

## Unique to WSU...

### Summer Hours

---

Each May as the academic year draws to a close, managers 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, many WSU offices observe a schedule known as summer hours while still meeting the requirement to serve the public from 8:00 a.m. to 5:00 p.m. Summer hours are 7:30 a.m. to 4:00 p.m., with 30 minutes for lunch. Typically, summer hours begin following the close of the academic year and end prior to the start of the fall semester.

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. Review and approval from the Manager is required for employees to work summer hours.

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 can be found on the Human Resource Services website at: <http://hrs.wsu.edu/managers/flexible-scheduling/>

Please contact Human Resource Services at 509-335-4521 or by email at [hrs@wsu.edu](mailto:hrs@wsu.edu) if you have questions.



## December Holiday Reduced Operations

Each year, during the December holiday, WSU observes a reduced operations schedule. During the reduced operations period, staffing levels may be reduced or offices may be closed to the public. The Vice President, Dean, or Chancellor of a given unit, college or campus will determine which business operations and services under her/his jurisdiction will be required to remain open and staffed.

Business operations and services that are open may have reduced staffing levels as determined by the Vice President, Dean, or Chancellor, and/or the appropriate department head.

The December Holiday Reduced Operations schedule can be found on the webpage listed below. The observed holidays during the December Holiday Reduced Operations will vary from year to year.

- <http://hrs.wsu.edu/december-holiday-schedule/>



## HR Source Newsletter

*HR Source* is an online newsletter typically published by Human Resource Services (HRS) on the fourth Friday of each month. This publication includes information on upcoming training and events, benefits updates, and other HRS information that may be useful for all employees. Watch for the most recent newsletter in WSU Announcements, Facebook, and Twitter.

PDF copies of the newsletters can be found on the HR Source Newsletter webpage at: <https://hrs.wsu.edu/resources/hr-source-newsletter/>



## Exit Survey

In a continued effort to recruit, develop, and retain an outstanding, diverse, and fully engaged workforce, Human Resource Services (HRS) invites separated employees to participate in the Washington State University (WSU) Exit Survey on a monthly basis. The survey provides separated employees with a forum to submit anonymous responses regarding their experience with WSU through an online system.

### Exit Survey for Separating Employees



Survey responses are analyzed on an annual basis and used to evaluate our services and continue building the best possible work environment for our employees.

For more information on the Exit Survey, please visit: <https://hrs.wsu.edu/exit-survey/>

## Employee Engagement Survey

The biennial Employee Engagement Survey is an opportunity for employees to provide feedback about working at WSU. The information gathered from this survey will be used to evaluate perceptions of the workplace and identify areas where the University exceeds or where the University could improve, as a place to work, and as an institution that sets standards of excellence in research and world-class education. Results from the survey will be compared to past and future surveys to measure progress and determine how effective improvement efforts are in the long term.



EMPLOYEE ENGAGEMENT

For more information on the Employee Engagement Survey, please visit:

<https://hrs.wsu.edu/employees/employee-engagement-survey/>

