

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 website at [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. The form and policy may be found at [BPPM 60.55](#). 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 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 their 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 merit rating of five 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 Everett, WSU Spokane, WSU Tri-Cities, and WSU Vancouver Campuses and research stations) the dean, director, and/or WSU Everett, WSU Spokane, WSU Tri-Cities, 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 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 may be found at [BPPM 60.12](#) Administrative Professional Salary Determination and Adjustment.

An Administrative Professional employee may initiate a salary review of their 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 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](#) Administrative Professional Salary Determination and Adjustment.

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. The leave policy is detailed in [BPPM 60.56](#).

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 months plus 1 day).

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

Leave is reported in the Workday system.

- Employees in positions which are ineligible for overtime follow the [Workday Time and Absence Guide: Request and Correct Time Off \(Employees\) Reference Guide](#) for instructions on how to enter and correct time off in the Workday system.