Overview

- Employment Laws, Rule, Policies and Procedures
  - Federal and State Regulatory Agencies and their Roles
  - Applicable Federal and State Laws
  - University Policies and Procedures and Guidelines
- Employee Types
- Position Descriptions
- Recruitment
- Performance Management

Administration and Decision Making

Federal and State Laws and Regulations
State Rules / Collective Bargaining Agreements
Policies & Procedures
Personnel Manuals
Past / Common Practice
Federal Regulatory Agencies
Department of Health and Human Services
Department of Homeland Security
Department of Labor (DOL)
Equal Employment Opportunity Commission (EEOC)
National Labor Relations Board (NLRB)
Occupational Safety & Health Administration (OSHA)

Federal Regulatory Agencies
Department of Labor (DOL)
• Health Plans & Benefits
• Labor Relations
• Leave Benefits
• Retirement Plans, Benefits & Savings
• Unemployment Insurance
• Wages
• Work Hours & Worker Compensation
• Youth & Labor
• Workplace Safety & Health

Washington State Agencies
Department of Health
Department of Labor & Industries
Department of Licensing
Washington State Human Resources
The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted via the initiative process).

Washington Administrative Code (WAC) Regulations of executive branch agencies are issued by authority of statutes. Like legislation and the Constitution, regulations are a source of primary law in Washington State.

WAC
Title 162 Human Rights Commission
Title 182 Health Care Authority
Title 192 Employment Security
Title 246 Department of Health
Title 292 Ethics in public service
Title 296 Labor and Industries,
Title 308 Department of Licensing
Title 357 Department of Personnel
Title 504 Washington State University
### Washington State Laws and Rules

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### WSU Policies and Procedures

**Office of Procedures, Records, and Forms**
- Executive Policies
- Business Policies and Procedures
- Safety Policies and Procedures

### WSU Policies and Procedures

**Executive Policies**
- EP15 - Policy Prohibiting Discrimination and Sexual Harassment
### WSU Policies and Procedures

#### Executive Policies
- EP 20 - Alcohol and Drug Policy
- EP 27 - Washington State University Ethics, Conflict of Interest, and Technology Transfer
- EP 28 - Policy on Faculty-Student and Supervisor-Subordinate Relationships

#### Business Policies and Procedures

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WSU Policies and Manuals

Faculty Manual
Provided for faculty as an introduction to Washington State University, its traditions, and administrative structures. The Faculty Manual contains the policies and procedures governing faculty rights, privileges, and responsibilities passed by the Faculty Senate and approved by the President and the Board of Regents.

WSU Policies and Manuals

Administrative Professional Handbook
Handbook conveys information about the nature, operation, and organization of WSU, summarizing WSU policies related to AP employees. Contains a compilation of current policies relating to AP employment, these policies evolve over time as the institution and its internal and external environment change.

Collective Bargaining Agreements

Washington Federation of State Employees (WFSE)
BU 2 - Service Employee Supervisors, Pullman
BU 12 - Dining Services
BU 13 – Facilities Operations Maintenance & Utilities, and Construction Services
BU 15 - College of Arts & Sciences, Technical Services (Instrument and Electronic Shops)
Collective Bargaining Agreements

Public School Employees of Washington (PSE)
BU 16 – WSU Tri-Cities Custodians and Maintenance Custodians
BU 18 – WSU Pullman Facilities Operations, Custodial Services

Washington State University Police Guild
BU 4 - Police Guild

University Guidelines

• Alcohol and Drug Abuse Information
• Computer Investigation Information
• Discrimination and Sexual Harassment Resources
• Ethics
• Tuition Fee Waiver
• Workplace Climate and Concerns

Department Guidelines and Procedures

• Appropriate Dress
• Call-In
• Equipment Usage
• Leave Requests
• Overtime approval
• Phone Etiquette
• Work Schedules, including breaks
Administration and Decision Making

- Federal and State Laws and Regulations
- State Rules / Collective Bargaining Agreements
- Policies & Procedures Personnel Manuals
- Past / Common Practice

Employee Types

- Civil Service
- Bargaining Unit
- Administrative Professional
- Faculty
- Temporary/Student Hourly

Position Descriptions

- Keys Aspects
- Summary of Duties
- Job Duties
- Qualifications
- Knowledge, Skills, and Abilities (KSAs)
- Performance Expectations
Position Descriptions

• Position Update/Creations Process
  • Department/College enters information in the Online Position Description and Recruitment System (OPDRS)
  • Information routed through College/Area personnel and submitted to HRS for review
  • Based on information provided, HRS determines appropriate classification and finalizes position.

Position Descriptions

• Civil Service
  • Classification benchmarks created and maintained by the Washington State Human Resources
  • Management Request Classification Review vs Employee Requested
  • WAC 357 and BPPM 60 outline process for determining classification and salary
  • BPPM 60.02 and BPPM 60.29

Position Descriptions

• Bargaining Unit
  • Classification benchmarks created and maintained by the Washington State Human Resources
  • Management Request Classification Review vs Employee Requested
  • Collective Bargaining Agreement, WAC 357, and BPPM 60 outline process for determining classification and salary
Position Descriptions

- Administrative Professional
  - Must meet AP Exemption Criteria to be classified as AP
  - Classification benchmarks and qualifications maintained by HRS
  - Classification reviews can only be requested by management (BPPM 60.02)
  - Employees can request a salary review (BPPM 60.12)

Recruitment

- Five Phases of Recruitment
  - Prepare
  - Advertise & Outreach
  - Screen & Interview
  - Perform Reference & Background Checks
  - Hiring & Onboarding
- Resources available on the HRS website
  - hrs.wsu.edu/Recruitment-toolkit
- Additional Training available
  - Overview of Recruitment and Selection – June 8, 2017

Performance Management

- Annual Reviews
  - Documents an employee’s competencies and productivity, support for achievement of organizational goals and objects, and strengths and areas needing improvement.
  - BPPM 60.55
Performance Management

- Annual Reviews
  - Civil Service
    - Annual review period is based on Period Increment Date (PID).
    - Employee evaluated on quality of work, quantity of work, job knowledge, working relationships, supervisory skills (if applicable), and optional work related factors.
  - Bargaining Unit
    - Review the appropriate Contact for performance evaluation processes
  - Administrative Professional
    - Annual reviewed period based on calendar year.
    - Employee evaluated on productive, quality of work, collaboration with others, and options factors.

- Corrective Action
  - Preventative measures take to promote compliance with established polices, rules and expectations.
  - Attempt to improve or modify unacceptable behavior.

- Disciplinary Action
  - Formal action taken when corrective measures fail to correct pervious problems.
  - Taken when the seriousness of offenses warrant formal measures.
  - Generally corrective and disciplinary actions are progressive but the University may respond as it deems appropriate to the incident under consideration.

Performance Management

- HRS Resources
  - Area HR Consultant
  - Performance and Recognition hrs.wsu.edu/managers/Performance-Recognition
  - Corrective and Disciplinary Action hrs.wsu.edu/managers/Corrective-Disciplinary-Action

- Additional Training available
  - Intro to Performance Management – March 8, 2017

- Additional University Resources
  - Office of Equal Opportunity
  - Employee Assistant Program
  - Office of the Ombudsman
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Resources

HRS Website  www.hrs.wsu.edu

HRS Area Consultant
335-4521

This has been a WSU Training Videoconference

If you attended this live training session and wish to have your attendance documented in your training history, please notify Human Resource Services within 24 hours of today's date:

hrstraining@wsu.edu