















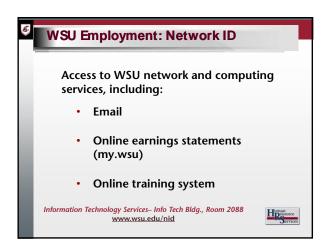






Ą.	WSU Employment: WSU ID	
	 Provided to all employees, student, and WSU affiliates 	
	Automatically generated	
	Required to obtain a Cougar Card and a Network ID	
	Securice Services	

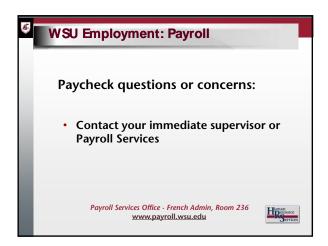
















æ	WSU Employment: Leave Information
	Annual Leave & Accruals (for full-time employees)
	 Civil Service and Bargaining Unit 8 hours per month, progressively increasing
	Maximum of 240 hours on anniversary date (Must complete 6 months continuous service to use)
	Human Service

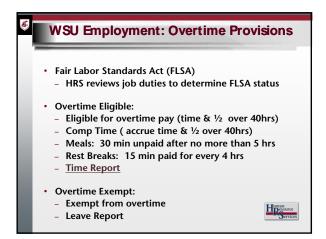
















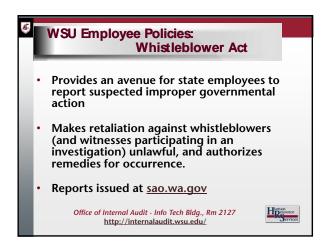






Æ	W	SU Employee Policy Manuals
	•	Business Policies and Procedures Manual
	•	Educational Policies and Procedures Manual
	•	Executive Policy Manual
ı	•	Safety Policies and Procedures Manual
		Office of Procedures, Records, & Forms http://public.wsu.edu/~forms/manuals.html

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





WSU Employee Resources: Safety

- · Department specific information
- Safe Environment Resources
- WSU Police
- WSU Alert Sign up on my.wsu
- · Environmental Health and Safety
- Tobacco-free campus in Pullman, Spokane, Tri-Cities & Vancouver



WSU Employee Resources: Employee Assistance Program

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
- Grief and loss
- AnxietyConflicts at work
- Job performance
- Conflicts at wDepression
- Parenting issues
 Relationship and
- Domestic violenceEmotional and/or
- family concerns Stress
- psychological issues Financial
- Substance abuse

Employee Assistance Program- Washington Bldg., Suite G 60 http://eap.wsu.edu



WSU Employee Resources: Employee Assistance Program

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 http://eap.wsu.edu







