



# HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



## February is Black History Month

[Black History Month](#) is an annual celebration of achievements by African Americans and a time for recognizing their central role in U.S. history. Faculty and Staff can access the following video and book titles which highlight topics centered on racial equity and identity, racial injustice, and inspira-

tional stories of achievement:

Video: [MIT SMR: BRAVE Conversations About Race](#): Please join diversity and inclusion experts Enrica N. Ruggs and Derek R. Avery as they discuss the importance of explicitly talking about race in the workplace

[continued on page 4](#)

### NEWS

## Orientation to Employee Assistance Program

The Washington Employee Assistance Program offers a number of resources for employees and their family who may be experiencing symptoms of [racial trauma](#) in the wake of recent tragic

[continued on page 3](#)

### BENEFITS

## Retirement Reminders

**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

[continued on page 4](#)

## Employee Recognition Reception Event

The 2023 Employee Recognition Reception is scheduled to take place on Wednesday, February 22, 2023 from 2:30 – 4:00 p.m.

[continued on page 2](#)

## EAP On-demand Webinars

The EAP offers live webinars and on-demand webinars to promote workforce well-being.

[continued on page 2](#)



## Nominate for Crimson Spirit!

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



## Paydays

Friday, February 10  
Friday, February 24





## LEARNING OPPORTUNITIES

## WSU Required Training

New and current employees are required to complete a number of [required trainings](#) through the university's learning management system, [Skillsoft Percipio](#). Faculty and Staff can access their required trainings on the Compliance Platform:

- Select your name in the upper right hand corner of your home page
- Select "Compliance" from the drop down menu
- Required assignments are listed at the top of the compliance platform, optional are listed in alphabetical order underneath

The list of required trainings below are for all WSU employees. Depending on your position role and duties you may have additional required trainings. Your immediate supervisor will provide you with the information on any other required trainings for your role. You can find the list of required trainings and links to the corresponding policies on the [University Required Training](#) page on the Learning and Organizational Development website.

## Employee Assistance Program On-demand Webinars

The EAP offers live webinars and on-demand webinars to promote workforce well-being. The following are a few examples of webinars available. To access these and additional webinars, visit the [Department of Enterprise Services EAP](#) page:

**[Work/Life Resources Orientation](#):** How to log into the Work/Life Resources

**[Strategies for Stress Management](#):**

Explore what stress is, learn how our bodies respond to stress, identify ways to effectively manage stressful situations, provide information on resources and support available to you.

**[Emotional Intelligence](#):** Emotional intelligence describes the ability



website, accessing free legal consultation and financial counseling services, locating legal forms, webinars and other helpful online tools, accessing articles and information on a variety of topics including: parenting, wellness, communication, caregiving, career development, home buying, adoption, nutrition, mental health, etc.

to understand one's own feelings, and that of groups, and how these emotions can influence motivation and behavior.



## About the EAP

□ continued from page 1

events like the murder of Tyre Nichols and the Monterey Park mass shootings.

EAP Resource Guides that offer support and resources following [mass shootings](#), the [murders of Black men by police](#), and [more](#).

In honor of Black History Month and National Library Lovers Month, the February [Employee Newsletter](#) shares information about how libraries – like the EAP – connect people to assistance and resources, and support well-being and equity in their communities.

In the context of our state's efforts to work toward diverse, equitable, and inclusive workplaces, this

month's [Supervisor Newsletter](#) explores the topic of belonging and spotlights the approach of one organization's equity team to increasing belonging.

In February, the EAP Work/Life site features the topic of loneliness, offering tools and resources to help us recognize, understand and address our experience of loneliness and build connection. This month's on-demand seminar, "Tackling Loneliness", is available beginning Tuesday, February 21st. Access the Work/Life site by logging in with your Organization Code, WSU

The EAP also provides confidential counseling and referral services to WSU faculty, administrative professional, and classified staff. Employees can self-refer or may be directed to the EAP

by a supervisor or manager. Employees may use release time to utilize EAP services. EAP Orientations help employees understand:

- How to access EAP Services
- What EAP offers to employees
- Who is eligible to receive services
- Client confidentiality policy

Orientations are 30 minutes. Registration in advance is required. To register for an orientation visit the [Webinars page on the Department of Enterprise Services EAP page](#).

- Monday, Feb. 20, 2023 – 10 a.m.
- Friday, March 17, 2023 – 9 a.m.
- Tuesday, April 11, 2023, - 3:30 a.m.

An on-demand option is available for anytime viewing on the [EAP's YouTube channel](#). ■

## Employee Recognition

□ continued from page 1

Each year, the Employee Recognition Reception honors the University's staff and faculty for their service and exceptional efforts. The reception recognizes the contributions of approximately 950 WSU staff and faculty members who achieved length-of-service milestones or received Crimson Spirit awards during the 2022 calendar year. The 2023 Employee Recognition Reception is

scheduled to take place on Wednesday, February 22, 2023 from 2:30 – 4:00 p.m. [General registration is available through 2/10/2023](#). ■





## BENEFITS

□ [continued from page 1](#)

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 Voluntary Retirement page](#). You can contribute as little as \$15 a pay period, pre- or post-tax, up to a possible 2023 annual



maximum of \$22,500 for those under 50, and \$30,000 for those 50 and older. ■

## Black History Month

□ [continued from page 1](#)

and provide advice on how to begin productive conversations. They will discuss factors to consider when planning these conversations, such as audience, timing, and purpose, as well as how to structure, facilitate, and navigate a conversation about race.

Book: [Research Anthology on Racial Equity, Identity, and Privilege](#): Analyzes the impact that past racial inequality has on society today. This book discusses the barriers that were created throughout history and the ways to overcome them

and heal as a community.

Book: [Successful Black Entrepreneurs: Hidden Histories, Inspirational Stories, and Extraordinary Business Achievements](#): Learn about the successes of Black entrepreneurs through a collection of unique case studies. Successful Black Entrepreneurs is an insightful collection of Harvard Business School case studies about Black entrepreneurs succeeding in a variety of industries and through different routes, including start-ups, franchising, and acquisitions. The book also recognizes and celebrates Black entrepreneurial excellence, as it takes the reader through the

stages of entrepreneurship, including ideation, raising capital, growing the company, and taking it public.

Book: [A Letter to my White Friends and Colleagues](#): Learn how to address racial wealth disparity in the United States today. From the life, professional experiences, and research of former Harvard Business School professor Steven Rogers. This informative epistle investigates the causes of racial wealth disparity in the US and provides solutions for addressing it. ■

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