



Category

POLICY: 2-68 Mandatory Employee Events

Approval

LT Approved:
Effective Date: 07/01/2022
Revised: 07/01/2022
Responsible Party: Vice President, People & Culture

All staff and faculty at WSU Tech are required to attend the following events. The employees' Vice President or Executive Director, may, on rare occasions, grant permission for non-attendance provided there are extenuating circumstances which prevent the employee from attending.

New Employee Orientation:

All new employees (including Adjunct Faculty) are required to meet with People & Culture on the first day of employment to complete required employment documents. New Employee Orientation, to review policies and procedures, will either be completed immediately following completion of the documents or scheduled within the first two weeks of employment.

New Employee Academy:

All new employees (except Adjunct Faculty) are required to attend New Employee Academy to be immersed further into the college culture. New Employee Academy is scheduled twice annually.

Commencement:

All full-time faculty are required to attend Commencement.

WHAH!:

All faculty and staff (including part-time staff who are scheduled to work on that day) are required to attend WHAH!.

In-Service Training:

All staff and faculty (including adjunct faculty) will be required to attend annual in-service training sessions.

Benefits Open Enrollment:

In-person or virtual meetings are scheduled each May or June for annual Benefits Open Enrollment, All full-time employees are required to attend a session to review current or new benefit plans as well as enroll, drop, or make changes to insurance elections.

Department level training/meetings:

As determined by each Dean/Director/Vice President.