

### ***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***

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 them, together with the factual basis for those charges, and an opportunity for the employee to present reasons, in writing, why they should not receive disciplinary action. The employee will be given 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, sex and/or gender, immigration or citizenship status (except as authorized by federal or state law, regulation, or government contract), 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 [Executive Policy #15](#), Policy Prohibiting Discrimination and Harassment.

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. The policy can be found at [Executive Policy #20](#), Alcohol and Drug Policy.

7. Illegal possession, use, or sale of intoxicating beverages on University property. The policy can be found at [Executive Policy #20](#), Alcohol and Drug Policy.
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 10 working days after the date of the notice of disciplinary action. The appointing authority shall render a final decision within 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 them, together with the factual basis for those charges, and an opportunity for the employee to present reasons, in writing, why they 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 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 10 working days after the date of the notice of termination letter. In no case will such request affect the notice of termination 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 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 picture identification to the Human Resource Services 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 classification 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