



Welcome to Washington State University!

WSU

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.

WSU

Congratulations!

- Faculty
- Administrative Professional
- Civil Service
- Bargaining Unit





MODULES

- WSU History & Leadership
- Getting Started as an Employee
- Professional Development, Policies & Employee Resources



WSU History & Leadership

- WSU History
- WSU Campus System
- WSU Leadership
- Strategic Plan, Mission & Values

Washington State University

History



Humble Beginnings

WSU

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 1897 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

WSU

1959 Name changes to Washington State University.

1970 Washington State University quadruples in size to 14,000 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 101 Bachelor's degrees, 79 master's degrees and 65 doctoral programs.

Colors, Mascots & Names!

WSU

1900 • Crimson & Gray

1919 • Cougars

1927 • Our first real cougar!
• Butch

1959 • Washington State University

Washington State University Campus System



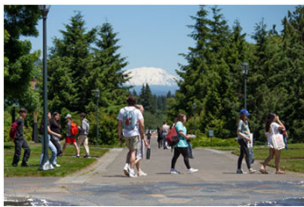
WSU

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



- WSU
- 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.
 - 2014-2015 - The Carson College of Business Center for Student Success opened and WSU Vancouver celebrated its 25th 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



WSU

- **1946** – Founded as a partnership between WSU, UW, and Oregon State University and known as General Electric School of Nuclear Engineering.
- **1968** 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 singularly established as a WSU campus to focus on the land-grant mission of directly supporting and educating our regional community and beyond.
- **2007** -Opened its doors for Freshman.
- Representing Hanford by telling the story thru the Hanford History Project and partnering for in-depth examinations of worker experience.
- Leading research in Viticulture and Enology (wine science) fields.
- Leading educational research on how to support our current and future youth inside and outside the classroom, and how to best support English language learners.

WSU Spokane



WSU

- **1989** –Governor signs legislation creating WSU Spokane.
- **1990** – First WSU Spokane Commencement.
- **1996** – Phase One Classroom Building is dedicated; first new building on campus.
- **2001** – Jensen-Byrd Building is acquired.
- **2002** – Health Science Building opens. College of Pharmacy moves the clinical education from Pullman to Spokane.
- **2006** – 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 Fort George Wright Drive.
- **2010** – WSU Board of Regents designate WSU Spokane the University's Health Sciences campus.
- **2013** – Pharmaceutical and Biomedical Sciences building opens. WSU part of consortium to create Teaching Health Center on Campus.
- **2017** –Spokane Teaching Health Clinic opens on Campus.

WSU Everett

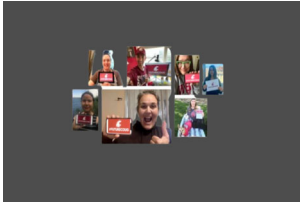


WSU

- **1941** – The primary source of higher education in the county was Everett community College, serving over 19,000 students annually.
- **2012** – WSU's Snohomish County began offering classes for a Mechanical Engineering degree through the Everett University Center.
- **2015** – Dignitaries in North Puget Sound broke ground on WSU Everett, across the street from the Everett Community College.
- **2017** – The newest of our campus system, Everett opened in June 2017. It enrolled a recorded 222 students for its Fall 2017 semester.
- **Today** – Programs - WSU Everett foreshadows a new, innovative era in higher education. All [degree options](#) we offer, dovetail with community and workforce needs and 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

WSU



- 1992 – WSU offers distance degree completion programs.
- 1997 – WSU offers first online course.
- 1998 – WSU creates distance student government (now ASWSU Global).
- 2006 – WSU Distance Degree Programs goes fully online.
- 2010 – WSU accepts online Freshman.
- 2012 – Global Campus becomes WSU's fifth campus.
- 2019 – Global Campus' first Chancellor is appointed.
- 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

WSU

Kirk Schulz

11th President

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



Office of the President–French Admin, Room 422

WSU Leadership Collaborative



Elizabeth Chilton
Provost & Executive Vice President
WSU Pullman Chancellor

Darryl DeWald
Vice President of Health Sciences
WSU Spokane Chancellor

Mel Netzhammer
WSU Vancouver Chancellor

WSU Leadership Collaborative



Paul Pitre
WSU Everett Chancellor

Sandra Haynes
WSU Tri-Cities Chancellor

David Cillay
Vice President for Academic
Outreach and Innovation
WSU Global Campus Chancellor

WSU Leadership Collaborative



Theresa Elliot - Cheslek
WSU Vice President and Chief
Human Resource Officer

WSU President and Chancellors
Leadership Collaborative
Mel Netzhammer, Paul Pitre,
David Cillay, WSU President Kirk Schulz,
Darryl DeWald, and Sandra Haynes

Washington State University Strategic Plan, Core Missions & Values



WSU Strategic Plan

WSU



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

WSU

Core Missions

**WSU is focused on
3 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 this daily lives.


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





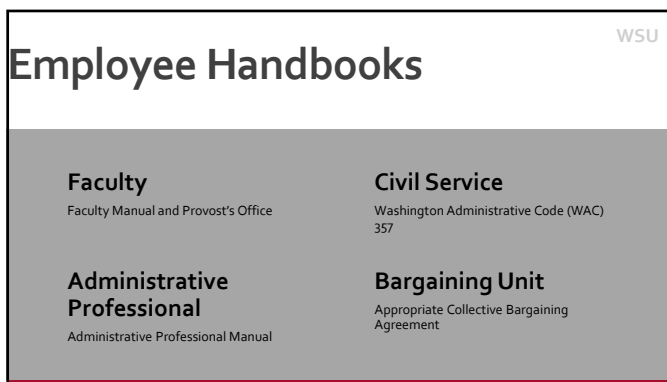
Part II – Getting Started

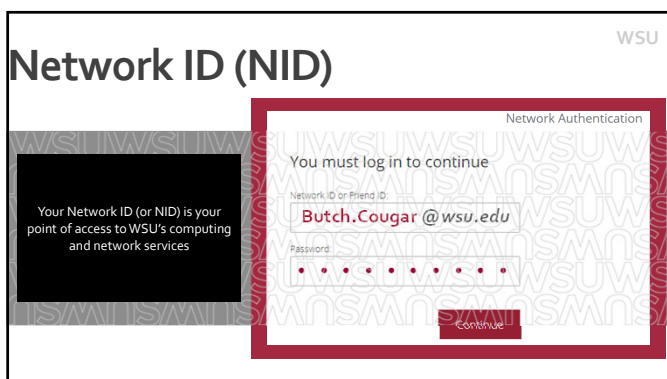



Getting Started

- WSU Employee Information
- WSU Modernization
- WSU Employee Leave









WSU

Cougar Card

Butch T. Cougar
MASCOT
99999999

Cougar Card Center-Compton Union Building

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

WSU


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

Work on 1 st –15 th	Work on 16 th –end of month
<i>Paid on 25th of closest business day of the current month</i>	<i>Paid on the 10th or closest business day of the following month</i>

Payroll Services Office–French Admin, Room 236

Payroll Information

- Pay Schedule
- Direct Deposit
- W-4 Employee Withholding
- Earning Statements
- Workday



WSU

Payroll Services Office–French Admin, Room 236

WSU

Payroll Information

Paycheck questions or concerns:
Paycheck questions or concerns

Contact your immediate supervisor

or

Payroll Services:
payroll@wsu.edu

Payroll Services Office—French Admin, Room 236

Washington State University

Modernization

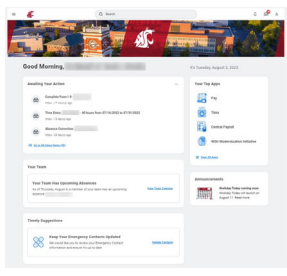


Modernization Update

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.



[illegible]

Washington State University Employee Leave



WSU



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)



WSU

Sick Leave



Full-time employees earn 8.00 hours per month

No maximum accrual

WSU

Medical Leave & Accommodations

WSU provides a variety of medical leaves and reasonable accommodations for employees who may need them

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

hrs.wsu.edu/Disability-Services

WSU

University Holidays

Pay STATUS vs. LWOP


		
FACULTY & AP	CIVIL SERVICE	BARGAINING UNIT
Any part of work shift prior to holiday	Full work shift prior to holiday	Check Collective Bargaining Agreement

WSU observes 11 paid holidays each year


University Holidays

WSU


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




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

WSU



Are you eligible for overtime

- 1 ½ times compensation for over 40 hrs.
- 30 min. meal period within 5 hrs.
- 15 min. rest period for every 4 hrs.



Part III – Professional Development Policies & Resources



Professional Development, Policies & Resources

- Professional Development & Training
- WSU Employee Policies
- WSU Employee Resources

Washington State University

Professional Development & Training



Professional Development

Finding upcoming development opportunities:

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

Professional Development

Variety of learning opportunities

Web-Based
Courses

Live
Courses

Aspire
Journeys

Academic
Courses

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

WSU

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




WSU


University Policies




Business Policies and Procedures



Safety Policies and Procedures



Educational Policies and Procedures



Executive Policies

Office of Procedures, Records and Forms

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



WSU



Office of Internal Audit—Info Tech Building, Room 2127

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

WSU

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.

Office of Public Records—Info Tech Building, Room 3033

WSU



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 for more information.

WSU

Washington State University

Employee Resources



New Employee Resources

WSU

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




WSU

Employee Assistance Program

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

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



Revised July 2022

