WELCOME TO THE MAY 2019 HR & ISC ADMIN FORUM!
TODAY’S AGENDA

> **Summer Hiatus Cyclic Leave Timeline**
  Ginny Montgomery, ISC Director of Benefits Operations

> **Labor Contract 7/1 Changes**
  Ashlee Hooten, Labor Relations Negotiator

> **Employment Verification Update**
  Lyndsey Baldwin, ISC Director of Internal Operations

> **Move Worker**
  Kanani Donaldson, ISC Training Manager

> **Legislative Update**
  Marisa Graudins, HR Policy & Legislation Manager
SUMMER HIATUS/CYCLIC LEAVE TIMELINE

Ginny Montgomery, ISC Director of Benefits Operations
SUMMER HIATUS

TIMELINE

> Now: run R0047 to review Faculty Service Period
> May 31 (12:00 p.m.): deadline for units to complete and return R0047 Summer Hiatus Audit Report to ISC indicating academic personnel who will be on Summer Hiatus for the ENTIRE summer (June 16 – September 15)
> May 31 (5:00 p.m.): ISC will place academic personnel included on the report on Summer Hiatus in Workday via EIB
SUMMER HIATUS

TIMELINE

> June 3 – June 7 (12:00 p.m.): Units will rerun R0047 to validate leave data AFTER the Summer Hiatus EIB has been loaded into Workday
  - ISC Benefits Team will confirm summer hiatus benefits eligibility for all faculty put on Summer Hiatus
  - ISC Benefits Team will cross-reference against all retirement applications received for June-September 2019
> June 7 (12:00 p.m.): deadline for submitting any changes to the ISC
  - Terminations must be processed for all employees not returning in the fall who are not working summer quarter (impacts COBRA, Retiree coverage, etc.)
SUMMER HIATUS

TIMELINE

> June 10 – June 14
  – ISC Benefits Team will final review of Summer Hiatus faculty benefits eligibility

> June 25: Academic Personnel who are on Summer Hiatus for the ENTIRE summer, and who are benefits-eligible, will see septuple deductions on the June 25 paycheck
SUMMER HIATUS

TIMELINE

> September 16: the ISC will perform a mass return of all academic personnel who are on Summer Hiatus with an ‘Estimated Return Date of Leave’ of September 15
  – Does NOT matter if they were put on Summer Hiatus via EIB or manually by the department

> September 17 – 27 (5:00 p.m.): units will verify individual FTE and positions for all academic personnel returned from Summer Hiatus. All changes must be made in Workday BEFORE 5:00 p.m. on September 27
CYCLIC LEAVE

TIMELINE

> Now: run R0047.1 to review Staff Service Period

> June 7 (12:00 pm): deadline for units to place eligible staff on Cyclic Leave in Workday
  - IMPORTANT: return employees currently on Leave of Absence before placing them on Cyclic Leave

> June 10-14
  - ISC Benefits will review all employees on Cyclic Leave to validate benefits eligibility

> June 25: Employees on Cyclic Leave will see septuple deductions on the June 25 paycheck
Q&A

- Faculty that are paid on grants this summer and plan to retire on 9/15/19 - are they eligible for benefits during summer quarter?
  - Yes, if the faculty member is working over the full summer they will remain benefits eligible until they retire.
- What if I already entered a 10 month cyclic leave that now needs to change, be corrected?
  - All changes/corrections to leaves were to be corrected by June 7th. If a correction happened after that date, contact the ISC to review the leave entered for the employee.
COLLECTIVE BARGAINING UPDATE

SEIU 925 & WFSE 2019-2021 CBAs

Ashlee Hooten, Labor Relations Negotiator

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# Contract Status

<table>
<thead>
<tr>
<th>Union</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEIU 925</td>
<td><strong>Negotiations concluded and waiting on legislative funding</strong></td>
</tr>
<tr>
<td>WFSE</td>
<td><strong>Contracts go into effect July 1, 2019</strong></td>
</tr>
<tr>
<td>WFSE PM</td>
<td></td>
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<tr>
<td>SEIU 1199NW Res/HH BU</td>
<td>**this presentation covers SEIU 925 and WFSE only, unless otherwise  **</td>
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<tr>
<td>Teamsters 117 Police</td>
<td>Listed**</td>
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<tr>
<td>SEIU 1199NW</td>
<td><strong>Bargaining began March 14; current contract expires June 30</strong></td>
</tr>
<tr>
<td>WSNA</td>
<td><strong>Contract ratified March 11; contract goes into effect July 1, 2019</strong></td>
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<tr>
<td>Teamsters 117 Print Plant</td>
<td><strong>Discussions underway; current contract expires June 30</strong></td>
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<tr>
<td>IBU</td>
<td><strong>Discussions underway; current contract expires June 30</strong></td>
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<tr>
<td>UWHA</td>
<td><strong>Bargaining dates pending; current contract expires June 30</strong></td>
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<tr>
<td>SAG-AFTRA</td>
<td><strong>Tentative agreement reached; pending ratification vote</strong></td>
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<tr>
<td>UAW (Post-Docs)</td>
<td><strong>Bargaining ongoing for first contract</strong></td>
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<tr>
<td>UAW (ASEs)</td>
<td><strong>Current contract expires April 30, 2021</strong></td>
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<tr>
<td>AFT</td>
<td><strong>Contract ratified March 4, 2019; new contract expires June 30, 2021</strong></td>
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Compensation – Highlights

- Across-the-board wage increases of 2% on July 1, 2019 and 2% July 1, 2020
- Targeted recruitment and retention adjustments applied to multiple classifications
- Increase to hourly premium rate for standby pay for all eligible job classifications
- $100 one-time lump sum payment for those in active permanent appointments of .75 FTE or above as of July 1, 2019
  - $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 (first contributions January 2020)
U-PASS

> Fully subsidized U-PASS for eligible bargaining unit employees as of July 1, 2019

> Eligibility list outlined on UWHR website: https://hr.uw.edu/labor/u-pass-benefit
  > The site will be updated as new groups become eligible

> Implementation conversations are ongoing regarding:
  > Policy
  > Technology
  > Registration & Distribution
  > Funding
  > Communication
Compensatory Time Cash Out

- New language for both SEIU 925 and WFSE states that an employee’s compensatory time balance will be cashed out every June 30 or when the employee leaves University employment for any reason.

- While the June 30 date is not new, previous language allowed for exceptions to the policy, if approved by HR. The exception process is removed.

- First implementation date is June 30, 2020
Family Care Emergency

> Name change from “Child Care Emergency” in policy

> Added elder care emergency, defined as:
  - “a situation causing an employee's inability to report for or continue scheduled work because of emergency elder care requirements”

> Clarified that allowable time off types for family care emergency include:
  - Vacation, sick, compensatory time, holiday credit, personal holiday or unpaid time off
  - Up to a maximum of three days of each type per calendar year (except personal holiday)
Sick Time Off Reinstatement upon Rehire

- Current language states that former eligible employees who are re-employed within three (3) years of their separation from service shall be granted any unused sick leave credits to which they are entitled at separation.

- New language changes reinstatement timeline to five (5) years.
Suspended Operations

- SEIU 925
  - Reduced the amount of time an employee has to make-up work after suspended operations from ninety (90) to sixty (60) days

- WFSE
  - Established a required order for usage of paid time off for suspended operations
    1) Accrued compensatory time and/or holiday credit
    2) Vacation time off
    3) Personal holiday (as full day or shift)
    4) Unpaid time off (if the above leave types have been exhausted)
Layoff (SEIU 925 only)

Employment Options
> Current language allows certain bumping within .2 FTE; new language removed those options
  – This effectively removed the FTE correlation in the bumping process and modified the employment options by streamlining
> New options:
  1. A funded vacant position within the same job classification and layoff unit
  2. The opportunity to replace the most junior employee in the same classification within the layoff/seniority unit
  3. A funded vacant position in a lower classification within the same series and layoff unit
  4. The opportunity to replace the most junior employee in a lower classification within the same series within the department

Layoff Units
> SEIU 925 consolidated the list of layoff units from 94 to 34 total units
Fixed Duration Appointments (FDA)

Current Practice
- FDA’s are for assignments initially intended to be for more than 1,050 hours, but for no more than twelve (12) consecutive months
- FDAs may only be used to fill leave-of-absences and/or temporary projects

Change
- For **WFSE** effective 7/1/19, FDAs are no longer limited to only leave-of-absences and/or temporary projects
Probationary Period & Trial Service

> Every part-time and full-time employee, following their initial appointment to a permanent position, will serve a probationary period of six (6) consecutive months, not to exceed twelve (12) months.

> New language clarifies that paid or unpaid leave taken during trial service will extend the length of the trial service period on a day-for-day basis for any days except for military leave.
Learn More

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

Labor Relations
206-543-6236
laborrel@uw.edu
EMPLOYMENT VERIFICATION UPDATE

Lyndsey Baldwin

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
EMPLOYMENT VERIFICATION

> What is an employment verification?
  > Verifying your wage and/or employment history in order to secure a mortgage, buy a car, rent an apartment, etc.
> Tier 1 fulfills an average of 1,300 employment verifications each month (28% of overall cases resolved monthly by Tier 1)
> Current state 2-3 business day turnaround time
> Workday provides the ability to report history, compensation plans, and positions in a way that HEPPS could not.
Benefits of Partnering

> Eliminates turnaround time
  - 24/7 online portal access
  - Instant verification

> Improved security
  - Complete audit trail of every verification is available to employees
  - Validate the identity of users
  - Multi-factor Authentication

> Reduces duplicate requests

> No cost to the employee or University of Washington
NUMBERS (as of May 12)

> 615 Verifications done by i2Verify
> 11% generated by employees
NEW PROCESS

> Check out the new process on our website: https://isc.uw.edu/employment-verification-requests/
> i2Verify Website: www.i2verify.com
COMMON QUESTIONS

Q: What about those who are not ‘tech savvy’ or would prefer not to use a computer?
   A: Call their live toll free support: (888) 220-3457, available M-F 6AM to 4PM PST

Q: Can we stop completing employment verifications at the department level?
   A: Yes please! Credentialing will still need to happen at the department level. Due to increased security, please refer all employment verification requests to i2Verify

Q: Will i2Verify confirm previous employment? If so, will they be able to verify previous employment prior to Workday?
   A: Yes, we sent historic files for five years prior to Workday go-live
Q&A

• One of our staff commented the agency she was working with wouldn't work with a 3-party vendor. What do we do about that?
• Please confirm that VOE will not be available for clinical practice plan pay issued by CUMG or UW Physicians.
• Can ISC issue PSLF forms for CUMG/UW Physician paid individuals?
• We've been told there is a cost to the non-employee requestor (ex: mortgage company) of about $40. Is that still true?
• Can you clarify why VOE is free to the UW?
• I have been signing the public service loan forgiveness paperwork. Should I not be doing that?
• The typical VOE form includes boxes for base salary, O/T, bonuses, etc., prior/future increases. Should the departments continue completing these?
MOVE WORKERS – STAFF AND STUDENTS

Kanani Donaldson – ISC Training Manager
MOVE WORKERS

STAFF AND STUDENTS

> Effective May 23, departments will have the ability to move staff in Workday without submitting a ticket to the ISC
  – Academic Personnel and Retirees are not eligible Job Families at this time
  – Departments still have the ability to move students, but will now use the same process as moving staff

> This new functionality gives units more control and admins ability to respond quicker to department needs
  – Reorganization process will stay the same, requiring coordination and approval with central HR
MOVE WORKERS

TIMELINE AND RESOURCES

> Announcement and communications regarding Move Workers for Staff to campus: May 16
  – Weekly Digest and Admins Corner

> Move Workers Staff/Students live in Workday: May 23
  – New User Guide for Move Workers (same for staff and students) available on ISC website
Q&A

When submitting a request for a new Sup Org, can you request a number?
• Yes, you can request a number as part of the Sup Org name if it’s part of your organizing structure.

▪ Example:
  – ABC: Filing (Smith, Sally)
  – ABC: Filing 2 (Smith, Sally)
When requesting a new Sup Org, can I request the same name as another Sup Org, but with a different manager?

• Yes, it’s possible to request the same name as another Sup Org, especially if you use it as an organizing structure within your Sup Org hierarchy.

• For PM staffing model, use numbering to distinguish between Sup Orgs of the same name. This isn’t a ‘must have’ as each Sup Org’s reference ID will be distinct.

• Workday derives the Manager name and appends it to the Sup Org name display in parenthesis (Last Name, First Name).

• You can name the Manager in the Sup Org name if it’s part of your organizing structure. If you do, the Manager’s name will appear twice: 1) as part of the official Sup Org name, and 2) system-derived parenthesis
Q&A

Examples:
- ICA: Coach Bob Smith team (Smith, Bob)
- ICA: Coach Bob Smith team 2 (Smith, Bob)

Many JM Student Sup Orgs use the same name and have the system-derived Manager as the distinguisher.

Examples:
- ISC: Work JM Student (Doe, Sally)
- ISC: Work JM Student (Smith, Joe)
- ISC: Work JM Student (Johnson, Ray)
LEGISLATIVE UPDATE

Marisa Graudins

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HR Related Bills

> **HB 1930** - Concerning reasonable accommodation for the expression of breast milk in the workplace
  – Effective 7/28/2019

> **HB 1087** - Concerning long-term services and supports
  – Wage deductions expected to start by 2022
  – Program benefits available in 2025

> **SB 5360** - Addressing plan membership default provisions in the public employees' retirement system, the teachers' retirement system, and the school employees' retirement system.
  – Effective 7/1/2020

> **HB 1696** - Concerning wage and salary information
  – Effective 7/28/2019
Could you explain again what is the main change from SB 5360?
• Currently, eligible staff will default into **PERS3** retirement plan unless another is selected. After this bill goes into effect on July 1\textsuperscript{st}, 2020, the default plan will be **PERS2**.