% covered by UAW contract
<b>16</b>	<b>Hall Health physicians</b>
<b>1,259</b>	<b>stipend employees</b>
<b>103</b>	<b>ICA contract</b>
<b>82</b>	<b>exempt employees</b> 54.87% covered by SAG-AFTRA (initial contract being negotiated)
<b>6,312</b>	<b>undergraduate student employees</b> 20.82% covered by UAW contract
<b>2,657</b>	<b>temporary/hourly employees</b>

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# 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, corrective action, termination and disability separation process
- Oversees the Distinguished Staff and Service Award programs

UW Medicine HR Operations also includes teams and experts dedicated to **recruitment, organizational development and training, and workforce management systems**. These teams are focused on the specialized needs of UW Medical Center and Harborview Medical Center and providing HR expertise and leadership on the NW Hospital/UW Physician/UW Medicine integration.

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# 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



- 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



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



- 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



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



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



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

## 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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# HR Benefits, Analytics and Information Systems

HR Benefits, Analytics and Information Systems (HRBAIS) is UWHR's newest team coming together in 2019 to provide program management for many employee benefits and with tools, guidance, and systems support to manage HR information in a secure, efficient, and effective manner.

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## 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
  - UW CareLink (employee assistance program)
  - Flexible spending accounts
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## ANALYTICS

- HR data access and analysis
  - Public records and information requests
  - HR data security
  - Benefits data analysis and accounting
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## INFORMATION SYSTEMS

- UWHR's technical liaison to the Integrated Service Center, the Financial Transformation Project and UWIT
- Systems planning and integration for UWHR and the University
- Develops and manages UWHIRES
- Develops and manages UWHR's reporting catalog
- Case management solutions for labor, violence prevention, disability services, benefits, compensation and employee relations
- Event registration system for The Whole U
- Provides UWHR desktop and computing support
- Acts as the UWHR data custodian and privacy advocate

# 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  
**28,452**  
UW employees\*

- 10 unions**
- 36 bargaining units**
- 17 unique union contracts** (\*includes SEIU 925 IHME contract that is in progress as of 4/4/20)
- 249 union information requests** (CY19)
- 130 union grievances** (CY19)
- 8 unfair labor practice disputes** (CY19)



## 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.

### DSSO'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 services 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.

### 2019 SafeCampus Stats

	# of individuals who attended a training	# of incidents reported to SafeCampus	# of Title IX incidents reported to SafeCampus	# of violence prevention assessment meetings convened with campus partners
Q1	547	359	99	6
Q2	1,055	324	79	8
Q3	1,087	225	43	5
Q4	1,127	479	105	6
<b>TOTAL</b>	<b>3,816</b>	<b>1,387</b>	<b>326</b>	<b>25</b>



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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 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

# People and Programs under the Office of the VPHR

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. Housed under the Office of the Vice President are HR experts in policy and legislation, business and finance, communications and website development along with the following programs:



## CHILDCARE & ELDERCARE PROGRAMS

- On-site childcare
- Off-site childcare priority access
- Back-up and sick childcare
- Eldercare services



## 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 holistic wellness and community building. It serves as a recruitment, retention and employee engagement tool for all of our campuses and medical centers. 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.

## 2019 WHOLE U PARTICIPATION & PROGRAMMING

<p><b>33,651</b> TOTAL PARTICIPANTS</p> <p><b>14,729</b> UNIQUE PARTICIPANTS</p> <p><b>218</b> EVENTS + ACTIVITIES</p>	<b>BEING ACTIVE</b>		
	19 Articles	60 Events	10 Social Groups
	<b>EATING WELL</b>		
	22 Articles	16 Events	1 Social Group
	<b>ENGAGING INTERESTS</b>		
	23 Articles	35 Events	3 Social Groups
	<b>LIFE CHANGES &amp; EVENTS</b>		
10 Articles	49 Events	1 Social Group	
<b>STAYING HEALTHY</b>			
34 Articles	23 Events		
<b>VOLUNTEERISM</b>			
9 Articles	35 Events		

