

Washington State University 2020-21 Departmental Reminders

This is intended to be a resource for department administrators and is not intended to be an all-inclusive list. Please share this information within your campus, college, area and departments/units as appropriate.

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**MANY PERSONNEL PROCESSES WILL CHANGE WITH THE IMPLEMENTATION
OF WORKDAY ON DECEMBER 16, 2020.**

A NOTE FROM THE VICE PRESIDENT AND CHIEF HUMAN RESOURCE OFFICER:

During the five last months, all of us have experienced dramatic changes in our work and personal lives, which were unanticipated and unimaginable at this time last year. Fall 2020 presents the challenge of planning while still in the midst of a public health crisis and the uncertainty this entails. Our valued faculty and staff have shown resilience, adjusting to new routines, learning new processes and navigating the challenges associated with COVID-19.

In your role, it is important to remain informed about COVID-19 and ensure a safe workplace for you and your colleagues. The most current WSU COVID-19 information is available at wsu.edu/covid-19 and information for employees is available at hrs.wsu.edu/covid-19/.

Through all the uncertainty, new beginnings lie ahead as WSU transitions to Workday in 2021. Many of the personnel processes included in this document will be current through December 2020. Once Workday is implemented, changes and adjustments will be made to these processes.

As a leader for your area it will be crucial to prepare for Workday implementation and to stay informed of important Modernization [updates and timelines](#).

Visit the [Modernization](#) webpage and subscribe to the [Modernization newsletter](#) for the latest communication and status updates. There will be several opportunities for staff to participate in activities/learn more about Workday in the upcoming months. I encourage you to take advantage of applicable learning opportunities.

To help with the transition to Workday, HRS recommends you take time to understand the different roles you and your departmental personnel will play in the implementation, the changes in processes and potential time it will take to acquire the needed knowledge and skills to perform the updated/new/changed functions. As such, it is important to critically review your staffing levels and carefully consider time off requests during the Workday launch and communicate any low leave periods to personnel in advance.

Thank you for your efforts and tremendous work during this extraordinary time. Together, we will continue to achieve our mission as we provide critical services and support for our students, and one another.

Sincerely,



Theresa Elliot-Cheslek
Vice President and Chief Human Resource Officer
Washington State University

***MANY PERSONNEL PROCESSES WILL CHANGE WITH THE IMPLEMENTATION
OF WORKDAY ON DECEMBER 16, 2020.***

WSU TOGETHER: THE PLAN FOR FALL 2020

WHAT TO EXPECT AS WASHINGTON STATE UNIVERSITY CONTINUES OPERATIONS THIS FALL

Protecting the health and safety of our Cougar family remains paramount. WSU continues to work with state and local authorities as plans are made to emerge from the COVID-19 environment. Further, we are consulting with our higher education colleagues across the nation.

Even though things will look a little different in the fall, the essence of the Cougar Experience remains unchanged.

WSU values the health and safety of the entire WSU community. Minimizing the risk of COVID-19 infections is a shared responsibility.

WHAT YOU NEED TO KNOW

- You must complete a [self-attestation](#) every day you plan to be at a physical WSU location. Locations include all campuses, extension locations, and satellite offices.
- A [return to work guide](#) is available to aid departments as they begin planning for the eventual return of faculty and staff to their physical workplaces.
- All WSU staff and faculty must complete the [Safe Return to Work training](#) via the [WSU Online Learning system](#) before returning to WSU physical work locations.
- Departments seeking to bring employees back to on-site work locations must complete the [Return to Work checklist](#).
- [Teleworking](#) or working at an alternative work location remains the preferred work option. WSU employees who can telework without hampering essential operations should continue to do so.
- WSU Pullman has [developed a plan](#) describing the use of facilities on campus for the fall 2020 semester.
- Employees will be advised well in advance of when they are expected back at their on-site workplaces as WSU facilities reopen.
- Student employees should check with their supervisors before reporting to a work location and about specific precautions.

RETURNING TO WORK

WSU will:

- Require daily symptom [self-attestation](#) by WSU employees returning to physical work locations. All employees must complete the COVID-19 attestation in myWSU prior to arriving to a WSU work location. Employees include faculty, staff and temporary hourly and student hourly employees. If a student hourly employee does not have an attestation tile on their myWSU homepage, they should contact the [Cougar Help Desk](#). View the [Employee COVID-19 Attestation FAQs](#) for more information.
- Require face coverings be worn by [all employees](#) working at any WSU work location when in the presence of others and in public settings.

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- Require completion of the [WSU COVID-19 Safe Return to Work training](#) via the [WSU Online Learning System](#) before employees return to WSU work locations.
- Offer alternative staffing options for departments consideration to maintain physical distancing and reduce population density within work spaces.
- Encourage teleworking or working at an alternative work location as the preferred work option, if possible.

SEASONAL REMINDERS

INCLEMENT WEATHER

Resources for information regarding personnel processes during times of inclement weather and/or periods of suspended operations can be accessed 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.

Additional inclement weather resources:

WSU Alerts

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

DECEMBER HOLIDAY REDUCED OPERATIONS

December Holiday Reduced Operations will be Thursday, December 24, 2020, through Friday, January 1, 2021. This period includes three University Holidays (December 24, December 25, and January 1). Many University operations and service will be unavailable during this time.

Areas are to develop staffing and operational plans for reduced operations taking into consideration Workday implementation. Information regarding the [December Holiday Reduced Operations](#) and the [WSU Holiday Schedule](#) is available on the Human Resource Services (HRS) [Resources](#) webpage.

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 28, 29, 30 and 31:

Thank you for your email/call. [DEPT NAME] will be **closed** for University Holidays: Thursday, December 24, 2020, Friday, December 25, 2020, and Friday January 1, 2021. [DEPT NAME] will be **open** Monday, December 28, Tuesday, December 29, Wednesday, December 30 and Thursday, December 31, 2020; 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].

MANY PERSONNEL PROCESSES WILL CHANGE WITH THE IMPLEMENTATION OF WORKDAY ON DECEMBER 16, 2020.

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Sample email/voicemail language for offices closed on December 24 through January 1:

Thank you for your email/call. [DEPT NAME] will be closed Thursday, December 24, 2020, through Friday, January 1, 2021. We will return on Monday, January 4, 2021. 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 Thursday, December 24, 2020, Friday, December 25, 2020, and Friday, January 1, 2021 in observance of University Holidays.

HRS will be open with limited staffing Monday, December 28, Tuesday, December 29, Wednesday, December 30 and Thursday, December 31. If you have non-urgent personnel issues, please plan to address those issues prior to December 14 cutover or after the New Year.

PAYROLL SERVICES

There is no change to the Payroll Documents Schedule. Departments are urged to submit anticipated leave without pay on or before December 28, 2020. Departments must stay apprised of changes to the Payroll schedule with the implementation of Workday. Payroll Services and the Modernization website will be updated as the launch day approaches. Each department must adhere to this schedule to ensure all employees are paid timely.

Visit [Payroll Services](#) and [Modernization](#) for more information.

SUMMER HOURS

WSU business hours are 8:00 a.m. to 5:00 p.m. 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.

APPROPRIATE USE OF AND REPORTING LEAVE

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

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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.

RECRUITMENT

TRANSITION TO WORKDAY RECRUIT

- January 1, 2021 – Begin using Workday Recruit
- All OPDRS recruitments must have closing date no later than midnight Wednesday, December 30, 2020.
- Departments will continue to have access to OPDRS to fill or cancel recruitments. Recruitments should be filled or cancelled in OPDRS by April 30, 2021.



HOUSE BILL 1696

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.
- 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 on the [HB 1696 Washington State Legislature](#) webpage.

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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 and instructor-led can be found by logging into your [Online Learning Account](#).

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 and instructor-led can be found by logging into you [Online Learning Account](#).

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](#).

BACKGROUND CHECKS

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

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 early.

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NEW EMPLOYEE INFORMATION

30 DAYS FOR NEW HIRES TO MAKE BENEFIT DECISIONS

It is important to remember new benefit-eligible Faculty, Administrative Professional, and Civil Service/Classified Staff have 30 days to make many of their benefit decisions, including the selection of their medical/dental plans and retirement benefits. Faculty and staff will be notified in Workday of their eligibility status, and provided with benefit election screens. Prior to January 2021, benefit packets are sent electronically via email, and occasionally mailed to home mailing addresses. New hires should be encouraged to attend both the New Employee Orientation and New Employee Retirement Orientation. It is important to communicate to your new employees that health and retirement deductions are due from their initial effective date, and retroactive deductions will be collected once they have submitted the plan elections. Failure of the new employee 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.

OFFER LETTERS

HRS recommends administrators use offer letters and the resources available on the [New Employee Onboarding Resources](#) webpage. Offer letters should include information about attending both 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 with any questions regarding benefits eligibility. Offer letters for all employee types are located on the [HRS Letters](#) webpage.

NEW EMPLOYEE ORIENTATION AND SAFETY CHECKLISTS

Department administrators are encouraged to utilize the [Departmental Orientation Checklist Guidelines](#) and [Safety Orientation Checklist](#).

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.

AFFORDABLE CARE ACT EMPLOYER NOTIFICATION

As required by the [Affordable Care Act](#) (ACA), all new employees, including student employees and Graduate Student Assistants, must be provided with the [ACA Employer Notification and Plan Information Document](#). Prior to Workday, employing departments are to provide these documents to their new employees, either via email or by printing them off and hand-delivering, within 14 days of the date of employment/hire date. Once Workday is implemented, new hires will receive this notice in their Workday onboarding and benefit screens.

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ALL EMPLOYEE INFORMATION

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 found on the HRS [Safe Environment](#) webpage.

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.

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.

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

ANNUAL REVIEW PROCESS

Faculty and Administrative Professionals 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

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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.

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

LEARNING AND ORGANIZATIONAL DEVELOPMENT

Discrimination, Sexual Harassment, and Sexual Misconduct Prevention Course – MANDATORY

All WSU employees are required to complete the course regarding prevention of discrimination and sexual harassment within six months of the date of hire and every five years. Information regarding this training is available at the [Discrimination, Sexual Harassment, and Sexual Misconduct Prevention](#) webpage.

WSU offers a variety of learning opportunities, including Instructor-led Training and online courses, available to all WSU employees. Encourage staff to participate in learning events and utilize the resources available through the HRS Employee [Learning and Organizational Development](#) program.

ETHICS

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 [BPPM 10.21](#) and [BPPM 10.22](#).

For more information on Ethics, please refer to the Office of Internal Audit [General Ethics Guide](#).

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.

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. [BPPM 20.37](#) sets forth the guidelines for permissible, limited, and prohibited uses of state resources regardless of the type of state resource.

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](#) within one month following their separation date. 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. Find out more about [Exit Survey Results](#).

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.

BENEFIT AND RETIREMENT INFORMATION

BENEFIT AND RETIREMENT FORMS AND DOCUMENTATION

Benefit and retirement forms **are not to** be retained at the department level. Employees may submit forms to their business office which are to be forwarded to HRS-Pullman. Benefit and retirement forms contain highly sensitive personal and identifying information that is only to be maintained in the University's official secured Benefit files. Departments may make copies for the employee for their personal records; however, departments are not to retain copies. Upon the activation of Workday, benefit and retirement data will be provided and processed through the Workday system, and these forms and documents will no longer be distributed in hard copy format.

REHIRING RETIREES

Before offering employment to a retiree of WSU or another state agency, please contact HRS to discuss the possible employment. Due to complexities and limitations surrounding retire/rehire situations, as well as the [President's directive](#) 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.

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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, temporary/hourly student or non-student or graduate student employees) may impact employee benefits, including retirement options.

For more information regarding employee benefits, contact HRS Benefits at 509-335-4521 or by utilizing [“Contact HRS”](#) online.

SEASONAL EMPLOYEE BENEFITS

Non-Student Temporary Hourly Employees (NSTE), 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/Seasonal Employee Benefits](#) webpage.

SEPARATING TEMPORARY FACULTY AND ADMINISTRATIVE PROFESSIONAL

Departments must separate temporary Faculty or AP appointments to ensure WSU systems reflect the separated 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.

TEMPORARY HOURLY WORKERS

PAID SICK LEAVE

WSU relies on student and NSTE to assist in providing services and accomplishing the goals of the University. Effective January 1, 2018, temporary 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, temporary hourly employees are non-student, student, and work-study employees. 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

Upon hire the [BPPM 60.27 - Conditions for Temporary Employment](#) policy must be reviewed with and provided to temporary hourly workers, including student hourly employees. As mentioned previously, the [Affordable](#)

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[Care Act Employer Notification](#) must be provided to temporary hourly workers by the department within 14 days of date of employment/hire date, and will be automatically provided in Workday.

When entering appointments, departments respond to a series of questions about the anticipated work pattern in the “Benefit and ACA Determination” section. The answers provided will identify whether an employee meets the eligibility criteria for hourly or seasonal benefits in addition to providing data for ACA reporting requirements. Benefit eligibility will also be determined by what departments enter into Workday. It is important to enter accurate answers to these questions as these responses are utilized to determine benefit eligibility.

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 temporary hourly employees, there are a number of different hour limitations, including:

- 1050 hours: The maximum hours an NSTE may work in a 12-consecutive-month period based on their initial hire date.
- 480 hours over a consecutive 6-month period: If an NSTE 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 NSTE works 70 or more hours in any 5 out of 12 months, they will become eligible for retirement participation.
- 350 hours over a consecutive 12-month period: If an NSTE 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.” Hourly appointments are to be set up as hourly appointments versus piecework appointments whenever possible.

Employment decisions cannot be based on whether a NSTE has become benefit eligible ([RCW49.44.160](#)), 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/Seasonal Employee Benefits](#).

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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 are receiving these notices, they are to forward them 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*.

- Life insurance premiums for the summer break will be taken from the first half of May check.
- Medical premiums and the tobacco or spouse surcharges (if applicable) will be taken from the second half of 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

UPDATE WSUORG

As you have changes within your department, please ensure you update the WSUORG (WSU's online organizational directory) for your area. Information on WSUORG is available at: [BPPM 10.05](#).

After the launch of Workday, updates within your department will need to take place in Workday. WSUORG will no longer need to be updated.

DEATH NOTIFICATIONS

HRS Benefit Services 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](#).

MANY PERSONNEL PROCESSES WILL CHANGE WITH THE IMPLEMENTATION OF WORKDAY ON DECEMBER 16, 2020.

2020-21 DEPARTMENTAL REMINDERS

DISCRETIONARY FUNDS

Review [BPPM 70.33 - Using Discretionary 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 Procedures, Records, and Forms](#) for assistance with records retention and disposition.

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 the 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](#), [HRS Facebook](#), and [Twitter](#) 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

***MANY PERSONNEL PROCESSES WILL CHANGE WITH THE IMPLEMENTATION
OF WORKDAY ON DECEMBER 16, 2020.***