AGENDA

◦ PFML Update
◦ OAP Strategic Plan
◦ 2019 AP Census Update
◦ International Scholars Operations (ISO) News
◦ Postdoctoral Scholar Tips and Updates
◦ Reminders for Promotions, Sabbaticals, Reappointments
◦ Reappointments Vote Documentation
◦ Off Quarter Hiatus
WASHINGTON PAID FAMILY & MEDICAL LEAVE (PFML)
PROGRAM OVERVIEW

Starting **January 1, 2020**, family and medical leave will be available and benefits payable to qualified workers.

Paid Family and Medical Leave is:
- A **statewide** insurance program
- Funded by premiums paid by both employees and employers
- Will be administered by the Employment Security Department (ESD)
CLAIMING PFML

Minimum claim duration
  ◦ 8 consecutive hours of leave

Maximum claim duration
  ◦ Up to 12 weeks of paid family or medical leave
  ◦ Up to 16 weeks when family and medical used in combination
  ◦ An additional 2 weeks of leave available as a result of pregnancy complications
REQUESTING LEAVE

Employees must notify the employer at least **30 days** before taking leave in the event of:

- Expected birth or placement
- Or for an employee's personal or family serious health condition
- If the date takes place before 30 days, then as much notice as practical shall be given
- Employee should make a reasonable effort to schedule treatments as to not disrupt operations in the case of a serious medical condition

_The process for requesting leave from UW will not change._
SUPPLEMENTAL BENEFITS - FACULTY

When PFML benefits start in January 2020, the University has opted to allow employees to use “supplemental benefit payments” in addition to PFML.

When using paid time off while also claiming PFML wage replacement, the paid time off is called a “supplemental benefit.”

FACULTY

Since faculty do not accrue time off, sick time off is the leave type available to use as a supplemental benefit.
SUPPLEMENTAL BENEFITS-
OTHER ACADEMIC PERSONNEL

Other academic personnel defined in APS 40.1 may use the following time off types as a supplemental benefit if allowed under a collective bargaining agreement or benefit program:

- Vacation time off
- Sick time off
- Personal holiday time off
- Holiday credit time off
- Holiday taken time off
- Discretionary time off
SUPPLEMENTAL BENEFITS - ADDITIONAL RULES

After notifying the UW of a PFML absence, employees:

- Can choose whether or not to use supplemental benefits
- Can choose whether or not to use paid time off before unpaid time off
- Are not required to use their paid time off in any particular order

When supplemental benefits are used during a PFML leave, the supplemental benefits are not considered wages for PFML, so the PFML deduction is not taken on those wages.

Supplemental benefits are not reported to ESD
# Parental Leave Scenario (Today)

<table>
<thead>
<tr>
<th>FMLA</th>
<th>Maternity-Related Disability</th>
<th>Parental Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks</td>
<td>12 weeks</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAY PLAN</th>
<th>NO UW PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Paid Time Off</td>
<td>Leave without Pay</td>
</tr>
</tbody>
</table>
PARENTAL LEAVE SCENARIO 1 (WITH PFML)

<table>
<thead>
<tr>
<th>Maternity-Related Disability</th>
<th>Parental Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8 weeks</td>
<td>16 weeks</td>
</tr>
</tbody>
</table>

**PAY PLAN**

<table>
<thead>
<tr>
<th>UW Sick Paid Time Off</th>
<th>NO UW PAY Leave without Pay (UW)</th>
</tr>
</thead>
</table>

- Birthmother parental leave with no complications
- Claims PFML upon exhausting UW paid leave eligibility
- 24-26 weeks of leave
PARENTAL LEAVE SCENARIO 2 (WITH PFML)

- **FMLA**
  - 12 weeks

- **Maternity-Related Disability**
  - 12 weeks
  - Parental Leave: 18 weeks

- **PAY PLAN**
  - UW Sick Paid Time Off
  - NO UW PAY
    - Leave without Pay (UW)
  - WA PFML
    - 18 weeks

- Birthmother parental leave with pregnancy complications
- Claims PFML upon exhausting UW paid leave eligibility
- 30 weeks total leave
KEY POINTS

◦ It is up to the employee to choose whether and when to file a PFML claim
◦ Employers may not require employees to take accrued time off before, in place of, or concurrently with PFML benefits.
◦ Employees may be able to stack leaves of absence
◦ Employees may be immediately eligible on January 1, 2020
RESOURCES

Employment Security Department
https://paidleave.wa.gov

Office of Academic Personnel

Academic HR Business Partners
apleaves@uw.edu
OFFICE OF ACADEMIC PERSONNEL
STRATEGIC PLAN
OAP STRATEGIC PLANNING

During Fall Quarter 2019 after months of preparation, OAP launched a new, three-year strategic plan—building on the success of annual plans in AY2017-18 and AY2018-19 which focused on priorities established in 2015:

- Leverage technology
- Expand OAP partner training
- Improve effectiveness
- Enhance communications
## KEY ACCOMPLISHMENTS

### Leverage Technology
- Worked to optimize Workday
- Configured, launched, stabilized Interfolio
- Improved technology behind hiring plan and P&T
- Integrated better technology into training
- Configured, launched, stabilized an electronic document management system

### Enhance Communications
- Made targeted improvements to web content
- Established regular check-ins with complex units
- Strengthened strategic partnership with ISC
- Engaged OAP partners and considered their needs more deeply when vetting projects, ideas, communication, and opportunities

### Improve Effectiveness
- Restructured OAP teams to be more responsive to customer needs
- Promoted greater awareness of data security/privacy within and beyond OAP
- Established new core competencies and updated job descriptions for majority of team members

### Expand OAP Partner Training
- Conducted survey to gauge OAP partner training needs
- Created annual calendar of training opportunities
- Improved registration process by adopting new technology (Trumba)
- Improved access to training materials
NEW STRATEGIC DIRECTION

• Previous strategic priorities now woven into OAP’s culture; they inform and shape everyday work

• Was a good time to reassess the landscape and evolve our strategic focus

• Reflected on chronic and complex challenges; a common theme emerged as many of the challenges were rooted in data/information issues

• We built a new 3-year strategic plan around the theme (or domain) of data/information accuracy, reliability, and usability
## 2019-2022 OAP Strategic Plan (high level)

<table>
<thead>
<tr>
<th>Challenges</th>
<th>Guiding Principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>We lack confidence in some data we access and some data we deliver. Information seekers have a hard time finding, digesting, retaining information. We would like more time to think critically, be proactive, and/or innovate.</td>
<td>We seek to eliminate unnecessary complexity in how we organize, deliver, and monitor academic personnel information.</td>
</tr>
<tr>
<td>Data/Information Accuracy, Reliability, and Usability</td>
<td>We develop, advocate for, and employ sustainable (i.e., well-understood and repeatable) practices/processes that promote confidence in that information.</td>
</tr>
<tr>
<td>Redesign &amp; validate OAP website</td>
<td>We empower people within and beyond our teams to be more productive and efficient through the use of that information.</td>
</tr>
<tr>
<td>Improve data integrity by reducing chronic data errors</td>
<td></td>
</tr>
<tr>
<td>Get ‘leaner’ on at least one complex process per year</td>
<td></td>
</tr>
</tbody>
</table>

### Vision
To be recognized and respected as a provider of superior services and an expert institutional resource in support of a high quality work and learning environment.
WHERE YOU FIT IN...

• Share constructive feedback related to these strategic priorities by emailing acadpers@uw.edu

• Think about ways you can amplify our progress through your own work
  • Are you relaying important OAP information in a clear, timely manner?
  • Do you think critically about the data you use/share? Is it the correct data to share?
  • Are there opportunities for internal training to help reduce chronic data/information errors in your unit?
  • Can the segments/forms/timelines of an academic personnel process that occur in your unit be streamlined or made clearer?
Thanks in advance for supporting our work toward achieving these strategic priorities!
2019 AP CENSUS UPDATE
AP CENSUS DEVELOPMENT TIMELINE

Process:
- Preparations start: Mid to late summer quarter
- Snapshot date: October 31
- Data pulled: Mid-November
- Data discrepancies resolved: November until complete
- OAP Fact Sheet Reports built and validated: Based on completing above work
2018 EFFORT RECAP

- Distributed items for clean up in late September
  - Nearly 3,800 critical issues
- Followed up in early November
  - More than 2,400 critical issues
- Pulled data on November 16
  - Thousands of critical issues remained
- Post Build
  - Focused on small group of high priority titles
  - Clarifications needed from 18 schools, colleges, and campuses
  - Met (in person/virtual) with 13 schools, colleges, and campuses
- Completed resolution of issues on December 14
2019 PREPARATIONS

- Distributed items for clean up in late August
  - Focused on academic appointments only
  - More than 2,100 issues identified
- Followed up with additional items in early October
  - Added position issues, updated missing academic appointment data
  - More than 1,800 issues identified
    - 75% of appointment issues had been resolved
- Pulled data on November 18
  - 840 issues remain, 460 critical (report impacting)

70% overall resolution rate!!!
## STAR EFFORTS

### All Issues Resolved
- Evans School
- Information School

### Highest Resolution Rate
- Continuum College (98%)
- UW Tacoma (95%)
- Built Environments (93%)
- Pharmacy (91%)
- Education (91%)

### Most Issues Resolved
- Medicine (~700)
- Continuum College (200+)
- Arts and Sciences (~200)
- Engineering (100+)
- UW Tacoma (100+)
ISO REMINDERS

Premium Processing Fee Increase

On December 2, the USCIS premium processing fee increased from $1,410 to $1,440.

More information on USCIS fees and payment is available at https://ap.Washington.edu/ahr/visas/h1b/fees/.

Start and End Dates for J-1’s in Workday

For J-1 scholars: Workday start and end dates should be the same as the start and end dates on the scholar’s Form DS-2019.
Postdoctoral Scholar Tips and Updates
COMPENSATION MINIMUMS

When adding compensation or making compensation changes for postdoctoral scholars, make sure the monthly salary rate meets or exceeds the minimum annual salary rate.

Monthly rate (multiplied by 12) must meet or exceed the minimum for the experience level as outlined in the UAW Postdoctoral Scholar Contract.
# COMPENSATION MINIMUMS

UW Postdoctoral Scholar Experience-Based Salary Scale

(Section 32.2 – UAW Postdoctoral Scholars Contract)

<table>
<thead>
<tr>
<th>Postdoctoral experience level</th>
<th>Minimum annual full-time salary equivalent</th>
<th>Minimum monthly full-time salary equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 (0 – 11 months)</td>
<td>$ 50,004</td>
<td>$ 4,167</td>
</tr>
<tr>
<td>1 (12 – 23 months)</td>
<td>$ 51,004</td>
<td>$ 4,250.34</td>
</tr>
<tr>
<td>2 (24-35 months)</td>
<td>$ 52,024</td>
<td>$ 4,335.34</td>
</tr>
<tr>
<td>3 (36- 47 months)</td>
<td>$ 53,065</td>
<td>$ 4,422.09</td>
</tr>
<tr>
<td>4 (48 – 59 months)</td>
<td>$ 54,126</td>
<td>$ 4,510.50</td>
</tr>
<tr>
<td>5 (60-71 months)*</td>
<td>$ 55,208*</td>
<td>$ 4,600.67*</td>
</tr>
</tbody>
</table>

*by exception
ANNIVERSARY DATE INCREASES

Compensation increases of no less than 2% must occur on a Postdoctoral Scholar’s anniversary date.

Some Postdoctoral Scholars have an anniversary date which differs from their reappointment date.

You can find the anniversary date in Workday in the “Job” section under “Additional Data”
ANNIVERSARY DATE INCREASES

Run R0613 to identify people who need compensation increase.

When doing off-cycle compensation changes, the new compensation plan end date should be the date before the anniversary date. This will ensure anniversary date increases do not get overlooked.

Compensation plans should not have end dates more than one year in duration.
Example of off-cycle compensation change:

- Dr. Jon Osterman’s Anniversary Date is 7/17
- Current appointment duration is 12/1/19 – 11/30/20
- Unit wants to do a compensation change effective 12/1/2019
- When updating the compensation plan, what should the unit make the end date on the compensation plan?

7/16/2020
DISCRETIONARY INCREASES

For a limited time, AHR will consider off-cycle increases for postdoctoral scholars. These increases may be requested through 12/31/2019 with an effective date between November 1 and December 31.

These increases are considered above and beyond the 2% increase mandated by the collective bargaining agreement (CBA) and *do not impact the anniversary date*.

For these increases, use the reason code of

```
Base Pay Change > Academic Personnel - Retention - Preemptive Offer
```
JOB PROFILE CHANGES

Any job profile change for a postdoctoral scholar needs to use the following reason code:

Change Job > Transfer > 02 – Moving to New Position/Job (Academic Only – Transfer)

Any other reason code will be sent back to correct

This commonly occurs when moving between Postdoctoral Scholar and Postdoctoral Scholar - Fellow
JOB PROFILE CHANGES

Postdoctoral Scholar to Postdoctoral Scholar-Fellow

- End compensation before initiating transfer
- If adding period activity pay (PAP), add after transfer is completed
- Compensation needs to start on first day of the pay period (1st or 16th)
JOB PROFILE CHANGES

Postdoctoral Scholar-Fellow to Postdoctoral Scholar

- PAP must end prior to initiating transfer
- PAP must end on day before the start of first pay period as Postdoctoral Scholar
  - E.g., Postdoctoral Scholar job starts on October 8, PAP must end on September 30. General Salary Plan must start on October 1.
Reminders for Promotions, Sabbaticals, Reappointments
PROMOTION REMINDERS

Mandatory promotion packets due to Academic HR on December 16.

Remaining packet due dates:
- Non-Mandatory and Non-Mandatory Early – February 3, 2020
- Clinical (salaried and non-salaried) and Affiliate – March 2, 2020
- Librarians – May 1, 2020

If you have packets that will not hit these deadlines, you need to call Peg Stuart as soon as possible to request potential extensions!
SABBATICAL REMINDERS

Sabbaticals beginning 12/16/2019 must be entered into Workday prior to 1/1/2020. Sabbaticals ending 12/15/2019 must be ended as well.

Applications for 2020-2021 sabbaticals are due to Academic HR by 1/3/2020.

- Completed spreadsheet listing all faculty applying for sabbatical in 2020-2021
- Single PDF for each faculty member with the following parts:
  - Application for sabbatical leave
  - Chair/director’s letter
  - Faculty letter
  - CV
  - Supporting documentation
REAPPOINTMENT REMINDERS

Reappointment votes for faculty on the December reappointment spreadsheet need to be done by 12/14/2019 for 9-month faculty and 12/31/2019 for 12-month faculty.

December spreadsheets due to AHR on 1/17/2020
Spring spreadsheets due to AHR on 3/21/2020
VOTE DOCUMENTATION - ANNUAL AND SHORTER REAPPOINTMENTS
REAPPOINTMENT DETAILS

A faculty vote is required for reappointment.

Department faculty, by a majority vote, may delegate the authority to recommend renewal of annual or quarterly appointments without a full faculty vote to an elected committee of voting faculty.

Multi-year eligible appointments may not be delegated to an elected committee (Faculty Code Section 24-53 A).
DOCUMENTING DELEGATED AUTHORITY

Manual reappointments in Workday (not uploaded en masse as part of AHR's annual reappointments) require supporting documentation as described on the Academic Titles and Ranks pages.

Appointment documentation in Maintain Worker Documents should include:
- A chair's letter to the dean recommending appointment with the faculty vote (if required)
  - If the chair has delegated authority to recommend the appointment, it should be included in this letter
- Or a statement that the appointment was approved by a faculty committee with delegated authority
REAPPOINTMENT VS. NEW APPOINTMENT

Reappointment
Rehired quarterly appointees with a break in service of a year or less

*Follow Reappointment Details guidance on [Academic Titles and Ranks](#) pages*

New Appointment
Quarterly appointees with a break in service of more than one year

*Follow Appointment Details guidance on [Academic Titles and Ranks](#) pages*
OFF QUARTER HIATUS
HIATUS OFFERED FOR WINTER QUARTER

Eligible job profiles:

Lecturer Part Time Temporary (10185)
Senior Lecturer Part Time (Quarterly) (10183)
Senior Artist in Residence (10181)
Artist in Residence (10182)
Teaching Associate (10169)

Annual appointees including clinical and affiliate faculty are not eligible for hiatus.
BASIC RULES

The faculty member must:

- Be currently working this fall quarter
- Not be working the upcoming winter quarter
- Have a department commitment they will be returning spring quarter in the same job profile/capacity

Check the ISC Admin’s Corner for Workday entry details:

END ACADEMIC APPOINTMENT

When putting someone on hiatus (off quarter or summer), you must end the academic appointment in Workday.

You will add a new academic appointment when the worker returns from hiatus.
Q & A
PFML QUESTIONS

Can a faculty member apply for PFML after they have exhausted their paid leave time?

Yes.

For the PFML are units required to notify employees of the PFML benefit?

Yes, the requirements around this are similar to FMLA. We would recommend letting employees know that the benefit will be available January 1, 2020. And direct them to the ESD website as well as OAP or UW HR sites for more information. As the state develops more guidance and resources we will be updating our online content as well and letting units know.
POSTDOCTORAL SCHOLAR QUESTION

Why would the anniversary date be different from appointment date for a postdoctoral scholar?

Anniversary date is defined as 1 calendar year of continuous employment from their most recent appointment date according to the collective bargaining agreement. An anniversary date will only change if a postdoctoral has a break in service and is rehired, or if they receive an extramural funding award. In those cases, the next CBA-mandated increase will occur either 12 months from the rehire date or from the award effective date.
If an academic personnel employee teaches Autumn Quarter 2019 and is returning to teach in Autumn Quarter 2020 would that be considered a reappointment or a new hire?

In that scenario the action would be a reappointment because the break in service was less than one year.

If an academic personnel employee teaches Autumn Quarter 2018 and then is rehired to teach the next academic year in winter quarter would that be a reappointment or a new hire?

That would be a new hire because they had a break in service for longer than one year. Because this is considered a new hire, all the requisite new hire packet materials need to be submitted through Workday.
THANK YOU FOR JOINING US!

The slides will be available on the Office of Academic Personnel website.

adpers@uw.edu