



CENTRAL WASHINGTON UNIVERSITY

Human Resources Quick Tips Newsletter

June 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.

**FATHER'S
DAY IS
JUNE 21**

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Department of Retirement Systems Presentation

A representative from the [Department of Retirement Systems](#) will hold an information session on the Ellensburg campus June 2 at 8:30 AM in SURC 202 for members of the Public Employees' Retirement System ([PERS](#)), Teachers' Retirement System ([TRS](#)), and Law Enforcement Officer & Fire Fighter ([LEOFF](#)) 2. Topics covered will include: retirement

eligibility, benefit calculation, early retirement, payment options, purchase service credit, and retire/rehire. Also discussed will be the Washington State [Deferred Compensation Program](#) (DCP) including what it is, why it's important; enrollment, investment choices, and distribution options. There is no need to sign up for the group

session. Call 963-1202 to register for an individual appointment, which will be available throughout the day.



Employees of the Month

The Employee Council has named **Susan Browne**, Grounds & Nursery Specialist, March's Employee of the Month and **Kathy Vincent**, Media Technician Senior, April's Employee of the Month. At recent surprise ceremonies, both Susan and Kathy were awarded a certificate and \$125 through the CWU civil service employee recognition program. The form to nominate a civil service employee for Employee of the Month is available online: www.cwu.edu/~hr/forms/eotmnominate.html.

Those nominating Susan Browne said:

* Susan is one of the most knowledgeable employees here at CWU. She always provides the most comprehensive customer service and is a caring individual that always treats her employees with respect. She is always going above and beyond the call of duty.

* I have been constantly impressed with the quality of the work Susan does. She seems to love her job and the quality of work shows that. Sue is an example of what every employee at CWU should be – hardworking, caring, loyal and focused on doing a job to the very best of your ability.

* Susan has unlimited patience in training employees. She has a great knowledge of landscaping and shares that knowledge with her colleagues and the campus community. Susan is always courteous, upbeat, and ready to share a smile.

Those nominating Kathy Vincent said:

* Kathy is a valuable employee and colleague. She is tremendously successful at her work because of her outgoing nature, her familiarity with our clients, and her ability to build good will and excellent rapport with everyone on the MTIS team. The way she conveys an interest in people is "inspirational."

* Kathy Vincent is one of the most dependable co-workers I have ever had the pleasure of working with. She is cheerful, visible, accessible, patient, competent, knowledgeable and always willing to help with any calls for media tech problems, almost immediately.

* Kathy has a remarkable attitude! She is always ready to help and problems become her priority. Her strong communication skills allow her to impart technical help and advice without ever talking down to or demeaning tech-neophytes.

You Can Help "Save the Safety Net"

Many Washington residents will lose their health care coverage this year. The state's budget problems resulted in cuts to [Basic Health](#), a program that provides subsidized health care to 100,000 low

income people. A program is being created: to "Save the Safety Net." Though still in the planning stages, the program will allow state employees to offer support to help families maintain their cover-

age with Basic Health. If you are interested, go to: www.basichealth.hca.wa.gov/safetynet to sign up for the listserv and receive more information as it becomes available.

June Training

6/4 9 AM
New Employee
Orientation

[Training Calendar](#)
[Training Catalog](#)

Benefits Brief: Planning

When it comes to saving for retirement or any other financial goal, we all know it's wise to start early and to set aside as much money as possible. But many people overlook another essential component to financial success: planning. All of the investment guidance in the world may not help you reach your goal if you don't start out with a plan to get you there. An investment plan is like a road map to guide you to a financial destination, whether that's retirement, college, a new house, or any other goal. [Read more](#)

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



Comp Time Cash-Out

Timekeepers, supervisors, and overtime eligible employees are reminded that as of June 30th of each year all compensatory time must be cashed out. This practice is in accordance with the leave procedure and collective bargaining agreements for [PSE](#) & [WFSE](#) represented employees.

Timekeepers, as you prepare for Rapid Time entry for the June 16 – 30 pay period, review your Leave Accrual Process reports. Cash out accrued comp time with earn code 197 (CLA Compensatory Time Payoff). When an employee moves to another department, accrued compensatory time must be cashed out (earn code 197) and charged against the department losing the employee.

Supervisors, please ensure that all overtime worked in the June 16 – 30 pay period is paid in money. Remember that payment in money is the default; compensatory time earned can

only be used IF the employee requests it and you approve it.

Maximum compensatory time accruals are:
Non-represented employees: 240 hours
Employees represented by PSE: 40 hours
Employees represented by WFSE: 80 hours
(NOTE: This will increase to 160 hours under the new WFSE contract July 1, 2009.)

If granting of comp time earned would cause the employee's comp time balance to exceed these amounts, the employee's overtime must be paid in money instead of comp time.

If you have questions about comp time issues, contact your [HR representative](#).



Find the Positive Time Report online: www.cwu.edu/~hr/forms/ptr2.html

Large Deduction Planned for June 25th Paycheck

Faculty returning in the fall and those employees with less than 12-month assignments should expect a large deduction from the June 25th paycheck to cover summer insurance premiums for health and life insurance.

The June 25th deduction is seven times the regular deduction amount. The health insurance portion of the deduction will range from \$87.50 to \$1,113, depending on elected coverage.

To calculate the amount that will be deducted from the June 25th paycheck, look up a current paycheck via the [Wildcat Connection](#).

Find "Before-Tax Deductions" and the amount

for "Medical." Then, find "After-Tax Deductions" and all amounts for life insurance (there may be several, such as Supplemental Life, Dependent Life, Optional Life, depending on the coverage you have elected).

Sum the amount for medical and all life insurance amounts and multiply by seven. This is the amount that will be deducted from the June 25th paycheck.

If a faculty member will be teaching summer school, the June 25th deduction will be taken and no insurance deductions will be taken from the summer checks.

Contact a member of the [Benefits Staff](#) if you have any questions.

The "Employee Leave Procedure" is available online:
www.cwu.edu/~hr/procedure/eeleave.pdf

Meet the HR Staff: Wendy Rittreiser

Wendy Rittreiser began working part-time in Human Resources in 1992 doing Classification and Compensation. She then spent several years administering the retirement plans and tax-deferred savings plans prior to her current position as Director of Benefits and HR Information Systems.

Wendy serves on the board of directors of Gallery One, and has previously served as

an Ellensburg City Council member and as Director of the Ellensburg Children's Museum. Wendy is a CWU alumna, with a BS in Accounting. Her husband, Steve, a CWU alumnus has worked for Central since 1983, and currently serves as Assistant Vice President for Business Auxiliary and Public Safety. They have two adult sons, Jason and Brian, and a dog named Mokie.