



HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



Annual Reviews for Administrative Professional, Civil Service, and Faculty

Reviews are an important part of the administration of each area, and are required in the [BPPM 60.55](#).

Administrative Professional

Administrative professional personnel are evaluated annually on a calendar year (January 1 to December 31) or an academ-

ic year basis, as determined by the senior executive for the area and in accordance with guidance in the [Administrative Professional Handbook](#).

Civil Service

Supervisors must provide feedback and formally evaluate the performance of (a)

□ [continued on page 3](#)

COVID Updates

WSU experiencing anticipated surge in COVID-19 cases.

This information was distributed in an announcement on 1/18/2022. To read the full announcement, please visit: the WSU COVID-19 Recovery Guidance page and go to Recent Announcements.

Like other institutions across the U.S., WSU is experiencing a surge in positive cases of COVID-19.* While these higher

□ [continued on page 3](#)

Inclement Weather

Fall and winter are around the corner! [Brush up on inclement weather policies](#).

ENERGY & COMFORT

Energy & Comfort @ WSU

Updates from the Integrated Design + Construction Lab. Old dusty and non-compliant space heaters pose a significant fire danger. Check out the Tenant Engagement Program Newsletter

□ [continued on page 3](#)

BENEFITS

Retirement Plan Reminders

Now is a good time to review retirement plans and benefits. WSURP participants over 50 can choose increased contribution rates, and WSU offers two voluntary investment plans (VIP) that can help lower your

□ [continued on page 2](#)



Nominate for Crimson Spirit!

[Find more info on the HRS website.](#)



Paydays

Thursday, Feb. 10
Friday, Feb. 25





LEARNING OPPORTUNITIES

Upcoming Instructor Led Courses

You may be required to log in with your WSU network ID and password.

- [Building a Community of Respect](#)
- [Building Coalitions Across Great Divides](#)
- [Conversations on Implicit Bias](#)
- [Corrective Action and Discipline Process](#)
- [Effective Communications Part 1](#)
- [Effective Communications Part 2](#)
- [Equal Opportunity Issues for Supervisors](#)
- [International Cultures and Teams](#)
- [Employee Assistance Program: Navigating Change](#)
- [Employee Assistance Program: Leading Change](#)

Featured Online Course



[Developing Character for Decisiveness](#)

This course examines steps in the decision-making process, followed by an introduction to the character traits that will help employees build confidence and make better decisions. The course also examines what to do after a decision has been made: putting your work into action. And it shows how 'taking action' isn't always the end goal; sometimes the best decision is to take no action at all.

Featured Online Book



[The Decision Book: Fifty Models for Strategic Thinking, Revised Edition](#)

This audio edition will teach you how to improve your understanding of the dilemmas you face and how to make better decisions every day.

Find new courses and more learning opportunities for Spring on the [Featured Learning Opportunities](#) page.

Benefits

□ [continued from page 1](#)

taxable income and save for the future.

WSURP participants: Are you contributing all you can?

Are you a WSURP participant over the age of 50? Did you know you can choose to contribute at an increased rate of 10% and that WSU will match this increase in full? Your current contribution rate can be verified in Workday under Benefits. If you have not yet elected to contribute at the 10% rate and wish to do so, please complete the applicable

age 50 WSURP Optional Enrollment benefits change event in Workday.

Interested in lowering your taxable income or saving more for your future?

Did you know WSU offers two voluntary investment plans that can help lower your taxable income now, as well as help you save for the future? Information on the DRS Deferred Compensation Plan and TIAA Voluntary Investment Plan, as well as details on how to enroll, can be found at the [HRS VIP page](#). You can contribute as little as \$15 a pay period, pre- or post-tax, up to a possible 2022 annual maximum of \$20,500 for those under 50, and

\$27,000 for those 50 and older.

PERS, TRS and LEOFF participant?

Don't miss the latest [DRS newsletter](#) for up-to-date information about your retirement plan. ■



Annual Reviews

□ continued from page 1

probationary employees or permanent employees serving trial service or transition review periods before they attain permanent status in their positions; and (b) permanent employees at least once annually prior to each employee's scheduled Periodic Increment Date (PID). See [WAC 357-28-050](#) and [-056](#) for information about the PID.

Employees covered by collective bargaining agreements, please refer to the [applicable agreements](#) for information regarding performance evaluations.

Faculty

Faculty are reviewed annually in accordance with policies and regulations in the [Faculty Manual](#).

Questions? Contact HRS at 509-335-4521 or hrs@wsu.edu. ■



COVID Updates

□ continued from page 1

case counts were anticipated, they can still be concerning. WSU is monitoring multiple data points, including transmission patterns, local hospitalization rates, and the context of each case. These data points will guide our decision-making if we need to make any operational adjustments. If high rates of absences impact our ability to provide in-person services or course delivery, we may implement short-term changes.

- If you have cold or flu-like symptoms, stay home and follow WSU's isolation guidance
- If you are boosted or recently vaccinated and come into close contact with someone who is confirmed to have COVID-19, you may continue going to class/work provided you remain asymptomatic



- If you have not received your booster and are not recently vaccinated and come into close contact with someone who is confirmed to have COVID-19, you may continue going to class/work provided you remain asymptomatic. Please wear a mask for 10 days when around others. If you tested positive for COVID-19 in the previous 90 days and come into close contact with someone who is confirmed to have COVID-19, you may continue going to class/work provided you remain asymptomatic. Please wear a mask for 10 days when around others. High quality masks (surgical/procedure mask, KN95, KF94 or equivalent) are strongly recommended.

Community testing: Please visit the Washington DOH testing website for more information. ■

Energy & Comfort @ WSU

□ continued from page 1

ter for French Administration, Lighty Student Services, and Smith Center building occupants to ensure your space heaters are meeting the policy requirements in SPPM 8.50 Space Heaters. Be sure to catch up on winter weather comfort and energy tips, plus

the preliminary smart strips study findings! If you have questions or would like to participate in a raffle to win a replacement space heater, please contact Shelby Ruiz (Project Manager, Integrated Design + Construction Laboratory, Program Coordinator, Energy and Comfort at WSU Campaign). ■

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