



WASHINGTON STATE UNIVERSITY




**Welcome to
Washington
State
University**

Presented by
Human Resource Services

Revised May 201



Congratulations



**on your new
appointment!**



**Part 1:
About WSU**


WSU Employment

**Employee Training
& Development**

**Employee Policies
& Resources**

Presentation Slides | Resource List






Part 2:
Medical Benefits

Part 3: (afternoon)
Retirement Plan Information

1:30-2:30
Faculty and Administrative Professional employees


3:00-4:00
Civil Service employees







About WSU: History

- 1862: *The Morrill Act*
- 1890: *Washington State Agricultural College and School of Science (WAC)*




- 1892: *Doors open to 59*
- 1897: *1st graduating class!*
- 1905: *WAC becomes WSC*






About WSU: History



- 1916: *The Crimson and Gray*
- 1919: *We become Cougars!*
- 1927: *Butch arrives*
- 1959: *WSC becomes WSU*



About WSU: Current Profile

- Over 60 state locations
- Campuses in Tri-Cities, Vancouver, Spokane, Everett
- Over 27,000 students statewide
Over 2,100 instructional faculty
Over 6,300 total employees
- 12 colleges, the Graduate School & Global Campus



About WSU: Leadership



Kirk Schulz,
11th President



Dan Bernardo,
Interim President

Office of the President - French Admin, Room 422
<http://president.wsu.edu>





About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources



**WSU Employment:
Parking and Transportation**

- Parking permits may be required, depending on your campus
- Annual and daily permits available
- Payroll deduction available
- Observe zone and game day signs




*Parking Services in Pullman
corner of Cougar Way and D Street
<http://www.transportation.wsu.edu>*



**WSU Employment:
Employee Types and Handbooks**


- All Employee Types:
 - BPPM (Business Policy and Procedures Manual)
- Administrative Professional (AP)
 - AP Manual
- Civil Service (CS)
 - WAC 357
- Bargaining Unit (BU)
 - Appropriate CBA
- Faculty (FAC)
 - Faculty Manual

*Human Resource Services - Room 139, French Admin Bldg
<http://www.hrs.wsu.edu>*



WSU Employment: WSU ID

- Provided to all employees, student, and WSU affiliates
- Automatically generated
- Required to obtain a Cougar Card and a Network ID



WSU Employment: Cougar Card

- General University Identification
- Access to campus facilities
- Free Pullman/Spokane Transit
- Access to University Libraries
- Cougar CASH: up to 10% discount
- Discount at the Bookie & Bookie Too
- CougarCard *Maxx*

*CougarCard Center - Compton Union Building,
<http://cougarcard.wsu.edu>*




WSU Employment: Network ID

Access to WSU network and computing services, including:

- Email
- Online earnings statements (my.wsu)
- Online training system

*Information Technology Services- Info Tech Bldg., Room 2088
www.wsu.edu/nid*






WSU Employment: Payroll

**Semi-Monthly
Lagged Payroll Leave Period**

Work done on 1st – 15th
Paid on 25th of the current month

Work done on 16th – 31st
Paid on 10th of the following month

Payroll Services Office - French Admin, Room 236
www.payroll.wsu.edu



WSU Employment: Payroll

- Pay Schedule
 - Direct Deposit
 - Self-Guided Orientation
 - W-4 Employee Withholding
 - Earnings Statements



Payroll Services Office - French Admin, Room 236
www.payroll.wsu.edu




WSU Employment: Payroll

Paycheck questions or concerns:

- Contact your immediate supervisor or Payroll Services

Payroll Services Office - French Admin, Room 236
www.payroll.wsu.edu





WSU Employment: Leave Information

Leave Types

- Annual Leave
- Sick Leave
- Holiday
- Personal Holiday
- December Holiday Reduced Operations
- Others




WSU Employment: Leave Information

Annual Leave & Accruals
(for full-time employees)

- Civil Service and Bargaining Unit
8 hours per month, progressively increasing
Maximum of 240 hours on anniversary date
(Must complete 6 months continuous service to use)



WSU Employment: Leave Information

Annual Leave & Accruals
(for full-time employees)

- **Administrative Professional**
14.67 hours per month
Maximum of 352 hours at any time
- **Faculty on annual appointment**
14.67 hours per month
Maximum of 352 hours at any time



WSU Employment: Leave Information

Sick Leave
(for full-time employees)

No difference between employee types

- Full Time employees earn 8 hours per month
- Part Time employees earn prorated amount
- No maximum



WSU Employment: Leave Information

Holiday Pay
10 holidays per year

Pay Status- (anything other than LWOP)

Civil Service: full work shift prior to holiday

AP/FAC: any part of prior work day

BU: check Collective Bargaining Agreement (CBA)


Human Resource Services - Room 139, French Admin Bldg
<http://www.hrs.wsu.edu>



WSU Employment: Leave Information

Personal Holiday

- FAC, AP: immediately available (Jul 1 – Jun 30)
- CS: immediately available (Jan 1 – Dec 31)
- BU: some after 4 months (Jan 1 – Dec 31)




WSU Employment: Leave Information

**December Holiday
Reduced Operations**

WSU will close all non-essential business operations and associated buildings at all locations during the period covering the December Holiday Reduced Operations.


Plan ahead and work with your supervisor.

<http://www.hrs.wsu.edu>



WSU Employment: Overtime Provisions

- Fair Labor Standards Act (FLSA)
 - HRS reviews job duties to determine FLSA status
- Overtime Eligible:
 - Eligible for overtime pay (time & ½ over 40hrs)
 - Comp Time (accrue time & ½ over 40hrs)
 - Meals: 30 min unpaid after no more than 5 hrs
 - Rest Breaks: 15 min paid for every 4 hrs
 - Time Report
- Overtime Exempt:
 - Exempt from overtime
 - Leave Report






About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources






Employee Training and Development

Instructor Led Training
(hundreds of sessions each year)

Online Training
(over 3,000 courses and 25,000 books)

Tuition Fee Waiver
Fall/Spring: up to 6 credit hours
Summer: up to 4 credit hours

Human Resource Services - French Admin, Room 139
hrs.wsu.edu/train





Employee Training and Development



- **Directed Training**
- **Elective Training**
- **Release Time**

Human Resource Services - French Admin, Room 139
hrs.wsu.edu/train



Employee Training and Development

Required Training



- Discrimination, Sexual Harassment and Sexual Misconduct Prevention
- Customer Service
- Procurement and Contract Training
- Safety Training
- Other . . .

Human Resource Services - French Admin, Room 139
hrs.wsu.edu/train





About WSU

WSU Employment

Employee Training & Development


Employee Policies & Resources



WSU Employee Policy Manuals

- Business Policies and Procedures Manual
- Educational Policies and Procedures Manual
- Executive Policy Manual
- Safety Policies and Procedures Manual


Office of Procedures, Records, & Forms
<http://public.wsu.edu/~forms/manuals.html>



**WSU Employee Policies:
State Ethics Law**

- Stewardship of state resources
- Private Benefit or gain
- Personal Liability – Penalties
- De Minimis – Infrequent, occasional use
- Prohibited Purposes
- WSU State Ethics Training


Office of Internal Audit - Info Tech Bldg., Rm 2127
<http://internalaudit.wsu.edu/>



**WSU Employee Policies:
Whistleblower Act**

- Provides an avenue for state employees to report suspected improper governmental action
- Makes retaliation against whistleblowers (and witnesses participating in an investigation) unlawful, and authorizes remedies for occurrence.
- Reports issued at sao.wa.gov

Office of Internal Audit - Info Tech Bldg., Rm 2127
<http://internalaudit.wsu.edu/>



**WSU Employee Resources:
Communications**




- WSU Announcements
- WSU News
- Washington State Magazine
- Daily Evergreen
- WSU LinkedIn, Facebook & Twitter



WSU Employee Resources: Safety

- Department specific information
- Safe Environment Resources
- WSU Police
- WSU Alert – Sign up on my.wsu
- Environmental Health and Safety
- Tobacco-free campus in Pullman, Spokane, Tri-Cities & Vancouver




WSU Employee Resources: Employee Assistance Program

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues:

- Anger management
- Anxiety
- Conflicts at work
- Depression
- Domestic violence
- Emotional and/or psychological issues
- Financial
- Grief and loss
- Job performance
- Parenting issues
- Relationship and family concerns
- Stress
- Substance abuse

Employee Assistance Program- Washington Bldg., Suite G 60
<http://eap.wsu.edu>




WSU Employee Resources: Employee Assistance Program

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues:

- Up to five free visits per issue followed by community referrals
- Appointments are considered to be time worked
- Supervisory approval for appointment times is required
- Actual visits are confidential

Employee Assistance Program- Washington Bldg., Suite G 60
<http://eap.wsu.edu>



**WSU Employee Resources:
Campus Life**



- Cell Phone Discounts
- University Recreation Center
- Cougar Athletics
- WSU Libraries



**WSU Employee Resources:
Campus Life**

- WSU Museums
- Beasley Performing Arts
- Employee Recognition Programs
- Lectures, workshops and exhibits
- WSU Creamery
- All University Picnic
- Employee Appreciation Week
- On campus restaurants and shopping

