

### ***Service***

Administrative Professional employees are encouraged to serve on University committees and share their knowledge as part of University service. Committee participation and other forms of service to WSU should not override departmental responsibilities. Service to the University is recognized during annual reviews.

### ***Outside Consulting Services***

Administrative Professional employees, as consultants, can be valuable resources to government, industry, and public and private organizations. Administrative Employees interested in outside consulting, must seek approval from their department chair/director and/or their appointing authority. The outside consulting cannot interfere with the employee's performance of University duties and a conflict of interest cannot exist. If the outside consulting occurs during the normal business hours, the employee is required to take annual leave and/or leave without pay. The employee must follow all WSU ethics policies. Contact Human Resource Services at 509-335-4521 for more information.

### **Annual Review**

Performance reviews for Administrative Professional employees are conducted annually, using the Annual Review Form. A link to the form can be found at [wsu.edu/~forms/PDF/BPPM/60-55-11.pdf](http://wsu.edu/~forms/PDF/BPPM/60-55-11.pdf). More frequent, informal reviews may occur.

WSU encourages the professional advancement of all employees. Evaluation of performance and allocation of salary increases are important factors in encouraging superior service.

The annual review for an Administrative Professional employee is an essential part of the administration of each area. The employee's immediate supervisor conducts this review. It should be completed in a systematic manner with special attention given to the individual's strengths and weaknesses. It should provide the basis for rewards as well as needed improvements.

Position descriptions and performance criteria are discussed with a new employee as soon after hire as possible. They should be reviewed with the employee during the annual review and modified as needed. The review provides an important tool for employee development. It is an opportunity to evaluate past performance as well as agree on future goals and objectives, and to reaffirm or redirect work assignments and activities.

To ensure that salary increases and promotions are made objectively, equitably, impartially, and as recognition of merit, the following policies and procedures must be observed.

### ***Employee's Responsibilities***

In preparation for the annual review, the employee is responsible for submitting to his or her immediate supervisor information that will assist the supervisor in fairly assessing the employee's performance during the past year. At a minimum, this portfolio of information should include the following:

- An accurate Position Description that reflects current duties and responsibilities
- Performance criteria;
- A list of accomplishments for the previous year relative to performance criteria;
- A list of goals, criteria, objectives, and expectations for the coming year;
- The portfolio may include any other documentation that addresses the employee's level of performance.

### ***Evaluator's Responsibilities***

The immediate supervisor serves as evaluator and assigns the merit rating. Consideration should be given to the material submitted by the employee, feedback from constituents, and any other information available to the evaluator that reflects the employee's performance. The assigned rating should be a measure of how well the employee has met the mutually agreed upon performance criteria established by the employee and the evaluator at the time of appointment, or at the previous annual review, and how well the employee has met the goals of the position or program. (If the employee has had more than one supervisor during the evaluation period, it is recommended that the supervisors collaborate and create one review).

Specific consideration should be given to productivity, quality of work, interpersonal skills, and other applicable factors when assigning the merit rating. These factors may include the following considerations:

- Productivity: The amount of work produced, organizational skills, implementation of efficiency measures, ability to meet deadlines, etc.;
- Quality of Work: Consistency, initiative, insight, problem-solving skills, reputation, professional knowledge, written and oral communication skills, public relations skills, etc.;
- Ability to work collaboratively with others: Working relationships, public contacts, supervisory skills, etc.;
- Optional Factors: Factors that are specific to the position, service to the University and the community, committee work contributions, etc.

The following rating scale is used to assign the merit rating. A five (5) merit rating is only to be used when performance truly is outstanding. Ratings need not be in whole numbers. Care should be taken to rate actual performance rather than anticipated potential performance.

#### **Performance Rating Scale**

5	Outstanding
4	Exceeds Expectations
3	Satisfactory
2	Needs Improvement
1	Unsatisfactory

The evaluator and employee should meet to discuss the assigned rating and to establish a plan for the coming year. This plan should include goals, objectives, and recommendations for professional development, which will be used to evaluate the employee's performance during the next review period. If significant changes occur, the employee and evaluator should work together to prepare a modified position description.

The completed review including the performance plan, all supporting documentation, and employee comments (if submitted), should be routed to the dean, director, or appropriate administrative officer.

### ***Dean/Director's Responsibilities***

The dean or director reviews all materials from both the employee and the evaluator and does not modify the assigned merit rating unless there is adequate evidence to support the change and the rating has been discussed with the evaluator and the employee.

In cases where an employee has assigned responsibility in more than one administrative unit, (e.g., WSU Spokane, WSU Tri-Cities, WSU North Puget Sound at Everett, and WSU Vancouver Campuses and research stations) the dean, director, and/or WSU Spokane, WSU Tri-Cities, WSU North Puget Sound at Everett, or WSU Vancouver Campus Chancellor of all affected units must be consulted and approve the evaluation.

The dean or director provides a copy to the employee and also forwards the Annual Review form, current position description (if changed from previous evaluation period), and all supporting documentation to

Human Resource Services for retention.

### ***Comments and Dissent***

An Administrative Professional employee's comments or dissent regarding the contents of the annual review should be appended to the report before it is submitted through appropriate administrative channels. Routing information can be found in BPPM 60.55.

### ***Increase in Salary***

Salary increases are determined following the regular annual review process, depending on availability of funds. Normally, salary increases are not made on an ad hoc basis during the year. (Exception: when a grant or contract clearly states that an increase is due on a different schedule, WSU will honor the contract schedule, but will base the increase on the most recent formal review and will otherwise follow normal WSU guidelines.) A link to the policy can be found at [wsu.edu/~forms/PDF/BPPM/60-12.pdf](http://wsu.edu/~forms/PDF/BPPM/60-12.pdf)

An Administrative Professional employee can initiate a salary review of his or her own position. The review may or may not result in a change of title/title code or salary. To initiate such a review, the employee must provide Human Resource Services (HRS) and their immediate supervisor the following documentation.

- A request memorandum describing the circumstances and basis for the request.
- A signed AP position description that includes current duties and responsibilities.
- An updated organizational chart, including names and titles.

The procedures are outlined in the BPPM 60.12 located at [wsu.edu/~forms/PDF/BPPM/60-12.pdf](http://wsu.edu/~forms/PDF/BPPM/60-12.pdf) or on the HRS web site [hrs.wsu.edu](http://hrs.wsu.edu)

### **Leave**

Administrative Professional employees are eligible for paid leave as outlined in this section. Relevant law or other University policy may supersede the following leave guidelines. Consult Human Resource Services at 509-335-4521 for current applicable rules, regulations, and procedures. A link to the leave policy can be found at [wsu.edu/~forms/PDF/BPPM/60-56.pdf](http://wsu.edu/~forms/PDF/BPPM/60-56.pdf)

All Administrative Professional employees are eligible to receive leave. Administrative Professional appointments must be for a minimum of .50 FTE (Full-Time Equivalent) and must be for more than a 6-month appointment term. (i.e. 6-mos plus 1-day).

**EXCEPTION:** Retire/Rehires cannot be appointed for more than a 40% appointment in a 12-month term and are not eligible to receive leave.

Leave is reported monthly on the following:

- Faculty, Administrative Professional Leave Report for positions exempt from the Fair Labor Standards Act (not eligible for overtime); or
- Time Report for Overtime-Eligible Employees for positions covered by the Fair Labor Standards Act.

Civil Service employees who accept Administrative Professional positions carry forward all accumulated sick and annual leave if there is no break in service. The releasing department at the time of transfer will pay any accrued compensatory time earned in the Civil Service position.

Employees from other state agencies who join WSU without a break in service transfer their annual and sick