



Welcome to Washington State University!


WSU System Orientation

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





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



WSU

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

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.

WSU

Evolution and Growth

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.

2023

101 Bachelor's degrees, 79 master's degrees and 65 doctoral programs.

WSU

Colors, Mascots & Names!

1900

• Crimson & Gray

1919


• Cougars

1927

• Our first real cougar!
• Butch

Washington State University Campus System





- Campus (1)
- Research & Extension Centers (1)
- Research Units & Stations (1)
- Small Business Dev. Centers (1)
- County Extension Offices (1)

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.
- 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



- 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.

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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

WSU

WSU System Campus Chancellors






Elizabeth S. Chilton
Provost & Executive Vice President
Chancellor, WSU Pullman

Darryl DeWald
Vice President of Health Sciences
WSU Spokane Chancellor

Mel Netzhammer
WSU Vancouver Chancellor

WSU System Campus Chancellors



Dr. Paul Pitre
WSU Everett Chancellor

Dr. 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 deepen and expand its impact by building on the strengths of each campus and location for a stronger Washington state and global community.

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





WSU

Part II – Getting Started



Getting Started

- WSU Employee Information
- WSU Modernization/Workday
- WSU Employee Leave

Washington State University

Employee Information



WASHINGTON STATE
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Employee Handbooks

WSU

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)

WSU

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

Network Authentication


You must log in to continue

Network ID or Friend ID:
Butch.Cougar@wsu.edu

Password:
.....

Continue

WSU



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

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

Work on 1st–15th

Work on 16th–end of month


Paid on 25th of closest business day of the current month

Paid on the 10th or closest business day of the following month

Payroll Services Office–French Admin, Room 236

Payroll Information

- Pay Schedule
- Direct Deposit
- W-4 Employee Withholding
- Payslips
- Workday



WSU

Payroll Services Office–French Admin, Room 236

11

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Washington State University

Employee Leave

 WASHINGTON STATE UNIVERSITY

WSU
BEST IN THE WEST
ON FIGHT TO THE END!



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



WSU

Full-time employees earn 8.00 hours per month

No maximum accrual

Medical Leave & Accommodations

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


hrs.wsu.edu/Disability-Services

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

WSU

University Holidays

Personal Holiday

FACULTY & AP

Immediately available for use

July 1–June 30

CIVIL SERVICE

Immediately available for use

Jan 1–Dec 31

BARGAINING UNIT

*Immediately available for use

Jan 1–Dec 31

*Check CBA

WSU

Overtime Provisions

Are you eligible for overtime

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

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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 and Skillsoft Percipio
- Twitter
- Facebook
- LinkedIn
- HR Source Newsletter



Professional Development

WSU

Variety of learning opportunities

Web-Based Courses	Live Courses	Aspire Journeys	Academic Courses
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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

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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



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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



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

Office of Internal Audit-Info Tech Building, Room 2127

WSU

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

Office of Public Records-Info Tech Building, Room 3033

Documents	Physical
Email	Electronic
Notes	Etc.

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

Washington State University

Employee Resources



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New Employee Resources

WSU

Human Resource Services


Office of the Provost

Office of Compliance & Civil Rights

Office of Internal Audit



WSU



WASHINGTON STATE

Revised July 2022

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

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

Retirement Orientation

1:30-2:30
Faculty and Administrative Professionals

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





Thank you!

Revised July 2022
