


WASHINGTON STATE UNIVERSITY



WSU Employment

The Basics

Presented by:
Human Resource Services

September 2018

WASHINGTON STATE UNIVERSITY



Overview

- Employment Laws, Rule, Policies and Procedures
 - Federal and State Regulatory Agencies and their Roles
 - Applicable Federal and State Laws
 - University Policies and Procedures and Guidelines
- Employee Types
- Position Descriptions
- Recruitment
- Performance Management



WASHINGTON STATE UNIVERSITY

Administration and Decision Making

Federal Regulatory Agencies

Department of Health and Human Services
Department of Homeland Security
Department of Labor (DOL)
Equal Employment Opportunity Commission (EEOC)
National Labor Relations Board (NLRB)
Occupational Safety & Health Administration (OSHA)



Federal Regulatory Agencies

Department of Labor (DOL)

- Health Plans & Benefits
- Labor Relations
- Leave Benefits
- Retirement Plans, Benefits & Savings
- Unemployment Insurance
- Wages
- Work Hours & Worker' Compensation
- Youth & Labor
- Workplace Safety & Health




Washington State Agencies


Department of Health

Department of Labor & Industries


Department of Licensing


Washington State Human Resources




 **Washington State Laws and Rules**

The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted via the initiative process)



 **Washington State Laws and Rules**

Washington Administrative Code (WAC)
Regulations of executive branch agencies are issued by authority of statutes. Like legislation and the Constitution, regulations are a source of primary law in Washington State.



 **Washington State Laws and Rules**


WAC

- Title 162 Human Rights Commission
- Title 182 Health Care Authority
- Title 192 Employment Security
- Title 246 Department of Health
- Title 292 Ethics in public service
- Title 296 Labor and Industries,
- Title 308 Department of Licensing
- Title 357 Department of Personnel
- Title 504 Washington State University



Washington State Laws and Rules
WAC 357 Washington State HR


- 357-13 Classification
- 357-16 Recruitment, assessment, and certification
- 357-19 Appointment and reemployment
- 357-22 Personnel files
- 357-25 Affirmative action
- 357-26 Reasonable accommodation
- 357-28 Compensation
- 357-31 Holidays and leave



WSU Policies and Procedures

Office of Procedures, Records, and Forms

- Executive Polices
- Business Polices and Procedures
- Safety Polices and Procedures




WSU Policies and Procedures

Executive Policies

EP 4 - Electronic Communication Policy: Policy on Electronic Publishing and Appropriate Use of Information Technology Resources

EP 12 Equal Employment Opportunity and Affirmative Action Policy

EP15 -Policy Prohibiting Discrimination and Sexual Harassment




WSU Policies and Procedures

Executive Policies

EP 20 - Alcohol and Drug Policy

EP 27 - Washington State University Ethics, Conflict of Interest, and Technology Transfer


EP28 - Policy on Faculty-Student and Supervisor-Subordinate Relationships



WSU Policies and Procedures

Business Policies and Procedures


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Finance	30
Intellectual Property	35
Sponsored Agreements	40
Safety and Security	50



WSU Policies and Procedures


Business Policies and Procedures

Payroll	55
Position Control	58
Personnel	60
Purchasing	70
Services	80
Computing and Telecommunications	85
Records	90




WSU Policies and Manuals

Faculty Manual
 Provided for faculty as an introduction to Washington State University, its traditions, and administrative structures. The *Faculty Manual* contains the policies and procedures governing faculty rights, privileges, and responsibilities passed by the Faculty Senate and approved by the President and the Board of Regents.



WSU Policies and Manuals

Administrative Professional Handbook
 Handbook conveys information about the nature, operation, and organization of WSU, summarizing WSU policies related to AP employees. Contains a compilation of current policies relating to AP employment, these policies evolve over time as the institution and its internal and external environment change.



Collective Bargaining Agreements

Washington Federation of State Employees (WFSE)
 BU 2 - Service Employee Supervisors, Pullman
 BU 12 - Dining Services
 BU 13 – Facilities Operations Maintenance & Utilities, and Construction Services
 BU 15 - College of Arts & Sciences, Technical Services (Instrument and Electronic Shops)
 Bargaining Unit 20 – WSU Puyallup Research and Extension Center – Farm and Maintenance Operations*


Washington State University Police Guild
 BU 4 – Police Guild




 **Collective Bargaining Agreements**


WSU Police Guild
BU 4 – Police Guild




 **University Guidelines**

- Alcohol and Drug Abuse Information
- Computer Investigation Information
- Discrimination and Sexual Harassment Resources
- Ethics
- Tuition Fee Waiver
- Workplace Climate and Concerns




 **Department Guidelines and Procedures**

- Appropriate Dress
- Call-In
- Equipment Usage
- Leave Requests
- Overtime approval
- Phone Etiquette
- Work Schedules, including breaks




Administration and Decision Making

- Federal and State Laws and Regulations
- State Rules / Collective Bargaining Agreements
- Policies & Procedures
Personnel Manuals
- Past / Common Practice



Employee Types


- Civil Service
- Bargaining Unit
- Administrative Professional
- Faculty
- Temporary/Student Hourly




Position Descriptions


- Keys Aspects
- Summary of Duties
- Job Duties
- Qualifications
- Knowledge, Skills, and Abilities (KSAs)
- Performance Expectations




 **Position Descriptions**


- Position Update/Creations Process
- Department/College enters information in the Online Position Description and Recruitment System (OPDRS)
- Information routed through College/Area personnel and submitted to HRS for review
- Based on information provided, HRS determines appropriate classification and finalizes position.




 **Position Descriptions**

- Civil Service
- Classification benchmarks created and maintained by the [Washington State Human Resources](#)
- Management Request Classification Review vs Employee Requested
- WAC 357 and BPPM 60 outline process for determining classification and salary
- BPPM 60.02 and BPPM 60.29




 **Position Descriptions**

- Bargaining Unit
- Classification benchmarks created and maintained by the [Washington State Human Resources](#)
- Management Request Classification Review vs Employee Requested
- Collective Bargaining Agreement, WAC 357, and BPPM 60 outline process for determining classification and salary




Position Descriptions

- Administrative Professional
 - Must meet AP Exemption Criteria to be classified as AP
 - Classification benchmarks and qualifications maintained by HRS
 - Classification reviews can only be requested by management (BPPM 60.02)
 - Employees can request a salary review (BPPM 60.12)




Recruitment

- Five Phases of Recruitment
 - Prepare
 - Advertise & Outreach
 - Screen & Interview
 - Perform Reference & Background Checks
 - Hiring & Onboarding
- Resources available on the HRS website
 - hrs.wsu.edu/Recruitment-toolkit
- Additional Training available
 - Overview of Recruitment and Selection – November 30, 2018




Performance Management

- Annual Reviews
 - Documents an employee's competencies and productivity, support for achievement of organizational goals and objects, and strengths and areas needing improvement.
 - BPPM 60.55




Performance Management

- Annual Reviews
 - Civil Service
 - Annual review period is based on Period Increment Date (PID).
 - Employee evaluated on quality of work, quantity of work, job knowledge, working relationships, supervisory skills (if applicable), and optional work related factors.
 - Bargaining Unit
 - Review the appropriate Contact for performance evaluation processes
 - Administrative Professional
 - Annual reviewed period based on calendar year.
 - Employee evaluated on productive, quality of work, collaboration with others, and options factors.




Performance Management

- Corrective Action
 - Preventative measures take to promote compliance with established policies, rules and expectations.
 - Attempt to improve or modify unacceptable behavior.
- Disciplinary Action
 - Formal action taken when corrective measures fail to correct previous problems.
 - Taken when the seriousness of offenses warrant formal measures.
- Generally corrective and disciplinary actions are progressive but the University may respond as it deems appropriate to the incident under consideration.



Performance Management

- HRS Resources
 - Area HR Consultant
 - Performance and Recognition
hrs.wsu.edu/managers/Performance-Recognition
 - Corrective and Disciplinary Action
hrs.wsu.edu/managers/Corrective-Disciplinary-Action
- Additional Training available
 - Intro to Performance Management – October 6, 2018
- Additional University Resources
 - Office of Equal Opportunity
 - Employee Assistant Program
 - Office of the Ombudsman



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Resources

HRS Website www.hrs.wsu.edu

HRS Front Desk: 335-4521
HRS Email: hrs@wsu.edu

HRS Service Teams:
hrs.wsu.edu/resources/hrs-information/



WASHINGTON STATE UNIVERSITY



This has been a WSU Training Videoconference

If you attended this live training session and wish to have your attendance documented in your training history, please notify Human Resource Services within 24 hours of today's date:

hrstraining@wsu.edu
