

WSU is guided by a commitment to excellence embodied in a set of core values: Quality and Excellence; Integrity, Trust, and Respect; Discovery, Innovation, and Creativity; Land-grant Ideals; Diversity and Global Citizenship; Freedom of Expression; Stewardship and Accountability. A copy of the Strategic Plan can be found: strategicplan.wsu.edu/

Policy for Administrative Professional Employees

This handbook conveys information about the nature, operation, and organization of WSU, summarizing WSU policies relating to Administrative Professional employees. Neither this handbook nor any University policies, procedures, or practices shall be construed as an express or implied contract of employment or a promise of continued employment.

Although this handbook contains a compilation of current policies relating to Administrative Professional employment, these policies evolve over time as the institution and its internal and external environments change. For these reasons, the University reserves the right to revise this handbook, or any of its policies or benefits, or to institute new policies or benefits, provided these changes are not inconsistent with state and federal law. Any such modification applies upon adoption by the University, regardless of previous provisions that may have been in effect. The most current revision of the handbook is available on the Human Resource Services web site.

The laws of the state of Washington and appropriate Washington Administrative Code provisions also apply to all employees, as does the University's Business Policies and Procedures Manual (BPPM). A link to the manual can be found at public.wsu.edu/~forms/HTML/BPPM/01.01_Table_of_Contents.htm. All University policies are subject to federal and state laws; where there is deemed to be a conflict, the provisions of law apply.

Recruitment, Selection, and Salary Procedures

Washington State University is an Equal Opportunity/Affirmative Action employer. The procedures for recruitment, selection, and salary determination of Administrative Professional personnel are outlined in BPPM chapter 60 as follows:

- Selecting Administrative Personnel, BPPM 60.17
- Classification and Reclassification, BPPM 60.02
- Administrative Professional Salary Determination and Adjustment, BPPM 60.12

For information and assistance, please contact Human Resource Services at 509-335-4521 or refer to the web site hrs.wsu.edu/

Employee Designations

Overall responsibility for personnel administration lies with the Vice President for Business Affairs. The following definitions have been established for WSU Faculty, Administrative Professional, and Civil Service employees. Whenever questions arise about the designation of an Administrative Professional employee, the Associate Vice President and Chief Human Resource Officer, in consultation with the appropriate administrative officers and Human Resource Services, will make the final decision.

- **Faculty.** Employees who are appointed to faculty positions and perform academic, extension, library, and student affairs duties as determined by the *Faculty Manual*.
- **Administrative Professional.** Employees who perform administrative, managerial, professional, research, public service, extension, or combinations of these responsibilities, and are exempted from coverage of the Title 357, Washington Administrative Code under the provisions of the Civil

Service Rules. A general summary of exemption criteria may be found in Attachment A.

- **Civil Service.** Employees who are covered under the State of Washington Department of Personnel Civil Service Rules
- **Bargaining Unit Covered.** Employees who are covered by the terms and conditions of Collective Bargaining Agreements.

Position Allocation – Appointments

Human Resource Services is responsible for ensuring that all Administrative Professional positions meet the Exemption Criteria as outlined in RCW 41.06.070 for a given category and are properly allocated. This is accomplished through a job auditing process that includes a review of the position duties. Administrative Professional appointments must be benefits eligible for a minimum of .50 FTE (Full-Time Equivalent) and for more than a 6-month appointment term (i.e. 6-mos plus 1-day). A sample offer template can be found on the HRS web site hrs.wsu.edu/Letters

Reappointment of a Retired Employee – Appointments

Prior to extending an offer to or re-appointing an individual who has previously retired from WSU or from other Washington State employment to a temporary or permanent AP position, HRS must be contacted to discuss the appointment. In some cases, the applicable retirement plan may impose limitations on the nature and duration of the appointment.

Summer Appointments

Administrative Professional personnel hired on less than twelve (12) month appointments may accept summer appointments.

Employee Benefits

New employees must complete all insurance and retirement enrollment forms within thirty-one (31) days of initial hire to ensure benefit rights. For enrollment and benefit information, contact Human Resource Services at 509-335-4521 or visit the web site hrs.wsu.edu/benefits

Health Insurance, Life Insurance, Long-Term Disability, and Long-Term Care Insurance

Administrative Professional employees, who work at least half time (.50 FTE) per month and are expected to be employed for more than 6-months are eligible for insurance benefits. Basic benefit coverage begins the first day of the month following employment, unless eligible employees begin work on the first working day of the month, in which case coverage begins that day. Optional coverage begins the first of the month after the forms are submitted, or after the insurance underwriter approves the request.

There is an annual open enrollment period in which employees may change their medical/dental plans. Changes in life and long term disability insurance can be requested at any time, and are subject to insurance underwriting.

The Washington State Health Care Authority is the agency responsible for the purchase and coordination of health insurance benefits through the Public Employees Benefit Board plans.

Eligible WSU employees may also participate in medical Flexible Spending Accounts, Dependent Care Assistance plans, automobile and homeowner insurance plans, and long term care insurance plans.

Retirement Plan Eligibility and Participation

Administrative Professional employees, who are appointed to at least a half time (.50 FTE) per month position, and are expected to be employed for more than six months are eligible for the WSU Retirement Plan (WSURP), with the current retirement vendor being TIAA-CREF. An employee appointed to an eligible position may elect to enroll at any time during the first two (2) years of employment. If at the end of two years they have not chosen to participate, they will be automatically enrolled in the retirement plan.

An employee, who participates in a retirement plan administered by the State of Washington Department of Retirement Systems (DRS) and is later reclassified to an eligible Administrative Professional position, may irrevocably elect to enroll in the WSU Retirement Plan within three (3) months of reclassification, or elect to continue their participation in the DRS plan. Failure to submit an election will result in continued participation in the DRS plan. An employee may not contribute to two (2) Washington State retirement plans at the same time.

WSU matches employee contributions to the WSURP on a one-for-one basis in accordance with the following requirements:

- Under age 35 - 5 percent employee contribution is required
- Age 35 and Over - 7.5 percent employee contribution is required
- Age 50 and Over - Optional 10 percent employee contribution

The WSU Retirement Plan is a defined contribution retirement plan requiring the employee to determine where funds are to be invested.

In addition to the WSURP, eligible employees may contribute to one of the voluntary retirement programs offered at WSU, including TIAA-CREF's supplemental accounts, or the state of Washington's Deferred Compensation plan. These contributions are not matched by the University, but are made on a tax-deferred basis, for as little as \$15 a pay period up to the maximum allowed by the IRS.

Payroll Services

New employees must complete a W4 withholding certificate, which can be found under Taxes on the Payroll Services web site payroll.wsu.edu/taxes/taxes.htm or contact Payroll Services at 509-335-9575.

Employees are encouraged to authorize the University to deposit their net pay directly into their designated bank account. Contact Payroll Services at 509-335-9575 for enrollment procedures. Employees who do not choose to participate in the direct deposit program will receive a paycheck by mail. All employees have electronic access to their payroll statements.

In accordance with state law, pay periods are semimonthly lagged, with 24 paydays per calendar year. A schedule of state paydays is published each year on the Payroll Services web site payroll.wsu.edu/

Pertinent Laws and Policies

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,