

UWT Academic Human Resources

Health and Wellness Resources

Who is AHR? What do we do?

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UWT Academic HR can help faculty navigate events related both to *academic life* at UWT, such as conflicts with colleagues or questions about promotion/tenure, and *personal situations*, such as discussing a personal leave of absence or accessing other employee benefits.

Please contact us for an appointment. Our offices are located in GWP on the 3rd Floor.

UW Resources for Health and Wellness –

- Employee Assistance Program(see below)	https://hr.uw.edu/worklife/employee-assistance-program/
- Professional & Organizational Development (POD)/Alliance Consulting	https://hr.uw.edu/pod/university-consulting-alliance/
- Counseling Center Health Resources	https://www.washington.edu/counseling/resources/
- The Whole U	https://thewholeu.uw.edu/
- Self-Led Meditations	https://thewholeu.uw.edu/meditations/
- Virtual Fitness Classes	https://thewholeu.uw.edu/2020/03/19/virtual-fitness-classes/
-UW Worklife	https://hr.uw.edu/worklife/

UW Employee Assistance Program –

- Connects you and your family members with experts to help with life challenges and events
- Provides access to **FREE & CONFIDENTIAL SERVICES FROM GUIDANCE CONSULTANTS** who provide:
 - Counseling
 - Legal Advice
 - Work-Life Solutions
 - Consultations for Managers
 - Elder-Care Assistance
 - Financial Guidance
 - Critical/traumatic Incidence Response Services
 - & More
- Go to <https://hr.uw.edu/worklife/employee-assistance-program/>
 - 866-598-3978 or TDD 800-697-0353 available 24 hrs./day, 7 days/week

Other Related Faculty Resources – contact AHR for help with the following:

- **DISABILITY ACCOMMODATIONS** – arranged with Disability Services Office, <https://hr.uw.edu/dso/>
- **LEAVES OF ABSENCE** – there are several different kinds of “leave”
 - **FAMILY/MEDICAL LEAVE (FMLA) AND SICK LEAVE** -
 - Can be full-time or intermittent, depending on circumstances
 - For a serious personal health issue (yourself), or
 - Caring for a family member with serious health issue (others);
 - Others includes: child, parent, spouse, domestic partner, sibling, grand-parent/child
 - **LEAVE WITHOUT PAY** – leave from duties for personal reasons that do not qualify for FMLA, disability, or other paid leave status.
 - **PROFESSIONAL LEAVE, AKA “SABBATICAL”** – Release from on-campus, academic duties; Purpose is to afford opportunity for intensive professional study, investigation, research, & other professional development. Eligibility and feasibility requirements apply.
- **“STOP THE CLOCK”** for Tenure-Track Assistant Professors facing extraordinary circumstances
 - Includes COVID-19 clock waiver(s) for those whose appointments qualify

- FMLA; parental leave; other significant life events

Resolving Conflicts & Grievances

From interpersonal conflicts such as personality clashes or miscommunication, to behaviors that may violate University policy, such as discrimination and harassment, there are resources at UW for resolving conflict.

The **University supports efforts to resolve all grievances at the “local level” when possible & appropriate.**

A direct conversation with the other person may resolve the issue, but if not, UW offers the following guidance for escalating grievances and resolving conflict.

1. **SUPERVISOR** – Your supervisor is most likely the best person to resolve the conflict quickly. If your supervisor is part of the conflict, go up the supervisory chain in your department.
2. **UW TACOMA HR & AHR** – Contact HR if your supervisor was not able to resolve the complaint; issues with your supervisor are part of your complaint; or you prefer assistance from outside of your unit.
3. **UNIVERSITY COMPLAINT INVESTIGATION & RESOLUTION OFFICE (UCIRO)** – investigates complaints that an employee has violated the University’s non-discrimination and non-retaliation policies. Contact UCIRO if you believe you may have been a victim of harassment, discrimination, or retaliation.
4. **ADA COORDINATOR** – Contact with concerns regarding the Americans with Disabilities Act (ADA).
5. **OFFICE OF OMBUD** – Offers a collaborative and confidential place to discuss work challenges. The Ombud will not investigate, but can help you assess options and navigate resources.
6. **BIAS REPORTING** – Reporting is open to anyone affiliated with the UWT Campus: Faculty, Staff, Students, and Visitors. Reports may be anonymous. tacoma.uw.edu/equity/bias-incident-reporting
7. **RESEARCH COMPLIANCE & MISCONDUCT** – there are many offices related to research compliance, to learn more visit <https://www.washington.edu/research/compliance/>.

Tips for Managing Distress After Traumatic Events

- Talk about it - Ask for support from people who care about you and who will listen. It may help to speak with others who have shared your experience so that you do not feel different or alone.
- Strive for balance - Balance your negative feelings by reminding yourself of people and events that are meaningful, comforting, and encouraging. Striving for balance empowers you to acknowledge your feelings and also maintain a healthier perspective on the world around you.
- Honor your feelings - Remember that it is common to have a range of emotions after a traumatic incident. Go easy on yourself and others. You may also experience emotional stress in ways that are similar to having a physical injury, such as feeling exhausted, sore, or dizzy.
- Take care of yourself - Engage in healthy behaviors to enhance your ability to cope with excessive stress. Eat balanced meals, get extra rest, and build physical activity that you enjoy into your day. Avoid alcohol and drugs, and seek professional help if you are having trouble sleeping.
- If you are experiencing loss, remember that grief is a long process - Give yourself time to experience your feelings and to recover. For some, this might involve staying at home; for others it may mean getting back to school or work. Dealing with shock and traumatic events takes time.
- Seek professional help - A licensed mental health professional such as a psychologist or therapist can assist you in developing your own strategy for moving forward through difficult situations/emotions. It is especially important to access professional help if you feel you are unable to function or perform basic activities of daily living. You are not alone, and you don’t have to be “in crisis” to ask for help.

Visit Academic HR in GWP 3rd Floor, or at <https://www.tacoma.uw.edu/ahr>

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