WELCOME TO THE MARCH 2019 HR & ISC ADMIN FORUM!
Today’s Agenda

- Legislative Session Updates – Marisa Graudins
- APS 34.2, Relocation Incentive – Marisa Graudins, Randy West
- Veterans’ Preference in Hiring – Michael Campbell
- Bargaining Update – Ashlee Hooten
- Workday 32 – Hyon Kim
- Suspended Operations – Erin Rice
- Essential Positions, Off-Quarter Hiatus – Tram Obligacion
- FLSA Updates – Katie Bloom
- Whole U – Matthew Leib
HR Related Bills

> **HB 1930** - Concerning reasonable accommodation for the expression of breast milk in the workplace

> **SB 5165** - Relating to discrimination based on citizenship or immigration status

> **HB 1087** - Concerning long-term services and supports

> **HB 1308** - Addressing plan membership default provisions in the public employees' retirement system, the teachers' retirement system, and the school employees' retirement system.

> **HB 1696** - Concerning wage and salary information
Timeline

- **April 3, 2019** – Last day to pass bills out of committee from opposite house, except fiscal committees.
- **April 9, 2019** – Last day to pass bills out of opposite house fiscal committees.
- **April 17, 2019** – Last day to pass opposite house bills
- **April 28, 2019** – Last day of the legislative session.

- Unless otherwise specified, bills take effect 90 days after signed into law by the Governor.
APS 34.2 Relocation Incentive Payments

Marisa Graudins, Randy West

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Definition

> One-time payments used when it is necessary to successfully recruit and retain qualified candidates who will have to make a domiciliary move in order to accept the position.

> Policy applies to candidates for regular classified and professional staff positions, faculty, and other academic personnel.
Delegated Authority

> For professional staff and contract classified staff = dean, chancellor, vice president, medical centers associate administrator, or other position with equivalent administrative authority.

> For classified non-union staff = President

> For faculty and academic personnel appointees = dean or chancellor.
Updates to APS 34.2

> Clarifies that *exceptional* relocation incentive payments are payments in excess of $50,000 or 25% of the employee's first year annual salary, whichever is greater

> Confirms that all exceptional payments for staff must be approved by the Vice President for Human Resources
Next Steps

> Update conditional rules in Workday for one-time payment requests for relocation incentives
  - CNU routing
  - >50K or 25% of first year salary, whichever is greater

> Updates to UWHR relocation forms used by Med Ctrs for all relocation incentive payments and by Campus HR for exceptional payments requiring VPHR approval
Is it an Exceptional Payment?

<table>
<thead>
<tr>
<th>Salary</th>
<th>25% of salary</th>
<th>Incentive payment request</th>
<th>Requires special approval?</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150,000/year</td>
<td>$37,500</td>
<td>$40,000</td>
<td>No</td>
</tr>
<tr>
<td>$200,000/year</td>
<td>$50,000</td>
<td>$40,000</td>
<td>No</td>
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<tr>
<td>$300,000/year</td>
<td>$75,000</td>
<td>$40,000</td>
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<tr>
<td>$150,000/year</td>
<td>$37,500</td>
<td>$50,000</td>
<td>No</td>
</tr>
<tr>
<td>$200,000/year</td>
<td>$50,000</td>
<td>$50,000</td>
<td>No</td>
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<tr>
<td>$300,000/year</td>
<td>$75,000</td>
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<td>No</td>
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<tr>
<td>$150,000/year</td>
<td>$37,500</td>
<td>$80,000</td>
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<tr>
<td>$200,000/year</td>
<td>$50,000</td>
<td>$80,000</td>
<td>Yes</td>
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<tr>
<td>$300,000/year</td>
<td>$75,000</td>
<td>$80,000</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Veterans’ Preference in Hiring

Michael Campbell

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Definition and application

> Veterans’ preference as defined in the RCW (RCW 73.16.010) states that qualifying veterans, and their widows or widowers, shall be preferred for appointment and employment in public employment.

> If you are using a scored or rated evaluation, apply Veterans’ Preference as an additional percentage to the score or rating.
Process In UWHIRES

> Hiring Managers Workbench
  – Requisition View
  – Candidates Tab

> New Column – “Vet”
  – Displays Score (5 or 10). The percentage added to a candidate’s score if using a scored evaluation.
  – Pop-up with instructions
**Example in UWHIRES**

- **Name:** Hamlin, Paige
  - **Stage:** Resume Fwd to Dept.
  - **Last Activity (Referred As):** Resume Sent to HM
  - **Date:** 12/04/2018
  - **Action:** add activity | view history

- **Name:** Test, Barbara
  - **Stage:** Resume Fwd to Dept.
  - **Last Activity (Referred As):** Resume Sent to HM
  - **Date:** 12/04/2018
  - **Action:** add activity | view history

- **Name:** Test, Dental
  - **Stage:** Resume Fwd to Dept.
  - **Last Activity (Referred As):** Resume Sent to HM
  - **Date:** 12/04/2018
  - **Action:** add activity | view history
This candidate is eligible for **Veteran’s Preference**

If you are using a scored or rated evaluation, per RCW 41.04.010, you shall apply the Veteran’s Preference Score (Vet) as an additional percentage, based upon a possible rating of 100 points as perfect, by adding to the passing mark, grade, or rating, 10% for a score of 10 or 5% for a score of 5.

Ex. John Smith has 10 in the Vet column; add 10% to final score

If you have questions regarding the application of veteran’s preference, please contact your UWHR employment representative.
Collective Bargaining Update

Ashlee Hooten
## Contract Status

<table>
<thead>
<tr>
<th>Union</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEIU 925</td>
<td>• Negotiations concluded and waiting on legislative funding • Contracts go into effect July 1, 2019</td>
</tr>
<tr>
<td>WFSE</td>
<td></td>
</tr>
<tr>
<td>WFSE PM</td>
<td></td>
</tr>
<tr>
<td>SEIU 1199NW Res/HH BU</td>
<td></td>
</tr>
<tr>
<td>Teamsters 117</td>
<td></td>
</tr>
<tr>
<td>SEIU 1199NW</td>
<td>Bargaining began March 14; current contract expires June 30</td>
</tr>
<tr>
<td>WSNA</td>
<td>Bargaining is ongoing; the parties are simultaneously bargaining the UWMC WSNA contract, UWMC per diems, and the Northwest Hospital Transition Agreement; current contract expires June 30</td>
</tr>
<tr>
<td>Teamsters 117 print</td>
<td>Discussions underway; current contract expires June 30</td>
</tr>
<tr>
<td>IBU</td>
<td>Discussions underway; current contract expires June 30</td>
</tr>
<tr>
<td>UWHA</td>
<td>Bargaining dates pending; current contract expires June 30</td>
</tr>
<tr>
<td>SAG-AFTRA</td>
<td>Bargaining ongoing for first contract</td>
</tr>
<tr>
<td>UAW (Post-Docs)</td>
<td>Bargaining ongoing for first contract</td>
</tr>
<tr>
<td>UAW (ASEs)</td>
<td>Current contract expires April 30, 2021</td>
</tr>
<tr>
<td>AFT</td>
<td>Contract ratified March 4, 2019; new contract expires June 30, 2021</td>
</tr>
</tbody>
</table>
Contract Implementation

- Currently underway for July 1 contracts that have been negotiated
- LR will present a more in-depth summary of negotiated changes at May’s Admin Forum
- Review each Union’s respective contract summary for details
Contract Implementation

Major changes include:

- General wage increases of 2% on July 1 each year
- Fully subsidized U-PASS for eligible bargaining unit employees
- $100 one-time lump sum payment for those in active permanent appointments as of July 1, 2019 of .75 FTE or above, and $50 for employees in active permanent appointments below .75 FTE.
- Flexible spending Employer contribution of $250 each January for those with annual full-time base salary of $50,004 or less on November 1 of the year prior to the FSA funds disbursement
Learn More

> https://hr.uw.edu/labor/
> Or email me: ahooten@uw.edu

Labor Relations
206-543-6236
laborrel@uw.edu
WORKDAY 32
UPDATES

Hyon Kim
WORKDAY 32 UPDATES

> Inbox app on the homepage is being removed
> Your Social Security number, as well as the Social Security number for your dependents, will now be fully masked in Workday (the last four digits are no longer on display)
INBOX CHANGES

Welcome, [Username]

- Inbox: 0 items
- Applications: 11 items
  - Inbox
  - Personal Information
  - Benefits
  - Absence
  - Pay
  - My Team
There’s No Fun Like Snow Fun
Suspended operations 2019

Erin Rice

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Annual Reminder

This is the University's annual reminder to help ensure that your unit is prepared for the possibility of severe weather or other events that could require the University to temporarily suspend non-essential operations.

Review the following information and be prepared to help your employees understand leave use and compensation practices.
Lessons Learned from 2019

Almost all of the answers to your questions can actually be found on the UWHR website. Specifically:

> Staff who choose to make up time get paid during suspended operations.
  
  – If they do not make up the time at the end of 90 days, it becomes an overpayment.

> Tell your non-essential employees to stay home.
Next Steps

> For departments:

– Ensure your staff know whether or not their positions are considered Essential at time of hire, and annually thereafter.
Next Steps

For UWHR:

- We will be identifying gaps or potential inconsistencies in our policies, labor contracts, and web guidance; and
- optimizing our suspended operations web materials for clarity and readability
Essential Staff

Tram Obligacion
Essential Position Designation for Positions

Positions: Located within Additional Data on the Position Restrictions

Position
PN-0035912 RESEARCH TECHNOLOGIST 2, SOM: School of Medicine Default - Jackson, George Michael

Supervisory Organization
SOM: Neurological Surgery, Dr. Hofstetter Lab 2 (Khang, Zinn)

Position Restrictions
PN-0035912 RESEARCH TECHNOLOGIST 2, SOM: School of Medicine Default - Jackson, George Michael

Organization Assignments
Campus Mailbox: 356470
Company: UW1861 University of Washington
Cost Center: 658131 NEUROSURGERY/DCC
Service Period: 12

Worker
Jackson, George Michael

Job Details
Employee Type: Regular

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Essential Position Designation for Positions

View All Additional Data
PN-0035912 RESEARCH TECHNOLOGIST 2, SOM:School of Medicine Default - Jackson, George Michael

FLSA Specific Exemption
FLSA Specific Exemption (empty)

Excepted Staff Approved
Excepted Staff Time Type (empty)
Start Date (empty)
End Date (empty)

Essential Position
Essential Position Yes

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INTEGRATED SERVICE CENTER
Essential Position Designation for Jobs

Jobs: Located in the Job Classification

Job
PN-0018013 STUDENT ASSISTANT, Recreation: Aquatics JM Student - Doe, Jane M.

Supervisory Organization: SL Recreation: Aquatics JM Student (Yeager Joshua (Inherited))
Organization Assignments:
Campus Mailbox: 354090
Company: UW1881 University of Washington
Cost Center: 149582 RECREATION
Service Period: 12
Worker: Doe, Jane M.

Job Details
Employee Type: Temporary (Fixed Term)
Job Profile: Student Assistant (NE H)
Job Title: STUDENT ASSISTANT, Recreation: Aquatics JM Student
Business Title: Student Assistant (NE H)
Time Type: Parttime
Location: Seattle Campus
Location Weekly Hours: 40
Default Weekly Hours: 40
Pay Rate Type: Hourly
Scheduled Weekly Hours: 0
FTE: 0%
Job Exempt: No

Additional Information
Job Category: Hourly and Other
Job Classifications:
- 012 - Hourly Sick Accruing (Absence Management Job Eligibility Code)
- 0180 - Hourly, Overtime, Premiums and Payroll (Financial Account Codes Object Costs)
- 0 - Not applicable (IEEO1 Code)
- NE - FLSA Non-Exempt (Absence Management Job Eligibility Code)
- Student - Student (Civil Service & Other Exempt Staff)
- U - Undergraduate Student (Employment Program)

Job Classification: Essential Position No - Essential Position No (Essential Position)
Company Insider Types: (empty)
Workers' Compensation Code from Job Profile: 4900 - PUBLIC INSTT - HIGHER LIVING (United States of America)
Workers' Compensation Code Override: (empty)
Work Shift: First Shift (United States of America)
### Essential Position Audit Report R0598

R0598 is for Campus Staff and R0598.1 is for Medical Centers Staff

### Essential Position Audit Report - Staff Campus R0598

<table>
<thead>
<tr>
<th>Supervisory Organization</th>
<th>Position</th>
<th>Worker</th>
<th>Employee ID</th>
<th>Job Profile</th>
<th>Essential Position</th>
<th>Overtime Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT: Pediatric Dentistry: Support Staff (Lane, Emma)</td>
<td>PN-0033258 FISCAL SPECIALIST 1, Pediatric Dentistry: Administration - Johnson, Ashley R</td>
<td>Johnson, Ashley R</td>
<td>852006656</td>
<td>Fiscal Specialist 1 (NE S SEIU 925 Non Supv)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**UNIVERSITY of WASHINGTON**

**INTEGRATED SERVICE CENTER**
Updating Essential Position

Roles that can view Position Restriction Data:
  – HCM Initiate 1 & 2
  – Time & Absence Initiates and Approvers
  – HR Partners

Roles that can update:
  – ISC HR Office Partner

For assistance in updating this field, contact ischelp@uw.edu (Campus) or hrwms@uw.edu (Medical Centers)
Suspended Operations

Workday system eligibility for Suspended Operations:

1. Essential Position designation is No or blank
2. Employee is in scope for Time Tracking (tracks overtime in Workday)
   - Non-Exempt Salaried Contract Classified Staff
   - Non-Exempt Salaried Classified Non-Union Staff
   - Non-Exempt Salaried Professional Staff
3. Employee is not at the Medical Center
Off Quarter Hiatus

Tram Obligacion
Off Quarter Hiatus

> Mass Return from Leave performed by ISC this week
  – Last day of leave 03/15/2019, first day of work 03/16/2019

> Please review the following:
  – FTE
  – Compensation (amount, start and end dates)
  – Academic Appointment(s)
  – End Employment Date
FLSA Update

Katie Bloom

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Proposed FLSA Change for 01/01/2020

> What’s next?

– **2019, March 7:** U.S. Department of Labor Announces Notice of Proposed Rulemaking

– **2019, ~May 7:** 60-day comment period ends

– **2020, January 1:** Proposed effective date
Proposed FLSA Change: The Good News

- Proposed change is more moderate than what we saw in 2016
  - **2019:** $679/week ($35,308/yr)
  - **2016:** $913/week ($47,476/yr)
- Does not automatically adjust by inflation
- No changes to duties tests!
- 9+ months of lead time in which to prepare
...Less Than Good News

> Still not pro-rated for part-time positions
  
  – Same threshold applies regardless of full-time or part-time
  
  – Example: 50% FTE employee with $60,000/yr full-time rate. Since employee is 50% FTE, actual gross salary is $30,000 and below proposed $35,308 salary threshold.

> Proposed change in DOL practice to do more frequent rule-making, i.e., every 3 or 4 years
Proposed FLSA Salary Basis Level

<table>
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<tr>
<th></th>
<th>Federal (FLSA)</th>
<th>WA State*</th>
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<tbody>
<tr>
<td></td>
<td>Current (Since 2004)</td>
<td>2016 (Proposed but blocked)</td>
</tr>
<tr>
<td>Effective Date</td>
<td>8/23/2004</td>
<td>12/1/2016</td>
</tr>
</tbody>
</table>

**Threshold**

<table>
<thead>
<tr>
<th></th>
<th>Weekly</th>
<th>Monthly</th>
<th>Annualized</th>
<th>2x Annualized (Threshold for 50% FTE Employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$455</td>
<td>$1,972</td>
<td>$23,660</td>
<td>$47,320</td>
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<tr>
<td></td>
<td>$913</td>
<td>$3,957</td>
<td>$47,460</td>
<td>$94,952</td>
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<tr>
<td></td>
<td>$679</td>
<td>$2,942</td>
<td>$35,308</td>
<td>$70,616</td>
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<td>$1,080</td>
<td>$4,680</td>
<td>$56,160</td>
<td>$112,320</td>
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<tr>
<td></td>
<td>$1,350</td>
<td>$5,850</td>
<td>$70,200</td>
<td>$140,400</td>
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</table>

*Dates and amounts for WA State Labor & Industries changes to WMWA are still tentative and subject to further rule-making. UW recommendation is to match the new federal levels.
Communications – Phase 1

MARCH 2019

– March 21, 2019 – HR-ISC Administrator Forum
– Email Directors, Deans and Chairs list of potentially impacted employees
– Presentation to Administrators Council (if requested)
– Email briefing document to major org administrators
– Post info on HR Compensation website

JULY 2019 (after 60 day comment period ends and final rule is announced)

– Email major org administrators with final version of revised FLSA regulations
Communications – Phase 2

NOVEMBER 2019

– Reactivate professional staff and classified staff overtime eligible job codes originally created for 2016 FLSA salary basis level change

– Provide walk-across from OT exempt to OT eligible pro staff and classified staff job codes on HR Compensation Office website

– Provide FAQs on HR Compensation Office website
Communications – Phase 2, November

NOVEMBER 2019

– **Week of November 18:** Compensation Office will send major org budget administrators a list of employees still below the new proposed salary basis level as of PPE 10/31/2019.

– **By end of November:** Major org budget administrators to notify Katie Bloom of any employees they seek to adjust to maintain as overtime exempt; all employees for which the Compensation Office does not receive notification, or for which no action is taken, will become overtime eligible, will need to track time, and will receive OT for hours worked over 40 in a workweek.

– **Note:** Requested actions to preserve OT exempt status must be submitted by end of November, but may have future effective dates (i.e., 12/16/19). Major orgs initiate personnel actions by end of November, to increase salary and/or FTE to above $679/week for those ProStaff employees who will remain OT exempt.
Communications – Phase 2, December

DECEMBER 2019

- **Week of December 2:** Major org budget administrators receive final list of employees who will change, along with template letter to major orgs to tell employees why their OT status is changing to OT eligible.

- **Last Weekend in December:** ISC to bulk upload job code changes for employees not meeting the $679/week salary basis threshold.

- **Monday, December 30:** Overtime eligibility and time tracking begins for employees moved to OT eligible job codes.
What can my department do to prepare for the January 1, 2020 FLSA change?

– Check full-time OT exempt employees who have full-time rate near or below the proposed new salary basis minimum(s).

– Check part-time OT exempt employees to ensure actual rate is above the new salary basis minimum(s).

– Ensure that departmental position descriptions are up-to-date.

– Ensure employee is informed as to when and why their OT status is changing to OT eligible.
What else can my department do to prepare for the January 1, 2020 FLSA change?

– If the major org wishes to maintain the ProStaff employee’s OT exempt status and has the necessary approvals, department can initiate appropriate in-grade and/or change in FTE%.

– Ensure employees who will become OT eligible on January 1, 2020 start tracking their time at the beginning of the transition workweek, i.e., on Monday, December 30, 2019 to ensure that they are paid for any hours worked over 40 hrs in the transition week at one and one half times the regular rate of pay.
QUESTIONS?
Whole U 2019

Matthew Leib
What does wellness look like at UW?

> The Whole U’s core wellness pillars:
  - Being Active
  - Eating Well
  - Staying Healthy
  - Engaging Interests
  - Volunteerism
  - **NEW:** Financially Fit
Community Interest Survey Insights

Fall quarter 2018, we surveyed Whole U program participants on what events and activities they want to attend in 2019.

Overall, **78.6 percent** of respondents feel that the Whole U is very important.

These insights are driving our 2019 programming.
Top Cultural Interests

Number of Survey Responses

<table>
<thead>
<tr>
<th>Interest</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS &amp; CRAFTS</td>
<td>381</td>
</tr>
<tr>
<td>TRAVELING</td>
<td>343</td>
</tr>
</tbody>
</table>
Top 5 Wellness Interests

Number of Survey Responses

- Mindfulness: 402
- Happiness: 378
- Strength Training: 372
- Yoga: 353
- Women's Health: 330
Top 5 Work & Life Interests

Number of Survey Responses

<table>
<thead>
<tr>
<th>Interest</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOOD &amp; COOKING</td>
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<tr>
<td>RETIREMENT SAVINGS</td>
<td>384</td>
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<tr>
<td>BUDGETING</td>
<td>332</td>
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<tr>
<td>VOLUNTEERING</td>
<td>308</td>
</tr>
<tr>
<td>SAVINGS</td>
<td>305</td>
</tr>
</tbody>
</table>
UW Walk Week — April 1-5

> Join an Whole U ambassador-led walk
> Download our Walk Tracker with 2-mile campus loops
> Test your knowledge of UW + Seattle campus during a Walk Week Scavenger Hunt on Wed, April 3, 12-1 PM.
> Whole U Team Walks Competition: Go on a 30-minute walk as a work team, share a photo for a chance to win Whole U swag like draw-string bags and KIND bars
UW Fitness Day — May 8

- **Where:** Husky Stadium, noon to 1pm
- **What:** 20 circuit training exercises, including strength, cardio, yoga, dance and more!
- **Who:** Coached by UW student-athletes and coaches
- **Why:** To celebrate the many ways we move and how being active brings UW together as a community
- **FREE:** Fitness Day t-shirt, KIND bar, partner swag
- **Register:** bit.ly/UWFitnessDay2019
THANK YOU FOR ATTENDING!