



WHITMAN COLLEGE

Helpful Resources for New Staff Employees

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This guide provides a collection of resources that is helpful to new employees. As always, if you have any questions, need additional information, or are unsure who to contact, please feel welcome to start with Human Resources. We can be reached by phone at (509) 527-5173 or via email at hr@whitman.edu. The Human Resources office is located in Rooms 104-107 in the Memorial Building on campus.

Human Resources and Policies

Benefits

Whitman offers excellent benefits for employees. Learn more about benefits, including medical, dental, vision, 403(b) retirement plan, life insurance, and tuition remission [here](#).

Employee Assistance Program

Whitman offers employees and dependents an Employee Assistance Program (EAP) through [Cascade Centers](#). The EAP is a FREE and CONFIDENTIAL benefit that can assist you and your eligible family members with any personal problems, large or small. The EAP offers services like counseling, legal assistance, resource retrieval, home ownership, childcare, eldercare, petcare, identity theft, and much more.

Grievance Policy

The [Grievance Policy](#) describes the college's procedures for reporting allegations of misconduct from students, faculty, and staff. This policy explains the processes for both formal and informal proceedings. For more information, contact Telara McCullough, Director of Human Resources, at mcculltl@whitman.edu.

Staff Handbook and Faculty Handbook

All staff employees should be familiar with content located in the [Staff Handbook](#). Any questions can be directed to your supervisor or Human Resources.

Title IX

The Title IX federal law states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Whitman College provides information regarding [Title IX](#), including the college's policy, procedures, and helpful resources, online. The webpage also includes the Annual Title IX Report, contact information for Title IX Coordinators, and relevant definitions. The full Title IX Policy is available in PDF form [here](#).

Important Resources

Community Request for Assistance

The [Community Request for Assistance](#) is an online form for reporting complaints to the college of policy violations, harrasment, discrimination, grievances, and more. It can be used to convey concerns about the wellbeing of oneself or others. This form can be submitted anonymously. More information can be found on the form. Complaints can



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also be filed through the [Diversity & Inclusion Office](#) (Memorial Hall, Room 303, 509-527-4997) or by contacting the Title IX Coordinators at (509) 524-2049 or titleix@whitman.edu. Questions and concerns can also be directed to Human Resources at (509) 527-5173 or hr@whitman.edu.

Emergency Information

In the case of an on-campus emergency, the most up-to-date information will be published on the [Whitman College Emergency Information website](#). This website also contains resources explaining what to do in an emergency and lists the emergency contact information for both Whitman College and the Walla Walla community.

Institutional Factbook

Published by the Office of Institutional Research, the [Institutional Factbook](#) provides demographic information regarding students, faculty, staff, and financial characteristics from the past five academic years. The factbook is updated annually in the fall.

Print Services

The [Print Services](#) department handles printing requests for the campus community. They provide a variety of services, including business cards, T-shirts, posters, booklets, and more. To request either mailing or printing services, fill out and submit the [Mailing and Printing Services Request Form](#). To promote your Whitman College event, complete the [Whitman College Event Advertising Form](#). A comprehensive list of Print Services at Whitman is provided on the [website](#).

Security

[Whitman Security](#) is located in the Technology Services Building on Main Street. They are available via phone at (509) 527-5777 or email at security@whitman.edu. Security Escorts can provide escorts within a two-block radius of campus. To request an escort, dial x5777 and tell the dispatcher your name, present location, and desired destination.

Technology Services

[Technology Services](#) (WCTS) can assist you with technology and software issues, including general technology support as well as online teaching and learning support. The WCTS Help Desk is located in the Technology Services Building behind the Bratton Tennis Center on Main Street. WCTS can be reached at (509) 527-4976 or helpdesk@whitman.edu.

myWhitman

[myWhitman](#) is the student, faculty, and staff portal at Whitman College. It provides a variety of specialized tools and resources for employees. Go to the [“Staff”](#) tab to access the pages below.

“Staff Tools” Page

Under the “Staff Tools” page, you can access several important financial resources.

Payroll Summary

Your Payroll Summary is located on the “Staff” page. This summary allows you to view and download your Earnings Statement for each pay period.



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W-2

You can also access your W-2 Statement on the “Staff” page. To do this, you must opt-in to electronic delivery of your W-2. By opting in, you can view and download the document through myWhitman. To opt-in to electronic delivery, log into [myWhitman](#) and select “Online W-2 consent.”

“Staff Links” Page

Under the “Staff Links” page, you can access resources regarding your passwords, event support, mailing list settings, and official Whitman logos.

Change Password

Forgot your password for myWhitman or Colleague? Click on Online Password Change under the “Staff Links” page to change or update your passwords. Since myWhitman is connected to your WhitMail account, changing this password will also change your password for WhitMail.

IMS Event Support Request

The [Instructional Multimedia Services](#) (IMS) provide multimedia resources and support to students and employees of Whitman College. This includes providing technical event support across campus. To request event support, fill out and submit the [Event Support Request Form](#).

Mailing List Settings

You can change your general mailing list settings from the “Staff Links” page as well. This enables you to subscribe, unsubscribe, and get the digest version of various listservs, including Announcements, Community, Forsale, Lostandfound, Rides, and Students. You can also edit your mailing list settings [here](#).

Official Whitman Logo

Under “Staff Links,” you can access Whitman’s [logos, wordmarks, and college seal](#). The logos and wordmarks for Whitman College and the Blues can be downloaded and used for college-related communications. The Blues logo should only be used for athletic and spirit-related purposes.

“My Profile” Tab

The “My Profile” tab enables you to update information regarding your account and profile.

Campus Alerts

The Campus Alert System is utilized to notify students and employees of on-campus emergencies. By signing up with your phone number, you will receive automated text and/or voice messages to notify you in the case of an emergency. You can sign up for the Campus Alert System under the “My Profile” tab.

Change Preferred Name and Pronouns

You can update your preferred name and pronouns on this page. If you choose to enter a preferred name, that name will be displayed on all Whitman directories.

Update Emergency Contact Information

You can enter and update your emergency contacts on “My Profile.” While you can choose not to specify any, it is highly recommended to provide at least one emergency contact.



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Campus Life

Looking for ways to participate in the Whitman College community? Below are several resources to help new employees get involved on campus and become familiar with the amenities Whitman offers.

Athletic Facilities

Outdoor Program

Want to become an outdoor person? Head over to the [Outdoor Program](#) (OP) to rent or purchase gear for your next adventure. The OP Rental Shop can be found in Reid Campus Center on the ground floor next to the campus post office. They have gear for your every outdoor need, including hiking, climbing, kayaking, and more.

Baker Ferguson Fitness Center (BFFC)

The Baker Ferguson Fitness Center (BFFC) is a private recreation center for the Whitman College community. It contains a variety of exercise equipment to satisfy your cardio and strength training needs. The BFFC is located at the intersection of Main Street and Park Street. To gain access, all you need is your WhitmanID card. More information about the BFFC, its protocols, and hours of operation can be found [here](#).

Climbing Center

Located on the south side of the Sherwood Athletic Center, the Indoor [Climbing Center](#) is open to all students, faculty, and staff, as well as their family members and guests. The Climbing Center contains a large rock climbing wall and a bouldering wall. Climbing gear can be rented on site for the duration of your climbing session. New to climbing? Have no fear! The Climbing Center offers beginning climbing classes to get started and open climb hours for beginners and experts alike to get some practice in.

Harvey Pool

The Louise and Paul Harvey Pool is an on-campus pool open to all Whitman College students, faculty, staff, and alumni. It is located inside the Baker Ferguson Fitness Center. Want to swim some laps? Just grab your WhitmanID card and come on down to the BFFC. More information about Harvey Pool, its protocols, and hours of operation can be found [here](#).

Bookstore

Want to own your own Whittie Swag? Head on over to the [Campus Bookstore](#) on the ground floor of Reid Campus Center! You can purchase books, supplies, and other items from the Bookstore as well. Beginning Fall of 2021, the Bookstore will be operated by Barnes and Noble.

Campus Tours and Facilities

Want to take a look at everything before you come to campus? View our campus [virtual tours](#) or contact the Admission Office (509-527-5176, admission@whitman.edu) to join a campus tour! You can also view an interactive campus map [here](#).



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Still unsure about which building is which? Visit the [Our Campus](#) page to access summaries, addresses, and contact information for every building and facility on campus.

Events Calendar

Interested in attending events put on for the Whitman College community? The [Events Calendar webpage](#) contains announcements and up-to-date information about upcoming campus events. These include academic, departmental, and athletics events. Check out the website to see what events you can attend today.

Art Installations

For those interested in art, [Sheehan Gallery](#) hosts some of Whitman's latest art installations. Additionally, the Fouts Center for Visual Arts contains student exhibitions, details for which can be found on the [Art Department website](#).

Sportings Events

Another way to get involved is to support the Blues by attending our campus sporting events. We host a variety of tournaments and games throughout the year, including baseball, basketball, cross country, golf, soccer, swimming, tennis, track, and volleyball. Information about Whitman's athletics teams, upcoming events, and the on-campus athletic facilities can be found on the [Whitman Athletics](#) website.

Food Service on Campus

Whitman has several food service options on campus. Dine at Cleveland Commons or grab a quick snack at the Jewett Cafe or from the Reid Campus Center Store! This is a cashless campus, so bring a debit or credit card, or add Flex Dollars for spending on your Whitman ID card. You can add more Flex Dollars or view your Flex balance on myWhitman. For the current menus, visit the [Bon Appétit website](#).

Mail Locations

The [Whitman College Post Office](#) is located on the ground floor of Reid Campus Center. Letters and packages can be shipped from the campus post office. There is also a blue mailbox on Boyer Avenue between Memorial Building and Prentiss Hall. Additional [mailing services](#) are available in Boyer House as part of the Office of Communications.

Penrose Library

Want to start a new book or research a topic for work? Visit [Penrose Library](#) to satisfy your library needs. Using the Sherlock search engine, you can find physical and virtual materials available through the library. If Penrose Library does not seem to have what you need, you can request materials from other libraries in the Pacific Northwest who participate in the Interlibrary Loan System. Checking library materials out is easy because your WhitmanID card is also your Penrose Library Card.

Staff Committees

Another way to become involved on campus is by joining one of the staff committees. Staff committees enable employees to participate in institutional committees and college governance. A list of all staff committees and their descriptions are listed [here](#).



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Budget Advisory Committee

The [Budget Advisory Committee](#) advises Whitman College in developing a budget that reflects the college's top priorities. Peter Harvey, the Chief Financial Officer and Chair of the Budget Advisory Committee, can be reached at harvey@whitman.edu.

Staff Advisory Council

The purpose of the [Staff Advisory Council](#) is to “advise the President of the college on behalf of the staff, to improve communication and promote a respectful, civil, and engaged staff experience.” They can be reached at sac@whitman.edu or anonymously through this [Google form](#).

Whitman Today

Whitman Today is an email newsletter sent to all students, faculty, and staff at Whitman College that shares important updates and accomplishments in the community. As an employee, you are welcome to submit a personal or professional accomplishment, upcoming event information, or other content by emailing whitmantoday@whitman.edu. The newsletter is sent out every weekday during the academic year and twice a week during summer and winter breaks. More information about Whitman Today and how to make a submission can be found [here](#). Previous issues of Whitman Today are archived on the Whitman College website.

WhitmanID Card

Your WhitmanID card has several uses across campus. General information about the WhitmanID card can be found [here](#).

Building Access

On campus, you can “swipe” in with your WhitmanID card to gain access to buildings. This includes academic, business, and athletic buildings. The athletic buildings include Sherwood Center (Racquetball! Basketball! Volleyball!) and the Baker Ferguson Fitness Center (Swimming! Weight Lifting! Treadmills!). You can use the Bratton Tennis Center and the Indoor Climbing Center as well. To view the latest hours and accessibility options, click [here](#).

Lost or Stolen WhitmanID Card

If your WhitmanID card is lost or stolen, notify the Campus Security Office at (509) 527-5777 or x5777 to have your card access suspended. To have a replacement card made, contact the Security office. A replacement card costs \$15.00.

Penrose Library Card

Your WhitmanID card is also your Penrose Library Card. Your library account has been automatically created and is ready for use. You can check out circulating materials such as books and movies from the library, as well as request items from other participating libraries. Through the library, you have extensive access to online sources. Visit the [Penrose Library website](#) to view all your options.



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Walla Walla Community Information

Below are several resources to help you get to know Walla Walla, our community, and the best things to do in town!

- [“A Place Like This”](#) - An introductory video to Walla Walla, Washington.
- [Visit Walla Walla](#) - A website listing things to do in Walla Walla, including lodging, wineries, restaurants, and upcoming events.
- [Walla Walla City Council](#) - The official website for the City Council of Walla Walla.
- [Walla Walla County](#) - The official website for Walla Walla County, including information about elections, county code, waste management, and more.
- [Walla Walla Nonprofits](#) - An list of nonprofits and charities located in Walla Walla.
- [Walla Walla Public Schools](#) - The main website for public schools in Walla Walla.

Additional Resources

Academic Calendar

The current [academic calendar](#) is available on the Whitman College website. For more information, contact the Registrar’s Office at x5983.

COVID-19 Dashboard

The updated COVID-19 policies for Whitman College can be found on the [COVID-19 Dashboard](#). This page also provides the county and state resources for Walla Walla and Washington State.

Lost and Found

The lost and found is located in The Reid Campus Center Office in Room 202. Items may be claimed from 8:30 a.m. to 5:00 p.m. Monday through Friday. For more information, the info desk can be reached at (509) 527-5200.