



MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Paydays

Friday,
January 10

Friday,
January 24

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BENEFITS NEWS

New Medical Insurance Rates Will be Reflected on the January 10, 2020 Paycheck

With the start of a new insurance plan year, premium rates have changed for most medical plans. To view the 2020 rates, visit hrs.wsu.edu/medical-insurance.

PERS 3 Transfer Window—January 2020

PERS 2 participants who established membership prior to March 1, 2002 are eligible to switch to PERS 3 every January. To learn more about this option, visit the [DRS website](#). If you decide you would like to change plans, contact the HRS Benefits Staff at 509-335-4521 or at hrs@wsu.edu.

Benefit Refresher and Pre-Retirement Presentations

Kicking off the new year, on **January 29** Human Resource Services and TIAA will be co-hosting Benefit Refresher and Pre-Retirement presentations. Mark your calendar, and watch next month's HRS newsletter for the location and time of the events.

Questions? Please contact Human Resource Services at 509-335-4521 or hrs@wsu.edu

Paid Family & Medical Leave

Starting January 1, 2020, Washington will be the fifth state in the nation to offer paid family and medical leave (PFML) benefits. This benefit offers partially paid leave to care for yourself or a loved one in times of serious illness or injury, to bond with a new child joining your home through birth, adoption or foster placement and for certain military-connected events if you have a family member in active duty service.

As of January 1, 2020, you will be able to apply for leave when you experience a qualifying event and have worked 820 hours (about 16 hours a week, on average) in the year leading up to your date of leave. PFML claims are filed directly with the Employment Security Department (ESD), and your payment will come from ESD. Here are a few helpful links to provide more details on this benefit:

[Overview Infographic](#)
[When Life Happens](#)
[Preparing to Apply?](#)
[Patient and Family Guide](#)
[Parents' Guide](#)



You can learn more at [PFML Workers' Information](#). More questions? ESD provides information on the [PFML program](#) and how the program works through [fact sheets](#), [infographics](#) and [toolkits](#). Contact ESD at paidleave@esd.wa.gov or 833-717-2273. You can also find ESD PFML information on Twitter, Instagram and Facebook @PaidLeaveWA.

Applying for state PFML leave benefits is different from applying for Federal Family Medical Leave Act (FMLA) leave through WSU. PFML does not replace FMLA. In many cases FMLA and PFML will run at the same time. For questions about applying for medical leave through WSU, see Business Policies and Procedures Manual (BPPM) [60.56 Faculty and Administrative Professional Personnel Leave](#) or [BPPM 60.57 Civil Service Employee Leave](#), the [HRS Disability Services](#) website or email HRS.Disability.Services.



Modernization Initiative

WSU Online Learning System

ITS Multi Factor Authentication

Workday will use multi factor authentication (MFA) just like other WSU applications that will soon require MFA to log in. The first WSU application to require MFA beginning December 2019 will be myWSU. Visit the [ITS Multi Factor Authentication](#) webpage to set up your MFA and learn more.

Records Retention

While Workday will be the tool and system of record for day-to-day WSU business operations, it will not be a records retention system. Employees should follow the same retention schedule used today and keep paper copies of records as needed.

The Modernization Newsletter

[Subscribe](#) to the official Modernization Newsletter and stay up to date on the Modernization Initiative. [Read previous newsletters](#) and see the progression of Modernization over the course of 2019.

Featured Online Training

Developing a Growth Mind-set

Course ID: http://ihr.hrs.wsu.edu/skillsoft/default.aspx?c=bs_ast03_a01_enus

In this course, you'll learn about the characteristics of a growth mindset, such as perseverance, and how to distinguish it from a fixed mindset. You'll also explore methods of developing mindsets for success, and how professional growth can benefit you and your organization.

Featured Online Book

The 7 Habits of Highly Effective People: 30th Anniversary Card Deck

Book ID: <http://ihr.hrs.wsu.edu/skillsoft/default.aspx?b=146200>

Overview: Providing time-tested practices for living a more fulfilled life, this book breaks down each habit in an easy-to-implement weekly format that will inspire both beginners and those familiar with the power of the "7 Habits" to embrace relationships, confidence and happiness.

Need to update your skills with Microsoft Office? Trying to improve your leadership or communication skills? Make professional development your New Year's Resolution this year! The [WSU Online Learning System](#) includes 3,000 online training options and 25,000 books online that can be taken or read anytime, anywhere.

To browse the library, log in to your [Online Learning account](#), and click on "The Library" at the top of the page. If you would like help navigating the system, please reach out to our [Learning and Organizational Development staff](#).

Questions? Email us at hrstraining@wsu.edu.

*Please review BPPM 60.72, Release Time for Training.



Sue Sheppard Receives a [Crimson Spirit Award](#)

Sue Sheppard, development and outreach coordinator for Northwest Public Broadcasting in The Edward R. Murrow College of Communication, is the most recent recipient of the [Crimson Spirit Award](#). Visit [\[go.wsu.edu/CrimsonSpirit\]](http://go.wsu.edu/CrimsonSpirit) to read about her commitment to the University and her many services to the WSU community.

Inclement Weather

As winter weather approaches, faculty and staff are encouraged to be aware of personnel processes for periods of Inclement weather and about the possibility of suspended operations.

The Human Resource Services website provides links to Instructor Led Training for managers and employees, policies and procedures, as well as information about WSU snow removal and tips for safe driving.

Visit <http://hrs.wsu.edu/resources/inclement-weather/>

Other useful websites include the University's [Inclement Weather FAQs](#) and [Suspended Operations FAQs](#). WSU Facilities Services policies on winter snow removal and a list of campus areas where there is no snow removal can be reviewed at facilities.wsu.edu/SnowRemoval.aspx.

Campus alert information, including links for each campus, is available at alert.wsu.edu.





2019 Employee Recognition Reception



The annual Employee Recognition Reception, held December 11, 2019, was a smashing success! With record registration and approximately 950 honorees, the event was a joyous celebration of the University and its employees throughout the state.

For more information and for links to the tribute videos shown at the reception, please visit the [Employee Recognition Reception webpage](#).



Dillman and Wang, 50-year honorees with President Shultz and Butch at the 2019 Employee Recognition Reception.

Changes to Salary Thresholds for Overtime Exemption

The federal Department of Labor and the Washington State Labor and Industries (L&I) announced changes to salary thresholds to exempt an employee from overtime effective in 2020.

Effective January 1, 2020 the federal Fair Labor Standards Act (FLSA) requires an employee must earn \$684/week (equivalent to \$35,568) to be exempt from overtime. Recently HRS reviewed employee salaries and contacted departments with impacted employees.

The Washington State Labor and Industries (L&I) announced projected incremental increases in the minimum salary an employee must earn to be exempt from overtime. The first change to the state threshold is effective July 1, 2020 (\$35,100 annually). The table below provides the minimum salary an employee must earn to be overtime exempt through 2028. **Note:** the minimum salary threshold does not apply to bona fide teachers and medical personnel exempted under the [Professional Exemption](#).

| | 7/1/2020 | 1/1/2021 | 1/1/2022 | 1/1/2023 | 1/1/2024 | 1/1/2025 | 1/1/2026 | 1/1/2027 | 1/1/2028 |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| L&I Pro- jected* Threshold (annualized) | \$35,100 | \$50,180 | \$51,272 | \$59,904 | \$61,204 | \$70,356 | \$71,864 | \$81,588 | \$83,356 |

*L&I intends for the salary threshold to be a multiplier of minimum wage. L&I projections after 2020 are estimated using the Consumer Price Index for Urban Wage Earners and Clerical Workers.

Both the federal and state salary threshold laws are effective in 2020. When the federal and state laws conflict, WSU must comply with the federal or state law which is most beneficial to the employee. Therefore, the federal minimum salary threshold will be implemented January 1, 2020 and utilized until the state of Washington minimum salary threshold exceeds the federal minimum. The new state of Washington minimum salary threshold will exceed the federal minimum effective January 1, 2021 (\$50,180).

HRS will continue to monitor both the federal and state proposals and assist colleges/areas in evaluating the impact of these changes. HRS will provide additional information when applicable.

For additional information visit:

Department of Labor

<https://www.dol.gov/whd/overtime2019/index.htm>

https://www.dol.gov/agencies/whd/overtime/2019/overtime_FAQ

Washington State Department of Labor and Industries

<https://lni.wa.gov/workers-rights/wages/overtime/>

<https://www.lni.wa.gov/workers-rights/wages/overtime/changes-to-overtime-rules>

Please contact your [HRS Service Team](#) if you have any questions.



Salary Increases for Faculty, Administrative Professional Staff, and Graduate Assistants, Effective January 1

Effective January 1, 2020, faculty, administrative professional staff, and graduate assistants will receive a 1.5% salary increase. The Questions and Answers (Q&A) document on the Budget Office website provides additional information on the salary increase process:

Questions & Answers (Q&A) Concerning the January 1, 2020 Salary Increase

Questions can also be directed to HRS at hrs@wsu.edu or 509-335-4521



Minimum Wage Information

Effective January 1, 2020, the 2020 Washington minimum wage will increase to \$13.50 per hour.

Starting January 1, 2021, minimum wage increases will be calculated annually by the [Washington Department of Labor and Industries](#) using a formula tied to the rate of inflation.

Additional Information

HRS monitors employee hourly pay rates to ensure compliance with minimum wage. However, departments must be aware of minimum wage requirements and are responsible for monitoring their employees to ensure pay rates are in accordance with appropriate state or city requirement.



Be safe on ice and snow— walk like a penguin!



- Point your feet out slightly, like a penguin.
- Bend your knees just a little.
- Extend your flippers to the sides.
- Take short steps or shuffle for stability.
- Walk flat footed and slowly like... you know.

Before you even leave the house, prepare for slippery conditions weather by wearing boots or shoes with traction.