

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

THIS ISSUE

Training Available: Paid Sick Leave Requirements p. 1

Washington State Minimum Wage p. 1

Modernization Initiative Updates p. 1

Pre-retirement Seminar p. 1

Crimson Spirit Award p. 2

Annual Reviews p. 2

Benefits p. 3

Training and Development p. 4

AP Employee-Requested Salary Reviews p. 4

Paydays

Friday,
February 9

Monday,
February 26

Training Available: New Paid Sick Leave Requirements

Initiative 1433, which was approved by Washington voters in Fall 2016, requires employers to provide paid sick leave to most employees beginning January 1, 2018. Eligible employees will earn one (1) hour of paid sick leave for every 40 hours worked. This training covers the policies and processes WSU will implement to comply with the new state law.

Those eligible to accrue paid sick leave under this new policy are nonstudent hourly employees, student employees, student employees using work-study funds, and nonstudent employees.

Trainings are offered at the following times and locations. Participants can also join by videoconference:

January 29	1:30 to 3:00 p.m.	Lighty 405
February 6	10:30 to noon	Lighty 405
February 19	1:30 to 3:00 p.m.	Lighty 405
February 21	1:30 to 3:00 p.m.	Lighty 403

Click [here](#) for additional information and FAQs. To register for a training, click [here](#). You may be required to log into WSU's training website with your WSU network ID and password.

Washington State Minimum Wage

The 2018 minimum wage is \$11.50. Employers with workers in certain local jurisdictions may be subject to higher minimum wages than the state rate.

For more information, please visit the [Washington State Department of Labor and Industries website](#).



Pre-retirement Seminar

February 12, 2018
10:00 to 11:30 a.m.
French Administration Building, room 139

Pre-retirement seminars are offered monthly. For additional information, please click [here](#).

Modernization Initiative Updates

Visit [modernization.wsu.edu](#) for updates on recent activities.

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509-335-4521
hrs@wsu.edu



Anjie Bertramson receives Crimson Spirit Award

Anjie Bertramson, the January 2018 recipient of the Crimson Spirit Award, just joined the Office of Experiential Services, College of Pharmacy, as a Student Services Coordinator/Advisor 3. Her nomination recognizes her sterling work in International Programs through the middle of January.

Ms. Bertramson's nominator calls her "an exemplary employee" who "embodies everything it means to be a Cougar." In particular, the nominator describes Ms. Bertramson's extra efforts and foresight on behalf of the First Generation Abroad program.



Anjie Bertramson

Knowing that most participating students were Pell Grant eligible, Anjie worked with the program developers to build a longer program to ensure eligible students could apply for the Benjamin A. Gilman International Scholarship, which awards up to \$8,000 for study abroad. She also coordinated and led a special training session on how to apply for the scholarship and what reviewers were looking for when reading submissions.

These efforts helped many WSU students receive this award, resulting in thousands of dollars' worth of scholarships and a year with one of the highest Gilman recipient numbers in WSU history. Anjie Bertramson is recognized for providing outstanding contributions to the WSU community and other superior efforts in support of University strategic goals.

Annual Reviews

Reviews are an important part of the administration of each area, and are required in the **BPPM 60.55**.

Administrative Professional

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

Civil Service

Supervisors must provide feedback and formally evaluate the performance of (a) probationary employees or permanent employees serving trial service or transition review periods before they attain permanent status in their positions; and (b) permanent employees at least once annually prior to each employee's scheduled Periodic Increment Date (PID). See **WAC 357-28-050** and **-056** for information about the PID.

Employees covered by collective bargaining agreements, please refer to the **applicable agreements** for information regarding performance evaluations.

Faculty

Faculty are reviewed annually in accordance with policies and regulations in the **Faculty Manual**.

Questions? Contact HRS at 509-335-4521 or **hrs@wsu.edu**. Contact information is at **hrs.wsu.edu/hrs-contacts**.



Did you earn your wellness incentive for 2018? Not sure?

You can log into SmartHealth now and find the activity tile that explains how to find your incentive. Follow the

directions AND start earning points for next year's incentive. Click [here](#) for more information.



1095 Tax Forms Coming Soon

If you were eligible for health benefits in 2017, you will be provided a 1095 form no later than March 2, 2018. The 1095 form reports information about your health care coverage as required by the Affordable Care Act. This form is not needed to file your taxes, but you should keep it with your tax documentation. It does **not** replace your W-2.

Why am I getting a 1095?

What is this IRS 1095 ?

While the University mailed your W-2 form in mid-January, 1095 forms will be mailed directly by either the Health Care Authority (HCA) or your insurance provider, and there may be situations when you receive one from multiple sources. These will be mailed to your home address; please make sure your address in myWSU is correct.

The forms will be sent to every individual who was eligible for health benefits in 2017, including faculty, staff, and *benefit-eligible retirees*. It will also be sent to all employees who worked at least 130 hours in any month

in 2017, regardless of benefit eligibility. Covered dependents will not receive their own 1095.

More information is available on the [HRS website](#). You can find additional information on the [IRS website](#) or consult with a qualified tax advisor.

WellCoug Wellness Tip

Heart disease is the leading cause of death for men and women in the United States. Every year, 1 in 4 deaths are caused by heart disease. The good news? Heart disease can often be prevented when people make healthy choices and manage their health conditions. Communities, health professionals, and families can work together to create opportunities for people to make healthier choices.

This February, during American Heart Month, your challenge is to start one, new heart-healthy behavior.

Simple changes can make a big difference! Here are some ideas for getting started:

- Talk to your doctor about ways to control high blood pressure.
- Add physical activity to your daily routine.
- Make healthy eating swaps, such as using fresh or dried herbs and spices instead of salt.
- Quit smoking.

Visit www.heart.org/HEARTORG for more resources and ideas on how you can improve your heart health! [SmartHealth](#) is also here to support your goals of better health. In the month of February, SmartHealth will have an activity supporting Heart Health, so you can learn more about keeping your heart healthy and also earn points towards your wellness incentive.



Featured Online Training: Being an Effective Team Member

This hour-long training covers strategies and techniques to help you become a valued team member. To take the course, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Featured Audiobook: *Sleeping with Your Smartphone: How to Break the 24/7 Habit and Change the Way You Work*, by Leslie A. Perlow

Sure, all this connectivity keeps you in touch with your team and the office—but at what cost? To listen to the audiobook, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.



Administrative Professional Employee-Requested Salary Reviews

Any administrative professional (AP) employee may request a salary review of his or her own position. Employees initiate these reviews by providing Human Resource Services

(HRS) and his or her immediate supervisor a memorandum describing the circumstances and basis for the request, a current position description (signed by the employee) along with an organizational chart showing the position's relationship to other positions within the department.

HRS completes a review of the position description along with a salary review. The review may or may not result in a title/title code change and a different salary range.

As part of the salary review process, HRS reviews internal salary data as well as external data gathered from salary surveys such as CUPA (College and University Personnel Association) and other formal market data sources. Other considerations include variables such as knowledge, skills and abilities required of the position; relevant experience; size and scope, and location of the position. HRS may meet with the appropriate college/department representatives and the employee as part of the process.

HRS provides a written summary to the employee and the appointing authority. If HRS determines that there should be a title/title code change and a different salary range, the appointing authority in collaboration with HRS makes the final decision on the salary for the position.

(See *Business Policies and Procedures Manual* [60.12](#) Administrative Professional Salary Determination and Adjustment and [60.02](#) Classification and Reclassification for further detail.)

Instructor-Led Trainings (ILTs)

Click the links below for more information. This may require you to first log in with your WSU network ID and password.

I-9 Services Training

Feb. 6, 9:00–10:30 a.m.

Purchasing Card: Reconcilers and PaymentNet4 Users

Feb. 8, 1:30–3:30 p.m.

Time Report Training

Feb. 9, 9:00–11:00 a.m.

Department Pay

Feb. 9, 2:00–3:30 p.m.

Life Cycle of a Sponsored Project

Feb. 9, 1:00–2:30 p.m.

Discrimination, Sexual Harassment, and Sexual Misconduct Prevention—An Overview

Feb. 15, 9:00–10:30 a.m.

Understanding the University Budget

Feb. 21, 9:00–11:00 a.m.

Understanding Facilities and Administration Costs

Feb. 23, 9:00–9:45 a.m.

Emotional Intelligence

Feb. 27, 1:30–3:00 p.m.