

May 1, 2009

Dear WSU Staff Member:

As you may know, this week informal notices were given by supervisors and/or department heads that some positions are being eliminated in response to the significant reduction in state funding.

These are painful conversations to have; however, affected employees deserve to know the status of their positions as soon as possible and clearly before public announcements are made. Of the over 6,200 people currently employed by Washington State University, we estimate a total of nearly 210 people from across all employee classifications system wide received these informal notices. Please be aware that we do not anticipate official separation notices being delivered until the budget reduction plan has been finalized. We expect the budget process to be completed around June 1 with written notices to follow.

In responding to WSU's overall budget reduction, the Provost and I first eliminated as many vacant positions as possible. In total, we estimate that over 160 vacant positions system wide will be eliminated. In this way, we minimized, to the extent possible, the impact on filled positions.

As you know, we began reducing our employee base over 18 months ago. Early action to freeze hiring and cut operating expenses elsewhere will permit us to provide a minimum 90-day notice to permanent staff members who are notified of separation from WSU due to the budget reduction. Please visit the Human Resource Services (HRS) Web site for details and eligibility requirements: www.hrs.wsu.edu. It is our hope that this extension of time will help ease the transition during these difficult financial circumstances.

Provost Bayly and I encourage those employees who are impacted to contact HRS regarding their individual situation and to use the services provided by our Employee Assistance Program through HRS.

Sincerely,

Elson S. Floyd, Ph.D.
President