Staff Personnel Issues

The Role of Human Resource Services

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Some of the rules and procedures discussed in this workshop are subject to change.

Please check university resources before relying exclusively on this recorded presentation.

Staff Personnel Processes

This session will cover information and processes for:
- Civil Service Employees
- Bargaining Unit Covered Employees
- Administrative Professional Employees
- Hourly/Temporary Employees

(HRS assists with performance issues)
Session Objectives

1. Define and understand staff employment at WSU and the policies/procedures, rules and laws that apply to each
2. Know and understand the basics of class/comp, recruitment, performance management, employee and labor relations, leave and benefits, and training and development
3. Identify and locate specific HR-related resources

Staff Personnel Processes

REMEMBER

- All employee types have required PROCESSES
- All disciplinary actions require the approval of Appointing Authority.

Information is located on the HRS website:
Appointing Authority Information

Staff Personnel Processes

Civil Service and Bargaining Unit Covered

Civil Service and Bargaining Unit Covered

- Required procedures outlined either by the State of Washington, Business Policies and Procedures OR in the Collective Bargaining Agreements
- Business Policies and Procedures Manual (BPPM)
Civil Service

- Washington Administrative Code (WAC)
  Title 357
- Collective Bargaining Agreements
  http://hrs.wsu.edu/LR%20Home

Foundations

- Position description, Performance Expectations*
  - Current and accurate
- Last Annual Review (not applicable to BUC)
- Review applicable policies/procedures
  - If there is a department policy how was it communicated to staff?
  * Performance Expectations are required for CS, BUC and AP
  Position Descriptions are required for CS, BUC and AP

Civil Service

Time Sensitive

- Probationary Appointments – SIX MONTHS
  Requires 1 full day written notice if "rejected" during probation
- Trial Service Employees – SIX MONTHS
  Rejection requires 7 calendar days written notice
- Contact HRS as soon as possible if there are performance issues for either probationary or trial service employees
Typically, corrective and disciplinary actions are "progressive" -- starting at the lowest level. However, this depends on the specifics of each case.

- Not clear about expectations
- Not clear about violations
- Not clear about rules
- Not following contract
- Improper or no documentation (limit the use of email and utilize HRS for any written correspondence)
- Over inflated annual reviews

- Apply discipline consistently and impartially
- Employees in leadership roles need to lead by example
- Don’t "save up" discipline
- Treat every case as if it will be appealed
- Get help for suspected substance abuse from HRS
Corrective ACTIONS

- Informal Discussion
- Verbal Warning
- Performance Improvement Plan
- Notice of Counseling
- Letter of Reprimand

Disciplinary ACTIONS

- Formal actions, taken when either corrective measures fail to correct problem OR seriousness of offense warrants more formal measures
- Imposed only by Appointing Authority

Decision as to if disciplinary action is appropriate and what type is made after opportunity to participate in a pre-disciplinary meeting.
- Suspension
- Reduction in Salary
- Demotion
- Dismissal
Civil Service

Progression

Corrective Action
- Verbal Notice of Counseling
- Performance Improvement Plan
- Written Reprimand
- Pre-Disciplinary Notice - Due Process
- Opportunity to address allegations in writing or at Pre-Disciplinary meeting

Disciplinary Action (Appointing Authority)
- Suspension (1 – 15 days)
- Reduction to Pay
- Demotion
- Termination

Civil Service

Appeals

- Civil Service Employees may appeal disciplinary actions within 30 days of the action to the State Department of Personnel's - Personnel Resource Board
- Bargaining Unit Covered employees have grievance procedures

Basics

- Know the rules
- Praise in public—criticize in private
- Fact Find/Investigate
- Address concerns as soon as possible
- Contact HRS with questions
Employee Assistance Program

Referrals to Employee Assistance Program (EAP) may be appropriate

If you are experiencing personal problems which may be impacting your ability to effectively perform the duties of your position, I encourage you to contact the Employee Assistance Program at Washington Building, G60 or phone 335-5759.

- Regional Campuses use State EAP

Administrative Professional

- AP positions must meet exemption criteria as outlined in the Revised Code of Washington (RCW) 41.06.070 and 41.06.170(3)
- AP Handbook
- Business Policies/Procedures Manual (BPPM)

Administrative Professional Processes

- Discontinuation of Appointment (not for cause)
  - Notice Requirements
  - Return Rights to Civil Service
- Non-reappointment
- Disciplinary Action Process (for cause)
**Administrative Professional**

**Discontinuation of Appointment**
- Notice period begins upon receipt of official written notice.
- Must be signed by Appointing Authority.
- Verbal notification does not start “clock”

**Administrative Professional**

**End of Term Appointment**
- Appointment ends on date specified
  - Unless positive action is taken to renew
  - Hire letter and PAF should state temporary appointment dates and use standard language
- AP temporary employees can be given a 30 day notice of discontinuation of appointment

**AP for Cause**
- Requires Written Notice of Charges
  - Include the facts
- Meeting with employee is not required
- Employee allowed 10 working days to respond to the notice of charges
- Supervisor reviews employee's response and makes recommendation to Appointing Authority
- Appointing Authority reviews recommendation from Supervisor
- Appointing Authority notifies employee of decision in writing.
### AP Appeal Process

- **Termination for Cause**
- Appeal in writing to the Provost, appropriate Vice President, or their designee within 10 working days of notice.
- The appeal shall be conducted on the basis of the written material unless, in the discretion of the Provost, Vice President or designee, oral statements are allowed. The Vice President shall render a final decision within 30 working days of receipt of the appeal. This decision shall be the final decision of the University.

### Student Temporary or Hourly Employees

- **Student Employment Processes**
  - Student Employment Center website: [https://wsu.studentemployment.ngwebsolutions.com/](https://wsu.studentemployment.ngwebsolutions.com/)
- Employment performance concerns
  - Contact HRS (typically temporary workers are "at will employees")

### Overtime Eligibility

**Fair Labor Standards Act (FLSA)**

- Determinations as to if a position is overtime eligible or are based on the duties performed by the employee and not the title of the position.
- HRS makes the overtime eligibility determination
- It is important to know if your staff person is eligible for overtime or not.
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Staff Leave

- Family Medical Leave
- Reasonable Accommodation

Do not keep any copies of medical documents. Forward all to HRS.

Direct all employees to HRS regarding any medical/reasonable accommodation concerns

HRS Resources

HRS website: www.hrs.wsu.edu

- Classification/Compensation
- Recruitment/Selection
- Offer Letters
- New Employee Orientation and Checklist
- Benefits/Retirement
- Family Medical Leave & Reasonable Accommodation
- Corrective/Disciplinary Action
- End of Employment/Separation

Utilize Your Village!

No one can be an expert in all things . . .

Internal resources:
- Central Human Resource Services (and referrals from it, including Employee Assistance Services) and Regional Campus Human Resource Offices
- Office for Equal Opportunity
- Finance and Administration
  - Contract and policy issues
  - Risk management
- Police Department
- Internal Audit
- Attorney General’s Office
- Public Records Office
- Others
REMEMBER TO:
Contact HRS for assistance

Contact Information

Human Resource Services

- Pullman: 509-335-4521
- Spokane: 509-358-7554
- Vancouver: 360-546-9587
- Tri-Cities: 509-372-7470

www.hrs.wsu.edu
HRS Contacts

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