

FML leave when the employee 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, confidentially 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](#).

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

Holidays

WSU observes 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 workday 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
 - The remaining partial day may only be used for additional emergency leave or donation of shared 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 50% FTE and for 6 months plus 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 or 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.

Furlough

A furlough is temporary reduction in the number of hours an employee is regularly scheduled to work. An appointing authority may implement a furlough, due to lack of funds, as part of a university-wide budget reduction. The employee will be given at least a 30-day written notice of furlough.

Requirements:

- Furlough may not exceed more than 60 calendar days in a calendar year.
- Colleges/areas may not exercise furloughs unless part of a university-wide directed budget reduction.
- Overtime exempt employees who are furloughed for less than a full workweek become overtime eligible for the entire workweek and must record hours worked for the week the furlough occurred.
- An employee may not use any accrued or paid leave during furlough.
- An employee's vacation and sick leave accruals will not be prorated for periods of time spent on furlough.
- An employee's holiday compensation will not be impacted by periods of time spent on furlough.

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 their resignation at least 30 days prior to the intended date of separation.

Presumption of Resignation

An employee may be presumed to have resigned from their position when there has been an absence without authorized leave from the job for a period of three 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 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 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. The employing department enters the separation into Workday as a retirement, which will be routed to HRS Benefits for eligibility and approval. The employing department forwards 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 509-335-4521.

End of Term Appointment

Administrative Professional appointments with a pre-established appointment end date automatically terminate on the date indicated in Workday unless positive action is taken to renew the appointment.

Notwithstanding the end date stated in Workday, terminal appointments supported by self-sustaining, grant, contact, 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 an extramural grant or contract, may be terminated prior to the end date with a 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 of 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
3 Years or more	12 Months

Disability Separation

An Administrative Professional employee who is unable to adequately perform the essential functions of their 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 30 calendar days prior to the effective date.

Administrative Professional employees who held permanent status within 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 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 as 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 10 working days after the date of the notice of disability separation letter. In no case will such request affect the notice of 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 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

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.