



CENTRAL WASHINGTON UNIVERSITY

Human Resources Quick Tips Newsletter

April 2009

Human Resources
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This monthly [newsletter](#) is intended to provide timely information on staff related issues, ideas, and techniques you can put into action to improve communication, enhance performance, motivate staff, and influence peers. Email your HR newsletter submissions and ideas to Human Resources at humanres@cwu.edu.

2009 Awards Ceremony

Honorees & Supervisors: The annual awards ceremony will be held in the Ballroom of the Student Union & Recreation Center on April 7, 2009, at 1:30 PM

Positive Time Reporting

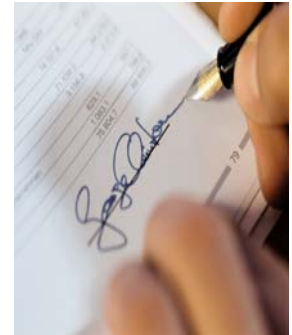
To comply with a directive from the Governor, overtime eligible classified staff need to report hours worked each pay period. The directive was issued based on recent federal audits of several state agencies. Historically, Washington State employees have used "exception time reporting." That is, time slips were only submitted if additional or overtime hours were worked or leave was taken, not when employees worked their regular scheduled hours.

The federal audits determined that "exception time reporting" is not sufficient for those employees who are eligible under the [Fair Labor Standards Act](#) (FLSA) to receive overtime payments for work over 40 hours in a workweek. The FLSA requires that all overtime eligible

employees use a "positive time reporting system," reporting all hours worked.

There are approximately 600 overtime eligible classified positions at CWU. Of those, approximately 200 employees already use a positive time reporting system. The remaining approximately 400 employees will soon begin reporting their time worked each payroll period to comply with the Governor's directive and the Fair Labor Standards Act (FLSA).

The Human Resources Department is drafting forms and procedures that meet the federal requirements in as streamline and efficient manner as possible taking into consideration the needs of departments and time keeping systems already in



place. HR staff will be contacting affected employees, their supervisors and department timekeepers about the new procedures to throughout the spring.

If you have any questions regarding positive time reporting, contact [Wendy Rittereiser](#) at 2279.

Spending Freeze

Governor Gregoire recently signed bills into law which impose a "freeze" on spending in a number of areas. First, a salary freeze is in effect February 18, 2009 through February 18, 2010, for all salaries, regardless of fund source. If duties are added to an employee's position, salary adjustments commensurate with the change are allowed and classified employees will continue to receive periodic increment (step) increases. The second freeze includes hiring, personal service contracts, equipment purchases over \$5000, and out-of-state travel and training.

The *hiring freeze* is in effect February 18 through June 30, 2009. Positions exempted from the freeze are those directly

related to academic programs, not funded from state-allocated funds or tuition, related to revenue generation, or activities that are necessary to receive or maintain federal funds by the state. Direct questions to your division head or [HR Representative](#). Additional information is available online: www.cwu.edu/~hr/freeze.html.

The freeze on *personal service contracts* includes professional or technical services provided by a consultant or contractor to accomplish a specific study, project, task or other work statement. Direct questions to [Bruce Porter](#) at 2354.

The *equipment purchase freeze* refers to the purchase of a single item of furniture,

equipment, or software costing over \$5000. Questions should be directed to [Stuart Thompson](#) at 1004.

Out-of-state travel and training are both frozen except travel in the following categories: Related to an emergency or catastrophic event that requires government action to protect life or public safety; funded exclusively from private or federal grants; related to tax and fee collection, revenue generation, and audit activities; or necessary to receive or maintain federal funds. The provision does not apply to in-state travel or training. Direct questions to [Kevin Conwell](#) at 1998.

April 2009
Training Classes

- 4/2 New Employee Orientation
9 AM
- 4/3 Performance Management:
PDP, 1 PM
- 4/8 Financial Planning for
Retirement (CWURP:
Faculty & Exempt) 3 PM
- 4/9 Appropriate Workplace
Behavior (Des Moines
Campus) 1 PM (DE Avail)
- 4/13 Ethics: Making the Right
Decisions, 10 AM
- 4/14 Speaking to be Heard,
Listening to Understand
9 AM
- 4/15 Accommodating Disabilities
in the Workplace: Advanced
1 PM
- 4/15 Investment Choices for
Retirement Savings
(Faculty/Exempt) 3 PM
- 4/16 Financial Planning for
Retirement (DRS: Classified
Staff) 8:30 AM
- 4/16 Foundations of Effective
Supervision, 1 PM
- 4/21 Speaking to be Heard,
Listening to Understand
9 AM
- 4/22 Compensation Policy &
Classification Process
9 AM
- 4/22 Receiving Retirement
Income (CWURP:
Faculty/Exempt) 3 PM
- 4/28 Speaking to be Heard,
Listening to Understand
9 AM
- 4/29 Just Cause: Providing
Corrective Feedback
(Lynnwood Campus)
1 PM
- 4/29 Supplemental Retirement
Savings Options (DRS:
Classified Staff) 2 PM
- 4/29 Performance Management:
PDP (Lynnwood Campus)
3 PM

Training

The Training & Development program is going through some changes following the resignation of Michael Horne, the Training Administrator.

We will continue to coordinate and provide mandated training classes, as well as coordinate all training opportunities within the university.

The following classes will be removed from our training catalog for now:

- Communicating Effectively in the Workplace
- Customer Service Excellence
- Generations in the Workplace
- Manager Excellence: It Begins With You
- Teams, Teamwork, Team Building, and Problem Solving
- The Leadership Challenge

The Mentoring Program, which was scheduled for a kick off in April, will be temporarily placed on hold. For everyone who submitted their desire to be a mentor or mentee, we appreciate your interest and look forward to working with you once we are able to initiate the program.

Questions about Training should be directed to [Joy Corbett](#) at 1260.

Update to Background Checks

In addition to overseeing compliance with the CWU Background Check policy (2-2.71) as it relates to classified, exempt, faculty, and temp/hourly positions, Human Resources is now responsible for the processing of criminal background checks required for student employees, interns, volunteers, and graduate assistants.

Criminal background checks will be processed for other categories of individuals when:

- The position requires the employee/individual to have unsupervised access to children under sixteen years of age or developmentally disabled persons or vulnerable adults;
- The position requires the employee/individual to have unsupervised access to cash, credit cards, or financial transaction data;

- There exists a grant or statutory requirement to process a criminal background check on employees/individuals assuming the position; OR
- Criminal background checks were processed for a specific position in a specific department prior to 1/1/09.

Additional information can be found on the HR web site:
Background Check Forms: www.cwu.edu/~hr/forms/backgroundstatement.html

Background Check Procedure and Policy: www.cwu.edu/~hr/procedure/backgroundcheck.pdf

Direct questions about these changes to your [HR Representative](#).

Find Human Resources Information in the A to Z Index on the HR Website:

www.cwu.edu/~hr/a2z

Meet the HR Staff



Marie McGowan is the Administrator of Human Resources Information Systems. She has worked for CWU for nine

years. Marie enjoys her work and the challenges of supporting a complex Human Resource and Payroll system. She also enjoys supporting the offices across campus that work directly in the system. Marie came to CWU with her husband, Dr. Robert W. McGowan, from Virginia when he was hired to be Department Chair for HHPN. Marie and Robert enjoy spending time with their family and golfing.

Remember to file your taxes by April 15



Meet with a TIAA-CREF Rep

Representatives from [TIAA-CREF](#), one of three fund sponsors for the CWU Retirement Plan for faculty and exempt staff AND for the Voluntary Investment Plan for all employees, will be on the Ellensburg campus Thursday, April 9, for one-on-one consultations with participants and potential participants. To schedule an appointment call (toll free) 877-209-3142.

Benefits Brief

HR's popular series of retirement planning seminars will be offered in April. If you would like information about how to estimate your retirement income, determine the amount that you need to save, and learn more about making retirement investment decisions, plan now to attend a workshop. [Read more>>](#)

Also see www.cwu.edu/~hr/benefits