


WASHINGTON STATE UNIVERSITY



WSU Employment

The Regulation and Policy Basics

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WSU



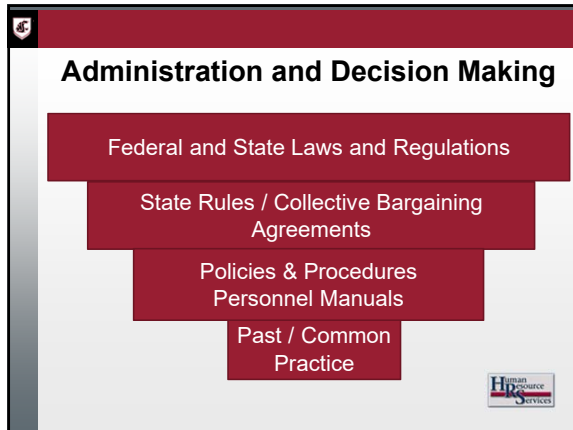
Human Resource Services

WSU

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
- Employment Types
- Position Descriptions
- Recruitment
- Performance Management

Human Resource Services









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 Policies
- Business Policies and Procedures
- Safety Policies 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


Forms Index	04
Organization	10
Property	20
Finance	30
Intellectual Property	35
Sponsored Agreements	40
Safety and Security	50




WSU Policies and Procedures	
<u>Business Policies and Procedures</u>	
Payroll	55
Position Control	58
Personnel	60
Purchasing	70
Services	80
Computing and Telecommunications	85
Records	90



WSU Policies and Manuals	
<u>Faculty Manual</u>	
Provided for faculty as an introduction to Washington State University, its traditions, and administrative structures. The <i>Faculty Manual</i> 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	
<u>Administrative Professional Handbook</u>	
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 Services Maintenance & Utilities, Construction Services, and Waste Management
 BU 15 - College of Arts & Sciences, Technical Services (Instrument and Electronic Shops)
 BU 20 – WSU Puyallup Research and Extension Center – Farm and Maintenance Operations

Collective Bargaining Agreements

Washington State University Police Guild
 BU 4 - Police Guild


International Union of Operating Engineers
 BU 21 – Steam Plant

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



Federal Level	State Level	University	Department Level
FLSA does not require lunch or rest breaks. However, if employers offer short breaks, it had to be paid.	WAC 296-126-092 Allowed a 30 minute unpaid meal period Rest period of no less than 10 minutes	BPPM 60.59 30 minute unpaid meal break. Rest period up to 15 minutes	May provide up to an hour for an employee's unpaid meal period. May set how and when breaks are taken.


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 finalize 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%20toolkit
- Additional Training available
 - Recruitment and Hiring – December 10, 2015






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 progress 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/Performance%20and%20Recognition
 - Corrective and Disciplinary Action
hrs.wsu.edu/Corrective%20and%20Disciplinary%20Action
- **Additional Training available**
 - Performance Management – January 14, 2016
 - Dealing with Workplace Issues – April 14, 2016
- **Additional University Resources**
 - Office of Equal Opportunity
 - Employee Assistant Program
 - Office of the Ombudsman





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 - University Policies and Procedures and Guidelines
- **Employment Types**
- **Position Descriptions**
- **Recruitment**
- **Performance Management**





Resources

HRS Website www.hrs.wsu.edu

HRS Area Consultant
335-4521



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
