

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Paydays

Monday, June 10
Tuesday, June 25

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WSU Cougar Kids Camp—Super Heroes Week

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 \$0.046 per volunteered hour.

To be designated as a volunteer all of the following criteria must be met, per the *Business Policies and Procedures Manual* (BPPM) Volunteers section [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

Story continued on page 2.

Summer Camp Volunteers, *continued*

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](#) of the incident within 24 hours (or within 48 hours for a swing- or graveyard-shift employee or volunteer), as outlined in the *Safety Policies and Procedures Manual* section [2.24](#).

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

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



WSU Cougar Kids Camp participant on the ropes course.

Modernization Initiative Update

As we enter summer, the Modernization Initiative is wrapping up Design Sessions (42 total) for the Workday Implementation project. Design Sessions have helped the Modernization Team outline how workflows will operate in the first prototype of Workday for WSU. Fifteen of the Design Sessions related directly to human resources, and ranged from recruiting to retirement. To guide future communication and training activities, The Change Management Team documented potential changes and impacts shared during sessions.

The Modernization Team also [visited](#) the WSU Everett, WSU Spokane, WSU Tri-Cities, and WSU Vancouver campuses to share project updates, describe progress in functional areas, and to hear questions and feedback. The team will be back at all campuses this June and July. Please visit the [online calendar](#) for more details. If you have any questions about the Modernization Initiative or would like to [get involved](#), please visit the [Modernization Initiative website](#) or contact the [Modernization Team](#).

Crimson Spirit Award

Julia Royals, fiscal technician 2, Journalism and Media Production, The Edward R. Murrow College of Communication, is the newest Crimson Spirit Award recipient.

A grant project about rural reporting in the Journalism and Media Production department launched with an event called the "Rural Reporting Plunge" last October. Forty-eight undergraduates were sent to 12 rural communities on an overnight reporting trip, and weren't told where they were going until right before they left. As the Murrow College travel specialist, Julia was responsible for making the arrangements and reacting to numerous last-minute changes. The project has continued since then with small groups of students making day trips and overnight trips to a variety of rural locations in the region, often with less than a week's notice.

Ms. Royals' nominator says "When I first approached Julia about the project, I was convinced she would reasonably tell me it was not possible on such a short timeline. Instead, she embraced the project and immediately started planning. Lodging in particular required creative problem-solving for many of the small communities that don't have any standard chain hotels. She made reservations with tiny motels that could only communicate by phone and fax, and answered questions from Airbnb owners who ended up being fabulous hosts."



*Julia Royals,
photo by Shelly Hanks*

The nominator explains that "Preparing for the event required a dozen team packets with specialized instructions about lodging, rental cars, parking and travel documentation. On the day of the event, I waited nervously all evening for students to call me with crises, and my phone never rang. It all went off without a hitch. After the trip, Julia followed up with every student individually and met with many of them in person to walk through the forms and software for processing their meals and mileage reimbursements. We made a point to have a no-cost trip so students could participate regardless of their financial resources, and Julia followed up with students for weeks to make sure they got reimbursed the correct amounts. Through all of this, she was always kind and patient and has continued to plan subsequent group trips for our regional and international travel without hesitation or complaint."

The nominator concludes "This project has been a quantifiable success for student learning, and supports the university strategic goal for transformative student experience. Students leave Pullman and return more confident, independent, curious and committed to the value of regional journalism. This would not be possible without Julia's efforts in support of our experiential learning programs, and this is of course only a small part of her total contributions and responsibilities in our College."

Ms. Royals is recognized for her noteworthy extra effort, following up to ensure issues were resolved, and her superior service to the WSU community.

June is Alzheimer's and Brain Awareness Month

"Memory loss that disrupts daily life may be a symptom of Alzheimer's or other dementia. Alzheimer's is a brain disease that causes a slow decline in memory, thinking and reasoning skills. There are 10 warning signs and symptoms. If you notice any of them, don't ignore them. Schedule an appointment with your doctor."

Quotation from *The Alzheimer's Association* website

Visit alz.org/alzheimers-dementia/10_signs and scroll down for the 10 early warning signs of Alzheimer's, a doctor's appointment checklist, ways to approach memory concerns, and more information about Alzheimer's.



alzheimer's  association®

Smart[]Health

What is SmartHealth Week?

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

During SmartHealth Week, June 3–9, 2019, WSU employees from across the state come together to build community connections by performing *Acts of Kindness*.

Kindness matters, no matter how small or large the gesture. 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.

Anytime we focus on spreading kindness, we make a difference at work, at home, and in our communities. Start small—and then make acts of kindness part of every day.



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

SmartHealth Team Activity

This year's planned team activity is to donate to a food bank. Consider teaming up with your colleagues or work areas to reach a combined goal. Visit hrs.wsu.edu/employees/wellcoug/smarthealth-week for more information.

Learning and Organizational Development

Featured Online Training

Clery Act Training

This 30-minute online class provides a review of the Clery Act. The purpose of the act is to disclose information about crimes against students and the public that occur on and around higher education campuses.

The Act sets out rules and responsibilities concerning campus crime and campus policies about campus crimes. This course describes the role of Campus Security Authorities (CSAs), the nature of good faith reporting, the geography of WSU campuses, and types of reportable crimes.

To take this 30-minute online class, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Featured Online Book

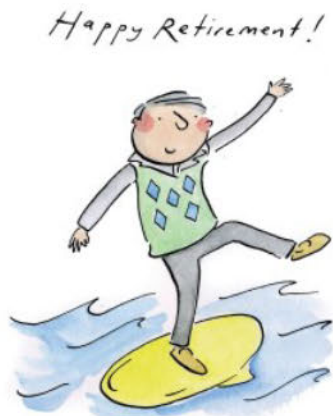
University Startups and Spin-Offs: Guide for Entrepreneurs in Academia

by Manuel Stagars

University Startups and Spin-Offs teaches university students, researchers, and educators the most effective strategies and tactics for launching their own startups from academic platforms with the backing of school programs, public grants, incubators, seed accelerators, and private partnerships in all parts of the world.

Stagars' advice is field-tested and supported with a wealth of instructive first-hand examples from his extensive experience.

To read this book, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.



Pre-Retirement Seminar: June 12, 1:30–3:00 p.m.

Monthly pre-retirement seminars are offered at Human Resource Services (room 139, French Administration, Pullman).

Concurrent videoconferencing is available for other WSU locations. More information is available [here](#).

Instructor-Led Trainings (ILTs) this month

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

Many ILTs are concurrently available through video-conferencing.

TEMPS Training

Electronic Forms System Training

Collecting, Managing, and Citing Reference Resources with Zotero

Dreaded Conversations: Effectively Communicat- ing Difficult News

Position Control

Supervisor as Safety Manager

Public Records and Records Requests

Bloodborne Pathogens: General Awareness

Cash Handling

Emotional Intelligence

Questions?

Call 509-335-4521
or send an email to
hrstraining@wsu.edu.