



## MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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## Open Enrollment ends November 30

The annual Open Enrollment period for faculty and staff ends on November 30. This is the one time each year that benefit-eligible faculty and staff can change medical and/or dental plans, waive or add coverage for family members, change medical premium deductions to pre- or post-tax, and enroll/re-enroll in the Flexible Spending Account (FSA) or the Dependent Care Assistance Program (DCAP) benefit.

Plan changes for 2019 are limited to slight premium changes, increases in HSA and FSA contribution amounts, changes in coverage by county, and additional program offerings. More information on these changes can be found on the [HRS Open Enrollment webpage](#) and in the *For Your Benefit* newsletter.

Contribution limits will increase in 2019 to \$2,650 for the [FSA/DCAP benefit](#) (for those enrolled in a Classic, Value, UMP Plus plan, SoundChoice, or who waived medical coverage), and the contribution limit for the [HSA benefit](#) for those enrolled in a CDHP health plan) will increase to \$3,000 for individuals or \$7,000 for families.



**The annual open enrollment period is coming to a close. Any updates or changes need to be made by November 30.** More open enrollment information, including how to make changes online or by hardcopy, is online at [hrs.wsu.edu/open-enrollment](https://hrs.wsu.edu/open-enrollment).



### Paydays

Monday, Dec. 10  
Monday, Dec. 24

## Holiday Celebrations on WSU Campuses

*Holiday Parties, 17A Funds, and Alcohol*



As University units begin planning holiday parties, please be aware there are specific permitted and restricted uses of 17A funds and alcohol may not be served before 5:00 p.m. For more information, please review [Using Discretionary 17A Accounts](#) and the [Alcohol and Drug Executive Policy](#).

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# Employee Assistance Program

The Washington State Employee Assistance Program (EAP) helps employees and their family members resolve personal and work-related problems.



## Resources for the holidays!

The last thing we need this time of year is more worries, hassles, or stress. Make this year different with helpful hints from this [EAP Holiday Tip Sheet](#).

Those facing loss and grief during the holidays may need additional support. For them, and those who care for them, the EAP offers a tip sheet on [Coping with Grief and Loss during the Holidays](#).

## Orientation to the EAP

The EAP offers online, monthly orientations. The next webinar will be on December 5, 2018, at 11:30 a.m. To register or for more information, visit [eap.wa.gov](http://eap.wa.gov). Questions? Please call 360-407-9490 or 877-313-4455 toll-free. TDD users, please call via Washington Relay 711.

## Jason Handy Receives Crimson Spirit Award

Jason Handy, Fiscal Technician 2 in the School of Molecular Biosciences (SMB), is the Crimson Spirit Award recipient for November 2018.

Since starting with SMB in fall 2017, Jason has adapted to changing University policies and excelled in various support functions, including managing the school's purchasing, travel, scheduling, reception, inventory and administrative activities. He is conscientious and thorough, finding professional balance as he meets the needs of faculty and staff while adhering to SMB, College of Veterinary Medicine, and University policies.

Jason excels in every aspect of his job, professionally coordinating his efforts to meet timelines with room to spare, solving problems, and implementing efficiencies. Finally, Jason's commitment to the University; his positive, professional and courteous assistance; the friendly and knowledgeable responses he offers to all; and his willingness to help others, make him a most deserving recipient of this award.



*Jason Handy;  
photo by Bob Hubner*

**Nominate a colleague for the Crimson Spirit Award [here](#).**



## Modernization Initiative: Workday Implementation Kickoff

Learn more about the University-wide rollout of the Workday software. This new system will modernize and transform the University's finance, post-award grant administration, payroll, and human resource activities.

The Modernization Initiative leadership will present a project overview including:

- Goals and Guiding Principles
- Timeline
- Change Management
- Scope
- Success Criteria
- Q&A

All faculty and staff are invited to learn more about this crucial transformation. University perspectives, insights, and input are critical to this effort.

Please **RSVP** early! An Outlook invitation will be sent based on the specifics in your RSVP.

## Collective Bargaining Updates

On September 26, 2018, the Tentative Agreement between Washington State University and the WSU Police Guild for the 2019–2021 Contract period was ratified by the members of Bargaining Unit 4.

On September 30, 2018, the Tentative Agreement between Washington State University and the Washington Federation of State Employees for the 2019–2021 Contract period was ratified by the members of Bargaining Units 2, 12, 13, 15, and 20.

Both Contracts are being evaluated by the Washington State Office of Financial Management for financial feasibility and inclusion in the Governor's budget for the 2019–2021 biennium.

### December Holidays and Reduced Operations

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

Reduced operations will be in effect on Wednesday, December 26; Thursday, December 27; Friday, December 29; and Monday, December 31. Most University operations and services will be unavailable on these days.

- Employees are encouraged to discuss scheduling needs and options with their supervisors and managers as soon as possible.
- Departments are encouraged to be as flexible as possible when determining schedules during reduced operations for the December holidays.

For more information, click the links below:

- [Reduced Operations Schedule](#)
- [Reduced Operations FAQ](#)

# Training and Development

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## Featured Online Training

### Take a Deep Breath and Manage your Stress

This course outlines the physiological, behavioral, and psychological symptoms of stress. You'll learn strategies for dealing with stress and avoiding burnout, as well as relaxation techniques such as meditation. Click [here](#) to take this 22-minute course. This may require you to log into WSU's training website with your WSU network ID and password.



## Featured Online Book

### Stressaholic: 5 Steps to Transform your Relationship with Stress

by Heidi Hanna

Chronic stress causes real damage to the human operating system—body, mind, and spirit. Learn how a simple shift in mindset can dramatically alter physiological responses to stress and practice easy techniques for altering daily stress patterns. To read this book, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

## Washington Paid Family Leave

In 2017 the Legislature approved a new State of Washington paid family and medical leave program. Starting 2020, Washington will be the fifth state to offer paid family and medical leave benefits.

This program will allow employees, in general, up to 12 weeks a year of paid leave for qualifying events. Administered by the State of Washington Employment Security Department (ESD), it will be funded by premiums paid by both employee and employer. The collection of premiums begins January 1, 2019.

Rulemaking at the state level is ongoing. HRS is following the rule-making process for implementing the leave benefits in 2020. Program [Rulemaking](#), [FAQ](#), and [Premium](#) are outlined on the [ESD website](#). Additional information regarding the program, including payroll deduction for 2019 and the associated benefit starting 2020, is forthcoming.

## 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.*

### I-9 Services Training

Dec. 4, 9:00–10:30 a.m.

### Position Control

Dec. 5, 9:00–10:30 a.m.

### Supervisor as Safety Manager

Dec. 5, 2:00–3:30 p.m.

### Customer Service at WSU

Dec. 7, 9:30–11:30 a.m.

### WSU Online

Training System:  
Management Functions  
Dec. 11, 1:30–3:00 p.m.

### Department Pay

Dec. 12, 10:00–11:30 a.m.

### Travel: Basic Forms and Procedures

Dec. 14, 9:00–10:30 a.m.  
(Number of registrants includes offsite participants, so please registered if you are interested, even if the class appears full.)

### Dealing with Personnel Challenges

Dec. 17, 9:00–10:30 a.m.

## Questions?

Please contact  
HRS Training at  
[hrstraining@wsu.edu](mailto:hrstraining@wsu.edu).

## Pre-Retirement Seminar December 13, 9:30–11:00 a.m.

Monthly pre-retirement seminars are offered at Human Resource Services (French Administration, room 139, Pullman). Concurrent videoconferencing is also available for other WSU locations. More information is available [here](#).