

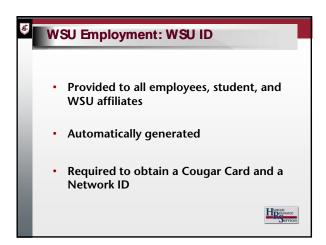




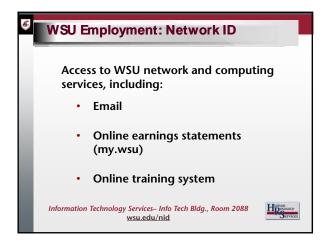




# WSU Employment: Employee Types and Handbooks Faculty (FAC) Faculty Manual Administrative Professional (AP) AP Manual Civil Service (CS) WAC 357 Bargaining Unit (BU) Appropriate CBA Human Resource Services - Room 139, French Admin Bldg

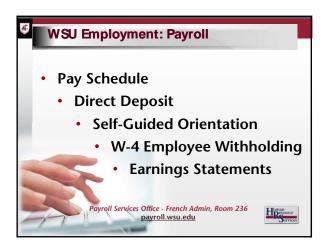


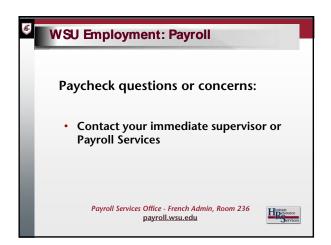
























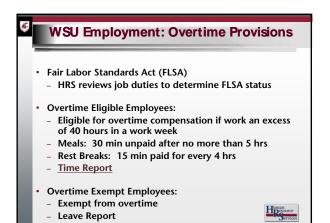
WSU Employment: Leave Information

December Holiday
Reduced Operations

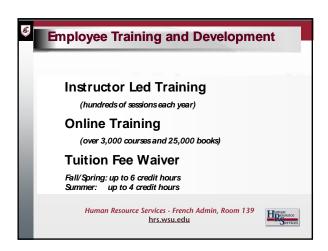
WSU will close all non-essential business operations and associated buildings at all locations during the period covering the December Holiday Reduced Operations.

Plan ahead and work with your supervisor.

hrs.wsu.edu













### 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 policies.wsu.edu

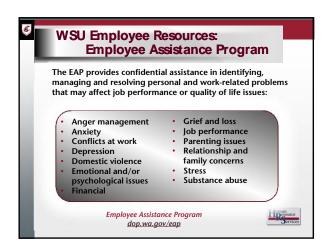
Human

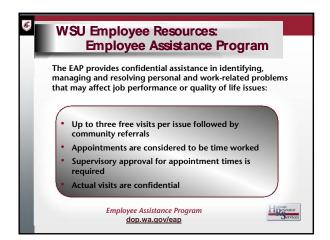
# WSU Employee Policies: State Ethics Law Stewardship of state resources Private Benefit or gain Personal Liability – Penalties De Minimis – Infrequent, occasional use Prohibited Purposes WSU State Ethics Training Office of Internal Audit - Info Tech Bldg., Rm 2127 internal audit - Info Tech Bldg., Rm 2127 internal audit - Info Tech Bldg., Rm 2127

# 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 internalaudit.wsu.edu

## WSU Employee Policies: Public Records Act • We are each creating University Records in the daily course of doing our jobs - Documents - Physical - Email - Electronic - Notes - Etc. • These records may be requested by a member of the public. Office of Public Records - Info Tech Bldg., 3033 public-records.wsu.edu

### WSU Employee Resources: Safety Safe Environment Resources WSU Police my.wsu.edu WSU Alert Update emergency contacts Environmental Health and Safety Department specific information Tobacco-free campus in Pullman, Spokane, Tri-Cities & Vancouver









### **New Employee Resource Guide**

### Welcome & Introductions

**Human Resource Services** 

French-Admin Building, Rm 139

Phone: (509) 335-4521 FAX: (509) 335-1259 Email: <u>hrs@wsu.edu</u> **HRS Links:** 

HRS Website: hrs.wsu.edu

New Hire Information: <a href="https://new-employee-resources">hrs.wsu.edu/new-employee-resources</a>

Employee Handbooks: <a href="https://hrs.wsu.edu/resources/employee-handbooks">hrs.wsu.edu/resources/employee-handbooks</a>

**About WSU** 

Office of President

French-Admin Building, Rm 422

Phone: (509) 335-4200

Email: PresidentsOffice@wsu.edu

**Office of President Links:** 

President's Website: <a href="mailto:president.wsu.edu/blog">president.wsu.edu/blog</a> Letters to Campus: <a href="mailto:president.wsu.edu/blog">president.wsu.edu/blog</a>

Strategic Plan: <a href="mailto:strategicplan.wsu.edu">strategicplan.wsu.edu</a>
Drive-to-25: <a href="mailto:wsu.edu/drive-to-25">wsu.edu/drive-to-25</a>

**WSU Employment** 

Payroll Services <u>Payroll Links:</u>

French-Admin Building, Rm 236
Phone: (509) 335-9575
Fax: (509) 335-1472

Payroll Website: payroll.wsu.edu
Payroll New Employee Orientation: wsu.edu/payroll/newemp.htm

Email: payroll@wsu.edu myWSU: portal.wsu.edu

Information Technology Services

(Network ID Help) IT Building, Rm 2088 Phone: (509) 335-4357 Email: helpdesk@wsu.edu <u>IT Links:</u>

ITS Website: <u>infotech.wsu.edu</u> Network ID: <u>wsu.edu/nid</u>

**Cougar Card Center** 

Compton Union Building, Rm 60

Phone: (509) 335-2273

**Cougar Card Links:** 

Cougar Card Website : <a href="mailto:cougarcard.wsu.edu">cougarcard.wsu.edu</a>

**Parking & Transportation Services** 

Corner of Cougar Way and "D" Street

Phone: (509) 335-7275 E-mail: <u>parking@wsu.edu</u> <u>transportation@wsu.edu</u> Parking & Transportation Links:

Parking Website: parking.wsu.edu or transportation.wsu.edu

**Employee Training & Development** 

**Human Resource Services** 

French Administrative Building, Rm 139

Phone: (509) 335-4521 Email: <u>hrstraining@wsu.edu</u> Web: <u>hrs.wsu.edu/training</u>

Online Training Portal: <a href="https://hrs.wsu.edu/skillsoft">hrs.wsu.edu/skillsoft</a>



### **New Employee Resource Guide**

### **Employee Resources & Services**

**Employee Assistance Program (EAP)** 

Toll Free: 1-877-313-4455 Web: <u>www.eap.wa.gov</u> **Environmental Health & Safety** 

Corner of Grimes Way & Airport Road

Phone: (509) 335-3041 Web: <u>ehs.wsu.edu</u> Email: <u>ehs@wsu.edu</u>

**Purchasing Services** 

French Administration Building, Room 220

Phone: (509) 335-3541 Web: <u>purchasing.wsu.edu</u> Email: <u>purchasing@wsu.edu</u>

**Contracts Office** 

Phone: (509) 335-7223 Web: contracts.wsu.edu

Email: <a href="mailto:heather.davison@wsu.edu">heather.davison@wsu.edu</a>
Office for Equal Opportunity

**Office of Internal Audit** 

IT Building, Rm 2127 Phone: (509) 335-5336 Web: <u>internalaudit.wsu.edu</u> Email: <u>ia.central@wsu.edu</u> French- Admin Building, Rm 225,

Phone: 509.335.8288 Web: <u>oeo.wsu.edu</u> EEO/AA Policy:

oeo.wsu.edu/eeo-aa-compliance/

Discrimination & Sexual Harassment Policy:

oeo.wsu.edu/sgbd/

**Ethics Law & Policies:** 

**Additional Resources:** 

 $\underline{internal audit.wsu.edu/ethics in public service.html}$ 

**Campus Human Resource Offices:** 

**WSU Pullman** 

(509) 335-4521 | hrs@wsu.edu

Executive Policy Manual (EPM) wsu.edu/~forms/manuals.html

Safety Policies & Procedures Manual (SPPM)

**Business Policies and Procedures Manual** 

wsu.edu/~forms/manuals.html

wsu.edu/~forms/manuals.html

**Bullying Prevention and Reporting** 

old-www.wsu.edu/forms2/ALTPDF/BPPM/50-31.pdf

<u> 3 i .pai</u>

**Workplace Violence Policy** 

wsu.edu/forms2/ALTPDF/BPPM/50-30.pdf

Safe Environment

hrs.wsu.edu/Safe-Environment

**Alcohol & Drug Policy** 

wsu.edu/~forms/manuals.html

Executive Policy Manual; Policy #20
Tobacco Free Campus in Pullman, Spokane,

**Tri-Cities & Vancouver** 

apps.leg.wa.gov/wac/default.aspx?cite=504-38

Public Records Act public.record.wsu.edu

**WSU Tri-Cities** 

**WSU Spokane** 

(509) 372-7302 | debra.mccormick@wsu.edu

(509) 358-7566 | Spokane.hr.info@wsu.edu

**WSU Vancouver** 

(360) 546-9094 | <u>hres@vancouver.wsu.edu</u>