

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](mailto:hrtraining@cwu.edu).

## Did You Know?

Watch the  
Emergency  
Preparedness Planning &  
Responding to a Hostile  
Intruder Program on  
KCWU-TV Channel 15  
(Check local listings for scheduling)

The DVD from the November 14, 2008 program is also now available for checkout from the HR Department. Please call Michael Horne at ext. 2196 for more information.



From the HR Departmen

## Governor's Budget

On December 18, Governor Gregoire unveiled her budget proposal for the remainder of the current fiscal year which ends on June 30, 2009 and her proposal for the 2009-2011 biennium which begins on July 1, 2009. President McIntyre sent a message to all employees later that day. You may view President McIntyre's email by going to <http://www.cwu.edu/~hr/budgetupdate.pdf>.

You may access the Governor's budget by going to <http://www.governor.wa.gov/priorities/>

and the budget documents at <http://ofm.wa.gov/budget09/>.

HR will provide updates as more information becomes available regarding the state's budgetary challenges. If you have any ideas regarding cost savings measures in your department, division or within the university, let your supervisor know or send your suggestions to [CostSavingsIdeas@cwu.edu](mailto:CostSavingsIdeas@cwu.edu)

## Positive Time Keeping

To comply with a recent directive by the Governor, most classified staff will need to record and report the hours they work each payroll period. The Fair Labor Standards Act requires that all overtime eligible employees use a "positive time reporting system," where they report the hours worked, regardless of whether they work additional hours or take leave. The HR Department is drafting forms and procedures that meet the federal requirements while taking into consideration the department needs and time keeping systems already in use. To view the recent memo that was sent out, go to <http://www.cwu.edu/~hr/memo/ptkmemo.pdf>. If you have any questions regarding positive time reporting, contact Wendy Ritterreiser at ext. 2279.

## Temporary Hourly Pool

Human Resources is creating a Temporary/ Hourly Pool that serves a dual purpose. It will provide an online location for prospective employees seeking temporary hourly employment within the clerical/administrative field and it will provide a central resource for hiring departments. If you have any questions or would like more information, contact Joy Corbett, Recruitment Specialist at ext. 1260.

## Pre-Employment Testing

As a reminder, the HR Department has available pre-employment skill testing for clerical, secretarial, administrative support, and/or fiscal positions. Using skill assessment tests will assist you in choosing the right applicant by:

- Ensuring an applicant has the core skills needed to get up-to-speed in a reasonable amount of time.
- Providing a reliable means of determining if an applicant truly possesses the skills represented in their application materials.

The suite of skill assessment includes areas such as:

- ✓ Basic Excel, Word & Math
- ✓ Keyboarding
- ✓ Spreadsheets
- ✓ Spelling
- ✓ Editing and proofreading
- ✓ Bank Reconciliation

Testing is provided on Monday & Tuesday from 8:30-noon and Wednesday & Thursday from 1:15-4:45. When you begin the search and hiring process, the recruitment specialist will discuss the various tests that are available to help assess the skills of each applicant, in areas you have identified as required competencies. For more information about skills testing, contact HR at ext. 1202.

## Suspended Operations or Emergency Closure of the University

The onset of colder weather means that everyone should be prepared for potential closures or class cancellations. While CWU is committed to keeping its facilities open and to continuing its operations without disruption, we may not be able to do so during extreme winter conditions or other unforeseen emergencies. So that everyone is prepared for potential closures or class cancellations, please review the policy at <http://www.cwu.edu/~pres/policies/part2-2.35.pdf>.

## HR POLICY UPDATES

### Background Check Policy

Criminal background checks are now required for all new staff. Contact Joy Corbett, Recruitment Specialist, at ext. 1260 if you have any questions.

### Training & Development Policy

Highlights of the policy include:

1. **Supervisory Training** is for those staff appointed to a supervisory position over civil service or exempt employees. The training should be completed within 6 months as required by [WAC 357-34-055](#).

#### 2. **Mandatory Training**

The following training is required:

- A. New Employee Orientation
- B. Supervisory Enrichment Program
- C. Emergency Preparedness (biennially)
- D. Appropriate Workplace Behavior – annually (includes training addressing sexual harassment and preventing discrimination)

Contact Michael Horne at ext. 2196 for more information.

### Other Policy Updates

Some additional policy updates during the past year include:

- **Employee Leave Policy** which now provides coverage for domestic violence and members of the Armed Forces;
- **FMLA Policy** which now provides for covered service members and family of service members; and
- New **Telework** and **Flexwork Policies**.

To view these and 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

### PDP TIPS

As a supervisor, one of the most important tasks that you will undertake is evaluating the performance of your employees. A key rule is **NO SURPRISES!** If you've been providing informal feedback and using the interim review process to help guide your employee, there won't be surprises during the evaluation. Although CWU has revised its Performance and Development Plan (PDP) form, the State's PDP Guide is still a great source of information:

([www.dop.wa.gov/NR/rdonlyres/C2936656-8EB2-4FAF-81BA-891A590B26AA/0/pdpguide.pdf](http://www.dop.wa.gov/NR/rdonlyres/C2936656-8EB2-4FAF-81BA-891A590B26AA/0/pdpguide.pdf)).

In addition, HR offers PDP training. Here are some tips for preparing for the performance evaluation:

- Ensure the employee has a copy of the current PDP.
- Let the employee know that the session will be a two-way conversation about their performance.
- Share a draft evaluation with the employee before the scheduled session. You may also want to share the draft with your supervisor who will sign the evaluation.
- When writing the evaluation, be aware of your own biases:
- Stay focused on what matters most – the one clear message you want to convey.
- Be prepared to discuss the employee's strengths, areas needing improvement, and competencies (knowledge, skills, and abilities) to develop.
- When there are difficult issues to discuss, talking with your supervisor or HR representative before the session is important; practicing before the meeting can also help.
- Try to end the session on a positive note.

Remember, a performance evaluation should be a collaborative event. With these suggestions in mind, an evaluation review doesn't have to be a stressful event for you or for the employee.

For additional help or if you have questions, contact your HR Representative.

### Meet the HR Staff

Joy Corbett is the Recruitment Specialist. Joy works with hiring Departments and HR staff to conduct recruitment processes for civil service, exempt, and faculty positions. She was raised in the Kittitas Valley and attended CWU earning her first BS in Leisure Services & Tourism Management. After finding enjoyment working in the HR Department at the popular ski resort, The Summit at Snoqualmie, she returned to CWU to earn a BS in Business Administration with a specialization in HR. Additional HR job history includes working for Kittitas County and the ACE Hardware Distribution Center in Yakima. Joy spent 17 years swimming competitively and is happy to say she ended her stretch with the CWU Women's Team in 2001. She began working for CWU in March 2008.



## JANUARY TRAINING PROGRAMS

- \* Performance Development: PDP  
01/7/09 SURC Room 135 1:00 p.m.- 3:00 p.m.
- New Employee Orientation  
01/8/09 SURC Room 135 9:00 a.m.-11:00 a.m.
- \* Foundations of Effective Supervision  
01/16/09 SURC Room 135 1:00 p.m.-3:00 p.m.
- \* Ethics: Making the Right Decisions  
01/22/09 LIBRARY Room 153 2:30 p.m.-4:30 p.m.
- Generations in the Workplace - New Class Offering  
01/27/09 SURC Room 135 9:00 a.m. - 11:00 a.m.
- Accommodating Disabilities in the Workplace Pt 2  
01/28/09 SURC Room 135 1:00 p.m. - 3:00 p.m.

\* These are required Supervisory Enrichment Program courses per WAC 357-34-065.

To register for all classes, please go to:

<http://www.cwu.edu/~training/catalog/registration.html>

## Two New Classes Offered

In our continuing commitment to meet the training & development needs of our University staff, we are excited to offer two new 2-hour classes: **Generations in the Workplace** and **Developing an Effective Position Description**.

To view and register for these classes, please go to:

<http://www.cwu.edu/%7etraining/calendar.html> or call Michael Horne, Training & Development Administrator, at ext. 2196 for more information.

## Benefits Brief

### Managing Debt and Spending

For many people, living paycheck to paycheck is a way of life. But it doesn't have to be that way. With a little planning, you can get behind the wheel on the road to financial independence.

Having a budget can free you from financial stress. How? By helping you spend your money on the things you truly value. You can create a budget in a few easy steps. [Read more>>](#)

Also see

[www.cwu.edu/~hr/benefits](http://www.cwu.edu/~hr/benefits)