

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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# Summer Hours



## May Paydays

Wednesday  
May 10

Tuesday  
May 25

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 8, through Friday, August 11.

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/managers/flexible-scheduling/>.

Please contact Human Resource Services at 509-335-4521 if you have questions.

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



# Summer Benefits

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:

For 9 month employees we will be collecting benefit premiums as such:

- Life insurance premiums for the summer break will be collected from the May 10<sup>th</sup> paycheck
- Medical premiums and surcharges premiums will be collected from the May 25<sup>th</sup> paycheck. 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.

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. The PERMS must be submitted as soon as possible even for individuals on temporary appointments with May 15, 2017 end dates. 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



2017, but will be teaching/working over the summer break, they should contact HRS Benefits as soon as possible to inquire if the summer appointment may possibly extend their benefit eligibility. A separation PERMS must be done for the academic appointment as soon as possible, reflecting the May 15, 2017 end date. Then separate PERMS may be entered for the summer appointment(s). 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 will be extended until the summer appointment(s) end.

- If a faculty member won't be back with WSU in Fall 2017, 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 [hrrs@wsu.edu](mailto:hrrs@wsu.edu).

## UPCOMING TRAININGS

### Cultural Competency Training

5/3/2017

9:00 –12:00 p.m.

### Time Report Training

5/4/2017

9:30 –11:30 a.m.

### Customer Service at WSU

5/5/2017

9:30 –11:30 a.m.

### Dealing with Personnel Challenges

5/9/2017

9:30 –11:30 a.m.

### Introduction to Performance Management

5/10/2017

9:30 –11:30 a.m.

### Hostile Intruder Training

5/16/2017

1:30 –3:00 p.m.

### Successful Delegation

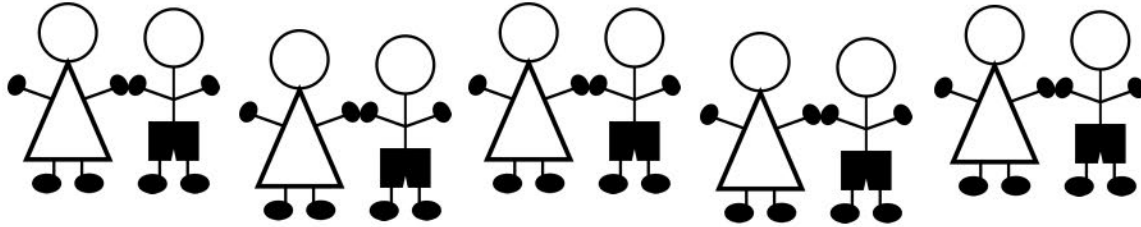
5/23/2017

9:00 –11:00 a.m.

## Modernization Initiative Updates

Visit the Modernization Initiative website at [modernization.wsu.edu](http://modernization.wsu.edu) for updates on recent activities. Be sure to click on the Communications link and logon using your WSU Network ID and Password for full details.

# 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 \$0.0542 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](#) when 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 or volunteer) of the incident, as outlined per [SPPM 2.24](#).

If you have any questions regarding designating volunteers, please contact Human Resource Services (HRS) at 509-335-4521 or for questions concerning injuries to volunteers, please contact HRS – Disability Services. More information can be found on the [HRS website](#) or refer to the Volunteer BPPM [60.81](#).

## May

### Featured Book

**Your Creative Mind: Disrupt Your Thinking, Abandon Your Comfort Zone, and Develop Bold New Strategies**

Filled with practical steps and techniques, this book will help you infuse your company with creative power and drive innovation. Break free of business as usual and create the dynamic growth you deserve!

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



## Save the Date: EAP Visiting Pullman

On May 10th, WSU Pullman will host representatives from the State of Washington's Employee Assistance Program (EAP) who will provide an overview of EAP services available to WSU employees.

For more information and to enroll in sessions, please visit [hrs.wsu.edu/featured-training](https://hrs.wsu.edu/featured-training)