

HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

THIS ISSUE

Crimson Spirit Award p. 2
Featured Book p. 2
Retirement Info p. 3
Tobacco-free campus p. 1
Wellness Tip p. 2



Photo by Robert Hubner of WSU Photo Services.

UPCOMING TRAININGS

Time Report Training
2/2/16 1:30 –3:30 p.m.

**Public Records & Records
Requests**
2/11/16 10:45-11:45 a.m.

FEBRUARY PAYDAYS

Wednesday, February 10
Thursday, February 25

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



WSU Regents Approve Making Pullman Campus Tobacco-free

PULLMAN, Wash. – Smoking and other nicotine use will no longer be permitted within the perimeter of Washington State University's Pullman campus as a result of action taken by the WSU Board of Regents.

The regents approved adoption of WAC chapter 504-38, establishing the Pullman campus as tobacco and nicotine free and requiring that those products be secured, extinguished and/or disposed of prior to entering WSU Pullman property or exiting private vehicles on the Pullman campus. The change will go into effect the **fall of 2016.**

"Despite some objections, students, faculty and staff, when given the opportunity to give feedback, all expressed overwhelming support for this policy," said student Regent Jansen VanderMeulen.

WSU undergraduates initiated the policy change in the spring of 2014, and following a public forum on the issue, passed a referendum supporting a tobacco-free campus. At the time, smoking was prohibited in public

places and workplaces and required that smoking occur 25 feet from entrances, exits, windows, and air intakes.

After the referendum passed, then President Elson S. Floyd formed a WSU Tobacco Free Advisory Task Force to research how many other universities nationwide are tobacco-free and to gather feedback from WSU graduate/professional students and employees to supplement the feedback from undergraduates.

The group determined that there are more than 1,500 smoke-free campuses in the United States, and more than 1,000 of those were tobacco-free. WSU's Spokane campus became tobacco-free in May 2012, and WSU Vancouver became a tobacco free campus in December 2013. WSU Tri-Cities is not presently tobacco free, but is in discussion with its students, faculty and staff about becoming one.

In addition, the task force surveyed graduate/professional students and employees, held a public forum, and conducted a formal public hearing.

WASHINGTON STATE
 UNIVERSITY

Crimson Spirit Award

Wendi Finkbeiner, Procurement and Supply Specialist for WSU Tri-Cities has been selected as the January 2016 Crimson Spirit Award recipient. Wendi was nominated for her willingness to solve difficult problems and her positive can-do attitude. She showed leadership and innovation in solving a billing system issue, and her solution is still used within the department today. It is for her noteworthy extra effort that Wendi was selected for the Crimson Spirit Award. Congratulations Wendi!

Wellcoug Wellness Tips



Heart Health Tips for American Heart Month:

- 1) **Know your heart numbers:** establish a baseline, know your HDL or "good" cholesterol, LDL or "bad" cholesterol, triglycerides, blood pressure, weight and BMI as all these numbers affect your heart health. Ask your doctor to run the tests to capture these numbers for you.
- 2) **Target your triglycerides:** Your goal should be 150 or lower. Triglycerides are a better mark for high risk of diabetes and heart disease and are more responsive to lifestyle changes than other types of blood fats.
- 3) **Be a nut about heart health:** Walnuts are rich in heart healthy omega-3 fatty acids which decrease inflammation in the arteries surrounding your heart. Eat 6 walnuts before lunch and dinner!
- 4) **De-Stress your heart:** Unplug! Unplug yourself from the news cycle, your email, and your smart phone. Stress has a nasty habit of raising blood pressure, heart rate, and levels of the stress hormone cortisol.

- 5) **Get heart-healthy social support:** You know that exercise improves heart health by keeping weight down and raising levels of HDL, but exercising with a friend has added benefits. Social support helps to lower your risk of heart disease and helps you stay motivated.
- 6) **Volunteer to fight heart disease:** People who volunteer tend to live longer than people who don't. This may be attributed to social connectivity. So, find a charity that means something to you and donate your time.
- 7) **Take a heart-felt approach to quitting smoking:** Smoking is a major risk factor for heart disease, but kicking the habit is much easier said than done. Check with a doctor that can help you establish a plan to quit.
- 8) **Strengthen your heart with weight training:** Benefits of strength training include lower body fat percentage, reduced body weight, and increased muscle mass that increase your metabolism, and endurance for aerobic exercise. Train with weights two to three days a week.

- 9) **Measure your waist size to gauge your heart health:** If your waist measures more than 35 inches in women or more than 40 inches in men, you are at increased risk for heart disease and type 2 diabetes. The best way to reduce the middle is to get serious about being more active and reducing simple sugar and white-floured foods in your diet.
- 10) **Sleep to your heart's content:** People who sleep fewer than 7 hours a night have higher blood pressure and higher levels of the stress hormone cortisol. The latest research shows that people who do not get enough sleep are more than twice as likely as others to die of heart disease. Try to avoid caffeine in the afternoon and develop a stress-free wind-down ritual before bed – try taking a bath and don't pay your bills just before you go to bed.

Some of the above items may be a benefit covered through your WSU medical insurance plan. And, as an added plus, they also may be able to earn you points towards the **SmartHealth Incentive!**

REMINDER

New 1095 Tax Forms Coming Soon

www.hrs.wsu.edu/aca

February Featured Book

Lift: The Fundamental State of Leadership

Presenting engaging personal stories that illustrate how to apply the concepts at work, at home, and in the community, this book draws on recent advances in positive psychology and organizational science to describe four questions that will help us experience the fundamental state of leadership.

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

RETIREMENT INFORMATION

WSURP Updates

Kicking off the new 2016 year, on February 19th, Human Resource Services and TIAA-CREF will be co-hosting Pre-Retirement and Mid-Career presentations.

The *Mid-Career Seminar* will provide an overview of WSU benefits, and provide information on how to plan ahead for retirement and increase your retirement savings. This session will be held from 11:30 a.m. to 1:30 p.m. in the HRS Conference Room, French Administration room 139.

The *Pre-Retirement Seminar* will cover the WSU retirement process, various retirement benefits, and your TIAA-CREF retirement income options available as a Washington State University Retirement Plan (WSURP) participant. These sessions will be from 8:30 to 10:30 a.m. and 2:00 to 4:00 p.m. Both sessions will be in Lighty 405.

Are You Contributing All You Can to Your WSURP?

Participants in the Washington State University Retirement Plan (WSURP) who are age 50 or older are able to voluntarily increase their retirement contributions to 10%, from the required contribution rate of 7.5%. And, WSU will match this increase in full! To verify your current contribution rate, log into your MyWSU account, and click the *Employee Benefits* link. If you find you had not previously elected to contribute at the 10% rate, and wish to do so now (or anytime in the future), please complete the [10% Increased Contribution form](#) and return it to HRS. Questions regarding this option can be directed to our office at (509) 335-4521.

Department of Retirement Systems

The 2015 annual statements are now available for WSU employees participating in the PERS or TRS retirement plans. These statements provide a summary of your service credit, as well as what you have contributed if you are a Plan 1 or 2 participant. To access your statement, log into your retirement account at www.drs.wa.gov.

The latest issue of the Department of Retirement Systems Outlook newsletter is available [here](#). This issue highlights the annual statements, retirement planning seminars available in 2016, and information on the state's voluntary retirement plan, the Deferred Compensation Program (DCP).

Interested in Lowering Your Taxable Income?

As you begin to complete your 2015 1040 forms, you may be wondering if there is a way you could lower your taxable income. In addition to providing a way to save additional funds for your future retirement years, WSU offers two voluntary retirement plans which can help you lower your taxable income now. Information on the Deferred Compensation Plan and the Voluntary Retirement Plan can be found at: hrs.wsu.eduVoluntary+Investment+Plans

You can contribute as little as \$15 per pay period, up to the maximum allowed by the IRS. Complete the enrollment forms found at the above site to start or change an existing plan. If you are interested in maximizing these accounts by contributing to the annual limit, or have questions about these plans, contact our office at (509) 335-4521.