

WASHINGTON STATE UNIVERSITY

ADMINISTRATIVE PROFESSIONAL
HANDBOOK

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Purpose of this Handbook

This Administrative Professional (AP) Handbook summarizes Washington State University (WSU or University) policies and procedures for Administrative Professional personnel. It conveys information regarding WSU services, facilities, and employee benefits, as well as other information required by state and federal governments. The handbook is web-based with links to complete information on most subjects. Periodic updates will be provided electronically on the Human Resource Services web site and announced through WSU Announcements. If you have questions about information in the handbook, please contact Human Resource Services at 509-335-4521.

Administrative Professional employees provide key support in the areas of research, public information, development, computer systems and network programming, personnel, legislative relations, internal audit, counseling, graphic arts, extension, and/or continuing education. Others serve as executive heads, principal assistants, managers, supervisors, and serve in related capacities that maintain continuity of operations within the University community. As a group, Administrative Professional employees function as a significant link between the teaching, research, extension, and Civil Service staff who support WSU's mission.

About Washington State University

A Brief History

Washington State University was founded March 28, 1890, less than five months after Washington's entry into the Union, by the first Washington legislature. WSU was established under the Morrill Act of 1862, which provided grants of land to each state for a college providing education in agricultural and mechanical arts as well as in the liberal arts.

The Morrill Act opened higher education to groups who previously had been excluded. In a quiet way, the Morrill Act was a revolutionary document aimed at enhancing the equality of higher education opportunities.

WSU originally was named Washington State Agricultural College and School of Science; however, before the first classes began in January 1892, the name was changed to Agricultural College, Experiment Station, and School of Science of the State of Washington. In 1905, the name once again was changed, this time to State College of Washington. This name endured until 1959 when it was changed to Washington State University. Refer to WSU web site for additional information wsu.edu

Past presidents of WSU were George Lilley, 1891–92; John W. Heston, 1892– 93; Enoch A. Bryan, 1893–1915; Ernest O. Holland, 1916–44; Wilson Compton, 1945–51; C. Clement French, 1952–66; Glenn Terrell, 1967–85; Samuel H. Smith 1985-2000; V. Lane Rawlins, 2000-2007; Elson S. Floyd, 2007-15; and Daniel J. Bernardo, 2015-2016. Kirk Schulz, WSU's current chief executive, became President in 2016.

More detailed information about President Kirk H. Schulz, Presidential committees, the Board of Regents, and Washington State University can be found on the President's web site president.wsu.edu/

Characteristics, Mission and Strategic Plan

As a public, land-grant and research institution of distinction, Washington State University enhances the intellectual, creative, and practical abilities of the individuals, institutions, and communities that we serve by fostering learning, inquiry, and engagement.

Washington State University offers a premier undergraduate experience, conducts and stimulates world-class research, graduate and professional education, scholarship and arts, and provides an exemplary working and learning environment that fosters engagement.

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 required to participate in either the WSU Retirement Plan (WSURP), with the current retirement vendor being TIAA, or the Public Employees Retirement System (PERS) Plan 3. An employee appointed to an eligible position may elect to enroll in one of the plans during the first thirty (30) days of employment. If at the end of thirty (30) days they have not chosen a plan, they will be automatically enrolled in the WSURP. If a new employee has prior service in a State of Washington Department of Retirement Systems (DRS) plan, it may impact what retirement plan they are eligible to participate in while working at WSU.

Employees who are reclassified to an eligible Administrative Professional position may be given an option to irrevocably enroll in the WSU Retirement Plan within thirty (30) days of reclassification or elect to continue their participation in the DRS plan. Prior retirement elections may impact the ability to change plans due to reclassification.

Under the DRS/PERS plans, employees elect how much they would like to contribute, with contribution rates ranging from 5% - 15%. The employer contributions are set by the state legislature. For the WSURP, WSU matches employee contributions 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 WSURP is a 403b defined contribution retirement plan where the employee determines how funds are to be invested. The PERS Plan 3 plan is a 401a hybrid plan, where employer contributions fund a defined benefit/pension benefit. In the PERS Plan 3, the employee contributions fund a defined contribution retirement benefit and the employee also determines how funds are to be invested.

In addition to the required retirement plans, eligible employees may contribute to one of the voluntary retirement programs offered at WSU, including TIAA's voluntary investment plan, or the state of Washington's Deferred Compensation Plan. Contributions are not matched by the University but can be made on a pre- or post-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, discipline, promotion, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and any other employment or education conditions. Evidence of practices that are inconsistent with this statement and WSU's nondiscrimination policy should be reported to the Office for Equal Opportunity at 509-335-8288. For additional information refer to the web site oeo.wsu.edu/

Equal Employment Opportunity/Affirmative Action Statement

WSU is an equal opportunity employer committed to providing equal opportunity to applicants and employees without regard to 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. WSU has made, and will continue to make, every effort to eliminate barriers to equal opportunity encountered by these protected group members.

Aspirations have been set for affected group members in those job groups or areas where it has been determined that underutilization exists. The University makes good faith efforts to meet these aspirations and reviews progress on an annual basis. For information about WSU's Affirmative Action Program, contact the Office for Equal Opportunity at 509-335-8288 or refer to the web site oeo.wsu.edu/

Sexual Harassment

WSU does not tolerate sexual harassment. Sexual harassment is a type of gender discrimination and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

Persons with complaints are encouraged to discuss the matter promptly with their supervisor, department chair, dean, other appropriate administrator, or the Office for Equal Opportunity (OEO) to allow for an effective resolution. Complaints that cannot be resolved at the supervisor level should be brought to the attention of the OEO. Every effort will be made to protect the rights of both the complainant and the respondent.

For copies of the Discrimination and Sexual Harassment Policy, contact OEO at 509-335-8288 or refer to the web site oeo.wsu.edu/

Commitment to Diversity

WSU endeavors to model, for the state and nation, a community of individuals who seek what is best for each other. The University respects and significantly benefits from diversity such as may be expressed through racial/ethnic, gender, cultural, disability, sexual orientation, religion, age, color, creed, nationality, marital status, military status and socioeconomic differences among the faculty, staff, and students. The University takes seriously its responsibility to offer educational and professional opportunities equitably to all qualified persons it can accommodate. The University, through its curriculum, programs, and services, provides understanding and supportive interaction among diverse population groups and respects individuals' personal values and ideas. It is incumbent upon each member of the WSU administration, faculty, and staff to make every good faith effort to fulfill this commitment. Complete class guidelines can be found at

Domestic Violence and the Workplace

Washington State University is concerned and committed to employees' safety and health including employees who are victims of domestic violence. For employees who are affected by domestic violence, every reasonable effort will be made to provide support and assistance including:

- A confidential mechanism for requesting help for oneself or family members.
- Resource and referral information.
- Work schedule adjustments or leave, as needed, to obtain medical, mental health, legal assistance and/or confidential secure shelter. Employees may use annual leave, sick leave, leave without pay, or any combination thereof.
- Workplace relocation, as feasible.
- Other appropriate assistance on an individual case basis to create a safe and non-threatening situation.

For more information or assistance please contact Human Resource Services at 509-335-4521 or the Employee Assistance Program at 877-313-9490. A link to the guidelines can be found at hrs.wsu.edu/Domestic+Violence+Guidelines and link to the Domestic checklist can be found on the same page.

Workplace Violence & Bullying Prevention

The University is committed to maintaining an environment that is free from all acts of bullying and acts or threats of violence perpetrated by or against employees, students, or members of the public.

For more information or assistance please contact Human Resource Services at 509-335-4521 or visit hrs.wsu.edu/safe-environment/

A link to the Workplace Violence policy can be found at public.wsu.edu/~forms/HTML/BPPM/50_Safety_and_Security/50.30_Workplace_Violence.htm

A link to the Bullying Prevention policy can be found at public.wsu.edu/~forms/HTML/BPPM/50_Safety_and_Security/50.31_Workplace_Bullying.htm

Use of University Property; BPPM 20.35

WSU facilities and equipment are for official use only subject to the limited exceptions. WSU property includes all University supplies, equipment, facilities, and real property. A link to the policy can be found at public.wsu.edu/~forms/HTML/BPPM/20_Property/20.35_Use_of_University_Property.htm

Personal Use of University Resources; BPPM 20.37

OVERVIEW (RCW 42.52.160) (WAC 292-110-010)

State officers and state employees are obligated to conserve and protect state resources for the benefit of the public interest, rather than their private interests. Responsibility and accountability for the appropriate use of state resources ultimately rests with the individual state officer and state employee, or with the state officer or state employee who authorizes such use.

A University employee may not use state resources under her or his official control, direction, or custody for private benefit or gain of the employee or any other person.

The use of state resources related to the conduct of official business is permitted. The use of state resources for any purpose other than official state duties is governed by the following state laws: RCW 42.52, Ethics in Public Service; WAC 292-110-010, Use of State Resources. These laws provide for the personal use of state resources under limited circumstances. This policy sets forth the guidelines for permissible, limited, and prohibited uses of state resources regardless of the type of state resource. A link to the policy can be found at public.wsu.edu/~forms/HTML/BPPM/20_Property/20.37_Personal_Use_of_University_Resources.htm

Provisions of the Drug/Alcohol-Free Workplace Law and Smoking, Tobacco, and Nicotine Use

WSU has developed programs to prevent unlawful possession, use, and/or distribution of illegal drugs and alcohol by students and employees. The University has created education and training programs to aid in establishing a drug-free workplace. Sanctions for illegal use of drugs and/or alcohol in the workplace may include, but are not limited to, recommendations for completion of an appropriate rehabilitation program, written or verbal warning, censure, dismissal, and, in emergency situations, immediate suspension. A link to the policy can be found at public.wsu.edu/~forms/HTML/EPM/EP20_Alcohol_and_Drug_Policy.htm

Additionally, Washington state law (RCW 70.160) prohibits smoking in any University owned, leased, or rented public place or place of employment.

WSU Pullman, WSU Spokane, WSU Tri-Cities, and WSU Vancouver have additional restrictions regarding tobacco and nicotine use on campus. See below. NOTE: Such restrictions do not apply to tobacco cessation programs or approved research. A link to the policy can be found at wsu.edu/~forms/pdf/epm/ep20.pdf & hrs.wsu.edu/Tobacco-Nicotine-FreeC

Reasonable Accommodation

Several statutes provide legal protection for persons with mental, physical, or sensory disabilities. These include Washington's Law Against Discrimination (WLAD) (RCW 49.60), the Federal Rehabilitation Act of 1974, and the Americans with Disabilities Act (ADA). State and federal law require employers to define job functions for hiring purposes and to make "reasonable accommodations" for workers, clients, and customers with disabilities. The Act also includes rules governing accessibility. This body of law, as it may evolve over time, shall be applicable to the University's compliance in this field.

Job-related questions about Reasonable Accommodation should be addressed to Human Resource Services, and accessibility questions directed to the Office for Equal Opportunity. WSU will provide reasonable accommodation(s) to employees in his or her current position. Other options may include a change in position, paid or unpaid sick leave, long-term disability, or separation or retirement because of health conditions. Each employee's circumstances and the reasonableness of any requested or contemplated accommodation will be evaluated on a case-by-case basis. Please contact Human Resource Services for additional information, 509-335-4521 or refer to the web site hrs.wsu.edu

Provisions of the "Whistleblower" Act

State employees may report improper governmental actions to the Office of the State Auditor of the State of Washington. To encourage the reporting of improper governmental actions, employees are protected from retaliation by provisions of state law.

Employees may not use or attempt to use their official authority or influence to interfere with the right of an individual to disclose information to the State Auditor (RCW 42.40). A link to the policy can be found at public.wsu.edu/~forms/HTML/BPPM/10_Organization/10.20_Improper_Governmental_Actions_Whistleblower_Act.htm

Nepotism Statement

Discrimination against an employee because of marital status or any other relationship with another employee is prohibited. WSU seeks to employ qualified persons in all positions without regard to a person's relationship with other University employees. However, no employee shall supervise, vote, make recommendations, or in any other way participate in the decision of any matter that may directly affect the appointment, tenure, promotion, salary, or any other status or interest of such employee's parent, child, spouse, partner, state registered domestic partner, sibling, in-law, or close relative. A link to the policy can be found at public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.14_Nepotism.htm

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) is the federal law that sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employees. All employees of WSU are affected by FLSA, but some employees are exempt from certain provisions, such as the overtime provision of the act.

Human Resource Services reviews the duties and responsibilities of Administrative Professional positions to determine which positions qualify for exemption from the overtime provisions of FLSA. Administrative Professional positions with duties and responsibilities that do not meet FLSA criteria for exemption are required to record all overtime hours and be compensated appropriately.

Questions or concerns regarding overtime issues or exemption criteria should be directed to Human Resource Services at 509-335-4521. For those positions that qualify for overtime, see the provisions of Compensatory Time Off outlined below.

Overtime and Compensatory Time Off

Some Administrative Professional positions qualify for overtime compensation (see Fair Labor Standards Act, above). Prior to working any hours beyond their standard workweek, employees must receive approval from their supervisor. For overtime eligible positions, full-time employees must be paid at one-and-one-half times their regular hourly rate for all time worked in excess of forty (40) hours per week. All paid holidays (including the Personal holiday) during the employee's regular work schedule are considered time worked. Leave with pay during the employee's regular work schedule is not considered time worked for purposes of determining overtime eligibility. Accrued compensatory time off cannot exceed 240 hours.

The official WSU workweek is 12:01 a.m. Sunday to 12:00 p.m. Saturday. Some positions may be assigned to a different work-week; HRS must be notified of the workweek change. If prior agreement is made with the employee, compensation may be taken as compensatory time off at the rate of time and one-half.

Part-time overtime eligible AP employees must be compensated for all hours worked over the regularly scheduled FTE percentage. Additional hours worked up to forty (40) in a workweek must be paid at the straight time rate of pay. Part-time overtime eligible AP employees must be paid at one-and-one-half times their regular hourly rate for all time worked in excess of forty (40) hours per week.

The employing official administers the accrual and use of compensatory time off taking into consideration the work requirements of the department and the wishes of the employee. Accrual and use of compensatory time off is based on an agreement or understanding between the supervisor and the employee prior to the performance of overtime work. A link to the policies can be found at

public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.26_Temporary_Employment_Program.htm

public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.59_Overtime-Eligible_Employees.htm

Contact Human Resource Services, 509-335-4521 with questions regarding compensatory time off and writing the agreement of understanding.

Complaint Procedure

If a workplace conflict exists, every effort should be made to remedy the issue with the immediate supervisor or the first-level supervisor not involved in the dispute. If a situation in the workplace exists that is not covered by other University complaint procedures, the Administrative Professional employee may address the issue in the following manner:

- Issues not resolved that involve alleged illegal discrimination should be handled by following the prescribed procedure in the WSU Policy and Procedure against Discrimination and Sexual Harassment Complaint Process.
- Other workplace concerns should be handled by following the prescribed procedure in the Workplace Concern Resolution Process.

A link to the process can be found at hrs.wsu.edu/resources/policies-resources/ or contact Human Resource Services, the Office for Equal Opportunity, Campus Human Resource personnel, and the Ombudsman's Office.

Responsibilities

Code of Ethics

Washington State University is an institution of higher education whose employees uphold high standards of ethical behavior. These standards include respecting and defending free inquiry, acknowledging the contributions of others, showing due respect for the governance of the University, following applicable federal and state laws, and protecting institutional integrity by observing published regulations and policies in order to increase the effectiveness of the University. Administrative Professional employees, as they undertake personal and private activities in the wider community, should clearly separate these actions from their University employment.

Applicable state law includes the Ethics in Public Service Act (RCW 42.52), which addresses such subjects as use of state resources, political activities, receipt of gifts and honoraria, and outside activities of state employees. For additional information visit the Executive Ethics Boards web site ethics.wa.gov

Patents and Contracts

The Board of Regents has approved official patent, copyright, and conflict of interest policies that apply to all University employees. These policies are set forth in the BPPM 35.00 and/or 70.01.

Work Schedule

The University is committed to providing a full range of services during the normal business hours established for state offices, including lunch hours. Although departmental needs determine employees' specific work schedules, the University's usual working hours are 8 a.m. to 5 p.m. with a one-hour lunch break, Monday through Friday, throughout the calendar year. Some WSU offices observe an alternative schedule during the summer months (7:30 a.m. to 4 p.m. with 30 minutes for lunch).

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. 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

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 or on the HRS web site 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

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 leave balances.

Annual Leave

Accrual

Full-time Administrative Professional employees earn 16.67 hours of annual leave for each month of completed service. Unused leave is cumulative to a maximum of 352 hours.

Annual leave accrues on a pro-rata basis

- For less than 100 percent appointments
- For partial months worked

Employees on less than 12-month appointments earn annual leave for each month of their scheduled work year. Leave is accrued while an employee is on paid leave. Leave is not accrued while an employee is on unpaid leave. Leave is prorated for partial months of unpaid leave.

Use

Leave is scheduled with the approval of the unit administrator. Annual leave may not be taken before it is earned; annual leave is not earned until the first day of the following month. **EXCEPTION:** The annual leave hours earned during the final month of the appointment may be used in the final month.

Employees on temporary appointments must use annual leave prior to the expiration of their appointment to avoid loss of earned leave.

Administrative Professional employees are free during the time outside the service period or during annual leave to seek other employment, perform consulting work, or take advantage of educational opportunities. Employment or consulting work must be consistent with University policy and applicable laws.

Payment

Annual leave is paid at the time of separation from state service. Human Resource Services authorizes payment based on the total accrued leave balance.

Accumulated annual leave for employees on temporary appointments must be used prior to the termination date, unless the employee obtains a written exception from the Appointing Authority. These restrictions are noted on the employee's Personnel Action Form.

Payment is calculated with the following formula:

- Hours of unused leave x monthly salary x .0063

Sick Leave

Accrual

Full-time Administrative Professional employees earn eight (8) hours of sick leave for each month of completed service.

Sick leave accrues on a pro rata basis:

- For less than 100 percent appointments

- For partial months worked

Employees on less than 12-month appointments earn sick leave for each month of their scheduled work year. Leave is accrued while an employee is on paid leave. Leave is not accrued while an employee is on unpaid leave. Leave is prorated for partial months of unpaid leave.

Use

Sick leave may not be taken before it is earned; sick leave is not earned until the first day of the following month. It may be used in case of illness or disability of the Administrative Professional employee or his or her immediate family member. Sick leave may be used for condolence or bereavement. (See emergency leave for additional information.)

Payment

Administrative Professional employees may participate in the sick leave Attendance Incentive Program. A link to the policy can be found at

wsu.edu/~forms/HTML/BPPM/60_Personnel/60.41_Payment_for_Unused_Sick_Leave.htm

- In January of each year, employees may elect to receive monetary compensation for unused sick leave hours accrued in the previous year. The sick leave balance cannot be reduced to less than 480 hours.
- Upon retirement or death the employee or beneficiary shall be compensated 25% of all unused sick leave. For retirement the Voluntary Employee Beneficiary Association (VEBA) Medical Expense Plan may apply.

Payment is based on two figures: (1) 25 percent of unused sick leave and (2) salary at the time of payment.

Payment is calculated with the following formula:

- 25 percent x hours of unused sick leave x monthly salary x .005747

VEBA Medical Expense Plan ("VEBA MEP")

At retirement, an eligible employee may either receive benefits from the Voluntary Employee's Benefit Association Medical Expense Plan (VEBA MEP) or receive payment for accrued sick leave. A link to the policy can be found at hrs.wsu.edu/VEBA

Re-employed from Former State Service

Sick Leave will be restored to former state employees who are re-employed to the AP Service within three (3) years of their separation date. Sick leave will not be restored if the employee retired and the accrued sick leave was cashed out to a VEBA Trust account.

Leave for Work-Related Injury or Illness

Employees who suffer a work-related injury or illness that is compensable under the state workers' compensation law may select time loss compensation exclusively or a combination of time loss compensation and accrued paid leave. If the employee receives pay for accrued leave or holidays and also receives workers' compensation for time loss, he or she is entitled to both payments without any deduction for the industrial insurance payment. For more information, call Benefits Services at 509-335-4521, or refer to the web hrs.wsu.edu/employees/disability-services/workers-compensation/#Benefits

Military Leave

WSU grants employees 21 days of leave with pay for active training duty with any of the armed forces of the United States, upon receipt of military orders. Military orders are not required for those employees called to active duty.

During a period of military conflict, an employee whose spouse or state registered domestic partner is a member of the military who has been called to active duty or deployed is entitled to 15 days of leave per deployment. During this period of leave, they may use their own leave accruals or request unpaid leave.

Civil Leave

Administrative Professional employees are entitled to leave for jury duty, as subpoenaed trial witnesses, and/or for other subpoenaed civil duty.

Leave for Voting

In accordance with [RCW 49.28.120](#), supervisors are to arrange employees' working hours on the day of a primary, general or special election to allow employees reasonable time to vote. (Up to two hours may be allowed.)

The supervisor may not deny the use of compensatory time or annual leave for up to two hours on an election day if:

- The employee's work schedule does not include two consecutive free hours during the time the polls are open, and
- The employee was not advised of his/her work schedule in time to obtain an absentee ballot.

Leave for Testimony at Trials and Hearings

University employees, as all citizens, have a duty to provide accurate information to adjudicatory bodies. When Administrative Professional employees are subpoenaed because of facts gained within the course of University duties, arrangements for leave and for providing expertise to litigants will be reviewed by the appointing authority or designee in consultation with the WSU Division of the Office of the Attorney General to ensure the University's interests are protected.

Expert Testimony

Expert testimony by Administrative Professional employees will be in accordance with University policy and procedure.

Emergency Leave

Emergency leave applies only to cases of death of a family/household member or a comparable emergency. "Comparable emergency" is defined as severe or life threatening illness or injury.

For purposes of emergency leave, family members include spouse, state registered domestic partner, children, parents, siblings, spouse's parents, state registered domestic partner's parents, spouse's children, state registered domestic partner's children, grandparents, grandchildren, stepparents, stepchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepbrother, stepsister, and dependents living in the employee's home regardless of the family relationship to the employee. Household members, partners and state registered domestic partners are defined as persons who reside in the same home who have reciprocal duties to and do provide financial and/or emotional support for one another.

Such leave, with pay, may be granted to the Administrative Professional employee by the dean or other principal administrative officer in charge, provided the regular duties of the person concerned are assumed by other staff members without additional expense to the University. Up to five days leave shall be granted for each emergency without charge to sick leave or annual leave balances. Under exceptional circumstances, the leave may be extended to 10 days with authorization of the employee's administrative officer and the Director of Human Resource Services.

Professional Leave

Administrative Professional employees are eligible for WSU's Professional Leave Program. Professional leave provides an opportunity for study, research, and creative activities for the enhancement of the institution's instructional and research programs. Each fall, the Office of the Provost announces program guidelines and application procedures.

Shared Leave

The shared leave program allows state employees to donate leave to a state employee who is suffering from, or has a family/household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition that is likely to cause the employee to take leave without pay or terminate employment; or if an employee is called to uniformed services; or in case of volunteer service during a state of emergency; or if an employee is a victim of domestic violence, sexual assault, or stalking. To receive shared leave the employee is required to meet the following conditions:

- Have a 50 percent or greater appointment;
- Exhaust other leave balances in accordance with BPPM 60.58 (linked below);
- Submit a Shared Leave application and supporting documentation.

The following criteria apply to the donation of shared leave:

- A minimum of one hour of annual or sick leave;
- All or part of a personal holiday;
- Annual leave balance may not fall below 80 hours at the time the donation is processed;
- Sick leave donation may not fall below 176 hours at the time the donation is processed

Further information found in public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.58_Shared_Leave.htm or contact Human Resource Services at 509-335-4521.

Leave of Absence without Pay

The following guidelines apply to extended leave of absence without pay (LWOP). An employee granted leave must state in writing an intention to return to the service of the University for at least one year after the leave or to retire, if eligible, at the end of the leave:

- May be granted for up to 12 months by the appointing authority.
- May be extended for up to an additional 12 months upon the approval of the appointing authority and the director of Human Resource Services.
- Requests for and actions relating to leave of absence without pay are submitted in writing in advance of the leave.
- If LWOP is for entire calendar month, annual and sick leave are not earned and cannot be taken while on leave of absence without pay.
- Annual and sick leave are pro-rated based on hours in paid status during months of partial LWOP.
- Employees on parental or disability leave without pay may use a minimum of eight (8) hours per month of accrued leave (annual or sick) for up to four months to maintain insurance benefits.

Employees are encouraged to contact Human Resource Services to determine if eight (8) hours will be enough to cover their portion of the insurance premiums. Contact HRS at 509-335-4521.

- The granting of such leave is discretionary with the appointing authority.

Family Medical Leave Act

The Family Medical Leave Act (FML) allows up to 12 weeks of paid or unpaid, job-protected leave to eligible employees for certain family and medical reasons for each 12-month period. An eligible employee is an employee who has worked for the state for at least 12-months and for at least one thousand two hundred fifty (1,250) hours during the previous 12-month period. The employee may use annual leave, sick leave, leave without pay, or any combination thereof.

Family Medical Leave may be requested for the following:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care of an employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform essential functions of their job.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

The combined FML for a husband and wife (both employed by WSU) cannot exceed 12 weeks for each birth, adoption, or foster care placement. Health benefits continue for the 12-week Family Medical Leave period. The employee is responsible for his or her share of premium payments. Employees are encouraged to contact HRS at 509-335-4521 for information on how to use their leave to cover their portion of the premiums, or to set-up a payment plan to pay for their portion of the premiums.

The employee is responsible for the following:

- Completing a Request for FML form;
- In general, the employee must give the employer at least 30 days advance notice of the need to take FML leave when he or she knows about the need for the leave in advance and it is possible and practical to do so. When the need for leave is unexpected, the employee must provide notice to the employer as soon as possible and practical;
- Providing a fitness-for-duty release prior to returning to work in the case of an employee's serious health condition;
- Following appropriate leave notification procedures, as needed.

Parental Leave

Administrative Professional employees may request parental leave for up to 12 weeks for the birth and care of the employee's newborn child or the placement of a child with the employee for adoption or foster care. This leave may be in addition to any leave may be in addition to any leave for illness or temporary disability due to pregnancy and/or childbirth.

Victims of domestic violence, sexual assault or stalking Leave

Employees who are victims of, or have a family member who is a victim of domestic violence, sexual assault, or stalking may take reasonable leave from work to seek assistance, obtain medical treatment, mental health, counseling, legal assistance, confidential secure shelter, or to participate in a safety plan. Employees may use annual leave, sick leave, leave without pay, or any combination thereof.

Additional Family Medical and other leave entitlements are found in BPPM 60.56

public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.56_Faculty_and_Administrative_Professional_Personnel_Leave.htm

For additional information contact Human Resource Services at 509-335-4521.

Holidays

There are 11 holidays, generally 10 scheduled holidays and one personal holiday. Employees on less than 12-month appointments are eligible for holidays scheduled within their appointment term. An AP employee must be in pay status the work-day prior to the holiday in order to receive pay for the holiday.

An employee's workplace location determines the holiday schedule. The WSU holidays are posted at hrs.wsu.edu/resources/holiday-schedule/

Personal Holiday

Employees are eligible for a one-day personal holiday accrued on a fiscal year basis (an employee's workplace location may determine the personal holiday schedule) to be used:

- In a one-day block; or
- As a partial-day if donated for shared leave; or
- As a partial-day if used for emergency leave

Change in Appointment

Change in Appointment Status

An appointing authority may reduce or increase the FTE (full-time equivalent) percentage or change the appointment term for an AP appointment.

Requirements:

- The employee will be given at least a 30-day written notification if a department is reducing or increasing the FTE (full-time equivalent) percentage or changing the appointment term.
- The appointment must be for a minimum of 0.50 FTE and for 6-month + 1 day appointment term.
 - AP employees who previously held permanent status in a WSU Civil Service staff position may have a right of reversion in accordance with the state civil service laws.

Administrative Professional personnel may at the discretion of their appointing authority, request in writing a reduction/increase in FTE or appointment term.

Change in Title and/or Reduction to Salary

An appointing authority may change the official title of an occupied position. As long as there is no negative impact to the employee's salary, a 30-day written notification is required.

If the change in the official title outlined above will cause a permanent reduction to salary, the employee is to be provided with the same minimum notice as required for discontinuation of their appointment.

For other AP salary determinations and adjustments see BPPM 60.12

For additional information contact Human Resource Services at 509-335-4521.

Separation

Separations generally may be divided into the following categories: (1) resignation, (2) retirement, (3) end of term appointment, (4) discontinuation of appointment, (5) termination due to financial exigency, (6) termination for cause, (7) disability separation, and (8) termination due to reorganization, reconfiguration, deletion of programs, or end of grant funding.

Administrative Professional employees who previously held permanent status in a WSU Civil Service staff position may have a right of reversion in accordance with the state civil service laws at the conclusion of the exempt appointment unless there are terms and conditions of a WSU Collective Bargaining Agreement, which apply. For additional information contact Human Resource Services at 509-335-4521.

Employees separating from the University will receive Consolidated Omnibus Budget Reconciliation Act (COBRA) paperwork from the Health Care Authority, which will provide information about their rights to continue their employer-paid medical and dental coverage on a self-pay basis. For additional information please contact HRS at 509-335-4521.

Resignation

An employee is requested to submit notice of his or her resignation at least thirty (30) days prior to the intended date of separation.

Presumption of Resignation

An employee may be presumed to have resigned his/her position when there has been an absence without authorized leave from the job for a period of three (3) consecutive working days. Thereafter, a notice acknowledging the presumption of resignation shall be sent by certified mail to the last known address of the employee. The employee has seven (7) calendar days after receipt of notice to petition to the Provost or appropriate Vice President in writing for reinstatement upon proof that the absence was involuntary or unavoidable.

The appeal shall be conducted on the basis of the written material unless, in the discretion of the Provost or appropriate Vice President, oral statements are allowed. The Provost or appropriate Vice President shall render a final decision within thirty (30) calendar days of receipt of the appeal. This decision shall be the final decision of the University.

Retirement

Employees should notify the employing department and Human Resource Services in writing of their intention to retire. Eligibility for retirement is dependent upon the retirement plan in which the Administrative Professional employee is participating. A Personnel Action Form is prepared by Human Resource Services (HRS) and routed to the employing department. The employing department forwards the form and the employee's leave reports to HRS for processing.

Reappointment of Retired Employees

Retired employees may be re-employed at the discretion of WSU. Retirement plans set limits on reappointment, and Human Resource Services must be consulted prior to re-employing a retired WSU employee. Retirees are required to comply with all applicable retirement rules and regulations. Retired employees who participated in retirement plans managed by the Department of Retirement Systems (DRS) should contact DRS at 800-547-6657 for specific rules regarding the effects of re-employment on retirement benefits. For WSU Retirement Plan participants, and for more information, call Human Resource Services at

End of Term Appointment

Administrative Professional appointments with a pre-established appointment end date automatically terminate on the date indicated on the most recent Personnel Action Form unless positive action is taken to renew the appointment.

Notwithstanding the end date stated on the Personnel Action Form, terminal appointments supported by self-sustaining, grant, contract or other non-state funds may be terminated if the supporting grant or contract is terminated prior to that end date.

Administrative Professional employees with a pre-established appointment end date or supported by a extramural grant or contract, may be terminated prior to the end date with a thirty (30) day written discontinuation of Appointment Notice.

Discontinuation of Appointment: Notice Requirements

Discontinuation of an appointment pursuant to the notice requirements is not “Termination for Cause” and does not reflect poor performance, misconduct, or other cause for termination.

Administrative Professional employees hired on or before June 30, 2004, on appointments without end dates shall be entitled to minimum advance notice of discontinuation of appointment in accordance with the following:

Years of WSU Employment	Minimum Advance Notice in Calendar Days
< 1 Year	30 Days
1– 2 Years	60 Days
> 2 Years	180 Days

Administrative Professional employees hired on or after July 1, 2004, on appointments without end dates shall be entitled to minimum advance notice of discontinuation of appointment in accordance with the following:

Years of WSU Employment	Minimum Advance Notice in Calendar Days
< 1 Year	30 Days
1– 2 Years	60 Days
> 2 Years	90 Days

Former Administrative Faculty – Discontinuation of Appointment: Notice Requirements

Administrative Professional employees, whose current positions were originally covered under the Faculty Manual and who were on appointments without end dates AND who were notified in writing by Human Resources Services of the change of employment type from Administrative Faculty to Administrative Professional, shall be entitled to minimum advance notice of discontinuation of appointment in accordance with the following:

Years of WSU Employment	Minimum Advance Notice in Calendar Months
1 Year	3 Months
2 Years	6 Months

Disability Separation

An Administrative Professional employee who is unable to adequately perform the essential functions of his/her position due to mental, sensory, or physical disability will be separated from service after the institution has attempted reasonable accommodation of the employee's disability in accordance with law and policy.

The employee shall be provided a written notice of separation with the effective date. The notice shall state that the employee is being separated from service due to disability and shall be provided at least thirty (30) calendar days prior to the effective date.

Administrative Professional employees who held permanent status within the civil service may have a right of reversion under State civil service laws unless there are terms and conditions of a WSU Collective Bargaining Agreement, which apply. The employee has thirty (30) calendar days after the separation effective date to request the reversion rights. For former permanent civil service employees WAC 357-19-475 Reasonable Accommodation – Re-employment may apply.

Appeal of Disability Separation

Any Administrative Professional employee who is terminated for cause or for a Disability Separation may appeal the termination to the Provost, appropriate Vice President, or their designee. The appeal must be in writing and must be received by the Provost, appropriate Vice President, or their designee within ten (10) working days after the date of the notice of termination or disability separation letter. In no case will such request affect the notice of termination, separation, or extend the period of the employee's appointment. Both the employee and the employer may submit written material to be considered in the appeal.

The appeal shall be conducted on the basis of the written material unless, in the discretion of the Provost, appropriate Vice President, or their designee oral statements are allowed. The Provost, appropriate Vice President, or their designee shall render a final decision within thirty (30) calendar days of receipt of the appeal. This decision shall be the final decision of the University.

Unemployment Insurance

Administrative Professional employees who separate or are terminated from employment may be eligible to receive unemployment insurance. Employees who have cyclic, non-annual appointments are not eligible to receive unemployment insurance during the cyclic non-work period, provided there is an expectation of renewed or continued employment.

Corrective Action/Disciplinary Action

Administrative Professional employees who violate the rights of others or University policy may be subject to appropriate corrective action or disciplinary procedures.

Corrective Action

Corrective action may include but is not limited to: informal verbal counseling, a verbal reprimand, training or retraining, a written counseling memo, a performance improvement plan, or a letter of reprimand.

Disciplinary Action (rev. 05-01-2010)

Disciplinary action is at the discretion of the University and may include, but is not limited to, suspension

without pay, demotion, disciplinary reassignment, or reduction in salary. When considering disciplinary action, the University shall provide the employee written notice of the charges against him or her, together with the factual basis for those charges, and an opportunity for the employee to present reasons, in writing, why he or she should not receive disciplinary action. The employee will be given ten (10) working days to respond to the charges.

The following is a non-inclusive list of conduct that may lead to corrective/disciplinary action:

1. Discrimination against any person based on race, ethnicity, religion, age, color, creed, gender, national origin, physical, mental or sensory disability, use of a guide dog or service animal, marital status, sexual orientation, gender identity/expression, genetic information, or status as a Vietnam- era or disabled veteran which deprives that person of civil rights, employment opportunities, or housing, or which, in any way, impedes, hinders, delays, or restricts the individual's membership or subsequent full participation in any activities of the recognized organizations of the University.
2. Sexual Harassment, Quid pro quo: Any sexual advances by males or females which indicate or imply that compliance is a condition for hiring, job retention, job promotion, grades, pay increases, letters of recommendation or other employment activities.

Procedures for investigating allegations of discrimination and sexual harassment are set forth in the University document, "Policy Prohibiting Discrimination and Sexual Harassment".

A link to the policy can be found at

[public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination Sexual Harassment and Sexual Misconduct.htm](http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm)

3. Forgery, alteration, or misuse of University documents or identification.
4. Submitting falsified information to any University official or agency, or the offering of an intentionally false statement in any University disciplinary proceeding.
5. Theft of or intentionally damaging or defacing University property or property belonging to any member of the University community or campus visitor.
6. Illegal use, possession, or purveying of narcotic or dangerous drugs on University property. University policy is consistent with state and federal laws, which regulate the possession, use, sale, and distribution of drugs. A link to the policy can be found at [public.wsu.edu/~forms/HTML/EPM/EP20_Alcohol and Drug Policy.htm](http://public.wsu.edu/~forms/HTML/EPM/EP20_Alcohol_and_Drug_Policy.htm)
7. Illegal possession, use, or sale of intoxicating beverages on University property. A link to the policy can be found at [public.wsu.edu/~forms/HTML/EPM/EP20_Alcohol and Drug Policy.htm](http://public.wsu.edu/~forms/HTML/EPM/EP20_Alcohol_and_Drug_Policy.htm)
8. Unlawful acts that directly affect University programs, community members, or property insofar as they materially and substantially interfere with the missions, functions, processes, and goals of the University community.
9. Illegal entry, attempted entry, or entry in violation of Washington State University rules of University-controlled property, or University-related property, such as fraternities, sororities, or co-op houses.

10. Intentional disruption of the educational processes and functions of the University, including classroom and laboratory activities, offices, services, meetings, or ceremonies.
11. Detention or physical abuse of any person or conduct which threatens imminent bodily harm or endangers the health or safety of any person on any property owned or controlled by the University, or in connection with approved University functions.
12. Conduct seriously prejudicial to the University also including incompetence, neglect of duty, dishonesty, inefficiency, incompetence, insubordination, misuse of University resources, and any violation of University policies and regulations.

Appeal of Disciplinary Action

An Administrative Professional employee who is subject to disciplinary action may appeal the decision to the next line appointing authority within the employee's designated area. The appeal must be in writing and must be received by the appropriate appointing authority within ten (10) working days after the date of the notice of disciplinary action. The appointing authority shall render a final decision within thirty (30) calendar days of receipt of the appeal. This decision shall be the final decision of the University. For more information contact Human Resource Services at 509-335-4521.

Termination for Cause

An Administrative Professional employee may be terminated for cause without receiving the required period of notice. Discontinuation of Appointment is not applicable when terminated for cause. Cause for termination includes, but is not limited to, any of the behaviors listed above (see *Disciplinary Action*), inadequate performance of duties, misconduct, or unethical or illegal activity.

When considering termination for cause, the University shall provide the employee written notice of the charges against him or her, together with the factual basis for those charges, and an opportunity for the employee to present reasons, in writing, why he or she should not be terminated. Except for gross misconduct or conduct that poses an immediate threat to the safety of persons or property, the employee will be given ten (10) working days to respond to the notice of charges.

When the University determines that the employee shall be terminated for gross misconduct or conduct that poses an immediate threat to the safety of persons or property, termination may be imposed immediately. However, the employee shall be provided written notice of the basis for termination and thereafter will be provided an opportunity to appeal the termination as noted above.

Appeal of Termination for Cause

Any Administrative Professional employee who is terminated for cause may appeal the termination to the Provost, appropriate Vice President, or their designee. The appeal must be in writing and must be received by the Provost, appropriate Vice President, or their designee within ten (10) working days after the date of the notice of termination or disability separation letter. In no case will such request affect the notice of termination, separation, or extend the period of the employee's appointment. Both the employee and the employer may submit written material to be considered in the appeal.

The appeal shall be conducted on the basis of the written material unless, in the discretion of the Provost, appropriate Vice President, or their designee oral statements are allowed. The Provost, appropriate Vice President, or their designee shall render a final decision within thirty (30) calendar days of receipt of the appeal. This decision shall be the final decision of the University. For more information contact Human Resource Services at 509-335-4521.

Conduct of Campus Guests and Visitors

Administrative Professional employees should be aware of conduct regulations for campus guests and visitors as follows.

Guests and visitors will observe the rules and regulations of the University while on the campus or other University property. Those who willfully refuse to obey an order of a uniformed campus security officer or other law enforcement officer to desist from conduct prohibited by the University rules and regulations may be ejected from the premises. Refusal to obey such an order will subject the person to arrest under the provisions of the criminal trespass statutes, in addition to such other sanctions as may be applicable.

File Access

Personnel Files

Employees may examine their personnel files by either making a written request to Human Resource Services or bringing a copy of picture identification to the Human Resource Office, 139 French Administration Building, PO Box 641014, Pullman, WA 99164-1014; 509-335-4521.

Records Maintenance

Human Resource Services is responsible for maintaining Administrative Professional personnel files including: Personnel Action Forms, letters of recommendation, resumes, annual reviews, letters of awards, letters of reprimand, and other communications between the employee and administrator. Anonymous communications or other communications not provided directly to the employee are not accepted.

Position Description Files

Position description files for Administrative Professional positions are maintained by Human Resource Services (HRS). A revised position description must be submitted to HRS if changes are made to position duties. The position description is used for title determination, recruitment, performance evaluation, salary determination, and reasonable accommodation. It is critical that the position description provide a complete and accurate description of the position's duties and responsibilities. Employing officials may examine the position description files for employees in their units at any time. Employees also may examine their own position description file at any time.

Public Records Request

Public access to public record information is handled by the Public Records Officer, Office of Procedures and Forms, Information Technology Building 3089, PO Box 641225, Pullman, WA 99164-1225; 509-335-3928.

Career and Personal Development

Career Advancement

Administrative Professional employees are eligible to apply for open positions with the University through the normal application and hiring procedures. Administrative Professional employees may be eligible for a title/title code change when there has been a substantial change in duties that results in the addition of significant responsibility. For information and assistance, please call Human Resource Services at 509-

335-4521 or refer to the web site hrs.wsu.edu/

Pursuit of Undergraduate Degrees at Washington State University

Administrative Professional employees may pursue programs of study leading to undergraduate degrees at WSU Pullman, WSU Spokane, WSU Tri-Cities, WSU Vancouver, and WSU North Puget Sound at Everett.

Applicants for degrees must be admitted by the Office of Admissions and are subject to all appropriate academic policies. For information contact the Office of Admissions, Lighty 370, 509-335-5586, or refer to the web site admission.wsu.edu

Pursuit of Advanced Degrees at Washington State University

Administrative Professional employees may pursue programs of study leading to advanced degrees at WSU Pullman, WSU Spokane, WSU Tri-Cities, WSU Vancouver, and WSU North Puget Sound at Everett.

Applications are processed by the Graduate School but can be initiated at any WSU Campus. The Dean of the Graduate School reviews all applications. Approval is subject to all rules and regulations of the Graduate School and requires the concurrence of the Graduate Studies Committee. For information contact the Graduate School, French Administration 324, 509-335-6424, refer to the Graduate School Policies and Procedures Manual, or a link to the manual can be found at gradschool.wsu.edu/159-2/

For summer session information regarding undergraduate and graduate degrees, contact the Registrar's Summer Session Office, French Administration 346, 509-335-2238, or refer to the web site summer.wsu.edu/

Tuition Fee Waiver Benefits

WSU employees are offered a tuition fee waiver for up to six (6) credit hours or less for undergraduate and/or graduate courses each semester and four (4) credit hours during summer session. For information, contact the Registrar's Office, French Administration 346; 509-335-5346

Employee Development and Training Courses

All Administrative Professional employees are entitled to 96 hours release time per fiscal year to take specialized non-credit courses, which are offered by Human Resource Services at little or no cost. For additional information, contact the Human Resource Services, French Administration 139, 509-335-4521, or refer to the web site hrs.wsu.edu/training

Personnel Resources

Human Resource Services, Pullman

139 French Administration Building PO Box 641014
Pullman, WA 99164-1014
Phone: 509-335-4521
Fax: 509-335-1259
Web site: hrs.wsu.edu

HRS - Benefits

139 French Administration Building PO Box 641014
Pullman, WA 99164-1014
Phone: 509-335-4521
Fax: 509-335-1259
Web site: hrs.wsu.edu/Benefits

Human Resource Services, Spokane

PO Box 1495
Spokane, WA 99210-1495
Phone: 509-358-7740
Fax: 509-358-7555
Web site: spokane.wsu.edu/hr/

Human Resource Services, Tri Cities

2710 Crimson Way
Richland, WA 99354-1671
Phone: 509-372-7302
Fax: 509-372-7469
Web site: tricity.wsu.edu/humanresources/index.html

Human Resource Services, Vancouver 14204 NE
Salmon Creek Avenue Vancouver, WA 98686-9600
Phone: 360-546-9094
Fax: 360-546-9029
Web site: admin.vancouver.wsu.edu/human-resources

Office of the Ombudsman

Wilson Hall 2
PO Box 644002
Pullman, WA 99164-4002
Phone: 509- 335-1195
Fax: 509-335-3922
Web site: wsu.edu/~ombuds

The President established the Office of the Ombudsman in 1970 to handle problems, questions, and complaints from faculty, staff, and students in a neutral, informal, and confidential manner. The Ombudsman offers advice, assistance, and referrals.

This office provides information, helps examine alternatives, finds proper authorities to resolve situations, or otherwise seeks resolution of problems.

Employee Assistance Program (EAP)

Department of Personnel EAP

Statewide: 877-313-4455
Seattle: 206-281-6315
Olympia: 360-753-3260
Web site: des.wa.gov/services/HRPayroll/eap/Pages/default.aspx

The employee assistance program is a work-site based program providing professional services designed to assist in the identification and resolution or management of personal problems that may adversely affect job performance. Issues include health, family, alcohol and other drugs, emotional and other stress, and changes in the work place.

Office for Equal Opportunity

225 French Administration Building PO Box 641022
Pullman, WA 99164-1022
Phone: 509-335-8288
Fax: 509-335-5483
Web site: oeo.wsu.edu

The Director of the Office for Equal Opportunity is WSU's Equal Employment Opportunity/Affirmative Action Officer. The Office for Equal Opportunity is responsible for administering the EEO/AA program and coordinate efforts to implement policies that prohibit discrimination on the basis of race/ethnicity, color, creed, religion, national origin, gender, sexual orientation, age, marital status, the presence of any sensory, mental or physical disability, use of a trained guide dog or service animal, or status as a disabled veteran or Vietnam-era veteran. The Office for Equal Opportunity also is responsible to investigate allegations and complaints of discrimination and sexual harassment.

Payroll Services

236 French Administration Building PO Box 641024
Pullman, WA 99164-1024
Phone: 509-335-9575
Fax: 509-335-1472
Web site: wsu.edu/payroll

Payroll Services supports the teaching, learning and advancement of knowledge, research and community service of Washington State University as well as supporting the mission of the Division of Business Affairs by providing accurate and timely compensation for work performed; ensuring all deductions, benefits and taxes are correctly deducted and reported timely to the appropriate agency; maintaining employees' earnings, payroll and benefit records, and ensuring compliance with all University, state and federal laws, rules and regulations.

Administrative Professional Advisory Council (APAC)

APAC provides a forum to discuss employment issues, communication among A/P employees throughout the University system, and institutional issues. Stated goals of the council include:

- Provide a mechanism for broad participation in matters of interest to A/P personnel
- Represent the wide variety of A/P personnel apac.wsu.edu

Web Site Addresses

Appendix A

AP Salary Review Guidelines	wsu.edu/~forms/PDF/BPPM/60-12.pdf
Administrative Professional Advisory Council	apac.wsu.edu/
Admissions Office – Undergraduate Degrees	admission.wsu.edu
Annual Review Form	wsu.edu/~forms/PDF/BPPM/60-55-11.pdf
Attendance Incentive Policy	wsu.edu/~forms/HTML/BPPM/60_Personnel/60.41_Payment for Unused Sick Leave.htm
Benefits Services	hrs.wsu.edu/benefits
BPPM Nepotism Policy	wsu.edu/~forms/HTML/BPPM/60_Personnel/60.14_Nepotism.htm
BPPM Whistleblower Policy	wsu.edu/~forms/HTML/BPPM/10_Organization/10.20_Improper Governmental Actions Whistleblower Act .htm
Business Policy and Procedure Manual	wsu.edu/~forms/manuals.html
Office for Equal Opportunity	oeo.wsu.edu
Complaint Procedure	hrs.wsu.edu/resources/policies-resources/
Domestic Violence Guidelines	hrs.wsu.edu/dvguidelines
Drug-Free Workplace Policy	wsu.edu/forms2/ALTPDF/EPM/EP20.pdf
Tobacco Free Policy	hrs.wsu.edu/Tobacco-Nicotine-FreeC
Employee Assistance Program	www.eap.wa.gov
Ethics Board	ethics.wa.gov
Graduate School	gradschool.wsu.edu
Holiday Schedule	wsu.edu/~forms/HTML/BPPM/60_Personnel/60.76_WSU_Holidays.htm
Human Resource Services	hrs.wsu.edu
Office of the Ombudsman	wsu.edu/~ombuds
Overtime-Eligible Employees	public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.59_Overtime-Eligible Employees.htm
Payroll Services	wsu.edu/payroll
Payday Listing	wsu.edu/payroll/payday/paydays.htm
Summer Session	summer.wsu.edu
Suspended Operations	wsu.edu/~forms/HTML/BPPM/50_Safety and Security/50.40_Suspended Operations.htm

Temporary Employee Program	public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.26_Temporary_Employment_Program.htm
Workplace Violence Policy	wsu.edu/~forms/HTML/BPPM/50_Safety_and_Security/50.30_Workplace_Violence.htm
WSU Home Page	wsu.edu
WSU Organizational Chart	president.wsu.edu/org-chart/
WSU Spokane	spokane.wsu.edu
WSU Tri-Cities	tricity.wsu.edu
WSU Vancouver	vancouver.wsu.edu

Administrative Professional Exemption Criteria

A position must qualify for one of the following exemption criteria listed below to be considered for the Administrative Professional staff service. HRS will determine, if applicable, the exemption and official title for the position.

EXEMPTION CRITERIA

The following types of positions are exempted from coverage of the Higher Education Personnel Rules in accordance with the exemption criteria (RCW 41.06.070).

ACADEMIC

Individuals in an academic-exempt position are responsible for providing academic advisement for prospective and current students within a specified academic department or equivalent unit of a college. Such activities include but are not limited to, participating in the student recruitment process, analyzing applications, transfer evaluations and transcripts, assessing academic level, responding to academic inquiries, and developing individual academic plans.

Note: Coordinating the recruitment process typically involves identifying opportunities for student recruitment; developing, implementing, and evaluating strategies and programs aimed to increase enrollment; representing the University when meeting students and counselors at high schools, other colleges, College Fairs and other student recruitment opportunities.

ADMINISTRATIVE ASSISTANT

A president or vice president may have individual(s) acting as his or her administrative assistant(s). The employee normally performs supportive work for his or her superior as an individual contributor without subordinates.

CONFIDENTIAL SECRETARY

The offices of the President, Vice Presidents, the Provost, Vice Provosts or Executive Director for Budget and Planning may have individual(s) responsible for a variety of confidential office support and/or secretarial duties.

COUNSELING

Individuals in counseling-exempt positions are responsible for directing and/or participating in providing academic, athletic, medical, career, financial aid, student activity, and/or personal counseling to students. Such activities include, but are not limited to, providing individual and group guidance services using recognized professional techniques and practices.

DEVELOPMENT

Individuals in these positions establish the unit's fundraising goals, develop methods to accomplish those goals, and plan and conduct public contact programs designed to promote the public's understanding of the unit's activities and the cultivation of donors.

ENERGY

Individuals in these positions administer energy education, applied research, and technology transfer programs.

EXECUTIVE HEAD

Executive heads of major academic or administrative divisions are analogous in the hierarchy to vice presidents, deans, and chairs. Directors may be executive heads as determined by the higher education personnel board. An executive head is in charge of a separate budget unit and directs subordinates.

EXTENSION AND/OR CONTINUING EDUCATION

Individuals considered exempt in this category are responsible for originating and developing formal education programs for the general public, usually involving close contact with faculty and staff or training or consulting with specific groups in the community to enable them to provide specialized training and/or services to the community.

GRAPHIC ARTS OR PUBLICATIONS

Individuals qualifying for exemption under this category will be involved in performing selected graphic arts or publication activities requiring prescribed academic preparation or special visual techniques, requiring original design and layout, and/or can be distinguished from positions associated with the standard editorial functions.

INTERNAL AUDITS AND INVESTIGATIONS

Individuals in these positions examine and analyze fiscal records of the institution for compliance with various internal and external regulations and policies, effectiveness of established controls, efficiency of operations, and accuracy of reports and records. They report to management on audit results and make recommendations for improving operations.

LEGISLATIVE RELATIONS

Individuals in these positions promote information flow to and from local, state, and national governments; devise the institution's lobbying strategies; and monitor and analyze bills and policies.

MANAGER

Managerial or professional level positions having substantial responsibility for directing or controlling program operations and who are accountable for the allocation of resources and program results or who are responsible for the formulation of institutional policy. (Revised July 2004)

PERSONNEL

Individuals in these positions exercise discretion and independent judgment in effecting, executing, and discharging personnel functions, such as employment, classification, benefits, affirmative action/equal employment opportunity, labor relations, employee relations, and training. Positions that perform clerical, secretarial, or technical duties in support of personnel functions are excluded from exemption under this definition.

PRINCIPAL ASSISTANT EXEMPTION

Individuals qualifying for exemption under this category function as second-in-command in important levels. The individual may perform many of the functions of his or her superior in the superior's absence or, alternatively, may have major administrative or program responsibilities. Reporting relationships will not be below that of the executive head. In some institutions, an executive head may have more than one principal assistant as determined by the higher education personnel board.

Note: As determined by previous HEPB appeals, positions exempted using this definition shall not appear below the fifth level in terms of a reporting relationship to the President. In addition, a position exempted based on the principal assistant definition cannot have another position exempted based on the principal assistant definition reporting to it.

PUBLIC INFORMATION

Individuals in positions exempted under this definition plan and direct the development and communication of information designed to keep the public informed of the institution's programs, accomplishments, and point of view. Incumbents exercise discretion in determining content of written copy. Other duties may include creating ideas, laying out artwork, contacting media representatives, and representing the institution directly before the general public.

RESEARCH

Individuals in research-exempt positions spend the majority of their time in one or more of the following activities: identification and definition of research problems, design of approaches or hypotheses and methodology to be used, design of specific phases of research projects, analysis of results, development of conclusion and hypothesis, and presentation of research results in publishable form.

SENIOR COMPUTER SYSTEMS AND NETWORK PROGRAMMING

Individuals in positions exempted under this definition require skill above the journey-level; independently perform work assignments; and devise methods and processes to meet new and unique work requirements and problems. The employee's primary duty includes at least one of the following:

- The application of systems analysis techniques and procedures including consulting with users to determine hardware, software, or system functional specifications;
- The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes based on and related to user or system design specifications;
- The design, documentation, testing, creation or modification of computer programs related to machine operating systems;
- A combination of these duties, the performance of which requires the same level of skills.

Note: Individuals in positions primarily engaged in the operation, manufacture, repair, or maintenance of computer hardware or related equipment and positions whose work relies heavily on the use of computers and computer software programs, but who are not engaged in system analysis or programming, are excluded from exemption under this definition