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
Administration and Decision Making

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

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

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 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

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**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

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**WSU Policies and Procedures**

**Office of Procedures, Records, and Forms**
- Executive Policies
- Business Policies and Procedures
- Safety Policies and Procedures
WSU Policies and Procedures
Business Policies and Procedures

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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.

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 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

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Federal Level: FLSA does not require lunch or rest breaks. However, if employers offer short breaks, it had to be paid.

State Level: WAC 260-662
- 30 minute unpaid meal break
- Rest period of no less than 10 minutes

University: WPHM 10.59
- 30 minute unpaid meal break
- Rest period up to 15 minutes

Department Level: May provide up to an hour for an employee’s unpaid meal period. May set how and when breaks are taken.

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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
    - 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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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