



Washington State University 2024-25 Departmental Annual Reminders

This document is intended to be a resource for department administrators and is not intended to be an all-inclusive list. Washington State University (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 OF TIME AND TIME OFF

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

Overtime Eligible employees should enter time worked and any time off 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 time off has been accounted for, and all activity is appropriate.

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.

Time and Absence Concepts are [here](#)

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

Request a Leave of Absence for medical/parental life event instructions are [here](#)

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

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.

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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 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](#).

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.

Working with HRS will help ensure the employee is aware of and able to take advantage of the leave and benefits they may be eligible for, as well as keeping the university in compliance with state and federal leave regulations. Additional resources are available on the [HRS Disability Services](#) webpage.

ANNUAL REVIEW PROCESS

Faculty reviews are completed in accordance with the Faculty Manual. Administrative professional and non-bargaining unit represented civil service employees are to be reviewed annually via Workday in accordance with [BPPM 60.55 – Performance Management Evaluations](#). Completed reviews are sent to HRS via Workday to be retained in the employee's official personnel file in accordance with the [University Records - Retention and Disposition](#) schedule.

For non-bargaining unit represented Civil Service employees, the review period is:

- Completed prior to the end date of the employee's trial service, probation, or transition review period;
and/or

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- 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. Contact your [HR Service Team](#) for assistance

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

LEARNING AND ORGANIZATIONAL DEVELOPMENT

WSU offers a variety of learning opportunities, including Instructor-led training presented by subject matter experts and on demand WSU courses. WSU'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 and 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 be sure staff completes these trainings.

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 to assist all members of the University community in the understanding and prevention of sexual harassment and discrimination.

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

Tuition Waiver

The following WSU employees are eligible for the tuition waiver on a space-available basis

- Civil service employees holding half-time or greater appointments and having permanent status by the tenth day of class for fall and spring semesters.
- Civil service employees on trial service appointments meeting the above criteria
- Faculty and Administrative Professional employees holding half-time or greater appointments.
- Employees covered by collective bargaining unit agreements are eligible on the same basis as civil service employees unless otherwise defined by the terms of the applicable bargaining unit contracts

For more information, please see [WSU ETW Policies and Regulations](#).

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

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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 employees 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 [Compliance and Risk Management Compliance website](#).

STATE RESTRICTIONS ON POLITICAL ACTIVITY

With the election season underway, the [WSU Ethics Advisor](#) reminds employees that state laws and University policy contain strict guidelines on campaigning and lobbying.

As private citizens, WSU employees are free to lobby or support candidates, issues, and campaigns. But employees must do so on their own time, with their own resources, and while making it clear that they are not speaking on behalf of WSU.

Remember:

- De minimis use (minor, trivial uses) exceptions do not apply to political activities. Even a brief political email or phone call on state time or with state equipment or resources is prohibited.
- Do not send emails from a WSU email account, network, or through a private account on a WSU computer with messaging that implies or states support for (or opposition to) a candidate or ballot proposition. One email is enough for a violation.
- Only make phone calls related to political activities using a personal phone, on your own time.
- Personal campaign activities must not interfere with your official duties or the official duties of any other state employee. Employees are prohibited from using work hours to solicit signatures for ballot propositions, raise funds for or against propositions, or organize campaigns.

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- Wearing a campaign button or displaying political material in your personally assigned space is a personal expression allowed by the Ethics Act.
 - Remember that this can be problematic in publicly visible spaces, like walls and reception desks. It can leave the impression that WSU supports a particular campaign or message.
- You must avoid engaging in activities in ways that could appear to observers that you are promoting or advocating for some political affiliation or activity in your official capacity, especially when interacting with the public. Make sure items in your Zoom background, whether a digital background or an office space, are appropriate and in line with the functions of your official duties. If you have authority over employees (as a supervisor, for example) or control of facilities, you have a duty to stop employees from using state resources for political activities. Knowing but failing to stop them is a violation of the Ethics Act.

Please review [Executive Policy 45](#) and the [Ethics In Public Service Act – Use of Public Resources for Political Campaigns](#) for more information, and contact the WSU Ethics Advisor at ethics@wsu.edu with any questions or concerns.

PERSONAL USE OF UNIVERSITY RESOURCES

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. See [EP 45](#) (University Ethics Policy for additional information)

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 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 use caution when viewing worker service dates within Workday. Official length of service may be calculated to include prior period(s) of service which is/are not consecutive to the current period. The date displayed in Workday may provide a calculated value and not be a familiar milestone date to the employee or department. The [Service Date Reference Guide](#) provides useful definitions for service dates in Workday. Contact [HRS Records](#) 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 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 submit termination actions in Workday for all employees, including those on permanent, temporary and non-permanent 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, Non-Permanent Scheduled and Non-Scheduled, and Professional Hourly employees who have met benefit eligibility criteria have 30 days to make many of their benefit decisions, including the selection of their medical/vision/dental plans and retirement benefits. Eligible individuals will be notified in Workday of their eligibility status and also receive a notice to their WSU email, which directs them to their 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 required to participate in the New Employee Orientation and New Employee Retirement Orientation offered as on-demand training in Percipio. 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 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, with the next window to make changes being the annual open enrollment period.

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 and New Employee Retirement on-demand Percipio orientations. 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 30-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 (3) 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 and Processing I-9s in Workday](#) for more information.

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 Manual (BPPM) [50.40](#), [60.40](#), [60.56](#), and [60.57](#) and plan for how your campus, area or department will address inclement weather and suspended operations.

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 23, 2024, through Wednesday, January 1, 2025. This period includes three University Holidays (December 24, 2024 December 25, 2024 and January 1, 2025). Many University operations and service will be unavailable during this time. Normal business operations resume on Thursday, January 2, 2025.

Information regarding the [December Holiday Reduced Operations](#) and the [WSU Holiday Schedule](#) is available on the Human Resource Services [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:

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Sample email/voicemail language for offices **open** on December 23, 26, and 27:

Thank you for your email/call. [DEPT NAME] will be **closed** for University Holidays: December 24, December 25, and January 1. [DEPT NAME] will be **open** Monday, December 23, Thursday, December 26, and Friday, December 27; 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 23 through January 2:

Thank you for your email/call. [DEPT NAME] will be closed Monday, December 23, 2024, through Wednesday, January 1, 2025. We will return on Tuesday, January 2, 2025. For urgent issues please contact the main line at [XXX-XXX-XXXX] or email [insert email address].

Human Resource Services December Staffing Notification

HRS will be closed Tuesday, December 24, 2024, Wednesday, December 25, 2024, and Wednesday, January 1, 2025 in observance of University Holidays.

HRS will be open with limited staffing Monday, December 23, 2024, Thursday, December 26, 2024 and Friday, December 27, 2024.

PAYROLL SERVICES

Departments should review the [Payroll Document Schedule](#) and adhere to the Payroll Lock dates by 5:00 p.m. PST to ensure all employees are paid timely.

Departments are encouraged to ensure that adequate backup Time Approvers are in place for all supervisory organizations at all times.

Visit [Payroll Services](#) to view [Payroll Deadlines](#) and the current Payroll Document Schedule.

Want all the deadlines automatically? Add the **Payroll.Calendar** shared calendar to your Outlook.

SUMMER HOURS

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

In keeping with a long-standing practice, WSU observes a schedule known as summer hours for as many employees as possible, while still meeting the requirement to serve the public from 8:00 a.m. to 5:00 p.m. Summer hours are 7:30 a.m. to 4:00 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 lunch periods and from 4:00 p.m. to 5:00 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](#).

Failure to update schedules in Workday may have impacts on leave accruals and holiday pay.

RECRUITMENT

WASHINGTON EQUAL PAY AND OPPORTUNITY ACT (RCW 49.58)

Per [RCW 49.58.100](#), Employers may not:

1. Seek the wage/salary history of an applicant, either from the applicant or their current or former employer; or
2. Require applicants' prior wage/salary to meet certain criteria, e.g. meet a certain level or threshold.

Employers can confirm an applicant's wage or salary history:

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.

An individual is entitled to remedies in [RCW 49.58.060](#) and [49.58.070](#) for violations of [RCW 49.58.100](#).

Employers must provide job applicants and employees with the wage and salary range, general description of benefits, and other compensation on job postings. Employers must provide an employee who is offered an internal transfer or promotion with the wage scale or salary range of their new position, upon request by the employee.

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 (CS) 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 CS 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.

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 to discuss recruitment process and ensure compliance with state regulations and university policies and procedures.

BACKGROUND CHECKS

Employing departments obtain pre-employment background checks regarding prospective employees/volunteers to protect the interests of WSU students, employees, and the University. Hiring Managers coordinate with HRS to use pre-employment background checks to assist in the hiring decision process. More information can be found on the HRS [Background Checks](#) webpage.

BACKGROUND CHECK BILLING

HRS relies on budget/program codes to be entered in the Workday comment field during background check request process to ensure efficient and accurate billing. The comments section will now be required for background checks to ensure budget/program (**Cost Center, Fund, Function, Region, and Additional Worktags**) codes are supplied. Since HRS is the department providing goods or services HRS will create the Internal Service Deliveries (ISD) to capture revenue between the University and departments. The ISD will have the name of the individual the background check was ran on and a separate invoice will not be provided to departments.

SEXUAL MISCONDUCT STATEMENT (SMS) — OFFERS OF EMPLOYMENT — REQUIREMENTS

Hiring departments may not make an offer of employment for a faculty or staff position and any position in which the applicant will likely have direct ongoing contact with students in a supervisory role or position of

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authority, until approved by HRS to comply with [RCW 28B.112.080](#). If you are unsure if the role requires an SMS, contact your HRS Service Team

CAMP STAFFING

Please follow all procedures outlined in [Executive Policy 14](#), Protection and Safety of Minors.

At a minimum, the Washington Access To Criminal History (WATCH) background check is **required** for positions with duties involving supervision, care, or treatment of children under 16 years old, vulnerable adults, or individuals with mental illness or developmental disabilities. To ensure staff have completed background checks when your camp starts, begin the [Background Check](#) process at least six weeks early.

BENEFIT AND RETIREMENT INFORMATION

RETIREMENT ACTIONS

Departments initiate the retirement terminations in Workday, and identify 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 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. Individuals need to retire from a paid appointment; therefore, it would not be acceptable for a faculty member to identify a date during the academic break as their last day. A verbal notices does not satisfy an appropriate notice requirement.

RETIREMENT CERTIFICATE REQUEST

To request a retirement certificate for an employee prior to their retirement date, please email hrs.employeerecognition@wsu.edu.

REHIRING RETIREES

Before offering employment to a retiree of WSU or another state agency, contact HRS Benefits to discuss the possible employment and have the retire-rehire review process performed. 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 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 [Retire Rehire Guidelines and Directives](#).

NOTE: If prior to an individual's retirement, if it is known they may need to continue working at some capacity for a period of time, the individual and department/college should investigate if a [Phased Retirement Agreement](#) may be more appropriate than someone fully retiring and going through the rehire vetting process. However, for Department of Retirement Systems participants (PERS, TRS, LEOFF) there can be no verbal or written agreement to return to work prior to the individual retiring. If that were to occur, it could nullify their retirement benefit for that period.

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CHANGES IN EMPLOYMENT TYPE

Changes in employment type or status (e.g., change in FTE, change in classification to/from Administrative Professional, Civil Service, Faculty, professional hourly, 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 professional hourly employees 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 [Non-Permanent/Seasonal Employee Benefits](#) webpage.

TERMINATING TEMPORARY FACULTY AND ADMINISTRATIVE PROFESSIONAL JOBS

Departments must complete a Termination/End Job business process 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.

PAID SICK LEAVE FOR HOURLY EMPLOYEES

PAID SICK LEAVE

WSU relies on hourly employees to assist in providing services to 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 student workers, including work-study and professional hourly workers. 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 provide data for federal ACA reporting requirements. It is important to enter accurate information about the position, anticipated work hours, and additional questions as these responses are utilized to determine benefit eligibility.

For example, 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

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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-back 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, a minimum of 8 hours of work/pay is required to maintain eligibility. For these employees, the employing department(s) is 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. (Non Permanent employees 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 WSU 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 an 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 Non-Permanent/Seasonal Employee Benefits](#).

RETIREMENT AND BENEFIT PHISHING AND SPAM EMAILS

There is a history of phishing and spam emails being sent to WSU email accounts regarding offers to provide retirement counseling, or possible other benefit advise. These emails are not authorized or approved by WSU,

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and it is recommended they should be deleted and not responded to. These attempts may result in a release of personal information which could result in data breaches of your personal accounts, or marketing attempts, which again are not authorized by WSU.

The only authorized plan providers that could possibly offer these services are: TIAA, Department of Retirement Systems, state of Washington Deferred Compensation (DCP) and VOYA, for those participating in a DRS Plan 3 plan or DCP.

Addition spam/phishing may be received on other topics as well. In all cases, forward the suspicious email to WSU's Information Security team at abuse@wsu.edu and then delete it, without clicking on any links or attachments in the subject or body of the message.

WASHINGTON EXCHANGE NOTICE

For individuals who pursue insurance covering through the ACA Marketplace, the Washington Exchange will send notices to the employer when an individual applies for medical insurance coverage. 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 prior to the break*, provided it is expected 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 is designated 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:

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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.

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 Policies, 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.

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 Length of Service Milestones, the Quarter Century Club Celebration, 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

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Online: hrs.wsu.edu/contact

Meet Our Team: hrs.wsu.edu/contact/#meet-the-team