10.01 SUBJECT: AFFIRMATIVE ACTION POLICY ....................................................... 50
10.02 SUBJECT: WSU DISCRIMINATION AND SEXUAL HARASSMENT POLICY . 50
10.03 SUBJECT: SEXUAL HARASSMENT ................................................................. 51
10.04 SUBJECT: COMMITMENT TO DIVERSITY ....................................................... 51
10.05 SUBJECT: REASONABLE ACCOMMODATIONS ................................................. 52
10.06 SUBJECT: EMPLOYEE ASSISTANCE PROGRAM .............................................. 52
10.07 SUBJECT: DRUG AND ALCOHOL ABUSE POLICIES ......................................... 52
    10.07a SUBJECT: DRUG-FREE WORKPLACE POLICY .............................................. 53
    10.07b SUBJECT: DRUG-FREE WORKPLACE PROGRAM .......................................... 54
10.08 SUBJECT: REPORTING IMPROPER GOVERNMENTAL ACTION (WHISTLEBLOWER) ................................................................................................................................................................................. 54
10.09 SUBJECT: DOMESTIC VIOLENCE AND THE WORKPLACE.............................. 55
10.10 SUBJECT: WORKPLACE VIOLENCE ................................................................. 56
10.11 SUBJECT: CODE OF ETHICS ............................................................................... 56
10.12 SUBJECT: EMPLOYEE EVALUATIONS .............................................................. 57
10.13 SUBJECT: FRINGE BENEFITS - FULL TIME EMPLOYEES................................ 58
10.14 SUBJECT: HIRING - CLASSIFIED STAFF .......................................................... 58
    10.14a SUBJECT: HIRING - FACULTY AND ADMINISTRATIVE/PROFESSIONAL 59
    10.14b SUBJECT: HIRING - TEMPORARY EMPLOYEES ........................................... 62
    10.14c SUBJECT: HIRING - WORK-STUDY STUDENTS ............................................ 63
10.15 SUBJECT: CONTRACTUAL AGREEMENTS--NCAA REQUIREMENTS............. 64
10.16 SUBJECT: INSURANCE – LIABILITY ................................................................. 65
    10.16a SUBJECT: INSURANCE - WORKER'S COMPENSATION ................................ 65
10.17 SUBJECT: JOB AUDITS - CLASSIFIED STAFF .................................................. 66
10.18 SUBJECT: AUTHORIZATION TO WORK OVERTIME ......................................... 67
10.19 SUBJECT: TYPES OF LEAVE ........................................................................... 68
10.20 SUBJECT: LEAVE ACCRUALS - CLASSIFIED STAFF ....................................... 79
    10.20a SUBJECT: LEAVE ACCRUALS - FACULTY, ADMINISTRATIVE/PROFESSIONAL .......................................................................................................................... 80
    10.20b SUBJECT: SICK LEAVE CASHOUT ............................................................... 81
10.21 SUBJECT: MONTHLY LEAVE/TIME REPORTS .................................................. 81
10.22 SUBJECT: TRAINING AND DEVELOPMENT .................................................... 82
    10.22a SUBJECT: RELEASE TIME FOR TRAINING .................................................. 83
10.23 SUBJECT: WSU FEE WAIVER PROGRAM/SUMMER EDUCATIONAL BENEFITS .......................................................................................................................... 84
10.24 SUBJECT: SUSPENDED OPERATIONS ............................................................. 85
10.25 SUBJECT: SAFETY AND HEALTH POLICY ...................................................... 86
    10.25a SUBJECT: SAFETY BULLETIN BOARD ........................................................... 86
    10.25b SUBJECT: SAFETY COMMITTEE ................................................................. 86
    10.25c SUBJECT: SAFETY ORIENTATION .............................................................. 89
    10.25d SUBJECT: SAFETY TRAINING ..................................................................... 89
    10.25e SUBJECT: FIRST AID TRAINING ................................................................. 90
    10.25f SUBJECT: REPORTING ACCIDENTS/INJURIES .......................................... 91
    10.25g SUBJECT: SAFETY RESPONSIBILITIES ...................................................... 92
10.26 SUBJECT: TERMINATION OF EMPLOYMENT .................................................. 93
10.27 SUBJECT: EMPLOYEE DEGREE VERIFICATION ............................................. 94
<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.28 SUBJECT: NEW EMPLOYEE RELOCATION</td>
<td>95</td>
</tr>
<tr>
<td>10.29 SUBJECT: NEW EMPLOYEE ORIENTATION AND CHECKLIST</td>
<td>97</td>
</tr>
<tr>
<td>10.30 SUBJECT: VOLUNTEERS</td>
<td>97</td>
</tr>
<tr>
<td>10.31 SUBJECT: POLICY FOR REPORTING HAZING/STUDENT MISCONDUCT</td>
<td>100</td>
</tr>
</tbody>
</table>
10.01 SUBJECT: AFFIRMATIVE ACTION POLICY
(revised 12/02)

Equal Employment Opportunity/Affirmative Action Statement
WSU is an equal opportunity employer committed to providing equal opportunity to applicants and employees without regard to race, creed, color, national or ethnic origin, gender, age, sexual orientation, religion, marital status, physical, sensory or mental disability, or use of a trained dog or service animal, or whether a disabled or Vietnam-era veteran. WSU has made, and will continue to make, every effort to eliminate barriers to equal opportunity encountered by these protected group members.


10.02 SUBJECT: WSU DISCRIMINATION AND SEXUAL HARASSMENT POLICY
(revised 12/02)

Non Discrimination Statement
WSU subscribes to the principles and laws of the state of Washington and the federal government pertaining to civil rights and equal opportunity, including applicable executive orders. It is WSU policy to prohibit discrimination on the basis of race, creed, color, national or ethnic origin, gender, age, sexual orientation, religion, marital status, physical, sensory or mental disability, or use of a trained dog or service animal, or whether a disabled or Vietnam-era veteran. This policy addresses recruitment, admissions, hiring, training, discipline, promotion, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and any other employment or education conditions. Evidence of practices that are inconsistent with this statement and WSU’s nondiscrimination policy should be reported to the Center for Human Rights, 509-335-8288.


Refer to the above link for the entire policy, definitions, examples, resources, procedures and enforcement of prohibitions.

RESPONSIBILITY

Athletic Administration/Coaches/Supervisors

1. Ensure that all employees are made aware of this policy, the types of conduct prohibited by it, and the avenues available for resolution of violations;

2. Monitor their respective work and learning areas for violations of this policy;

3. Listen to the allegations of policy violations brought to their attention by employees;
4. Either intercede for complaint resolution or refer complainant and/or respondent to appropriate University resources for assistance, advice, or investigation;

5. Report immediately to the Center for Human Rights all complaints of discrimination, including sexual harassment, whether or not resolution has already occurred; and;

6. Prevent retaliation for the use of these procedures.

10.03 SUBJECT: SEXUAL HARASSMENT
(revised 12/02)

WSU does not tolerate sexual harassment. Sexual harassment is a type of gender discrimination and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual; or
- Such a conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive environment.

Persons with complaints are encouraged to discuss the matter promptly with their supervisor, department chair, dean, other appropriate administrator, or the Center for Human Rights to allow for an effective resolution. Complaints that cannot be resolved at the supervisor level should be brought to the attention of the Center for Human Rights. Every effort will be made to protect the rights of both the complainant and the respondent. For copies of the Discrimination and Sexual Harassment Policy, contact the Center for Human Rights at 509-335-8288 or CHR.

Education to Prevent Discrimination

Administrators, deans, directors, chairs, and supervisors are responsible for informing all employees and students about the prohibition of discrimination. The Center for Human Rights is prepared to assist in this process by coordinating education and training including regular publication of the Discrimination and Sexual Harassment Policy.

10.04 SUBJECT: COMMITMENT TO DIVERSITY
(revised 12/02)

WSU endeavors to model, for the state and nation, a community of individuals who seek what is best for each other. The University respects and significantly benefits from diversity such as may be expressed through racial/ethnic, gender, cultural, disability, sexual orientation, and socioeconomic differences among the faculty, staff, and students. The University takes seriously its responsibility to offer educational and professional opportunities equitably to all qualified persons it can accommodate. The University, through its curriculum, programs, services, provides understanding and supportive interaction among diverse population groups and respects
individuals’ personal values and ideas. It is incumbent upon each member of the WSU administration, faculty, and staff to make every faith effort to fulfill this commitment.

10.05 SUBJECT: REASONABLE ACCOMMODATIONS
(revised 12/02)

Several studies provide legal protection for persons with mental or physical disabilities. These include Washington’s Law Against Discrimination (WLAD), the Federal Rehabilitation Act of 1974, and the Americans with Disabilities Act (ADA). State and federal law require employers to define essential job functions for hiring purposes and to make “reasonable accommodations” for workers, clients, and customers with disabilities. The Act also includes rules governing accessibility. This body of law, as it may evolve over time, shall be applicable to the University’s compliance in this field.

Address questions about WLAD, ADA and Reasonable Accommodation to the Center for Human Rights or to the Director of Human Resource Services. Whenever reasonable, WSU will accommodate the employee in his or her current position. Other options, however, may include a change in position, paid or unpaid sick leave, long-term disability, or retirement because of health conditions. And accommodation is considered “reasonable” if it does not impose and undue hardship to the institution. Each employee’s circumstances and the reasonableness of any requested or contemplated accommodation will be evaluated on a case-by-case basis.

10.06 SUBJECT: EMPLOYEE ASSISTANCE PROGRAM
(revised 12/02)

http://www.wsu.edu/~forms/PDF/BPPM/60-86.pdf

The University’s Employee Assistance Program (EAP) provides confidential assessment and referral services. The program assists employees in identifying and resolving or managing personal issues, such as home and family issues, stress/depression, health concerns, changes in workplace, financial issues, drug/alcohol abuse, personal and interpersonal concerns and other job issues affecting life and job performance. The Employee Assistance Program is intended to assist employees with clarifying issues, provide short-term assistance with resolving or managing issues, and make referrals to appropriate external resources for a longer-term as needed. The Employee Assistance Program is not intended to provide long-term assistance.

10.07 SUBJECT: DRUG AND ALCOHOL ABUSE POLICIES
(revised 12/02)

Washington State University is concerned for the welfare of its faculty, staff and students, and about the effects of drug or alcohol abuse on the quality of teaching, research and service at WSU. The University has adopted policies to discourage drug and alcohol abuse, to prevent illegal use and abuse of drugs in the workplace, to assist faculty, staff and students who have been impaired by substance abuse, and to encourage the safe use of legal drugs. Abuse prevention and treatment programs have been created to be consistent with the Drug-Free Schools and Communities and the Drug-Free Workplace Acts.

The unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on WSU property, or as part of WSU activities, is prohibited. Any violation of local, state, or federal law regarding the unlawful possession use or distribution of illicit drugs or
alcohol may result in referral for prosecution and the imposition of penalties. WSU will impose sanctions, which are consistent with local, state, and federal law, and regulations on students and employees found to be in violation of this policy. Sanctions may include recommendations for completion of an appropriate rehabilitation program, expulsion from WSU or termination of employment, and referral or prosecution.

10.07a SUBJECT: DRUG-FREE WORKPLACE POLICY
(revised 12/02)

In accordance with the Drug-Free Workplace Act of 1988, Washington State University has enacted a policy to insure that all employees do not use illicit substances at WSU.

Policy

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in or on property owned or controlled by WSU.

2. No employee will report to work while under the influence of an unlawful substance. Violation of this policy may result in a referral for mandatory evaluation or treatment for substance abuse disorder. Disciplinary action may include dismissal from employment.

RESPONSIBILITY

Employee

1. To comply with federal law, WSU requires an employee to notify the employing official in writing of any criminal drug statute violation, which occurred in the workplace no later than five days after conviction.

2. If convicted, participate in a federal, state or local health agency certified drug abuse assistance or rehabilitation program.

3. If convicted, know that dismissal from employment may result.

WSU Administrator

1. If the employee is engaged in a federally-sponsored grant or contract, notify the agency in writing within 10 days of receiving notice the employee has been convicted of such a drug statute violation.

2. Take disciplinary action against, or require the satisfactory participation in a federal, state or local health agency certified drug abuse assistance or rehabilitation program by any WSU employee who is so convicted.
3. Disciplinary action may include dismissal from employment or other appropriate personnel action(s).

10.07b SUBJECT: DRUG-FREE WORKPLACE PROGRAM
(revised 12/02)

WSU is committed to a drug-free workplace and has developed education and training programs to ensure that all employees are informed of the facts regarding drug abuse in the workplace, including:

1. The dangers of such uses;
2. Established policies of WSU regarding a drug-free workplace;
3. Availability of the Washington State Employee Advisory Service for counseling and rehabilitation programs;
4. Penalties that may be imposed for drug abuse violations.

RESPONSIBILITY

WSU New Employee Orientation

1. Provide a written copy of the drug-free workplace policy statement and descriptions of the drug awareness education and training programs.

Human Resources Services/
Student Counseling Services

1. Coordinate the drug education and training programs.
2. Notify each employee that as a condition of employment he or she must abide by the policy and must notify the employing official of any criminal statute conviction for violation occurring in the workplace.

NOTE: Classified staff disciplinary action, including dismissal, is in accordance with the Washington Administrative Code. Faculty and administrative/professional employee disciplinary action, including dismissal from employment, is described in the Faculty Manual and A/P Manual.

10.08 SUBJECT: REPORTING IMPROPER GOVERNMENTAL ACTION
(WHISTLEBLOWER)
(revised 12/02)

http://www.wsu.edu/~forms/PDF/BPPM/10-20.pdf
Refer to the above link for the entire policy.

Chapter 42.40 RCW was enacted to encourage employees of the state of Washington to report improper governmental actions to the Office of State Auditor. Improper governmental action means any action by an employee, which is undertaken in the performance of the employees’ official duties that violates state law, abuses authority, wastes public funds or endangers public health or safety. Improper governmental action does not include personnel actions involving employee grievances and related complaints.

RESPONSIBILITIES

Employee (Whistleblower)

1. Notify the State Auditor by mail of improper governmental action including:
   a. Description of the improper action;
   b. Name of the employee(s) involved;
   c. The agency;
   d. Other details necessary to conduct an investigation.

2. Be protected from reprisal or retaliatory action. If a whistleblower believes he/she has been the subject of such action, a claim may be filed with the Washington Human Rights Commission.

State Auditor

1. Mail written acknowledgment to the whistleblower within five working days after receipt of whistleblower correspondence.

2. Conduct preliminary investigation.

3. Send whistleblower a letter containing a summary of the information received and the results of the preliminary investigation.

4. Report details to any employee under investigation, the head of the employee’s agency, and if necessary, the Attorney General or other appropriate authorities.

10.09 SUBJECT: DOMESTIC VIOLENCE AND THE WORKPLACE
(revised 12/02)

WSU is concerned with and committed to our employees’ safety and health, including employees who are victims of domestic violence. For employees who are affected by domestic violence, every reasonable effort will be made to provide support and assistance including:
   • A confidential mechanism for requesting help for oneself or family members.
   • Resource and referral information.
• Work schedule adjustments or leave, as needed, to obtain medical, mental health, legal assistance and/or confidential secure shelter.
• Workplace relocation, as feasible.
• Other appropriate assistance on an individual case basis to create a safe and non-threatening situation.

10.10 SUBJECT: WORKPLACE VIOLENCE
(revised 12/02)

http://www.wsu.edu/~forms/PDF/BPPM/50-30.pdf

The University is committed to maintaining an environment that is free from all acts or threats of violence perpetrated by or against employees, students, or members of the public. Workplace violence is any physical assault, threatening, or intimidating behavior, or verbal abuse occurring in the Work setting.

While on University property or while conducting University business at other locations, each employee, student, or individual is prohibited from subjecting any other employee, student, or individual to any violence or threat of violence.

Violent action on University property or facilities, or while on University business, will not be tolerated or ignored. Individuals who engage in violent or threatening behavior may be:
• Removed from the premises;
• Subject to disciplinary action, up to and including dismissal or expulsion; and/or
• Subject to arrest and criminal prosecution


10.11 SUBJECT: CODE OF ETHICS
(revised 12/02)


WSU is an institution of higher education whose employees uphold high standards of ethical behavior. These standards include respecting and defending free inquiry, acknowledging the contributions of others, showing due respect for the governance of the University, following applicable federal and state laws, and protecting institutional integrity by observing published regulations and policies in order to increase the effectiveness of the University. Administrative Professional and Administrative Faculty employees, as they undertake personal and private activities in the wider community, should clearly separate these actions from their University employment.

Applicable state laws includes the Ethics in the Public Service Act, which addresses such subjects as use of state resources, political activities, receipt of gifts and honoraria, and outside activities of state employees. The WSU Division of Attorney General is available to provide general information to supervisors regarding this and other laws, although it will not serve as attorney for any individual employee nor will the University pay fines or fulfill sanctions imposed on individuals.
Supervisors complete annual employee evaluations each spring. The athletic director and senior associate athletic director evaluate the head coaches of the sports under their direct supervision.

In conjunction with the annual review for faculty, administrative/professional personnel and the classified staff's performance evaluations, the athletic department also provides supervisors a specific performance evaluation tool for coaches, support staff, and office staff.

AP Staff Evaluation Form
Assistant Coaches Evaluation Form
Head Coaches Evaluation Form

The University requires supervisors to evaluate classified staff at least annually prior to the employee's performance evaluation month assigned by Human Resource Services. The supervisor must also evaluate a classified staff employee serving a probationary/trial service period upon completion of six months in the position and do a final evaluation when an employee transfers, demotes, promotes, laterally moves or is reassigned to another department.

Refer to the WSU Business Policies and Procedures Manual, referenced above for specific instructions and guidelines.

RESPONSIBILITY

Associate Athletic Director
For Staff Development

1. Provide University/department instructions for the annual performance review process to all department supervisors.

Supervisor

1. Each spring, notify employee of the evaluation process.
   a. Expectations in preparation for the performance evaluation.
   b. Appointment to discuss the performance evaluation.

2. Complete evaluation forms and meet with the employee to discuss his/her performance.

3. Copy the completed evaluation form and submit original to the accounting supervisor-personnel.

4. Provide employee a copy of the completed evaluation form.

Employee

1. If requested, complete an evaluation form indicating performance level, training completed, specific achievements, etc.

2. Meet with supervisor at appointed time to discuss the performance evaluation.

**Payroll/Personnel Manager**

1. Receive evaluation forms from supervisors.

2. Forward a copy of classified staff's completed and signed Employee Performance Evaluation Form to Human Resource Services.

3. Forward Faculty, Administrative/Professional Annual Reviews to University Counsel, President’s Office and the associate athletic director for staff development.

4. File a copy in employee’s personnel file.

**10.13 SUBJECT: FRINGE BENEFITS - FULL TIME EMPLOYEES**

*(revised 12/02)*

Employees of the state of Washington are eligible for the fringe benefits of the state, including health insurance, retirement benefits, and annual/sick leave. If the appointment is for at least six months, temporary employees may also be eligible for the state of Washington fringe benefits. Additional information may be obtained from the Benefit Services and Risk Management Office in French Administration Building (335-4589).

Athletic department employees receive complimentary admission to all home athletic events. See Tickets section for details. They also may use the varsity weight room at the times designated for such use and be assigned a locker in a staff locker room.

**10.14 SUBJECT: HIRING - CLASSIFIED STAFF**

*(revised 12/02)*


**RESPONSIBILITY**

**Supervisor**

1. Receive appropriate administrative approval to establish a new position or fill a vacancy.

2. Inform accounting supervisor-personnel of the details of the new position or vacancy.
      [http://www.wsu.edu/~forms/PDF/BPPM/60-02-4-5.pdf](http://www.wsu.edu/~forms/PDF/BPPM/60-02-4-5.pdf)
   b. Advertisement (if any)
      Notice of vacancy.
3. Arrange interviews, in accordance with university regulations, from the list of candidates sent from Human Resource Services (HRS).

4. Select job recipient from the list of candidates and complete documentation for HRS.

5. When the search process is complete, notify accounting supervisor – personnel of the new employee, salary and hire date.

Payroll/Personnel Manager

1. Request position description for the new position.
   [http://www.wsu.edu/~forms/PDF/BPPM/60-02-4-5.pdf](http://www.wsu.edu/~forms/PDF/BPPM/60-02-4-5.pdf)

2. Send position description, job description, organizational chart and position action form (if new position) to HRS.

3. Receive notification of position classification.

4. Process notice of vacancy and advertisement (if applicable). HRS will return a list of candidates.

   a. I-9 – with appropriate identifying documents
      [http://www.wsu.edu/~forms/PDF/BPPM/60-04-6-8.pdf](http://www.wsu.edu/~forms/PDF/BPPM/60-04-6-8.pdf)
   b. W-4
      [Personnel Action Form](http://www.wsu.edu/~forms/PDF/BPPM/60-11.pdf)

6. Review all searches with the associate athletic director for staff development.

10.14a SUBJECT: HIRING - FACULTY AND ADMINISTRATIVE/PROFESSIONAL
(revised 12/02)


RESPONSIBILITY

Supervisor/Search Committee Chair

1. Receive [authorization to recruit](http://www.wsu.edu/~forms/PDF/BPPM/60-11.pdf) faculty or administrative/professional from the athletic director or associate/assistant athletic directors.
2. Determine appropriate classification and receive administrative approval.

3. Review the search procedures as outlined in the University Recruitment Manual. See the accounting supervisor-personnel or associate athletic director for staff development for a copy of the manual.

4. Form search committee.

5. Prepare Authorization to Recruit Form, Departmental Requisition form, job description, notice of vacancy, timetable review, advertisement announcement, advertisement plan, candidate comparison sheet, and ranking form. Forward completed forms to Center for Human Rights for approval.

6. Notify hiring official and EEO representative (associate athletic director for staff development) of the first meeting of the search committee.

7. EEO representative will give the committee its charge and discuss affirmative action goals and EEO principles.

8. Forward candidate comparison sheet to Center for Human Rights twice:

9. Identifying preliminary cut (long list)

10. Final form with list of finalists identified (short list)

11. Forward recommendation to Hiring Authority.

**Hiring Authority**

1. After interviews are completed, forward letter to Center for Human Rights requesting authorization to offer the position including justification of the strengths and weaknesses of each of the finalists.

2. When the search process is complete, notify accounting supervisor-personnel of the new employee, salary and hire date.

**Search Committee**

1. Meet with committee chair to determine search process.

2. Review applicants and complete candidate comparison sheet and ranking form.

3. Two committee members must review each file to determine if applicant meets minimum qualifications.

4. All committee members must review files of all applicants that meet minimum qualifications.

5. Prepare reference check questionnaire.

6. Conduct reference checks as determined by committee.
7. Prepare interview evaluation forms
8. Committee evaluation form
9. Staff evaluation form
10. Conduct interviews
11. Provide hiring official with an evaluation of the final candidates in accordance with the committee’s charge.

Search Committee Clerical Manager

1. Work with search committee chair to prepare forms/memos for approval by the Center for Human Rights.

2. Receive applications.
   a. Date stamp applications as received.
   b. Complete file face sheet form with application materials received.
   c. Send letter of acknowledgment of receipt of application and note missing required materials. Enclose with letter:
      1. EEO card with search number and departmental information completed.
      2. Notice of vacancy

3. Assist committee in preparing candidate interviews.
   Travel arrangements including travel authority
   Interview schedule and itinerary
   Meal authorization forms

4. Forward rejection letters to unsuccessful applicants.

5. Forward thank you/rejection letter to unsuccessful interviewees.

Payroll/Personnel Manager

1. Receive notification of new hire from hiring official.

2. Process Position Action Form when there is a change in position or a new position is created.
   a. Send Position Action Form to the president’s office where it is routed through Center for Human Rights.

3. Receive a copy of the Position Action Form once all the paperwork is approved and completed.

4. Process and file after hiring:
   a. Three letters of recommendation
   b. I-9 – with appropriate identifying documents.
      http://www.wsu.edu/~forms/PDF/BPPM/60-04-6-8.pdf
   c. W-4.
10.14b SUBJECT: HIRING - TEMPORARY EMPLOYEES
(revised 12/02)


Student or non-student hourly help is available for either one-time projects or on a continual basis. Salaries must be at least minimum wage and may be set by the supervisor. **Non-student hourly employees are only allowed to work 1050 hours in one year.**

RESPONSIBILITY

**Supervisor**

1. Request approval to hire temporary employee from the athletic director or associate athletic director.

2. Maximum dollar amount for the new employee must be estimated.

3. Confirm with budget director amount of funds that have been allocated for temporary employees.

4. Complete a temporary position job description using a Job Posting Card, if needed, and forward to accounting supervisor-personnel.

5. Request accounting supervisor-personnel to post position vacancy at student employment office, if necessary.

6. Interview potential temporary employees and make appointment.

7. Monitor number of hours worked each pay period. Sign Daily Activity Report Form each pay period.

**Employee**

Interview with supervisor.

1. If job is offered and accepted, meet with accounting supervisor-personnel and complete I-9 form, with appropriate identifying documents, W-4 form, and conditions for temporary employment.


5. Complete and submit to supervisor the Daily Activity Report Form twice a month. The first pay period goes from the 1st
through the 15th with a check received on the 25th; the second pay period goes from the 16th to the end of the month with a check received on the 10th of the following month.

6. Contact payroll services in the French Administration building to submit a direct deposit form to have paycheck deposited directly into personal bank account.

Payroll/Personnel Manager

1. Complete Temporary Employment Appointment with appropriate documents and forward to the student employment office.

2. Collect the Daily Activity Report Forms twice a month.
   a. Transfer the hours to the positive pay entry screen in HEPPS.
   b. Approve the payroll expenditure audit report in HEPPS two times a month.

10.14c SUBJECT: HIRING - WORK-STUDY STUDENTS

Hiring work-study students assists the athletic department financially because part of the student’s wages are paid with federal or state funds. The athletic department pays 25% of the work study student's salary.

RESPONSIBILITY

Supervisor

1. Receive administrative authorization to hire work-study students.

2. Complete a temporary position job description, if needed.

3. Request accounting supervisor-personnel to post position for a work-study student at student employment. Advise accounting supervisor-personnel if the position is closed (someone has already been selected for the job) or open to all WSU students qualifying for work-study.

4. Interview students and select the employee.

5. Monitor hours worked each pay period and sign the Daily Activity Report Form.

Work Study Student

1. Interview with supervisor.

2. If job is offered and accepted, meet with accounting supervisor-personnel and complete I-9 form,

4. Complete and submit to your supervisor the Daily Activity Report form twice a month. The first pay period goes from the 1st through the 15th with a check received on the 25th; the second pay period goes from the 16th to the end of the month with a check received on the 10th of the following month.

5. Contact payroll services in the French Administration building to submit a direct deposit form to have your paycheck deposited directly into your bank account.

Payroll/Personnel Manager

1. Receive job openings from supervisor to be posted at the student employment office.

2. Complete Temporary Employment Appointment with appropriate documents.

3. Collect Daily Activity Report Forms two times a month.
   a. Transfer the hours to the positive pay entry screen in HEPPS.
   b. Approve expenditure audit report in HEPPS.

10.15 SUBJECT: CONTRACTUAL AGREEMENTS--NCAA REQUIREMENTS
(revised 12/02)

BYLAW 11.2.1 STIPULATION THAT NCAA ENFORCEMENT PROVISIONS APPLY
This NCAA bylaw requires that contracts or letters of appointment between WSU and its coaches include the stipulation that a coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures. This disciplinary or corrective action, in cases where the coach is found to be involved in deliberate or serious violations of NCAA regulations, may include suspension without pay or termination.

BYLAW 11.2.2 ATHLETICALLY RELATED INCOME
This bylaw requires that contracts or letters of appointment between WSU and all full-time and part-time athletics department staff (except secretarial or clerical staff) include the stipulation that the staff member is required to annually report to the WSU President all athletically related income and benefits from sources outside the institution. Procedures for documenting such income are set forth in “Athletically-Related Outside Income” in section 6 of this manual.
BYLAW 11.1.4 USE OF INSTITUTIONAL NAME OR LOGO
This bylaw requires athletic department staff members to receive prior approval before using WSU’s name or logo in the endorsement of commercial products or services for personal gain.

WSU Athletics has developed a coaching contract that serves as the basis of the employment relationship between the coaches and the institution. This contract contains provisions, which address the three issues discussed immediately above.

10.16 SUBJECT: INSURANCE – LIABILITY
(revised 12/02)

The State of Washington, its agencies and departments presently self insure all their general liability exposures, including automobile liability. Claims costs are funded internally by the State through the Tort Claims Revolving Fund. Claims are not submitted to a commercial insurer.

Tort claims properly filed against the State are processed as prescribed in the Tort Claims Act, Chapter 4.92 of the Revised Code of Washington (RCW). In summary, the State's statutes provide that individuals may make a claim to the State (RCW 4.92.010), the State may provide legal defense (RCW 28B.10.842) for any Regent, officer, employee, or agent of an institution of higher education against whom claims are filed and judgments against such individuals may be paid by the Tort Claims Fund (RCW 4.92.130). For the purpose of RCW 28B.10.842, agents include students of the University when they are performing official duties and are acting in good faith.

This statement of certification is offered as information only and should not be construed as creating, limiting, or defining the legal rights or responsibilities of the parties referred to herein.

Inquiries on claims relating to general liability and operation of vehicles for Washington State University should be addressed to the Risk Management Office, French Administration 432.

10.16a SUBJECT: INSURANCE - WORKER'S COMPENSATION
(revised 12/02)

WSU employees who are injured on the job or contract an illness, which is a result of job-related activities, may be entitled to worker's compensation. Worker's compensation benefits include payment for medical expenses and time-loss payment. When an employee is off work due to an occupational illness or injury, the home department is responsible for facilitating the employee’s earliest possible return to productivity.

RESPONSIBILITY

Employee

1. Secure Washington State Department of Labor and Industries Report of Industrial Injury or Occupation Disease Form from a hospital, doctor's office, or WSU Benefits & Payroll Services Office.
2. Complete the form along with your doctor.

3. Route as instructed.

4. File within one year of injury date or of learning of occupational disease.

For more details:

Refer to WSU Safety Policies Manual
http://www.wsu.edu/manuals_forms/HTML/SPPM/S00_Intro_and_Indexes/S02.01_Table_of_Contents.htm; or

Contact Benefits & Payroll Services Office, French Administration 232, 335-4589; or


10.17 SUBJECT: JOB AUDITS - CLASSIFIED STAFF
(revised 12/02)

http://www.wsu.edu/~forms/PDF/BPPM/60-02.pdf

When a position is not allocated to the proper classification, i.e. responsibilities are different from those actually being performed; a job audit may be initiated. An employee or his/her supervisor may request Human Resource Services (HRS) review the position.

RESPONSIBILITY

Supervisor/Employee

1. Meet to discuss job responsibilities.

2. Obtain a Position Questionnaire Form from HRS.http://www.wsu.edu/~forms/PDF/BPPM/60-02-6-16.pdf

3. Submit completed Position Questionnaire Form and an organizational chart to accounting supervisor-personnel.

4. Following review, receive notification of outcome from HRS.


Human Resource Services

1. Interview employee and supervisor.

2. Determine classification status of the job audit.
3. Notify employee and supervisor of decision.

**Payroll/Personnel Manager**

1. Receive Position Questionnaire Form and organizational chart from employee.

2. Prepare Position Action/PRR to request evaluation of the duties of the position.

3. Forward completed forms to HRS.

4. Following review, receive approved Position Action/PRR Form from HRS.

**10.18 SUBJECT: AUTHORIZATION TO WORK OVERTIME**  
*(revised 04/06)*

Overtime eligible employees must receive supervisor’s written approval **before** overtime is worked. Overtime compensation may be in the form of cash payments or compensatory time off. The accumulation of unused compensatory time at WSU may not exceed 240 hours. Any additional overtime must be paid in cash.

Overtime calculations are based on the following:
- Work week from 12:01am Sunday to 12:00pm Saturday.
- **Civil Service Only:** Hours of work in excess of forty hours in one work week; hours worked on a paid holiday; and hours worked on a scheduled day off when assigned by a supervisor all constitute overtime and are compensated at time and one-half.
- **AP Overtime Eligible Only:** Hours of work in excess of forty hours in one work week constitutes overtime and are compensated at time and one-half.

Paid holidays, including Personal Holiday, during an employee’s regular work week are considered time worked.

Leave with pay, including Sick, Annual, Bereavement, Compensatory, Leave to Vote, and Civil, during the employee’s regular work schedule is not considered time worked for the purpose of calculating overtime.

**RESPONSIBILITY**

**Employee**

**Before** overtime is worked, submit completed Authorization to Work Overtime Form **Authorization to Work Overtime** to supervisor including:
- Date of request
- Reason for overtime
- Hours requested (actual hours worked may not exceed number of approved hours)
- Dates overtime to be worked
- If overtime is to be paid or taken as comp time off
- Budget coding if different than regular pay
- Employee signature
Supervisor

Before overtime is worked, receive Authorization to Work Overtime Form from employee:

- Approve as requested, approve for a different amount of hours, or deny request
- Sign and date request
- Include comments and/or explanation as necessary
- Distribute form as follows (prior to hours being worked):
  - Original to Athletics Business Office
  - Photocopy to Employee
  - Photocopy for Supervisor
- If employee is not in compliance, follow-up with appropriate consequences

Athletics Business Office

- Receive original Authorization to Work Overtime Form from supervisor
- Confirm hours worked are reflected correctly on monthly time report and are less than or equal to approved hours
- File completed form in personnel file
- Provide Senior Staff with a quarterly report of overtime worked, overtime paid, and comp time balances

10.19 SUBJECT: TYPES OF LEAVE
(revised 12/02)

http://www.wsu.edu/~forms/PDF/BPPM/60-57.pdf

Annual Leave

1. Annual leave may not be taken before it is earned.

2. AP employees (excess of 40 hours/week) who are overtime eligible do not need to request annual leave or comp time off if 40 hours will be worked in the 7 day period. Annual leave is not necessary and may not be allowed if overtime is also being worked in the week.

3. Employee must obtain supervisor’s approval before taking annual leave.

Sick Leave

1. Sick leave may not be taken before it is earned.

2. Employee reports illness or disability to their supervisors at the beginning of any period of sick leave and daily thereafter unless the employee and supervisor make other arrangements.

3. Conditions for Use
a. Sick leave may be used for any illness, disability or injury, which incapacitates the employee from performing required duties.
b. Sick leave may be used for any illness or injury of a child, step-child or child in the custody of and residing in the home of the employee. The child must be under the age of 18 and the employee’s presence must be required to provide necessary care or to arrange extended care.
c. Sick leave may be used for any illness or injury of a family member who is a person of disability and requires the employee’s presence to provide short-term care or to arrange extended care.
d. Sick leave may be used for personal, medical, dental or optical appointments or for family member’s appointments when the presence of the employee is required, if the leave is arranged in advance with the supervisor.
e. Sick leave may be used if the employee was exposed to a contagious disease and if reporting for duty would jeopardize the health of fellow employees or the public.
f. Sick leave may be used for any emergencies caused by serious illness or injury to a family member age 18 or over that requires the employee to provide immediate necessary care of the patient or to arrange extended care.
g. Sick leave may be used for an absence due to death of an employee’s family member requiring the assistance of the employee in making arrangements for interment of the deceased.
h. Sick leave may be used for condolence or bereavement.
i. Sick leave may be used for any emergency child care.
j. Sick leave may be used for the temporary disability resulting from pregnancy.
k. Sick leave may be used for Family Medical Leave (FML).

l. Family member includes mother, father, sister, brother, mother-in-law, father-in-law, husband, wife, child, grandparent, grandchild, step-child, and a child in the custody of and residing in the home of the employee.

Compensatory Time

1. Compensatory time off may not be used before it is earned.

2. Employee must obtain supervisor’s approval before taking compensatory time off.

Leave Without Pay (LWOP)
1. If leave without pay is for **less** than 10 working days, obtain approval from the employing official.

2. If leave without pay is for **more** than 10 working days:
3. Obtain approval from the employing official.
4. Route a memorandum approved by the employing official to the Director of Human Resource Services to request leave without pay.

5. Uses for Leave Without Pay
   a. Any reason acceptable for leave with pay
   b. Disability leave includes maternity disability
   c. Educational leave
   d. Governmental service in the public interest
   e. Parental leave
   f. Child-care emergencies
   g. Cyclic year position periods of inactivity
   h. Family Medical Leave

6. Employees are considered on LWOP until they return to work. The employee may not interchange paid leave with LWOP except one day each month to maintain health and insurance benefits for up to four months while on disability or parental leave.

7. LWOP is normally for no more than one year.

8. An employee does not earn sick leave or annual leave for any month in which LWOP exceeds ten working days during the month.

9. An employee on LWOP may not use annual leave, sick leave or compensatory time. The employee remains on LWOP until he/she returns from LWOP. Disability and parental LWOP is an exception.

**Personal Holiday**  
http://www.wsu.edu/~forms/PDF/BPPM/60-77.pdf

1. WSU allows eligible employees to select any working day as a personal holiday.

2. Employee should complete and submit a Leave Request Form to supervisor for approval of personal holiday.

3. Employee must use the personal holiday within the current year or the holiday is forfeited
4. Classified staff current year is January 1 – December 31
5. Faculty/Administrative Personnel current year is - July 1 - June 30

6. Employee must use their personal holiday as a full day or shift-it may not be split.

Holidays

1. An employee must be in pay status the workday prior to the holiday to receive pay for the holiday.

2. State Law designates the following as legal holidays:
   a. New Years Day
   b. Martin Luther King Jr. Day
   c. Memorial Day
   d. Independence Day
   e. Labor Day
   f. Veteran’s Day
   g. Thanksgiving (2)
   h. Christmas
   i. President’s Day

3. Sometimes a holiday is not observed on the statutory date.

4. Any holiday that falls on a Sunday is observed on the following Monday.

5. Any holiday that falls on a Saturday is observed the preceding Friday.

6. WSU may designate an alternate date for a given holiday. Such days are called in-lieu days.

Bereavement Leave

1. A supervisor may grant bereavement leave for each death in an employee’s family or household
2. The employee must be in pay status during the workday preceding the commencement of bereavement leave in order to receive bereavement leave.

3. The director of Human Resource Services and the supervisor may approve additional bereavement leave for death in an employee’s family:

4. Classified staff is allowed a maximum of three days leave.

5. Faculty/administrative personnel are allowed a maximum of five days leave.

6. To request more than one day of bereavement leave, route a memo to the director of Human Resource Services through your supervisor stating the name of the immediate family member and relationship.

7. A supervisor may approve the use of sick leave for additional bereavement leave.


9. Household member includes persons who reside in the same home and who have reciprocal duties to and do provide financial support for one another.

10. In exceptional circumstances, a paid absence may be appropriate for mourning the death of a person whose relationship is not defined in the above statement, but whose impact is comparable to that of an immediate family member. The employee’s supervisor and the Director of Human Resource Services must approve requests for such leave.


Civil Leave

1. WSU grants employees leave of absence with pay to serve on jury duty, as trial witnesses or for other subpoenaed civil duties.
2. When the employee receives payment for civil leave, the employee sends payroll services a copy of payment documents, i.e. the check or voucher.

3. Payroll services deduct any amount of money paid for services from the employee’s next paycheck. If the payment included both pay for services and reimbursement of expenses, only pay for services is deducted.

Military Leave

1. WSU grants employees leave with pay not to exceed 15 work days in any calendar year for active duty for training with any of the reserve forces of the United States.

2. If leave exceeds 15 days, the employee must use compensatory time, annual leave, or leave without pay for the outstanding balance.

Maternity Disability Leave [http://www.wsu.edu/~forms/PDF/BPPM/60-65.pdf]

1. Pregnant women are eligible for any disability and medical benefits available to other employees with non job-related disabilities.

2. An employee may use accrued sick leave, annual leave, personal holiday, compensatory time, or leave without pay (LWOP) for the period of disability resulting from pregnancy.

3. The employee uses disability leave during the reasonable amount of time she is unable to perform her duties, as certified by the employee’s licensed health care provider.

4. Ordinarily, maternity leave is six weeks or less. An employing official may approve more than six weeks of leave.

5. Fathers may use accrued leave to care for a mother, a new child or other children.

6. An employee may schedule one eight hour period of paid leave into each of four months of a leave without pay period to maintain eligibility for the WSU sponsored employee benefits.

7. An employee does not have to use all paid leave before being eligible for leave without pay.

8. The employee prepares a Family Medical Leave request to her supervisor for disability leave. The request should include the
anticipated dates, the kind of accrued leave, and a letter from her health care provider. If the request includes paid leave and up to ten days of leave without pay, the supervisor may approve the request.

9. The director of human resources must also approve requests of ten days of leave without pay.

10. Use standard leave forms and procedures for Maternity Disability Leave.

Parental Leave

1. Classified staff employees may use parental leave to bond with a natural newborn or pre-kindergarten age adoptive child. Parental leave may be used for four months after the birth or placement of a child.

2. Fathers may use parental leave.

3. Parental leave may include accrued annual leave, personal holiday, compensatory time, and leave without pay at the employee’s option.

4. An employee may schedule one eight hour period of paid leave into each of four months of a leave without pay period to maintain eligibility for the WSU sponsored employee benefits.

5. An employee does not have to use all paid leave before she is eligible for leave without pay.

6. If the parental leave is in addition to a disability leave, the parental leave must immediately follow the disability leave, i.e. if the employee uses one month of disability after the birth of the child, she may request an additional three months of parental leave.

7. The employee prepares a written request to the employee’s supervisor for parental leave. The request should include the anticipated dates and the kind of accrued leave.
   a. The employee’s supervisor and the director of Human Resources must approve parental leaves.
   b. The employee’s supervisor may deny the request based on operational necessity. If the supervisor denies the request, the supervisor gives the employee written notice, which includes a description of the operational necessity and procedures for the employee to appeal the denial.
c. The employee’s supervisor must respond to the request within ten working days.

d. The employee has seven calendar days to appeal.

8. Use standard leave forms and procedures for Parental Leave.

FAMILY MEDICAL LEAVE (FML)
Washington State University Family and Medical Leave (FML) policy provides 12 weeks of paid or unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for Washington State University for at least one year and have been paid for 1250 hours during the previous 12 months. Leave allowed by this policy will run concurrently with leave allowed by Washington Administrative Code and is not additive, unless otherwise provided by law.

Policy

1. Paid or unpaid leave must be granted for any of the following qualifying events:

   To care for the employee’s child after birth, adoption, or foster care assignment.

   An eligible husband and wife who both work for Washington State University are each entitled to 12 workweeks of FML during a 12-month period. However, their combined FML per incident of birth, adoption, foster care, and care of parents may not exceed 12 weeks. Neither employee may exceed a total of 12 weeks.

2. To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition.

3. For a serious health condition that makes the employee unable to perform the employee’s job.

4. The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.

5. Medical certification is required to support a request for leave because of a serious health condition. This may require second or third opinions at the employer’s expense. A health care provider’s certification of fitness to return to work may be required.
6. For the duration of FML, WSU must maintain the employee’s current health coverage under a “group health plan.”

7. Upon return from FML, employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

8. The use of FML cannot result in the loss of any employment benefit that accrued prior to the start of the employee’s leave.

RESPONSIBILITY

Employee

1. Employee requests leave (sick, annual, LWOP).

   Complete the Request for Family Medical Leave form.

3. Return health care provider’s certification within 15 days of the qualifying event.

4. Maintain contact with your supervisor during FML unless otherwise arranged.

5. Read the advisory letters you receive from Human Resource Services (HRS).

6. Submit health care provider release to work if leave was taken for a serious health condition of the employee.

7. Turn in request for and certification of physician or practitioner to department. The physician’s certification may be sent directly to benefit services if employee wishes, but that should be noted on FML request form.

8. Time reports showing FML leave should be sent to HRS.

9. If FML is being taken for a personal medical disability, obtain a doctor’s release prior to returning to work. Forward release to HRS.

10. Contact HRS to take exception to a FML decision.

11. Contact HRS for complete details of the FML Policy.

Supervisor
1. Determine if the reason the employee is requesting leave is a FML qualifying event and if the employee qualifies under the FML provisions.
   a. FML qualifying event:
      1. More than three days absence
      2. Two or more visits to a doctor
      3. Continuing treatment
   b. Qualifying employee:
      1. Employed for one year or more
      2. Worked 1250 hours during the year immediately preceding the FML request
   c. Supervisor designates the event as a FML qualifying event by using the designation letter or orally. This designation must be made within two days of finding out the event is a qualifying event. If done orally, the supervisor must follow up with a written designation during the same pay period unless the pay period ends within a week. If that is the case, the written designation must be done within the following pay period.

2. Discuss leave request and inform employee about FML rights.

3. Determine appropriate contact dates if necessary.

4. Forward health care provider verification form, time/leave report, and Request for FML form to the employing official.

5. Request health care provider release to return to work as appropriate.

6. Review requests and supporting documents for FML.


**Employing Official**

1. Review requests and supporting documents for FML.

2. Verify employee eligibility for FML.

3. Approve/disapprove requests and forward to HRS.

**Shared Leave**

[http://www.wsu.edu/~forms/PDF/BPPM/60-43.pdf](http://www.wsu.edu/~forms/PDF/BPPM/60-43.pdf)
REQUESTING SHARED LEAVE

1. A WSU employee may receive shared leave if the employee is likely to take leave without pay (LWOP) or terminate employment due to an extraordinary or severe illness, injury, impairment, or physical or mental condition which causes the employee to be unable to work.

2. An employee who is likely to take LWOP or terminate employment because he/she has a relative or household member suffering from such a condition may apply to receive shared leave.

3. An employee must use all accrued sick leave, annual leave, and compensatory time before being able to receive and use shared leave.

4. An employee may receive up to a total of 261 days (2088 hours) of shared leave during employment with the state of Washington.

5. Employees who have purchased optional long-term disability insurance may use shared leave during the insurance waiting period if they are otherwise eligible for shared leave.

6. To request approval to receive shared leave hours, an employee submits the following documentation to Human Resource Services: Application to receive shared leave; http://www.wsu.edu/~forms/PDF/BPPM/60-43-6.pdf

7. Doctor’s statement;

8. Brief statement from the employee or employee’s representative describing the nature of the condition;


10. The Shared Leave Review Committee reviews applications for shared leave to determine eligibility.

DONATING SHARED LEAVE

1. WSU employees who accrue annual leave and/or sick leave and/or personal holidays may donate a minimum of one hour to an approved shared leave recipient.
2. All donations of leave must be to a specific person in a specific agency.

3. The donor employee completes and submits a Donation of Shared Leave Hours form and the most recent leave report to benefit services.

4. When donating annual leave:
   a. The donor employee must retain an annual leave balance of at least 80 hours at the time the donation is processed.

   b. Classified staff employees may not donate annual leave hours that would otherwise be lost on the next anniversary date.

   c. Faculty and administrative/professional employees may not donate annual leave hours that would otherwise be lost because the maximum annual leave accrual has been exceeded.

5. Sick leave donation is limited to a maximum of 48 hours during any twelve month period. The donor employee must retain a minimum of 480 hours of sick leave after the transfer.

6. An employee may donate an accrued personal holiday in full or in part.

7. If the recipient employee does not use the shared leave hours, hours are returned to the donor employee’s accrual balances.

10.20 SUBJECT: LEAVE ACCRUALS - CLASSIFIED STAFF
(revised 12/02)

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*Maximum Annual Leave Accrual is 240 hours. An employee may accrue more than 240 hours between anniversary dates. However, hours voluntarily accrued in excess of 240 are lost if not used prior to the anniversary date.

*Probationary employees are not eligible to use annual leave until the completion of six months of continuous service; however, leave accrual is posted each month of the probationary period (WAC 251-22-070). Probationary employees who transferred annual leave from previous state employment may use annual leave up to the amount of leave they transferred to WSU.

10.20a SUBJECT: LEAVE ACCRUALS - FACULTY, ADMINISTRATIVE/PROFESSIONAL
(revised 12/02)

http://www.wsu.edu/~forms/PDF/BPPM/60-64.pdf

1. Annual Leave
   a. Annual appointment of faculty, administrative/professional (excluding coaches) earn annual leave at the rate of 14.67 hours/month not to exceed 22 working days/year. Unused annual leave is cumulative to a maximum of 44 working days. Faculty cannot be paid for annual leave unless they leave state employment.

   b. Annual leave cannot be taken before it is earned.

   *Maximum Annual Leave Accrual is 352 hours.

2. Sick Leave
   a. Academic year appointees earn one working day/month, or nine working days/year. One additional day of sick leave is earned for each month of full-time summer employment.

   b. Annual appointees earn sick leave at the rate of one working day/month or 12 working days/year.

   c. Sick leave may not be taken before it is earned. It is usable only in case of illness or temporary disability of faculty member or immediate family member.

Note: Employees on a six-month or longer appointment also qualify for the leave benefits outlined above. Benefits will be prorated according to the F.T. E.
10.20b SUBJECT: SICK LEAVE CASHOUT  
(revised 12/02)

http://www.wsu.edu/~forms/PDF/BPPM/60-41.pdf

Each year eligible employees may request payment for 25% of the unused sick leave accrued during the year if the employee maintains a 480 accrued hour balance:

1. WSU honors only those claims for payment for unused sick leave, which meet the January payroll documents calendar deadline. Claims are processed only in January.

2. Use a Leave Report to initiate a claim. Indicate that the report is for “Sick Leave Payment” in month. Indicate the sick leave accrual balances after deducting the compensated hours in the sick leave balance. In comments, include the balance as of December 31, hours earned during the year, hours used during the year, and hours that are the basis of the claim. Sign the report and submit to supervisor. Supervisor signs and forwards to accounting supervisor-personnel for payment.

10.21 SUBJECT: MONTHLY LEAVE/TIME REPORTS  
(revised 04/06)

Employees are required to complete a monthly Leave/Time Report by the 10th of each month. Forms are prepared by the Business Office for each employee based on the prior month’s leave balances and forwarded to the employee for completion.

Overtime Eligible Employees  
Overtime Exempt Employees

RESPONSIBILITY
All Salaried Employees:

1. Employee receives form from Operations Manager and notes all hours worked (OT eligible only), leave used as well as University holidays, includes any necessary comments, and totals the report.
2. Employee signs the report and submits form to their immediate supervisor for review and approval.
3. Employees wishing to use leave time or work overtime (OT eligible only) must obtain prior approval from their immediate supervisor.

Supervisor

2. Review form for accuracy and note any discrepancies.
   a. Supervisor tracks overtime requests and confirms all overtime is accurately reflected on the form.
b. Supervisor tracks leave requests and confirms all leave is accurately reflected on the form.

3. Sign form and submit to Operations Manager.

**Area Oversight Supervisor**

1. Receive form from Operations Manager.
2. Review form for accuracy and note any discrepancies.
3. Initial form and forward to Operations Manager for processing by the 15th of each month.

**Operations Manager**

1. At the end of each month, provide employees with the appropriate Leave/Time Report Form with current leave balances reflected.
2. Receive completed form from employee’s supervisor.
   a. Verify balance calculations, overtime hours, employee and supervisor signatures, and confirm holidays as well as leave usage is in accordance with University regulations.
   b. Forward form to Area Oversight Supervisor for review and approval.
3. Upon receipt of form from Area Oversight Supervisor, copy and distribute the completed form in accordance with University policies.

10.22 SUBJECT: TRAINING AND DEVELOPMENT

(revised 12/02)

[http://www.wsu.edu/~forms/PDF/BPPM/60-71.pdf](http://www.wsu.edu/~forms/PDF/BPPM/60-71.pdf)

WSU provides employees with training opportunities, which can result in improved skills and abilities and provide for vertical mobility, and enhanced professional growth. Trained employees promote the most effective and economic use of human resources to accomplish institutional goals.

The following elements are priorities for employee development and training:

- Training to improve the performance, productivity, and safety of employees in their current positions.
- Training to provide employees with the new skills and knowledge required by technological or program changes.
- Training to provide employees with the skills and knowledge that qualify them for promotional opportunities within the University.
- Training to provide employees with leadership skills.
- Training to provide upgrading of skills for members of underrepresented groups, consistent with the University’s affirmative action program.
• Training to increase all employees’ understanding of diversity issues and to provide effective skills for work in a diverse community.

10.22a SUBJECT: RELEASE TIME FOR TRAINING  
(revised 12/02)

http://www.wsu.edu/~forms/PDF/BPPM/60-72.pdf

Release time is the time when an employee is released from normal work duties and compensated at the regular rate of pay to attend an approved training program. Attendance at such a program is at the employee’s initiative rather than management’s. University supervisors are to release employees from normal work duties to attend training programs, which promote professional development or improve job skills.

General Policies

1. Department may grant release time for programs offered through any University unit, i.e., Human Resource Services, Safety Division, Computing Service Center.

2. Department may grant release time for programs offered through a reputable non-WSU organization if the training promotes professional or job skill development.

3. Any training undertaken at the initiative of the employee’s supervisor is considered directed training. Hours devoted to directed training are not to be included as part of the employee’s annual release time total.

4. Hours spent attending training outside of regular work hours are not to be included as part of the employee’s annual release time total. The University does not reimburse such training hours as extra compensation unless the training is required or directed by the supervisor.

5. Hours spent attending academic classes taken under the tuition fee waiver program are not to be included as part of the employee’s annual release time total.

Employee

1. An eligible full-time employee may use up to 96 hours of release time per fiscal year for training programs.

2. An eligible part-time employee may use hours of release time prorated according to his/her FTE percentage, i.e. a 50% employee would be eligible for 48 hours of release time per fiscal year.

3. Obtain approval from supervisor prior to registering for training.

4. Employees may report patterns of reported denials when supervisors do not provide justification for denials or make alternate arrangements.

5. Use a Training Report Form to report training hours to Human Resources Services.

http://www.wsu.edu/~forms/PDF/BPPM/60-71-6.pdf

Supervisor
1. Receive request for training from employee.

2. Approve or deny request. A request for release time may be denied if:
   a. Employee has already used up all eligible release time for the fiscal year.
   b. Temporary shortage of personnel.
   c. Seasonal work commitments.
   d. Temporary work-related emergencies.

3. If denied, the employee must be permitted to take the same training or equivalent training at another time within one year of the denial date.

4. Track hours of release time.

**10.23 SUBJECT: WSU FEE WAIVER PROGRAM/SUMMER EDUCATIONAL BENEFITS**
*(revised 12/02)*

[Link](http://www.wsu.edu/~forms/PDF/BPPM/60-70.pdf)

An eligible individual who enrolls in WSU courses during spring, fall, or summer semesters may request a waiver of tuition fees. This program is based on availability of space and facilities. A limited number of additional students are accepted if the class can be taught without incurring additional costs. Regular fee-paying students are seated first.

**Policy**

1. Eligible WSU employees include:
   a. Classified staff holding half time or greater appointments and having permanent status.
   b. Classified staff on trial service.
   c. Faculty and administrative/professional employees holding half time or greater appointments.

2. Eligible employees may enroll for up to six semester hours each fall and spring semester and four semester hours for the summer session. Hours may be in any combination of credit and audit hours. Individuals enrolling for more than these hour limits are not eligible for the tuition fee waiver.

3. WSU charges each eligible individual a nonrefundable $5.00 administrative fee plus any special course fees, laboratory fees, late registration charges, or late fee payment charges. This fee cannot be paid with an IRI.

4. The fee waiver may not be used for the following types of courses:
   a. Internships,
   b. Tutorials, private lessons, or practicums,
c. Extended degree program classes,

d. Distance degree program courses,

e. Self-sustaining courses,

f. Flexible enrollment courses, including correspondence courses,

g. Independent study.

5. Employees are not entitled to WSU student benefits.

**Employee**

1. Apply and be admitted to WSU in order to receive University credit for course work. Contact the graduate school or admissions office for application procedures.
   a. Admission to WSU is not required to audit classes.

2. Complete a Tuition Fee Waiver Request Form to request the tuition waiver and to initiate class registration for the fall and spring semesters. Complete the Summer Educational Benefit Request form to initiate class registration for the summer session.
   http://www.wsu.edu/~forms/PUBPDF/60-70-6-7.pdf
   http://www.wsu.edu/~forms/PDF/BPPM/60-73-5.pdf

3. Forward completed form to supervisor for approval.

4. If approved and signed by supervisor, forward form to HRS to certify eligibility of employee to qualify for fee waiver program.

5. Submit the completed forms and the $5.00 fee to the cashier’s window. Take the stamped “paid” forms to the registrar’s office.

6. Follow the registration instructions in the WSU Time Schedule or Summer Session Bulletin.

**Supervisor**

1. Sign the Tuition Fee Waiver Request Form or Summer Educational Benefit Request Form, if approved. Do not use a signature stamp.

10.24 SUBJECT: SUSPENDED OPERATIONS

*(revised 12/02)*
The WSU President may suspend the operation of all or any part of the institution whenever the President determines that public health, property, or safety is jeopardized.

If the President is not available, the Provost or the Vice President for Business Affairs, or, in the absence of these officers, any other vice president may suspend operations.

**10.25 SUBJECT: SAFETY AND HEALTH POLICY**

*(revised 12/02)*

Intercollegiate Athletics believes in the dignity and importance of the individual employee and the student's right to derive personal satisfaction from the job or sport. The prevention of occupational or sport related injuries and illnesses is of such a consequence to this belief that it will be given a top priority at all times.

We have established and require an accident prevention program that emphasizes the integration of safety and health measures into each job task so that safety/health and job performance become inseparable. This will be accomplished through the cooperative efforts of the administration, supervisors and employees who will seek to obtain the lowest possible accident rates.

Safety orientation for new, continuing, and transferred employees, timely and appropriate training, a management/employee safety committee, an active self-inspection program, proper mechanical guards, and personal protective equipment will be some of the tools used to reduce work hazards.

By accepting mutual responsibility to operate safely, we will contribute to the well-being of personnel and the athletic department.

**10.25a SUBJECT: SAFETY BULLETIN BOARD**

*(revised 12/02)*

The Safety Bulletin Board is located on the bulletin board in the Bohler Mail Room.

**RESPONSIBILITIES**

**Safety Committee Chair**

1. Post safety information, including:
   a. WISHA poster
   b. Industrial Insurance poster
   c. Safety committee minutes
   d. Other pertinent materials

**10.25b SUBJECT: SAFETY COMMITTEE**

*(revised 12/02)*
1. Purpose: To assist in the detection and elimination of unsafe conditions and work procedures. A safety and health committee will be established with representation from employees and management.

2. Committee Composition:
   a. Employees shall elect fellow workers to represent them on the committee from the following areas:
      1. Men’s outdoor sports
      2. Women’s outdoor sports
      3. Men’s indoor sports
      4. Women’s indoor sports
      5. Office staff
      6. Support staff
   
   b. The administration appoints at least one committee representative, not to exceed the number of employee-selected members.

   c. The terms of elected members shall be a maximum of two years with elections occurring in September. Should a vacancy occur on the committee, a new member shall be elected from that constituency.

   d. The committee elects a chair who presides at meetings. The term of the chair is one year. A chair may be re-elected for another term.

   e. The safety committee appoints or elects a representative to document safety meetings.

3. The safety committee shall meet at least once each semester.
   a. The safety chair shall determine the date, hour, and location of meetings.

4. Scope of Activities
   a. Conduct in-house safety inspections with supervisor concerned.

   b. Assist in accident investigation to uncover trends.

   c. Review accident reports to determine means to prevent recurrence.

   d. Accept and evaluate employee suggestions.

   e. Review job procedures and recommend improvements.
f. Monitor the safety program effectiveness.

g. Promote and publicize safety.

h. Refer unresolved safety problems to the unit administrator.

i. Make recommendations to the unit administrator on improvement of the unit’s accident prevention program.

j. Designate an employee to maintain and stock the department’s first aid kits.

5. All University departments must provide first aid kits in workplaces.

6. First aid kits should be readily visible and accessible.

7. All crew vehicles, loaders, and similar equipment shall be equipped with not less than a ten-package first aid kit.

8. At least one first aid kit should be available on construction jobs, and other transient short-duration jobs.

9. The size and quantity of first aid kits shall be determined by the number of personnel dependent on each kit. Refer to Safety Manual for details.

RESPONSIBILITY

Safety Committee Chair

1. Schedule committee meetings at least once each semester.
   a. Inform secretary of date, time and location so a notice can be sent to committee members.

2. Prepare agenda for meeting.

3. Follow-up on safety issues to assure correction.

Safety Committee Secretary

1. Send out memo to committee members with date, time and location of safety meeting.

2. Following each committee meeting, prepare the safety meeting report.
   b. Distribute copies of the minutes to the athletic director, safety office, committee members, employees (post on

88
Committee Members

1. Receive and note safety concerns from your constituents.

2. Notify chair to place these issues on next agenda.

3. Attend meetings of the committee.

Employees

1. Report all safety concerns to the chairperson or other members of the safety committee.

Safety Meeting Report Form

10.25c SUBJECT: SAFETY ORIENTATION
(revised 12/02)

Unit administrators are responsible for ensuring that employees are aware of current applicable University and departmental safety policies and procedures and to ensure that employees are aware of applicable state and/or federal regulations and codes when circumstances warrant.

RESPONSIBILITY

Supervisor

1. Instruct new employee regarding job safety requirements following the Safety Orientation Checklist on the first day of employment.

2. Supervisor signs the checklist and forwards to accounting supervisor-personnel.

Employee

1. Receive safety orientation the first day on the job from your supervisor.

2. Sign the checklist and return to supervisor for processing.

10.25d SUBJECT: SAFETY TRAINING
(revised 12/02)

UNIVERSITY SUPERVISORS ARE RESPONSIBLE FOR PROVIDING INITIAL SAFETY TRAINING AND PERIODICALLY REVIEWING APPLICABLE SAFETY PROCEDURES WITH UNIVERSITY EMPLOYEES. THE SAFETY ORIENTATION CHECKLIST MAY BE USED AS A GUIDE FOR THIS PURPOSE.
Training Resources

1. Supervisors and trainers may obtain training aids from the following sources:
   a. Videos, films, and slide programs from the departments or public safety and environmental health and safety.
   b. Posters and audio-visual safety training aids from the State of Washington Department of Labor and Industries. A catalog is available at environmental health and safety.
   c. Audio-visual materials from WSU Media Materials Services.
   d. Direct purchase from non-WSU vendors.
   e. Web training via the Washington State University Environmental Health and Safety Website: http://www.ehs.wsu.edu/

Training Topics

1. All employees are to receive the following training with the employing department.
   a. Back injury prevention,
   b. Prevention of slips and falls,
   c. Fire extinguisher operation,
   d. Use and care of personal protective equipment,
   e. Office safety.

10.25e SUBJECT: FIRST AID TRAINING
(revised 12/02)

Policy

1. The supervisor is responsible for ensuring that individuals certified in first aid are available in the workplace. Whenever employees occupy a workplace there must be an individual holding a valid certificate of first aid training present or available.

2. All supervisors or persons in charge of crews must be trained and certified in first aid unless their duties require them to be away from the job site. In such cases, other persons are to be trained and certified in first aid practices.
3. If a demonstrated need is established, management may designate additional employees to be trained/certified to surpass or augment the standard requirements.

**Training**

1. Public Safety provides first aid courses on campus.

2. Each department area is responsible for paying to have their staff certified.

3. An employee who signs up for a first aid class is to notify Public Safety prior to the class presentation if he/she cannot attend. If an employee does not notify them in advance, the departmental budget is assessed the regular course fee.

4. To obtain additional information or to register for classes, contact Public Safety.

**10.25f SUBJECT: REPORTING ACCIDENTS/INJURIES**

*(revised 12/02)*

**RESPONSIBILITY**

**Employee**

1. Promptly report all accidents, no matter how minor, to immediate supervisor.

2. In an emergency, dial 911 for assistance.

3. Complete the Accidental Injury or Occupational Illness Form and submit to supervisor within 24 hours. Form can be obtained from safety committee chair, administrative assistant to the senior associate athletic director or via the following website:


4. Report all "near misses" to supervisor.

**Supervisor**

1. Receive Accidental Injury Form and complete and forward within 24 hours.

2. Conduct investigation of accident in conjunction with any witness to determine causes. In case of a fatality, serious injury, or if two or more employees are hospitalized, report accident to Department of Benefit and Payroll Services (335-
4589) and Risk Management (335-5524) and Environmental Health and Safety (335-3041). Report all accidents to the Sr. Associate Athletic Director and safety committee chair.

3. Request a witness to the accident or the injured person complete a Witness/Injured Person Statement Form.

4. If an employee injury results in four hours or more of lost work time or medical attention for the injury is required, complete Supervisor's Accident Investigation report within 48 hours of the incident.

5. Forward all completed forms to Sr. Associate Athletic Director for signature.

6. Investigate "near misses," take steps to eliminate cause, notify safety committee representatives.

Sr. Associate Athletic Director


2. In case of major injuries, fatality, or multiple hospitalization, conduct an immediate investigation, including employee's supervisor, University safety officer, and safety committee representative.

3. Distribute copies of all report forms as indicated.

10.25g SUBJECT: SAFETY RESPONSIBILITIES
(revised 12/02)

RESPONSIBILITY

Athletic Administration

1. Establish and maintain effective communication system for safety promotion/accident prevention.

Supervisors/Coaches

1. Assure that all safety and health rules, regulations, policies and procedures are understood and observed by all you supervise.

2. Investigate accidents and file reports as required.

3. Require proper care and use of protective equipment.
4. Receive and take initial action on employee/student suggestions.

5. Train employees in safe and efficient methods of accomplishing each job.


7. Promote employee participation in the safety and health program.

**All Employees**

1. Observe all university/department safety and health rules and practice accident prevention in day-to-day activities.

2. **Report any job-related injury, illness, or property damage to supervisor and seek treatment promptly.**

3. Report hazardous conditions to supervisor or safety committee representatives using the Safety Hazard Report Form.

4. Keep aisles, walkways, and working areas clear of slipping/tripping hazards.

5. Know the location of fire/safety exits and evacuation procedures.

6. Keep all emergency equipment, exit doors, and stairways clear of obstacles.

7. Do not report to work under the influence of alcoholic beverages or drugs, nor consume them on the premises.

8. Follow proper lifting procedures at all times.

**Safety Hazard Report Form**

**10.26 SUBJECT: TERMINATION OF EMPLOYMENT**

*(revised 12/02)*

**RESPONSIBILITY**

**Supervisor**

1. Make sure that any individual under your supervision terminating their employment with the department properly completes the checkout form.
Employee


2. Upon termination of employment, complete all procedures indicated on the check-out form and gather appropriate signatures.

3. Return completed form to supervisor.

Payroll/Personnel Manager

1. Receive forms from supervisor.

2. File in personnel records if completed.

3. Follow through with further action if required.

10.27 SUBJECT: EMPLOYEE DEGREE VERIFICATION

All Washington State University athletic department employees must verify degree(s) earned, date earned, and institution. The employee must complete degree verification prior to release of their first paycheck.

RESPONSIBILITIES

Employee

1. Complete Degree Verification Form, attach photocopy of diploma or transcript, and submit to the payroll manager.

Associate Athletic Director

Student-athlete and Staff Development

1. Enter degree verification into employee tracking form.

2. Notify payroll manager if degree verification is not submitted.

3. Authorize payroll manager to hold the employee’s first paycheck until the degree verification form is submitted.

Payroll Manager

1. File Degree Verification Form.

2. Hold employee’s first paycheck until the degree verification form is submitted.
10.28 SUBJECT: NEW EMPLOYEE RELOCATION

Head Coach – Director – Executive Staff Positions
The athletic department will provide relocation expenses for new employees hired in head coaching, director, and executive staff level positions. Expenses will be within state and University regulations, and will be provided at a level as determined by the executive staff supervisor of the unit/sport and the associate athletic director for internal operations.

Other Full-time Employees
The athletic department may provide relocation expenses for other new full-time employees. If provided, the relocation amount will be determined by the executive staff supervisor of the unit/sport and the associate athletic director for internal operations, and will be within state and University regulations.

Note: The IRS considers the cost of lodging upon arrival in Pullman and meals in route taxable income. As a result, the University will withhold income taxes for the cost of these items and reduce the first paycheck accordingly.

RESPONSIBILITY

Executive Level Administrator

1. Communicate to the search committee chair whether the new employee will qualify for relocation expenses, per policy stated above.

2. Once selection is made, contact the associate athletic director-internal operations to confirm relocation arrangements and estimate of expenses.

3. Request associate athletic director for student-athlete and staff development to send new employee relocation packet (includes: welcome/instruction letter from athletic director, new employee checklist, A33 Relocation Form, and Moving Expense Regulation and Guide)

Associate Athletic Director
Student-Athlete And Staff Development

1. Receive request from search committee chair to facilitate new employee relocation.

2. Obtain authorization from Associate Athletic Director for Internal Operations to proceed with relocation.

3. Contact new employee to discuss relocation policies and procedures.

4. Send relocation packet to new employee (includes: welcome/instruction letter from athletic director, new
employee checklist, A33 Relocation Form, and Moving Expense Regulation and Guide).

5. Inform new employee if they terminate their employment within one year of date of hire, the State requires reimbursement of all moving costs.

**Business Office**

1. Receive travel authority and notify other business office staff of potential expenses (meals, hotel, air, etc.).

2. Process payment for candidate travel as received.

3. Receive completed form A-33 from employee; prepare department requisition and forward to the purchasing office. Purchasing will issue a purchase order and contact a local van line agent in the new employee’s area to authorize the move and ask the mover to facilitate details with the new employee.

4. If office phone number is known complete paperwork to obtain WSU telephone access code and calling card for new employee.

5. If the employee’s new address is known, complete and forward a corporate American Express card application to the new employee for completion.

6. Follow up with new employee weekly to be sure he/she has received notification from the moving company and has satisfactorily worked out all details.

7. Meet with new employee after arrival in Pullman, obtain receipts and move information to process reimbursement for mileage, meals, lodging and other expenses, if applicable.

**New Employee**

1. Receive and complete I-9 and W-4 form and return to the department’s Payroll/Personnel Manager.

2. Receive and complete form A-33, sign and forward to business office as soon as possible.

3. Receive call from van lines agent and coordinate details of move.

4. Keep business office informed of communication with van lines and immediately notify business office of any problems or concerns.

5. If new address is known, complete, sign and return American Express application to business office.
6. If driving to Pullman, record time of departure and arrival, daily mileage, location of meals and save hotel receipts. If claiming actual cost of meals for family, save all meal receipts. Return this information to the business office immediately upon arrival in Pullman.

10.29 SUBJECT: NEW EMPLOYEE ORIENTATION AND CHECKLIST

RESPONSIBILITY

New Employee

1. Attend the University’s new employee orientation. Sign up for benefits immediately.

2. Review athletic department policies and procedures at the WSU Athletics website.


4. Complete staff comp ticket request form.

5. Sign for and pick-up building keys.

6. Sign for and pick-up all other items as listed below.

Unit or Coach Support Staff

The support staff should assist new employees within their area and make appropriate arrangements in preparation for the arrival of a new employee:

1. Request from new employee as soon as position is accepted:
   a. Forward W-4 and I-9 forms with instructions to new employee.
   b. Receive completed W-4 and I-9 forms, copy of driver’s license and social security card. Forward these documents to Payroll/Personnel Manager.

2. Assist new employees with items on the following list:

New Employee Checklist

10.30 SUBJECT: VOLUNTEERS
(revised 5/06)

Many individuals volunteer their time to assist WSU Athletics in the conduct of official University activities. In order to assure that volunteers are covered for liability and workers’ compensation, departments are to comply with provisions of this section. Units are assessed a premium per volunteer hour for workers’ compensation coverage. NOTE: Workers’
compensation for volunteers covers medical loss but not wage loss. If the department does not report hours or under reports hours, volunteers may not be covered in the event of an accident or work-related illness.


If a volunteer is acting in good faith, within the scope of his or her volunteer assignment, he or she is covered under the Self-Insured Liability Program for claims made against him or her or WSU.

MINORS—In order for a minor under the age of 18 to volunteer for University duties, a parent or legal guardian must complete and sign a Minor Volunteer Consent and Release form, http://www.wsu.edu/~forms/PDF/BPPM/60-81-6.pdf. The form provides permission for the minor to perform the volunteer work and provides authorization for the supervising adult to seek any necessary medical attention in the event of an injury or illness. A minor volunteer under the age of 14 must be constantly supervised by an adult. If an adult supervises minors without other adults present, the department is to screen the individual for criminal history before the volunteer activity occurs. Refer to the Washington State Patrol web site, http://www.wsp.wa.gov/, for information about criminal history screening.

The following criteria must be met in order to qualify as a volunteer:

- A volunteer performs assigned and authorized duties for WSU without receiving wages.
- The volunteer freely chooses to perform his or her assigned WSU duties.
- The volunteer duties directly benefit WSU and are supervised by WSU personnel.
- WSU understands and accepts that the volunteer is acting on WSU’s behalf.
- A volunteer is designated as such by a WSU department and is registered. See designation procedure below.
- WSU may reimburse a volunteer for actual expenses incurred in the performance of assigned and authorized duties without the volunteer losing the volunteer designation.

**Examples/Explanations**

The following examples/explanations are not meant to be exhaustive. There are many scenarios for volunteer service to the University.

- Individuals may be considered volunteers if the assigned duties benefit WSU and the individuals do not receive wages for services rendered.
- Students receiving scholarship dollars may be considered volunteers if the assigned duties benefit WSU and the students do not receive wages for services rendered.
- Students receiving class credit may be considered volunteers if the assigned duties benefit WSU and the students do not receive wages for services rendered.
- Students performing duties for student clubs are not volunteers.
An employee performing the duties he or she is normally paid to perform is not a volunteer, however, an employee may volunteer for activities unrelated to normal job duties.

**RESPONSIBILITY**

**Area Supervisor**

1. Obtain area Senior Staff Supervisor approval for volunteer position prior to contacting prospective volunteer(s).
2. Identify prospective volunteer(s) and confirm new volunteer agreement will not conflict with existing agreements and is in compliance with NCAA, Pac-10, and University rules and regulations.
3. Applying the above criteria, designate each volunteer as such by completing the Agreement Between Washington State University and Volunteer, Volunteer Sign-In Sheet (event specific), or by requesting Athletics Compliance Office complete the Volunteer Coach Agreement, whichever is applicable. (A new volunteer agreement must be completed each academic year.) In order to ensure coverage under workers’ compensation and to ensure that the University is covered for liability purposes, volunteer designation must occur **before** any duties are performed. Submit completed documentation to the Athletics Business Office.
4. Provide volunteer guidance in the assigned duties and responsibilities to facilitate the volunteer’s efforts as well as provide University required safety procedures orientation and training; submit documentation, [http://www.wsu.edu/manuals_forms/PDF/SPPM/S20-30-2.pdf](http://www.wsu.edu/manuals_forms/PDF/SPPM/S20-30-2.pdf), to Athletics Business Office.
5. Maintain written records for each volunteer which include the following information:
6. Name of volunteer
7. Dates, times, and hours of activity performed (Current department policy allows travel/away time to be recorded for hours of working function only. Travel time, unless required to drive or perform some other working function during the travel time, as well as free time during the trip should not be recorded as volunteer hours.)
8. Description of services provided
9. Name of supervisor
10. Submit this documentation to the Athletics Business Office by the 10th of the month following each month of activity.

**Athletics Business Office**
1) Maintain comprehensive volunteer files which include the following information:
2) Name of volunteer
3) Agreement Between WSU and Volunteer, Volunteer Sign-In Sheet, or Volunteer Coach Agreement, whichever is applicable
4) Safety Orientation checklist
5) Dates, times, and hours of service
6) Description of services provided
7) Name of supervisor

Athletics Compliance Office

1. Confirm prospective volunteer coach agreement is in compliance with NCAA, Pac-10, and University rules and regulations.
2. Complete Volunteer Coach Agreement **before** any duties are performed.
3. Submit completed agreement to the Athletics Business Office.

**10.31 SUBJECT: POLICY FOR REPORTING HAZING/STUDENT MISCONDUCT**
*(revised 10/06)*

It is the obligation and duty of each WSU Athletics staff member to work to assure the integrity and reputation of Washington State University and WSU Athletics is upheld. To this end each staff member is obligated to report any suspected incidents of student-athlete misconduct to the appropriate athletics department official. Such incidents may include, but are not limited to, hazing (initiation rights), encounters with campus, state, federal authorities, sexual misconduct, use of illegal substances, inappropriate website postings, and any other activity which could damage the reputation of WSU Athletics and the University. Failure to comply with this policy may result in disciplinary action for the staff member.

**PROCEDURES FOR REPORTING**

- Any WSU Athletics staff member who becomes aware of a potential incident should report the incident immediately to his/her departmental direct supervisor
- If that person is not a senior staff member, the supervisor is required to report the allegation to the appropriate senior staff member or Faculty Athletic Representative (FAR)
- The senior staff member will investigate the allegation and recommend appropriate sanctions for the involved student-athlete/s
- For serious incidents, the senior staff and FAR will approve the sanctions