EWU Policy 406-01
Effective January 29, 2010

Personnel – Exempt Employees

Exempt Employment

History: This publication is a revision. It supersedes UGS Policy 550 et. seq. It was adopted by the Board of Trustees on Jan 29, 2010 and is effective as of that date.

Summary: This document prescribes employment policies for exempt employees of Eastern Washington University.

Applicability: This policy applies to all exempt employees at Eastern Washington University.

Proponent: The proponent of this policy is the Vice President for Business and Finance.

Authority: The authority for establishment and modification of this policy is the EWU Board of Trustees (BOT). Changes to this policy must be approved by the BOT and must conform to the procedures for changing policies contained in EWU Policy 201-01.

Delegation: The Board of Trustees delegates authority for addition and modification of appendices to this policy to the Vice President for Business and Finance. Delegation authority includes resultant changes to the table of contents.

Review: This policy will be reviewed every five years.

Supplementation: Supplementation is authorized, so long as any such supplementation does not conflict with university level policy or higher authority.

Suggested improvements: Users are invited to send comments and suggested improvements to:
Office of the President
ATTN: Policy Administrator
Eastern Washington University
214 Showalter Hall
Cheney, WA 99004

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CHAPTER 1
GENERAL

1-1. Purpose

This policy prescribes standards for management of exempt employees at Eastern Washington University. Exempt Employees are non-faculty employees who are exempt from classified service pursuant to RCW 41.06.070(2). Exempt employees include the categories of professional, managerial and executive.

1-2. Definitions

a. Professional Exempt. Professional exempt staff are those exempt positions that do not include executive and managerial positions. (Formerly BL 300.20.30; Amended 4/94, UGS-91-072)

b. Managerial Exempt. Managerial exempt staff are those exempt positions with managerial responsibilities of people, budget and resources.

c. Executive Administrators. Executive administrators include the president, vice presidents, and those administrative heads who report directly to the president or vice presidents. These exempt employees assist the president in executive decision making for the institution. (New 4/94, UGS-91-072)
CHAPTER 2
APPOINTMENT, ASSIGNMENT, RESIGNATION AND TERMINATION

2-1. Position Fill Options

Exempt positions may be filled by any one of three processes. The first is by reassignment of an exempt employee; see section 2-3, Change of Administrative Assignment. The second is by conversion of a civil service position or faculty position. The third is by recruitment. The exempt recruitment procedures must be followed in the recruitment process when filling or changing a permanent exempt position. These sections are established to ensure 1) compliance with Eastern Washington University’s Equal Opportunity Policy and Affirmative Action Program and 2) the requested position is in agreement with budgetary controls. The procedures must be adhered to before an offer of employment may be made to any candidate. (New 7/92, UGS-91-011; Amended 8/92, UGS-92-029; Amended 4/94, UGS-91-072)

2-2. Appointment

The president, vice president or designee has the authority to appoint exempt employees. (Formerly BL 300.30.00; Amended 7/89; Formerly 550-020-040, Amended and Renumbered 4/94, UGS-91-072; Amended 5/03, UGS-03-002, Board of Trustees)

2-3. Reassignment

Change in a person’s exempt assignment, including general duties, title, reporting line and specific work assignments, may be made at any time by the responsible vice president or the president or designee, or by mutual agreement between two vice presidents or designee or between a vice president and the president or designee, as applicable, with written notification to the affected employee. Such changes may also require changes to the assigned salary and will be accompanied by a new job analysis if the position is covered under the exempt compensation plan. (Formerly BL 300.34.10; Amended 7/89; Amended 4/94, UGS-91-072; Amended 5/03, UGS-03-002, Board of Trustees)

2-4. Types of Appointment

a. Regular Appointment. A regular appointment is an exempt appointment which is at least 50% time or more of a full-time, 40-hour work week with full benefits. Such appointments are made following processes as described at paragraph 2-1. (Formerly BL 401.11.10, no text; Text added 4/94, UGS-91-072)

b. Interim. An interim appointment may be made to fill a position intended as a regular appointment until such time as the recruiting and selection process can be completed to fill the vacancy. Such appointments shall not normally exceed 12 months. (Formerly BL 300.31.10; Amended 7/89; Amended 4/94, UGS-91-072)

c. Acting. An acting appointment may be made to replace a person on leave of absence from an exempt position at the university. Such appointments shall not exceed the term of the leave of absence of the person being replaced. In the event of the termination of employment of the person on leave, the provisions of paragraph 2-1 shall be followed. (Formerly BL 300.31.20; Amended 7/89; Amended 4/94, UGS-91-072)

d. Temporary/Part Time. Temporary appointment may be made to positions made necessary by special work projects which are of a nonrecurring or intermittent nature. Such appointments shall not exceed 12 months. Part-time, exempt appointments are those which are scheduled for less than half time (20 hours per week). (Formerly BL 300.31.30 and BL 300.31.40; Amended 7/89; Amended 4/94, UGS-91-072)
2-5. Duration of Appointment

a. At-will Employees. Exempt appointments are at-will, except contracted employees or those who had at least five years of continuous exempt employment immediately prior to August 1, 1989, are considered to be at-will appointments. Such appointments may be terminated at any time by the appointing authority or designee, with or without cause, immediately with a severance package equal to one month's salary. Tenure shall not inhere in any particular exempt assignment or appointment, but a person who has attained faculty tenure will retain it, regardless of subsequent assignments to exempt duties. A person who has held permanent status in civil service shall have reversion rights as accorded by RCW 41.06.070(3). Full-time exempt staff with academic rank are eligible for faculty tenure upon recommendation of the faculty from the applicable disciplines, the provost, the president and approval by the board of trustees. Departmental approval shall be obtained prior to the assignment to full-time teaching of persons who do not hold tenure in an academic appointment. (Formerly BL 300.34.00; Amended 7/89; Amended 2/93, UGS-93-005, Board of Trustees; Amended 4/94, UGS-91-072; Amended 5/03, UGS-03-002, Board of Trustees)

b. Continuing Contract Employees. Exempt staff with five years of continuous service immediately prior to August 1, 1989, maintain the rights provided under former bylaw 300.34.20 and are otherwise subject to the bylaws in effect as of August 1, 1989. Continuing contract appointments may be terminated by the university upon written notice to the affected employee. The written notice of dismissal must be given prior to May of the current contract year and shall list the reasons for this action which may include, but are not limited to, the following:

(1) ineffective service
(2) insubordination
(3) mental or physical incapacity
(4) discontinuation or change of the program in which the administrative position inheres
(5) conviction for violation of state or federal law or
(6) violation of the university's published rules, regulations or policies.

Termination under this section may result in immediate termination with no university obligation for payment of any remaining contract time that may exist. (Formerly BL 300.34.20; Amended 7/89; Amended 4/94, UGS-91-072) (Formerly BL 300.34.27; Amended 7/89; Amended 2/93, UGS-93-005, Board of Trustees; Amended 4/94, UGS-91-072)

c. Contracted Employees. President, vice presidents and academic deans are contracted positions. The president may recommend other positions for contracted appointments. (New 5/03; UGS 03-002, Board of Trustees)

d. Reversion Rights. Exempt employees that have held permanent classified status or have faculty tenure have reversion rights back to their previous appointment as per RCW 41.06.070(3) and the faculty collective bargaining agreement and defined in the employee's offer or contract. This will be specified at the time of the administrative appointment and at the time of termination from the administrative appointment. For exempt employees reverting to faculty status, their salary and compensation shall be determined by the university president.
2-6. Compliance with University Policies and Procedures and state and federal laws

Exempt employees are responsible for compliance with all University Policies and Procedures and state and federal laws. Appropriate action including termination, may be taken if an employee is found to be out of compliance.

2-7. Separation from Employment

a. Notice of Resignation or Retirement. Exempt employees contemplating resignation or retirement shall notify his or her immediate supervisor in writing of their intent at least 30 days prior to the termination date. (Formerly BL 300.34.25; Amended 7/89)

b. Disability Separation. An exempt employee who becomes permanently unable to perform the essential functions of the assigned position due to a disability may be separated from employment after the university has made a good faith effort to provide for reasonable accommodation in accordance with state and federal law and the university Reasonable Accommodation Policy.

c. Reduction in Force. In the event that the University determines a reduction in staff is necessary, the University will identify the specific position(s) affected, and will provide a one month’s salary severance to the employee(s) holding positions designated for reduction.

d. Termination. As per paragraph 2-5, an exempt at-will employee may be terminated at any time by the appointing authority or designee, with or without cause.
CHAPTER 3
SALARY AND BENEFITS

3-1. Managerial and Professional Exempt

a. Salary Plan. An Exempt salary plan adopted by the university provides guidelines in the setting of administrative salaries and in the determination of exempt salary increases. The basic concept of the plan provides for the establishment of salary ranges with the minimum and maximum dollar amounts. Each exempt employee shall be assigned a salary within the appropriate salary range. All exempt employees of the university are covered by this pay plan, excluding the president, vice presidents, provosts, deans, coaches, trainers, and those administrative heads reporting directly to the president or a vice president. (Formerly BL 300.33.10; Amended 7/89; Amended 4/94, UGS-91-072)

b. Salary Ranges. Salary ranges are established to provide for the compensation of managerial and professional exempt staff covered by the salary plan based on job value as determined through job evaluation procedures. A salary range has been established as a guide for setting salaries and to provide an opportunity for salary advancement in recognition of individual performance and professional growth. The salary range dollar value will be increased to coincide with across-the-board increases when approved by the legislature and when authorized by the Board of Trustees. (New 4/94, UGS-91-072)

c. Salary Administration. Salary Administration

1. Initial Appointment. An individual appointed to an exempt position is normally paid at the minimum amount of the assigned salary range. Factors which may be considered in establishing a higher, within range initial salary, include experience, education and special qualifications of the individual and shall be approved by the appropriate vice president before being offered to the candidate. The reason must be documented on the Recommendation for Hire form.

2. Reassignment. A reassignment to a position with a lower salary range shall require a salary adjustment if the salary falls outside of the new salary range. A reassignment which results in movement to a higher salary range shall receive a salary adjustment to be approved by the appropriate vice president.

3. Across-the-Board Increases. Based on authorization of the Board of Trustees, exempt employees may receive a dollar or percentage salary adjustment.

4. Merit Increases. Merit increases based on an exempt employee’s overall performance rating of consistently exceeds expectations may be granted annually with the approval of the appropriate vice president or president for his/her direct reports.

5. Promotion. When an exempt employee promotes to a different position with a higher salary range, the salary will be set commensurate with the employee’s experience and education within the assigned range.

6. Reevaluation of Existing Position. When an occupied position is reevaluated to a higher salary range, a salary increase will be authorized with the approval of the appropriate vice president. When the position is reevaluated to a lower salary range, the appropriate vice president will implement a salary adjustment unless the current salary falls within the new range.
(7) Equity Adjustment. A salary adjustment may be authorized when an employee is found inappropriately compensated in comparison with university exempt employees in the same salary range or the market based on similar longevity, experience and education.

(8) Recruitment and Retention. A salary adjustment may be authorized by the appropriate vice president when difficulty arises in recruiting and/or retaining a qualified administrative employee.

(9) Renewal of Contract. A salary adjustment may be authorized by the appropriate vice president at the time a contract is renewed. (New 4/94, UGS-91-072)

d. Hours of Work. It is expected that the work schedule of full-time exempt staff will consist of, as a minimum, an average of 40 hours per week which will serve as the basis for vacation and sick leave accruals. The nature of exempt positions may require that the employee exceed the typical 40-hour-per-week work schedule. Individual schedules shall be approved by the employee’s supervisor. (New 4/94, UGS-91-072)

e. Additional Compensation. When a full-time exempt employee performs additional work outside his/her normal duties, the "Compensation for Additional Duties" policy must be followed. (New 4/94, UGS-91-072)

f. Overtime. Exempt employees are not normally eligible for overtime compensation. Based on the Fair Labor Standards Act, certain exempt positions have been identified as overtime eligible by the office of human resources. The employee and supervisor shall be notified if the position is eligible. If overtime eligible, the following should be adhered to:

(1) Whenever possible supervisors and employees should anticipate workload and work commitments to avoid overtime situations. Therefore, if evening or weekend work is required, the employee's work schedule for that week should be adjusted for a total of 40 hours; e.g., if the employee is required to attend a meeting for four hours on Saturday, the employee's schedule should be adjusted to work on four and one half other days (36 hours) in that work week. Only when this is not possible to anticipate and if directed by the supervisor, all hours directed and worked over 40 hours should be compensated at compensatory time off at one and one-half time. The designated work week for administrative employees is Monday 12:01 a.m. to Sunday, midnight.

(2) The work schedule form should be completed by the employee to identify the work schedule for the next designated two-week period of time. Then, this schedule shall be reviewed and approved by the supervisor prior to working the schedule. The supervisor determines at that time whether overtime will be worked. This form should be kept on file in the department.

(3) If an employee chooses to work hours over 40 hours in a work week and the supervisor has not approved such overtime, the continuation of such practice could be considered insubordination and grounds for disciplinary action.

(4) Actual time worked shall be recorded on the Exempt Time Report form which will also reflect leave (including compensatory time) taken and overtime worked. (New 4/94, UGS-91-072)

3-2. Benefits

Persons on regular exempt appointment are entitled to participate in insurance and retirement plans as provided by the university subject to contract or statutory provisions. Temporary appointments of less than six months shall not qualify for membership in retirement, health or other insurance programs, except as specifically required by state statutes and regulations. (Formerly BL 300.33.50 and part of BL 300.31.30; Amended 4/94, UGS-91-072)
3-3. Workers Compensation

Exempt employees' benefits in the Washington State Industrial fund begin on the first day of employment. If an injury occurs on the job or suffers from an occupational illness, the employee is entitled to workers' compensation benefits. Each employee contributes for the medical aid portion of industrial insurance.

Each employee is required to immediately report an on-the-job injury to his/her supervisor and complete an Environmental Health and Safety Incident Report.
CHAPTER 4
LEAVE AND HOLIDAYS

4-1 Exempt Professional Leave

a. President, and Provost and Vice President for Academic Affairs. At any time after six years of full-time, exempt service to the university, the president, or provost and vice president for academic affairs may obtain a professional leave for the purpose of research and study related to professional goals. Granting of such leaves and the terms and conditions thereof shall be determined at the discretion of the board of trustees in the case of the president, and by the president in the case of the provost and vice president for academic affairs. Annual leave will not accrue during any such professional leave. (Formerly part of BL 310.10.25; Amended 9/79; 6/90; 12/91, UGS-91-073; Amended 4/94, UGS-91-072)

b. Full-time Exempt Staff. Full-time exempt staff may apply for professional leave after six years of full-time exempt service to the university, for purposes of research and study related to professional goals. Granting of such leaves will be subject to budget and program requirements, and adequate arrangements for replacement. Exempt staff on leave shall receive 90 percent of their monthly salary during the first three months of their leave and 75 percent of the monthly salary for additional months up to one year. Annual leave will not accrue during professional leave. (Formerly BL 300.43.00; Amended 6/88; Amended 4/94, UGS-91-072)

4-2. Vacation Leave

a. Transfer of Vacation from another State Agency. New exempt staff, transferring from another state agency, shall transfer with them no more than 30 days of their unused vacation leave, as provided at RCW 43.01.040. (New 9/96, UGS-96-010)

b. Accrual.

   (1) President and Vice Presidents. The president and vice presidents accrue 20 hours of paid vacation leave per month for a total of 30 days per year. (Formerly part of BL 310.10.25; Amended 9/79; 6/90; 12/91, UGS-91-073; Amended 4/94, UGS-91-072; Amended 4/02)

   (2) (b) All other exempt staff. Exempt staff who are employed in a full-time, regular appointment accrue 14.67 hours of vacation leave per month for each month of work. Exempt staff with less than full-time appointment but not less than 50% will accrue at a prorated rate. (Formerly part of BL 300.41.00; Amended 4/94, UGS-91-072)

   (3) (d) During Leave Without Pay. Vacation leave shall not accrue during leave without pay (LWOP) which exceeds 10 working days in any calendar month. (New 4/94, UGS-91-072)

c. Cash Payment. Per RCW 43.01, payment of salary, in lieu of accrued vacation time, may be made only as a part of termination of regular employment from the university and may not exceed 60 days. The amount to be considered in the retirement allowance will be determined by the applicable retirement plan. However, if the employee is terminated to accept other state employment where leave is accrued and there is not a substantial break in service, the leave cannot be cashed; it must be transferred as authorized by law. Persons with academic rank who leave an exempt appointment and continue as regular faculty members are not eligible for salary payments for administrative leave time beyond the period of their exempt appointment, and unused leave time will lapse. (Formerly part of BL 300.41.10; Amended 4/94, UGS-91-072; Cross-Reference RCW 43.01.041-042; Amended 9/96, UGS-96-010)
d. Time of Leave. Exempt staff are urged to plan vacation periods of substantial duration as part of their vacation leave each year. Arrangements for the use of vacation leave must be made in advance with the employee’s supervisor and shall take into account the adequate fulfillment of specified job responsibilities. (Formerly BL 300.41.20; Amended 4/94, UGS-91-072)

e. Accumulation and Excess Vacation. Accrued, unused leave time may continue to accumulate, but the total paid leave time in any fiscal year shall not exceed 60 working days as authorized by RCW 43.01.042. (Formerly part of BL 300.41.10; Amended 4/94, UGS-91-072)

4-3. Sick Leave

a. Exempt Employees hired by EWU prior to November 1, 1986. For such employees who elected by December 30, 1986, to retain the following sick leave plan, absence due to illness certified by a physician to be fully incapacitating will carry full salary continuation for a total of six months; however, for such employees who elected not to retain the plan, see subsection c. of this section. (Formerly BL 300.42.00; Amended 11/86; Amended 7/90; Amended 4/94, UGS-91-072)

b. Exempt Staff Employed on or after November 1, 1986 Sick Leave Accrual. Exempt staff employed on a full-time basis on or after November 1, 1986, shall accrue sick leave credit for each month of complete service. Paid sick leave may not be used in advance of accrual. Exempt staff employed on less than a full-time schedule, on or after November 1, 1986, shall accrue sick leave on a pro rata basis based on their percent of time. Sick leave credits shall not accrue during a leave of absence without pay which exceeds 10 working days in any calendar month. Exempt staff employed on or after November 1, 1986, shall be eligible for the Attendance Incentive Program established at RCW 41.04.340. Full-time exempt employees shall accrue sick leave credit as follows:

(1) Employees with less than two years of continuous exempt service in their current term shall accrue 10 hours of sick leave credit per complete month.

(2) Employees with two or more years of continuous exempt service in their current term shall accrue 12 hours of sick leave credit per complete month.

c. Use. Paid sick leave up to the amount accrued shall be allowed for exempt staff under the following conditions:

(1) Because of and during illness, disability or injury which has incapacitated the employee from performing required duties, including conditions associated with childbirth;

(2) by reason of attendance on duty would jeopardize the health of fellow employees or the public;

(3) to care for a minor/dependent child, or an older child who is incapable of self-care, if the child has a health condition that requires treatment or supervision. This includes any medical condition requiring treatment or medication that the child cannot self administer; any medical or mental health condition which would endanger the child's safety or recovery without the presence of a parent or guardian; or any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.;

(4) to care for employee's spouse, registered domestic partner, parent, or grandparent, or the parent of the employee's spouse or registered domestic partner, in the event of a serious health condition or an emergency condition. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves any period of
incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities). An “emergency condition” means a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one’s health demanding immediate action, and is typically very short term in nature;

(5) for the purpose of medical, dental or optical appointments, if arranged in advance with the employing official or designee; or,

(6) bereavement leave in addition to leave provided by section 4-5e, or in circumstances not covered by section 4-5e, if such use is approved in advance by the employee’s supervisor.

d. Record Keeping. All sick leave shall be recorded and approved by the immediate supervisor. (New 4/94, UGS-91-072)

4-4. Leave of Absence Without Pay

Leave of absence without pay for a period of no more than one year may be arranged, subject to adequate arrangements for replacements during the period of leave and approval by the supervisor and the board of trustees. (Formerly BL 300.44.00; Amended 4/94, UGS-91-072)

4-5. Other Leave

a. Shared Leave. As permitted by RCW 41.04.650 - 41.04.670 and by the university Shared Leave Policy, employees may donate accrued vacation leave, sick leave or personal holidays to other state employees and employees may use shared sick leave as provided by EWU Policy 403-02.

b. Family Medical Leave. Employees who have been employed by the University for at least one (1) year, and who worked at least one thousand two hundred fifty (1250) hours during the twelve (12) month period immediately preceding the commencement of leave, are permitted up to twelve (12) workweeks of Family Medical Leave during any twelve (12) month period for purposes specified by law. Family Medical Leave will be administered according to the University’s Family and Medical Leave policy.

c. Parental Leave. Employees may request parental leave as provided in EWU Family Medical Leave Policy 630-080. During any period of parental leave not covered by Family Medical Leave, an employee who uses less than eight (8) hours of paid leave during a month may continue his or her health insurance coverage by paying the full premium cost for that insurance. The University may deny a request for parental leave beyond any period of Family Medical Leave based on operational necessity. A response to the leave request will be provided to the employee within fourteen (14) calendar days.

d. Leave for Child Care Emergencies. Employees who must miss work due to unforeseen child care emergencies may charge their absence to any accrued paid leave or to unpaid leave; provided that accrued compensatory time must be used before any other paid or unpaid leave. Employees may use no more than three (3) days per calendar year of their accrued sick leave and vacation leave, and may take no more than three (3) days of unpaid leave per calendar year, for child care emergencies. Employees using leave due to child care emergencies are not required to obtain advance approval prior to using leave, but must notify their supervisors of their absence as soon as reasonably possible and no later than the start of their scheduled shift.
e. Bereavement Leave. Employees will be granted three (3) days of paid bereavement leave for the death of the employee’s spouse, registered domestic partner, child, parent, sibling, grandparent, or grandchild, or the death of a parent of the employee’s spouse or registered domestic partner. Bereavement leave will also be granted for the death of any other person residing in the employee’s home who shares reciprocal duties of care and financial support with the employee.

f. Jury and Witness Leave. Employees subpoenaed to appear for jury service or as a witness will receive pay at their regular rate of pay for work hours missed because of their required service. Employees must notify their supervisors upon receipt of a subpoena for jury or witness duty, keep their supervisors apprised of the schedule for their jury or witness duties, and report to work when the court schedule permits. Any compensation paid to an employee for jury or witness service, other than reimbursement for expenses, must be paid to the University.

4-6. Military Leave

a. Paid Leave. Employees shall be entitled to military leave with pay not to exceed twenty-one (21) working days during each year, beginning October 1st and ending the following September 30th, in order to report for active duty, when called, or to take part in active training duty in such manner and at such time as they may be ordered to active duty or active training duty in the Washington National Guard or the Army, Navy, Air Force, Coast Guard, or Marine Corps reserve of the United States or any organized reserve or armed forces of the United States. Such leave shall be in addition to any vacation and sick leave to which an employee is entitled and shall not result in any reduction of benefits, performance ratings, privileges or pay. During paid military leave, the employee shall receive his or her normal base pay.

b. Employees required to appear during working hours for a physical examination to determine physical fitness for military service shall receive full pay for the time required to complete the examination.

c. Unpaid Leave. In addition to paid military leave provided by this section, employees shall be granted a military leave of absence without pay for service in the armed forces of the United States or the State of Washington, to the extent required by applicable state (RCW 73.16) and federal law.

d. Leave Requests. Unless prohibited by military necessity, employees must provide the University with a copy of their orders at the time they request military leave. Requests for military leave shall be made as soon as reasonably practical after the employee learns of the need for such leave.

4-7. Military Family Leave

Pursuant to RCW 49.77, during a period of military conflict, an employee who is the spouse or registered domestic partner of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or has been deployed is entitled to a total of fifteen days of unpaid leave per deployment after the military spouse or registered domestic partner has been notified of an impending call or order to active duty and before deployment or when the military spouse or registered domestic partner is on leave from deployment. The employee must provide the University notice, within five business days of receiving official notice of an impending call or order to active duty or a leave from deployment, of the employee’s intention to take leave under this section.

4-8. Inclement Weather

If a work location remains fully operational but an employee is unable to report to work, must report to work late, or is unable to remain at work because of severe inclement weather, or conditions caused by severe inclement weather, the employee may use accrued compensatory time, personal holiday time or vacation leave, or take unpaid leave for the period of his or her absence.
4-9. Suspended Operations

The decision to suspend part or all of the University’s operations because of emergency or other circumstances jeopardizing public health, safety or property, and the consequences of that decision on affected employees, will be governed by the University’s Suspended Operations Policy.

4-10. Holidays

Exempt employees who hold appointments for twelve months per year are entitled to eleven paid holidays as designed by the university as per RCW 1.16.050. One of the paid holidays is a personal holiday and will be scheduled at the convenience of the employing department. Exempt employees employed for less than twelve months will be entitled to the holidays that fall during the employment period. To qualify for the holiday, the employee must be a paid status the working day prior to the holiday.
CHAPTER 5
EMPLOYEE DEVELOPMENT AND TRAINING

5-1. Training Program. The University recognizes the value of education in the personal development of employees, and the value of training in developing job skills and improving employee performance. Employee training opportunities shall be identified, evaluated and provided in accord with the University’s Employee Development and Training Policy.

5-2. Tuition Waiver Program. Employees are eligible to participate in the University’s tuition waiver program as provided in RCW 28B.15.558 and University EWU Tuition Waiver Policy 409-04.

5-3. Time Spent in Required or Approved Training. Time spent in training required or approved by the University shall be considered work time. (New 4/94, UGS-94-001)
6-1. Policy

The purpose of establishing the appraisal system for exempt staff at Eastern Washington University is to:

- Set goals for individual that supports the unit and the University Strategic Goals.
- Appraise past performance.
- Identify areas of improvement
- Establish communications between the administrative exempt employee being evaluated and his/her supervisor.
- Facilitate a reward system for meritorious performance.

The principles of this appraisal system involve:

- The appraisal form will consist of three parts to include Part I (Performance Goals), Part II (Administrative Skills) and Part III (Final Ratings).
- Goal setting and identification of application administrative skills and behavior indicators will be established no later than June of each year for the next evaluation year.
- The annual appraisal should be cumulative for the period being appraised, should be conducted before salary enhancements are determined, and should apply to the identified rating scale and criteria.
- Raises and professional development opportunities will be associated with the annual overall rating.
- Administrative Exempt employees who have not achieved the highest overall annual rating will not be considered for salary enhancement.
- Absent exceptional circumstances, raises will not be distributed to an administrative exempt supervisor until the annual appraisal process has been completed for all classified and administrative employees in the unit.

6-2. Procedure

Human Resource Services will remind supervisors of the annual appraisal process annually which will include a reference to the web-site to download the appraisal forms.

The administrative exempt annual performance appraisal program consists of the completion of the forms and the appraisal meeting each year. The appraisal form consists of three parts which are as follows:
Part I - Performance Goals

By June 30 of each year, complete the following:

- Supervisor and employee will agree on the goals and outcomes for the next evaluation period of July - June. The number of goals will vary depending on the position and can include professional development goals.
- For new employees, the goals and outcomes will be agreed to at the time of employment into the position.
- Record the goals and outcomes on the Part I Performance Goals form and obtain supervisor and employee signatures.
- Provide a copy to the employee for reference and periodic discussion throughout the next evaluation year.

Part II - Administrative Skills

By June 30 of each year, complete the following:

- Supervisor and employee will agree on the applicable administrative skills and behavior indicators relevant to the employee’s position for the next evaluation period of July-June. The administrative skills and behavior indicators could vary year to year depending on the focus of the next evaluation year.
- For new employees the identification of the applicable administrative skills and behavior indicators will be agreed to at the time of employment into the position.
- Provide a copy to the employee for reference and periodic discussion throughout the next evaluation year.
- Complete the individual administrative skills ratings for Part II for the evaluation year.

Part III - Ratings

At the conclusion of the evaluation no later than July 31 of each year:

- Supervisor will rate the employee on the three parts of the Ratings form.
- Identify the rating for the goals on the Performance Goals Section.
- Complete Part II Administrative Skills ratings for each skill and the average rating will be identified in the Administrative Skills section.
- The final Overall Rating will be determined based on an average of the Goals and Skills ratings taking into account the overall performance of the assigned duties and responsibilities of the employee.
- Provide a written rationale will be provided.
- Attach Part I and II to Part III.
- Conduct an appraisal meeting with the employee no later than the last working day in June.
6-3. Rating Criteria

Consistently Exceeds Expectation = 3

Performance consistently goes beyond meets expectations. Examples of behaviors consistently exhibited could include: self starter, self-motivated; exhibits initiative, commitment to university mission and vision; foresees unplanned situations and implements accordingly; exhibits a global vision; provides excellent service supported by consistent customer feedback; approaches problems positively; creates and implements new initiatives.

Meets Expectations=2

Performs the responsibilities of the assigned position and accomplishes goals in an effective and competent manner.

Needs Improvement=1

Does not effectively and competently perform the responsibilities of the assigned position.

6-4. Records

After employee comments have been provided and signatures have been obtained, the appraisal forms should be submitted to Human Resource Services no later than June 30 of the evaluation year for inclusion in the exempt employee's personnel file unless otherwise extended or changed.