

Pursuit of Undergraduate Degrees at Washington State University

Administrative Professional employees may pursue programs of study leading to undergraduate degrees at WSU Pullman, WSU Spokane, WSU Tri-Cities, WSU Vancouver, and WSU North Puget Sound at Everett.

Applicants for degrees must be admitted by the Office of Admissions and are subject to all appropriate academic policies. For information contact the Office of Admissions, Lighty 370, 509-335-5586, or refer to the web site admission.wsu.edu

Pursuit of Advanced Degrees at Washington State University

Administrative Professional employees may pursue programs of study leading to advanced degrees at WSU Pullman, WSU Spokane, WSU Tri-Cities, WSU Vancouver, and WSU North Puget Sound at Everett.

Applications are processed by the Graduate School but can be initiated at any WSU Campus. The Dean of the Graduate School reviews all applications. Approval is subject to all rules and regulations of the Graduate School and requires the concurrence of the Graduate Studies Committee. For information contact the Graduate School, French Administration 324, 509-335-6424, refer to the Graduate School Policies and Procedures Manual, or a link to the manual can be found at gradschool.wsu.edu/159-2/

For summer session information regarding undergraduate and graduate degrees, contact the Registrar's Summer Session Office, French Administration 346, 509-335-2238, or refer to the web site summer.wsu.edu/

Tuition Fee Waiver Benefits

WSU employees are offered a tuition fee waiver for up to six (6) credit hours or less for undergraduate and/or graduate courses each semester and four (4) credit hours during summer session. For information, contact the Registrar's Office, French Administration 346; 509-335-5346

Employee Development and Training Courses

All Administrative Professional employees are entitled to 96 hours release time per fiscal year to take specialized non-credit courses, which are offered by Human Resource Services at little or no cost. For additional information, contact the Human Resource Services, French Administration 139, 509-335-4521, or refer to the web site hrs.wsu.edu/training

Personnel Resources

Human Resource Services, Pullman

139 French Administration Building PO Box 641014
Pullman, WA 99164-1014
Phone: 509-335-4521
Fax: 509-335-1259
Web site: hrs.wsu.edu

HRS - Benefits

139 French Administration Building PO Box 641014
Pullman, WA 99164-1014
Phone: 509-335-4521

Fax: 509-335-1259
Web site: hrs.wsu.edu/Benefits

Human Resource Services, Spokane

PO Box 1495
Spokane, WA 99210-1495
Phone: 509-358-7740
Fax: 509-358-7555
Web site: spokane.wsu.edu/hr/

Human Resource Services, Tri Cities

2710 Crimson Way
Richland, WA 99354-1671
Phone: 509-372-7302
Fax: 509-372-7469
Web site: tricity.wsu.edu/humanresources/index.html

Human Resource Services, Vancouver 14204 NE
Salmon Creek Avenue Vancouver, WA 98686-9600
Phone: 360-546-9094
Fax: 360-546-9029
Web site: admin.vancouver.wsu.edu/human-resources

Office of the Ombudsman

Wilson Hall 2
PO Box 644002
Pullman, WA 99164-4002
Phone: 509- 335-1195
Fax: 509-335-3922
Web site: wsu.edu/~ombuds

The President established the Office of the Ombudsman in 1970 to handle problems, questions, and complaints from faculty, staff, and students in a neutral, informal, and confidential manner. The Ombudsman offers advice, assistance, and referrals.

This office provides information, helps examine alternatives, finds proper authorities to resolve situations, or otherwise seeks resolution of problems.

Employee Assistance Program (EAP)

Department of Personnel EAP

Statewide: 877-313-4455
Seattle: 206-281-6315
Olympia: 360-753-3260
Web site: des.wa.gov/services/HRPayroll/eap/Pages/default.aspx

The employee assistance program is a work-site based program providing professional services designed to assist in the identification and resolution or management of personal problems that may adversely affect job performance. Issues include health, family, alcohol and other drugs, emotional and other stress, and changes in the work place.

Office for Equal Opportunity

225 French Administration Building PO Box 641022
Pullman, WA 99164-1022
Phone: 509-335-8288
Fax: 509-335-5483
Web site: oeo.wsu.edu

The Director of the Office for Equal Opportunity is WSU's Equal Employment Opportunity/Affirmative Action Officer. The Office for Equal Opportunity is responsible for administering the EEO/AA program and coordinate efforts to implement policies that prohibit discrimination on the basis of race/ethnicity, color, creed, religion, national origin, gender, sexual orientation, age, marital status, the presence of any sensory, mental or physical disability, use of a trained guide dog or service animal, or status as a disabled veteran or Vietnam-era veteran. The Office for Equal Opportunity also is responsible to investigate allegations and complaints of discrimination and sexual harassment.

Payroll Services

236 French Administration Building PO Box 641024
Pullman, WA 99164-1024
Phone: 509-335-9575
Fax: 509-335-1472
Web site: wsu.edu/payroll

Payroll Services supports the teaching, learning and advancement of knowledge, research and community service of Washington State University as well as supporting the mission of the Division of Business Affairs by providing accurate and timely compensation for work performed; ensuring all deductions, benefits and taxes are correctly deducted and reported timely to the appropriate agency; maintaining employees' earnings, payroll and benefit records, and ensuring compliance with all University, state and federal laws, rules and regulations.

Administrative Professional Advisory Council (APAC)

APAC provides a forum to discuss employment issues, communication among A/P employees throughout the University system, and institutional issues. Stated goals of the council include:

- Provide a mechanism for broad participation in matters of interest to A/P personnel
- Represent the wide variety of A/P personnel apac.wsu.edu

Web Site Addresses

Appendix A

AP Salary Review Guidelines	wsu.edu/~forms/PDF/BPPM/60-12.pdf
Administrative Professional Advisory Council	apac.wsu.edu/
Admissions Office – Undergraduate Degrees	admission.wsu.edu
Annual Review Form	wsu.edu/~forms/PDF/BPPM/60-55-11.pdf
Attendance Incentive Policy	wsu.edu/~forms/HTML/BPPM/60 Personnel/60.41 Payment for Unused Sick Leave.htm