

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](http://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](http://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](http://hrs.wsu.edu/resources/policies-resources) or contact Human Resource Services, the Office for Civil Rights Compliance and Investigation, 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](http://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](http://wsu.edu/~forms/PDF/BPPM/60-55-11.pdf). More frequent, informal reviews may occur.

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

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

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

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

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

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

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