

# Washington State University 2021-22 Departmental Reminders

This document is intended to be a resource for department administrators and is not intended to be an all-inclusive list. WSU policies and procedures are available on the [Office of Procedures, Records and Forms website](#). Please share this information within your campus, college, area and departments/units as appropriate.

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**A NOTE FROM THE VICE PRESIDENT AND CHIEF HUMAN RESOURCE OFFICER:**

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The COVID-19 pandemic provided many challenges to all of us, both personally and professionally. I am forever impressed by the dedication, perseverance and tenacity of WSU faculty and staff. Each of you helped support and lead your teams as they navigated the ongoing pandemic, the implementation of Workday and university budget cuts. As WSU prepares for the 2021 academic year, the reopening of campus and the continued adjustments to move beyond COVID-19, I want to thank you for the ongoing efforts taken as we return to our “new” normal.

The transition to Workday is continuing and the upcoming academic year will provide opportunities to enhance our knowledge of Workday. This annual reminder is updated with Workday references and processes -- be sure to review the important information highlighted in this annual reminder.

I appreciate your support during this extraordinary time.

Sincerely,



Theresa Elliot-Cheslek  
Vice President and Chief Human Resource Officer  
Washington State University

## ALL EMPLOYEE INFORMATION

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### APPROPRIATE USE OF AND REPORTING LEAVE

Administrators and employees are responsible for the appropriate use and reporting time worked/leave.

All employees who are eligible for overtime should be entering their time worked in Workday. Time should be submitted and approved, at minimum, each pay period (pay periods end on the 15th and the last day of the month). Employees should consult with their respective departments regarding expectations for time submission deadlines.

- By submitting time for approval, the employee is certifying the hours submitted have been worked and are accurate.

The Time Approver/Manager is responsible for validating and approving that all hours have been worked, all time off has been accounted for, and all pay impacting activity is appropriate

Enter and Correct Time instructions are [here](#).

\*\*Exempt (Not Overtime-Eligible) Employees will only enter absences into Workday.

Overtime Ineligible employees do not enter hours worked but must record all leave taken. When leave is taken, the employee must record the leave used and submit to their Time Approver/Manager. The Time Approver/Manager is responsible for validating and approving the leave submitted is accurate and ensuring all leave taken has been recorded.

Workday Service Desk including the Knowledge Base is [here](#).

Current Workday Payroll Document Schedule is [here](#).

Review the July 12, 2018 Office of the Washington State Auditor [Report No. 1021766 - Whistleblower case No. 18-018](#)). The subject of the investigation was releasing employees early, without requiring use of leave.

The result of the investigation was a finding of reasonable cause that an improper governmental action occurred.

### WSU COVID-19 RECOVERY GUIDANCE

University COVID-19 Information: [wsu.edu/covid-19](https://wsu.edu/covid-19)

WSU COVID-19 Employee Information: [hrs.wsu.edu/covid-19](https://hrs.wsu.edu/covid-19)

For employee-related questions, please contact Human Resources Services at [hrs@wsu.edu](mailto:hrs@wsu.edu) or 509 335 4521.

### SAFETY

WSU is committed to preventing campus violence and ensuring a safe and healthy environment for all Faculty, staff, students, and/or visitors. [SPPM 2.16 - Safety Orientation](#) provides a [Safety Orientation Checklist](#) for all employees. Departments are required to facilitate Safety Orientation per the Departmental Orientation

## 2021-22 DEPARTMENTAL REMINDERS

Checklist Guideline on an employee's first working day. Further information is available on the [HRS Safe Environment website](#).

### EMPLOYEE AND STUDENT CONCERNS

The [Quick Reference Guide for Workplace Concerns](#) is intended to assist with identifying the primary office responsible for concerns by student or employee type

### MEDICAL DOCUMENTATION

It is important to remember medical documentation is **not** to be retained at the department level. All current and past medical documentation is to be sent directly to HRS.

#### Medical leave and reasonable accommodation due to medical needs/limitations:

HRS would like to remind the University community that management and employees should work with HRS in the following scenarios:

- When an employee needs to take time away from work due to their own medical condition/treatment or that of a family or household member.
- When an employee expresses they may be having difficulties performing their job or may need a workplace accommodation due to a medical condition. Departments/colleges should not provide informal accommodations without first discussing the situation with the appropriate HRS personnel.

Additional resources are available on the HRS [Disability Services](#) webpage.

### ANNUAL REVIEW PROCESS

Faculty reviews are completed in accordance with the Faculty Manual. Administrative professional and civil service employees are to be reviewed each year. Completed reviews are to be sent to HRS to be retained in the employee's official personnel file in accordance with the [University Records - Retention and Disposition](#) schedule.

Refer to [BPPM 60.55 – Performance Management Evaluations](#).

For Civil Service employees, the review period is based on:

- Completed prior to completion date for the employee's trial service, probation, or transition review period;
- and/or
- Completed at least annually prior to the employee's Periodic Increment Date (PID). Example: If the employee's PID date is January 1, the review period for which the employee is evaluated is the prior January through December.

*NOTE: An alternative ending date for the review period may be used if mutually agreed upon by the supervisor and employee and documented in writing.*

For Union Represented employees, refer to the appropriate collective bargaining agreement on the HRS [Labor Relations webpage](#).

## 2021-22 DEPARTMENTAL REMINDERS

### LEARNING AND ORGANIZATIONAL DEVELOPMENT

*Discrimination, Sexual Harassment, and Sexual Misconduct Prevention Course – MANDATORY*

***Effective March 1, 2021 WSU is moving to an annual training requirement for all current faculty, administrative professional, civil service, bargaining unit, and graduate student employees. New employees are still required to take the 90 minute Discrimination, Sexual Harassment, Sexual Misconduct Prevention training within six months of hire. The new annual training requirement will be met by taking the 20 minute Employee Annual Refresher: Discrimination and Harassment online training.***

WSU is committed to being an institution that demonstrates trust and respect for all persons and cultivates individual and institutional integrity in all that we do. To this end, the resources below are intended to assist all members of the University community in the understanding and prevention of sexual harassment and discrimination.

Information regarding this training is available at the [Discrimination, Sexual Harassment, and Sexual Misconduct Prevention](#) webpage.

WSU offers a variety of learning opportunities, including Instructor-led Training and online courses, available to all WSU employees. Encourage staff to participate in learning events and utilize the resources available through the HRS Employee [Learning and Organizational Development](#) program.

### SERVICE DATES

Please take caution when viewing the “Anniversaries” application and/or notifications related to worker service dates within Workday. The length of service date noted for employees may not always be accurate. The [Service Date Reference Guide](#) provides information a simple crosswalk and useful definitions for employees regarding service dates in Workday. [Contact HRS](#) with specific questions.

### ETHICS

WSU strives to maintain the highest standards of ethics in public service. WSU employees must adhere to all applicable state and University ethics laws and policies. For a brief summary of applicable elements of the Washington State Ethics Law ([RCW 42.52](#)) and a cross-reference to related University policies and procedures please refer to [BPPM 10.21](#) and [BPPM 10.22](#).

For more information on Ethics, please refer to the [Ethics Compliance website](#).

### PERSONAL USE OF UNIVERSITY RESOURCES

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 her or his 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 state law ([RCW 42.52](#), Ethics in Public Service;

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[Washington Administrative Code \(WAC\) 292-110-010](#), Use of State Resources. These laws provide for the personal use of state resources under limited circumstances. [BPPM 20.37](#) sets forth the guidelines for permissible, limited, and prohibited uses of state resources regardless of the type of state resource.

### SEPARATION INFORMATION

Information for managers and employees on separation processes and resources, including the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of health benefits, may be found on the HRS [Outplacement Resources](#) page. Departments are to utilize the Departure Checklist referenced in [BPPM 60.74 – Employee Departure Procedures](#). Departments separate both permanent and temporary appointments to ensure WSU systems reflect the separated status.

### EXIT SURVEY

WSU is committed to recruiting, developing, and retaining an outstanding, diverse, and fully engaged workforce. In order to assist us in measuring how well we are doing, separating Faculty and staff will receive an invitation to complete an [Exit Survey](#) within one month following their separation date. Survey responses are analyzed on an annual basis and used to evaluate our services and continue building the best possible work environment for our employees. Find out more about [Exit Survey Results](#).

### UNEMPLOYMENT CLAIMS

The department where a former employee was last employed may receive notices related to unemployment claims. Per [BPPM 60.79 - Unemployment Compensation Claims](#), ***departments are to immediately route any forms or letters relating to unemployment claims to HRS as some requests have short response deadlines. Do not complete unemployment claim forms. HRS completes any required forms and routes appropriate information back to the requesting agency.***

## NEW EMPLOYEE INFORMATION

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### 30 DAYS FOR NEW HIRES TO MAKE BENEFIT DECISIONS

It is important to remember new benefit-eligible Faculty, Administrative Professional, Civil Service/Classified Staff, and non-student temporary hourly employees who have met benefit eligibility criteria have 30 days to make many of their benefit decisions, including the selection of their medical/dental plans and retirement benefits. Eligible individuals will be notified in Workday of their eligibility status, and provided with benefit election screens. If employees do not receive the Workday notification by the end of their first week of employment, they should contact HRS-Benefits to ensure the notification and benefit elections are activated. New hires or newly eligible employees should be encouraged to attend both the New Employee Orientation and New Employee Retirement Orientation. It is important for these individuals to be aware that health and retirement deductions are due from their initial effective date, and retroactive deductions will be collected once they have submitted the plan elections. Failure of the newly eligible person to submit their benefit elections within the 30-day period, including the election to waive coverage, will result in the employee being enrolled in default plans and subject to associated premiums and surcharges.

### OFFER LETTERS

Workday generates offer letters for administrative professional and civil service employees. For Faculty, HRS recommends administrators use offer letter templates and the resources available on the [New Employee](#)

## 2021-22 DEPARTMENTAL REMINDERS

[Onboarding Resources](#) webpage. Offer letters should include information about attending both the New Employee Orientation and New Employee Retirement Orientation. Verify benefits are not being offered to non-benefit eligible employees in offer letters. Visit the [Benefit Eligibility](#) webpage or contact HRS Benefits with any questions regarding benefits eligibility. Faculty offer letters are located on the [HRS Letters](#) webpage.

### NEW EMPLOYEE ORIENTATION AND SAFETY CHECKLISTS

Department administrators are encouraged to utilize the [Departmental Orientation Checklist Guidelines](#) and [Safety Orientation Checklist](#).

### FORM I-9

No later than the first day of employment, Section 1 of the Form I-9 must be completed by the employee per federal law and WSU policy. Within three business days of the date of employment/hire date, Section 2 must be completed by the employer. If Form I-9 is not completed in this time frame, an employee must not be allowed to work until Form I-9 is completed. Refer to [BPPM 60.04 - Employment Eligibility Verification - USCIS Form I-9](#) for more information.

## SEASONAL REMINDERS

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### INCLEMENT WEATHER

Resources for information regarding personnel processes during times of inclement weather and/or periods of suspended operations are available via the [Inclement Weather webpage](#).

Please review the relevant Business Policies and Procedures (BPPM) (BPPMs [50.40](#), [60.40](#), [60.56](#), and [60.57](#)) and plan and prepare for how your campus, area or department will address inclement weather and suspended operations.

Additional inclement weather resources:

### WSU ALERTS

- [Pullman Alerts](#)
- [Spokane Alerts](#)
- [Vancouver Alerts](#)
- [Tri-Cities Alerts](#)
- [Everett Alerts](#)

### WILDFIRE AND AIR QUALITY

In the event there are wildfires affecting the air quality near you, please confirm you are signed up to receive WSU Alerts and review/save these specific resources for reference.

- [Employee Resources | Wildfire and Air Quality](#)
- [WSU Office of Environmental Health and Safety | Wildfire Smoke and Air Resources](#)

## 2021-22 DEPARTMENTAL REMINDERS

### DECEMBER HOLIDAY REDUCED OPERATIONS

December Holiday Reduced Operations will be Friday, December 24, 2021, through Friday, December 31, 2021. This period includes three University Holidays (December 24, December 27, and December 31). Many University operations and service will be unavailable during this time.

Information regarding the [December Holiday Reduced Operations](#) and the [WSU Holiday Schedule](#) is available on the Human Resource Services (HRS) [Resources](#) webpage. Departments are encouraged to be as flexible as possible when determining schedules during the December Holiday Reduced Operations. [Contact HRS](#) with any questions regarding scheduling options.

Areas should develop plans for communicating reduced operations to their clients. The following are examples of communications for phone and email messages:

Sample email/voicemail language for offices open on December 28, 29, and 30:

Thank you for your email/call. [DEPT NAME] will be **closed** for University Holidays: Friday, December 24, 2021, Monday, December 27, 2021, and Friday, December 31, 2021. [DEPT NAME] will be **open** Tuesday, December 28, Wednesday December 29, and Thursday, December 30; however, we will have limited staffing during this time. For urgent issues please contact the main line at [XXX-XXX-XXXX] or email [insert email address].

Sample email/voicemail language for offices closed on December 24 through January 1:

Thank you for your email/call. [DEPT NAME] will be closed Friday, December 24, 2021, through Friday, December 31, 2021. We will return on Monday, January 3, 2022. For urgent issues please contact the main line at [XXX-XXX-XXXX] or email [insert email address].

### HUMAN RESOURCE SERVICES STAFFING NOTIFICATION

HRS will be closed Friday, December 24, 2021, Monday, December 27, 2021, and Friday, December 31, 2021 in observance of University Holidays.

HRS will be open with limited staffing Tuesday, December 28, Wednesday, December 29, and Thursday, December 30.

### PAYROLL SERVICES

Departments should review the Payroll Documents Schedule linked below. Each department must adhere to the Payroll Lock dates by 5:00 p.m. PST to ensure all employees are paid timely.

Visit Payroll Documents Schedule <https://payroll.wsu.edu/documents/2020/12/workday-payroll-document-schedule.pdf> for more information.

### SUMMER HOURS

WSU business hours are 8:00 a.m. to 5:00 p.m. PST year-round.

In keeping with a long-standing practice, WSU will observe a schedule known as summer hours for as many employees as possible, while still meeting the requirement to serve the public from 8 a.m. to 5 p.m. Summer hours will be 7:30 a.m. to 4 p.m., with 30 minutes for lunch, during the period from the second week in May through the second week in August.

## 2021-22 DEPARTMENTAL REMINDERS

It is the responsibility of the supervisors and staff of each area to provide service to the public during the break and lunch periods and from 4 p.m. to 5 p.m. during this period. Summer hours are approved at the department level.

Supervisors may approve an employee to work a flexible work schedule, including a 4/10s work schedule. Supervisors are responsible for determining work schedules in accordance with operational needs, and applicable rules and policies. [Information on flexible scheduling.](#)

Schedule changes must be reviewed and updated in Workday. Failure to update schedules in Workday may have impacts on leave accruals and holiday pay.

## RECRUITMENT

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### EQUAL PAY ACT (RCW 49.58.100)

1. Employers may not seek the wage/salary history of an applicant, either from the applicant or their current or former employer, except as allowed in #3, below.
  2. Employers may not require applicants' prior wage/salary to meet certain criteria, e.g. meet a certain level or threshold.
  3. To facilitate the employment process, employers may confirm an applicant's wage or salary history only (1) if the applicant has voluntarily disclosed their wage or salary history, or (2) after the employer has negotiated and made a job offer, including the amount of compensation, to the applicant.
  4. Post offer, employers must provide the minimum wage or salary for the position for which the applicant is applying (upon applicant's request). Upon request of an employee offered an internal transfer to a new position/promotion/demotion/transfer, the employer must provide the wage scale or salary range for the employee's new position.
- If no wage scale or salary range exists, the employer must provide the minimum wage or salary expectation set by the employer prior to posting the position, making a position transfer, or making the promotion.

Additional details available at [RCW 49.58.100](#)

### RECRUITMENT/NEW HIRES

[Recruitment Toolkit](#): Resources from recruitment preparation all the way through new-hire onboarding process.

[Recruitment Outreach Tools](#): Resources on advertising and outreach tools to assist in recruitment efforts.

### FACULTY RECRUITMENT

#### FACULTY RECRUITMENT BASICS

Faculty Recruitment Basics is designed to provide search committees with an overview of the recruitment process at WSU. The course includes a comprehensive review of the five separate phases of recruitment along with numerous best practice tips and suggestions to help search committees manage the successful recruitment, screening, interviewing, and evaluation of candidates. Additionally, the roles and responsibilities of key offices

## 2021-22 DEPARTMENTAL REMINDERS

and individuals during the recruitment process are discussed. The course available online and instructor-led can be found by logging into your [Online Learning Account](#).

Additional resources are available in the [Faculty Recruitment Toolkit](#).

### STAFF RECRUITMENT

#### STAFF RECRUITMENT BASICS

Staff Recruitment Basics is designed to give hiring managers a practical understanding of the recruitment process for Classified Staff and Administrative Professional (AP) positions. It describes the legal framework for recruitment, the individual recruitment phases, and best practice tips to consider during the overall process. Additionally, the roles and responsibilities of key offices and individuals during the recruitment process are discussed as well as the importance of providing a positive candidate experience during the entire recruitment process. The course available online and instructor-led can be found by logging into you [Online Learning Account](#).

#### CANDIDATE EXPERIENCE

When candidates arrive on campus, it is important to "Roll-Out the Crimson Carpet" and make them feel welcome at WSU. In this section of the Recruitment toolkit, you will find recommended resources to help create a positive [Candidate Experience](#).

#### SEARCH FIRM

If using a search firm, contact your HRS representative regarding the process to post the position on the WSU job website.

#### BACKGROUND CHECKS

Utilize the online background check process for recruitments. The process may be used for Faculty, AP, Classified Staff, and Temporary Hourly. More information can be found on the HRS [Background Checks](#) webpage.

#### SEXUAL MISCONDUCT—OFFERS OF EMPLOYMENT—REQUIREMENTS

Hiring departments may not make an offer of employment for a faculty or staff position until approved by HRS to comply with [RCW 28B.112.080](#).

#### CAMP STAFFING

The Washington Access To Criminal History (WATCH) background check is **required** for all employees and/or volunteers working with children under the age of sixteen (16) or vulnerable adults in an unsupervised capacity. To ensure your staff are ready to go when your camp starts, begin the [Background Check](#) process early.

## **BENEFIT AND RETIREMENT INFORMATION**

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### **RETIREMENT ACTIONS**

Prior to Workday, all retirement separation actions were initiated by HRS Benefits. With Workday, the department will initiate the termination, identifying retirement as the reason. HRS Benefits will verify the individual is eligible to retire early in the routing process. In the event they are not, you will be contacted and informed that the termination reason should be changed to resignation. Faculty and staff are encouraged to work with HRS Benefits on their retirement processes, and should attend a [pre-retirement seminar](#) 1-5 years prior to retirement, and meet with an HRS retirement specialist 3-4 months prior to retirement.

### **RETIREMENT CERTIFICATE REQUEST**

To proactively request a retirement certificate for an employee in your college/area/unit prior to their retirement date, please email [hrs.employeerecognition@wsu.edu](mailto:hrs.employeerecognition@wsu.edu).

### **REHIRING RETIREES**

Before offering employment to a retiree of WSU or another state agency, please contact HRS Benefits to discuss the possible employment. Due to complexities and limitations surrounding retire/rehire situations, as well as the requirement to have requests to rehire retirees fully vetted and approved, this pre-offer contact is essential. It is crucial this review occurs before an offer is made to remain in compliance with the WSURP Plan Document and the Department of Retirement System's return to work rules and regulations.

### **CHANGES IN EMPLOYMENT TYPE**

Changes in employment type or status (e.g., change in level of FTE, either increasing or decreasing; change in classification to/from Administrative Professional, Civil Service, Faculty, non-student temporary hourly employees (NSTE), student hourly or graduate student employees) may impact employee benefits, including retirement options.

For more information regarding employee benefits, contact HRS Benefits at 509-335-4521 or by utilizing "[Contact HRS](#)" online.

### **SEASONAL EMPLOYEE BENEFITS**

Non-Student Temporary Hourly Employees (NSTE), who are hired on a recurring seasonal basis to perform similar work, may become benefit eligible. These individuals are determined to be benefit eligible under different criteria than those who become benefit eligible by averaging working half-time or more over a consecutive six-month period. More information on seasonal benefits can be found on the [Temporary/Seasonal Employee Benefits](#) webpage.

### **TERMINATING TEMPORARY FACULTY AND ADMINISTRATIVE PROFESSIONAL JOBS**

Departments must complete an End Job for temporary Faculty or AP jobs to ensure WSU systems reflect their termination status which allows HRS to provide continuation of benefit information in a timely manner, and to ensure that University funds are not expended to cover benefits for faculty and staff who are no longer benefit eligible.

### **FULL-TIME ACADEMIC WORKLOAD**

WSU requires Faculty appointments to be set up as full-time equivalency salaried appointments. Refer to Full-Time Academic Workload Guidelines on the HRS [Faculty – Employees](#) webpage for more information.

## 2021-22 DEPARTMENTAL REMINDERS

### TEMPORARY HOURLY WORKERS

#### PAID SICK LEAVE

WSU relies on temporary hourly employees to assist in providing services and accomplishing the goals of the University. Effective January 1, 2018, temporary hourly employees accrue Paid Sick Leave (PSL) for all hours worked, including overtime, in accordance with [RCW 49.46.200](#), [WAC 296-128-620](#) and [BPPM 60.43](#).

For purposes of PSL, temporary hourly employees are non-student, student, and work-study employees. The calendar year is January 1 through December 31. Temporary hourly employees begin accruing PSL on the first day of a new appointment. PSL accrues at the rate of one hour for every forty hours worked, including overtime hours. More information regarding paid sick leave can be found at [BPPM 60.43](#).

#### BENEFITS

When entering hourly jobs into Workday, departments provide information and respond to questions about the anticipated work pattern. The answers provided will identify whether an employee meets the eligibility criteria for hourly or seasonal benefits, the retirement plan, and also providing data for ACA reporting requirements. It is important to enter accurate information about the position and to these questions as these responses are utilized to determine benefit eligibility. For example, if the department enters that an employee will be working 20 hours or more per week, will have at least a 6 month appointment, and marks that the person will be working at least 8 hours a month, the person will be identified as being benefit-eligible.

Management is responsible for assigning duties, work hours, and tracking the number of hours worked for their employees. Employees are responsible for reporting hours worked, but the monitoring and tracking of hours is management's duty.

When tracking hours for temporary hourly employees, there are a number of different hour limitations, including:

- 1050 hours: The maximum hours a non-student hourly employee may work in a 12-consecutive-month period based on their initial hire date.
- 480 hours over a consecutive 6-month period: If a non-student hourly employee was not eligible at the time of hire, but then works an average of 80 hours per month, over a consecutive 6-month period, working at least 8 hours in each of those 6 months, they will become benefit eligible the first day of the following seventh month. (NSTE can become benefit eligible in other ways as well.) \*
- 70 hours in 5 out of 12 months: If an hourly employee works 70 or more hours in any 5 out of 12 months, they will become eligible for retirement participation. NOTE: state regulations will exempt full-time students from being eligible for retirement. Therefore, students enrolled in 9 credits or less could become eligible for retirement, since 10 credits or more will be considered full-time enrollment.
- 350 hours over a consecutive 12-month period: If a non-student hourly works more than 350 hours in any 12-consecutive-month period within a Bargaining Unit (BU) performing work similar union represented employees they may become a BU employee.

It is crucial to not only keep track of the hours your employees work for you but to be aware of the hours they may be working in another WSU department since all hours worked at WSU count towards the hours identified in "Total Hours Worked."

## 2021-22 DEPARTMENTAL REMINDERS

Employment decisions cannot be based on whether a temporary hourly employee has become benefit eligible ([RCW 49.44.160](#)), eligible for retirement participation or union representation eligible.

Additional information regarding temporary/hourly can be found at: [Temporary/Hourly Recruitment](#).

\*Temporary hourly benefit information can be found at: [HRS Temporary/Seasonal Employee Benefits](#).

### WASHINGTON EXCHANGE NOTICE

The Washington Exchange will send notices to the employer when an individual applies for medical insurance coverage through the exchange as required under the Affordable Care Act. If departments receive these notices, they are to be forwarded to the HRS Benefits Unit.

### SUMMER INSURANCE PREMIUMS

Faculty and staff on academic or less than 12-month appointments will have summer medical and life insurance premiums, and any associated surcharges, *collected over two paychecks*.

- Life insurance premiums for the summer break will be taken from the first half of May check.
- Medical premiums and the tobacco or spouse surcharges (if applicable) will be taken from the second half of May check. (Deduction dates may vary for employees with appointment terms other than nine months.)

HRS communicates this information through various sources and will send direct emails to impacted employees informing them of the summer premium collection schedule, and additional details.

For FAQ's and additional information visit the [Summer Benefits - Premium Collections](#) webpage.

## OTHER

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### DEATH NOTIFICATIONS

HRS Benefits has been designated as the primary contact for WSU employee (benefit eligible or not), employee dependents, retiree, and spouse of retiree deaths. The Dean of Students Office is the primary contact for student deaths. Visit: [Employee Death Notifications](#) for a sample communication for loss of faculty/staff member.

### DEPARTMENT EVENTS

When hosting college/department events, please be aware of the following policies to ensure your event is in compliance:

#### SERVING ALCOHOL

Alcohol will not be served at WSU events held at WSU facilities during regular business hours (8:00 a.m. – 5:00 p.m., Monday through Friday). For additional policy information regarding serving alcohol, refer to [Executive Policy #20](#).

## 2021-22 DEPARTMENTAL REMINDERS

### DISCRETIONARY FUNDS

Review [BPPM 70.33 - Using Discretionary FN057 \(formerly 17A\) Accounts](#) to ensure any purchases made are allowable.

### TOBACCO AND NICOTINE FREE

University information is available at the [Tobacco and Nicotine Free](#) webpage.

### RECORDS RETENTION

Departments are responsible for retaining and disposing of University records in accordance with retention periods approved by the [State Records Committee](#).

If an audit, legal action or public records request is in progress, related records may not be disposed of even when authorized by the retention schedule. Refer to [BPPM Chapter 90](#) or contact [The Office of Procedures, Records, and Forms](#) for assistance with records retention and disposition.

### EMPLOYEE RECOGNITION

The Employee Recognition Program provides an opportunity to recognize and thank staff and faculty for their contributions, dedication, and commitment to the WSU community. Washington State University is a top-tier research university and one of America's leading land-grant universities and our faculty and staff are at the forefront of this endeavor, continually offering their best.

The Employee Recognition Program recognizes Washington State University employees through many programs including the following: Quarter Century Club, Employee Recognition Reception and the Crimson Spirit Award. Visit the [Recognition](#) webpage for details.

### HR SOURCE NEWSLETTER

*HR Source* is an online newsletter typically published on the fourth Friday of each month. This publication includes information on upcoming learning opportunities and events, benefits updates, and other HR information that may be useful for all employees. Watch for the most recent newsletter via [WSU Insider](#), [HRS Facebook](#), and [Twitter](#) (@CareersWSU) or view current and past additions on the [HR Source](#) webpage.

### CONTACT HRS

Phone: (509) 335-4521

Online: [hrs.wsu.edu/contact](https://hrs.wsu.edu/contact)

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