

For those positions that qualify for overtime, employees must receive approval from their supervisor prior to working any hours beyond their standard workweek. 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 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.

The official WSU workweek is 12:01 a.m. Sunday to midnight Saturday. Some positions may be assigned to a different workweek; 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. Accrued compensatory time off cannot exceed 240 hours.

Part-time overtime-eligible AP employees must be compensated for all hours worked over the regularly scheduled FTE percentage. Additional hours worked up to 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 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 are based on an agreement or understanding between the supervisor and the employee prior to the performance of overtime work. The policies can be found in [BPPM 60.26](#) and [60.59](#).

Contact Human Resource Services at 509-335-4521 with questions regarding overtime eligibility and compensatory time off.

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 [Executive Policy #15](#), Policy Prohibiting Discrimination and Harassment.
- 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, Compliance and Civil Rights, Campus Human Resource personnel, or 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 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