

These contributions are not matched by the University, but are made on a tax-deferred basis, for as little as \$15 a pay period up to the maximum allowed by the IRS.

### ***Payroll Services***

New employees must complete a W4 withholding certificate, which can be found under Taxes on the Payroll Services web site [Taxes](#) or contact Payroll Services at 509-335-9575. Employees are encouraged to authorize the University to deposit their net pay directly into their designated bank account. Contact Payroll Services at 509-335-9575 for enrollment procedures. Employees who do not choose to participate in the direct deposit program will receive a paycheck by mail. All employees receive a statement detailing their payment activity.

In accordance with state law, pay periods are semimonthly lagged, with 24 paydays per calendar year. A schedule of state paydays is published each year on the Payroll Services web site [payday](#).

## ***Pertinent Laws and Policies***

### ***Non-Discrimination Statement***

WSU subscribes to the principles and laws of the state of Washington and the federal government pertaining to civil rights and equal opportunity, including applicable executive orders. It is WSU policy to prohibit discrimination on the basis of race, creed, color, national or ethnic origin, gender, age, sexual orientation, religion, marital status, physical, sensory or mental disability, or use of a trained guide dog or service animal, or whether a disabled or Vietnam-era veteran. This policy addresses recruitment, admissions, hiring, training, discipline, promotion, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and any other employment or education conditions. Evidence of practices that are inconsistent with this statement and WSU's nondiscrimination policy should be reported to the Office for Equal Opportunity at 509-335-8288. For additional information refer to the web site [OEO](#)

### ***Equal Employment Opportunity/Affirmative Action Statement***

WSU is an equal opportunity employer committed to providing equal opportunity to applicants and employees without regard to race, creed, color, national or ethnic origin, gender, age, sexual orientation, religion, marital status, physical, sensory or mental disability, or use of a trained guide dog or service animal, or whether a disabled or Vietnam-era veteran. WSU has made, and will continue to make, every effort to eliminate barriers to equal opportunity encountered by these protected group members.

Aspirations have been set for affected group members in those job groups or areas where it has been determined that under utilization exists. The University makes good faith efforts to meet these aspirations and reviews progress on an annual basis. For information about WSU's Affirmative Action Program, contact the Office for Equal Opportunity at 509-335-8288 or refer to the web site [OEO](#)

### ***Sexual Harassment***

WSU does not tolerate sexual harassment. Sexual harassment is a type of gender discrimination and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

Persons with complaints are encouraged to discuss the matter promptly with their supervisor, department chair, dean, other appropriate administrator, or the Office for Equal Opportunity (OEO) to allow for an effective resolution. Complaints that cannot be resolved at the supervisor level should be brought to the attention of the OEO. Every effort will be made to protect the rights of both the complainant and the respondent.

For copies of the Discrimination and Sexual Harassment Policy, contact OEO at 509-335-8288 or refer to the web site [OEO](#)

### ***Commitment to Diversity***

WSU endeavors to model, for the state and nation, a community of individuals who seek what is best for each other. The University respects and significantly benefits from diversity such as may be expressed through racial/ethnic, gender, cultural, disability, sexual orientation, and socioeconomic differences among the faculty, staff, and students. The University takes seriously its responsibility to offer educational and professional opportunities equitably to all qualified persons it can accommodate. The University, through its curriculum, programs, and services, provides understanding and supportive interaction among diverse population groups and respects individuals' personal values and ideas. It is incumbent upon each member of the WSU administration, faculty, and staff to make every good faith effort to fulfill this commitment.

### ***Domestic Violence and the Workplace***

Washington State University is concerned and committed to employees' safety and health including employees who are victims of domestic violence. For employees who are affected by domestic violence, every reasonable effort will be made to provide support and assistance including:

- A confidential mechanism for requesting help for oneself or family members.
- Resource and referral information.
- Work schedule adjustments or leave, as needed, to obtain medical, mental health, legal assistance and/or confidential secure shelter. Employees may use annual leave, sick leave, leave without pay, or any combination thereof.
- Workplace relocation, as feasible.
- Other appropriate assistance on an individual case basis to create a safe and non-threatening situation.

For more information or assistance please contact Human Resource Services at 509-335-4521 or the Employee Assistance Program at 509-335-3387. A link to the guidelines can be found at [Guidelines](#) and link to the Domestic Violence checklist at [Checklist](#).

### ***Workplace Violence***

The University is committed to maintaining an environment that is free from all acts or threats of violence perpetrated by or against employees, students, or members of the public. Workplace violence is **any** physical assault, threatening, or intimidating behavior, or verbal abuse occurring in the work setting.

While on University property or while conducting University business at other locations, each employee, student, or individual is prohibited from subjecting any other employee, student, or individual to any violence or threat of violence.

Violent action on University property or facilities, or while on University business, will not be tolerated or ignored. Individuals who engage in violent or threatening behavior may be:

- Removed from the premises;
- Subject to disciplinary action, up to and including dismissal or expulsion; and/or
- Subject to arrest and criminal prosecution.

For more information or assistance please contact Human Resource Services at 509-335-4521 or the University Police Department at 509-335-8548. A link to the policy can be found at [Policy](#) and link to Workplace Violence checklist at [Checklist](#).

### ***Use of University Property; BPPM 20.35***

WSU facilities and equipment are for official use only subject to the limited exceptions. WSU property includes all University supplies, equipment, facilities, and real property. A link to the policy can be found at [BPPM](#)

### ***Personal Use of University Resources; BPPM 20.37 ; Overview (RCW 42.52.160) (WAC 292-110-010)***

State officers and state employees are obligated to conserve and protect state resources for the benefit of the public interest, rather than their private interests. Responsibility and accountability for the appropriate use of state resources ultimately rests with the individual state officer and state employee, or with the state officer or state employee who authorizes such use. A University employee may not use state resources under her or his official control, direction, or custody for private benefit or gain of the employee or any other person.

The use of state resources related to the conduct of official business is permitted. The use of state resources for any purpose other than official state duties is governed by the following state laws: RCW 42.52, Ethics in Public Service; WAC 292-110-010, Use of State Resources. These laws provide for the personal use of state resources under limited circumstances. This policy sets forth the guidelines for permissible, limited, and prohibited uses of state resources regardless of the type of state resource. A link to the policy can be found at [BPPM](#)

### ***Provisions of the Drug/Alcohol-Free Workplace Law***

WSU has developed programs to prevent unlawful possession, use, and/or distribution of illegal drugs and alcohol by students and employees. The University has created education and training programs to aid in establishing a drug-free workplace. Sanctions for illegal use of drugs and/or alcohol in the workplace may include, but are not limited to, recommendations for completion of an appropriate rehabilitation program, written or verbal warning, censure, dismissal, and, in emergency situations, immediate suspension. A link to the policy can be found at [Policy](#)

### ***Reasonable Accommodation***

Several statutes provide legal protection for persons with mental or physical or sensory disabilities. These include Washington's Law Against Discrimination (WLAD) (RCW 49.60), the Federal Rehabilitation Act of 1974, and the Americans with Disabilities Act (ADA). State and federal law require employers to define job functions for hiring purposes and to make "reasonable accommodations" for workers, clients, and customers with disabilities. The Act also includes rules governing accessibility. This body of law, as it may evolve over time, shall be applicable to the University's compliance in this field.

Job-related questions about Reasonable Accommodation should be addressed to Human Resource Services, and accessibility questions directed to the Office for Equal Opportunity. WSU will provide reasonable accommodation(s) to employees in his or her current position. Other options may include a change in position, paid or unpaid sick leave, long-term disability, or separation or retirement because of health conditions. Each employee's circumstances and the reasonableness of any requested or contemplated accommodation will be evaluated on a case-by-case basis. Please contact Human Resource Services for additional information, 509-335-4521 or refer to the web site [www.hrs.wsu.edu](http://www.hrs.wsu.edu).

### ***Provisions of the "Whistleblower" Act***

State employees may report improper governmental actions to the Office of the State Auditor of the State of Washington. To encourage the reporting of improper governmental actions, employees are protected from retaliation by provisions of state law.

Employees may not use or attempt to use their official authority or influence to interfere with the right of an individual to disclose information to the State Auditor (RCW 42.40). A link to the policy can be found at BPPM [10.20](#)

### ***Nepotism Statement***

Discrimination against an employee because of marital status any other relationship with another employee is prohibited. WSU seeks to employ qualified persons in all positions without regard to a person's relationship with other University employees. However, no employee shall supervise, vote, make recommendations, or in any other way participate in the decision of any matter that may directly affect the appointment, tenure, promotion, salary, or any other status or interest of such employee's parent, child, spouse, partner, state registered domestic partner, sibling, in-law, or close relative. A link to the policy can be found at [BPPM](#)

### ***Fair Labor Standards Act***

The Fair Labor Standards Act (FLSA) is the federal law that sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employees. All employees of WSU are affected by FLSA, but some employees are exempt from certain provisions, such as the overtime provision of the act.

Human Resource Services reviews the duties and responsibilities of Administrative Professional positions to determine which positions qualify for exemption from the overtime provisions of FLSA. Administrative Professional positions with duties and responsibilities that do not meet FLSA criteria for exemption are required to record all overtime hours and be compensated appropriately.

Questions or concerns regarding overtime issues or exemption criteria should be directed to the office of Human Resource Services at 509-335-4521. For those positions that qualify for overtime, see the provisions of Compensatory Time Off outlined below.

### ***Overtime and Compensatory Time Off***

Some Administrative Professional positions qualify for overtime compensation (see Fair Labor Standards Act, above). Prior to working any hours beyond their standard workweek, employees must receive approval from their supervisor. For overtime eligible positions, full-time employees must be paid at one-and-one-half times their regular hourly rate for all time worked in excess of forty (40) hours per week. All paid holidays (including the Personal holiday) during the employee's regular work schedule are considered time worked. Leave with pay during the employee's regular work schedule is not considered time worked for purposes of determining overtime eligibility. Accrued compensatory time off cannot exceed 240 hours.

The official WSU workweek is 12:01 a.m. Sunday to 12:00 p.m. Saturday. Some positions may be assigned to a different work-week; HRS must be notified of the workweek change. If prior agreement is made with the employee, compensation may be taken as compensatory time off at the rate of time and one-half.

Part-time AP employees must be compensated for all hours worked over the regularly scheduled FTE percentage. Additional hours worked up to forty (40) in a workweek must be paid at the straight time rate of pay. Part-time AP employees must be paid at one-and-one-half times their regular hourly rate for all time worked in excess of forty (40) hours per week.

The employing official administers the accrual and use of compensatory time off taking into consideration the work requirements of the department and the wishes of the employee. Accrual and use of compensatory time off is based on an agreement or understanding between the supervisor and the employee prior to the performance of overtime work.

Contact Human Resource Services, 509-335-4521 with questions regarding compensatory time off and writing the agreement of understanding.

### ***Complaint Procedure***

If a workplace conflict exists, every effort should be made to remedy the issue with the immediate supervisor or the first-level supervisor not involved in the dispute. If a situation in the workplace exists that is not covered by other University complaint procedures, the Administrative Professional employee may address the issue in the following manner:

- Issues not resolved that involve alleged illegal discrimination should be handled by following the prescribed procedure in the WSU Policy and Procedure against Discrimination and Sexual Harassment Complaint Process.
- Other workplace concerns should be handled by following the prescribed procedure in the Workplace Concern Resolution Process.

A link to the process can be found at [Process](#) or contact Human Resource Services, the Office for Equal Opportunity, Urban Campus Human Resource personnel, and the Ombudsman's Office.

## ***Responsibilities***

### ***Code of Ethics***

Washington State University is an institution of higher education whose employees uphold high standards of ethical behavior. These standards include respecting and defending free inquiry, acknowledging the contributions of others, showing due respect for the governance of the University, following applicable federal and state laws, and protecting institutional integrity by observing published regulations and policies in order to increase the effectiveness of the University. Administrative Professional employees, as they undertake personal and private activities in the wider community, should clearly separate these actions from their University employment.

Applicable state law includes the Ethics in Public Service Act (RCW 42.52), which addresses such subjects as use of state resources, political activities, receipt of gifts and honoraria, and outside activities of state employees. For additional information visit the Executive Ethics Boards web site [Ethics](#)

### ***Patents and Contracts***

The Board of Regents has approved official patent, copyright, and conflict of interest policies that apply to all University employees. These policies are set forth in the BPPM 35.00 and/or 70.01. A link to the policies can be found at [BPPM](#)

### ***Work Schedule***

The University is committed to providing a full range of services during the normal business hours established for state offices, including lunch hours. Although departmental needs determine employees' specific work schedules, the University's usual working hours are 8 a.m. to 5 p.m. with a one-hour lunch break, Monday through Friday, throughout the calendar year. Some WSU offices observe an alternative schedule during the summer months (7:30 a.m. to 4 p.m. with 30 minutes for lunch).

### ***Service***

Administrative Professional employees are encouraged to serve on University committees and share their knowledge as part of University service. Committee participation and other forms of service to WSU should not override departmental responsibilities. Service to the University is recognized during annual reviews.