

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, 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 31, 2023)

10,486	academic personnel		
	<i>non-union</i>		
	Faculty	7,823	74.60%
	Academic Staff	304	2.90%
	Medical Residents and Senior Fellows/Trainees	95	0.91%
	<i>union</i>		
	covered by RFPU-Northwest	1,446	13.79%
	covered by UAW-Postdoc Scholars	694	6.62%
	covered by SEIU 925-Libraries	117	1.12%
	covered by AFT contracts	7	0.07%
12,143	professional staff	12,143	100%
17,185	contract covered staff		
	<i>RCW 41.80</i>		
	covered by SEIU-925	6,579	38.28%
	covered by SEIU 1199 NW	4,124	24.00%
	covered by WFSE	3,490	20.31%
	covered by WSNA	2,541	14.79%
	covered by IBU	32	0.19%
	covered by Teamsters 117	16	0.09%
	<i>RCW 41.56</i>		
	covered by SEIU 925-IHME	287	1.67%
	covered by SEIU 925-Libraries	51	0.30%
	covered by SAG-AFTRA	47	0.27%
	covered by UAW-Post Bachelor Fellow	13	0.08%
	Print Plant employees	5	0.03%
992	classified non-union	992	100%
4,623	graduate student employees		
	<i>union</i> covered by UAW-ASE	4,173	90.27%
	<i>non-union</i>	450	9.73%
9	Hall Health physicians	9	100%
1,672	stipend recipients		
	<i>non-union</i>		
	Medical Residents and Senior Fellows/Trainees	24	1.44%
	Academic Staff	15	0.90%
	Other Stipend Recipients	1,257	75.18%
	<i>union</i>		
	covered by UAW-ASE	196	11.72%
	covered by UAW-Postdoc Scholars	113	6.76%
	covered by RFPU-Northwest	67	4.01%
113	ICA contract staff	113	100%
945	other exempt employees	945	100%
5,706	undergraduate student empl		
	<i>union</i> covered by UAW-ASE	1,571	27.53%
	<i>non-union</i>	4,135	72.47%

* Workers with Dual and More Appointments: 1,077

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 Primary Care 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.

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 service, the Total Talent Management team is a vital partner in the University's goal to develop a high-performing, anti-racist 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

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.

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.



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
 - 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 and UW-IT
- 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, 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 and disability accommodation 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
20,466
UW employees*

- 10 unions
- 40 bargaining units
- 19 unique union contracts
- 252 union information requests (CY22)
- 89 union grievances (CY22)
- 7 unfair labor practice disputes (CY22)



HR POLICY & WORKFORCE STRATEGY

HR Policy and Workforce Strategy plays an important role in ensuring the University's human resources practices remain compliant and adaptable. Tasked with monitoring legislative, policy and union contract changes, as well as State HR rule adjustments, the team keeps a vigilant eye on the HR-related regulatory landscapes. Their expertise lies in interpreting complex requirements, spearheading policy implementations and collaborating with key stakeholders. This includes critically analyzing emerging legislation to assess its impact on the University and providing valuable input on decisions made at the state level. Beyond compliance, the team's strategic planning and partnership with HR business units and key partners equip the institution to navigate the intricate maze of new provisions effectively.

HR Policy and Workforce Strategy also actively contributes to the University's long-term workforce management objectives. By crafting sound strategies that optimize recruitment and retention processes, they ensure the institution maintains a competitive edge in talent acquisition. The team is also responsible for maintaining the UWHR website.



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.

DSO'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



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 12,000-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 business and finance, employee experience, communications and HR community education and engagement:



HR COMMUNITY OF PRACTICE

Brings together 637 campus HR practitioners across all three campuses 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, knowledge building
- Tri-campus HR Institute’s guest speaker series for professional development

Employee Experience

Comprising The Whole U, the UW Combined Fund Drive, UW WorkLife and employee recognition programs, Employee Experience engages our diverse community of UW employees by fostering holistic community connections through programs that empower well-being and support a positive employee experience. These units offer programming that allows all UW employees to thrive and take advantage of what makes working at UW truly unique.



THE WHOLE U

Focused on holistic wellness and community building, The Whole U has become a program that truly differentiates UW as an employer in the Pacific Northwest. By making space for diverse wellness opportunities in multiple formats and modalities across all of UW’s campuses and medical centers, The Whole U promotes health, resilience and joy for thousands of UW employees each year. Ultimately, these connections and experiences foster an engaging work environment that in turn serves as a recruitment, retention and employee engagement tool for UWHR.

THE WHOLE U IMPACT IN 2022

83,266

TOTAL PARTICIPANTS

993

TOTAL EVENTS



UW COMBINED FUND DRIVE

Raising nearly \$2 million and donating nearly 6,000 volunteer hours in 2022 to support local, national and international nonprofits, the UW combined Fund Drive empowers employees to engage in philanthropy in a personally meaningful way that offers the unique benefit of giving through payroll deduction. Driving employee engagement through community support, learning opportunities and volunteerism, the UW Combined Fund Drive:

- Runs a volunteer-powered institution-wide annual giving campaign
- Hosts on-campus opportunities for employees to learn from PNW nonprofits
- Develops unique fundraisers in response to current community needs



UW WORKLIFE

UW WorkLife initiatives support UW employees and their families in achieving their whole-person potential by offering accessible support programs and resources for caregiving, housing and personal or family wellbeing. By coordinating caregiver benefits, offering employee and manager education programs and conducting needs assessments, UW WorkLife contributes to an equitable and engaging workplace where all employees feel seen and supported in their personal and professional endeavors. UW WorkLife oversees:

- Six on-site child care centers serving 470 children
- A comprehensive backup child and adult/elder care program
- Tuition discounts and priority child care enrollment at local community centers
- Care-finding services for in-home adult and child care providers and care centers located close to home or work
- Washington State Employee Assistance Program (EAP)



EMPLOYEE RECOGNITION PROGRAMS

The **Distinguished Staff Award** celebrates outstanding UW staff members and teams whose achievements support our University's mission in the categories of collaboration, innovation, impact, DEI and career achievement.

The **David B. Thorud Leadership Award** celebrates outstanding leadership among faculty and staff as demonstrated through innovation, the ability to find practical solutions for complex problems, championing equity in working and learning environments, teamwork and excellent listening skills.