

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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Function Assignments

16.12

REV 09-06

Human Resources

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OVERVIEW

Staff who “volunteer” their time at UW Bothell functions such as commencement, fairs, and special weekend or after hours campus events provide an important service to the University, and help further the mission and goals of teaching, research and public service.

In most cases staff can not actually “volunteer” and must be paid according to applicable laws and procedures. While working for the university at off campus special events, staff may also be eligible for paid parking, mileage reimbursement, and Worker’s Compensation insurance if injured.

POLICY

Overtime Eligibility

Administrative Policy Statement 45.7 “Overtime Eligibility and Compensation for Staff Employees” states: “The University of Washington compensates staff employees for overtime worked according to established overtime eligibility criteria. Compensation practices comply with federal laws, state laws ([RCW 49.46.130](#) and WAC 251–09–030), and with applicable collective bargaining agreements.”

Most UW Bothell classified staff are covered by collective bargaining agreements that have specific provisions regarding overtime. It is important to review the applicable [collective bargaining agreement](#) when considering a particular employee's overtime eligibility and payment requirements. For classified non-union staff, please see the applicable Washington Administrative Code (WAC). A small percentage of classified staff positions are not eligible for overtime. Please refer to the applicable bargaining contract (or WAC for classified non-union staff) to determine eligibility before approving overtime. Please contact UW Bothell Human Resources if you have questions regarding overtime eligibility.

Overtime Hours and Pay for Classified Staff

The Fair Labor Standards Act (FLSA) requires that all “hours worked” be counted when determining overtime hours earned. Federal and state law require that overtime eligible employees be paid 1.5 times their regular hourly rate for all hours worked in excess of 40 hours in the [work week](#). Each employee must have a designated [work week](#). A [collective bargaining agreement](#) can augment

the requirements of federal and state law. Part-time overtime eligible staff will receive straight time pay for hours worked up to 40 in a week.

Mandatory Overtime Payment and Compensatory Time

Payment is mandatory for overtime work (work over 40 hours in a designated work week) unless an overtime covered employee requests to receive compensatory time off instead of payment. For these types of UW Bothell function assignments, an employee must receive prior supervisory approval to accrue compensatory instead of overtime payment. Because function assignments are often for duties at events outside of their regular department, the supervisor may not be able to grant compensatory time. If compensatory time is approved it is at the rate of 1.5 hours of compensatory time for each overtime hour worked.

Temporary Shift Changes

For temporary changes to a work schedule assignment occurring within the employee's assigned workweek, the supervisor must provide a minimum of two (2) calendar days notice. Temporary shift changes within the work week shall not be employed to avoid the accrual of overtime.

Professional Staff Employees

Professional Staff Overtime Eligible Employees (formerly called Professional Staff Level 1) are also eligible for overtime pay at the rate of 1.5 times their regular hourly rate for all hours worked in excess of 40 hours in the workweek. Part-time overtime eligible professional staff will receive straight time pay for hours worked up to 40 in a work week. Professional Staff Overtime Exempt Employees (formerly called Professional Staff Levels 2 and 3) are not eligible to receive overtime or compensatory time and therefore may volunteer for special campus and off campus events. They will not receive additional compensation for their time.

Hourly and Student Employees

Temporary hourly and student staff may be employed at special campus functions. They must also be paid according to UW policies, including the payment of overtime, for hours worked beyond 40 in a week.

Mileage Reimbursement

Those who drive their own car on UW business will be reimbursed the applicable [mileage rate](#) for each mile driven. The mileage rate reimbursement includes car wear and tear, and the cost of gas.

Miscellaneous Reimbursement

The following are some of the most common reimbursable expenses: buses, shuttles, taxis for UW business only, bridge and ferry tolls, and parking. At their discretion, departments may choose to provide special department-paid

parking permits for those working at a function that is not part of their regular shift or duties.

On the Job Injuries

University of Washington staff are insured for injuries or illnesses that occur while in pay status (see [Administrative Policy Statement 14.1](#)). Employees who are injured or who believe that their illness is related to their jobs, should file a Labor & Industries claim through their treating physician.

The UW's risk management website states: The goal of the University's workers' compensation program is to provide "...sure and certain relief to employees injured in their work..." in accordance with [Title 51 RCW](#). The University purchases workers' compensation insurance from the Washington State Department of Labor and Industries (L&I). Coverage is provided for all paid employees who are injured or become ill while acting within the course and scope of their duties for the University of Washington. Coverage begins automatically the first day of employment for all employees who receive University paychecks.

The UW Office of Risk Management is responsible for administering the workers' compensation program.

PROCEDURES

Supervisors Requesting Staff for Function Assignments

All campus programs, departments or supervisors seeking staff for function assignments for UW Bothell events (held both on and off campus) need to be aware of the requirement to pay staff who work in overtime eligible positions. Supervisors wishing to ask a staff member to work at events scheduled outside of their regularly scheduled shift need to first review the appropriate rules (or bargaining contract) governing the employee's employment. When agreed upon, a temporary change to the employee's assigned work week may be made, providing the employee has received a minimum of two (2) calendar days notice.

Staff Obligations

Staff who are interested in working at the special event occurring outside of their regular work hours and work department, must be aware of the impact to their regular department. Staff members are still expected to meet the obligations of their regular positions. If overtime eligible staff members wish to request compensatory time in lieu of overtime pay, they must seek the prior approval of their supervisor. Because of the impact to the employee's department and workload, the supervisor has the right to deny the request for compensatory time and may require instead the payment of overtime for hours worked.

Timesheets

Staff members who are eligible for compensation must complete a separate timesheet for the special event hours worked. Timesheets are to be signed by the events coordinator and turned in to budget approver at the end of the assignment.

Mileage and Parking Reimbursement

Point-to-point: Use [Mapquest](#) or the [car mileage and rates](#) table to calculate point-to-point mileage. Include supporting documentation (i.e. a Mapquest or the car mileage and rates table printout) for reimbursement.

Vicinity miles: Use vehicle odometer readings to calculate vicinity mileage (eg. picking up samples, visiting various sites within a central destination, conducting interviews, etc.) and include a mileage log with a Travel Expense Voucher (TEV).

Employees who pay for parking in conjunction with their function assignment activities, must keep receipts for reimbursement through the petty cash reimbursement process.

Before approving a request for mileage or parking reimbursement, supervisors must ensure that any travel costs incurred are directly work related; were obtained at the most economical price; are allowable per State and University travel policies and procedures; and both critical and necessary for state business.

The event coordinator must secure prior authorization from the budget approver, for travel (including mileage) reimbursement for the staff working at the special event.

Budget

A special UW Bothell budget number has been set up to charge the cost of additional pay (for those eligible), and parking and mileage for those who work at UW Bothell special events. Please see the budget approver prior to the event to obtain permission to use the special budget.

On the Job Injuries

On the job injuries are to be handled in the same way during special events as they would be during the employee's regular shift.

FORMS

Timesheets

<http://www.uwb.edu/finance/payroll.xhtml>

Mileage Reimbursement Forms
<http://www.uwb.edu/finance/travel.xhtml>

Funding Request Form
<http://www.uwb.edu/.....>

ADDITIONAL INFORMATION

UW Administrative Policies Statement:
<http://www.washington.edu/admin/rules/APS/45.07.html>

Overtime Eligibility Information:
<http://www.washington.edu/admin/hr/ocpsp/flsa/otime/index.html>

Labor Contract List:
<http://www.washington.edu/admin/hr/laborrel/contracts/index.html>

WAC, Schedule Changes:
<http://hr.dop.wa.gov/lib/hrdr/251wacs/wac25109.htm#025>

WAC, Overtime:
<http://hr.dop.wa.gov/lib/hrdr/251wacs/wac25109.htm#030>

Mileage Reimbursement:
<http://www.washington.edu/admin/finserv/travel/cars.html#personal.car>

Miscellaneous Expense Reimbursement:
<http://www.washington.edu/admin/finserv/travel/miscellaneous.expenses.html>

Risk Management—On the Job Injuries:
http://www.washington.edu/admin/risk/services/workers_comp.html

Risk Management Administrative Policy:
<http://www.washington.edu/admin/rules/APS/14.01.4.html#Policy>