

# HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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## UPCOMING TRAININGS

**Successful Delegation**  
3/16/16 1:30-3:30 p.m.

**Customer Service**  
3/31/16 9:00-10:30 a.m.

## MARCH PAYDAYS

Thursday, March 10  
Friday, March 25

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## Employee Engagement Survey

On Monday, March 28, 2016, Human Resources Services will invite all employees system-wide on active Faculty, Administrative, and Classified Staff appointments to participate in the biennial **Employee Engagement Survey**. This survey is an opportunity for employees to provide feedback on the strengths and weaknesses of the workplace.

Employees will receive the survey at their WSU email address or, for those without a WSU email address, at their mailing address on record.

For questions about the WSU Employee Engagement Survey, please visit [hrs.wsu.edu/Employee+Engagement+Survey](http://hrs.wsu.edu/Employee+Engagement+Survey), or contact Human Resource Services at (509) 335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu).

# Customer Service Initiative

Customer service is an extremely important part of maintaining ongoing relationships with student and parents of Washington State University. Human Resource Services has in-person and online resources to assist you and your department gain knowledge about customer service.

- ♦ **Instructor-Led Customer Service Training**  
Thursday, March 31, 9:00 – 10:30 a.m.
- ♦ **Skillburst! Customer Service Online Trainings**  
Click "Browse the Library" at the top of the page.
- ♦ **Customer Service WSU Website: details coming soon!**

## Wellcoug Wellness Tips:

Six tips for growing your own vegetables:

Why grow vegetables? We understand that it's easy to buy vegetables, and that gardening can be a difficult task to master if you're not naturally green-thumbed. However, growing vegetables can be an extremely rewarding activity that helps you stock fresh, sustainable produce, achieve a balanced diet, increase your physical activity, and spend more time together as a family. Also, beginning in April, this is a **SmartHealth** Activity that you can earn 50 Wellness Points for!

1. **Remember: you can plant your vegetable garden anywhere.** You don't need masses of outdoor space to plant a great vegetable garden. A simple window box is enough for many herbs and vegetables. Or check out a **community garden** if you don't have space at your house.
2. **Make a garden box.** All you need to make a garden box is some wood, some nails and a hammer. They are simple to make and it's easy to fill them with nutrient rich soil. Here are some additional tips on making raised garden boxes: **<http://www.wikihow.com/Build-Raised-Vegetable-Garden-Boxes>**.



3. **Create your own organic fertilizer.** Organic fertilizers do not harm the environment, can reduce household waste, and provide plants with essential nutrients for healthy growth. Check out **Composting 101** for some additional tips.
4. **Planting your garden.** Choose your plants wisely: spinach, radish, herbs and lettuce have short roots suitable for shallow planting boxes. Check with a **WSU Extension Master Gardener** in your area to see what you should be planting.
5. **Taking care of your garden.** Keeping a garden healthy doesn't have to be a difficult task. Regular watering and weeding is all that's required to keep your vegetable garden in prime condition.
6. **Dealing with pests.** Removing sick plants can stop the spread of disease, while plants such as garlic, onions, and parsley can act as natural deterrents. Bees, butterflies, and lady bugs help by pollinating or preying on more harmful insects.

And **FINALLY** enjoy your vegetables!

## Flexible Spending Account (FSA) Reminder: The Last Day to Incur Costs under Your 2015 FSA is March 15!

If you were a 2015 Flexible Spending Account (FSA) participant and still have funds remaining in your 2015 account, you have until March 15 to incur expenses to claim for last year's account.

**Who's Eligible?** If you are enrolled in a Classic, Value or Accountable Care (newly available in 2016 in five western Washington counties) medical plan for 2016, or waived your WSU medical coverage for the 2016 plan year, you are eligible to make claims during this grace period. If you elected to enroll in a CDHP/HSA for 2016, you are NOT eligible for the annual grace period and you had until December 31, 2015 to use your 2015 FSA funds.

To participate in the annual grace period, you must submit all eligible expenses accrued between January 1, 2015 and March 15, 2016 for 2015 FSA reimbursement no later than March 31, 2016. After that date, any funds left in your 2015 account will be forfeited to the plan administrator.

To submit your claim(s), you may

- 1) use the 2015 **Navia Benefit Solutions claim form**, or
- 2) Logon to your account and submit your claim online at **<https://pebbportal.naviabenefits.com/part/logon.aspx>**, or
- 3) Utilize your Flexi-Card. If using the Flexi-Card, Navia Benefit Solutions will first apply charges to any funds left in your 2015 account before using the 2016 account, provided you enrolled in an FSA again this year.

If you have any questions, please contact Navia Benefit Solutions at (800) 669-3539 and speak to a PEBB Customer Service Representative or visit the above mentioned website.



# WSU Spokane

The WSUS/EWUS Diversity Events Subcommittee has been very active during February. The committee is composed of both faculty and staff from WSU Spokane and Eastern Washington University Spokane. To celebrate and honor Black (African American) History Month, various events took place in February and there are several slated for early March.

Since mid-January WSUS | EWUS Diversity Events Subcommittee, WSUS Communications Department, Spokane Academic Library, and the Elson S. Floyd College of Medicine have been preparing for the *Opening Doors - Contemporary African American Academic Surgeons* exhibit from the U.S. National Library of Medicine. The exhibit located in the Spokane Academic Library opened February 1, 2016 and will go through mid-day March 11, 2016. In addition, the Library has put together a display of books specific to African Americans in medicine/health fields to complement the exhibit.

In addition to the exhibit, various events have taken place: The documentary *Partners of the Heart, The Story of Vivien Thomas* tells the story of Thomas, a Black carpenter's son with a high school diploma who created a partnership with Dr. Balbock. Together they changed the course of cardiac surgery. The book written by Thomas, same title as the documentary is also part of the book display in the Library.

WSUS hosted the Spokane National Association for the Advancement of Colored People (NAACP) February chapter membership meeting. Members were able to view the exhibit and book display. At the end of February, in partnership with the NAACP, WSUS hosted the documentary *Carl Maxey: A Fighting Life*. Maxey became eastern Washington's first prominent Black lawyer and a renowned civil rights attorney.

The film *Malcolm X* and panel discussion also took place at the end of February. We will cap Black History Month in early March with a visiting professor lecture to be hosted by the Elson S. Floyd College of Medicine. Mallory Williams, MD, MPH, FACS, professor of surgery and chief of the division of Trauma & Critical Care at Howard University School of Medicine will give a presentation on *Emulating Eagles: Transforming Modern Diversity Thought in Medical Education*.

Our 2015-2016 diversity initiative continues with *Understand how Diversity Effects Classroom Dynamics, Student Interactions, and Office Climate* brown bag case studies. Case studies covered have included lesbian, gay, bisexual, transgender (LGBT), disability, and Hispanic issues.

Plans are already underway for WSUS Diversity Week (April 4-9, 2016). Once again the student Diversity Club is taking the lead. The week will end with the 4<sup>th</sup> Annual International Parade of Nations with a fashion show and live performances. The Parade of Nations is sponsored by Speech and Hearing Sciences Multicultural Club.

## March Featured Book

Emotional Intelligence:  
Managing Emotions to Make a  
Positive Impact on Your Life  
and Career

Emotional Intelligence is fast becoming the skill to master that will unlock your true potential.

By improving your ability to understand and manage emotions, this book will show you how to better handle situations, events and other people that in the past you've found difficult or stressful.

To access the book login [HERE!](#)  
Then search for 63533

## REMINDER

1095 Tax Forms coming soon  
[www.hrs.wsu.edu/aca](http://www.hrs.wsu.edu/aca)

Don't forget to login and start tracking your [SmartHealth Points!](#)