WSU Tree Fruit Research & Extension Center, Wenatchee

NEW EMPLOYEE HANDBOOK

Welcome to WSU Tree Fruit Research & Extension Center (TFREC), Wenatchee!
This handbook has been assembled to help you to successfully start work at WSU TFREC.

Please know that everyone at the Center is willing, to the extent we can, to answer your questions and help you get settled. Our Center is known for its "can-do" attitude, commitment to excellence, conscientious care of assigned resources, and collegiality. We celebrate your arrival and look forward to working with and helping you become an essential and contributing member of our community.

PART I: INTRODUCTION TO WSU AND OUR CENTER

Washington State University is a land-grant university that conducts research and provides world-class education to more than 25,000 students statewide. Founded in Pullman in 1890, WSU's statewide system includes campuses in Spokane, the Tri-Cities, and Vancouver, extension offices in every county, and distance degree programs accessible around the world. WSU has five strategic goals:

1) *Equitable Student Success;*
2) *Innovation in Research and Creative Activities;*
3) *Employee Development, Wellness and Belonging;*
4) *Community Engagement; and*
5) *Institutional Effectiveness and Accessibility*

CAHNRS **-** The College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) is one of 11 colleges within WSU. CAHNRS is an expansive and diverse college that includes 15 academic departments and four research and extension centers distributed across Washington State, of which WSU TFREC is one. Each faculty member at WSU TFREC belongs to a department within CAHNRS.

The CAHNRS mission statement is *to provide global leadership in discovering, accessing, and disseminating knowledge that contributes to a safe, abundant food and fiber supply; promote the well-being of individuals, families, and communities; enhance sustainability of agricultural and economic systems; and promote stewardship of natural resources and ecological systems.*

The WSU TFREC mission statement is: *WSU TFREC is a hub for researchers, educators, extension specialists, students and stakeholders focusing on irrigated tree fruit and specialty crop systems to develop and apply new science-based knowledge and products to advance economically, environmentally and socially sustainable agriculture for industries and communities in Washington and the world.*

WSU TFREC was established in 1937 by the state legislature, at the behest of tree fruit growers. A farmhouse was built October of 1937, which was replaced in 1967 with the laboratory facilities used today. The USDA-ARS facility was built in 1977. The research and educational programs of the TFREC have contributed substantially to the growth, stability and present stature of Washington's tree fruit industry.

Washington State University Extension engages people, organizations and communities. WSU TFREC hosts many Extension and Outreach educational events for tree fruit producers and professionals as well as for other commodities. Extension events are posted on the [WSU Tree Fruit](#) extension website. Tianna DuPont is the Tree Fruit Extension Specialist based at the station (tianna.dupont@wsu.edu 509-293-8758). She welcomes your participation in extension events.

WSU TFREC is also referred to as the WSU Wenatchee Tree Fruit Research & Extension Center, or WSU Wenatchee.

1. The **Center mailing address** is: WSU Tree Fruit Research & Extension Center
   1100 North Western Ave.
   Wenatchee, WA 98801

2. The **telephone number** for the main office is: 509-293-8800
   Please note that if you have a phone in your workspace, you will need to dial '7' for an outside line. The center utilizes short-code calls, whereby you dial the 4-digit extension to call other workstations. For example, reception can be reached by dialing '8800' A list of current extension numbers should have been emailed to you and updates are sent monthly via email. WSU Pullman uses a '5' in front of the final four digits of the phone number. Which means if their number is 509-335-4521 you only have to dial 5-4521. Other WSU locations can be reached by dialing only the 7 digits of their number. Do NOT use 7-1-xxx-xxxx when calling other WSU locations or they will be treated like long distance calls.

3.
   The **fax number** for the Center is: 509-662-8714.

4. The **web address** for the Center is: https://tfrec.cahnrs.wsu.edu/
   The program you work with also has its own web page, and you will need to note that web address.

5. **Hours of operation** are 8 a.m. to 5 p.m. Monday through Friday. While some staff, faculty and graduate students tend to work beyond these times, most staff and temporary employees adhere to these work hours.

6. **Two farms—**Sunrise Orchard, 150 acres, and Columbia View Orchard, 52 acres— are managed by WSU TFREC. Pesticide application and re-entry information can be

found online, in the lobby of the Columbia View Orchard offices, or just inside the deer fence at Sunrise.

Both farms are enclosed in electric fencing to deter deer from the orchards. Sunrise Orchard is a manual fence. It is usually open from early morning until approximately 3pm. The lock is somewhat challenging to open, but can be managed. The gate at Columbia View is automatic, so you will just need to pull up to the keypad, type in the code and wait for the gate to open. Contact the Farm Manager for the keypad and lock codes as they are changed regularly. Plot maps can be found on the WSU TFREC Administration & Intranet site (https://tfrec.cahnrs.wsu.edu/admin/orchard-services/)

Sunrise Orchard
75 Sunrise Court
Rock Island, WA 98850
509-886-9404

Columbia View Orchard
58 Longview Rd.
East Wenatchee, WA 98802
509-884-0161

PART II: GETTING STARTED

The following is an overview of who you will meet with during your first days at the Center and steps you will need to follow as you begin your work here.

1. **Meet with your Program Leader and Team**
   a. Receive a copy of this handbook, which includes information on the Center's history and mission
   b. Take the initiative to meet the Finance, Orchard and Business Operations Manager (TBD), other faculty and students, and technical and support staff
   c. Ask questions!

2. **Meet with Front Office Staff**
 The following should be reviewed and completed with the Office Manager and/or Office Specialist:
   a. Key Request/Assignment Form – including the door entry card
   b. Supply emergency contact information
   c. Your photograph will be taken for circulation
   d. Online I-9 verification process. To do so, you must bring in your choice of identification to establish your identity and employment eligibility, as listed on the "I-9 Lists of Acceptable Documents." (http://libraries.wsu.edu/sites/default/files/I9acceptabledocuments2013.pdf) **This must be done on or before your first day of employment**.
   e. Provide a copy of your Washington State Pesticide Applicator's license, and driver's license and social security card as requested.
   f. Complete compliance training on the online learning system, Percipio.
   g. Review Workday reference guides and complete onboarding actions (tax elections, payment elections (direct deposit), etc.) within the Workday system.
   h. Review purchasing procedures, especially use of credit cards/purchase orders on the TFREC Admin website/Purchasing.
   i. Receive the Center's telephone directory and e-mail lists. (Office Specialist)
   j. Learn about time recording, holiday schedule, travel procedures, and various room reservation forms. TFREC Admin website (Office Manager and Office Specialist)

4. **Farm, Maintenance and Building Operations:**
   1. The program leaders or direct supervisors are responsible for the following:
      a. Learn about land use, field plot assignments, and requests for use.
      b. Complete Center safety tour and security orientation; become aware of safety and security issues.
      c. Learn about general facility procedures such as: where to dispose of plant and soil waste; recyclable bins; where to park; etc.

5. **Safety**
   1. The program leaders or direct supervisors are responsible for reviewing safety procedures and required trainings. For additional information, to go the TFREC

Safety Home page.

6. **Complete Required Trainings and Licenses**
    1. TFREC safety orientation training.
    2. WSU MyResearch mandatory online training on responsible conduct of research
    3. Pesticide and chemical inventories, and MSDSs (if pesticides/chemicals/ hazardous materials have been transferred to the Center)
    4. Washington State Pesticide Applicator's License (http://pep.wsu.edu/)
    5. WSU Compliance Trainings within the first six (6) months of employment:
        a. Discrimination, Sexual Harassment and Sexual Misconduct Prevention;
        b. Ethics in Public Service
        c. Cyber Security Awareness Training
        d. Hazing Prevention

7. **Find out what's going on**
    WSU has a number of different listservs. You can join any WSU listserv of your choice, for example WSU-news.
    Go to WSU site: http://lists.wsu.edu/join.php

8. **Things you should know**
    1. Your network ID is the first part of your WSU email address, before the @.
    2. WSU policies can be found in one of the following manuals:
        a. Business (BPPM)
        b. Executive (EP)
        c. Safety (SPPM)
    3. Workday is the system used to:
        a. Record time worked;
        b. Submit leave requests and view balances;
        c. Request overtime;
        d. View payslips;
        e. Check benefit elections and make changes as allowable;
        f. Complete and revise W-4 (tax elections), direct deposit (payment elections);
        g. Update personal information.

PART III: WHILE AN EMPLOYEE

Emergencies

Dial 911 for all medical and fire emergencies. For facility and other emergencies (only), dial 509-670-3557 (Jerry Moreland). Familiarize yourself with the local hospital amenities, e.g. Central Washington Hospital (Confluence Health) Emergency Room, 1201 South Miller St, Wenatchee, (509) 662-1511.

Involvement and Citizenship

WSU Wenatchee embraces a culture of involvement in scholarship and community engagement. All personnel are expected to be good citizens and contribute to committees and participate in general Center activities. Attendance, participation and punctuality at special seminars, Brown Bag talks, pot luck luncheons, ceremonies, field days and other special events is a further expectation.

Travel

In order to drive a state vehicle, you must be 18 years of age or older with at least 2 years of driving experience. You are required to have a license valid under Washington State laws and to provide a copy of that license to the Office Manager.

Out-of-state or international travel must be pre-approved. Complete a Spend Authorization in Workday with the appropriate budget code (see TFREC Admin website for additional information)

Spend authorizations MUST be approved at least 5 business days before travel is booked. Purchasing cards can only be used to pay for certain travel arrangements. Read the Travel Procedures document on the TFREC admin site or consult with the Office Specialist.

Following travel (and within 60 days of travel), complete and submit an Expense Report within Workday. If you need extra help with the Expense Report, contact the Office Specialist for information.

Poster Printing

WSU TFREC has a poster printer in the Overley Lab Building. Make sure you follow the instructions near the computer in the Small Conference room for providing a budget number to pay for your poster. One poster costs $25.

Alternatively, check out the Pullman campus Biomed printing services http://bcu.vetmed.wsu.edu/ Several local stores in Wenatchee will also print posters.

Nonpermanent appointments

Information about nonpermanent positions (formally known as Time-slip) can be found on the TFREC Admin site/nonpermanent Civil Service Employee.

Graduate Student Coordinator

WSU TFREC faculty members (Kate Evans kate_evans@wsu.edu and Lee Kalcsits lee.kalcstis@wsu.edu) are formally appointed by the Director and available to help

students with various issues that may arise while in graduate school at WSU. The coordinator is updated each semester/session by WSU TFREC faculty on the students/campus locations that each faculty member is advising as well as by the students on their planned group activities. The coordinator is a valuable resource which faculty and students are encouraged to use.

All faculty members assist the coordinator by (i) meeting and getting to know WSU TFREC graduate students, (ii) attending their seminars, (iii) participating in special student events, and (iv) treating students respectfully and professionally.

All students assist the coordinator by (i) meeting and getting to know WSU TFREC faculty, (ii) attending their seminars, (iii) participating in faculty events, and (iv) treating faculty respectfully and professionally.

PART IV: OPERATIONS AND PROCEDURES

The [Business Policies and Procedures Manual](#) (BPPM) is a great resource for information about WSU policies. Many of the subjects listed below can be found in the BPPM.

1. Computer Ethics

Computer resources, information technologies, and networks used by everyone at WSU are governed by Washington State's Ethics in Public Service Law (Ethics Law), [RCW 42.52](#) and by any rules adopted by the Executive Ethics Board, [WAC 292-110-010](#). All staff, employees, faculty and graduate students shall use WSU's information technologies and networks for the purpose of conducting WSU business, communicating with members of professional organizations about their area of expertise, or visiting Web pages of such professional organizations. WSU's electronic mail system may be used to send personal messages, provided that such messages are insignificant in cost and resource usage, and provided that all such messages comply with [WAC 292-110-010](#) and [BPPM 20.37](#). Examples of permissible uses of WSU electronic mail include:

- Communication for those who are hearing impaired
- Notices of social/public service, (e.g., blood drive, shared leave request, etc.)
- Notices of gatherings (e.g., lunches, birthdays, receptions)
- Unit-wide notifications that are used for communicating good will among employees (e.g., holiday greetings, congratulatory messages, etc.)
- Communications for purposes related to employee benefits when WSU has determined that such communications will contribute to staff efficiency
- Personal electronic mail messages to friends or family, provided that such messages do not interfere with the performance of job duties; do not result in an additional cost to WSU; are brief in duration and do not disrupt or distract from the conduct of state business due to volume or frequency; and do not compromise the security or integrity of state information or software.
- All official messages need to be sent through WSU e-mail accounts not personal accounts.

2. Freedom of Speech, Privacy and Appropriate Computer Usage

WSU respects freedom of speech and does not restrict the contents of electronic mail or web pages beyond restrictions inherent in the law. WSU respects the privacy of users and does not routinely inspect or monitor use of computing and networking resources. However, there are situations which may result in the University accessing electronic mail or files, and WSU can impose sanctions for inappropriate use of University electronic resources.

All faculty, staff and graduate students are responsible for maintaining appropriate access restrictions for their files, as well as protecting their passwords.

Any WSU affiliate who knowingly allows another person to use his or her username or password may be found responsible for any inappropriate use on the part of that person.

Appropriate uses include: all appropriate uses by students related to completion of WSU class assignments, teaching assignments, research, and scholarly, professional, and administrative endeavors on behalf of WSU.

WSU computer resources, information technologies, and networks shall <u>not</u> be used for:

- Attempting to gain unauthorized access to any portion of the system or using WSU computer resources, information technologies, or networks as a staging area to attempt to gain unauthorized access to any other system or account
- Compromising the privacy of users of the computer resources, information technologies, and networks
- Personal activities unrelated to any WSU or student educational purpose
- Copying of software in violation of license or copying that is not authorized
- Destroying, altering, compromising the integrity or security, or making inaccessible WSU computer resources, information technologies, and networks when such uses are not authorized
- Engaging in political activities that violate state law (state law prohibits the use of state facilities or public resources for the purposes of assisting in an election campaign or for the promotion or opposition to a ballot proposition)
- Intentionally disseminating, accessing, or providing a hyperlink to obscenity, as that term is defined by law, unless such activities are directly related to an employee's legitimate research or scholarship purpose or to a student's completion of an academic requirement
- Sending unsolicited electronic mail (e.g., "spam") in violation of Washington law or in quantities that interfere with WSU's or another's server. Senders who anticipate sending large numbers of unsolicited electronic mail messages at one time are responsible for consulting with the appropriate server administrator prior to determine whether or not the sending of the mail is likely to cause a malfunction in a server
- Supporting, establishing, or conducting any private business operation or commercial activity
- Utilizing WSU resources with the purpose of intentionally interfering with others' use of computing resources, information technologies, or network resources or conduct of WSU business
- Violating WSU's policy of prohibiting discrimination against individuals on the basis of race, sex (including sexual harassment), religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled Veteran
- Violating copyright law (thus, information technology and network users who do not hold the copyright on a work must have permission to publish information, graphics, cartoons, photographs, music, or other material, or the publication must be otherwise permitted under copyright law); violating trademark law; violating any federal, state, or local law

3. Computer Web Pages and Other Electronic Publications

The quality of information published and communicated by WSU plays an important role in maintaining the strong reputation and image of WSU. WSU Web pages and other

electronic publications are equivalent to printed publications or official communication. They are official WSU publications. Members of the WSU community create electronic Web pages, publication pages, or other electronic publications that carry out official WSU business in support of WSU's mission. WSU Web graphic identity guidelines are available and all academic and administrative units are required to use them. Federal regulation requires that by April 2026, all electronic web and mobile applications must meet specific digital accessibility requirements. It is everyone's job to ensure that the digital content we create in documents, emails, websites, presentations, spreadsheets and other electronic records is accessible. (Fact Sheet about Rule on Accessibility) If your position is response for web content, you must complete the Digital Accessibility Assessment.

4. Cell Phone Use and Etiquette

WSU does not provide cell phones to employees or allowance to offset the expense associated with the business use of a personal device UNLESS it is determined by the supervisor and appointing authority that the employee holds a position which meets eligibility criteria. BPPM 85.45 Cellular Device Policy

Be aware that using your personal cell phone for university business can trigger freedom of information requests.

All WSU affiliates are expected to practice good cell phone etiquette at all times by: i) taking calls outside of general areas so as not to disturb others; ii) limiting personal calls to private areas primarily during break periods; and iii) turning ringers off during meetings. Please use the "vibrate" setting whenever possible.

5. Telephone Use

The same standard used for cell phones is applied to telephone use: a WSU affiliate may make very limited personal use of a University-owned telephone without violating state law so long as the usage is *de minimis*, is not for private business enterprise, and is not for lobbying or political purposes. See BPPM for more information about limited personal use of University resources. A copy of the user guide to the WSU TFREC phone system is available.

6. WSU TFREC Equipment Facility/Land Use

WSU Wenatchee has written policies and legal agreements on using state resources, public land and spaces, including the buildings, student housing, greenhouses, and farm lands for cropping and experimental research purposes. See the Finance, Orchard and Business Operations Manager for additional information.

7. WSU TFREC Committees

Consider ways to contribute to the center by finding out more about committees/initiatives and joining. Check out various pages on the TFREC Admin site for a list of current committee members and contacts:

Safety Committee – The Safety Committee is in charge of pesticide storage, safety materials, and safety bulletin boards. It is comprised of one faculty representative and one

representative from each program who are elected annually by vote of the center's faculty and staff. Safety is taken seriously at WSU TFREC. Extensive safety materials and guidelines are available to all employees at the Environmental Health and Safety (EHS) website and via the center's safety bulletin boards, safety cabinets, and safety committee. The Safety Committee is in charge of Pesticide storage, safety materials in conference room, and the safety bulletin board. Please contact a member of the Safety Committee if you have any questions.

Space Committee – The Space Committee is in charge of allocating office and research space based on office requests made and discussed with faculty at each scheduled faculty meeting. The policy and request forms can be found on the Facilities page of the TFREC Admin website.

Graduate Student Committee – The Graduate Student Committee organizes one meeting per semester to address graduate student needs, be involved in the planning of graduate student special events, and contribute to continued development of the graduate student experience at WSU TFREC. The current representatives of the Graduate Student Committee can be found on the Graduate Students page of the TFREC Admin website.

8. WSU TFREC General Use Room/Equipment Reservations
The center has four conference rooms in the Overley Lab Building that are available by reservation for meetings, classes, events, etc. Each room has its own shared calendar viewable using Outlook. You will be able to see if and when a room is available. In this Word document (docx) you will find the instructions on how to locate and add the individual room calendars in Outlook. In order to reserve a room, you will need to submit an online Room Scheduling Request Form.

9. Pets Please do **NOT** bring pets to work. See WAC 504-36-020 .

10. Smoking and Tobacco products
Washington state law (RCW Chapter 70.160) and SPPM 6.10 University policy both prohibit smoking in public places and places of employment. "Place of employment" refers to any area under the control of WSU through which employees are required to pass during the course of employment, including, but not limited to entrances and exits to the places of employment, and including a minimum distance of 25 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited; also, work areas, restrooms, conference and classrooms, break rooms and cafeterias, and other common areas (including vehicles). WSU affiliates are responsible for complying with the following University smoking policy.

11. Provisions of the Drug/Alcohol-Free Workplace Law
WSU has developed programs to prevent unlawful possession, use, and/or distribution of illegal drugs and alcohol by students and employees. The University has created education and training programs to aid in establishing a drug-free workplace. Sanctions for illegal use of drugs and/or alcohol in the workplace may include, but are not limited to, recommendations for completion of an appropriate rehabilitation program, written or verbal warning, censure, dismissal, and, in emergency situations, immediate suspension.

For hard copies of the Drug/Alcohol-Free Workplace Law, please contact Human Resource Services, x5-4521, or refer to the Executive Policy Manual.

12. Use of University Property (BPPM 20.35) and Resources

WSU facilities and equipment are for official use only subject to limited exceptions. WSU property includes all supplies, equipment, facilities, and real property. WSU affiliates are obligated to conserve and protect state resources for the benefit of the public interest, rather than their private interests. Responsibility and accountability for the appropriate use of state resources ultimately rests with the individual, or with the person who authorizes such use. **A WSU affiliate may not use state resources under her/his official control, direction, or custody for the private benefit or gain of self or any other person**.

The use of state resources related to the conduct of official business is permitted. The use of state resources for any purpose other than official state duties is governed by the following state laws: RCW 42.52 , Ethics in Public Service; WAC 292-110-010, Use of State Resources. These laws provide for the personal use of state resources under limited circumstances. This policy sets forth the guidelines for permissible, limited, and prohibited uses of state resources regardless of the type of state resource.

WAC 504-26-213 No student may carry, possess, or use any firearm, explosive (including fireworks), dangerous chemical, or any dangerous weapon on university property or in university-approved housing. Airsoft guns and other items that shoot projectiles are not permitted in university-approved housing. Students wishing to maintain a firearm on campus for hunting or sporting activities must contact the Washington State University department of public safety.

If it is determined by your supervisor that you will be issued a Procurement Card (pcard), you will be required to complete an online application and training. When filling in the required information on the application, chose the lowest monthly limit, transaction limit and number of transactions per day allowed. If your supervisor determines there is specific need for higher limits, TFREC administration can make that change. Review the BPPM 70.08 and the TFREC Admin/Purchasing page for more information about pcard usage.

A Fuel card (Wex card) may also be assigned to you to be used with WSU vehicles ONLY. There is no training required, however, it is important to review the Wex Fuel Card section of the Purchasing page on the TFREC Admin website.

13. Complaint Procedure
If a workplace conflict exists, every effort should be made to remedy the issue with the immediate supervisor or the next-level supervisor not involved in the dispute. If a situation in the workplace exists that is not covered by other University complaint procedures, the employee may address the issue in the following manner:

- Issues not resolved that involve alleged illegal discrimination should be

handled by following the prescribed procedure in the WSU Policy and Procedure against Discrimination and Sexual Harassment Complaint Process.
- Other workplace concerns should be handled by contacting the Office of Compliance and Civil Rights or Human Resource Service.

14. Annual Reviews
Performance reviews are conducted annually within each program. More frequent, informal reviews may also occur. Click here for personnel review processes.

PART V: WSU WORKPLACE POLICIES

1. Responsibilities / Code of Ethics

Washington State University 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. WSU employees, as they undertake personal and private activities in the wider community, should clearly separate these actions from their University employment. Applicable state law includes the Ethics in Public Service Act (RCW 42.52), which addresses such subjects as use of state resources, political activities, receipt of gifts and honoraria, and outside activities of state employees. For additional information visit Executive Policy Manual EP45.

2. Commitment to Diversity

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, and 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 good faith effort to fulfill this commitment.

3. 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 guide 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 at 509- 335-8288. Additional information is available at the Center for Human Rights web site.

4. Reasonable Accommodation

Several statutes provide legal protection for persons with mental or physical disabilities. These include Washington's Law Against Discrimination (WLAD) (RCW 49.60), 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. An accommodation is considered "reasonable" if it does not impose an 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. Please contact Human Resource Services for additional information, x5-4521 or refer to the Human Resource Services website.

5. 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 guide 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. Aspirations have been set for affected group members in those job groups or areas where it has been determined that under utilization exists. The University makes good faith efforts to meet these aspirations and reviews progress on an annual basis. For information about WSU's Affirmative Action Program, contact the Center for Human Rights at 509-335-8288 or refer to the Center for Human Rights website.

6. Provisions of the "Whistleblower" Act

State employees may report improper governmental actions to the Office of the State Auditor of the State of Washington. To encourage the reporting of improper governmental actions, employees are protected from retaliation by provisions of state law. Employees may not use or attempt to use their official authority or influence to interfere with the right of an individual to disclose information to the State Auditor (RCW 42.40).

7. Nepotism

Discrimination against an employee because of marital status or because of a relationship with another employee is prohibited. WSU seeks to employ qualified persons in all positions without regard to a person's relationship with other University employees. However, no employee shall supervise, vote, make recommendations, or in any other way participate in the decision of any matter that may directly affect the appointment, tenure, promotion, salary, or any other status or interest of such employee's parent, child, spouse, partner, sibling, in-law, or close relative. The policy can be found in the BPPM 60.14.

8. Workplace Violence

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 <u>any</u> 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.

For more information or assistance, please contact HRS at x5-4521.

9. Domestic Violence and the Workplace

Washington State University is concerned and committed to 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.

For more information or assistance, contact HRS at x5-4521 or the Employee Assistance Program at (877) 313-4455.

10. Other Helpful Resources

Additional information about employee procedures and policy for specific position classifications can be found in the following respective employee handbooks:

- Administrative Professional Employee Handbook
- WA Administrative Code for Civil Service Employees
- Collective Bargaining Unit Agreements
- Faculty Manual

PART VI: DEPARTING/SEPARATION

1. Procedures to follow upon termination of WSU employee can be found on the [Human Resources Services website](#).
2. Make an appointment with the Office Manager to complete Center Departure Checklist.
   - Make sure all lab notebooks, data files, manuscripts, photographs, etc., are neat and in good order and left with your program leader.
   - Don't forget to turn-in any university property assigned to you (i.e. keys, purchasing card, fuel card, safety equipment, devices, etc.)
   - Leave a forwarding address.

3. If you are also vacating WSU housing, please contact the Facilities Manager for walk through and move out procedures.