



HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



Employee Assistance Program Resources

What is the Employee Assistance Program? Learn all about what the EAP offers by watching our [Orientation webinar](#). A variety of other EAP webinars are available:

- [Transitioning into the New Work Life: Creating Psychological Safety in Work Teams](#) (for supervisors, managers, HR, and anyone in leadership).
- Seasonal Affective Disorder or SAD typically begins in late fall and early winter. Learn more about winter 2021-22 by reading the [November/December Employee newsletter](#).

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WINTER WEATHER

Be Safe on Ice and Snow: Walk like a penguin!

Winter weather is here. Help to stay safe walking on ice and snow by using care and walking like a penguin:

□ [continued on page 3](#)

BENEFITS

Changes Relected on the January 2022 Paycheck

New Insurance Rates and LTC Tax Will be Reflected on the January 10, 2022 Paycheck. With the start of a new insurance plan year, premium rates have changed for most medical plans and supplemental Life

□ [continued on page 2](#)

WA Minimum Wage Increase

The state of Washington minimum wage increased from

□ [continued on page 3](#)

WA Long Term Care Tax

The LTC tax will also be collected beginning January 1, 2022, except for those who submitted approved exemptions.

□ [continued on page 2](#)

Inclement Weather

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



Nominate for Crimson Spirit!

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



Paydays

Monday, Jan. 10
Tuesday, Jan. 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](#)
- [Conversations on Implicit Bias](#)
- [Electronic Forms System Training](#)
- [Employee Assistance Program: Strategies for Stress Management](#)
- [Equal Opportunity Issues for Supervisors](#)
- [LGBTQ+ Ally Training](#)
- [Purchasing Card: New Cardholders Training](#)
- [Research Administration Series: Introduction and Update](#)
- [UndocAlly Training](#)
- [Workday Reporting for Pls](#)

Featured Online Course

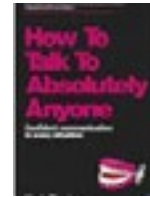


[Communicating with Impact](#)

Working on your interpersonal communication skills is one of the

best ways you can contribute to a better work environment and stronger workplace relationships. By improving your ability to communicate with others, both verbally and non-verbally, you'll do your part to keep morale up and misunderstandings down. This learning path highlights the many facets of interpersonal communication.

Featured Online Book



[How To Talk To Absolutely Anyone: Confidential Communication in Every Situation](#)

All the tools you need to help you talk, listen, and build rapport with absolutely anyone are here. Start communicating more confidently today and increase your chances of getting the outcomes you're looking for, more often.

Benefits

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insurance. The LTC tax will also be collected beginning January 1, 2022, except for those who submitted approved exemptions to Payroll by December 31, 2021. For more info on these benefits and premium rates, visit the [HRS Benefits site](#).

Default Enrollment into the 60% LTD Plan also began on January 1 for those who did not choose to reduce or decline during Open Enrollment. You may change this at any time moving forward through the Benefits Application, Change Employee Paid LTD at any time.

PERS 3 Transfer Window—January 2022

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.benefits@wsu.edu.

Maximum Voluntary Retirement Plan Contribution Rates, Jan. 2022

Maximum voluntary retirement plan contribution rates have changed in

2022 to \$20,500, with those over 50 being able to contribute an additional \$6,500.

Join a Pre-Retirement Seminar

Are you thinking of retiring in 2022? If so, consider attending a Pre-Retirement Seminar! These are held monthly and are hosted virtually via Zoom. See the schedule and learn more on the HRS [retirement information page](#). ■



Walking in Winter Weather

□ continued from [page 1](#)

- 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 by wearing boots or shoes with traction.

Text adapted from an Ohio State University safety brief. ■

Employee Assistance Program

□ continued from [page 1](#)

- The November/December Supervisor newsletter calls attention to domestic/intimate partner violence and the workplace. See [statistics](#) about the prevalence and impact of domestic violence plus guides and resources.

Visit the HRS [Employee Assistance Program page](#) to access additional information, resources and contact information. ■

Washington Minimum Wage Increase

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\$13.69 to \$14.49 per hour on January 1, 2022. This change will impact student and non-student hourly employees and civil service employees on salary range 30, step A.

Effective January 1, 2022, employees with a pay rate below minimum wage will be automatically increased to \$14.49 per hour. Departments do not need to take action for the minimum wage increase. If other salary changes are needed, departments should process those actions in accordance with University policies.

The [Temporary Employment and Student Employment Classification/Compensation Plans](#) are available on the HRS website.

Effective January 1, 2022, salary range 30, step A will no longer be used -- the minimum step for salary range 30 will be step B. All civil service employees at salary range 30, step A will automatically be moved to step B. Written notification will be distributed in mid-January. There are no other changes to the civil service salary schedule.



Information on [civil service salary schedules](#) is available on the HRS website.

Seattle and the City of SeaTac have minimum wage rates higher than the state minimum.

For employees working in Seattle and the City of SeaTac, the local minimum wage rate applies as long as it remains higher than the state minimum. Departments that have employees physically working in these cities must ensure they are paid in accordance with the city minimum wage ordinance. Departments must monitor employee work location to ensure the pay rate is correct and make necessary adjustments.

Information regarding minimum wage can be found on the [HRS website](#). ■

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