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

Presentation Slides | Resource List
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

About WSU: History

• 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

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

WSU Employment: WSU ID

- Provided to all employees, student, and WSU affiliates
- Automatically generated
- Required to obtain a Cougar Card and a Network ID
Revised: 12/15/2016

**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

Work done on 1st – 15th
Paid on 25th of the current month

Work done on 16th – 31st
Paid on 10th of the following month

Paycheck questions or concerns:

• Contact your immediate supervisor or Payroll Services
Questions

WSU Employment: Leave Information

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
WSU Employment: Leave Information

Sick Leave

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

WSU Employment: Leave Information

Holiday Pay

10 holidays per year

Pay Status - (anything other than LWOP)

Civil Service: full work shift prior to holiday
AP/FAC: any part of prior work day
BU: check Collective Bargaining Agreement (CBA)

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

WSU Employment: Leave Information

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 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


• 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
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

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

Elective Training
- Release Time
- WSU Announcements
About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources

WSU Employee Policy Manuals

- Educational Policies and Procedures Manual
- Executive Policy Manual

Office of Procedures, Records, & Forms
policies.wsu.edu

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
internalaudit.wsu.edu
WASHINGTON STATE UNIVERSITY

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 - Washington Bldg., Suite G 60
eap.wsu.edu

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:

- Up to five 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 - Washington Bldg., Suite G 60
eap.wsu.edu

Thank You!
# New Employee Resource Guide

## Welcome & Introductions

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<tr>
<th>Human Resource Services</th>
<th>HRS Links:</th>
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<tbody>
<tr>
<td>French-Admin Building, Rm 139</td>
<td>HRS Website: <a href="http://hrs.wsu.edu">hrs.wsu.edu</a></td>
</tr>
<tr>
<td>Phone: (509) 335-4521</td>
<td>New Hire Information: <a href="http://hrs.wsu.edu/new-employee-resources">hrs.wsu.edu/new-employee-resources</a></td>
</tr>
<tr>
<td>FAX: (509) 335-1259</td>
<td>Employee Handbooks: <a href="http://hrs.wsu.edu/resources/employee-handbooks">hrs.wsu.edu/resources/employee-handbooks</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:hrs@wsu.edu">hrs@wsu.edu</a></td>
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## About WSU

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<tr>
<th>Office of President</th>
<th>Office of President Links:</th>
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<tr>
<td>French-Admin Building, Rm 422</td>
<td>President’s Website: <a href="http://president.wsu.edu">president.wsu.edu</a></td>
</tr>
<tr>
<td>Phone: (509) 335-4200</td>
<td>Letters to Campus: <a href="http://president.wsu.edu/blog">president.wsu.edu/blog</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:PresidentsOffice@wsu.edu">PresidentsOffice@wsu.edu</a></td>
<td>Strategic Plan: <a href="http://strategicplan.wsu.edu">strategicplan.wsu.edu</a></td>
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## WSU Employment

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<th>Payroll Services</th>
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<tr>
<td>French-Admin Building, Rm 236</td>
<td>Payroll Website: <a href="http://payroll.wsu.edu">payroll.wsu.edu</a></td>
</tr>
<tr>
<td>Phone: (509) 335-9575</td>
<td>Payroll New Employee Orientation: <a href="http://wsu.edu/payroll/newemp.htm">wsu.edu/payroll/newemp.htm</a></td>
</tr>
<tr>
<td>Fax: (509) 335-1472</td>
<td>myWSU: <a href="http://portal.wsu.edu">portal.wsu.edu</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:payroll@wsu.edu">payroll@wsu.edu</a></td>
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<tr>
<th>Information Technology Services</th>
<th>IT Links:</th>
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<tr>
<td>(Network ID Help)</td>
<td>ITS Website: <a href="http://infotech.wsu.edu">infotech.wsu.edu</a></td>
</tr>
<tr>
<td>IT Building, Rm 2088</td>
<td>Network ID: <a href="http://wsu.edu/nid">wsu.edu/nid</a></td>
</tr>
<tr>
<td>Phone: (509) 335-4357</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:helpdesk@wsu.edu">helpdesk@wsu.edu</a></td>
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<tr>
<th>Cougar Card Center</th>
<th>Cougar Card Links:</th>
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<tr>
<td>Compton Union Building, Rm 60</td>
<td>Cougar Card Website: <a href="http://cougarcard.wsu.edu">cougarcard.wsu.edu</a></td>
</tr>
<tr>
<td>Phone: (509) 335-2273</td>
<td></td>
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<tr>
<td>E-mail: <a href="mailto:parking@wsu.edu">parking@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:transportation@wsu.edu">transportation@wsu.edu</a></td>
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## Employee Training & Development

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<tr>
<th>Human Resource Services</th>
<th>Employee Training &amp; Development Links:</th>
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<tbody>
<tr>
<td>French Administrative Building, Rm 139</td>
<td>Online Training Portal: <a href="http://hrs.wsu.edu/skillsoft">hrs.wsu.edu/skillsoft</a></td>
</tr>
<tr>
<td>Phone: (509) 335-4521</td>
<td></td>
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<tr>
<td>Email: <a href="mailto:hrstraining@wsu.edu">hrstraining@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Web: <a href="http://hrs.wsu.edu/training">hrs.wsu.edu/training</a></td>
<td></td>
</tr>
</tbody>
</table>
Employee Assistance Program (EAP)
Washington Building, Rm G60
Phone: (509) 335-5759
Toll Free: 1-877-313-4455
Web: eap.wsu.edu
Email: eap@wsu.edu

Employees at non-Pullman locations
Washington Department of Personnel
Employee Assistance Program
1-877-313-4455 (toll free)
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/sqbd/

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-wwn.wsu.edu/forms2/ALTPDF/BPPM/S0-31.pdf
Workplace Violence Policy
wsu.edu/forms2/ALTPDF/BPPM/S0-30.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