



Washington State University

2023-24 Departmental Annual Reminders

This document is intended to be a resource for department administrators and is not intended to be an all-inclusive list. WSU policies and procedures are available on the [Office of Procedures, Records and Forms website](#). Please share this information within your campus, college, area and departments/units as appropriate.

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ALL EMPLOYEE INFORMATION

APPROPRIATE USE OF AND REPORTING LEAVE

Administrators and employees are responsible for the appropriate use and reporting time worked/leave/time off.

Overtime Eligible employees should enter their time worked and any leave taken in Workday. Time entry should be submitted and approved, at minimum, each pay period (pay periods end on the 15th and the last day of the month). Employees should consult with their supervisor regarding expectations for time submission deadlines.

- By submitting time for approval, the employee is certifying the hours submitted have been worked and are accurate.

The Time Approver/Manager is responsible for validating and approving that all hours submitted have been worked, all leave/time off has been accounted for, and all activity is appropriate.

Enter and Correct Time instructions are [here](#).

Overtime Ineligible employees do not enter hours worked, but must record all leave/time off taken. When leave/time off is taken, the employee must record the leave/time off used and submit to their Time Approver/Manager.

- By submitting time off for approval, the employee is certifying the remaining hours not submitted have been worked and are accurate.

The Time Approver/Manager is responsible for validating and approving that all leave/time off submitted is accurate, ensuring all leave/time off taken has been recorded, and all leave/time off accounting activity is appropriate.

Employee Request and Correct Time Off instructions are [here](#)

Employee Request a Leave of Absence here instructions are [here](#) (Time off when on a Leave of Absence)

Workday Service Desk including the Knowledge Base is [here](#).

Current Workday Payroll Document Schedule is [here](#).

Review the July 12, 2018 Office of the Washington State Auditor [Report No. 1021766 - Whistleblower case No. 18-018](#)). The subject of the investigation was releasing employees early, without requiring use of leave.

The result of the investigation was a finding of reasonable cause that an improper governmental action occurred.

SAFETY

WSU is committed to preventing campus violence and ensuring a safe and healthy environment for all Faculty, staff, students, and/or visitors. [SPPM 2.16 - Safety Orientation](#) provides a [Safety Orientation Checklist](#) for all

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employees. Departments are required to facilitate Safety Orientation per the Departmental Orientation Checklist Guideline on an employee's first working day. Further information is available on the [HRS Safe Environment website](#).

EMPLOYEE AND STUDENT CONCERNS

The [Quick Reference Guide for Workplace Concerns](#) is intended to assist with identifying the primary office responsible for concerns by student or employee type.

MEDICAL DOCUMENTATION

It is important to remember medical documentation is **not** to be retained at the department level. All current and past medical documentation is to be sent directly to HRS Disability Services. Guide employees to provide their medical documentation directly to HRS and not to provide to department to send to HRS.

Medical leave and reasonable accommodation due to medical needs/limitations:

HRS would like to remind the University community that management and employees should work with HRS in the following scenarios:

- When an employee needs to take time away from work due to their own medical condition/treatment or that of a family or household member.
- When an employee expresses they may be having difficulties performing their job or may need a workplace accommodation due to a medical condition. Departments/colleges should not provide informal accommodations without first discussing the situation with the appropriate HRS personnel.
- In the event the individual may have a life-threatening diagnosis or may be reaching a point where their situation may result in the end of employment, HRS Benefits should be informed as well to ensure the employee is aware of benefit and retirement options they may wish to pursue to facilitate the greatest benefit options for themselves and their survivors.

Additional resources are available on the HRS [Disability Services](#) webpage.

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ANNUAL REVIEW PROCESS

Faculty reviews are completed in accordance with the Faculty Manual. Administrative professional and civil service employees are to be reviewed each year. Completed reviews are to be sent to HRS to be retained in the employee's official personnel file in accordance with the [University Records - Retention and Disposition](#) schedule.

Refer to [BPPM 60.55 – Performance Management Evaluations](#).

For Civil Service employees, the review period is based on:

- Completed prior to completion date for the employee's trial service, probation, or transition review period;
- and/or
- Completed at least annually prior to the employee's Periodic Increment Date (PID). Example: If the employee's PID date is January 1, the review period for which the employee is evaluated is the prior January through December.

NOTE: An alternative ending date for the review period may be used if mutually agreed upon by the supervisor and employee and documented in writing.

For Union Represented employees, refer to the appropriate collective bargaining agreement on the HRS [Labor Relations webpage](#).

LEARNING AND ORGANIZATIONAL DEVELOPMENT

Area/College/Campus Learning Administrators

Do you have any necessary changes to your area/college/campus learning administrators? The current list can be found [here](#). Please remember to keep your area records up to date to ensure you retain access to the array of reporting and other tools.

WSU offers a variety of learning opportunities, including Instructor-led Training presented by subject matter experts and on demand Washington State University courses. Washington State University's Percipio platform contains access to coursework, audiobooks, books, and videos. Not sure where to begin? Percipio offers over 250 [skills benchmarks](#) for common business topics. These benchmarks allow you to test your current skill level; you will receive customized recommendations for you based on your unique learning needs.

Washington State University has [required one-time and annual trainings](#) which can all be accessed in Percipio. Please encourage staff to complete these trainings.

Learning and Organization Development offers annual programming for [staff mentorship](#) and facilitated [leadership development](#) programs for professionals seeking to advance their critical soft skills. Encourage staff to participate in learning events and utilize the resources available through the Human Resource Services [Learning and Organizational Development](#) platform and programs.

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WSU is committed to being an institution that demonstrates trust and respect for all persons and cultivates individual and institutional integrity in all that we do. To this end, the resources below are intended

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Information regarding this training is available at the [Discrimination, Sexual Harassment, and Sexual Misconduct Prevention](#) webpage.

PUBLIC RECORDS

WSU records are presumed to be public and must be made available for inspection and copying upon request, unless an exemption applies. The WSU Public Records Office (PRO) is responsible for processing, tracking, and responding to all public records requests to the University. WSU employees should forward public records requests to the PRO immediately, and the PRO is required by law to respond within five business days.

When an employee receives a request from the PRO for records, the employee must respond promptly and provide all records within the scope of the request. The PRO, in consultation with the Attorney General's Office, will withhold or redact records in accordance with state law. Employees are not to withhold or redact records but may flag sensitive records or information for extra review.

For more information about WSU's Public Records program, please refer to [WAC 504-45](#), [BPPM 90.05](#) (Release of Public Records) and the Public Records Office [website](#).

ETHICS IN PUBLIC SERVICE

WSU strives to maintain the highest standards of ethics in public service. WSU employees must adhere to all applicable state and University ethics laws and policies. For a brief summary of applicable elements of the Washington State Ethics Law ([RCW 42.52](#)) and a cross-reference to related University policies and procedures please refer to EP 45 (University Ethics Policy)..

Responsibility for ethical compliance rests with the individual employee as well as any supervisors who allow employee action or inaction. It is imperative that as a state employee or officer that you are familiar with the principals of Washington state ethics laws and related University policies.

To protect employees and the University, and ensure overall compliance, all University are required to take ethics in public service training on an annual basis. See EP 45. The Ethics Compliance Advisor is available to provide guidance on interpretation and ensuring employees act within the constraints of the law and University policy in carrying out the duties of their respective positions.

For more information on Ethics, please refer to the [Ethics Compliance website](#).

PERSONAL USE OF UNIVERSITY RESOURCES

State officers and state employees are obligated to conserve and protect state resources for the benefit of the public interest rather than their private interests. Responsibility and accountability for the appropriate use of state resources ultimately rests with the individual state officer and state employee or with the state officer or state employee who authorizes such use. [EP 45](#) (University Ethics Policy)

A University employee may not use state resources under her or his official control, direction or custody for private benefit or gain of the employee or any other person.

The use of state resources related to the conduct of official business is permitted. The use of state resources for any purpose other than official state duties is governed by state law ([RCW](#)) [42.52](#), Ethics in Public Service; [Washington Administrative Code \(WAC\) 292-110-010](#), Use of State Resources. These laws provide for the

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personal use of state resources under limited circumstances. [EP 45](#) sets forth the guidelines for permissible, limited, and prohibited uses of state resources regardless of the type of state resource.

SERVICE DATES

Please take caution when viewing the “Anniversaries” application and/or notifications related to worker service dates within Workday. The length of service date noted for employees may not always be accurate. The [Service Date Reference Guide](#) provides useful definitions for employees regarding service dates in Workday. [Contact HRS](#) with specific questions.

It is also important to note, service dates and years of service at WSU may not match the years of service with an individual’s retirement plan, which is used to determine certain benefits and retirement eligibility criteria.

SEPARATION INFORMATION

Information for managers and employees on separation processes and resources, including the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of health benefits, may be found on the HRS [Outplacement Resources](#) page. Departments are to utilize the Departure Checklist referenced in [BPPM 60.74 – Employee Departure Procedures](#). Departments separate both permanent and temporary appointments to ensure WSU systems reflect the separated status.

EXIT SURVEY

WSU is committed to recruiting, developing, and retaining an outstanding, diverse, and fully engaged workforce. In order to assist us in measuring how well we are doing, separating Faculty and staff will receive an invitation to complete an [Exit Survey](#) in their Workday inbox. Survey responses are analyzed on an annual basis and used to evaluate our services and continue building the best possible work environment for our employees.

UNEMPLOYMENT CLAIMS

The department where a former employee was last employed may receive notices related to unemployment claims. Per [BPPM 60.79 - Unemployment Compensation Claims](#), ***departments are to immediately route any forms or letters relating to unemployment claims to HRS as some requests have short response deadlines. Do not complete unemployment claim forms. HRS completes any required forms and routes appropriate information back to the requesting agency.***

NEW EMPLOYEE INFORMATION

30 DAYS FOR NEW HIRES TO MAKE BENEFIT DECISIONS

New benefit-eligible Faculty, Administrative Professional, Civil Service/Classified Staff, and non-student temporary hourly employees who have met benefit eligibility criteria have 30 days to make many of their benefit decisions, including the selection of their medical/dental plans and retirement benefits. Eligible individuals will be notified in Workday of their eligibility status, and provided with benefit election screens. If employees do not receive the Workday notification by the end of their first week of employment, they should contact HRS-Benefits to ensure the notification and benefit elections are activated. New hires or newly eligible employees are encouraged to participate in the New Employee Orientation and New Employee Retirement Orientation. Health and retirement deductions are due from the initial effective date, and retroactive deductions will be collected once individuals have submitted the plan elections. Failure of the newly eligible person to submit their benefit

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elections within the 30-day period, including the election to waive coverage, will result in the employee being enrolled in default plans and subject to associated premiums and surcharges.

OFFER LETTERS

Workday generates offer letters for administrative professional and civil service employees. For Faculty, HRS recommends administrators use offer letter templates and the resources available on the [New Employee Onboarding Resources](#) webpage. Offer letters should include information about participating in the New Employee Orientation and New Employee Retirement Orientation. Verify benefits are not being offered to non-benefit eligible employees in offer letters. Visit the [Benefit Eligibility](#) webpage or contact HRS Benefits with any questions regarding benefits eligibility. Faculty offer letters are located on the [HRS Letters](#) webpage.

NEW EMPLOYEE ORIENTATION AND SAFETY CHECKLISTS

Department administrators are encouraged to have new employees participate in on demand [New Employee Orientation](#) and complete [Safety Orientation Checklist](#). It is encouraged that a designated time be identified during the first 31-days of employment to ensure the employee is able to participate in these orientations. This is especially applicable to over-time eligible employees who should attend these orientations during normal working hours.

FORM I-9

No later than the first day of employment, Section 1 of the Form I-9 must be completed by the employee per federal law and WSU policy. Within three business days of the date of employment/hire date, Section 2 must be completed by the employer. If Form I-9 is not completed in this time frame, an employee must not be allowed to work until Form I-9 is completed. Refer to [BPPM 60.04 - Employment Eligibility Verification - USCIS Form I-9](#) for more information.

MEETING CADENCE

Based on feedback from the [2022 Work-Life Balance Survey](#), Washington State University has incorporated **no standing meetings on Fridays** into standard practice.

The university also encourages all units and departments to start meetings at the top of the hour and ensure they last no longer than 45 minutes whenever possible. Doing so will help to alleviate concerns among employees about constant back-to-back meetings, particularly with the prevalent use of video meeting platforms such as Zoom. HRS is encouraging further changes — including avoiding sending emails, texts and messages to employees during off-hours and implementing no-camera or camera-optional meetings — in response to survey results.

SEASONAL REMINDERS

INCLEMENT WEATHER

Resources for information regarding personnel processes during times of inclement weather and/or periods of suspended operations are available via the [Inclement Weather webpage](#).

Please review the relevant Business Policies and Procedures (BPPM) (BPPMs [50.40](#), [60.40](#), [60.56](#), and [60.57](#)) and plan and prepare for how your campus, area or department will address inclement weather and suspended operations.

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Additional inclement weather resources:

WSU ALERTS

- [Pullman Alerts](#)
- [Spokane Alerts](#)
- [Vancouver Alerts](#)
- [Tri-Cities Alerts](#)
- [Everett Alerts](#)

WILDFIRE AND AIR QUALITY

In the event there are wildfires affecting the air quality near you, please confirm you are signed up to receive WSU Alerts and review/save these specific resources for reference.

- [Employee Resources | Wildfire and Air Quality](#)
- [WSU Office of Environmental Health and Safety | Wildfire Smoke and Air Resources](#)

DECEMBER HOLIDAY REDUCED OPERATIONS

December Holiday Reduced Operations will be Monday, December 25, 2023, through Monday, January 1, 2024. This period includes three University Holidays (December 25, December 26, and January 1). Many University operations and service will be unavailable during this time. Normal business operations resume on Tuesday, January 2, 2024.

Information regarding the [December Holiday Reduced Operations](#) and the [WSU Holiday Schedule](#) is available on the Human Resource Services (HRS) [Resources](#) webpage. Departments are encouraged to be as flexible as possible when determining schedules during the December Holiday Reduced Operations. [Contact HRS](#) with any questions regarding scheduling options.

Areas should develop plans for communicating reduced operations to their clients. The following are examples of communications for phone and email messages:

Sample email/voicemail language for offices **open** on December 27, 28, and 29:

Thank you for your email/call. [DEPT NAME] will be **closed** for University Holidays: December 25, December 26, and January 1. [DEPT NAME] will be **open** Wednesday, December 27, Thursday, December 28, and Friday, December 29; however, we will have limited staffing during this time. For urgent issues please contact the main line at [XXX-XXX-XXXX] or email [insert email address].

Sample email/voicemail language for offices **closed** on December 26 through January 2:

Thank you for your email/call. [DEPT NAME] will be closed Monday, December 25, 2023, through Monday, January 1, 2024. We will return on Tuesday, January 2, 2024. For urgent issues please contact the main line at [XXX-XXX-XXXX] or email [insert email address].

HUMAN RESOURCE SERVICES STAFFING NOTIFICATION

HRS will be closed Monday, December 25, 2023, Tuesday, December 26, 2023, and Monday, January 1, 2024 in observance of University Holidays.

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HRS will be open with limited staffing Wednesday, December 27, Thursday, December 28, and Friday, December 29.

PAYROLL SERVICES

Departments should review the Payroll Documents Schedule linked below. Each department must adhere to the Payroll Lock dates by 5:00 p.m. PST to ensure all employees are paid timely.

Visit Payroll Documents Schedule <https://payroll.wsu.edu/deptpay-users/> for more information.

SUMMER HOURS

WSU business hours are 8:00 a.m. to 5:00 p.m. PST year-round.

In keeping with a long-standing practice, WSU will observe a schedule known as summer hours for as many employees as possible, while still meeting the requirement to serve the public from 8 a.m. to 5 p.m. Summer hours will be 7:30 a.m. to 4 p.m., with 30 minutes for lunch, during the period from the second week in May through the second week in August.

It is the responsibility of the supervisors and staff of each area to provide service to the public during the break and lunch periods and from 4 p.m. to 5 p.m. during this period. Summer hours are approved at the department level.

Supervisors may approve an employee to work a flexible work schedule, including a 4/10s work schedule. Supervisors are responsible for determining work schedules in accordance with operational needs, and applicable rules and policies. [Information on flexible scheduling.](#)

Schedule changes must be reviewed and updated in Workday. Failure to update schedules in Workday may have impacts on leave accruals and holiday pay.

RECRUITMENT

EQUAL PAY ACT (RCW 49.58.100)

1. Employers may not seek the wage/salary history of an applicant, either from the applicant or their current or former employer, except as allowed in #3, below.
2. Employers may not require applicants' prior wage/salary to meet certain criteria, e.g. meet a certain level or threshold.
3. To facilitate the employment process, employers may confirm an applicant's wage or salary history only (1) if the applicant has voluntarily disclosed their wage or salary history, or (2) after the employer has negotiated and made a job offer, including the amount of compensation, to the applicant.
4. Post offer, employers must provide the minimum wage or salary for the position for which the applicant is applying (upon applicant's request). Upon request of an employee offered an internal transfer to a new position/promotion/ demotion/transfer, the employer must provide the wage scale or salary range for the employee's new position.

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- If no wage scale or salary range exists, the employer must provide the minimum wage or salary expectation set by the employer prior to posting the position, making a position transfer, or making the promotion.

Additional details available at [RCW 49.58.100](#)

RECRUITMENT/NEW HIRES

[Recruitment Toolkit](#): Resources from recruitment preparation all the way through new-hire onboarding process.

[Recruitment Outreach Tools](#): Resources on advertising and outreach tools to assist in recruitment efforts.

FACULTY RECRUITMENT

FACULTY RECRUITMENT BASICS

Faculty Recruitment Basics is designed to provide search committees with an overview of the recruitment process at WSU. The course includes a comprehensive review of the five separate phases of recruitment along with numerous best practice tips and suggestions to help search committees manage the successful recruitment, screening, interviewing, and evaluation of candidates. Additionally, the roles and responsibilities of key offices and individuals during the recruitment process are discussed.

The course available online can be found by logging into your [Online Learning Account](#). Instructor-led course can be requested via email to hrstraining@wsu.edu.

Additional resources are available in the [Faculty Recruitment Toolkit](#).

STAFF RECRUITMENT

STAFF RECRUITMENT BASICS

Staff Recruitment Basics is designed to give hiring managers a practical understanding of the recruitment process for Classified Staff and Administrative Professional (AP) positions. It describes the legal framework for recruitment, the individual recruitment phases, and best practice tips to consider during the overall process. Additionally, the roles and responsibilities of key offices and individuals during the recruitment process are discussed as well as the importance of providing a positive candidate experience during the entire recruitment process. The course available online can be found by logging into you [Online Learning Account](#). Instructor-led courses can be requested via email to hrstraining@wsu.edu.

RECRUITMENT INCENTIVES

HRS continues to pilot two incentive programs to help with recruitment for hard-to-fill AP and Civil Service positions. A Hiring Incentive is designed to incentivize external, non-WSU candidates to accept WSU employment. The Employee Referral program is designed to incentivize current WSU employees to recruit external candidates to fill hard-to-fill positions.

Both programs are available through June 2024 pending renewal by HRS. Specific rules, forms, guidance, and FAQ's are available on the [Recruitment Incentive](#) website.

CANDIDATE EXPERIENCE

When candidates arrive on campus, it is important to "Roll-Out the Crimson Carpet" and make them feel welcome at WSU. In this section of the Recruitment toolkit, you will find recommended resources to help create a positive [Candidate Experience](#).

SEARCH FIRM

If using a search firm, contact your HRS representative regarding the process to post the position on the WSU job website.

BACKGROUND CHECKS

Utilize the online background check process for recruitments. The process may be used for Faculty, AP, Classified Staff, and Temporary Hourly. More information can be found on the HRS [Background Checks](#) webpage.

SEXUAL MISCONDUCT—OFFERS OF EMPLOYMENT—REQUIREMENTS

Hiring departments may not make an offer of employment for a faculty or staff position until approved by HRS to comply with [RCW 28B.112.080](#).

CAMP STAFFING

The Washington Access To Criminal History (WATCH) background check is **required** for all employees and/or volunteers working with children under the age of sixteen (16) or vulnerable adults in an unsupervised capacity. To ensure your staff are ready to go when your camp starts, begin the [Background Check](#) process at least six weeks early.

BENEFIT AND RETIREMENT INFORMATION

RETIREMENT ACTIONS

Prior to Workday, all retirement separation actions were initiated by HRS Benefits. With Workday, the department will initiate the termination, identifying retirement as the reason. HRS Benefits will verify the individual is eligible to retire early in the routing process. In the event they are not, you will be contacted and informed that the termination reason should be changed to resignation. Faculty and staff are encouraged to work with HRS Benefits on their retirement processes, and should attend a [pre-retirement seminar](#) 1-5 years prior to retirement, and meet with an HRS retirement specialist 3-4 months prior to retirement.

Faculty and staff need to submit a written notice of retirement, with the notice period being in alignment with their classification type. A verbal notice does not satisfy an appropriate notice requirement.

RETIREMENT CERTIFICATE REQUEST

To proactively request a retirement certificate for an employee in your college/area/unit prior to their retirement date, please email hirs.employee@wsu.edu.

REHIRING RETIREES

Before offering employment to a retiree of WSU or another state agency, please contact HRS Benefits to discuss the possible employment. Due to complexities and limitations surrounding retire/rehire situations, as well as the requirement to have requests to rehire retirees fully vetted and approved, this pre-offer contact is essential. It is crucial this review occurs before an offer is made to remain in compliance with the WSURP Plan Document

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and the Department of Retirement System's return to work rules and regulations. Additional details on the retire-rehire process and limitations can be found in the [Guidelines and Directives](#) document

CHANGES IN EMPLOYMENT TYPE

Changes in employment type or status (e.g., change in level of FTE, either increasing or decreasing; change in classification to/from Administrative Professional, Civil Service, Faculty, hourly workers, student workers or graduate student workers, non-permanent civil service may impact employee benefits, including retirement options. If the change is moving from a 12 month to 9 month appointment, or vice versa, it is important to work with HRS Benefits to ensure a loss in benefits does not occur during the period of transition.

For more information regarding employee benefits, contact HRS Benefits at 509-335-4521 or "[Contact HRS](#)".

SEASONAL EMPLOYEE BENEFITS

Non-permanent civil service, and hourly workers, who are hired on a recurring seasonal basis to perform similar work, may become benefit eligible. These individuals are determined to be benefit eligible under different criteria than those who become benefit eligible by averaging working half-time or more over a consecutive six-month period. More information on seasonal benefits can be found on the [Temporary/Non-Permanent/Seasonal Employee Benefits](#) webpage.

TERMINATING TEMPORARY FACULTY AND ADMINISTRATIVE PROFESSIONAL JOBS

Departments must complete an End Job for temporary Faculty or AP jobs to ensure WSU systems reflect their termination status which allows HRS to provide continuation of benefit information in a timely manner, and to ensure that University funds are not expended to cover benefits for faculty and staff who are no longer benefit eligible.

FULL-TIME ACADEMIC WORKLOAD

WSU requires Faculty appointments to be set up as full-time equivalency salaried appointments. Refer to Full-Time Academic Workload Guidelines on the HRS [Faculty – Employees](#) webpage for more information.

STUDENT AND HOURLY WORKERS

PAID SICK LEAVE

WSU relies on hourly employees to assist in providing services and accomplishing the goals of the University. Effective January 1, 2018, hourly employees accrue Paid Sick Leave (PSL) for all hours worked, including overtime, in accordance with [RCW 49.46.200](#), [WAC 296-128-620](#) and [BPPM 60.43](#).

For purposes of PSL, hourly employees are hourly workers, professional hourly workers, and student workers including work-study. The calendar year is January 1 through December 31. Temporary hourly employees begin accruing PSL on the first day of a new appointment. PSL accrues at the rate of one hour for every forty hours worked, including overtime hours. More information regarding paid sick leave can be found at [BPPM 60.43](#).

BENEFITS

When entering non-permanent jobs into Workday, departments provide information and respond to questions about the anticipated work pattern. The answers provided will identify whether an employee meets the eligibility criteria for benefits, including seasonal benefits, the retirement plan, and also providing data for ACA reporting requirements. It is important to enter accurate information about the position, the anticipated job work hours, and to the questions as these responses are utilized to determine benefit eligibility. For example,

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for non-permanent scheduled appointments, if the department enters that an employee will be working 20 hours or more per week, will have at least a 6 month appointment, the person will be identified as benefit-eligible from the beginning of that appointment. Similarly, for non-permanent non-scheduled appointments, if the above criterion is denoted and it is marked that the person will be working at least 8 hours a month, the person will be identified as being benefit-eligible from the beginning of the appointment. If the criterion is not reflected at the beginning of an appointment, a six-month look-up review will be performed, and if/when the work pattern reflects the criterion, benefits will be offered at that time.

Once an employee is identified as being eligible, the employing department(s) will be responsible for the employer insurance contribution.

Management is responsible for assigning duties, work hours, and tracking the number of hours worked for their employees. Employees are responsible for reporting hours worked, but the monitoring and tracking of hours is management's duty.

When tracking hours for non-permanent employees, there are a number of different hour limitations, including:

- 480 hours over a consecutive 6-month period: If an employee was not eligible at the time of hire, but then works an average of 80 hours per month, over a consecutive 6-month period, working at least 8 hours in each of those 6 months, they will become benefit eligible the first day of the following seventh month. (NSTE can become benefit eligible in other ways as well.) *
- 70 hours in 5 out of 12 months: If an employee is anticipated to work or actually works 70 or more hours in any 5 out of 12 months, they will become eligible for retirement participation. In addition to the employee paying a contribution to their retirement plan, there is an associated employer contribution. NOTE: state regulations will exempt full-time students from being eligible for retirement. Therefore, students enrolled in 9 credits or less could become eligible for retirement, since 10 credits or more will be considered full-time enrollment.
- 350 hours over a consecutive 12-month period: If an employee works more than 350 hours in any 12-consecutive-month period within a Bargaining Unit (BU) performing work similar union represented employees they may become a BU employee.

It is crucial to not only keep track of the hours your employees work for you but to be aware of the hours they may be working in another WSU department since all hours worked at WSU count towards the hours identified in "Total Hours Worked."

Employment decisions cannot be based on whether a temporary hourly employee has become benefit eligible ([RCW 49.44.160](#)), eligible for retirement participation or union representation eligible.

Additional information regarding temporary/hourly can be found at: [Temporary/Hourly Recruitment](#).

*Temporary hourly benefit information can be found at: [HRS Temporary/Non-Permanent/Seasonal Employee Benefits](#).

WASHINGTON EXCHANGE NOTICE

The Washington Exchange will send notices to the employer when an individual applies for medical insurance coverage through the exchange as required under the Affordable Care Act. If departments receive these notices, they are to be forwarded to the HRS Benefits Unit.

SUMMER INSURANCE PREMIUMS

Faculty and staff on academic or less than 12-month appointments will have summer medical and life insurance premiums, and any associated surcharges, *collected over two paychecks*, provided it is expected for the individual will be returning to work following the summer break.

- Life insurance premiums for the summer break will be taken from the first May check.
- Medical premiums and the tobacco or spouse surcharges (if applicable) will be taken from the second May check. (Deduction dates may vary for employees with appointment terms other than nine months.)

HRS communicates this information through various sources and will send direct emails to impacted employees informing them of the summer premium collection schedule, and additional details.

For FAQ's and additional information visit the [Summer Benefits - Premium Collections](#) webpage.

OTHER

DEATH NOTIFICATIONS

HRS Benefits has been designated as the primary contact for WSU employee (benefit eligible or not), employee dependents, retiree, and spouse of retiree deaths. The Dean of Students Office is the primary contact for student deaths. Visit: [Employee Death Notifications](#) for a sample communication for loss of faculty/staff member.

DEPARTMENT EVENTS

When hosting college/department events, please be aware of the following policies to ensure your event is in compliance:

SERVING ALCOHOL

Alcohol will not be served at WSU events held at WSU facilities during regular business hours (8:00 a.m. – 5:00 p.m., Monday through Friday). For additional policy information regarding serving alcohol, refer to [Executive Policy #20](#).

DISCRETIONARY FUNDS

Review [BPPM 70.33 - Using Discretionary FN057 \(formerly 17A\) Accounts](#) to ensure any purchases made are allowable.

TOBACCO AND NICOTINE FREE

University information is available at the [Tobacco and Nicotine Free](#) webpage.

2023-24 DEPARTMENTAL REMINDERS

RECORDS RETENTION

Departments are responsible for retaining and disposing of University records in accordance with retention periods approved by the [State Records Committee](#).

If an audit, legal action or public records request is in progress, related records may not be disposed of even when authorized by the retention schedule. Refer to [BPPM Chapter 90](#) or contact [The Office of Procedures, Records, and Forms](#) for assistance with records retention and disposition.

WSU EXECUTIVE COACHING

Washington State University has partnered with external executive coaching firms who provide professional coaching services to the WSU community. WSU has contracts with several coaching firms in accordance with University and state processes. Visit the [Executive Coaching webpage](#) for details.

STAFF MENTORING AND PROFESSIONAL DEVELOPMENT PROGRAM

Washington State University will be conducting the 2023-2024 Staff Mentoring and Professional Development Program starting in fall 2023.

The purpose of the WSU Staff Mentoring Program is to develop relationships and facilitate interaction among staff, resulting in a stronger, more collaborative environment. Specifically, the goal is to provide new and existing staff with a valuable resource, a mentor, who offers support and encouragement and is the point of reference for many additional resources.

Please visit the [Staff Mentoring webpage](#) for details.

EMPLOYEE RECOGNITION

The Employee Recognition Program provides an opportunity to recognize and thank staff and faculty for their contributions, dedication, and commitment to the WSU community. Washington State University is a top-tier research university and one of America's leading land-grant universities and our faculty and staff are at the forefront of this endeavor, continually offering their best.

The Employee Recognition Program recognizes Washington State University employees through many programs including the following: Quarter Century Club, Employee Recognition Reception and the Crimson Spirit Award. Visit the [Recognition](#) webpage for details.

HR SOURCE NEWSLETTER

HR Source is an online newsletter typically published on the fourth Friday of each month. This publication includes information on upcoming learning opportunities and events, benefits updates, and other HR information that may be useful for all employees. Watch for the most recent newsletter via [WSU Insider](#) and Twitter (@CareersWSU) or view current and past additions on the [HR Source](#) webpage.

CONTACT HRS

Phone: (509) 335-4521

Online: hrs.wsu.edu/contact

HRS Staff Directory: hrs.wsu.edu/resources/hrs-information/staff-directory