

Supervising Temp Hourly Workers

Performance Management

- What is Performance Management?
 - Assigning work, instructing work, following up to check that the work was completed properly.
 - Evaluating barriers to success and working with the employee to remove those barriers.
 - Evaluate challenges
 - Identify additional training and/or skill development
 - Assist with determining goals and strategies to achieve optimal performance
 - Correcting Poor Performance.
- When should you address performance concerns?
 - Address concerns immediately. Do not wait to address.
 - If the employee disregards or is not receptive to instruction, has a poor attitude, may be under the influence of drugs/alcohol, or you observe other performance/behavior issues, you should notify your immediate supervisor.
 - Examples include consistently not completing work tasks, not completing tasks correctly, inappropriate behavior.
 - If your direct supervisor is unavailable, contact another supervisor, your Director, or HRS.
 - Provide your supervisor with factual information only (who, what, where, when, why).
- What if performance doesn't improve?
 - Temporary employment is employment at will. Temporary hourly employees may be dismissed or rehired as determined by the supervisor.

Working Relationships / Workplace Behavior

- While at work, you cannot think of yourself as a "coworker" or "friend" to the individuals you lead/supervise.
- You should refrain from engaging in social media activities with the employees you lead/supervise.
 - Facebook, Twitter, Google+, Instagram, etc.
- [Executive Policy #15 - Policy Prohibiting Discrimination and Sexual Harassment](#)
 - "Discrimination and discriminatory harassment on the basis of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability, including disability requiring the use of a trained service animal; marital status; genetic information; and/or status as an honorably discharged veteran or member of the military."
 - "All WSU employees who have information regarding an incident or situation involving sexual harassment or sexual misconduct are required to promptly report the incident to the Office for Equal Opportunity or to one of the designated Title IX Co-Coordinator. The list of area Title IX Co-Coordinator is available from the OEO website at: <http://www.oeo.wsu.edu>"
 - "WSU employees with supervisory responsibility must report all incidents of discrimination and harassment to the Office for Equal Opportunity, including incidents that do not involve sexual harassment or sexual misconduct. All other WSU employees are strongly encouraged to report incidents of discrimination and harassment that do not involve sexual harassment or sexual misconduct."
 - [BPPM 50.30 Workplace Violence](#)
 - "Workplace violence includes physical assault, or threatening, intimidating, or abusive conduct. A single act may constitute workplace violence if it is especially severe or egregious. If a manager or supervisor is unsure whether a particular act constitutes workplace violence, she or he should contact HRS."
 - Any employee who perceives an immediate threat of bodily harm should:
 - Call 911
 - Disengage and evacuate the area.
 - Isolate the threatening individual if it is safe to do so.
 - Notify HRS and the supervisor.
 - Do whatever is reasonable to keep other employees from potential harm.

- [BPPM 50.31 Bullying Prevention and Reporting](#)
 - “Bullying, or nondiscriminatory harassment, refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee or student (or a group of employees or students), which intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the employee or student. Workplace bullying often involves an abuse or misuse of power, but not all bullying behavior involves a power differential. ”
 - Managers and supervisors who witness or receive a report of workplace bullying should contact HRS.

Workers’ Compensation

- What should you do if an employee is injured on the job?
 - If necessary, call 911
 - Notify your supervisor
 - Complete the online incident report within 24 hours (48 hours if the injury occurs during swing shift).
 - If there is time loss, medical treatment, or a “near miss”, complete a supervisor investigation report as well
 - Notify HRS of any time loss as the result of a workplace injury.
 - Do NOT transport an injured worker. You may arrange for other transportation if the injury requires it.

Monitoring Hours of Work

- Student Workers
 - Maximum of 516 hours worked in any 6 consecutive months, excluding hours worked during summer and other academic year breaks. ([WAC 357-04-040](#))
- Non-Student Temps
 - Limited to 1050 hours in any 12 consecutive month period. ([WAC 357-04-045](#) and [WAC 357-19-435](#))
- Non-Student Bargaining Unit Temps
 - Non-student, temporary/hourly employees who have worked more than three hundred fifty (350) hours in the previous twelve (12) consecutive month period in a bargaining unit covered by the applicable Agreement, become members of the bargaining unit.
 - 1050 hours in any 12 consecutive month period from the original date of hire may automatically be awarded a classified position.
 - Refer to Contracts for specifics
- Remedial Action - [BPPM 60.26 Temporary Employment Program](#)
 - Remedial action is the awarding of a permanent civil service or collective bargaining unit position which may include retroactive salary, benefits, and seniority. ([WAC 357-19-450](#))
 - The employee must file a written request for remedial action with the Office of the State Human Resources Director within 30 calendar days of the effective date of the alleged violation.

CONTACTS:

*Human Resource
Services (HRS)*
www.hrs.wsu.edu
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*Office of Equal
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(OEO)*
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non-emergency:
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