

Frequently Asked Questions - September 29, 2017 Football Game

Q: *Why do all parking lots on the WSU Pullman Campus need to be vacated by 1:00 p.m. on Friday, September 29th?*

A: Washington State University will host USC in a nationally televised late afternoon or early evening home game at Martin Stadium. To allow for game day parking, parking lots must be vacated no later than 1:00 p.m. on Friday, September 29, 2017.

For more information regarding the September 29th parking lot closure, please visit Transportation Services: <https://transportation.wsu.edu/Gameday2.html>

Q: *Will operations and buildings be closed on the WSU Pullman campus after 1:00 p.m.?*

A: No, the WSU Pullman campus will observe normal business hours.

Q: *Can I request leave, adjust my schedule, or telework on September 29th?*

A: Yes. See Q&A's below regarding for each of the options.

Q: *Can I request to use leave?*

Yes, an employee may request to take leave, in accordance with department leave request processes, leave requests must be approved by the supervisor.

Employees who do not have sufficient annual leave balances, available personal holiday (full day only), and/or accrued compensatory time, may request leave without pay (LWOP) in accordance with department guidelines.

Refer to the links below for more information on leave types and usage for specific employee categories.

- Bargaining Unit Covered
See the appropriate collective bargaining agreement:
<http://hrs.wsu.edu/employees/labor-relations/>
- Civil Service
[Civil Service Employee Leave](#), BPPM 60.57
- Faculty and Administrative Professional
[Faculty and AP Personnel Leave](#), BPPM 60.56

Q: *Can I request to change my schedule temporarily for the work week?*

A: Yes, if business operations allow and with prior authorization from the supervisor, employees may request to flex their work schedule or request a temporary change to their work schedule for the week.

Below you will find more information regarding temporary schedule changes and flexible schedule options for specific employee categories.

For civil service employees the temporary schedule change must occur within the workweek of 12:01 a.m. Sunday, September 24 through midnight Saturday, September 30.

- Bargaining Unit Covered
See the appropriate collective bargaining agreement:
<http://hrs.wsu.edu/employees/labor-relations/>
- Civil Service and/or Overtime Eligible Employees
[Employee Requests for Temporary Schedule Changes](#), BPPM 60.33
- Faculty and Overtime Exempt Administrative Professional
Flexible scheduling changes are determined by the supervising manager, Chair, Director or Dean to meet departmental needs and in accordance with applicable rules and policies.

Q: *I am a Civil Service employee and still in my probation period. What are my leave options?*

A: The following types of leave are available:

- Accrued compensatory time (if your position is overtime eligible) - may be required to use first;
- Personal holiday (full day only); and/or
Leave without pay upon approval from your supervisor

Q: *I am a Bargaining Unit employee and still in my probation period. What are my leave options?*

A: Bargaining Unit employees should see the appropriate collective bargaining agreement:
<http://hrs.wsu.edu/employees/labor-relations/>

Q: *Can I request to work from home (telework) during this time?*

A: Yes, if business operations allow and with prior authorization from the supervisor, Civil Service, Bargaining Unit and Administrative Professional employees may request to work from home (telework).

Q: *I will be working past 1:00 p.m. what options are available regarding parking?*

Transportation Services will provide shuttle service from Park and Ride locations to and from campus at regular intervals. If you are scheduled to work on September 29th after 1:00 p.m. and drive your vehicle, please take advantage of the Park and Ride locations on your way to work. More information regarding shuttle operations and park and ride locations can be found: <https://transportation.wsu.edu/Gameday2.html>

If you are unable to utilize the Park and Ride locations on your way to work and park in a WSU parking lot, you will need to move your vehicle from the WSU lot by 1:00 p.m. You can move your vehicle to a Park and Ride location and utilize the shuttle to travel to and from work. You will need to utilize your lunch break or leave balances if you decide on waiting until 1:00 p.m. to move your vehicle to a Park and Ride lot.

Q: *Where can I find flexible scheduling information?*

A: HRS has general information about flexible scheduling on the HRS website: <http://hrs.wsu.edu/managers/flexible-scheduling/>

Q: *I still have questions, who can I call?*

A: For questions regarding parking during game day, visit [Transportation Services](#).

For all other questions, contact your department's HR Service Team. You can find the members of your team at the following website: [hrs.wsu.edu/HR Teams](http://hrs.wsu.edu/HR_Teams).

You may also call HRS at 509-335-4521 or email hrs@wsu.edu