

## MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

### THIS ISSUE

June is National Safety Month p. 1

December Holiday  
Reduced Operations p. 1

SmartHealth Week &  
Team Activities p. 2

Crimson Spirit Award p. 3

Custom Commuter  
Planning Services p. 3

Modernization Initiative  
Updates p. 3

World Blood Donor Day p. 4

Training & Development p. 4

Pre-Retirement Seminar p. 4

### Paydays

Monday, June 11  
Monday, June 25

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

### June is National Safety Month

Injuries are the leading cause of death for Americans ages 1 to 40. During National Safety Month, we encourage you to learn more about important safety issues like preventing poisonings, transportation safety, and heat safety precautions.

- *Poisonings:* Nine out of 10 poisonings happen right at home. You can be poisoned by many things, like cleaning products or another person's medicine. Visit [poison.org](http://poison.org).
- *Transportation safety:* Doing other activities while driving—like texting or eating—distracts you and increases your chance of crashing. Almost 1 in 6 crashes where someone is injured involve distracted driving. Click [here](#) for more.
- *Heat safety precautions:* Heat is a leading weather-related killer, resulting in hundreds of U.S. fatalities each year. Never leave a child, elderly adult, or pet alone in a car. Heat deaths in cars can—and do—happen in winter, because car interiors get much hotter than the outside air. Visit [weather.gov/safety/heat](http://weather.gov/safety/heat) for guidelines and resources.



### December Holiday Reduced Operations

WSU campuses will be closed Monday, December 24, 2018, Tuesday, December 25, 2018, and Tuesday, January 1, 2019, in observance of University holidays.

December Holiday Reduced Operations will be Wednesday, December 26, 2018, Thursday, December 27, 2018, Friday, December 28, 2018, and Monday, December 31, 2018. Most university operations and services will be unavailable during this time.

Departments are encouraged to be as flexible as possible when determining schedules during the December Holiday Reduced Operations. Please refer to the links below for more detailed information:

[December Holiday Reduced Operations schedule through 2019](#)  
[December Holiday Reduced Operations FAQs](#)

While it may seem early to consider the December Holiday closure, now is a good time to start planning to meet department staffing needs. Please [contact HRS](#) with any questions regarding scheduling options.





### **What is SmartHealth Week?**

*A weeklong celebration of SmartHealth to help us all be our best.*

During SmartHealth Week, June 4–10, 2018, WSU employees from across the state come together to build community connections by performing *Acts of Kindness*.

Kindness matters. Whether you have five minutes or five hours, show someone you care. Acts of kindness range from smiling at strangers, donating to food banks, or paying for someone's coffee. The definition of kindness is "the quality of being friendly, generous, and considerate."

When we focus on kindness during SmartHealth Week, we can support each other and make a difference at work, at home, and in our communities. Start small—and then make acts of kindness part of every day.

Get started by logging in to your SmartHealth account and join the individual activity, the team activity, or BOTH! SmartHealth Week gives us a chance to leave the world better than we found it and inspires others to do the same.

**Safety tip:**  
**Add poison control**  
**(1-800-222-1222)**  
**to your cell phone.**

### **SmartHealth Team Activities**

These are fun and social activities designed to bring colleagues together, attract attention, and get people to ask, "What are you doing?"

#### **Planned team activities for June 11–June 24, 2018**

##### *300 Minutes of Meditation*

- To meet the challenge, your team must collectively meditate for at least 300 minutes.
- For a team of five, this would average three 10-minute meditation sessions per team member, per week.
- Team sizes: 5–10 people
- SmartHealth points: 200





Alecia Hoene;  
Shelly Hanks, WSU Photo Services

## Crimson Spirit Award

**Alecia Hoene**, academic coordinator/advisor 2 for the School of the Environment, CAHNRS, is the Crimson Spirit honoree for May 2018.

Alecia was nominated separately by three School of the Environment (SOE) employees, and those nominations were supported by two SOE administrators. She is honored for supporting the integration of four B.S. degree programs, eight majors, and two distinct advising systems into a single undergraduate advising program.

A nominator notes that Alecia's dedication, patience, and calm demeanor have been crucial supports for SOE students and a key foundation of the SOE undergraduate program. "She has been there for all of us, while never forgetting that sometimes her world must stop to support a single student in crisis."

Another nominator notes that, during the past year, Alecia was the main point of contact for all SOE faculty and students regarding all issues related to undergraduate education. She also played a vital role in assisting SOE graduate students, due to an unanticipated advisor shortage. "The increase in responsibility allowed Alecia to showcase her time management abilities, positive attitude, outstanding performance, and an above-and-beyond dedication to the success of our students."

Alecia is recognized for exceeding expectations, superior service, and noteworthy extra efforts.

## Coug Commute Advisor

### *Commute Planning Services by the Transportation Options Team*

The Transportation Options Team is excited to offer FREE commute-planning services to help find the best commute for you. A Transportation Options Team member will fulfill your request within three business days. For immediate assistance, email [cougcommute.advisor@wsu.edu](mailto:cougcommute.advisor@wsu.edu), call 509-335-PARK (7275), or visit the Transportation Services office.



### **Modernization Initiative Updates**

Visit [modernization.wsu.edu](http://modernization.wsu.edu) for updates on recent activities.

If you return your parking permit to Transportation Services, but discover your new commute just isn't going to work, no worries! We will make sure you get your same permit back. Click [here](#) for information and [here](#) to sign up today!

## June 14 is World Blood Donor Day—Give Blood!

The *Business Policies and Procedures Manual* provides details about eligibility for paid leave for the sole purpose of participating in life-giving procedures. Such leave is not charged against sick leave or annual leave. Faculty and administrative professionals can learn more [here](#) and classified staff can learn more [here](#).

Employees covered by collective bargaining agreements should refer to the appropriate agreements, specifically section 21.1 in the [WFSE contract](#) and section 15.5.A in the [WSU Police Guild contract](#).

Please contact HRS, if you have questions, at 5-4521 or [hrr@wsu.edu](mailto:hrr@wsu.edu).

## Instructor-Led Trainings (ILTs)

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

[Customer Service at WSU](#)  
June 4, 1:30–3:30 p.m.

[Academic and Event Scheduling Open Labs](#)  
Tuesdays, 10:00–11:00 a.m.

[Advisement Report and Graduations Processes Open Lab](#)  
Tuesdays, 10:00–11:00 a.m.

[Electronic Forms System Training\\*](#)  
June 5, 2:00–3:30 p.m.

[Cultural Competency\\*](#)  
June 6, 9:00 to noon

[Dreaded Conversations: Effectively Communicating Difficult News](#)  
June 6, 1:30–3:00 p.m.

[Hands-On Training: Tips and Tools](#)  
June 6, 1:30–3:00 p.m.

[I-9 Services Training](#)  
June 7, 10:30 to noon

[Collecting, Managing, and Citing Reference Resources with Zotero: A Hands-On Workshop](#)  
June 7, 9:30–11:30 a.m.

[Coaching the Van Driver](#)  
June 7, 1:30–4:00 p.m.

\*These classes are filling up.

## Featured Online Training

### Undocumented Students Training

This 40-minute course assists WSU employees with advising, supporting, and retaining undocumented students. It includes an overview of key legislation and best practice tips. 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 Online Book

*Dealing with the Tough Stuff: How to Achieve Results from Key Conversations*, second edition, by Darren Hill, Alison Hill, and Sean Richardson

This book is a practical toolkit for handling workplace conflict and difficult conversations. Avoiding the tough stuff can be extremely costly for managers, staff, and the institution as a whole. No one enjoys these conversations, but the right skills go a long way toward making the conversations less difficult and more effective. To read this online book, click [here](#). This may require you to log into SU's training website with your WSU network ID and password.



## Pre-Retirement Seminar

June 11, 2018  
1:30 p.m. to 3:00 p.m.

Pre-retirement seminars are offered monthly in Pullman at Human Resource Services (French Administration, room 139).

Concurrent video-conferencing is available for other WSU locations. More information about retirement is available [here](#).