

UNIVERSITY *of* WASHINGTON

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 and student 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 academic personnel 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: May 28, 2021)

<b>10,111</b>	<b>academic personnel</b>	
	<i>non-union</i>	
	Faculty	73.88%
	Academic Staff	1.89%
	Medical Residents and Senior Fellows/Trainees	1.82%
	Librarians	1.40%
	<i>union</i>	
	covered by RFPU–Northwest	13.78%
	covered by UAW–Postdoc Scholars	7.18%
	covered by AFT contracts	0.05%
<b>11,096</b>	<b>professional staff</b>	100%
<b>14,653</b>	<b>contract covered staff</b>	
	<i>RCW 41.80</i>	
	covered by SEIU-925	38.92%
	covered by SEIU 1199 NW	23.07%
	covered by WFSE	20.85%
	covered by WSNA	14.82%
	covered by Teamsters	0.17%
	covered by IBU	0.14%
	covered by RFPU–Northwest	0.01%
	<i>RCW 41.56</i>	
	covered by SEIU-925 IHME	1.56%
	covered by SAG-AFTRA	0.27%
	covered by UAW–Post Bachelor Fellow	0.16%
	Print Plant employees	0.03%
<b>874</b>	<b>classified non-union</b>	100%
<b>3,903</b>	<b>graduate student employees</b>	
	covered by UAW	97.54%
<b>12</b>	<b>Hall Health physicians</b>	100%
<b>1,242</b>	<b>stipend recipients</b>	
	Academic Staff	99.03% 0.97%
<b>105</b>	<b>ICA contract staff</b>	100%
<b>71</b>	<b>exempt employees</b>	100%
<b>3,471</b>	<b>undergraduate student employees</b>	
	covered by UAW (ASEs)	65.74% 34.26%
<b>3,427</b>	<b>temp hourly employees</b>	100%

\*\* Dual Appointments: 885

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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

supporting Airlift Northwest, Faculty Practice Plan Services, Harborview Medical Center, UW Neighborhood Clinics, UW Medical Center Montlake, UW Medical Center 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
- Maintain official personnel and medical files
- 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 also includes teams and experts dedicated to **recruitment, workforce management systems, organizational development and training, and learning technologies and infrastructure**. Together with employee relations and leave administration, these teams support the specialized needs of the UW Medicine health system — from full cycle recruiting and onboarding to reporting, systems support and license and credential management to managing the employee engagement survey process and instructional design and training delivery.

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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 and diversity consulting for leaders and staff, providing in-person and online training, assisting departments with organizational initiatives, sharing best practices for fostering equity and inclusion, and recognizing staff for their outstanding

# 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

**BRING A DIVERSITY, EQUITY, AND INCLUSION LENS** to every facet of our work, ensuring we attract and retain a diverse population and promote strategies for building a welcoming and inclusive culture and community across the UW.

## 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) provides 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  
**21,773**  
UW employees\*

- 10 unions**
- 38 bargaining units**
- 18 unique union contracts**
- 406 union information requests (CY20)**
- 122 union grievances (CY20)**
- 10 unfair labor practice disputes (CY20)**



## 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 academic personnel
- Consulting on provision of assistive equipment and adaptive technology
- Providing deaf and hard of hearing services for students, employees, 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
- Consulting with Facility Services regarding remediation of barriers to accessibility in UW facilities
- Consulting on accommodation and access issues for members of the public who are participating in UW programs and services
- Partnering with Transportation Services to ensure qualified individuals receive disability parking



## 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 on personal safety concerns to the UW community
- 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
- Guides and supports EPIC, a program to prevent sexual harassment and gender discrimination, created by and for UW academic student employees and postdoctoral scholars

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.

<b>2020 SafeCampus Stats</b>				
	# 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
<b>Q1</b>	<b>717</b>	<b>372</b>	<b>79</b>	<b>4</b>
<b>Q2</b>	<b>897</b>	<b>204</b>	<b>52</b>	<b>2</b>
<b>Q3</b>	<b>1,152</b>	<b>151</b>	<b>50</b>	<b>3</b>
<b>Q4</b>	<b>740</b>	<b>239</b>	<b>63</b>	<b>6</b>
<b>TOTAL</b>	<b>3,506</b>	<b>966</b>	<b>244</b>	<b>15</b>



## 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

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# 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:



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## HR COMMUNITY OF PRACTICE

Brings together campus HR practitioners to share expertise and build collaborations through:

- Curated programs to keep HR practitioners updated on critical policy, practices, and programs
- Facilitated peer discussions around emergent priorities, initiatives, and challenges
- Development of consistent best practices in HR across campuses
- Peer-led committees that focus on HR mentorship, DEI, and needs across the HR community



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## WORK-LIFE

UW employees are driven to make a difference through their work and in their personal lives. Work-life initiatives support them in achieving their potential by helping them manage their personal and family needs while meeting the requirements and responsibilities of their jobs. By coordinating caregiver benefits, employee and manager education and conducting needs assessments, UWHR Work-Life contributes to an equitable and engaging workplace where all employees are welcome and supported in doing their best.

- Six on-site child care centers serving 470 children
- Backup child and adult/elder care program
- Tuition discounts of 10% at KinderCare Early Learning Centers and Bright Horizons partner centers
- Priority child care enrollment at Bright Horizons and KinderCare early learning centers and KinderCare Champions before and after school programs
- Care-finding services to find in-home adult and child care providers and care centers located close to home or work
- Host caregiver education programs in partnership with The Whole U
- Administer the UW COVID-19 Employee Emergency Fund



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## UW COMBINED FUND DRIVE

Raising \$2,040,474 to support local, national and international nonprofits in 2020, UW employees participate in workplace giving through the UW Combined Fund Drive. Driving employee engagement through social activism, learning opportunities and volunteer activities, the UW Combined Fund Drive:

- Hosts on-campus opportunities for employees to learn from and about non-profits
- Runs a volunteer-powered annual giving campaign
- Develops unique fundraisers in response to current community needs



## 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.

### 2020 WHOLE U PARTICIPATION & PROGRAMMING

**80,946**

TOTAL PARTICIPANTS

**22,167**

UNIQUE PARTICIPANTS

**598**

EVENTS + ACTIVITIES

#### BEING ACTIVE

**7** Articles

**329** Events

**9** Social Groups

#### EATING WELL

**28** Articles

**18** Events

**1** Social Group

#### ENGAGING INTERESTS

**16** Articles

**63** Events

**3** Social Groups

#### LIFE CHANGES & EVENTS

**5** Articles

**10** Events

**2** Social Groups

#### STAYING HEALTHY

**28** Articles

**101** Events

#### VOLUNTEERISM

**6** Articles

**43** Events

#### FINANCIALLY FIT

**6** Articles

**34** Events

