

HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

Summer Benefits



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UPCOMING TRAININGS

Customer Service
5/17/16 9:00-11:00 a.m.

WSU Strategic Plan
5/26/16 1:30-3:00 p.m.

MAY PAYDAYS

Tuesday, May 10
Wednesday, May 25

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



As the end of Spring Semester draws near, employees and faculty appointed for less than 12-month appointments should keep in mind the following regarding the PEBB benefits over the summer months:

- Medical and life insurance premiums for 9-month employees are normally collected for the entire summer on the second paycheck in May, which will be on May 25 this year. These deductions will include premiums due for the second half of May through the end of August.
- Employees on 9.5-, 10- or 11-month appointments can expect to see the summer premiums collected on the last paycheck prior to their summer break.
- In the event the May 25 paycheck may be insufficient to collect the full premiums, Payroll Services will work with those individuals to collect the premiums.

The above process assumes the employee/faculty member will be returning to WSU following the summer break. If they will not be back with WSU following the summer/academic break, the following may be applicable:

- Employer-paid benefits would cease May 31, and the individuals' employing department should submit a Separation PERMS verifying the appointment ended. This will ensure proper COBRA notification can be provided to the separating employee as required by Federal and State Laws
- If a faculty member will not be back in Fall 2016, but will be teaching/working over the summer break, they should contact HRS Benefits to inquire if the summer appointment may possibly extend their benefit eligibility. HRS will review the

summer appointment(s) to determine if the individual will average half-time or more for the entire summer break. If yes, then benefits would be extended until the summer appointment(s) end.

- If a faculty member won't be back with WSU in Fall 2016, but will be working for another State of Washington higher education institution, they should contact HRS Benefits. This scenario may also allow them to extend their benefits through the summer.
- Do you have a unique situation and would like to discuss with a Human Resource Services Benefits specialist? Please contact HRS at (509) 335-4521 or hrs@wsu.edu.

May Featured Book

Business Writing for Dummies

With lots of practical advice and examples covering a range of different types of communication, this essential guide explains the basic principles of how to write well, how to avoid the common pitfalls that immediately turn a reader off, and more.

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

Summer Hours

With the academic year drawing to a close, it is time for managers to make plans for summer schedules. Washington State University's business hours are 8:00 a.m. to 5:00 p.m. year round.

In keeping with a long-standing practice, WSU will observe a schedule known as summer hours for as many employees as possible, while still meeting the requirement to serve the public from 8:00 a.m. to 5:00 p.m. Summer hours will be 7:30 a.m. to 4:00 p.m., with 30 minutes for lunch, during the period from Monday, May 09, 2016, through Friday, August 12, 2016.

It is the responsibility of the supervisors and staff of each area to provide service to the public during the noon hour and from 4:00 p.m. to 5:00 p.m. during this period. Summer hours are approved at the department level. Managers may approve an employee to work a flexible work schedule, including a 4/10s work schedule. The manager is responsible for determining the work schedule in accordance with the needs of the operations, and applicable rules or policies.

Information on flexible scheduling: <http://hrs.wsu.edu/Flexible+Scheduling>
Please contact Human Resource Services at (509) 335-4521 if you have questions.

Summer Background Checks

Will your department be hiring additional staff for the summer or offering a summer youth camp?

As a reminder, for positions that will have unsupervised access to children under 16 years of age, developmentally disabled persons, or vulnerable adults, background checks **must** be conducted on individuals, including both paid employees and volunteers, **prior** to hire or camp participation per [RCW 43.43.830](#). At minimum, a WATCH background check is required for these positions; however, since WATCH is only for the state of Washington, HRS recommends running a Premium or Basic background check in addition to the WATCH for more thorough information. Additionally, HRS recommends running a Premium background check in addition to the WATCH if the employee or volunteer will be responsible for overnight supervision of children. For positions that require driving, a Motor Vehicle Record (MVR) check is also recommended.

It is imperative to plan ahead and start this process as early as possible since **individuals who have not successfully completed a background check may not begin employment or camp participation if they have unsupervised access to children as noted above.**

To request a background check, email HRS at background.check@wsu.edu and include the following information:

- Hiring department (and camp name, if applicable)
- Prospective employee/volunteer first and last name

- Email address of prospective employee/volunteer
- Position title/Position number
- Background check package type(s)
- Department contact name and phone number for receiving results
- Billing contact name and phone number
- If requesting an MVR, please provide the driver's license state of the prospective employee/volunteer

Please be sure all names and email addresses are legible and distinguishable (i.e., the letter O vs the number zero). Failure to provide legible information will result in a delay of processing the background check. If you are requesting background checks for a large group of individuals, you may send the above required information to HRS in a spreadsheet for ease of processing.

Information regarding the background check process is available at: <http://hrs.wsu.edu/MTK+Background+checks>

Background check packages and pricing are listed here: <http://hrs.wsu.edu/utills/File.aspx?fileid=6632>

Please contact your area Human Resource Consultant or Assistant to discuss your summer background check needs or if you have any questions. You may find the contact information for your Human Resource contacts here: <http://hrs.wsu.edu/HRS%20Contacts>

Summer Camp Volunteers

Each summer, many individuals volunteer their time in one or more of many Summer Camps WSU has to offer. Departments **must** designate and register all volunteers to ensure volunteers are covered under the Washington State workers' compensation insurance, in the unlikely event an injury or illness occurs to a volunteer in the course of their duties. Individuals who volunteer their time throughout the year, must also be registered as such. The rate a department pays for covering a volunteer is \$0.0738 per volunteered hour.

To be designated as a volunteer all of the following criteria must be met, per the Volunteer BPPM [60.81](#):

- A volunteer performs assigned and authorized duties for WSU without receiving wages.
- The volunteer freely chooses to perform his or her assigned WSU duties.
- The volunteer duties directly benefit WSU and are supervised by WSU personnel.
- WSU understands and accepts that the volunteer is acting on WSU's behalf.

A volunteer is designated as such by a WSU department and is registered.

To register volunteers, departments complete the [Volunteer Monthly Report](#) before the volunteer performs any duties. In addition to the Volunteer Monthly Report, minors under the age of 18 require written parental or legal guardian consent, via the [Minor Volunteer Consent and Release](#) form.

In the event an injury or illness occurs, departments are required to submit an online [Incident Report](#) within 24 hours (or within 48 hours for a swing- or graveyard-shift employee) of the incident, as outlined per [SPPM 2.24](#).

If you have any questions regarding designating volunteers, please contact Julie Carter in Disability Services at 335-2523, visit the [HRS Website](#), or refer to the Volunteer BPPM [60.81](#).