

Human Resources Department
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This monthly newsletter is intended to provide timely information on staff related issues, and ideas and techniques you can put into action to improve communication, enhance performance, motivate staff, and influence peers. E-mail your **HR Quick Tips** newsletter submissions, suggestions and ideas to **Michael Horne** at: hrtraining@cwu.edu.

2009 HR Customer Services Survey

The biennial HR Department Customer Service Survey assists us in obtaining valuable feedback on ways to improve service and better meet the needs of the campus community. Your suggestions, comments and observations will aid us in evaluating our services. To complete the 2009 HR Customer Service Survey go to http://www.surveymonkey.com/s.aspx?sm=0Q8mdw7n5JenvClzHO_2bnDg_3d_3d.

How Do I Find?

Looking for previous editions of the HR Quick Tips Newsletter or Employee Assistance Program (EAP) Frontline Supervisor and Employee Newsletters, go to <http://www.cwu.edu/~hr/newletter/index.htm>.

Cost Savings and Revenue Generating Ideas

Do you have ideas you'd like to share to help CWU?

Your opinions and suggestions matter to

CWU. The university is looking for ways to improve operations, services and the use of resources at CWU. Please provide your ideas or thoughts on efficiency, cost savings or revenue generating ideas by going to <http://www.cwu.edu/%7Eweb/savings-suggestion.html> or by sending your suggestion to the special email account at CostSavingsIdeas@cwu.edu.



Human Resources is forwarding all of the actual comments to the members of Cabinet on a weekly basis, and posting a recap on the website mentioned above. In addition, the appropriate division(s) will be providing an analysis of the suggestions submitted and those analyses will be available on the web page in the near future.

Mentoring It Just Takes One ...one able. ...one willing. ...one hour a week.

The new CWU Mentoring Program encourages communication and interaction between staff at different levels and provides opportunities to share organizational knowledge and experience. The desired outcome is to develop a stronger workforce and foster a continuous learning culture at CWU.

The Mentoring Program is designed to encourage someone with more knowledge—a mentor—to help and guide a less-experienced employee—mentee—through the structured sharing of knowledge, skills, and organizational insight. By promoting employee development and sharing of general and institutional knowledge, the Mentoring Program further assists in preparing employees to accept greater responsibilities.

Brief meetings are being scheduled for individual departments to provide additional information about the Mentoring Program and to sign up prospective mentors and mentees. To become a mentor or mentee or to schedule a brief informational meeting for your department, contact Michael Horne, Training & Development Administrator at ext. 2196 or go to <http://www.cwu.edu/~hr/workforce/mentoring.html>.

Update to New Hire Paperwork & Temporary/Hourly Processes

Two key human resources processes were updated: (1) The Human Resources Department is now coordinating the new hire paperwork for all civil service, exempt, and temporary/hourly employees: W-4 Form, I-9 Form, Personal Data Form, Direct Deposit Form, Retirement Status Form and the Employee Information Guide. (2) Our goal for identifying and delivering temporary/hourly staffing solutions to you more efficiently also resulted in an enhanced recruitment process for temporary/hourly employees. HR will now solicit applicants and build a clerical temp/hourly hiring pool with the goal of having qualified staffing choices available to you as need arises. HR is also exploring the possibility of building other types of pools once this pool has been established. **Please note that the Personnel Action Form (PAF) and Temporary Appointment Form (TAF) are still submitted by the department to HR for each hire and change in appointment.** If you have any questions regarding these changes, please contact the [HR Representative](#) assigned to support your division.

HR Policy Updates

Uniform Service Shared Leave Pool Policy

There has been a new shared leave pool created by the state to assist employees who have been deployed in the armed services. This is different from shared leave that is donated to a specific employee who has been deployed and has requested shared leave from CWU.

The pool is maintained by the Washington State Department of the Military and is available to exempt and civil service employees to request leave and also to donate leave. The leave donated will not go to a named individual, but instead will be available to any state employee who requests leave from the pool while deployed.

Many current state employees who are members of the National Guard may find themselves in need of this leave pool in order to maintain the difference between their state salary and their military pay as well as maintain their insurance benefits for their families.

The following is a link to CWU's Policy 2-2.67, "Uniform Service Shared Leave Pool Policy", <http://www.cwu.edu/~pres/policies/part2-2.67.pdf>, and Procedure, <http://www.cwu.edu/~hr/procedure/uniformsharedlvpool.pdf>.

Forms are available for requesting and receiving leave from this pool on the HR website at: <http://www.cwu.edu/~hr/forms/index.html>.

To view other HR policies and procedures, go to <http://www.cwu.edu/~hr/a2z/index.html#p>.

If you have any questions about the HR policies, contact your HR Representative.

NEWS and UPDATES

Attention Timekeepers Earning and Using Comp Time in the Same Pay Period

So, you're a timekeeper and receive a timesheet and a leave form from a civil service employee who has earned comp time in one work week AND wants to use it the next work week in the SAME pay period. (The supervisor has approved the request to earn comp time.) How do you process that? Here are the nuts and bolts of what to look for and how to enter the information during rapid time entry.

First, verify that the employee is eligible to earn comp time; if you have any questions, contact your HR representative. Next, ensure that the employee is not at or near the maximum for comp time hours. (Non-represented, up to 240 hours; WFSE (bargaining unit 1), up to 80 hours; and PSE (BU 3, 4, 5, and 6), up to 40 hours.) If the accrual of comp time hours would take the employee above those maximums, the overtime hours must be paid in money – not in comp time earned.

Finally, verify the employee has enough accrued comp time to cover the absence; if not, other appropriate leave (vacation leave or leave without pay) should be submitted to cover the difference.

When doing the rapid time entry, enter the overtime hours worked in one work week as normal using earn code 195 (comp time earned). Then enter the comp time hours to be used in the NEXT work week as earn code 190 (comp time taken). Remember that the comp time must be EARNED earlier in the pay period than it is being used.

As always, if you have questions, please contact your assigned HR Representative.

Meet the HR Staff

Teri Bangs is the Help Desk Coordinator. During her nearly 19 years of employment in Human Resources, she has provided support in a variety of areas. Teri enjoys using the knowledge she has gained to assist employees and answer questions. She and her staff run the HR Help Desk, assisting applicants in the use of the PeopleAdmin online application system and answering general policy and procedural questions. In addition, Teri and her staff are responsible for entering classified, exempt and temporary hourly employee job information into the payroll system.

In her spare time, Teri enjoys cooking, baking, sewing, gardening and spending time with her family, especially her grandson, Oskar.



FEBRUARY TRAINING PROGRAMS

- * Preventing Discrimination in the Workplace
02/03/09 1:00 p.m.-3:00 p.m. (DE)
- Handling Conflict and Difficult Situations
02/4/09 1:00 p.m.-3:00 p.m.
- New Employee Orientation
02/5/09 9:00 a.m.-11:00 a.m.
- ** Emergency Preparedness Planning & Responding to a Hostile Intruder
02/5/09 1:00 p.m.-3:00 p.m.
- * Just Cause: Providing Corrective Feedback
02/6/09 1:00 p.m.-3:00 p.m.
- * Labor Relations Practices & Process
02/11/09 1:00 p.m.-3:00 p.m.
- * Appropriate Workplace Behavior
02/18/09 9:00 a.m.-11:00 a.m.
- * Accommodating Disabilities in the Workplace: An Introduction
02/18/09 2:00 p.m. - 4:00 p.m. (DE)
- * Compensation Policy & Classification Process
02/19/09 2:00 p.m.-4:30 p.m.
- Developing an Effective Position Description
* 02/19/09 10:00 a.m.-12:00 p.m.
- * Recruitment & Selection Process
02/26/09 9:00 a.m.-11:00 a.m.
- * These are required Supervisory Enrichment Program courses per WAC 357-34-065.
- ** These courses are required for all faculty and staff courses per CWU Training & Development Policy 2-2.75.

To register for all classes, please go to:
<http://www.cwu.edu/~training/calendar.html>

SPECIAL ANNOUNCEMENT

Tom Sweeney from the WA Employee Assistance Program (EAP) will be available on February 18, 2009 in SURC Room 201. If you would like to schedule a confidential one-on-one meeting with EAP, please call (877) 313-4455. For more information about the EAP program, call the HR Department at ext. 1202.

Benefits Brief

Investing

We all have dreams. But some dreams take money to realize – fairytale wedding, house by the beach, retiring with confidence, taking care of your family.

The sooner you start creating an investing program, the sooner you may realize your goals in life.

[Read more>>](#)

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