UWHR/ISC Administrators' Forum
Agenda

> Summer Hiatus Overview
> Merit FY 2019
> PSA: Paper Benefits Forms
> Answering the TEF Questionnaire
> Legislative Updates
  – Criminal Convictions
  – Part Time Civil Service
  – Safety Accommodation
  – Shared Leave: Parental
Agenda (cont.)

> Compensation Office Updates
  – Administrative Classification Consolidation Project
  – Classified pay increase July 2018
  – January 1st 2019 Minimum Wage Increase
HOLIDAY TAKEN
Presenter: Erin Rice
Holiday Taken- Please Audit Entries

> It is critical to enter holiday taken in a timely manner
> Units can only enter time off for 90 days retroactively—after that, ISC intervention is required
> Run Audits: R0332 Audit Holiday Taken Time Off and R0335.1 Audit Holiday Taken Time Off Missing Entries.
SUMMER HIATUS
Presenter: Tram Le
Summer Hiatus Overview

Units complete Summer Hiatus Audit Report and submit to ISC by Friday June 1st by noon.

ISC places Academic Personnel on leave via mass load (EIB) on Friday June 1st at 5:00pm.

Units validate leave data prior to June 8th.

Septuple deductions taken from June 25th, 2018 paycheck on Monday June 25th.

ISC completes mass return from Summer Hiatus on Monday, September 17th.

Units verify FTE and positions on Tuesday September 18th – Friday September 20th.

ISC completes mass return from Summer Hiatus on Monday, September 17th.

Units verify FTE and positions on Tuesday September 18th – Friday September 20th.
Summer Hiatus Resources

> NSC Special Session tomorrow!
  – 9:30 – 11:00 am
  – Invitations sent to NSCs, but please hold in shared conference room

> Quarterly Faculty Benefits Panel – May 31st

> Resource on the ISC Website
  – Event Page
  – User Guide
  – FAQs
MERIT FY 2019

Presenters: Randy West, Judy Gustafson Golisch, Peg Stuart, Paula Ross
Merit Overview

- Merit pool amount: 2%
- Effective date: September 1, 2018
- Refer to the Merit and Faculty Unit Adjustment Process Guide (to be distributed May 18, 2018) for details for each eligible employment group
Merit Timeframe

> May 29 – July 31: Units run Workday audit report to ensure clean data for merit process
> There will be a restricted entry period (discuss on next slide)
> Salary increases for 2018-19 for meritorious faculty, librarians, and professional staff effective 9/1/2018
> Please ensure that your staff is available to work with Academic Personnel, the UWHR Compensation Office, the Integrated Services Center, and the Office of Planning & Budgeting during the months of August and September.
Resources

> Refer to the Office of Planning and Budgeting’s website for more information:

Office of Planning and Budgeting Website
# Matrix of Restricted Actions

The matrix applies to merit-eligible academic personnel and professional staff.

<table>
<thead>
<tr>
<th>Business Process</th>
<th>Business Process Transaction Types</th>
<th>During May 29 - Sept 14: These transactions may not be submitted</th>
<th>During Aug 1 – Sept 14: These transactions may not be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Compensation Change</td>
<td>Base Pay Change - Prostaff &amp; Academic Personnel</td>
<td>Restricted if Effective Date 9/01/2018 or later</td>
<td>Restricted for all Effective Dates</td>
</tr>
<tr>
<td></td>
<td>Base Pay Change - Ingrade Adjustments/Retention</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allowed Change – Practice Plan</td>
<td>Restricted if Effective Date 9/01/2018 or later</td>
<td>Restricted for all Effective Dates</td>
</tr>
<tr>
<td></td>
<td>Allowed Change – Non Practice Plan (e.g. ADS, TPI)</td>
<td>Restricted if Effective Date 9/01/2018 or later</td>
<td>Restricted if Effective Date 9/01/2018 or later</td>
</tr>
<tr>
<td></td>
<td>Additional Salary Plan (e.g. TSI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Job</td>
<td>Promotion</td>
<td>Restricted if Effective Date 9/01/2018 or later</td>
<td>Restricted for all Effective Dates</td>
</tr>
<tr>
<td>(Change job transactions initiated</td>
<td>Lateral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>through UW Hires will not be</td>
<td>Transfer</td>
<td>Restricted if Effective Date 9/01/2018 or later</td>
<td>Restricted for all Effective Dates</td>
</tr>
<tr>
<td>prohibited)</td>
<td>Demotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Job Data Change</td>
<td>FTE Change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costing</td>
<td>Extend End date/ Reappointment</td>
<td>Not restricted</td>
<td>Not restricted</td>
</tr>
<tr>
<td></td>
<td>Location Change</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work Shift Change</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Costing Allocation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Compensation Processes</td>
<td>One Time Payment</td>
<td>Not restricted</td>
<td>Not restricted</td>
</tr>
<tr>
<td></td>
<td>Period Activity Pay</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Questions about exception? Contact the ISC with the subject line “FY2019 Merit Process Questions”
PAPER BENEFITS FORMS
> **Reminder: Newly eligible employees should not use paper forms to enroll in benefits**

> Please remind newly eligible employees who attend Welcome Day **not** to use the paper enrollment forms included in the information booklets handed out at benefits orientation.
  
  – Booklets are printed and published by the Health Care Authority (HCA).
  – Forms found in the booklets are not applicable for UW employees.

> **Important distinction:** Employees making benefits changes due to a life event may need to submit a paper form. See more information here: [https://isc.uw.edu/your-benefits/maintaining-benefits/life-events/](https://isc.uw.edu/your-benefits/maintaining-benefits/life-events/)
Paper Benefits Form Issues

> Paper submissions encounter delays and/or cannot be processed
  - Employees use the wrong form
  - Employees have missing information on the form, or missing documentation
  - Employees submit forms to an incorrect address or recipient

> Delays may lead to employees missing their enrollment window and being enrolled into default plans required by rules
Workday emails and enrollment

> Newly eligible employees **must** make benefit elections in Workday

  – Newly eligible employees will be sent an email to their UW email address providing them with benefits eligibility information and enrollment instructions.
  – Encourage newly eligible employees to take action on emails sent by Workday or the ISC.
  – Contact the Integrated Service Center at [ischelp@uw.edu](mailto:ischelp@uw.edu) with enrollment questions.
TEF QUESTIONNAIRE
Presenters: Michael Campbell and Alana Miller
TEF Questions – How to Answer

> Is the employee expected to work an average of 80/hours a month (with a minimum of 8 hours per month) for more than 6 consecutive calendar months (e.g. total of 480 hours in 6 consecutive months)? If yes, Workday must reflect the appropriate appointment duration.

  – If the answer is “yes,” the employee receives employer paid basic insurance coverage. Temporary employees are eligible for insurance administered by PEBB.
Will the employee be working a minimum of 70 hours per month, in 5 out of the next 12 rolling calendar months?

– If the answer is “yes,” the employee participates in the PERS retirement system.
Is the employee replacing an individual who worked at least 70 hours per month, for 5 out of the last 12 months? Or is this a Medical Centers’ employee?

- If the answer is “yes,” the employee participates in the PERS retirement system.
**TEF Questions – Impact to Employees**

> If a TEF question is responded to as “yes” –
  
  – Employee records will be reviewed manually by a Benefits Specialist.
  
  – After review, employees will be sent an email notification to their UW email with next steps and instructions on how to enroll through Workday.
Employees should monitor emails from Workday and **take action** accordingly.

- Failure to submit an enrollment in Workday by the deadline (including accompanying dependent documentation, if applicable) will result in defaulting to the plans required by PEBB and/or DRS rules:
  - PEBB coverage: Employee only enrollment in Uniform Medical Plan (UMP) Classic, Uniform Dental Plan (UDP), and basic life and LTD insurance. Employees also will be charged the monthly tobacco use premium surcharge.
  - DRS: PERS 3 retirement plan participation at Option A 5%.

- Contact the ISC at [ischelp@uw.edu](mailto:ischelp@uw.edu) with questions about enrollment notices from Workday.
TEF Questions: Resources

> TEF User Guide: https://isc.uw.edu/user-guides/tef_questionnaire/
LEGISLATIVE CHANGES
Presenters: Michael Campbell, Erin Rice
Fair Chance Act (HB 1298)

> Prohibits employers from asking any question about an applicant’s criminal record until after the employer initially determines that the applicant is otherwise qualified for the position.
  
  – Excludes positions that may have unsupervised access to children or vulnerable adults

> Effective June 7, 2018.
Criminal Conviction History - Rules

> It is impermissible to state that a background check is required as a condition of employment when advertising or posting jobs.

> Inquiry about criminal conviction history must occur after minimum qualifications are determined.
Criminal Conviction History – Current Process

- An applicant completes the Criminal History Assessment at time of application to a safety/security sensitive position.
- If the applicant discloses a conviction that makes them ineligible for the position to which they applied, they are not forwarded to departments for consideration.
Criminal Conviction History – New Process

> In UWHIRES, the Criminal History Assessment will no longer occur at the time of application to a safety/security sensitive position.

> After applicants have been determined to meet qualifications and are being forwarded to the hiring department for consideration, HR will send the applicant an email requesting disclosure of any criminal convictions.

> If the disclosure results in a disqualification, HR will inform hiring departments that the applicant is no longer eligible for that particular position.
Part-Time Civil Service (HB 2669)

- Part-time employees are exempt from civil service provided they hold temporary status.
- Temporary is defined as working 1050 hours or less in a 12 month period.
- The definition of “part-time” will change; the definition of “temporary” may not.
- As of last week, there is no change taking effect on June 7.
Safety Accommodation (HB 2661)

> The bill modifies the existing domestic violence leave provisions and declares that it is in the public interest to ensure that victims of domestic violence, sexual assault, or stalking are able to:
  > Seek and maintain employment without fear of discrimination;
  > Have reasonable safety accommodations in the workplace
> It prohibits an employer from refusing to hire; discharging, demoting, suspending, discriminating, or retaliating; or refusing to make a reasonable safety accommodation requested by an individual who is a victim of domestic violence, sexual assault, or stalking.
Safety Accommodation - Impact

> UW Safe Campus and the UWPD Confidential Advocate already advise on safety accommodations in the workplace. This bill strengthens the obligation to do so.

> The bill creates a new protected class of applicants.

> Effective June 7, 2018.
Confidentiality

> Not just a good idea - it’s the law
> Treat information about relationship violence like medical information – limited to those with a business need to know
> Most coworkers/clients only need to know when someone is absent, not why they are absent
> If it isn’t clear who an employee may have disclosed information to, be clear that you will not disclose information unless the employee specifically requests that you do so
> If you have questions about how to help your employee, call SafeCampus
UW SafeCampus

> “Violence Prevention and Response Program”
  > Central Reporting Office for Title IX Sexual Misconduct
> 24/7 Helpline: 206-685-SAFE
> Jurisdiction: UW Seattle, Bothell, Tacoma, Med Centers, + anywhere else the UW does business
> 3 full-time professional employees with:
  > Training + years of experience as Victim Advocates for individuals impacted by IPV, stalking, sexual assault, and sexual harassment
  > Specific expertise in assessing risk & implementation of safety plans
Shared Leave- Parental (HB 1434)

> Adds pregnancy disability and parental leave as covered reasons for receiving shared leave
  – Pregnancy disability – pregnancy-related medical condition, temporary pregnancy disability, and miscarriage
  – Parental leave – leave to bond and care for a newborn or newly placed child
> A receiving employee may maintain up to 40 hours of vacation time off and 40 hours of sick time off
> Effective July 1, 2018
Shared Leave – Parental Implementation

- Parental shared leave will be a LOA option in Workday and employees will be able to choose *Shared Leave Parental Time Off (hours)* as a drop-down time off.
- Use of this time off type will enforce the minimum balance thresholds (40).
- System changes will be in place in early June so expectant or recent parents can make requests 30 days in advance of the law taking effect.
- UWHR will process any requests of time off donations to eligible expectant or recent parents beginning when the law takes effect.
ADMINISTRATIVE CLASSIFICATION Consolidation Update
Presenter: Randy West
Background

The project and the MOU, is the result of negotiations between UW and SEIU 925 AND WFSE for their 2017-2019 contracts. The Administrative Assistant Series will apply to all classified administrative support positions (except program jobs) within the UW’s three campuses, as well as in the UW Medical Centers.
Number of job titles will consolidate from ~28 to 5.

5 new job profile titles (9 new job codes):

- Administrative Assistant 1,2,3, Lead and Supervisor
- Administrative Assistant 1,2,3 (Med. Ctrs. Contact Center)
- Supervisor will have OT exempt and OT eligible codes
When will the changes happen?
   - Effective July 1, 2018
     (actually near the end of the PPE 7/15/18 payroll)

How will the employees’ new jobs be determined?
   - Per MOU, employees move via walk-across, so no job descriptions need to be evaluated
   - New step placement will be “value-to-value plus one”

Who will move the employees into the new jobs?
   - The ISC will implement a list of changes provided by HR Comp.
Background (cont.)

> Hourly employees
  – Will need to be paid at least the hourly rate of the new range minimum.
  – Hourlies whose rate falls below the new rate will need to be brought up to the new hourly rate minimum.
  – This will be done centrally by the ISC using data from HR Comp.
Does this consolidation include the “program” series?

The program series:

– Program Assistant
– Program Coordinator
– Program Support Supervisor 1 & 2
The program series is not part of this consolidation.

However, effective July 1, 2018 the program series is receiving a two range market adjustment, “value to value”.

Most employees will receive more range growth room but not an immediate pay increase.
Admin Class Consolidation Titles Walk-Across

<table>
<thead>
<tr>
<th>Job Code(s)</th>
<th>Current Job Profile Name</th>
<th>Current Grade</th>
<th>New Job Code</th>
<th>New Job Profile Name</th>
<th>7-1-18 Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>17220</td>
<td>Office Assistant 1</td>
<td>B4-28</td>
<td>17081</td>
<td>Admin Asst 1</td>
<td>B4-33</td>
</tr>
<tr>
<td>17221</td>
<td>Office Assistant 2</td>
<td>B4-31</td>
<td>17082</td>
<td>Admin Asst 2</td>
<td>B4-37</td>
</tr>
<tr>
<td>17243</td>
<td>Secretary</td>
<td>B4-33</td>
<td>17083</td>
<td>Admin Asst 3</td>
<td>B4-41</td>
</tr>
<tr>
<td>17045, 20324</td>
<td>Admin Assistant A</td>
<td>B4-41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17046</td>
<td>Admin Assistant B</td>
<td>B4-42</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17080, 20344</td>
<td>Administrative Coordinator</td>
<td>B4-37</td>
<td>17083</td>
<td>Admin Asst 3</td>
<td>B4-41</td>
</tr>
<tr>
<td>17222</td>
<td>Office Assistant 3</td>
<td>B4-34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17244</td>
<td>Secretary Senior</td>
<td>B4-36</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: This slide only shows titles with employees in them.
Note: Table also does not show 3 jobs only used in Med. Ctrs. Contact Center.
<table>
<thead>
<tr>
<th>Job Code(s)</th>
<th>Current Job Profile Name</th>
<th>Current Grade</th>
<th>New Job Code</th>
<th>New Job Profile Name</th>
<th>7-1-18 Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>17223</td>
<td>Office Assistant Lead</td>
<td>B4-36</td>
<td>17084</td>
<td>Admin Asst Lead</td>
<td>B4-043</td>
</tr>
<tr>
<td>17246</td>
<td>Secretary Lead</td>
<td>B4-39</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17215</td>
<td>Office Support Supv 1</td>
<td>B4-42</td>
<td>17083</td>
<td>Admin Asst Supv</td>
<td>B4-048</td>
</tr>
<tr>
<td>17046</td>
<td>Office Support Supv 2</td>
<td>B4-46</td>
<td>17090</td>
<td>Admin Asst Supv</td>
<td>B4-048</td>
</tr>
<tr>
<td>17245</td>
<td>Secretary Supv</td>
<td>B4-43</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: This slide only shows titles with employees in them.
### Example of Walk-Across and Step Placement

<table>
<thead>
<tr>
<th>Current</th>
<th>July 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> Administrative Coordinator</td>
<td><strong>Title:</strong> Administrative Assistant 3</td>
</tr>
<tr>
<td><strong>Pay Table/Range:</strong> B4, 37</td>
<td><strong>Pay Table/Range:</strong> B4, 41</td>
</tr>
<tr>
<td><strong>Step:</strong> M</td>
<td><strong>Step:</strong> J</td>
</tr>
<tr>
<td><strong>Monthly Rate:</strong> $3,708</td>
<td><strong>Monthly Rate:</strong> $3,802</td>
</tr>
<tr>
<td></td>
<td><strong>Plus 2% 7/1/18 across-the-board: $3,878</strong></td>
</tr>
</tbody>
</table>
Example of Walk-Across and Step Placement Admin Coordinator at Step M

<table>
<thead>
<tr>
<th>Range</th>
<th>&lt;---- STEP ----&gt;</th>
<th>CEGP Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>H</td>
<td>I</td>
</tr>
<tr>
<td>37</td>
<td>$3287</td>
<td>$3370</td>
</tr>
<tr>
<td>38</td>
<td>$3370</td>
<td>$3449</td>
</tr>
<tr>
<td>39</td>
<td>$3449</td>
<td>$3530</td>
</tr>
<tr>
<td>40</td>
<td>$3530</td>
<td>$3618</td>
</tr>
<tr>
<td>41</td>
<td>$3618</td>
<td>$3708</td>
</tr>
</tbody>
</table>

Note: Steps A through G not shown to allow bigger font in example
Order of Operations

> SEIU 925 2017-19 Contract, article 45.4(e): “When a periodic increment date coincides with a promotional date, the appointment to a new salary range, and/or a market adjustment, the periodic increment date will be applied first.”
Order of Operations (cont.)

That is, if multiple actions occur on the same date:

1. Increment is applied first
2. Other changes come after the increment
   - Range change,
   - Across-the-board,
   - Additional negotiated step changes (such as “value for value plus one”)
What if an employee thinks he/she is misclassified?

> Either before or after July 1, 2018, an employee still has the right to initiate a review based on the belief that he or she is misclassified.

> How-to is described in SEIU 925 contract article 44.7 Position Review Process.
What if an employee thinks he/she is misclassified? (cont.)

> Reviews of positions to be consolidated submitted before July 1, 2018 will be based on pre-July 1, 2018 classifications.

> Reviews of classified administrative positions (except program series) submitted on or after July 1, 2018 will be based on best fit of duties in the new, consolidated series.
What about recruitments that cross over July 1, 2018?

> Minimum qualifications in the new job class specs for education and experience will be consolidated, i.e., will change somewhat.
What about recruitments that cross over July 1, 2018? (cont.)

Which MQs?

- Recruitments completed by June 30, 2018 will follow current MQs.
- Recruitments that start before July 1, 2018 and cross over into July will need to be reposted using the new classifications and MQs.
- Can departments start recruitments in June using the new job classes if the start date will be July 1, 2018 or later? Looking into it.
- Hiring departments will need to coordinate with HR Employment.
Layoff, Bumping and Rehire Implications for Jobs in the Consolidation

Plans for FTE reductions or layoffs affecting employees in any of the consolidated job titles should note:

- Bumps resulting from layoff notices given before July 1, 2018 will be based on current job classes
- Bumps resulting from layoff notices given on or after July 1, 2018 will be based on consolidated job classes in the new Administrative Assistant series (Admin Asst 1, 2, 3, Lead or Supervisor)
Layoff, Bumping and Rehire Implications for Jobs in the Consolidation (cont.)

Plans for FTE reductions or layoffs affecting employees in any of the consolidated job titles should note:

– Starting July 1, 2018, rehire rights will be based on the new series
– Questions on this go to Labor Relations
COMPENSATION UPDATES
Presenter: Randy West
Compensation Changes on July 1, 2018

> Administrative Classification Consolidation – approx. 368 employees (value-for-value plus one step)
  – 277 salaried
  – 91 hourly*

> Program Series 2-range adjustment (value-for-value) – over 1,000 employees
  – 891 salaried
  – 115 hourly*

*Hourly employees do not have steps and so do not move value-for-value, but must be at least at new range minimum.
Compensation Changes on July 1, 2018 (cont.)

> How will administrative classification consolidation and program series 2-range adjustment be entered in Workday?
  – By ISC staff
  – Based on employee lists provided by HR Compensation
  – Any pay changes will be reflected on July 25 paycheck
Nota Bene: implications of program jobs receiving value-to-value changes.
Piece of data: there were 448 program series employees at step M as of April 2018.

- Example: Shirley is Program Coordinator at top regular step M; has been at M for more than 12 months, is a high performer and department plans to request a CEGP step.
- If department asks before June 30, 2018, employee can receive a CEGP step.
- If department asks on or after July 1, 2018, employee will be two ranges higher, at step K and will not be eligible for CEGP until she has been at step M of the new range at least 12 months, which would be from August 2019 to July 2020, depending on the employee’s increment date.
Compensation Changes on July 1, 2018 (cont.)

ADVICE
> If planning to request a CEGP, do it before July 1.
> Don’t wait till June 30.
Looking Ahead to January 2019

> January 1, 2019
> Another 2% across-the-board increase for contract classified and classified non-union staff
Looking Ahead to January 2019 (cont.)

Minimum wage adjustments

> **UW follows City of Seattle minimum, from $15.45/hr to $15.91/hr (est.)**
> **City of Seattle applies CPI-U, which currently is up 3.3% over 2017**
> **Seattle Office of Labor Standards will announce actual 1/1/19 minimum this fall**
> **City of Tacoma Student Assistant-UWT job 10888**
  > Follows City of Tacoma minimum wage, adjusts by CPI-W
  >  Tacama CPI-W up 3.1% over 2017
  >  1/1/19 rate projects to go up from the current $12/hr to $12.37/hr (est.)
  >  In 2020 State minimum goes up to $13.50 and takes Student Assistant-UWT with it
QUESTIONS?
Contact the ISC Services Support Team