

Department of Retirement Systems (DRS) plan, it may impact what retirement plan they are eligible to participate in while working at WSU.

Employees who are reclassified to an eligible Administrative Professional position may be given an option to irrevocably enroll in the WSU Retirement Plan within 30 days of reclassification or elect to continue their participation in the DRS plan. Prior retirement elections may impact the ability to change plans due to reclassification.

Under the DRS/PERS plans, employees elect how much they would like to contribute, with contribution rates ranging from 5%–15%. The employer contributions are set by the State legislature. For the WSURP, WSU matches employee contributions on a one-for-one basis in accordance with the following requirements:

- Under age 35 - 5 percent employee contribution is required
- Age 35 and Over - 7.5 percent employee contribution is required
- Age 50 and Over - Optional 10 percent employee contribution

The WSURP is a 403(b) defined contribution retirement plan where the employee determines how funds are to be invested. The PERS Plan 3 plan is a 401(a) hybrid plan, where employer contributions fund a defined benefit/pension benefit. In the PERS Plan 3, the employee contributions fund a defined contribution retirement benefit and the employee also determines how funds are to be invested.

In addition to the required retirement plans, eligible employees may contribute to one of the voluntary retirement programs offered at WSU, including TIAA's voluntary investment plan, or the State of Washington's Deferred Compensation Plan. Contributions are not matched by the University but may be made on a pre- or post-tax deferred basis, for as little as \$15 per pay period up to the maximum allowed by the Internal Revenue Service.

Payroll Services

New employees must complete a W-4 withholding certificate. See the [Workday: Manage your Payroll Options: Complete Federal Withholding Elections Reference Guide](#) and [Workday: Manage your Payroll Options: Complete State and Local Withholding Elections Reference Guide](#) for information on how to complete the W-4 form.

Employees are encouraged to authorize the University to deposit their net pay directly into their designated bank account. See the [Workday Payroll Guide: Complete Payment Elections Reference Guide](#) for enrollment procedures. Employees who do not choose to participate in the direct deposit program will receive a paycheck by mail. All employees have electronic access to their payroll statements.

In accordance with state law, pay periods are semimonthly lagged, with 24 paydays per calendar year. A schedule of state paydays is published each year on the Payroll Services website: payroll.wsu.edu.

Pertinent Laws and Policies

Non-Discrimination Statement

In matters of admissions, employment, housing or services, or in the educational program or activities it operates, WSU does not discriminate or permit discrimination by any member of its community against any individual on the basis of; race, creed, color, national or ethnic origin, sex and/or gender, age, sexual orientation, gender identity or expression, genetic information, religion, marital status, physical, sensory or mental disability, including the use of a trained guide dog or service animal, immigration or citizenship status (except as authorized by federal or state law, regulation, or government contract), or status as an honorably discharged veteran or member of the military.

Inquiries about WSU's policies relating to sex discrimination, sexual harassment, and sex and gender-based violence, as well as complaints of discrimination or harassment based on other protected classes, may be made to the Title IX Coordinator and/or Compliance and Civil Rights (CCR) at 509-335-8288. For additional information refer to the website: ccr.wsu.edu.

Equal Employment Opportunity/Affirmative Action Statement

WSU is an equal opportunity employer committed to providing equal opportunity to applicants and employees without regard to race, creed, color, national or ethnic origin, sex and/or gender, age, sexual orientation, gender identity or expression, genetic information, religion, marital status, physical, sensory or mental disability, including the use of a trained guide dog or service animal, immigration or citizenship status (except as authorized by federal or state law, regulation, or government contract), or status as an honorably discharged veteran or member of the military. WSU has made, and will continue to make, every effort to eliminate barriers to equal opportunity encountered by these protected group members.

Aspirations have been set for affected group members in those job groups or areas where it has been determined that underutilization exists. The University makes good faith efforts to meet these aspirations and reviews progress on an annual basis. For information about WSU's Affirmative Action Program, contact Compliance and Civil Rights at 509-335-8288 or refer to the website: ccr.wsu.edu.

Sexual Harassment

WSU does not tolerate sexual harassment. Sexual harassment is a type of gender discrimination and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

Persons with complaints are encouraged to discuss the matter promptly with their supervisor, department chair, dean, other appropriate administrator, or Compliance and Civil Rights (CCR) to allow for an effective resolution. Complaints that cannot be resolved at the supervisor level should be brought to the attention of CCR. Every effort will be made to protect the rights of both the complainant and the respondent.

For copies of the Discrimination and Sexual Harassment Policy, contact CCR at 509-335-8288 or refer to the website: ccr.wsu.edu.

Commitment to Diversity

WSU endeavors to model, for the state and nation, a community of individuals who seek what is best for each other. The University respects and significantly benefits from diversity such as may be expressed through racial/ethnic, gender identity/expression, cultural, disability, sexual orientation, religion, age, color, creed, nationality, marital status, military status and socioeconomic differences among the faculty, staff, and students. The University takes seriously its responsibility to offer educational and professional opportunities equitably to all qualified persons it can accommodate. The University, through its curriculum, programs, and services, provides understanding and supportive interaction among diverse population groups and respects individuals' personal values and ideas. It is incumbent upon each member of the WSU administration, faculty, and staff to make every good faith effort to fulfill this commitment. Complete class guidelines are outlined in [Executive Policy #15](#), Policy Prohibiting Discrimination and Harassment.

Domestic Violence and the Workplace

Washington State University is concerned and committed to employees' safety and health including employees who are victims of domestic violence. For employees who are affected by domestic violence,

every reasonable effort will be made to provide support and assistance including:

- A confidential mechanism for requesting help for oneself or family members.
- Resource and referral information.
- Work schedule adjustments or leave, as needed, to obtain medical, mental health, legal assistance and/or confidentially secure shelter. Employees may use annual leave, sick leave, leave without pay, or any combination thereof.
- Workplace relocation, as feasible.
- Other appropriate assistance on an individual case basis to create a safe and non-threatening situation.

For more information or assistance, please contact Human Resource Services at 509-335-4521 or the Employee Assistance Program at 877-313-9490. A link to the guidelines can be found at hrs.wsu.edu/Domestic+Violence+Guidelines and a link to the Domestic Violence checklist can be found on the same page.

Workplace Violence & Bullying Prevention

The University is committed to maintaining an environment that is free from all acts of bullying and acts or threats of violence perpetrated by or against employees, students, or members of the public.

For more information or assistance please contact Human Resource Services at 509-335-4521 or visit hrs.wsu.edu/safe-environment/.

The Workplace Violence policy is detailed in [BPPM 50.30](#).

The Bullying Prevention policy is detailed in [BPPM 50.31](#).

Use of University Property

WSU facilities and equipment are for official use only subject to the limited exceptions. WSU property includes all University supplies, equipment, facilities, and real property. The policy may be found in [BPPM 20.35](#).

Personal Use of University Resources

OVERVIEW ([RCW 42.52.160](#)) ([WAC 292-110-010](#))

State officers and state employees are obligated to conserve and protect state resources for the benefit of the public interest, rather than their private interests. Responsibility and accountability for the appropriate use of state resources ultimately rests with the individual state officer and state employee, or with the state officer or state employee who authorizes such use.

A University employee may not use state resources under their official control, direction, or custody for private benefit or gain of the employee or any other person.

The use of state resources related to the conduct of official business is permitted. The use of state resources for any purpose other than official state duties is governed by the following state laws: [RCW 42.52, Ethics in Public Service](#); [WAC 292-110-010, Use of State Resources](#). These laws provide for the personal use of state resources under limited circumstances. This policy sets forth the guidelines for permissible, limited, and prohibited uses of state resources regardless of the type of state resource. The policy can be found in [BPPM 20.37](#).

Provisions of the Drug/Alcohol-Free Workplace Law and Smoking, Tobacco, and Nicotine Use

WSU has developed programs to prevent unlawful possession, use, and/or distribution of illegal drugs and alcohol by students and employees. The University has created education and training programs to aid in establishing a drug-free workplace. Sanctions for illegal use of drugs and/or alcohol in the workplace may include, but are not limited to, recommendations for completion of an appropriate rehabilitation program,

written or verbal warning, censure, dismissal, and, in emergency situations, immediate suspension. The policy can be found in [Executive Policy #20](#), Alcohol and Drug Policy.

Additionally, Washington state law ([RCW 70.160](#)) prohibits smoking in any University owned, leased, or rented public place or place of employment.

WSU Everett, WSU Pullman, WSU Spokane, WSU Tri-Cities, WSU Vancouver, and WSU-owned and managed noncontiguous properties (such as research and extension centers, farms, and stations) have additional restrictions regarding tobacco and nicotine use on campus. See below. NOTE: Such restrictions do not apply to tobacco cessation programs or approved research. The policy can be found in the [Safety Policies and Procedures Manual \(SPPM\) 6.10](#) and at hrs.wsu.edu/Tobacco-Nicotine-Free.

Reasonable Accommodation

Several statutes provide legal protection for persons with mental, physical, or sensory disabilities. These include Washington's Law Against Discrimination (WLAD) ([RCW 49.60](#)), the Federal Rehabilitation Act of 1974, and the Americans with Disabilities Act (ADA). State and federal law require employers to define job functions for hiring purposes and to make "reasonable accommodations" for workers, clients, and customers with disabilities. The ADA also includes rules governing accessibility. This body of law, as it may evolve over time, shall be applicable to the University's compliance in this field.

Job-related questions about Reasonable Accommodation should be addressed to Human Resource Services, and accessibility questions directed to Compliance and Civil Rights. WSU will provide reasonable accommodation(s) to employees in their current position. Other options may include a change in position, paid or unpaid sick leave, long-term disability, or separation or retirement because of health conditions. Each employee's circumstances and the reasonableness of any requested or contemplated accommodation will be evaluated on a case-by-case basis. Please contact Human Resource Services for additional information, 509-335-4521 or refer to the website: hrs.wsu.edu.

Provisions of the "Whistleblower" Act

State employees may report improper governmental actions to the Office of the State Auditor of the State of Washington. To encourage the reporting of improper governmental actions, employees are protected from retaliation by provisions of state law.

Employees may not use or attempt to use their official authority or influence to interfere with the right of an individual to disclose information to the State Auditor ([RCW 42.40](#)). The policy can be found at [BPPM 10.20](#).

Nepotism Statement

Discrimination against an employee because of marital status or any other relationship with another employee is prohibited. WSU seeks to employ qualified persons in all positions without regard to a person's relationship with other University employees. However, no employee shall supervise, vote, make recommendations, or in any other way participate in the decision of any matter that may directly affect the appointment, tenure, promotion, salary, or any other status or interest of such employee's parent, child, spouse, partner, state registered domestic partner, sibling, in-law, or close relative. The policy can be found at [BPPM 60.14](#).

Overtime Eligibility and Compensatory Time

Both federal (Fair Labor Standards Act) and state laws, including the Washington Minimum Wage Act, set minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employees.

Human Resource Services reviews the duties and responsibilities of Administrative Professional positions to determine which positions qualify for exemption from the applicable overtime provisions. See [BPPM 60.59](#) for additional information.

For those positions that qualify for overtime, employees must receive approval from their supervisor prior to working any hours beyond their standard workweek. For overtime-eligible positions, full-time employees must be paid at one-and-one-half times their regular hourly rate for all time worked in excess of 40 hours per week. All paid holidays (including the Personal holiday) during the employee's regular work schedule are considered time worked. Leave with pay during the employee's regular work schedule is not considered time worked for purposes of determining overtime eligibility.

The official WSU workweek is 12:01 a.m. Sunday to midnight Saturday. Some positions may be assigned to a different workweek; HRS must be notified of the workweek change. If prior agreement is made with the employee, compensation may be taken as compensatory time off at the rate of time and one-half. Accrued compensatory time off cannot exceed 240 hours.

Part-time overtime-eligible AP employees must be compensated for all hours worked over the regularly scheduled FTE percentage. Additional hours worked up to 40 in a workweek must be paid at the straight time rate of pay. Part-time overtime-eligible AP employees must be paid at one-and-one-half times their regular hourly rate for all time worked in excess of 40 hours per week.

The employing official administers the accrual and use of compensatory time off taking into consideration the work requirements of the department and the wishes of the employee. Accrual and use of compensatory time off are based on an agreement or understanding between the supervisor and the employee prior to the performance of overtime work. The policies can be found in [BPPM 60.26](#) and [60.59](#).

Contact Human Resource Services at 509-335-4521 with questions regarding overtime eligibility and compensatory time off.

Complaint Procedure

If a workplace conflict exists, every effort should be made to remedy the issue with the immediate supervisor or the first-level supervisor not involved in the dispute. If a situation in the workplace exists that is not covered by other University complaint procedures, the Administrative Professional employee may address the issue in the following manner:

- Issues not resolved that involve alleged illegal discrimination should be handled by following the prescribed procedure in [Executive Policy #15](#), Policy Prohibiting Discrimination and Harassment.
- Other workplace concerns should be handled by following the prescribed procedure in the [Workplace Concern Resolution Process](#).

A link to the process can be found at hrs.wsu.edu/resources/policies-resources or contact Human Resource Services, Compliance and Civil Rights, Campus Human Resource personnel, or the Ombudsman's Office.

Responsibilities

Code of Ethics

Washington State University is an institution of higher education whose employees uphold high standards of ethical behavior. These standards include respecting and defending free inquiry, acknowledging the contributions of others, showing due respect for the governance of the University, following applicable federal and state laws, and protecting institutional integrity by observing published regulations and policies in order to increase the effectiveness of the University. Administrative Professional employees, as they undertake personal and private activities in the wider community, should clearly separate these actions from their University employment.