

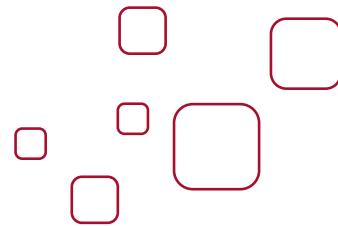


WASHINGTON STATE UNIVERSITY  
**Human Resource Services**

# 2024 YEAR IN REVIEW

— WASHINGTON STATE UNIVERSITY

# Message From Interim Vice President and Chief Human Resource Officer



To our faculty and staff,

Washington State University's strength has always been rooted in its people. Throughout 2024, Human Resource Services remained committed to supporting you and advancing the University's mission through service, partnership, and stewardship.

This annual report reflects the collective work behind the scenes—supporting employees through key life and career milestones, ensuring compliance and equity, strengthening labor and employee relations, and modernizing systems and processes that serve our campuses statewide.

From recruitment and onboarding to benefits and records administration, disability services, learning and organizational development, labor relations, and employee recognition, our teams worked diligently to meet the evolving needs of a dynamic university community.

I am deeply grateful to our HRS staff for their professionalism, adaptability, and dedication, and to our campus partners for their collaboration and trust. Most importantly, thank you to our faculty and staff for the essential work you do every day in teaching, research, service, and outreach.

We look forward to continuing this work together in the year ahead.

Sincerely,

*Jennifer Klein*

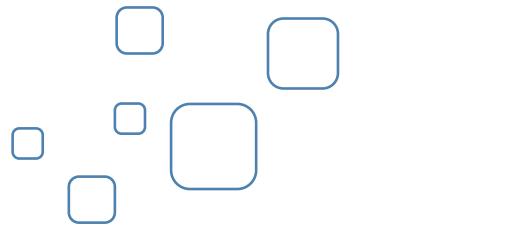
Interim Vice President and  
Chief Human Resource  
Officer  
Washington State University



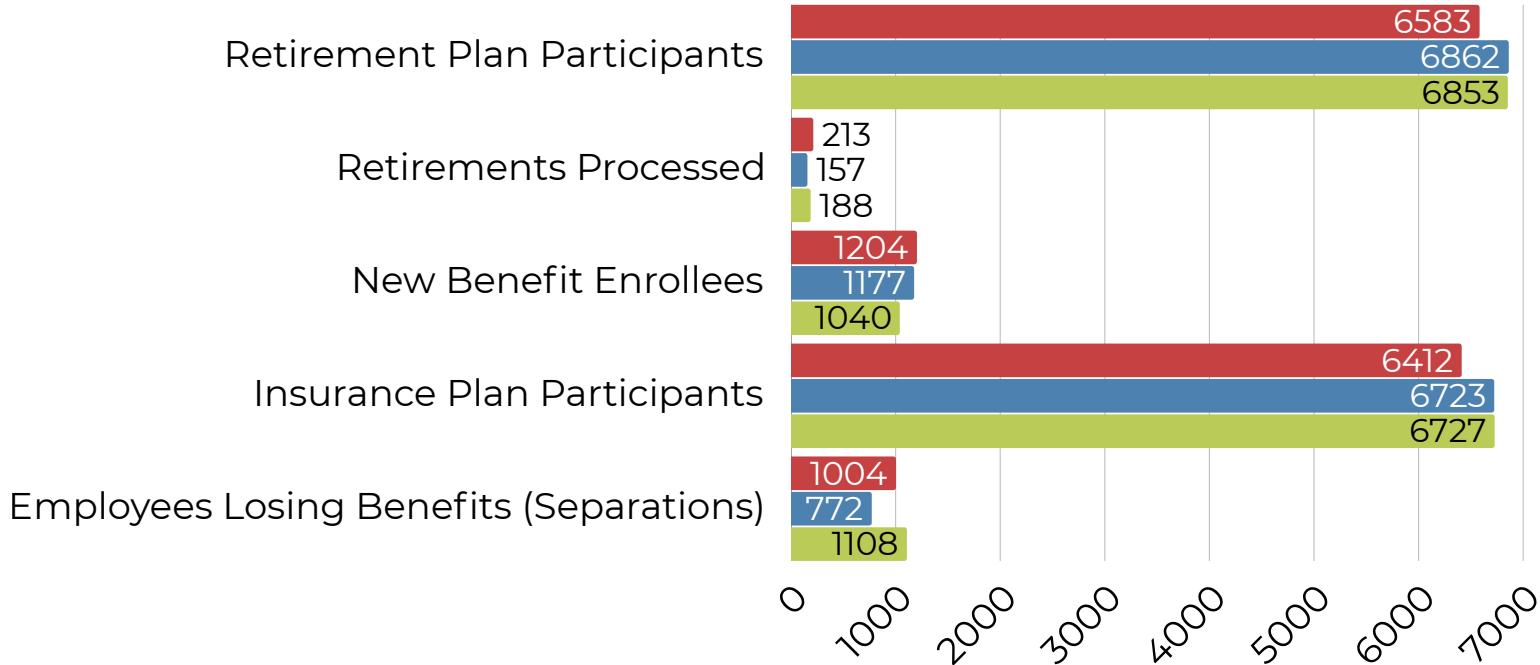
**JENNIFER KLEIN**  
INTERIM VP/CHRO



# BENEFITS SERVICES


● 2022

● 2023

● 2024


The Benefits Services unit provides oversight of:

- Benefits Administration
- Compliance
- Retirement

# SUMMARY OF 2024 KEY BENEFIT SERVICES SYSTEM-WIDE DATA:

## Benefits Participants:

Insurance: 6,727

Retirement: 6,853



## New Benefit Enrollees:

Administrative Professional: 313

Classified: 323

Faculty: 226

Transfers from Other Agencies: 24

Hourly: 154

**Total: 1,040**

## Retirements:

Regular Retirements: 171

Phased Retirements & Separation Agreements: 17

**Total: 188**

## Supplementation:

Participants: 476

Calculations Executed: 62

## Employees Losing Benefits - Separations:

AP/CS/Hourly: 679

Faculty: 247

Seasonal Hourly: 97

Reduction in Force/Layoff: 17

Transfers to Other Agencies: 21

Leave Without Pay: 40

**Total: 1,108**

## Other Benefit Processes:

Medical Support Notices Processed: 21

PEBB Appeals: 43

PEBB Recourses: 9

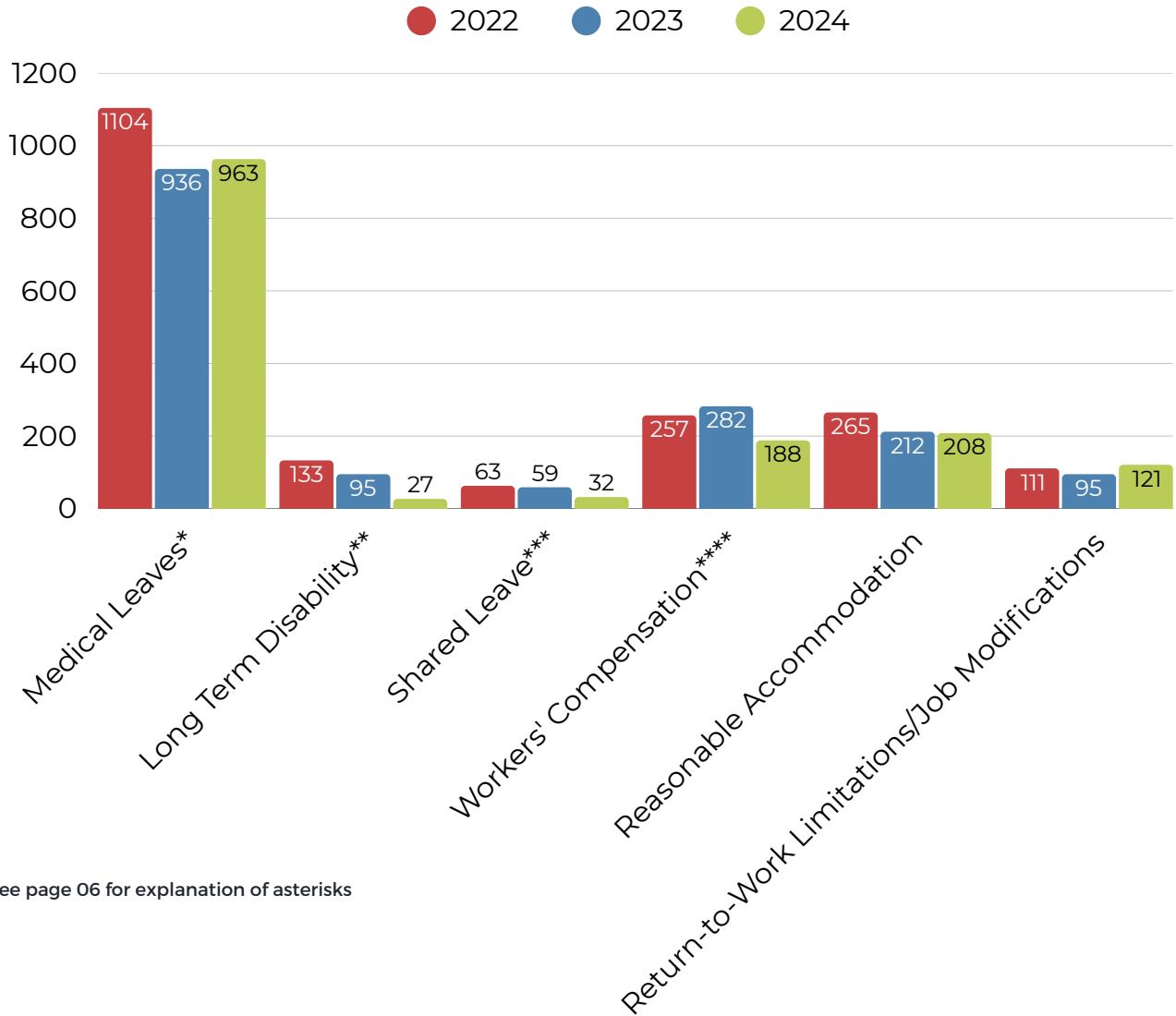
Employees Offered Changes in Retirement Plans Due to Classification Change: 71

New Employee Benefit/Retirement On-Demand Attendance: 1,138

Employee, Retiree, and Survivor Deaths Processed: 84

ACA Marketplace Notifications Reviewed: 13

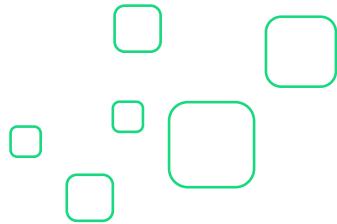
# DISABILITY SERVICES



The Disability Services unit provides oversight over the following programs:

- Medical Leaves
- Workers' Compensation
- Additional programs include: commercial driver's license, drug and alcohol testing, domestic violence, sexual assault and stalking leave, and faculty modified duties
- Reasonable Accommodation
- Long Term Disability Claims

# CHANGES TO DISABILITY SERVICES RECORDING METHODS



\*In 2024 the recording methods utilized to provide this data only include those cases approved and designated in Workday. Data does not include offers to apply for leave, provisional approvals or denied requests, all which required action from Absence Partners. This year, those numbers totaled an additional 209 cases.

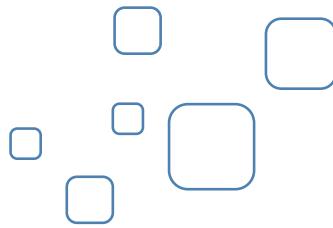
\*\*Modified tracking for newly opened cases vs all open cases.

\*\*\* In 2024 the tracking methods utilized to provide this data only includes those cases approved and designated in Workday. Data does not include pending requests or those denied and not in Workday. This year those numbers totaled an additional 14 cases.

\*\*\*\* Claims filed for 2024 are based on State of Washington claims filed data in 2024. The data does not include cases in which an offer to apply for LNI was provided to the employee and they chose not to file a claim. In 2024 these cases totaled 84.

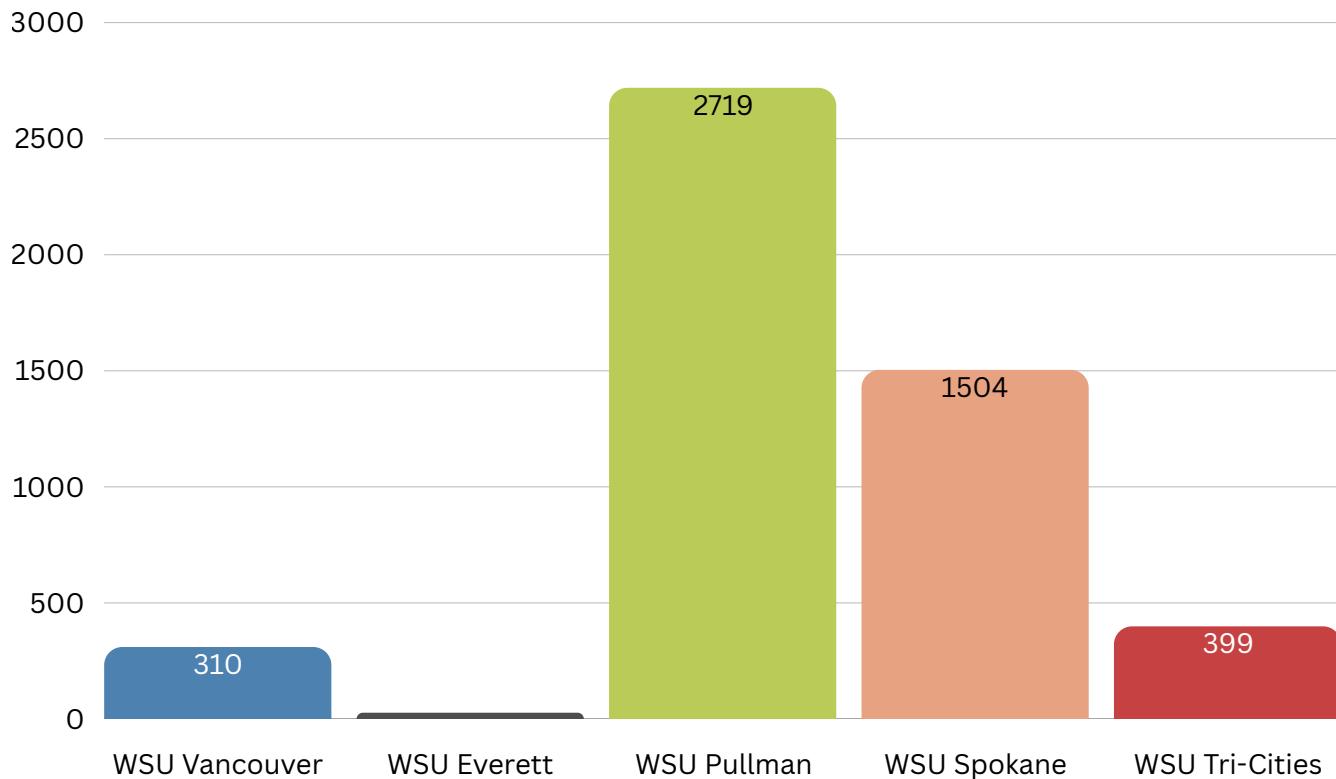


# VERIFICATIONS, REVIEWS AND RECORD REQUESTS



**Background Checks Conducted by HRS in 2024: 4,959 System-wide**

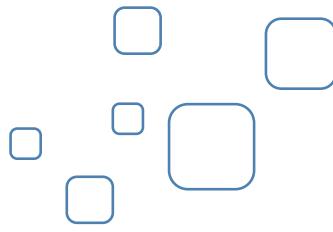
*Data includes Administrative Professional, Classified Staff, Faculty and Temporary/Hourly positions.*



## Sexual Misconduct Statement (SMS) Verifications Per RCW 28B.112.080

- 2,165 sexual misconduct verification application reviews by Employment Services Unit
  - 1,633 of which had prior/current Post Secondary Employers
  - Sent 3,112 employer verification requests to 869 unique higher education institutions across the world.
- 1,164 sexual misconduct verifications processed by HRS Records Unit

# VERIFICATIONS, REVIEWS AND RECORD REQUESTS

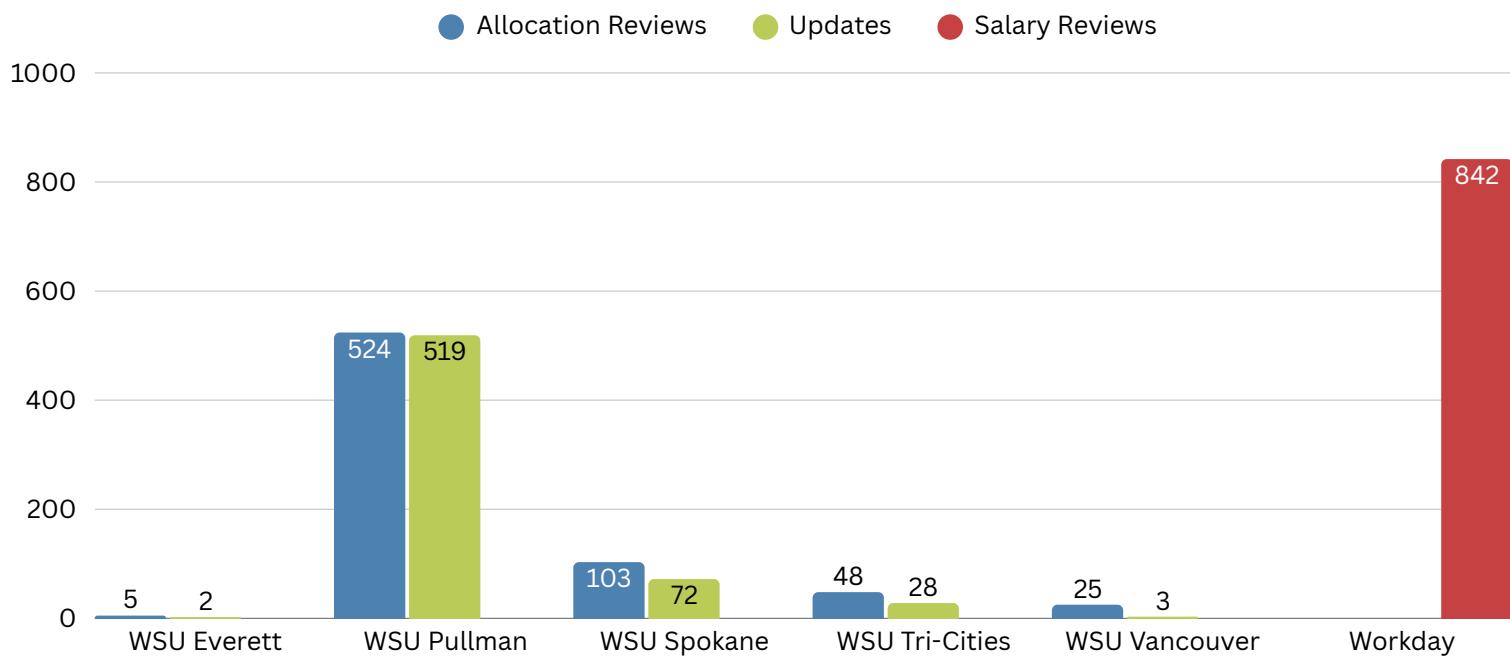


## Positions Reviews by HRS in 2024: 2,233 System-wide

Data is pulled through OPDRS by college/area including actions approved and cancelled in 2024.

Additional actions submitted through Workday are noted below and not captured in OPDRS.

WSU Spokane includes the Elson S. Floyd College of Medicine, College of Nursing, and College of Pharmacy.



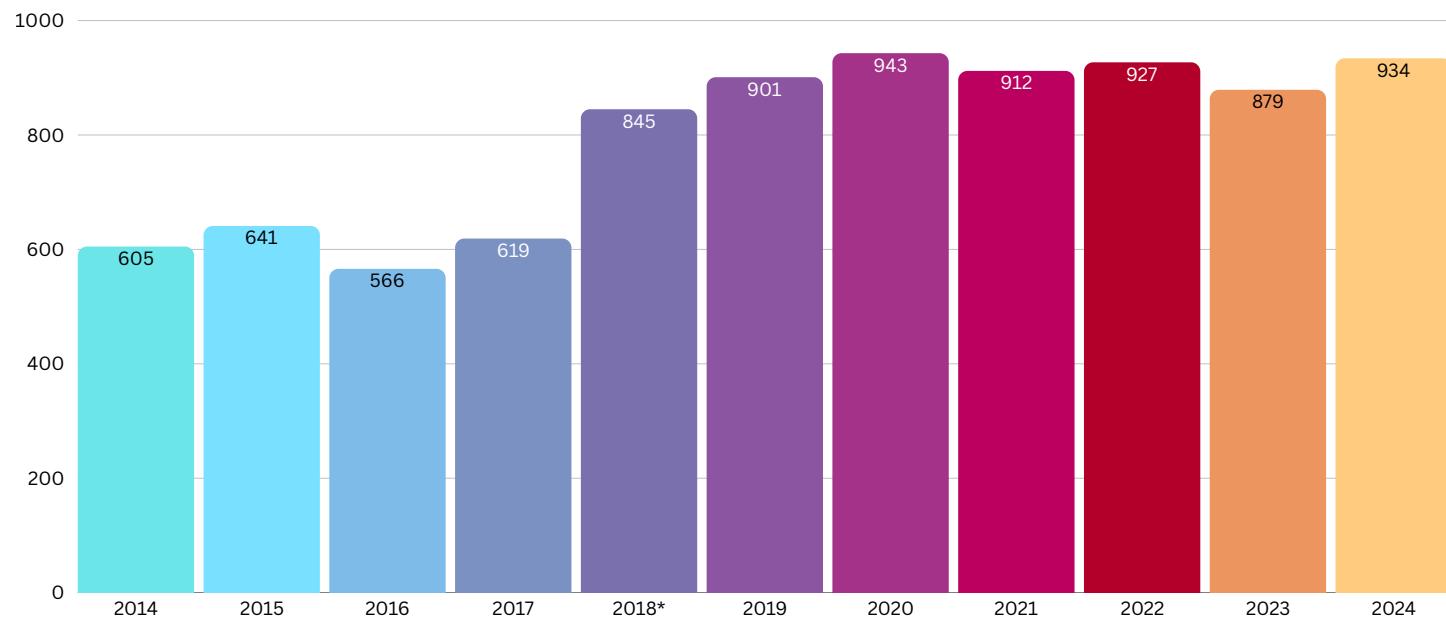
### Overtime Eligibility Reviews (Due to L&I Salary Threshold Changes)

- Move to overtime eligible - 386
- Remain exempt with salary increase - 108
- Job change occurred, no longer impacted - 9
- Primary duty of teaching - 137
  - Total Number of Impacted Employees - 640
    - 503 (without "teaching" faculty)

# EMPLOYEE RECOGNITION



## EMPLOYEE LENGTH OF SERVICE AWARDS



### Employee Length of Service Awards and Orders

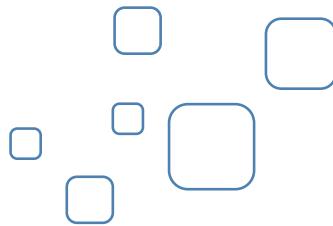
\*In August 2018, the Employee Recognition Program was expanded to provide faculty recognition starting at five years of service; prior to August 2018, faculty received recognition at 25 years of service.

Length of Service Awards – 934 employees received an award and certificate of recognition for their length of service to WSU in 2024. **Of 934 eligible employees, 839 (90%) ordered their service award.**

Crimson Spirit Award – 12 employees were recognized by their peers for exemplary service and outstanding contributions to the University community in 2024.

Quarter Century Club – 52 employees were recognized at the 91<sup>st</sup> Annual Quarter Century Club Breakfast for reaching the milestone of 25 years of service during 2024.





# VERIFICATIONS, REVIEWS AND RECORD REQUESTS

## SUMMARY OF 2023 KEY EMPLOYEE RECORDS & COMPLIANCE DATA:

### Employment Processing

- Hires/Rehires (excludes students, grads and non-permanent) - 1,014
- Terminations (excludes retirement, students, grads and non-permanent) - 1,080
- Add Jobs (excludes students, grads and non-permanent) - 486

### Non-Permanent Employment Processing

- Create Positions - 1,562
- Hires/Rehires - 303
- Terminations - 746
- Student/Non-Permanent Leave Switches - 378

### Employment Eligibility Form I-9 Processing

- Employment Eligibility Form I-9 Created/Updated - 5,501
- Form I-9 Work Authorization Updates - 475
- Form I-9 Retention and Purge - 5,405

### Leave Payouts

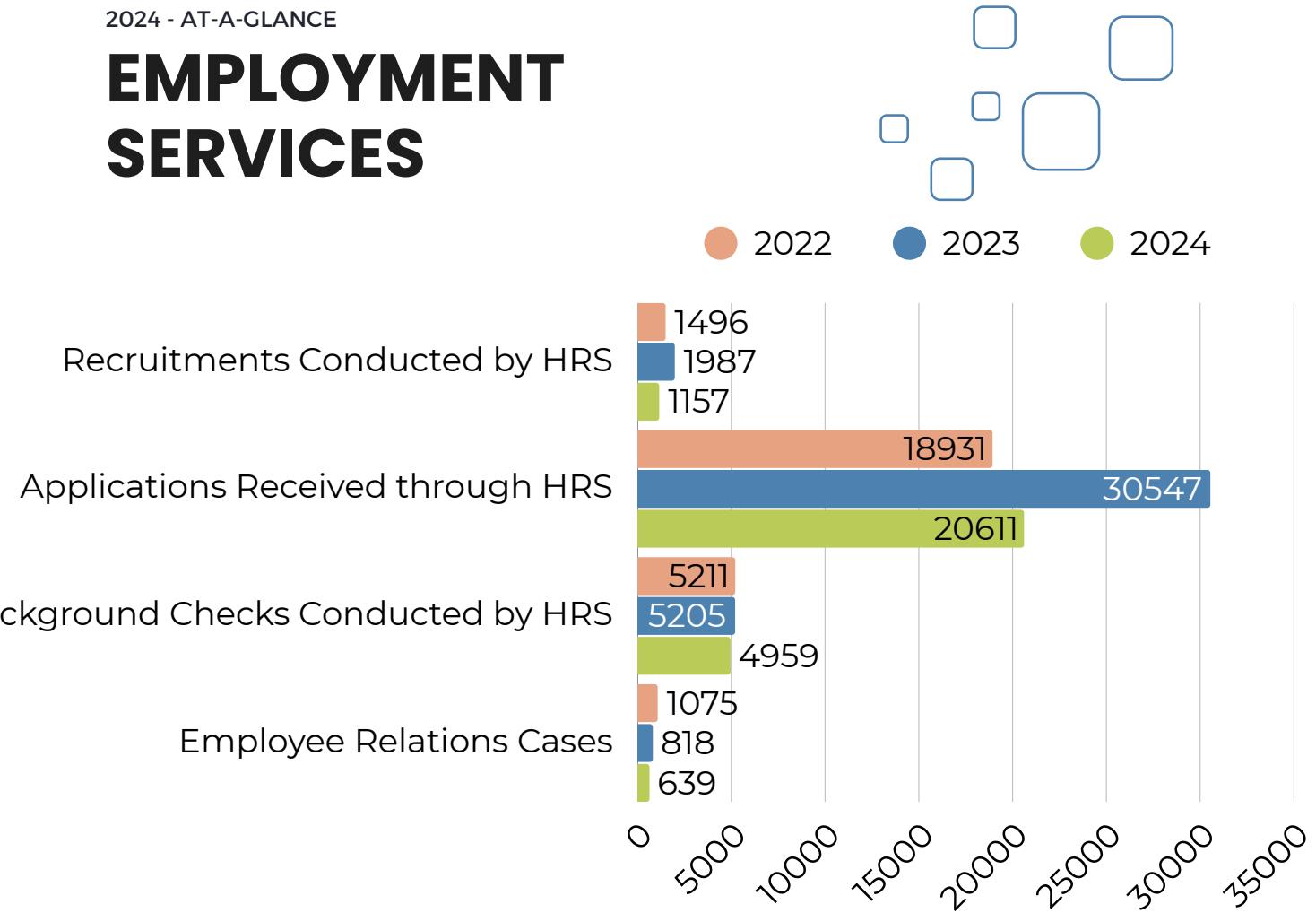
- Faculty and Staff - 915
- Non-Permanent - 869

### Records Requests

- Employment Verifications - 2,113
- Public Service Loan Forgiveness - 480
- Litigation & Public Record Requests - 67



# EMPLOYMENT SERVICES

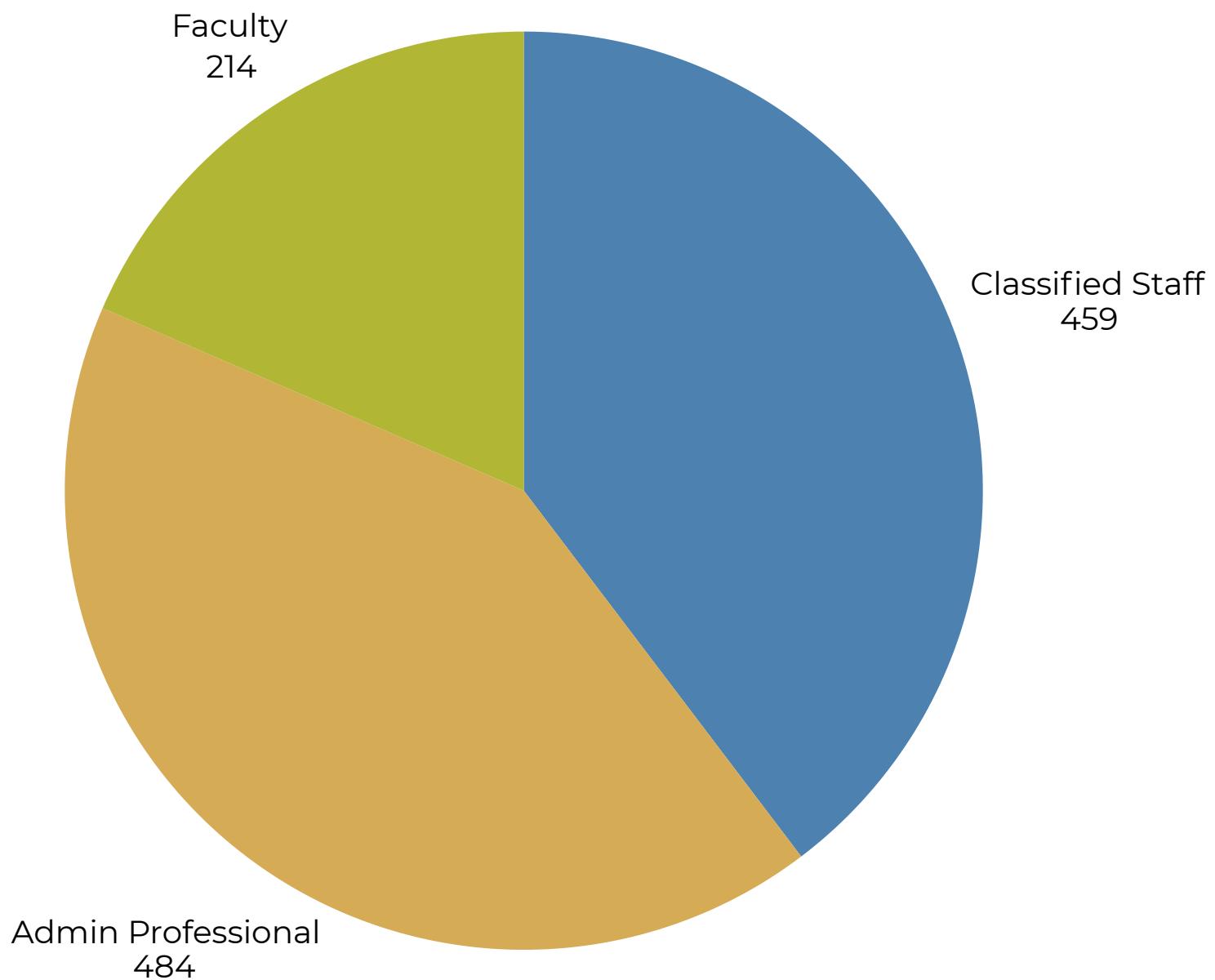
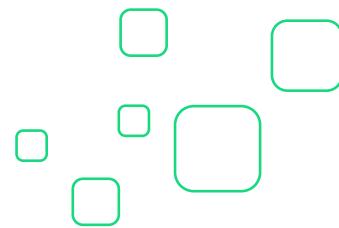


The Employment Services unit provides oversight over the following programs:

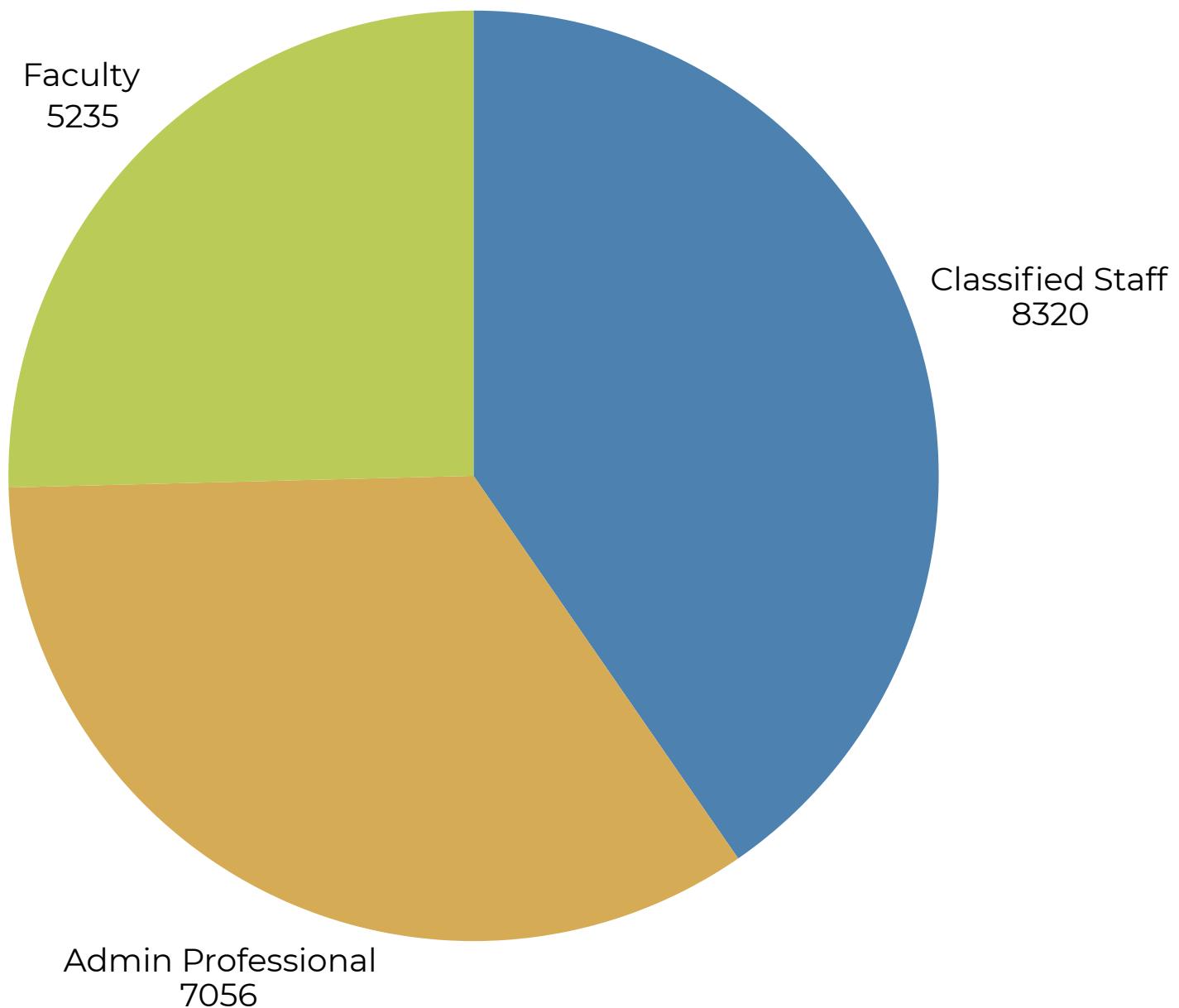
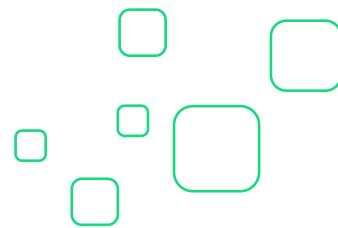
- Classification/Compensation
- Employee Relations
- Talent Acquisition
- Learning and Organizational Development

# 2024

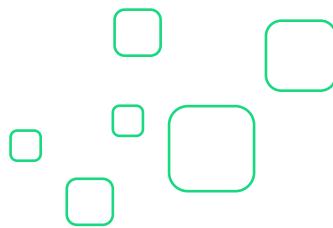
## RECRUITMENTS BY EMPLOYEE TYPE



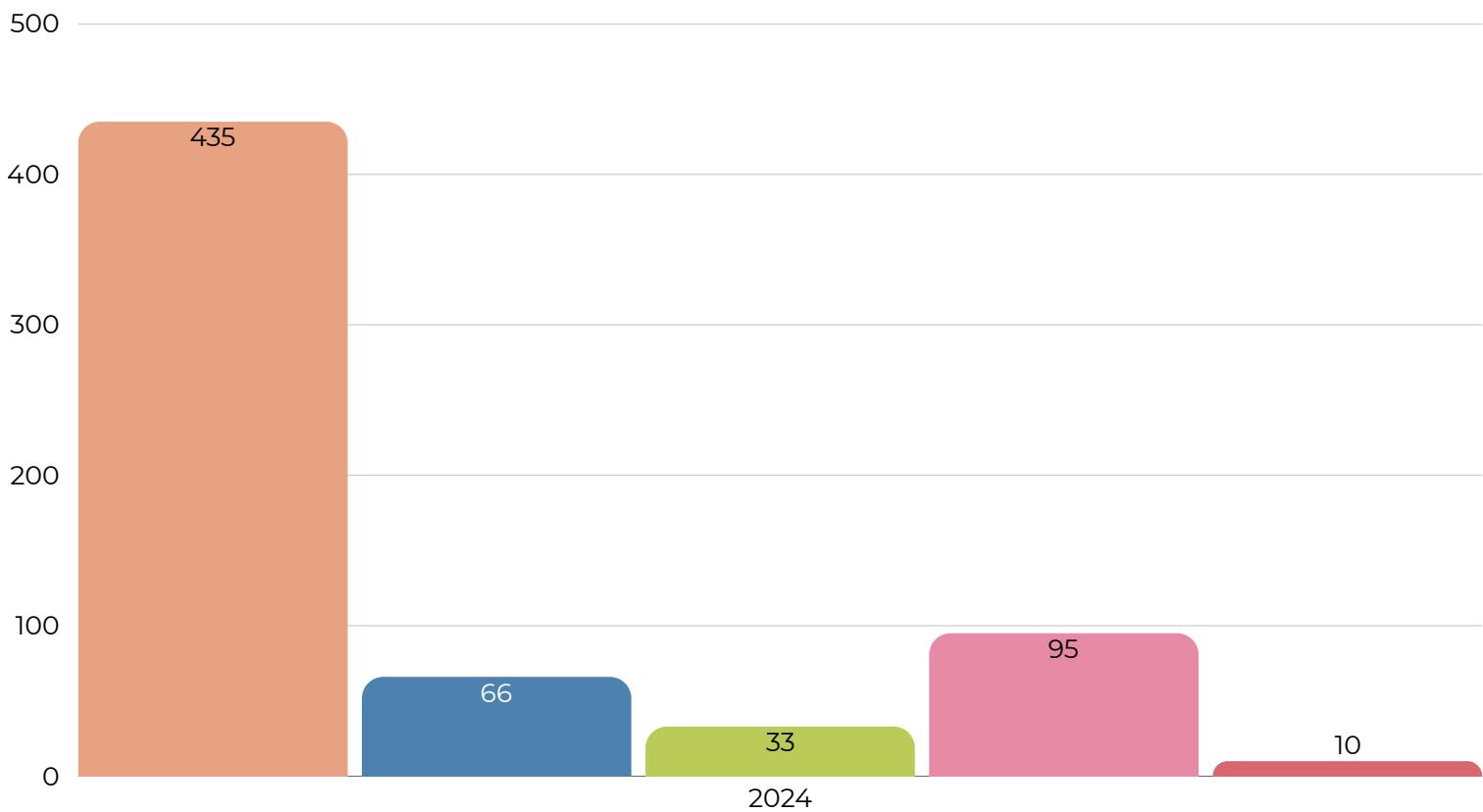
# 2024 APPLICATIONS RECEIVED BY EMPLOYEE TYPE



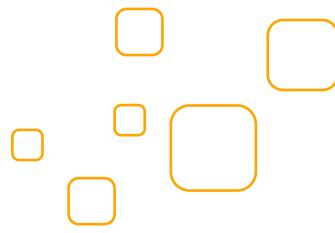
# 2024 EMPLOYEE RELATIONS CASES BY AREA



● Pullman   ● Vancouver   ● Tri-Cities   ● Spokane   ● Everett



# 2024 LABOR RELATIONS EFFORTS



The Labor Relations unit is responsible for the negotiation and administration of the University's collective bargaining agreements (Contracts). The unit provides professional labor relations services to executive leadership, managers, supervisors, and employees. The unit is responsible for managing the relationship between the University and its organized bargaining units and associated Unions.

During 2024 Labor Relations participated in negotiations for three successor Contracts for the 2025-2027 biennium. The unit also completed negotiations for the initial WSU/International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) Contract for Academic Student Employees (ASEs). Labor Relations collaborated with a range of university departments to lead the implementation of the new Contract representing nearly 1500 WSU employees systemwide. The Labor Relations unit delivered eleven college leadership WSU/UAW Contract overview training sessions attended by 159 personnel in college and department leadership and conducted 15 Contract training sessions attended by 398 ASE supervisors, administrators and university personnel.

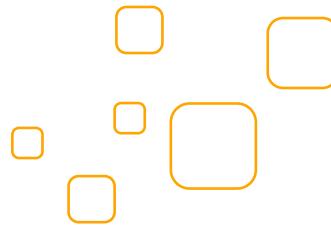
WSU received Interim Certification from the Public Employment Relations Commission (PERC) on November 21, 2024, for Postdoctoral faculty members across the WSU system, represented by the Postdocs United/ UAW. The parties will negotiate the initial Contract in 2025.

As is to be expected in the initial implementation phase of a first Contract, the Labor Relations unit administered the grievance process for 17 grievances for ASEs filed by the UAW in 2024. Based on ongoing open conversations with the UAW we have reduced the grievances filed by offering early intervention conversations and monthly labor relations and UAW meetings, to address issues informally. HRS is pleased to report, due to ongoing and relatively positive relations with our other unions, the Labor Relations unit administered the grievance process for only one other union grievance, for a total of 18 grievances in 2024. The Labor Relations unit received and resolved one union Demand to Bargain in 2024.

During 2024, the Labor Relations unit processed a number of multipart Union Requests for Information, which culminated in 73 individual requested items



# 2024 LABOR RELATIONS AT-A-GLANCE



## Demands to Bargain

A demand to bargain occurs when either party to a collective bargaining agreement requests to meet to negotiate in good faith a change with respect to wages, hours, and terms and conditions of employment. Parties are legally obligated to engage in the process.

## Grievance

A grievance is a formal complaint or allegation by an employee or group of employees that part of the collective bargaining agreement has been violated.

## Union Requests for Information

Requests for information by a Union they deem necessary and related to contract administration or bargaining. In addition to University maintained information, this may require making requests of non-University partners who may manage the information for the University.

## Unfair Labor Practice

An unfair labor practice charge may occur when the union or employer believes the other party has interfered with, restrained, or coerced employees in the exercise of their collective bargaining rights granted by statute.

● 2022      ● 2023      ● 2024

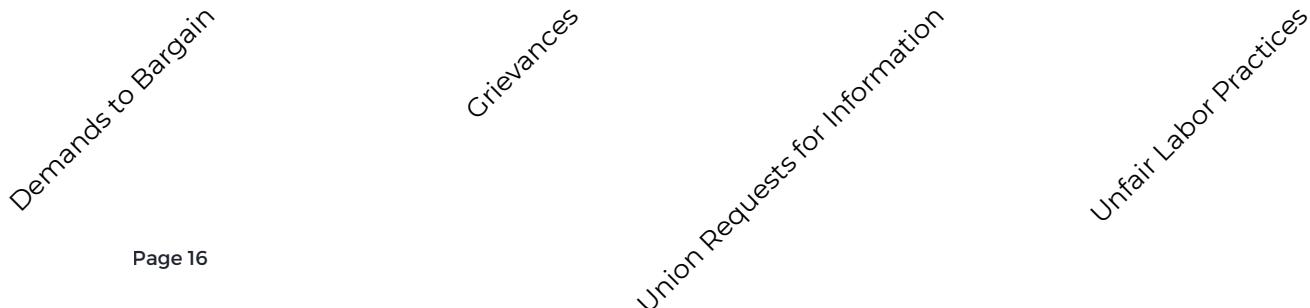
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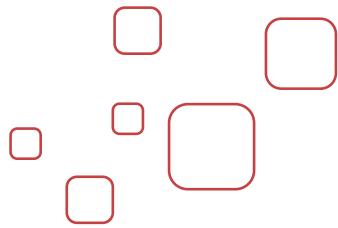
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# Contact HRS!

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**Website :**

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Pullman, WA  
99164-1014

**Thank You!**