



PERSONNEL HANDBOOK

Welcome to WSU Mount Vernon NWREC!

This handbook has been assembled to ensure your successful experience as an employee at WSU Mount Vernon. Read this handbook when you begin employment and keep it on file for reference regarding policies and procedures. Please also refer to the respective university employee manuals and handbooks: [Faculty Manual](#), [Administrative Professional Handbook](#), [Washington Administrative Code \(WAC\)](#), and [Revised Code of Washington \(RCW\)](#).

Please know that everyone here is willing 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 and helping you become an essential and contributing member of our community.

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1. INTRODUCTION TO WASHINGTON STATE UNIVERSITY

[Washington State University](#) is a [land-grant university](#) that conducts research and provides world-class education and outreach to more than 32,000 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 four strategic goals:

1. *Offer the best undergraduate experience in a research university*
2. *Nurture a world-class environment for research, scholarship, graduate education, the arts, and engagement*
3. *Create an environment of trust and respect in all we do*
4. *Develop a culture of shared commitment to quality in all of our activities*

[CAHNRS](#) - The College of Agricultural, Human, and Natural Resources 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 – one of which is WSU Mount Vernon – distributed across Washington State. Each [faculty member at WSU Mount Vernon](#) belongs to a department within CAHNRS.

The CAHNRS mission 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 Mount Vernon mission is: *to serve the agricultural, horticultural, and natural resource science interests of the state through research and extension activities that are enhanced by the unique conditions of northwestern Washington's mild marine climate, diversity of small and mid-sized farms, and rural-urban interface.*

[WSU Mount Vernon Northwestern Washington Research and Extension Center](#) is one of four agricultural research & extension centers in the state operated by CAHNRS; [WSU Puyallup](#), [WSU Prosser](#) (irrigated agriculture) and [WSU Wenatchee](#) (tree fruit) are the other three. WSU Mount Vernon NWREC was established in 1947 through grassroots support as well as county, state and federal financial assistance (see *History of the Northwest Seed and Truck Crop Laboratory, Inc.*, which is kept in the front lobby). An \$8-million revitalization effort was completed in 2006 and included construction of the *Agricultural Research & Technology Building*. WSU contributed \$6 million to this effort. In addition, more than \$2 million was contributed as gifts from major donors, including: Skagit and Whatcom County, Port of Skagit, Family of Atsusa Sakuma, Alfred & Lucille Christianson Family, Family & Friends of William A. Roozen, Northwest Ag Research Foundation, Osberg Family Trust, Richard & Pat Smith, Maureen & Michael Fohn, Family of Jess & Barb Knutzen, Keith & Wendy and Darrin & Marily Morrison, NW Farm Credit Services, and Skagit Farmers Supply. All other donors are listed on the wall plaque in the front lobby.

The WSU-Mount Vernon Northwestern Washington Research & Extension Center is also referred to as WSU-Mount Vernon or WSU-NWREC.

1. The **Center mailing address** is:

WSU Mount Vernon NWREC
16650 State Route 536
Mount Vernon, WA 98273-4768

2. The **telephone number** for the main office is: 360-848-6120
however, you will have a phone in your workspace and you will need to note that number for work calls.

3. The **fax number** for the Center is: 360-848-6159

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

Washington State University Extension *engages people, organizations and communities.* While faculty at WSU Mount Vernon have an extension component to their research work, the [WSU County Extension offices](#) are responsible for extension programs in each county. We frequently collaborate with WSU Extension Educators. The Northwestern Washington counties include Island, San Juan, Skagit, Snohomish, and Whatcom. All extension offices maintain extensive websites (see CAHNRS web page [Locations tab](#)).

2. ORIENTATION AND FORMS

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. Please follow and complete the onboarding checklists provided with your onboarding packet.

1. Meet with Office Assistant in the Front Office.

For students, some of the following paperwork may be completed by your department in Pullman, however if you start first at WSU Mount Vernon, this paperwork will be provided and should be completed here:

- a. **Online I-9 Form** – You must bring your choice of identity and work eligibility documents from the List of Acceptable Documents, available on Page 3 of the [Internal Revenue Service website](#). After confirming your identity and eligibility to work, the front office staff will instruct you to complete the online I-9 form. This must be completed on the first day you arrive either in Pullman or Mount Vernon.
- b. Review purchasing procedures, especially use of credit cards/purchase orders, travel procedures, and myWSU with CMP Finance Team. See Part 4 of this handbook.
- c. Current **W-4 Federal Withholding Tax Form** – This is available under Taxes on the Payroll Services website: <http://www.wsu.edu/payroll/taxes/taxes.htm>. Questions can be directed to Payroll Services at 5-9575.
- d. **Direct Deposit Authorization** – You are encouraged to authorize Payroll Services to deposit your net pay directly into your designated bank account by completing the Direct Deposit Authorization form. Employees who do not choose to participate in the direct deposit program will receive a paycheck by mail. All employees receive a statement detailing their payment activity. In accordance with state law, pay periods are semi-monthly lagged, with 24 paydays per calendar year. A schedule of state paydays is published each year under Paydays on the Payroll Services website, <http://www.wsu.edu/payroll/payday/paydays.htm>.
- e. Other Forms – Depending on your specific WSU appointment, you may also be asked to provide proof of a current **Washington State Pesticide Applicator's License** or **Driver's License**.
- f. You must establish a WSU Network ID (NID) which will be initiated once you complete your employment paperwork with the [Finance Team](#). A WSU email address/ Network ID will be created for you once your appointment has been setup in our system. This step can only be completed once your I-9 has been completed and returned to our Human Resources Department for their review and approval.
- g. Prepare a short bio; submit to your faculty supervisor who will send the front office along with a photo; this will be used for your email introduction to the center – for examples, see https://www.mtvernon.wsu.edu/VSP/VSP_team.htm
- h. Verify Xerox machine code with front office.
- i. Be added to the Center's email lists and website directory.
- j. All NWREC personnel contact information is listed on the website directory at <http://mtvernon.wsu.edu/directory/>.
- k. Learn about time cards/time reports/leave reports, holiday schedule, and various room reservation forms.

2. Meet with your supervisor

- a. Complete and submit the following WSU Mount Vernon forms in your onboarding packet:
 - New Key and Prox Card Request Form
 - Employee Emergency Contact Information
 - Safety Orientation Checklist
 - Safety Training Checklist
 - Graduate students complete checklist for entering
- b. Meet the Director, faculty, technical and support staff
- c. Ask questions!

3. Meet with the Farm, Maintenance, and Building & Operations Staff (Dan Gorton, Juan Alonso, Irene Darnell)

- a. For *Agricultural Research & Technology Building (ARTB)* operations, meet with Dan Gorton to receive training on ARTB security system, HVAC, septic systems, request a security system access code, proximity card, and building keys.
- b. Obtain personal office space, name plate for door if applicable, employee locker (if requested).
- c. Receive training on using the greenhouses, screen houses, and growth chambers.
- d. For farm operations, meet with Dan Gorton on land use, field plot assignments, and field equipment repair/storage information and requests.
- e. Vehicle check-out and proper vehicle use and procedures explained; fuel card usage procedures explained.
- f. Complete security orientation with Dan Gorton; learn how to use security system keypads and become aware of security issues.

4. Meet with the Safety Committee

- a. Meet with the committee member in your program
- b. Review Center safety plans on Emergency Response, Accident Prevention, Lab Safety, Hazardous Waste Disposal, Bomb Threats, and others.
- c. Review procedures on pesticide notification, application, and record-keeping
- d. Request pesticide and chemical storage space, if needed
- e. Learn how to organize pesticide, chemical, pesticide application, Experimental Use Permits (EUPs), and SDS inventories/records, and especially, about bringing all of your program's chemical records up-to-date each January

5. Complete Required Trainings and Licenses

Evidence of completion must be presented to Front Office within 8 weeks!

- a. [WSU Sexual Harassment Prevention, Mandatory On-line Training](#)
- b. WSU [MyResearch](#), mandatory online training on responsible conduct of research
- c. [Washington State Pesticide Applicator's License](#)

- d. University safety orientations
 - Safety Orientation Checklist
- e. Safety-specific training for WSU Mount Vernon to be completed includes: accident prevention; EH&S student website and fact sheets; emergency response; heat stress; laboratory safety practices; pesticide safety, storage, notifications and signage; tractor safety; pesticide/chemical storage, disposal, record-keeping.
 - Safety training checklist
- f. Complete WSDA Pesticide License (optional by program).
- g. Pesticide and chemical inventories, and SDSs (MSDS) (if pesticides/chemicals/hazardous materials have been transferred to the Center).

6. Graduate Students

As a WSU graduate student, it is important that you become familiar with the WSU [Graduate School website](#). It contains essential information on procedures and timeframes you must follow in order to establish an advisory committee, file a program of study, register for classes, schedule oral exams, and write and submit your thesis. You are responsible for meeting these deadlines (see [Graduate Students page](#)). You are advised to check your academic program's website, as each provide their own handbook with guidelines, which is supplemental to Graduate School policy.

3. WSU MOUNT VERNON OPERATIONS AND PROCEDURES

1. Accidents

Immediately report any accident, no matter how large or small, to your supervisor.

2. Agricultural Research & Technology Building

The Center's Agricultural Research & Technology Building (ARTB) requires special care; please do your part. See Section 4 for specific information about ARTB heating/cooling systems, fume hoods and bio-safety cabinet, furnishings, Argus greenhouse control system, plumbing, power and emergency generator, septic system, and security system.

3. Annual Reviews

Performance reviews for graduate students are conducted annually by each advisor—this is a requirement of the WSU Graduate School. Relevant forms and instructions will be provided each year from your academic coordinators in the CAHNRS Johnson Hall Graduate Center on the Pullman campus (currently Deb Marsh, Lisa Lujan, and/or Jill Staab). Other more frequent, informal reviews also may occur. You are strongly encouraged to interact regularly with your graduate advisor(s) regarding expectations and performance, to identify student strengths and weaknesses, and to reaffirm or redirect course work and/or work assignments and/or other activities.

Faculty are reviewed annually in accordance with policies and regulations in the [Faculty Manual](#). The Office of the Provost provides forms and instructions to supervisors during the spring semester.

Administrative professional (AP) personnel are evaluated annually on a calendar year (January 1 - December 31) or academic year basis, as determined by the senior executive for the area and in accordance with guidance found in the [Administrative Professional Handbook](#).

Civil Service employee [performance evaluation requirements and procedures](#) are in accordance with [WAC 357-37](#).

4. ARTB Common Areas.

There are many common areas throughout the building and campus; all need to be kept free of clutter and cleaned after use. For break rooms and kitchen, be sure to regularly remove food items from the refrigerators, keep the microwave ovens clean, and wash and put away your own dishes.

5. Lunch-and-Learn Seminars

Sometimes during noon-hours, the Center hosts lunch-and-learn seminars in the auditorium. Speakers include visiting scientists, special guests, representatives of various organizations, WSU faculty and staff, and graduate students practicing for departmental seminars. Please plan to attend and bring your lunch.

6. Cell Phone Use and Etiquette

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.

7. Citizenship and Student Involvement

WSU Mount Vernon embraces a culture of involvement in scholarship and community engagement. All personnel, including post-docs, are expected to be good citizens and contribute to various committees, participate in general Center activities, help organize student-sponsored events, and respond promptly even if unavailable. Regular attendance, active participation and punctuality at graduate student monthly meetings, special seminars, Lunch-and-Learn talks, potluck luncheons, ceremonies, field days and other special functions is a further expectation. Whenever you have a legitimate reason and are not able to attend or will be late to a meeting/event, please practice professional courtesy by sending an email message to your supervisor and/or the event organizer, as appropriate.

8. Committees

Consider ways to contribute to the center by finding out more about committees and joining. The following is a list of committees available:

Safety Committee is elected annually by vote of Center faculty and staff, oversees pesticide storage, safety materials and safety bulletin boards. It is comprised of one faculty representative, one graduate student representative and one representative from each research program. Safety is taken seriously at WSU Mount Vernon NWREC. Extensive safety materials and guidelines are available to all employees at the [EHS website](#), and via the center’s safety bulletin boards, safety cabinets, and safety committee. If you have any questions, contact the member of the safety committee in your program or the committee chair.

Space/Buildings Committee allocates space in the Agriculture Research and Technology Building, greenhouses, storage buildings, Quonset, and all other buildings on the station grounds used for research, extension, and education purposes. The Committee: establish guidelines for allocation and assignment of space; reviews written space requests and makes recommendations to the director; conducts periodic space evaluations and makes recommendations to meet program needs and maximize use; reflects on current and future space use, and makes written recommendations to the faculty, staff, and director; assists the director in making major and minor capital requests that impact space usage and allocation. If you have any questions about or for the space committee, contact the Center’s Director.

Search Committees are appointed by the director as needed to fill new or vacant positions.

9. 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.

10. 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.

11. Conflict Resolution/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.

To view Procedural Guidelines for Responding to Allegations of Violation of the WSU Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct ([Executive Policy 15](#)), click here: [Complaint Procedure](#). To view information on the Student Conduct Standards, click here: [Student Conduct Standards](#).

Other workplace concerns should be handled by following the prescribed procedure in the [Workplace Concern Resolution Process Guidelines](#).

12. Discovery Garden

WSU Mount Vernon NWREC works with three gardening groups ([WSU Skagit County Master Gardeners](#), [Western Washington Fruit Research Foundation](#), and [Washington Native Plant Society](#)) that maintain the volunteer gardens and orchard at our Center. These areas are open to the public daily from dawn until dusk.

13. Emergencies

Dial 911 for all medical and fire emergencies. *For facility and other emergencies only, dial 360-770-9613 (Dan Gorton).* At the beginning of your employment, you will be asked to provide the name/contact information of an emergency contact person. Be sure that you list only the name(s) of people (family or close friends) who agree to this responsibility and are able to serve in this capacity. Remember, they will have access to your medical information and may need to make medical decisions for you.

14. Facility/Land Use

WSU Mount Vernon has written policies and legal agreements on using state resources, public land and spaces, including the *Agricultural Research & Technology Building*, the Olson Heritage FarmHouse, the Volunteer Display Gardens, greenhouses, screenhouses, and all our farmland used for cropping and experimental research purposes. The auditorium, kitchen and small conference rooms are general-use areas and are available on a first-come, first-served basis. You must first check with the front office or Outlook calendar in order to reserve a meeting space. There is a sign-up calendar in the processing lab and culture suite for use of those areas. You must check with your supervisor or the Facilities Manager before using a greenhouse, screenhouse or field space. All general-use spaces must be left clean and in good condition.

15. Farm Equipment and Tractor Safety

The Center offers a wide variety of implements and farm equipment items. You must always ask before using and return these tools in good condition. For small farm implements, most programs have their own tools stored in designated areas in the Quonset hut. To keep segregated, most tools are color-coded by program: black for Weed Science (WS); blue for Berry/Potato Pathology (BPP); green for Small Fruit Horticulture (SFH); pink for Vegetable Horticulture (VH); purple for Vegetable Seed Pathology (VSP); yellow for Entomology (ENT); red for Soils (S); and orange for General Administration (GA);

Large farm implements and farm machinery (such as combines, harvesters and tractors) can only be used pending permission and training by GA staff and viewing a tractor safety video. Your safety is paramount! Equipment checkout forms are available in the farm shop and must be completed anytime GA equipment is used so service center charges can be properly processed.

16. 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 not 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.

17. Hours of Operation

WSU Mount Vernon NWREC's business hours are 8 a.m. to 5 p.m. Monday through Friday. Typical working hours are 8 a.m. to 4:30 p.m., with a half-hour lunch break from Noon to 12:30 p.m. and additional breaks from 10 a.m. to 10:15 a.m. and 3 p.m. to 3:15 p.m. While some staff, faculty and graduate students tend to work beyond these times, most staff and temporary employees adhere to these times.

18. Lab Equipment

The Center offers a wide variety of lab equipment that vary in value, and technical expertise is required to operate many of these items safely and correctly (see Section 5: Special Equipment use guidelines). Some of this equipment belongs to specific programs, and some belongs to NWREC. If you are uncertain whether a piece of equipment is for general use or belongs to a specific program, ask before using the equipment. The faculty and lead technical support staff for the Vegetable Seed Pathology program (Lindsey du Toit and Mike Derie) can answer your questions. If you wish to use equipment that belongs to another program, please obtain permission from that program first. For all equipment, schedule the day/time you wish to use it, to ensure no conflict with others who plan to use the same equipment. There are sign-up calendars on most pieces of equipment. If there is no sign-up calendar on the equipment you wish to use, ask the Vegetable Seed Pathology program leader. If you use equipment that belongs to another program, in addition to asking permission before using the equipment, you are responsible for leaving the equipment in clean, good condition afterward.

Some lab equipment requires specific training and certification before you are permitted to use it. For example, no one may use the Biological Safety Cabinet (BSC) without first getting training from Mike Derie, Scientific Assistant for the Vegetable Seed Pathology program; there is a very high risk of an explosion if the BSC is used incorrectly. This is an explicit requirement of the WSU Environmental Health & Safety (EHS) program.

General-use items include most equipment in the media prep lab, as well as most equipment in Room 150A of the culture suite, and select items in Room 145 and in Room 148, the molecular lab. Permission and training are also required before using these items. If you need to use the molecular laboratory (Room 148), you must first contact the Vegetable Seed Pathology program Scientific Assistant (Mike Derie) for specific information and technical training.

19. Lockers

The Facilities staff (Juan Alonso) assigns lockers; check with him if you need one. You will need to provide your own lock.

20. Marijuana Policy

WSU has well-established guidelines regarding use of marijuana. The same rules on the main campus also apply to WSU locations throughout the State, including all premises at our Center. These rules will be strictly enforced:

1. In Washington State persons 21 years of age or older are able to possess up to 1 ounce of marijuana/cannabis for personal use in private settings. However, cannabis use or possession is not legal anywhere on the WSU campus, primarily due to compliance with the Federal Drug-Free Schools Act.
2. Cannabis use on the WSU campus is a violation of the student code of conduct.
3. Financial aid eligibility can be negatively affected by a drug conviction. See question no. 23 on the FAFSA.

For more information about WSU ADCAPS (Alcohol & Drug Counseling, Assessment, & Prevention Services) and the Drug Free Schools & Campuses Act, see <http://adcaps.wsu.edu/dfsca>.

21. Pets

Please do **NOT** bring your dog or other pets to work. See [WAC 504-36-020](#).

22. 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 (HRS), 509-335-4521 or visit the [policy web site](#).

23. Safety

Safety is taken seriously and is a shared responsibility among everyone at WSU Mount Vernon NWREC. You will participate in a workplace safety orientation when you first start work and complete required trainings (see safety training checklist, No. 5 page 5). Extensive safety materials and guidelines are available to all employees and students at the [WSU Environmental Health & Safety website](#) and via the Center's safety bulletin boards, safety cabinets, and Safety Committee. If you have any questions, please contact a member of the Safety Committee, which is responsible for pesticide storage, safety information materials in the conference room, and the safety bulletin board.

24. Separation

Procedures to follow upon termination of WSU employee/student status prior to completion of degree can be found in [BPPM 55.49](#).

Please complete the appropriate departure checklist prior to separation.

25. SDS

Each time you order a new chemical you must acquire a Safety Data Sheet (SDS), once referred to as a Materials Safety Data Sheet (MSDS), under the OSHA GHS program. Please file a copy with the SDS collection maintained in the new head house and work with the technician in your program to determine if a particular SDS (MSDS) must also be kept in your program's laboratory.

26. Smoking

NWREC, consistent with WSU and CAHNRS policy, is a Tobacco and Nicotine-Free property. In 2016 the WSU Pullman campus and its noncontiguous properties within the city limits of Pullman and Whitman County became tobacco-free through a student-led health initiative (WAC 504-38). Later it was discovered there was a policy gap concerning non-Pullman WSU owned, and CAHNRS managed noncontiguous properties such as research and extension centers, farms, and stations. The creation of an addendum to WSU's tobacco-free policy now covers all of these areas, effective November 15, 2019. The safety and health of our students, employees, and visitors are paramount. For more information, visit <https://operations.cahnrs.wsu.edu/tobacco-free-properties/>.

27. 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 minimal, 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.

28. Travel Arrangements and Reimbursements

1. Complete a Create Spend Authorization (formerly Travel Authority) for all out of state travel which will be automatically routed in Workday for administrative approval. Contact the [Finance Team](#) if you have questions.
2. Book travel as applicable. Contact the [Finance Team](#) or Global Travel at 509-332-1212. You may also book your own travel, pay personally, and be reimbursed.
3. Complete your travel, retain all receipts except for meals.
4. Create Expense Report (formerly TEV)

Please refer to <https://cmp-admin-support.cw.wsu.edu/travel/> for travel policies and procedures.

29. Use of University Property ([BPPM 20.35](#)) and Resources ([BPPM 20.37](#))

WSU facilities and equipment are for official use only and are 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.

4. GUIDE TO ARTB OPERATIONS AND PROCEDURES

Furnishings

Please be careful of the floors when moving furniture. Chairs and tables in labs and offices need special casters. Check with Maintenance personnel if you need help or have any questions. Furnishings are NOT to be placed in hallways, by fire code rules.

GH Argus control system

The greenhouse bays are assigned to departments by the space committee. Climate control settings are adjusted according to department needs. Any changes need to be made by a trained individual from the assigned department or Juan Alonso. In Juan's absence, Dan Gorton can also assist with settings and trouble-shooting.

HVAC systems

The ARTB has three separate heating systems or areas: the lobby and auditorium, the office employee area, and the lab wing.

The occupied schedule is 6:30 am to 7:00 pm M-F for the Auditorium and Office wing and 8:00 am to 3:30 Saturday and Sunday for the office area only. The lab area runs 24/7.

The lab wing starts at the double doors near the break room and is the only area that can be started in the unoccupied schedule without software changes from Facilities. If operational needs of a department require fume hood operation during unoccupied hours there is an override capability for the users. To override the fume hood time of operation, go to the thermostat that is located in the lab room, press and hold the button on its face. This will start up the fume hood exhaust fan, which will supply all fume hoods until midnight that night, at which time the fume hoods will shut down. If an extended run time beyond this is required, please contact Dan Gorton for scheduling through building controls.

The biological safety cabinet runs on an independent exhaust fan that can be turned on at any time. Special training is needed for users of this hood before use.

Plumbing

In the event of a major water leak, the main water supply shutoff to the ARTB is located inside the building at the south entrance area; there is a tag on the orange handled ball valve, cold water. Facilities personnel must be notified immediately if any water leak occurs. Many individual appliances and scientific pieces of equipment have individual shut offs at their location, which should be utilized to isolate specific problems if they occur.

Power

The building has an emergency generator for emergency operation of critical systems. Should a power failure occur, facilities personnel are alerted by phone dialer.

Security system

1. The first person into the building will need to DISARM the security system in the area(s) of entry. This requires you to have a proximity card and a security code. If you do not have a proximity card and a designated security code, please notify the Facilities Manager in order to obtain these and also to receive training. After using your proximity card to gain entrance to the building, enter your 4 digit code and press ENTER on the lower right of the keypad(s) located inside the entrance. From the time you enter the secured area with your proximity card, you have 60 seconds to disarm the security system before the alarm goes off.
2. Entering your code in the lobby keypad only disarms the lobby. When you use your proximity card to enter the employee area to the south, you then need to repeat the procedure and enter your code into the keypad just inside the door to your left near the Director's office. Now both areas of the Security system are disarmed.
3. The last person leaving the building needs to ARM the system(s). This is done using the same procedure as disarming: enter your 4 digit code and press ENTER. Before the system will accept your code the screen must read AREA 1 OR 2 OFF, you need to stand close to the keypad and stand still up to 10 seconds so as not to trip motion detectors in the halls.
4. If faults exist in the system, it will not arm to protect the security of the building, DO NOT FORCE ARM the system if prompted on the screen. Reduce movement and watch for screen to change to area off, and then enter code and proceed out.
5. Once your code has been accepted you have 60 seconds to exit the building. The keypads will make an audible chirp during the arming countdown as they do during the entry delay.
6. If you encounter problems in arming that do not self-correct please call the Facilities Manager, Dan Gorton, at 360-770-9613.

Septic system

We are served by an on-site domestic waste water treatment and disposal system. The longevity of the system is GREATLY affected by how it is used. Please remember:

- Do not put coffee grounds or food scraps into the sink or toilets; scrape leftovers from plates into worm bin or garbage can before washing dishes.
- Do not flush hair combings, dental floss, sanitary napkins, tampons, wipes, cigarettes, gauze bandages, paper towels, oils, grease, bleach, or any items other than toilet paper down the toilets.
- Always use phosphate-free soaps.

5. SPECIAL EQUIPMENT

Autoclave – Room 152

Before using an autoclave, check with Mike Derie, read the instructions, and be sure you understand the procedure. When a sign-up sheet is present, use it. Note: all autoclaved petri dishes/cultures must be disposed of in the outside dumpster the same day they are autoclaved. Your items must be promptly removed from an autoclave, because someone else may be waiting to use it.

Balances

Balances belong to specific programs. Be careful when using balances, and clean them after each use. Do not remove balances from a lab without first asking.

Biological Safety Cabinet – Room 150A

The BSC runs on an independent exhaust fan, which can be turned on at any time. Special training is required for users of this hood before use. See the Vegetable Seed Pathology Program Scientific Assistant regarding proper use and safety guidelines. The list of personnel who have received the required training for the BSC is posted on the BSC. Only those people whose names are on the list may use the BSC, according to the WSU Environmental Health & Safety rules. Please use the calendar mounted on the door of Room 150A to reserve times for using the BSC.

Fume Hoods

Use a fume hood whenever working with aerosols, chemical dusts or fumes. To activate a fume hood, locate the thermostat in any lab room where a fume hood is located. Press and hold the button on the face of the thermostat to activate the exhaust fan. This will supply all fume hoods until midnight, at which time they all will shut down. If an extended run time beyond midnight is required, please contact the Facilities Manager to request a longer exhaust run time.

Growth Chambers

There are several growth chambers, some are for housing cultures only and others can have plants and soil in them. The large growth chamber and two small growth chambers are for general use but must be requested thru the Greenhouse Service Center, contact Dan Gorton. All others belong to individual programs. Make a reservation before using the general use chamber and inquire with programs if you wish to arrange use in another chamber.

Laminar Flow Hood

Multiple people use the laminar flow hood in room 150A, so please use the sign-up sheet to reserve it prior to use. All other laminar flow hoods belong to specific programs. Keep the hood clean, and do not store plates in the hood for prolonged periods. Make sure you swab the surface with 70% ethanol before and after use, and make sure the main gas valve (near the wall) is turned off each day. After pouring agar media, make sure any spilled agar drops that have solidified on working surface of the hood have been removed and the surface sprayed down with 70% alcohol.

Molecular Lab – Room 148

The Core Molecular Laboratory in Room 148 in the WSU Mount Vernon NWREC ARTB is a shared facility for use only by trained personnel in all Center research programs. Anyone who uses equipment in the Core Molecular Lab must first be trained in the appropriate use of the various pieces of equipment by the Vegetable Seed Pathology Program Scientific Assistant who oversees operation of the Core Molecular Lab. Students, staff, faculty and others (including any visiting scientists) who want to use the equipment must be trained and made aware of which equipment is available for general use and which equipment belongs to specific programs. For use of the latter, permission must be obtained from the program to which the equipment belongs.

For programs using the Core Molecular Lab equipment, space will be assigned in the freezers associated with the Core Molecular Lab, including freezers in other rooms/labs. The DNA freezer housed in Room 145 is for long-term storage of purified DNA extracts only; no plant or soil material may be stored in that freezer.

Each research program must also provide its own set of pipettors, tips, and other consumables for work by people within a program. In addition, DNA/RNA extraction procedures must be done outside the Core Molecular Lab due to potential contamination of downstream applications in this room. After using Core Molecular Lab equipment, you are responsible for cleaning that equipment – including facilities and bench tops – using approved cleaning agents in order to prevent contamination of surfaces/reagents and to avoid interference with other users of that lab. By following these guidelines, the Core Molecular Lab can continue to be a useful resource for all WSU Mount Vernon NWREC programs.

-20 and -80°C ultra-freezers:

There are multiple ultra-freezers (e.g., -20 and -80°C freezers) at the NWREC. All belong to specific programs. Each is used for storing specific types of materials (e.g., some are for chemicals, reagents, PCR primers, etc. only; some are for fungal, bacterial, or viral strains; some for soil and plant material; etc.). If you wish to use one of the ultra-freezers, it is imperative that you: 1) verify that the specific ultra-freezer of interest can be used to store the type of material you wish to store without jeopardizing other materials in that ultra-freezer; and 2) ask permission from the relevant program to store items in that ultra-freezer. Many of these freezers have tens of thousands of dollars of stored materials from many years of research, so it is critical that materials be stored in the appropriate ultra-freezer for the type of material you wish to store.

6. VEHICLE USE

All vehicles at WSU Mount Vernon NWREC are State or Federal Property and must be used for official business only. Appropriate usage is defined under the WSU Safety Policies and Procedures Manual ([WSU BPPM 20](#)). The Center operates a motor pool of vehicles for official use, such as work travel or offsite research trials. Each vehicle is available to faculty, staff, students and other WSU employees and affiliated groups. These vehicles are available by reservation on a first-come, first-served basis. Reservations are made by registering dates needed on calendars located in the old greenhouse, building 4002. Use of motor-pool vehicle includes a daily rental fee, which is set by University policy based on vehicle type and actual fuel cost.

Most WSU Mount Vernon NWREC research programs are assigned vehicles which belong to their programs and are used for both offsite travel and onsite farm access. There is no motor-pool fee when programs use their own vehicles onsite or offsite. Programs are responsible for all fuel cost for their own vehicles, regardless of whether they are fueled onsite or at a gas station. Your program may share owned vehicles with other programs; so although no motor pool fees apply, clear communication must occur before you borrow a vehicle. The borrowing program is responsible for fuel used.

The Center's fuel system utilizes both user and vehicle codes for access. Each vehicle is assigned a four-digit number, usually the last four digits of the license plate. If you have been assigned a four-digit code for the ARTB alarm system, that is your user code for vehicle use as well. If you are not approved for activating/deactivating the ARTB alarm system, you will be assigned a vehicle user code only. You will be given more detailed training with the Facilities Manager when you request fuel-system access.

Fuel is cheaper at the Center than at gas stations due to state contract purchasing agreements. If you need to refuel at a gas station during a long trip, fuel purchasing cards for this purpose are located in each vehicle. You will be given specific training on use of these cards as needed upon arrival, because procedures change over time with various card providers.

You must obtain a receipt for all offsite fuel purchases. The driver must place the original receipt in the Comdata Fuel Card folder in the front office upon the vehicle's return to the Center. Please staple the receipt to a piece of paper, on which you must note your name, vehicle driven, and Program, Gift or Grant Cost-tag (formerly budget number) to which the fuel purchase will be expensed. Do not leave receipts in the vehicle!

All Center vehicles are equipped with a clipboard of log sheets used for documenting vehicle use. Each person who uses program and motor-pool vehicles must complete a log sheet at the time of use.

If you observe a vehicle safety or mechanical issue, please note it on the motor-pool-vehicle log sheet; and promptly notify Maintenance staff by email or by phone.

7. WSU WORKPLACE POLICIES

As with any public university, WSU has extensive policy and procedure guidelines and rules. These can be found on the [WSU Business Policies & Procedures webpage](#). Some of the most relevant to you are listed below and the New Employee Onboarding Online Resources provided in your onboarding packet.

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 the [BPPM](#).

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 1973](#), 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 (HRS). 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, 509-335-4521 or refer to the [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 underutilization 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](#) web site.

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 Statement

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. [A link to the policy](#) can be found in the [BPPM](#).

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 **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.

For more information or assistance please contact HRS at 509-335-4521.

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 Human Resource Services at 509-335-4521 or the Employee Assistance Program at 509-335-3387.

8. PURCHASING PROCEDURES

Please refer to <https://cmp-admin-support.cw.wsu.edu/purchasing/> for purchasing information and always feel free to email finance.cmp@wsu.edu with purchasing support needs or inquiries. The University provides several purchasing methods. A purchasing card is the preferred purchasing method, however there are some restriction so please refer to the table below to determine which method to use for each purchase. More detailed information is available on the [Business Policies and Procedures Manual](#) and [Purchasing Office](#) websites.

No one at WSU Mount Vernon is authorized to make ANY type of purchase unless they comply with basic purchasing protocols. All purchase receipts MUST have the purchaser's signature, must be dated (day/month/year), and have the department/budget number. As a reminder, it is university policy that any person making an unauthorized purchase must assume full responsibility for the purchase.

Special Purchasing Procedures

Please contact finance.cmp@wsu.edu should you need assistance with purchasing alcoholic beverages, cash advances, personal services contracts, or any other special purchasing needs.

Description	BPPM Reference	Form Used	Restrictions/Explanation
Interdepartmental purchases from University sources.	70.05	Interdepartmental Requisition and Invoice (IRI)	Buy from WSU departments authorized to sell goods and services. See also 30.15 .
Small purchases	70.08	Procurement Card	See 70.08 .
Blanket purchases from specified vendors.	70.06	Vendor's invoice	See 70.06 for vendors and amounts. Refer to the blanket agreement for additional restrictions.
Purchases from outside vendors	70.16	Department Order	See 70.16 for limits and restrictions.
	70.08	Purchasing Card	See 70.08 for limits and restrictions.
	70.10	Departmental Requisition	
Confirming purchases	70.20	Departmental Requisition or State Invoice Voucher	Personal liability of the purchaser until approved by the employee's department and Purchasing.

Sponsored Projects

Some employees will be involved in grant writing and managing grant project budgets which are referred to as 'sponsored projects'. Sponsored project expenditures are subject to the same treatment as state-appropriated funds. The existing [State of Washington Purchasing Directives](#) therefore apply to all such purchases. Federal audits have found these guidelines acceptable. The project investigator and the individual with account expenditure authority are responsible for ensuring that all equipment requisitions to be purchased with sponsored funds are in accordance with university, state, and sponsor policies, regulations, and guidelines. [Federal Procurement Regulations](#) (FPR) or the [Defense Federal Acquisition Regulation](#) (DFAR) apply to all federal fund expenditures and are a part of WSU's field order terms and conditions. The University reserves all administrative, contractual, and legal remedies against the contractor or vendor who breaches any of the contract terms. [Life cycle of a sponsored project](#) is a helpful document.

9. COMMUNITY RESOURCES AND INFORMATION

Medical Emergency Information

For an emergency, dial 911. For emergency care, Skagit Valley Hospital is located on 15th Street on the hill in Mount Vernon, 360-424-4111.

Things to Do in the Area

Mount Vernon is the gateway to many attractions: the San Juan Islands in the Puget Sound (to the west); the North Cascade Mountains with the scenic Cascade Loop drive (to the east); two major metropolitan areas, Seattle and Vancouver BC (respectively 60 miles south and 90 miles north); and the Olympic Peninsula (to the southwest). There are countless entertainment and recreational opportunities when (if) you have the time! Below are a few places to get more information about local events and activities that interest you:

[Anacortes Chamber of Commerce](#)
[BE in Bellingham Whatcom County](#)
[Burlington Chamber of Commerce](#)
[La Conner Chamber of Commerce](#)
[Lincoln Theater](#)
[McIntyre Hall](#) Performing Arts
[Mount Vernon Chamber of Commerce](#)
[North Cascades National Park](#)
[Olympic National Park](#)
[Riverside Health Club](#)
[San Juan Islands](#) Washington Visitors Bureau
[Sedro-Woolley Chamber of Commerce](#)
[Skagit Bicycle Club](#)
[Skagit Runners](#)
[Skagit Valley Tours](#)
[Skagit Valley Tulip Festival](#)
[Visiting Seattle](#)
[Visiting Vancouver, BC](#)
[Washington State Ferries](#)
[Washington State Parks](#) and Recreation

10. HIRING TEMPORARY EMPLOYEES

Hiring a New Temporary Employee

Before hiring a new temporary employee, please send an email message to the Finance Team (finance.cmp@wsu.edu) at least one week in advance of start date. Include the following information as well as the [Personnel Request Form \(pdf\)](#). If you do not have all the information needed to properly fill out the Personnel Request Form, please contact the [Finance Team](#) for assistance.

1. Full name of the employee
2. Start date of employment
3. Rate of pay
4. Length of employment
5. Job duties
6. New or previous WSU employee

Before the first day of employment all new employees or an employee who has not worked in the last 2 years should receive the new employee packet, an orientation, and safety training. New employee packets are available from the front office staff. It is very important to give the packet to each new employee before they begin working so that the necessary paperwork is completed beforehand. It is also important to alert/remind the new employee to bring their driver's license and social security card with them on the 1st day of employment (or other allowable verification documentation). If HR/Payroll does not receive these documents within 3 days of the 1st day of employment, the employee must be terminated.

Pay Periods and Increases

Pay periods are the 1st – 15th and the 16th – end of the month. To implement a pay raise, alert payroll at least 1 week in advance of the pay period end date in order to process an increase through the WSU system in a timely manner. If you don't meet this timeline, the pay raise will take effect in the next pay period.

If you wish to give a current hourly employee a pay raise, please send an email to finance.cmp@wsu.edu, stating the new hourly rate and the start date of the raise. A pay raise cannot be retroactive. Use the job descriptions posted on our employment webpage at <https://mtvernon.wsu.edu/employment-opportunities/> to review guidelines on promotion eligibility for temporary service workers.

Security

Proximity cards can be granted to some temporary employees on a short-term basis by request of the program leader.

Time Cards

Hourly time-slip employees must submit their timecard via Cougar Manager. These should be filled out daily and also signed at the end of the pay period before submitting to their supervisor via Cougar Manager. It is WSU policy that the supervisor sign and date the card

after the employee. This policy is to ensure that the employee does not change the hours without the supervisor's knowledge, etc.

Important Public Employee Benefit Board (PEBB)

Effective January 1, 2010, a temporary employee is eligible for PEBB benefits if they:

- Work an average of at least 80 hours per month and work for at least 8 hours in each month for more than 6 consecutive months.
- Employees are eligible from the date of initial employment if the employing agency anticipates the employee will work according to the criteria above.
- If not initially eligible, and if the anticipated work hours are revised and the employee meets the eligibility criteria noted above, the employee then becomes eligible the first of the month following when the revision is effective.
- All hours are counted for nonstudent hourly employees who work for one or more departments.

To complete the employment paperwork with WSU, the supervisor must respond to the following question:

Do you anticipate this employee will work for more than 6 consecutive months, and work on average at least 80 hours per month, and work for at least 8 hours in each month, i.e. work 480 hours or more over a 6 month period, working a minimum of 8 hours each month? NOTE: Duration of appointment must be consistent with response.

If "NO" select one of the statements below that best fits your determination:

- Insufficient funding available for employee to work an average of 80 hours a month.
- Insufficient work hours available for employee to work an average of 80 hours a month.

11. VOLUNTEERS

University employee policies apply to volunteers, including policies in the Business Policies and Procedures Manual ([BPPM](#)), Safety Policies and Procedures Manual ([SPPM](#)), Executive Policy Manual ([EPM](#)), and other University policy manuals, including WSU Extension. The responsible department ensures that the following criteria are met:

- A volunteer performs assigned and authorized duties for WSU without receiving wages.
- The volunteer freely chooses to perform his/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.
- WSU may reimburse a volunteer for actual expenses incurred in the performance of assigned and authorized duties without the volunteer losing the volunteer designation.
- 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. The department is to maintain records for each volunteer on the [Volunteer Monthly Report](#) which include the following information:
 - Name of volunteer
 - Name of department
 - Month of activity
 - Dates, times, and hours of activity performed by the volunteer
 - Description of volunteer services provided
 - Name of department employee who supervised the volunteer
 - University account number that supports workers' compensation premium charges (see [BPPM 30.07](#))
 - Expenditure authority name, telephone, and e-mail address
- By the 15th of each month, please send the completed [Volunteer Monthly Report](#) to finance.cmp@wsu.edu so they can submit this completed form to HRS to report volunteer activity for the previous month.
- Volunteers are subject to the same University requirements for safety procedures orientation and training as employees (see [SPPM 2.16](#)). They must complete the required safety trainings located in the onboarding packet and submit to the front office for filing in the volunteer files.
- The department is to maintain each volunteer file for six years after termination of service.

12. ADDITIONAL GRADUATE STUDENT INFORMATION

Graduate School

As a WSU graduate student, it is important that you become familiar with the [WSU Graduate School website](#). It contains essential information on procedures and timeframes you must follow in order to establish an advisory committee, file a program of study, register for classes, schedule oral exams, and write and submit your thesis. You are responsible for meeting these deadlines (see [Graduate Students page](#)). You are advised to check your academic department's website, as most also provide their own handbook with guidelines.

Graduate Student Annual Reviews

Performance reviews for graduate students are conducted annually by each advisor—this is a requirement of WSU. Relevant forms and instructions will be provided each year from the WSU CAHNRS Graduate Coordinators (currently Deb Marsh, Lisa Lujan, and/or Jill Staab). Other more frequent, informal reviews also may occur. You are strongly encouraged to interact regularly with your graduate advisor(s) regarding expectations and performance, to identify student strengths and weaknesses, and to reaffirm or redirect course work and/or work assignments and/or other activities.

Graduate Student Coordinator

One faculty member is formally appointed by the Director and available to help you with various issues that may arise during your graduate studies at WSU. The coordinator also formally represents WSU Mount Vernon NWREC at WSU Graduate School meetings and workshops and advises students on graduate student-sponsored activities. The coordinator can be a valuable resource which both faculty and students are encouraged to use.

All faculty members assist the coordinator by meeting and getting to know Center graduate students, attending their seminars, participating in special student events, and treating students respectfully and professionally.

All graduate students assist the coordinator by meeting and getting to know Center faculty, attending seminars, participating in center events, and treating all personnel respectfully and professionally.

Graduate Student Desk and Office Assignments

Graduate student desk assignments are based on available desk space. Priority is determined by seniority of the student. When you graduate and your desk becomes free, the Graduate Liaison will contact current students about re-occupying it. If there is no interest, your desk will be assigned to an incoming student. When you complete your degree, you will need to vacate and clean up your spaces within five (5) business days of the official WSU final grade submission end date for each semester/session.

Graduate Student Liaison

Each year, students elect a Graduate Student Liaison to serve for one year. The elected Graduate Student Liaison is responsible for working with the Director and Graduate Student Coordinator to serve as a line of communication between students and faculty/staff. The liaison represents graduate student interests/perspectives at faculty meetings. The liaison organizes one graduate student meeting per month to address graduate student needs and interests; preparation of a meeting agenda is recommended to guide discussion. The liaison is responsible for desk assignments in the graduate student office and may be asked to convey information from faculty/staff to the graduates for input on future decisions; for example, office relocation, interest in courses offered at NWREC. The liaison may be asked to provide information to new prospective students regarding WSU NWREC, cost of living in the area, etc. The liaison is expected to respond in a timely manner to requests, and students are similarly expected to respond back to the liaison in a timely fashion. The liaison should be involved with planning of graduate student special events, such as farm visits and social gatherings. The liaison helps to enhance the continued development of the WSU NWREC graduate student experience.

Graduate Student Health Insurance

WSU provides a student medical insurance plan as a benefit to eligible Graduate Student Assistants. A guide provided by the [CAHNRS Johnson Hall Graduate Center](#) provides information on how to access health care while away from the Pullman campus and is updated annually: [Health Plan Guide and Tips \(pdf\)](#). Further information can be obtained through the WSU [Cougar Health Services](#) webpage as well as the [Graduate Student Health Resources document](#) in your onboarding packet.

Olson House Resident Coordinator

The Resident Coordinator is appointed by the Director and helps the Center by handling resident and guest questions, and issues involving keys, lights not working, keeping general use areas clean, building camaraderie among the occupants, keeping the Director or GA staff informed of any problems, etc. In lieu, WSU Mount Vernon NWREC reduces the Resident Coordinator's rent by \$50/month.

Olson House Room Assignments

Olson House room assignments are made on a first-come, first-served basis. The priority purpose of the Olson House is to address need-based housing, particularly during the initial transition of a student coming to work and study at NWREC. The policy and procedures for occupancy and reservations will be implemented with that intent in mind. The goal is to provide as equitable a benefit as possible to the graduate student community. Please refer to the Olson House Reservation and Wait List Policy.

Olson House Stays

Because occupancy has been at 100% for several years, we have an Olson House policy that limits the stay of a student to 1 year when there are students on the waitlist. The purpose of this is to enable new students coming to the area to become established until they find other housing options. A potential exemption to the residency limit may be considered for students

who do not drive. Deviations from Olson House resident policy must be approved by the Director.

Professional Communications

Graduate school may be your first opportunity to work in a professional capacity. Thus, learning and practicing professional courtesy in the workplace is essential. Use of professional courtesy applies to your advisor and other faculty, staff, students and stakeholders with whom you interact – both at WSU and beyond. When in a public setting, be sure to introduce your faculty advisor by title, and always give acknowledgement to faculty research programs. Be sure to use professional language in the workplace, and do not use vulgar language.

You are expected to inform your faculty advisor(s) of your professional activities, such as invited speaking invitations, grant proposals, volunteering with WSU entities, training sessions, committee memberships, outside research opportunities and scientific exchanges. *Copying faculty advisors on all relevant email correspondences, direct conversations, and inquiries can be very helpful in fostering positive student-mentor relationships!*

Student Resources and Suggested Reading

There is a small library of resources on scientific writing and classic journal articles available in the conference room. The National Academy of Sciences' "On Being A Scientist: Responsible Conduct in Research" (copies available in the conference room – ARTB 115) is a quick read and important to peruse when you embark on scientific research. Copies of theses and dissertations written by former students are also available to be checked out on request. Each student is expected to provide a bound copy of their thesis or dissertation to the Center when they complete their degree. Over the years, previous students have assembled a variety of useful resources – these are posted in the CAHNRS NWREC Grad Students Teams shard files. If you do not have access to the NWREC Teams Channel, please contact the front desk (AMS.MountVernon@wsu.edu).

Washington State Residency (for tuition purposes)

If you are not a Washington State resident, check the State of Washington / [WSU Residency Requirements](#) for rules pertaining to residency. Note that the determination of residency is governed by the statutes and policies of the State of Washington (not WSU). Students who do not establish residency within the accepted one-year timeframe will be assessed out-of-state tuition (see Graduate School [Establishing Residency](#) page). This is particularly important for domestic graduate students on assistantship because their associated non-resident tuition waivers are only available for their first two semesters. If you will be moving into Washington to attend graduate school, contact your academic department or the registrar's office for information on residency procedures. For questions or assistance, email gradschool@wsu.edu.