


WASHINGTON STATE UNIVERSITY



**Dealing with
Difficult
Faculty and Staff
Personnel Issues**

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WASHINGTON STATE UNIVERSITY


**Recording date of this workshop is
October 16, 2017**

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.

Personnel Processes

REMEMBER



- All employee types have required PROCESSES
 - Faculty – Faculty Manual
 - Administrative Professional – AP Handbook
 - Civil Service – 357 Washington Administrative Code
 - Bargaining Unit – Collective Bargaining Unit Agreement
 - All – RCW, Executive Policies, BPPM, SPPM etc...
- All faculty disciplinary actions require Provost approval.
- All staff disciplinary actions require the approval of Appointing Authority.

Information is located on the HRS website:
[Appointing Authority Information](#)

Foundations

- Position Description, Performance Expectations
 - Current and accurate
- Annual Reviews
 - (not applicable to Bargaining Unit (BU))*
 - *We are not all above average – address problems and document them as they arise, remembering public records principles.*

Performance Concerns

Basics

- Apply corrective and disciplinary action 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/challenged

Employee Resources

Provide employees resources as needed including but not limited to:

- Employee Assistance Program (EAP)
- Family Medical Leave
- Disability Services
- Office for Equal Opportunity
- Office of the Ombudsman
- HRS
- Internal Audit


Notice Requirements
End of Appointment

Contact HRS to ensure appropriate notice period is provided.

- Faculty and AP appointments with a pre-established end date automatically terminate on the date indicated on the most recent Personnel Action Form, unless positive action is taken to renew.
- Permanent/Tenured Faculty and AP – contact HRS
- All civil service appointments have specific notice periods.

Notice Requirements

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



HRS Resources

HRS website 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
- Attorney General's Office
- Office for Equal Opportunity
- Finance and Administration
 - Contract and policy issues
 - Risk management
- Police Department
- Internal Audit
- Public Records Office
- Others

Contact Information

Human Resource Services

- Pullman: 509-335-4521
- Spokane: 509-358-7999
- Vancouver: 360-546-9587
- Tri-Cities: 509-372-7418

hrs.wsu.edu

Office of the Attorney General

509-335-2626
atg.wsu.edu/

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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
