



THIS ISSUE

**December Holidays and
Reduced Operations** p. 1

**Washington State
Employee Assistance
Program** p. 1

Employee Recognition
(Crimson Spirit Award,
annual reception) p.2

Benefits
(Be heart healthy, Sitter
City, preretirement
seminar) p. 3

Skillsoft
(online trainings, eBooks,
instructor-led trainings)
p. 4

Paydays

Monday,
December 11

Friday,
December 22

Human Resource Services
PO Box 641014
Pullman, WA 99164-1014
509-335-4521
hrs@wsu.edu



December Holidays and Reduced Operations

WSU Pullman will be closed Monday, December 25, 2017, Tuesday, December 26, 2017, and Monday, January 1, 2018, in observance of University holidays.



Reduced operations will be Wednesday, December 27, 2017, through Friday, December 29, 2017. Most university operations and services will be unavailable during this time.

Departments are encouraged to be as flexible as possible when determining schedules during reduced operations for the December holidays. Please refer to the links below for more information:

[December holiday reduced operations schedule through 2019](#)
[December holiday reduced operations FAQs](#)

Please contact HRS at 509-335-4521 or hrs@wsu.edu with scheduling questions.

Washington State Employee Assistance Program

Here come the holidays!

The last thing we need this time of year is more worries, hassles, or stress. Unfortunately, that's exactly what can happen during the holiday season. Make this year different with the helpful hints in [this month's tip sheet](#).



Interested in learning more about the Employee Assistance Program?

The Washington State Employee Assistance Program offers online, monthly orientations to the program. Join the webinar on Wednesday, December 6, 2017, from 11:00 to 11:45 a.m. A plug-in for Cisco WebEx may be necessary to participate in the meeting. Please consult with your IT staff, as needed, *before* the webinar.

To register or for more information visit www.eap.wa.gov. Questions? Please call 360-407-9490 or call 877-313-4455 toll-free.



Employee Recognition

Tom Busch receives Crimson Spirit Award

Tom Busch, fiscal analyst 2 for the Physics and Astronomy Department, received the October 2017 Crimson Spirit award. His nominators commended his "in-depth knowledge of policies and procedures" and praised him for noteworthy extra efforts, exceeding expectations, and providing outstanding contributions to the WSU community.

A nominator explained that Mr. Busch is the "go-to for help and advice for grant proposal submission, grant reconciliation, and other departmental issues." The nominator continues with "Keep in mind, helping me is not his job," because he is in a different department! She expands further on Mr. Busch's contributions, noting that "When we have attended research administrators meetings, he is always well prepared, having brought pages of extra research.... showing WSU statistics, peer-institution statistics, and national statistics."

As another nominator concludes, Mr. Busch's answers are "always thoughtful, precise and organized in a way that is easy to understand. He is always willing to help research any problem and provides back-up documentation for use in the future."



Tom Busch

Nominate someone for the Crimson Spirit award today!

Anyone can nominate a WSU employee for the Crimson Spirit Award. Whether you are an employee, a student, or a member of the broader WSU community, you can honor a WSU employee's noteworthy extra efforts by visiting go.wsu.edu/CrimsonSpirit and nominating them for this prestigious award.

Mark your calendar for the Employee Recognition Reception

The 2017 Employee Recognition Reception will take place Tuesday, December 5, 3:30 to 5:00 p.m., with a short program beginning at 4:00 p.m. This gala celebration will be held in the M.G. Carey Senior Ballroom, Compton Union Building, Pullman. **All employees are invited.**



2016 Employee Recognition Reception

The annual Employee Recognition Reception honors employees who received a Length of Service Award during the calendar year. Recipients of the Crimson Spirit Award during 2017 will also be honored.

Register now at go.wsu.edu/ERreception.

There is no charge for this event. Supervisors and unit leaders are encouraged to provide release time, as appropriate, so employees can attend the event.





Benefits

Keep your heart healthy—and your waistline trim—at holiday meals

Holiday meals, with turkey or ham and all the fixings, can turn the dining room table into a high calorie smorgasbord.

American adults usually gain one to two pounds each year, including slightly less than one pound during the holidays

alone. Over time, that gradual weight increase can raise your risk of serious health problems such as diabetes, arthritis, and cardiovascular disease. Here are some helpful ideas to have a heart healthy holiday:

Un-stuff the stuffing: Un-stuffed, it won't absorb all the fat from the bird and the bird cooks more thoroughly, killing any salmonella that may be present. Try adding nuts and fruits instead of sausage or turkey giblets.

Bring out the fruits and vegetables: Greens such as broccoli, spinach, and collard greens pack vitamin power! Serve colorful raw veggies as an appetizer.

Make smart substitutions: Use olive oil in place of margarine, mash potatoes with chicken or vegetable stock, and use low-sodium stock or make your own.

Don't starve yourself until dinner: Have a healthy breakfast so you don't load up at the big meal. Go easy on second helpings and dessert.

The benefits of exercise: Take a walk after dinner, or exercise sometime during the day to offset meal calories.



SitterCity Services Available Nationwide

If you are traveling or will be working from a different location for a period of time, SitterCity, by Bright Horizons, can connect you with babysitters, nannies, pet sitters and even dog walkers nationwide.

If you already have a login, simply change the location you'll be searching and find a caregiver wherever you are. If you haven't used SitterCity before, it's a web portal that can connect you with caregivers. You are able to request basic background checks on the caregivers you're considering. All active WSU faculty, administrative professional staff, and classified staff have access to the services provided through SitterCity.

Visit the [WSU Bright Horizons webpage](#) for more information on how to register for Sitter City. You can also go directly to <http://www.careadvantage.com/wsu> and login in.



Preretirement Seminar

December 14, 2017, 9:30 to 11:00 a.m.
French Administration Building, room 139

Pre-retirement seminars are offered monthly. For additional information, please visit [HRS Retirement Information](#).

We hope that you are able to join us.

Flexible Learning with HRS' Skillsoft

Online training modules and eBooks that fit your schedule.



Featured Online Training

Essential Mentoring Techniques: Mentoring Fundamentals

This one-hour, online training is suitable for anyone seeking a foundation in mentoring principles, as well as managers and team leaders who want to develop or refine their mentoring skills.

The course reviews the benefits that mentoring programs offer employees, mentors, and the organization as a whole. It also explores the expectations and roles of mentors, coaches, and managers. Finally, it looks at what makes a mentoring program successful.

To take this online course, click [HERE](#).

Featured eBook

Developing People, by The MIT Sloan Management Review

This short ebook contains a collection of articles from the *MIT Sloan Management Review*. The *MIT SMR* disseminates new management research and innovative ideas to help organizations hire, develop, and retain a strong talent pool of employees.

Topics include:

- Why learning is central to sustained innovation
- What high-potential young managers want
- The dark side of information technology
- Six principles of effective global talent management
- Reinventing employee onboarding
- The dandelion principle—Redesigning work for the innovation economy



To read the book, click [HERE](#), login into WSU's training website with your WSU network ID and password, and search for "132857."

Instructor-Led Trainings (ILTs)

Click the links below for more information.

You may need to first login with your WSU network ID and your password.

12/5: [Spokane Campus Safety and Emergency Response](#)

12/6: [Advancing Research in your Unit](#)

12/6: [Technology Test Kitchen Open House](#)

12/7: [Two Sides of the Same Coin: Setting Goals and Establishing Evaluation Criteria for Writing Assignments](#)

12/12: [WSU Online Training System: Overview](#)

12/12: [Hostile Intruder Training](#)

12/13: [Overview of Recruitment and Selection at WSU](#)

12/13: [Fiscal Audits and Internal Controls](#)

12/8 (both a morning and an afternoon session are available):

[Inclement Weather Suspended Operations: Employee Training](#)

Modernization Initiative Updates

Visit the Modernization Initiative website at modernization.wsu.edu for updates on recent activities.