Welcome to Washington State University!

Acknowledgement of America’s First Peoples

Washington State University acknowledges that its locations statewide are on the homelands of Native peoples, who have lived in this region from time immemorial. Currently, there are 43 tribes, 36 of which are federally recognized, that share traditional homelands and waterways in what is now Washington state. Some of these are confederacies that represent multiple tribes and bands. The University expresses its deepest respect for and gratitude to these original caretakers of the region. As an academic community, we acknowledge our responsibility to establish and maintain relationships with these tribes and Native peoples, in support of tribal sovereignty and the inclusion of their voices in teaching, research, and programming. We also pledge that these relationships will consist of mutual trust, respect, and reciprocity.

Congratulations!

• Faculty
• Administrative Professional
• Civil Service
• Bargaining Unit
Humble Beginnings

1862
Justin Morrill enacted the Morrill Act that allowed a creation of the land-grant institution.

1890
Washington State Agricultural College and School of Science was formed. It took two years to add buildings and staff.

1897
1887 marked the year of our very first graduating class; it was a class of 7, pictured here with members of the faculty.

1905
Name changes to Washington State College.

1917
Five colleges and four schools were created; this was key to the eventual designation as a University.

Evolution and Growth

1959
Name changes to Washington State University.

1970
Washington State University quadruples in size to 42,000 students with an influx of students from the Baby Boomer generation.

1972
Martin Stadium Opens.

1989
System expansion to include extension branches and campuses—Vancouver, Spokane, Tri-Cities, and Everett. This expansion allowed WSU to reach every county in the state.

2022
305 Bachelor’s degrees, 95 master’s degrees and 65 doctoral programs.

Colors, Mascots & Names!

1890
Crimson & Gray

1919
Cougars

1927
Our first real cougar?

1959
Butch

1959
Washington State University
With over 60 locations statewide and a Global campus, we strive to reach every corner! We are one university, one Cougar Nation!

**WSU’s Current Profile**

- **60 Locations**
- **30,000 Students**
- **2,600 Faculty**
- **4,200 Employees**

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**WSU Vancouver**

- 1989 - the Washington State Legislature formally established WSU Vancouver.
- 1991 - The Salmon Creek site was purchased as the permanent home for WSU Vancouver.
- 1997 - The first commencement at the Salmon Creek site was held outdoors on campus.
- 2004 - The School of Engineering and Computer Science became WSU Vancouver's first independently accredited school.
- 2004-2005 - The Carson College of Business Center for Student Success opened and WSU Vancouver celebrated its 20th anniversary.
- 2018 - Commencement was livestreamed for the first time.
- 2019 - A rare corpse flower housed at WSU/Vancouver bloomed for its first time.
- 2020-2022 - WSU Vancouver strategically planned and executed during the Covid Pandemic and is now focused on bringing students and faculty back to the community.
WSU Tri-Cities

- 1946 – Founded as a partnership between WSU, UW, and Oregon State University and known as General Atomic Energy Commission.
- 1958 – Became the Joint Center for Graduate Studies and the land we are currently on was donated by the Atomic Energy Commission.
- 1989 – WSU Tri-Cities was officially established as a WSU campus to focus on the land grant mission of directly supporting and educating our regional community and beyond.
- 2012 – WSU’s 1941 – Founded.
- 1946 – Founded.
- 1996 – Phase 1.
- 2008 – First.
- 2009 – College.
- 2008 – First.
- 2009 – College.
- 2003 – WSU Board of Regents designate WSU Spokane the University’s Health Sciences campus.
- 2003 – Pharmaceutical and Biomedical Sciences building opens. WSU part of consortium to create Teaching Health Center on Campus.
- 2000 – Spokane Teaching Health Clinic opens on Campus.

WSU Spokane

- 1989 – Governor signs legislation creating WSU Spokane.
- 1990 – First WSU Spokane Commission.
- 1996 – Phase One Classroom Building is dedicated, first new building on campus.
- 2001 – Jensen-Bryd Building is acquired.
- 2003 – Health Science Building opens. College of Pharmacy moves the clinical education from Pullman to Spokane.
- 2004 – Academic Center building opens. Sleep research laboratory opens.
- 2008 – First-year medical degree education added to Spokane campus through University of Washington.
- 2009 – College of Nursing building dedicated and College moves to campus from Flat George Wright Drive.
- 2010 – WSU Board of Regents designate WSU Spokane the University’s Health Sciences campus.
- 2010 – Pharmaceutical and Biomedical Sciences building opens. WSU part of consortium to create Teaching Health Center on Campus.
- 2010 – Spokane Teaching Health Clinic opens on Campus.

WSU Everett

- 1944 – The primary source of higher education in the county was Everett Community College, serving over 19,000 students annually.
- 2002 – WSU Snohomish County began offering classes for a Mechanical Engineering degree through the Everett University Center.
- 2005 – Distinguished North Puget Sound broke ground on WSU Everett, across the street from the Everett University Center.
- 2017 – The newest of our campus system, Everett opened in June 2017. It enrolled a record 6,000 students for its Fall 2017 semester.
- Today – Programs - WSU Everett strengthens unique, innovative link to higher education. All programs options are designed specifically for transfer students. From engineering to organic and sustainable agriculture, data analytics, cybersecurity, business, and strategic communication, our programs are built to empower career-ready, citizen-ready graduates who will continue our community’s growth.
WSU Global

- 1992 - WSU offers distance degree completion programs.
- 1997 - WSU offers first online course.
- 2006 - WSU Distance Degree Programs goes fully online.
- 2010 - WSU accepts online freshmen.
- 2012 - Global Campus becomes WSU’s fifth campus.
- Present - WSU Global Campus is a national leader in online learning offering 21 undergraduate degrees and 13 graduate degrees.

Washington State University Leadership

WSU Leadership Collaborative

Kirk Schulz
11th President

- WSU Strategic Plan
- Core Values and broad mission of Washington State University

Office of the President-French Admin, Room 422
Washington State University
Strategic Plan, Core Missions & Values

WSU Strategic Plan

Washington State University will be recognized as one of the nation's top 25 public research universities, preeminent in research and discovery, teaching, and engagement by 2030.

Kirk Schulz - 11th President

Core Missions

Education
To help students become more informed, aware, engaged, and creative.

Scholarly
Through betterment of human existence through the uncovering of new information, problem solving, and creative expression of the human experience.

Outreach
By serving Washingtonians by sharing expertise and helping residents integrate that knowledge into daily lives.

WSU is focused on 3 core missions:
Core Values

- Land grant ideals
- Community – representing a "Cougar" spirit
- Integrity, trust, and respect
- Equity, diversity, inclusion, and belonging
- Global citizenship
- Freedom of expression
- Wellbeing

Part II – Getting Started

Getting Started

- WSU Employee Information
- WSU Modernization
- WSU Employee Leave
Employee Information

Washington State University

Employee Handbooks

Faculty
Faculty Manual and Provost's Office

Civil Service
Washington Administrative Code (WAC) 357

Administrative Professional
Administrative Professional Manual

Bargaining Unit
Appropriate Collective Bargaining Agreement

Network ID (NID)

Your Network ID (or NID) is your point of access to WSU's computing and network services.
Cougar Card

- Official University ID
- Building Access
- Library card
- Pullman/Spokane bus pass
- Discount at the Bookie
- Cougar CASH
- Payroll Deductible
- CougarCard Maxx
- WSU ID Number

Payroll Information

At WSU, we are on a SEMI-monthly lagged payroll leave period

<table>
<thead>
<tr>
<th>Work on 1st–15th</th>
<th>Work on 16th-end of month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid on 25th of closest business day of the current month</td>
<td>Paid on the 10th or closest business day of the following month</td>
</tr>
</tbody>
</table>

Payroll Services Office–French Admin, Room 236
Payroll Information

Contact your immediate supervisor

or

Payroll Services:

payroll@wsu.edu

Modernization

Washington State University

Modernization Update

WSU has replaced our mainframe system, AIS, with Workday, which has transformed our administrative processes which supports WSU in achieving its core mission and the Drive to 25.

Benefits include:

• real-time reporting,
• standardized and streamlined business processes and;
• minimizing the administrative work for the University community.
Getting Started

Go to Modernization site for overview and to locate resources

Training Resources will be listed in the Quick Links menu on the left side of main Modernization page

My Apps Dashboard

Navigate to: login.wsu.edu info

WSU Modernization Initiative

Workday Training Resources
Recordings & Course Materials
Knowledge Base
Service Desk
Employee Leave

Washington State University

Annual Leave

Faculty* and Administrative Professionals

- Full-time earn 16.67 hours per month
- Maximum accrual: 352 hours
- *Faculty appointments must be 12 month appointments

Annual Leave

Civil Service and Bargaining Unit

- Full-time earn 9.33 hours per month first year (progressively increasing)
- Maximum accrual: 240 hours (original hire date)
Sick Leave

Full-time employees earn 8.00 hours per month
No maximum accrual

Medical Leave & Accommodations

See HRS Disability Services website for information including policies, processes and employee rights regarding:
• Family & Medical Leave Act
• Reasonable Accommodation and;
• other medical leave provisions

University Holidays

Pay STATUS vs. LWOP

FACULTY & AP
Any part of work shift prior to holiday

CIVIL SERVICE
Full work shift prior to holiday

BARGAINING UNIT
Check Collective Bargaining Agreement

WSU observes 11 paid holidays each year
University Holidays

Personal Holiday

FACULTY & AP
Immediately available for use

CIVIL SERVICE
Immediately available for use

BARGAINING UNIT
Immediately available for use

| July 1–June 30 | Jan 1–Dec 31 | Jan 1–Dec 31 |

December Holiday Reduced Operations

WSU will close all non-essential business operations and associated buildings at all locations during the period covering December Holiday Reduced Operations.

Plan ahead and work with your supervisor

Overtime Provisions

Are you eligible for overtime

- 1 1/2 times compensation for over 40 hrs.
- 30 min. meal period within 5 hrs.
- 15 min. rest period for every 4 hrs.

FLSA
FAIR LABOR STANDARDS ACT
Finding upcoming development opportunities:

• LOD home page: Featured Learning Opportunities
• Twitter
• Facebook
• WSU Insider
• HR Source Newsletter

Variety of learning opportunities

<table>
<thead>
<tr>
<th>Web-Based Courses</th>
<th>Live Courses</th>
<th>Aspire Journeys</th>
<th>Academic Courses</th>
</tr>
</thead>
</table>

Professional Development

• Directed Learning
  • Discrimination, Sexual Harassment and Sexual Misconduct Prevention
  • Ethics in Public Service
  • Hazing Prevention
  • Cyber Security

• Additional Courses
  • Safety
  • Procurement and Contracts
Professional Development

• Elective Learning
  • Release Time for Training Policy
  • 96 hours per fiscal year
• Paid release time during working hours

Washington State University
Employee Policies

University Policies
State Ethics Law

- Conflicts of Interest
- Special Privileges
- Gifts are Restricted
- Political Activities
- State Resources
- De Minimis—Infrequent, occasional use
- Ignorance is not a defense

Whistleblower Act

- Provides a safe avenue for state employees to report suspected improper governmental action
- Makes retaliation against whistleblowers (and witnesses participating in an investigation) unlawful, and authorizes remedies for occurrence
- Report issues at sao.wa.gov

Public Records Act

- We are each creating University Records in the daily course of doing our jobs
- These records may be requested by a member of the public

Documents | Physical
Email | Electronic
Notes | Etc.
Safe Environment Resources

- Safe environment resources
- WSU Police
- my.wsu.edu
- WSU Alert
- Update emergency contact info
- Environmental Health and Safety
- Department specific information
- Tobacco-free campus in Pullman, Spokane, Tri-Cities, Vancouver and Everett

COVID-19 Work Protocols

Visit the [WSU COVID-19 Employee Information webpage](http://www.wsu.edu) for more information.

Washington State University
Employee Resources
New Employee Resources

Human Resource Services
Office of the Provost
Office of Compliance & Civil Rights
Office of Internal Audit

Employee Assistance Program

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues.

- Up to three free visits per issue followed by community referrals
- Appointments are considered to be time worked
- Supervisory approval for appointment times is required
- Actual visits are confidential

Employee Assistance Program

The EAP can help with a wide range of issues including but not limited to:

- Depression
- Stress
- Anxiety
- Addictions
- Anger
- Marital or relationship issues
- Parenting issues
- Grief & loss
- Caregiving
- Eldercare
- Coping with change
- Workplace issues
- Self-improvement
Retirement Orientation

1:30 - 2:30
Faculty and Administrative Professionals

3:00 - 4:00
Civil Service and Bargaining Unit Employees

Thank you! Thank you!

Revised July 2022