

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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## February Paydays

Friday  
February 10

Friday  
February 24

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



## NEW! Candidate Guest Guidelines Details on inviting guests to on-campus interviews



Decisions about a career move often involve the input of a candidate's spouse or partner. They will likely have concerns about the area's amenities, cultural opportunities, schools, housing, job opportunities, and more. Candidates often wish to have their spouse/partner and sometimes their

children or parent, accompany them to their campus visit so they can check out the area. If the candidate lets you know that their spouse or partner or family member will be accompanying them, providing information, resources, and activities are a great way to help them feel welcome. Additional details are available at the following website: <http://hrs.wsu.edu/campus-interview/>

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## Changes to Employee Assistance Program (EAP)

Effective January 9, 2017 EAP services for all WSU locations is provided by the Washington State EAP. See below for additional information.

Department of Personnel Employee Assistance Program.

Toll Free: 1-877-313-4455

Website: [www.dop.wa.gov/eap](http://www.dop.wa.gov/eap)

TDD/TYY users, please call via WA Relay at 711

More information at: <http://hrs.wsu.edu/resources/employee-assistance-program/>





# Annual Reviews

Reviews are an important part of the administration of each area, and contribute to professional development. As noted in the Provost, EVP [Annual Memorandum](#), Annual reviews are required in accordance with [BPPM 60.55](#)

## *Administrative Professional*

Administrative professional (AP) personnel are evaluated annually on a calendar year (January 1 - December 31) or academic year basis, as determined by the senior executive for the area and in accordance with guidance found in the [Administrative Professional Handbook](#).

## *Civil Service*

Supervisors must provide feedback and formally evaluate the performance of:  
A probationary employee or permanent employee

serving a trial service or transition review period before the employee attains permanent status in the position; and a permanent employee at least once annually prior to the employee's scheduled Periodic Increment Date (PID). See [WAC 357-28-050](#) and [-056](#) for information about the PID.

Employees covered by collective bargaining unit agreements refer to the [applicable agreements](#) for information regarding leave.

## *Faculty*

Faculty are reviewed annually in accordance with policies and regulations in the [Faculty Manual](#).

Please contact HRS with questions:

Phone: 509-335-4521

Website: [hrr@wsu.edu](mailto:hrr@wsu.edu)

HRS Contact Info: <http://hrs.wsu.edu/hrr-contacts/>

## Crimson Spirit Award Recipient

Andrea (AJ) Southard, Secretary Senior in the Division of Student Affairs, has been selected as the recipient of the November 2016 Crimson Spirit Award. As the first point of contact for the Vice President of Student Affairs/Dean of Students office, AJ takes the time to make sure that each person feels valued by confirming that she fully understands their questions and needs. Her patience, friendliness, and helpfulness on the phone and in person are the reasons she was selected to receive the Crimson Spirit Award.

For more information about the Crimson Spirit Award and the nomination form, please visit:  
[hrs.wsu.edu/CrimsonSpiritAward](http://hrs.wsu.edu/CrimsonSpiritAward).



## 1095 Tax Forms Coming Soon

If you were eligible for health benefits in 2016, be it through WSU or elsewhere, you will be provided with a 1095 Form towards the end of February. The Form 1095 reports information about your health care coverage as required by the Affordable Care Act. This is not needed to file your taxes, but you should keep it with your tax documentation. It does **not** replace your W-2.

While the University will mail out your W-2 form mid-January, the 1095 forms will be mailed directly by either the Health Care Authority (HCA) or your insurance provider, and there may be situations where you receive one from multiple

sources. These will be mailed to your home address around the end of February. They will be sent to every individual who was eligible for health benefits in 2016, including faculty, staff, benefit-eligible retirees and retirees. It will also be sent to all employees who worked at least 130+ in any month in 2016 regardless of benefit eligibility. Covered dependents will not receive their own 1095.

More information is available on the HRS <http://hrs.wsu.edu/aca-form-1095/> or you can find additional information on the [IRS Website](#) or consult with a qualified tax advisor.

## UPCOMING TRAININGS

**Dreaded Conversations: Effectively Communicating Difficult News**

2/1/2017

1:00-2:30pm

**Hands-On Training: Tips and Tricks**

2/8/2017

1:30-3:00pm

**Coaching for Growth**

2/14/2017

9:30-12:00pm

**Faculty Recruitment Basics**

2/22/2017

9:00-10:30am

**Business Policies, Procedures and Records Retention**

2/23/2017

9:00-10:30am

**Public Records and Records Requests**

2/23/2017

10:45-11:45am

**Understanding Conflict**

2/27/2017

1:30-4:00pm

**Emotional Intelligence**

2/28/2017

1:30-3:00pm



# Apple Cup Fitness Results



Levi O'Loughlin, winner of Apple Cup Tickets

Last fall Washington State University and University of Washington squared off in a fitness challenge, the Apple Cup Fitness Challenge. The goals of the challenge were to create a fun environment with a little bit of healthy competition between the benefit-eligible employees of the two universities! The challenge ran for five weeks (10/17 – 11/18) and while the WSU Cougs have much to be proud of, the Huskies pulled away with the overall win, resulting in being the institution to hold the trophy for the next year.



**368 TOTAL PARTICIPANTS**

**244,743 TOTAL MIN EXERCISED**



**343 TOTAL PARTICIPANTS**

**288,427 TOTAL MIN EXERCISED**

There were 711 total participants at the two institutions, and 533,162 total number of active minutes were tracked. Of those participants, WSU had 368 people participate, beating UW by having more than half! Considering the total number of employees at each university, this high level of participation is fantastic! Thank you everyone who participated.

Additionally, prizes were awarded to the top performer and other participants.

WSU's top performer was Kendra Wilkins-Fontenot, Asst. Director, HRS. Kendra tracked 7,456 minutes of total activity, which averaged more than 1,490 minutes of activity each week during the five week challenge!

Our grand prize winner was Levi O'Loughlin, Biosafety Officer, Office of Research Assurance, who was randomly drawn to win the Apple Cup Tickets, located on the 50-yard line! (To have been eligible for the grand prize Apple Cup Tickets, employees had to participate in the challenge for three of the five weeks.)

**Additional prizes** (ranging from WSU bling, to tickets to other WSU sporting events) were awarded to employees across the state, and were chosen at random by Limeaide, the third party administrator of the **SmartHealth** platform.

WSU may participate in other fitness challenges in the future, so keep a look out to be a future participant! In the meantime, you can start working toward your **2018 Wellness Incentive**, or focus on your wellbeing by participating with **SmartHealth**!



Top Performer plaque, awarded to Kendra Wilkins-Fontenot



## February Featured Book

Work with  
Passion: How to  
Do What You  
Love for a Living

This inspirational career text sets out to help readers identify their passions and determine how those interests can translate into a career that pays the bills.

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

And search **8051**

