

HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

UPCOMING TRAININGS

Whistleblower Act
3/10/15 9AM-10AM

State Ethics Law
3/10/15 10:15AM-11:45AM

Faculty Recruitment Basics
3/11/15 1:30PM-3PM

**Understanding the
University Budget**
3/26/15 7:30AM-9AM

MARCH PAYDAYS

Tuesday, March 10th

Wednesday, March 25th

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Attention PEBB Eligible Employees: Would you like to earn a \$125 Wellness Incentive?

Similar to last year, the Public Employees Benefit Board (PEBB) is offering a Wellness Incentive for those who choose to participate.

Completing the 2015 SmartHealth Incentive will result in participants of the Classic or Value plans receiving \$125 off their medical plan deductible in 2016. Those enrolled in a Consumer Directed Health Plan (CDHP) will receive a one-time \$125 deposit into their Health Savings Account (HSA).

PEBB-eligible WSU employees will have the chance to earn the 2016 Wellness Incentive by participating in SmartHealth2015, occurring between January 1 and June 30, 2015. Employees can take an online assessment and keep track of their wellness activities through an online secure portal. If you are enrolled in a PEBB medical plan, and not enrolled in Medicare, you are eligible to participate.

There are three easy steps to complete!

Step 1) Log in to www.smarthealth.hca.wa.gov to create your account. This website offers a wide variety of activities to keep you interested and motivated.

If you don't have internet access, you can still participate by calling the SmartHealth Customer Service Line at 1-855-750-8866 (Monday through

Friday, 7 a.m. to 7 p.m.).

Step 2) Take the quick SmartHealth Well-being Assessment. This will earn you 800 points, and is a required component to earn the incentive. (Bonus: if you complete your assessment before March 31, 2015, you will earn an extra 100 points!)

In order to have earned the 2015 incentive, completion of your individual medical plan's (i.e. Uniform, Group Health, or Kaiser) health assessment was required. For 2016, you simply need to participate in the assessment offered through SmartHealth.

Step 3) Participate in activities on the SmartHealth website which are of interest to you, several examples include: smoking cessation, physical exercise, or healthy eating. Through the portal, you will be able to track your progress to reach your personal wellness goals. Please check the website frequently, as new activities will be added throughout the year.

Reaching 2,000 points by June 30, 2015 will qualify you for the 2016 incentive of \$125!

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Disability Services—Here for You

The Disability Services unit is responsible for providing and overseeing a host of system wide disability and leave related programs and services including medical leave, long term disability claims, reasonable accommodation and workers' compensation.

Let Disability Services help you answer questions you may have such as:

- ⇒ My spouse is seriously ill and I need to be away from work for a few weeks to assist in their recovery. What do I need to do?
- ⇒ I am having a baby. What do I need to do to plan for my leave?
- ⇒ I heard about the shared leave program for employees who need to be away but are out of sick and annual leave. How does the program work? Am I eligible? How do I donate leave to my coworker who has requested shared leave?
- ⇒ I unexpectedly may have to be away from work for up to six months. What resources are available to me? Am I eligible for any wage replacement if I run out of paid leave?
- ⇒ I had surgery and now can work, but I have a limitation and I think I may have trouble performing all of my job duties. Now what? Is there work for me? If not, what then? What is the process for a reasonable accommodation?
- ⇒ I just got injured on the job. What do I do next?

The Disability Services team can be contacted at 509-335-4521.



Becoming a new employee of WSU, or hiring new employees, is an exciting and busy time. When going through the hiring process, new hire orientations, and meeting the new staff, it is crucial to get the Form I-9 processed on time and correctly. But what exactly is the Form I-9?

The Immigration Reform and Control Act (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986 by requiring employers to complete I-9 Employment Eligibility forms for all new hires. The Form I-9 helps employers to verify individuals who are authorized to work in the United States. Washington State University has adopted a paperless, web-based system for completing

I-9 INFORMATION

an electronic form I-9 that meets all federal government requirements.

The hiring department and employee are responsible to ensure that the Form I-9 is completed on time to remain in federal compliance. Employees must complete section 1 of the Form I-9 at the time of hire – section 1 of the form must be completed on or before the first day of employment. Please note, the I-9 may be completed early but only after the official offer of employment has been made and accepted. Section 2 of the Form I-9 must be fully complete within 3 business days of the employee's first day of employment.

Employers should provide new employees with the List of Acceptable Documents prior to the first day of work. This will provide time for the employee to gather the necessary documents to complete section 2 of the Form I-9 on time. Please note that the acceptable documents must be unexpired originals. We cannot accept copies of documents or expired

documents for Form I-9 purposes.

Employers are not allowed to instruct employees on which documents to bring in to complete the form. By providing the List of Acceptable Documents, the employee has the flexibility to select which documents to bring in to complete the Form I-9.

Employees must either provide a List A document or a List B and List C document to complete the form.

It is up to both the employee and the hiring department to complete the Form I-9 correctly and timely. Failure to do so could result in falling out of federal compliance.

All questions regarding Form I-9 and how to properly complete the process, should be directed to Human Resource Services.

Information regarding the Form I-9, including the List of Acceptable Documents and the I-9 training information, can be found on the HRS website, under the "Electronic I-9 System (Lookout Services)": <http://hrs.wsu.edu/Access%20to%20HR%20Systems>.

New Online Training System!

This upgraded version will provide you with an entirely new experience that is user-friendly, intuitive, and mobile ready.

Login to your personal training page at www.hrs.wsu.edu/skillsoft to check out all of our new features. To learn more about the site take a virtual tour under the "Quick Links" tab.

A few of the upgraded features includes:

- Engaging learner experience with immediate access to featured learning assets
- Fully accessible on your mobile device
- Robust "Search and Browse" capabilities for discovery of relevant content
- Blended learning plans that include online books, courses, and Instructor Led Training

For any questions or concerns please contact HRS Training & Development at: hrstraining@wsu.edu.

PERFORMANCE REVIEWS

This is the time of year when many annual review meetings occur. Faculty and Administrative Professional reviews are based on the calendar year while Civil Service reviews are typically based on the Periodic Increment Date. Bargaining Unit employees should refer to their collective bargaining agreement. The annual review is intended to be a tool documenting an employee's strengths and areas needing improvement as well as communicate organizational goals and objectives. Below are tips for supervisors and employees in preparing for and participating in the performance review meeting:

Preparing for the meeting:

Employees

- Review your job description and your performance goals from the review period
- Reflect upon your performance for the review period and consider your accomplishments, goals and areas for improvement. If you are an AP employee, you will be asked to provide your goals and accomplishments to your supervisor before they prepare your review.

Remember to:

- Be as objective, honest, and realistic as possible.
- Compare your performance to the

expectations, standards, and objectives that were set.

- Consider your overall career goals and objectives. Now is a good time to talk to your supervisor about professional development opportunities and your career goals.

Supervisors

- Prepare a thoughtful performance review that accurately reflects the employee's performance.
- Prepare for the review meeting and be ready to discuss their performance.
- Ensure that you have sufficient time allotted to meet with the employee without distraction.

Conducting the review meeting:

Employees

- Engage in discussion about your performance.
- Be honest about discussing your successes and areas for improvement.
- Work together with your supervisor to discuss resolving any problems that exist.
- Discuss your goals for the upcoming review period.

Supervisors

- Welcome the employee.
- Compare the actual specific performance results and behaviors to the

expectations.

- Ask the employee for ideas about how to resolve any problems that may exist.
- Emphasize strengths, as well as areas that need improvement. Be honest and be prepared to discuss these areas.
- Set goals, expectations, and objectives together for the next performance period and discuss development/training plans with the employee.

Closing and follow-up

- Both the supervisor, second level supervisor and the employee sign the review. Signing the review does not mean the employee agrees with the review; it means that the review has been shared with the employee. The employee may provide a written response to attach to the review.
- Provide the employee with a copy of the review, and send the original to HRS for the employee's personnel file.
- The supervisor and the employee should exchange ongoing feedback about performance goals and standards throughout the year.

Refer to [BPPM 60.55 - Performance Management Evaluations](#) for additional information.



Smart Health continued..

Use your smart phone for easy and up-to-date tracking of your activities, as it, and other tracking devices sync to the portal. All information will be kept confidential. If interested, spouses or registered domestic partners can participate too, however, only the subscriber will earn the incentive.

For more information, please visit <http://hrs.wsu.edu/WellnessIncentive>.

What is Labor Relations?

Human Resource Services – Labor Relations provides advice, guidance and direction to employees, supervisors and administrators on a wide range of Labor Relations and collective bargaining matters. The Labor Relations unit manages the relationship between the University and its organized bargaining units and associated unions.

Labor Relations is responsible for managing:

- ◇ Employee, supervisor and administrator labor relations questions
- ◇ Addressing union organizing and employee representation matters
- ◇ Contract/policy and procedure consultation, interpretation and administration

- ◇ Collective bargaining
- ◇ Grievance administration, investigation, mediation and arbitration
- ◇ Labor/Management relations and meetings
- ◇ Labor/Management informal conflict resolution
- ◇ Management and administrator training
- ◇ Union requests for information

For questions regarding Labor Relations here at WSU check out our website at <http://hrs.wsu.edu/LR+home>