

# HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

## WSU Pullman Becomes Tobacco and Nicotine Free

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### UPCOMING TRAININGS

Department Chairs & Directors Workshops

Research Administration Series

Supervisory Series

### AUGUST PAYDAYS

Wednesday, August 10

Thursday, August 25

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WSU Pullman goes Tobacco and Nicotine Free in August. The Washington State University Board of Regents recently adopted Washington Administrative Code [\(WAC\) 504-38](#) which will go into effect **August 22, 2016**.

These rules prohibit the use of tobacco and nicotine products at WSU Pullman. Smoking and nicotine materials must be secured, extinguished, or disposed of prior to entering WSU Pullman property or exiting private vehicles.

Improper disposal, including spitting of smokeless tobacco or discarding cigarette butts on the ground or out of a vehicle is not permitted.

The WSU Pullman tobacco and nicotine use policy applies to all students, faculty, staff, visitors, contractors and other persons at WSU Pullman.

With the implementation of the new WAC and in support of a safe and healthy learning/working environment, WSU will focus on the promotion of tobacco and nicotine cessation programs and resources for faculty, staff and students.

Cessation programs and resources are available for faculty and staff at [Quit Tobacco](#), including information about:

- PEBB Medical Plan Cessation Programs & Medication
- Community Resources for those not enrolled on a PEBB Health Plan

Cessation programs and resources are available for students at [Health & Wellness Services](#).

Additional information is available from Environmental Health and Safety at: [Environmental Health and Safety's Tobacco and Nicotine Free website](#). Tobacco & Nicotine use information by location:

[Spokane](#)  
[Tri-Cities](#)  
[Vancouver](#)



### Did you know?

When you stop using tobacco, the health benefits start right away and increase over time.\*

- **20 minutes:** Heart rate and blood pressure drop.
- **12 hours:** Carbon monoxide in the blood drops to a normal level.
- **2 weeks to 3 months:** Circulation improves and lung function increases.
- **1 to 9 months:** Reduced coughing, shortness of breath, and risk of infection.
- **1 year:** Risk of coronary heart disease is half that of a smoker's.
- **5 years:** Risk of stroke is reduced.
- **10 years:** Risk of cancer of the mouth, throat, esophagus, bladder, cervix, and pancreas decrease.

\*provided by Group Health Cooperative



# Tuition Fee Waiver

As an employee, you may be eligible for the Tuition Fee Waiver program, with each course costing as little as \$5.00! An eligible employee who enrolls in WSU academic courses may request a tuition fee waiver. This program is based on availability of space and facilities. Regular fee-paying students are enrolled first. WSU charges each eligible employee a nonrefundable \$5.00 administrative fee plus any special course fees, laboratory fees, late registration charges, or late fee payment charges.

The following individuals are eligible for the fee waiver on a space available basis:

- Civil service employees holding half-time or greater appointments and having permanent status by the tenth day of class for fall and spring semesters.
- Civil Service employees on trial service appointments meeting the above criteria.
- Faculty and administrative professional employees holding half-time or greater appointments.
- Employees covered by collective bargaining unit agreements are eligible on the same basis as civil service employees unless otherwise defined by the terms of the applicable bargaining unit contract.
- ROTC faculty and staff employed at WSU who meet the WSU employee eligibility requirements above.
- Employees of other state of Washington agencies or higher education institutions meeting the WSU employee eligibility requirements above.
- Teachers at public common and vocational schools holding or seeking valid endorsements and assignments in state-identified shortage areas.

The tuition waiver may not be used for the following types of courses:

- Internships,

- Tutorials, private lessons, or practicums,
- Classes delivered 100 percent online without any on-campus component,
- Self-sustaining courses, and
- Independent study, including courses numbered 499, 600, 700, 702, and 800.

To take classes, faculty and staff must be admitted to Washington State University. This includes degree and non-degree seeking status. Paper applications for undergraduate admission are available in the Office of Admissions, 370 Lighty Student Services Building. Students interested in Undergraduate programs should contact the Office of Admission at 335-5586 with questions. Students interested in Graduate programs should contact the Graduate School at 335-6424.

To request the tuition fee waiver, complete and print the Tuition Fee Waiver Request form.

- [Fall and Spring Tuition Waiver Request](#)
- [Summer Educational Benefit Request](#)

The head of the employee's employing department approves the employee's enrollment by signing the completed Tuition Fee Waiver Request form. Signature stamps may not be used in lieu of this signature. The department head may deny the request if the essential duties of the position must be performed by the employee during class meeting times.

In addition, a department head may deny a request for any of the following reasons:

- Temporary shortage of personnel.
- Seasonal work commitments.
- Temporary work-related emergencies.

An employee may appeal a denial to the Director of Human Resource Services or designee.

The employee must obtain the instructor's signature when:

- Auditing a class
- Entering a class after the fifth class day
- Entering a class scheduled at a time conflicting with another class in the employee's schedule.

The employee obtains the instructor's signature on or after the first day of instruction and not later than the second week of instruction.

The employee must obtain the academic department chair's approval on or after the first day of instruction when adding a class that is full.

After obtaining the appropriate signatures, the completed form must be submitted to Human Resource Services (HRS), 139 French Administration Building. A HRS representative will verify eligibility and sign the form of each valid WSU employee request for a fee waiver under the program. HRS begins signing Tuition Fee Waiver requests one week prior to the start of each semester.

After obtaining a signature from HRS, the requestor must submit the Tuition Fee Waiver Request to the Registrar's Office. The Registrar's Office does not accept Tuition Fee Waiver Requests until the first day of class. This practice assures that fee-paying students are registered before students using space-available waivers. WSU Employees are registered before other state employees.

More information can be found at:

- [BBPM 60.70](#) - Tuition Waivers-- Fall and Spring Semesters
- [BPPM 60.73](#) – Summer Educational Benefits
- [RCW 28B.15.558](#) - Waiver of tuition and fees for state employees and educational employees
- [Office of the Registrar](#)
- [Office of Admissions](#)
- [Graduate School](#)



# December Holiday Reduced Operations

While it may seem strange to be thinking about December Holiday Reduced Operations (previously referred to as the "December Closure"), in August, now is a good time to start planning for your department needs. Department heads and directors should consult with their dean or division head to determine the necessary operational level for their unit, including staffing. Departments are encouraged to be as flexible as possible when determining employee scheduling options. Final determinations regarding employee schedules are made by the appropriate supervisor or manager.

Additionally, any employees hired between now and December may require additional flexibility and consideration from their department especially regarding use of leave. Civil Service employees must complete six months of continuous state service to use annual leave ([WAC 357-31-190](#)). Employees who have not yet completed six months prior to the December Holiday Reduced Operations, will be unable to use their accrued annual leave. However, a civil service employee who is scheduled to be or has been continuously employed for at least four months is entitled to a paid personal holiday. For additional information regarding the Personal Holiday refer to [BPPM 60.57 - Civil Service Employee Leave](#)

\*Employees covered by collective bargaining unit agreements, refer to

the applicable agreements for information regarding leave.

Managers and supervisors are encouraged to be as flexible as possible when determining schedules during the December Holiday Reduced Operations. If employees request to work and there is work to be performed, managers can and are encouraged to allow employees to work.

December Holiday Reduced Operations will be **Monday, December 26, 2016 through Monday, January 2, 2017**. The period includes three university holidays (December 26, December 27, and January 2). Most university operations and services will be unavailable during this time.

## Helpful links for additional information:

- [December Holiday Reduced Operations Information](#)
- [December Holiday Reduced Operations FAQs](#)
- [December Holiday Reduced Operations Schedule](#)
- [Holiday Schedule \(2015 – 2020\)](#)
- [BPPM 60.57 Civil Service Employee Leave](#)
- [BPPM 60.56 Faculty and Administrative Professional Personnel Leave](#)

In the meantime, enjoy your summer while it lasts!

# Onboarding Resources

Do you have new employees in your department? Take a look at the following [Onboarding Resources](#) to help transition employees into their new roles at WSU.

## New Employee Orientation:

Employee orientation sessions occur at least twice each month throughout the year. The sessions provide critical information regarding WSU Employment, Medical and Dental Benefits, Retirement Options, Employment Policies, and more.

## Departmental Orientation

Checklist: A guide of suggestions for the New Employee Orientation Process.

## Discrimination and Sexual

## Harassment Prevention Training:

Completion of this course is required of all Faculty and Staff employees. New employees are required to complete the course within the first six months of hire.

## Personal Demographic

Information: To take the WSU Employee Demographic Information Survey, please contact the [Office for Equal Opportunity](#).

Visit [hrs.wsu.edu/new-employees](https://hrs.wsu.edu/new-employees) for a detailed list of new employee resources.

Contact Human Resource Services at (509) 335-4521 or email [hrs@wsu.edu](mailto:hrs@wsu.edu) for questions regarding these materials.

## August Featured Book

### **The Human Touch: Personal Skills for Professional Success**

Discussing the application of interpersonal skills within professional job roles, this comprehensive book addresses building rapport; team working; leadership; negotiation; written communication; managing conflict; presentation skills; coaching and mentoring; and problem solving.

To access the book click [HERE!](#)