

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Handling Grief and Loss

The holidays and their aftermath can be a particularly hard time for those struggling with grief and loss.

The Washington State Employee Assistance Program (EAP) offers advice for taking care of yourself in difficult times. Check out the full [tip sheet](#), and try to:

- Honor the person you lost
- Help others in need
- Plan head, do only what you can, and ask for help

The EAP helps employees and their family members resolve personal or work-related problems. Contact the EAP at www.eap.wa.gov and 1-877-313-4455.



Salary Increases for Faculty, Administrative Professional Staff, and Graduate Assistants, Effective January 1

Effective January 1, 2018, faculty, administrative professional staff, and graduate assistants will receive a 1 percent salary increase.

The Questions and Answers (Q&A) document on the Budget Office website provides additional information on the salary increase process:

Questions & Answers (Q&A) Concerning the January 1, 2018 Salary Increase

Questions can also be directed to HRS at hrs@wsu.edu or 509-335-4521.

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



Employee Recognition

Abigale Walser receives Crimson Spirit Award

Abigale “Abby” Walser, custodian 3, is a custodial lead in the Voiland College of Engineering and Architecture and the latest recipient of the Crimson Spirit Award.

Her nominee notes that Dana Hall is currently without a day-shift custodian. In “true Abby fashion,” Ms. Walser stepped in.

Her nominator says “I work in an old building that has some deferred maintenance issues. Abby will always find a way to help with the aesthetics of this old building, from waxing floors during early morning hours to vacuuming and emptying personal office garbage receptacles on Saturdays. All of these duties being ABOVE and BEYOND her description of duties as a custodial supervisor.”

Ms. Walser is honored for exceeding expectations and superior customer service.



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.

2017 Employee Recognition Reception

The 2017 Employee Recognition Reception was held Tuesday, December 5 in the CUB Senior Ballroom, Pullman. Members of the WSU community enjoyed mingling, good food from University Catering, and a short program honoring employees who reached milestone years of service during 2017 ([click here](#) for a list of those recognized). Recipients of the **Crimson Spirit Award** during 2017

were also honored during this celebration of employees’ contributions to WSU.



Awards for the 40-year honorees

This year, videos produced by WSU’s Video Services unit were screened during the reception. A nostalgic video reminded the audience what the world was like in 1977, when the eight 40-year honorees joined WSU. A second video highlighted the service and sterling work ethic of **Barry Birdsell**, a 45-year honoree and University window washer known and beloved by much of the Pullman campus.

Benefits



Congratulations to all those employees who earned the wellness incentive for 2017!

If you are enrolled in one of our Classic, Value, SoundChoice, or Plus plans, you will see a credit to your deductible of \$125.00 for 2018. So, if your health plan has a \$250 deductible before it starts to pay its portion of your medical services, with the incentive you will only pay \$125 instead of the full \$250 deductible for 2018. If you are enrolled in one of the Consumer Directed Health Plans (CDHP), you will see an additional \$125.00 deposited directly into your Health Savings Account (HSA) with your January deposit. Great job, everyone!

Beginning in January 2018, your SmartHealth points start counting towards earning your 2018 Wellness Incentive! **SmartHealth** is Washington State's voluntary and confidential wellness program. Use the **SmartHealth** website to take steps to improve your health and well-being, while having fun and connecting with others online.

To get started, fill out your Well-being Assessment; you can do this once per year, and will earn 800 points! That gets you 40 percent of the way to your 2000 point goal. And new to 2018: **Complete your Well-being Assessment and you will received a \$25 Amazon gift card.***

Then, you can start to track your activities and continue earning points. It's easy and fun! If you use a personal activity tracker (Fitbit, Jawbone, etc.) you may be able to link it directly to your **SmartHealth** account and it'll do the updating for you. You can also earn points by getting preventive doctor and dentist exams.

After you've earned 2000 points, you'll have earned your 2019 Wellness Incentive of \$125 either off your deductible or into your HSA Account, depending on your plan enrollment. AND, you will have created new healthy habits—so keep going!

*The \$25 Amazon gift card is a taxable benefit.



Pre-retirement Seminar

January 22, 2018, 10:30 a.m. to noon
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.

Training and Development

Featured Online Training

Polishing Your Skills for Excellent Customer Service

This half-hour, online training is suitable for customer service representatives throughout the University. Focusing on customers' needs, whether the customers are students, employees, alumni, industry partners, or donors, is key!

Explore how to establish effective relationships with those you serve, and learn how to respectfully involve your customers in problem solving. You will also discover tools for communicating effectively in cross-cultural situations.

To take this online course, click [HERE](#). This may require you to log into WSU's training website with your WSU network ID and password.

Featured eBook

Success Under Stress: Powerful Tools for Staying Calm, Confident, and Productive When the Pressure's On, by Sharon Melnick

Whether you have too many projects, your confidence is flagging, or you are clashing with a coworker, *Success Under Stress* provides a flexible array of strategies.

You will learn how to:

- adjust your perspective to see opportunity instead of obstacles;
- alter your physiology to get focused when overwhelmed, energized when exhausted, and calm when wired; and
- change the problem to prevent the stress from returning.

Success Under Stress offers an arsenal of "magic bullet" solutions—hundreds of specific, quick-acting tips for boosting productivity. Complete with examples, exercises, and more, this practical book helps you gain control, reclaim calmness, and achieve success.

To read the book, click [HERE](#). This may require you to log into WSU's training website with your WSU network ID and password.

Modernization Initiative Updates

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

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.

Purchasing Card: New Cardholders

Jan. 4, 1:30–3:30 p.m.

Hostile Intruder Training

Jan. 5, 2:30–4:00 p.m.

Electronic Forms System Training

Jan. 9, 9:30–11:00 a.m.

WSU Strategic Plan

Jan. 10, 9:00–10:30 a.m.

WSU Online Training System: Management Functions

Jan 10, 9:30–11:00 a.m.

State Ethics Law

Jan. 11, 2:00–4:00 p.m.

Workplace Communication: Giving and Receiving Feedback

Jan. 12, 1:30–4:00 p.m.

Promoting Effective Teaching

Jan 18, 9:00–10:30 a.m.

Finding your Citations Workshop

Jan 18, 1:00–3:00 p.m.