Welcome to Washington State University

Presented by Human Resource Services

Congratulations on your new appointment!

Part 1:
About WSU
WSU Employment
Employee Training & Development
Employee Policies & Resources
Part 2: Medical Benefits

Part 3: (afternoon) Retirement Plan Information
1:30-2:30
Faculty and Administrative Professional employees
3:00-4:00
Civil Service employees

About WSU: History

• 1862: The Morrill Act
• 1890: Washington State Agricultural College and School of Science (WAC)
• 1892: Doors open to 59
• 1897: 1st graduating class!
• 1905: WAC becomes WSC

• 1916: The Crimson and Gray
• 1919: We become Cougars!
• 1927: Butch arrives
• 1959: WSC becomes WSU
WASHINGTON STATE UNIVERSITY

About WSU: Current Profile

- Over 60 state locations
- Campuses in Tri-Cities, Vancouver, Spokane, Everett
- Over 27,000 students statewide
  Over 2,100 instructional faculty
  Over 6,300 total employees
- 12 colleges, the Graduate School & Global Campus

About WSU: Leadership

Kirk Schulz,
11th President

Office of the President - French Admin, Room 422
president.wsu.edu

About WSU

WSU Employment

Employee Training & Development
Employee Policies & Resources
**WSU Employment: Parking and Transportation**

- Parking permits may be required, depending on your campus
- Annual and daily permits available
- Payroll deduction available
- Observe zone and game day signs

Parking Services in Pullman
corner of Cougar Way and D Street
[transportation.wsu.edu](http://transportation.wsu.edu)

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**WSU Employment: Employee Types and Handbooks**

- Administrative Professional (AP)
  - AP Manual
- Civil Service (CS)
  - WAC 357
- Bargaining Unit (BU)
  - Appropriate CBA
- Faculty (FAC)
  - Faculty Manual

Human Resource Services - Room 139, French Admin Bldg
[hrs.wsu.edu](http://hrs.wsu.edu)

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**WSU Employment: WSU ID**

- Provided to all employees, student, and WSU affiliates
- Automatically generated
- Required to obtain a Cougar Card and a Network ID
WASHINGTON STATE UNIVERSITY

**WSU Employment: Cougar Card**

- General University Identification
- Access to campus facilities
- Free Pullman/Spokane Transit
- Access to University Libraries
- Cougar CASH: up to 10% discount
- Discount at the Bookie
- CougarCard Maxx

CougarCard Center - Compton Union Building,
cougarcard.wsu.edu

**WSU Employment: Network ID**

Access to WSU network and computing services, including:

- Email
- Online earnings statements (my.wsu)
- Online training system

Information Technology Services - Info Tech Bldg., Room 2088
wsu.edu/nid

**Questions**
Semi-Monthly Lagged Payroll Leave Period

<table>
<thead>
<tr>
<th>Work done on 1st – 15th</th>
<th>Paid on 25th of the current month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work done on 16th – 31st</td>
<td>Paid on 10th of the following month</td>
</tr>
</tbody>
</table>

Paycheck questions or concerns:

- Contact your immediate supervisor or Payroll Services
Questions

Leave Types

- Annual Leave
- Sick Leave
- Holiday
- Personal Holiday
- December Holiday
- Reduced Operations
- Others

WSU Employment: Leave Information

Annual Leave

- Civil Service and Bargaining Unit
  (Must complete 6 months continuous service to use)
- Administrative Professional
  14.67 hours per month
- Faculty on annual (12 month) appointment
  14.67 hours per month

*Prorated to your FTE
**Sick Leave**

- Full Time employees earn 8 hours per month
- Part Time employees (50% or greater) earn prorated amount
- No maximum

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**Holiday Pay**

10 holidays per year

<table>
<thead>
<tr>
<th>Pay Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service</td>
<td>full work shift prior to holiday</td>
</tr>
<tr>
<td>AP/FAC</td>
<td>any part of prior work day</td>
</tr>
<tr>
<td>BU</td>
<td>check Collective Bargaining Agreement (CBA)</td>
</tr>
</tbody>
</table>

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**Personal Holiday**

- FAC (on 12 month appointment):
  - immediately available (Jul 1 – Jun 30)
- AP:
  - immediately available (Jul 1 – Jun 30)
- CS:
  - immediately available (Jan 1 – Dec 31)
- BU:
  - some after 4 months (Jan 1 – Dec 31)
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


• Fair Labor Standards Act (FLSA)
  ‒ HRS reviews job duties to determine FLSA status

• Overtime Eligible Employees:
  ‒ Eligible for overtime compensation if work an excess of 40 hours in a work week
  ‒ Meals: 30 min unpaid after no more than 5 hrs
  ‒ Rest Breaks: 15 min paid for every 4 hrs
  ‒ Time Report

• Overtime Exempt Employees:
  ‒ Exempt from overtime
  ‒ Leave Report

About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources
Instructor Led Training
(hundreds of sessions each year)

Online Training
(over 3,000 courses and 25,000 books)

Tuition Fee Waiver
Fall/Spring: up to 6 credit hours
Summer: up to 4 credit hours

Employee Training and Development

Directed Training
- Discrimination, Sexual Harassment and Sexual Misconduct Prevention
- Safety
- Customer Service
- Procurement and Contract Training
- State Ethics

Employee Training and Development

Elective Training
- Release Time
- WSU Announcements
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
  - Email
  - Notes
  - Physical
  - Electronic
  - 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

- Department specific information
- Safe Environment Resources
- WSU Police
- my.wsu.edu
  - WSU Alert
  - Update emergency contacts
- Environmental Health and Safety
- Tobacco-free campus in Pullman, Spokane, Tri-Cities & Vancouver
The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues:

- Anger management
- Anxiety
- Conflicts at work
- Depression
- Domestic violence
- Emotional and/or psychological issues
- Financial
- Grief and loss
- Job performance
- Parenting issues
- Relationship and family concerns
- Stress
- Substance abuse

Employee Assistance Program
dop.wa.gov/eap

- Up to three free visits per issue followed by community referrals
- Appointments are considered to be time worked
- Supervisory approval for appointment times is required
- Actual visits are confidential

Employee Assistance Program
dop.wa.gov/eap

Thank You!
# Welcome & Introductions

**Human Resource Services**  
French-Admin Building, Rm 139  
Phone: (509) 335-4521  
FAX: (509) 335-1259  
Email: hrs@wsu.edu

**HRS Links:**  
HRS Website: hrs.wsu.edu  
New Hire Information: hrs.wsu.edu/new-employee-resources  
Employee Handbooks: hrs.wsu.edu/resources/employee-handbooks

**Office of President**  
French-Admin Building, Rm 422  
Phone: (509) 335-4200  
Email: PresidentsOffice@wsu.edu

**Office of President Links:**  
President’s Website: president.wsu.edu  
Letters to Campus: president.wsu.edu/blog  
Strategic Plan: strategicplan.wsu.edu

**Payroll Services**  
French-Admin Building, Rm 236  
Phone: (509) 335-9575  
Fax: (509) 335-1472  
Email: payroll@wsu.edu

**Payroll Links:**  
Payroll Website: payroll.wsu.edu  
Payroll New Employee Orientation: wsu.edu/payroll/newemp.htm  
myWSU: portal.wsu.edu

**Information Technology Services**  
(IT Network ID Help)  
IT Building, Rm 2088  
Phone: (509) 335-4357  
Email: helpdesk@wsu.edu

**IT Links:**  
ITS Website: infotech.wsu.edu  
Network ID: wsu.edu/nid

**Cougar Card Center**  
Compton Union Building, Rm 60  
Phone: (509) 335-2273

**Cougar Card Links:**  
Cougar Card Website: cougarcard.wsu.edu

**Parking & Transportation Services**  
Corner of Colorado and “D” Street  
Phone: (509) 335-7275  
E-mail: parking@wsu.edu  
transportation@wsu.edu

**Parking & Transportation Links:**  
Parking Website: parking.wsu.edu  
or transportation.wsu.edu

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# About WSU

# WSU Employment

# Employee Training & Development

**Human Resource Services**  
French Administrative Building, Rm 139  
Phone: (509) 335-4521  
Email: hrstraining@wsu.edu  
Web: hrs.wsu.edu/training

**Online Training Portal:** hrs.wsu.edu/skillsoft
Employee Resources & Services

Employee Assistance Program (EAP)
Toll Free: 1-877-313-4455
Web: dop.wa.gov/eap

Environmental Health & Safety
Corner of Grimes Way & Airport Road
Phone: (509) 335-3041
Web: ehs.wsu.edu
Email: ehs@wsu.edu

Purchasing Services
French Administration Building, Room 220
Phone: (509) 335-3541
Web: purchasing.wsu.edu
Email: purchasing@wsu.edu

Contracts Office
Phone: (509) 335-7223
Web: contracts.wsu.edu
Email: heather.davison@wsu.edu

Office of Internal Audit
IT Building, Rm 2127
Phone: (509) 335-5336
Web: internalaudit.wsu.edu
Email: ia.central@wsu.edu

Office for Equal Opportunity
French-Admin Building, Rm 225,
Phone: 509.335.8288
Web: oeo.wsu.edu
EEO/AA Policy:
oeo.wsu.edu/eeo-aa-compliance/
Discrimination & Sexual Harassment Policy:
oeo.wsu.edu/sgbd/

Ethics Law & Policies:
internalaudit.wsu.edu/ethicsinpublicservice.html

Additional Resources:
wsu.edu/~forms/manuals.html
Executive Policy Manual (EPM)
wsu.edu/~forms/manuals.html
Safety Policies & Procedures Manual (SPPM)
wsu.edu/~forms/manuals.html
Bullying Prevention and Reporting
old-www.wsu.edu/forms2/ALTPDF/BPPM/50-31.pdf
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

Campus Human Resource Offices:
WSU Pullman
(509) 335-4521 | hrs@wsu.edu

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

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

WSU Vancouver
(360) 546-9094 | hres@vancouver.wsu.edu

Office of Equal Opportunity
French-Admin Building, Room 225,
Phone: 509.335.8288
Web: oeo.wsu.edu
EEO/AA Policy:
oeo.wsu.edu/eeo-aa-compliance/
Discrimination & Sexual Harassment Policy:
oeo.wsu.edu/sgbd/

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