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**Supervisor Job Description and Performance Expectations**

**Supervisor Definition:**

As per RCW 41.80.005(13): "Supervisor" means an employee who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, direct, reward or discipline employees, or to adjust employee grievances, or effectively to recommend such action, if the exercise of the authority is not of a merely routine nature but requires the consistent exercise of individual judgment. However, no employee who is a member of the Washington Management Service may be included in a collective bargaining unit established under this section.

**Supervisor Job Description:**

**Duties:** As a representative of management, support the University mission, vision, strategic plan, and goals and management decisions; establish unit/program/department mission and goals.

Interpret and ensure self and subordinate employees are in compliance with university and department policies, union agreements, and laws;

Provide leadership and manage the unit/program/department; make decisions; solve problems; develop unit procedures; develop records/files; conduct meetings; represent unit/department/program at internal and/or external meetings;

Manage the employee hiring process; develop or update job descriptions; develop performance expectations, identify essential functions and knowledge, skills and abilities required; respond to questions pertaining to the need for background checks; assign work shift; complete position requisition forms; form selection committees, if applicable and ensure compliance with university processes for interview and selection of employees;

Manage employee and team performance; provide new employee orientation; train or provide adequate training for employees; coach, counsel and motivate employees; evaluate employees; investigate complaints or performance concerns; implement disciplinary action as needed and in consultation with appointing authority and Human Resources

Manage and ensure effective employee/labor relations; create an ethical, non-discriminatory and safe work environment; establish effective communication lines/methods; identify and solve employee problems; manage conflict; respond to grievances;

Accept resignations; initiate terminations; process layoff actions;

Approve leave and overtime; complete or review and sign time sheets;

If applicable, establish and manage a budget; approve expenditures; initiate and sign appropriate paperwork.
Supervisor Performance Expectations:

Supervisors must perform the duties as outlined in the supervisor job description in addition to their regular work assignments, which comply with the union agreements, university policies, and laws to create a cooperative, safe, respectful, and quality work environment.

- Eastern Washington University Topic 901-01 – Ethical Standards
- Eastern Washington University Topic 901-02 – Appropriate Use of University Resources
- RCW 42.40 - State Employee Whistleblower Protection
- RCW 42.52 - Ethics in Public Service
- WAC 292-110 - Executive Ethics Board Agency Substantive Rules
- WAC 172-122 - Eastern Washington University General Conduct Code

University Structure

- University Organization Charts
- WAC 172-04 - Eastern Washington University Board of Trustees
- WAC 172-06 - Eastern Washington University Organization and Operation
- Eastern Washington University Topic 570-020 – Authority

University Mission & Strategic Plan

- Eastern Washington University Mission Statement
- Eastern Washington University Strategic Planning
Employment Laws Overview

- **Employment At-Will**
  - An employment relationship in which either party can break the relationship with no liability, provided there was no express contract for a definite term governing the employment relationship and that the employee does not belong to a collective bargaining group

- **Title VII, Civil Rights Act of 1964**
  - Prohibits discrimination on the basis of race, sex, national original, religion and color;
  - Sex discrimination also means prohibition against sex harassment and pregnancy discrimination

- **Age Discrimination in Employment Act**
  - Prohibits discrimination against employees of the age 40 and above

- **Americans with Disabilities Act**
  - Prohibits discrimination against those individuals with disabilities of a physical or mental nature that substantially limits a major life activity

- **Equal Pay Act**
  - Employees doing the same or similar work must be paid the same, regardless of their sex

- **Executive Order 11246 and the Vocational Rehabilitation Act**
  - Requires employers to improve the hiring and promotion of employees who are minorities and women and to reach to those with disabilities to improve utilization

- **Fair Labor Standards Act**
  - Establishes standards with respect to wages and hours of employees
  - Employers are required to pay the federal minimum wage
  - Requires that employers be paid one and one-half times their regular wage in overtime situations

- **Occupational Safety and Health Act**
  - Enacted to ensure so far as possible every worker a safe and healthful working environment

- **National Labor Relations Act**
  - Regulates the relationship between employers and unions
  - Gives employees the right to organize and bargain collectively and right to strike

- **Worker’s Compensation Laws**
  - Virtually every employer is covered and is required to self insure, buy insurance or contribute to a fund

- **Family and Medical Leave Act**
  - Employees are entitled to 12 weeks off without pay in a year for specific reason

- **Consolidated Omnibus Budget Reconsideration Act (COBRA)**
  - Requires employers to offer continued coverage under group health plans at group rates to certain employees and their dependents whose coverage would otherwise have terminated

- **Employee Retirement Income Security Act**
  - Regulates disclosure and notification to employees and the federal government, fiduciary responsibilities and restrictions in dealing with parties of interest
• **Immigration Reform and Control Act**
  o Prohibits employers from knowingly hiring, recruiting, referring for employment or employing an unauthorized alien

• **Genetic Information Nondiscrimination Act of 2008 (GINA)**
  o Prohibits use of genetic information in employment decision-making, restricts employers from acquiring genetic information, and requires that genetic information be maintained as a confidential medical record

• **Washington Family Care Act**
  o Allows workers with available paid or sick leave or other paid time off to care for a sick child with a routine illness; a spouse, registered domestic partner, parent, parent-in-law, or grandparent with a serious or emergency health condition; and an adult child with a disability.
Supervisor Orientation Training Program Overview

The Supervisor Orientation Training Program consists of the following modules:

- **Classified Contract Training**: This module will provide supervisors with the University's interpretation of the Classified Staff Bargaining Agreement. The training is available on Canvas (learning management system). Contact Jennifer Miller at x6790 to request enrollment.

- **Corrective Action and the Contract**: This class will provide an overview of the contractual provisions that need to be included when contemplating corrective action, as well as some background on Weingarten and Loudermill rights.

- **Leave and Time Sheet Processing**: This module will be an overview of the leave available to employees and will also cover the timesheet process and the supervisor's responsibility for compliance.

- **Non-Student Employment**: This module will review the non-student employment process and include the supervisor's responsibility for tracking hours of work.

- **Occupational Safety and Health Guidelines for Supervisors**: The course will review occupational safety and health regulations, explain supervisor responsibility for subordinate safety & health, review safety and health issues in the bargaining unit agreement, and provide resources to supervisors.

- **Performance Management Training**: This module will review the performance evaluation process. Supervisors will develop a set of performance expectations. This program will also address dealing with employee issues.

- **Supervisor Orientation**: This module is designed for new supervisors or those who have not attended any of the supervisor training programs. It is a general overview of the training program and responsibilities as a supervisor. New supervisors will be provided with this information at the time of their new employee orientation.

- **Supervisor Investigation Training**: The goals of this training is to increase supervisors' knowledge and understanding of the investigative process, investigation tools, and university guidelines, and to develop supervisors' investigative skills.

To enroll in a training session, go to the On Campus Professional Development Opportunities web page, or contact Jennifer Miller at jmiller6@ewu.edu or 359-6790.
Specific Topic Areas

Accommodation/Disability

ADA Compliance Officer: Gayla Thomas, Director of Equal Opportunity & Affirmative Action, 359-6874

Applicable University Policies:

- EWU 402-03: Accommodating Persons with Disabilities

University Resources:

- Reasonable Accommodation at Eastern Washington University

Affirmative Action/Equal Opportunity

Director of Equal Opportunity and Affirmative Action: Gayla Thomas, 359-6874

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 15: Nondiscrimination and Affirmative Action

Applicable University Policies:

- EWU 402-01: Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Relationship Violence, Stalking and Retaliation

University Resources:

- Equal Opportunity/Affirmative Action at Eastern Washington University
- BOT Diversity Initiative

Appointments

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 3 – Appointments
Article 4 – Qualifications for Faculty Appointments
Article 8 – Compensation and Benefits
Article 14 – Reduction in Force
University Resources

- Essential Function Analysis
- Sample Faculty Job Description and Essential Functions

Benefits

Administrator of Benefits: Janis Bliss, 359-2488

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

- Article 8 - Compensation and Benefits
  - Subarticle 8.13 – Insurance Benefits
  - Subarticle 8.14 – Retirement Contributions

- Article 11 - Leaves

Applicable State Laws:

- Title 415 WAC: Department of Retirement System - Rules
- Chapter 41.05 RCW - State Health Care Authority

University Resources:

- EWU Benefits and Retirement
- Comprehensive Benefits Package

External Resources

- Public Employees Benefits Board - Forms
- Voluntary Employee Beneficiary Association (VEBA)

Budget Management

University Resources:

- Frequently Asked Questions
- Banner Training Scheduler
• Budget Services web page

Coaching and Counseling

University Resources

• Effective Coaching and Counseling
• Coaching Analysis Model #1
• Coaching Analysis Model #2

Collective Bargaining

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Washington State Law

• RCW 41.56 – Public Employees’ Collective Bargaining
• RCW 41.80 – State Collective Bargaining

University Resources

• Labor Relations – Contracts

Communication

University Resources

• Media Inquiries
• Communication Self-Assessment Exercise

Compensation

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 7 – Professional Rights and Responsibilities
• Article 7: Subarticle 7.7.8 – Summer Session

Article 8 – Compensation and Benefits
• Subarticle 8.1 – Market-Based Salary Adjustments
• Subarticle 8.2 – General Salary Adjustments
• Subarticle 8.3 – Salary Placement for Newly Hired Faculty
• Subarticle 8.4 – Quarterly Faculty
• Subarticle 8.5 – Salary Upon Promotion
• Subarticle 8.6 – Retention Increases
• Subarticle 8.7 – Overload
• Subarticle 8.8 – Chair Compensation in the Colleges
• Subarticle 8.9 – Chair Compensation in the Library

Article 9 – Communication Disorders Program Semester Faculty
• Subarticle 9.4 – Wage Increases
• Subarticle 9.5 – Minimum Rate of Compensation Per Credit
• Subarticle 9.7 – Overload Teaching
• Subarticle 9.8 – Salary Distribution

Applicable University Policy:
• EWU 401-02 – Compensation Policy for Additional or Outside Employment

Conflict Management

University Resources
• Conflict Management and Resolution Handout

Contract Interpretation

University Resources
• Department Chairs’ UFE Contract Interpretation Reference Manual

Discipline/Corrective Action

EWU/UFE Collective Bargaining Agreement, 9/1/13 – 8/31/16
**Article 13 - Discipline**

University Resources

- Grievance Flow Chart
- Letter of Counseling Template
- Written Reprimand Template
- Faculty Pre-Disciplinary Letter Example
- Faculty Discipline Letter Example

**Discrimination/Sexual Harassment**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

- Article 15 - Nondiscrimination and Affirmative Action
- Appendix D - Statement of Professional Ethics as Adopted by the AAUP June 1987

Applicable University Policies:

- EWU 402-01: Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Relationship Violence, Stalking and Retaliation

Applicable State Law:

- RCW 49.60: Discrimination - Human Rights Commission

Eastern Washington University Resources:

- Sexual Harassment Quick Reference Guide
- Sexual Harassment Brochure
- Discrimination and Sexual Harassment Complaint Form
- Equal Opportunity/Affirmative Action at EWU

**Employee Rights and Responsibilities**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)
Article 3 – Appointments

Article 5 – Tenure and Promotion
• Subarticle 5.5 – Reconsideration

Article 7 - Professional Rights and Responsibilities
• Subarticle 7.1 – Academic Freedom and Tenure
• Subarticle 7.2 – Ethics
• Subarticle 7.3 – Collegiality
• Subarticle 7.7 - Workload

• Article 16 - Intellectual Property Rights

• Appendix B - Intellectual Property Policy

Applicable University Policies:

• EWU 402-01: Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Relationship Violence, Stalking and Retaliation

Ethics and Conduct

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 5 – Tenure and Promotion
• Subarticle 5.4 – Promotion

Article 7 – Professional Rights and Responsibilities
• Subarticle 7.2 – Ethics

Appendix D – Statement of Professional Ethics as adopted by the AAUP June 1987

Applicable University Policy:

• EWU Policy 901-01 – Ethical Standards
• EWU Policy 901-02 – Appropriate Use of University Resources

Applicable State Laws:

• RCW 42.40 – State Employee Whistleblower Protection
• RCW 42.52 – Ethics in Public Service
• WAC 292-110 – Executive Ethics Board Agency Substantive Rules
Faculty Activity Plans

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 7 – Professional Rights and Responsibilities
• Subarticle 7.3 – Faculty Activity Plans

University Resources
• Calendar of Deadlines

Grievances

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 12: Grievance Procedure

University Resources
• Grievance Flow Chart

Injury on the Job/Workers’ Compensation

Contact: Jennifer Miller, Human Resources, Rights and Risk – 359-6790

Applicable University Policies:
• EWU 401-07 Workers’ Compensation and Return to Work

University Resources:
• EWU On the Job Injury Procedure
• EWU Incident Form
• Filing Idaho Workers’ Compensation Claims
Investigation

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 17 – UFE-University Relationship
- Subarticle 17.2 – University Rights
- Appendix A – Just Cause Guidelines

Applicable University Policies
- EWU Guideline 401-01 – Investigations

University Resources:
- University Guidelines for Investigations
- Faculty Notice of Investigation
- Authority for Conducting a Fact-Finding Investigation Template
- Investigative Plan Checklist
- Sample Interview Introduction Template
- Interviewing Techniques
- Investigation Report for Complaints Template
- Investigation Report for Observed Behavior or Incident Template

Labor Relations

University Resources
- Labor Relations - Overview
- Labor Relations – Other Information

Outside Resources
- United Faculty of Eastern (UFE)
- State Labor Relations Office
- Washington State Public Employee Relations Commission
Leadership

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 10 – Department and Library Chairs

University Resources

- Leadership Handout

Leave/Holidays

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

- Article 9 – Communication Disorders Program Semester Faculty
  - Subarticle 9.6 – Leaves

Article 11 - Leaves

Applicable State Laws:

- RCW 1.16.050 – Legal Holidays and Legislatively Recognized Days

Applicable University Policies

- EWU Policy 403-02 Shared Leave
- UGS 630-080 Family and Medical Leave

University Resources

- Holiday Schedule
- Shared Leave Application Form
- Shared Leave Donation Form
- Faculty Forms
  - Faculty Sick Leave Form
  - Faculty Short Term Disability/FMLA

External Resources

- FMLA Poster - Employee Rights and Responsibilities Under the Family and Medical Leave Act
• FMLA Forms
  • Certification of Health Care Provider for Employee's Serious Health Condition
  • Certification of Health Care Provider for Family Member's Serious Health Condition
  • Certification of Qualifying Exigency for Military Family Leave
  • Certification for Serious Injury or Illness of a Current Servicemember
  • Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave
  • Designation Notice

**Management Rights**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

  Article 17 - UFE/University Relationship
  • Subarticle 17.2 – University Rights

  Article 18 – Union-Management Committee

**Mediation**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

  Article 12 – Grievance Procedure
  • Subarticle 12.5 – Cooperation Between the Parties
  • Subarticle 12.6 – Informal Resolution

  Article 13 – Discipline
  • Subarticle 13.3 – Disciplinary Procedures: 13.3.1

Applicable University Policies

  • EWU Policy 901-04 Bullying Prevention and Response
  • EWU 402-01: Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Relationship Violence, Stalking and Retaliation

University Resources
• Mediation Handout (Includes Mediation and Mediator information, Benefits of Mediation, Sample Opening Statement, Mediation Agreement, Eight Stage Mediation Model)

**Overload**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

**Article 7 – Professional Rights and Responsibilities**
• Subarticle 7.7.7 – Overload and Additional Assignment

**Article 8 – Compensation and Benefits**
• Subarticle 8.7 – Overload

**Article 9 – Communication Disorder Program Semester Faculty**
• Subarticle 9.7 – Overload Teaching

**Performance Evaluations**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

**Article 5 – Tenure and Promotion**

**Article 7 - Professional Rights and Responsibilities**
• Subarticle 7.4 – Faculty Activity Plans
• Subarticle 7.6. – Evaluation Process for Lecturers/Library Associates and Faculty in Residence
• Subarticle 7.7 – Workload

**Article 10 - Department and Library Chairs**
• Subarticle 10.5 – Evaluation of Chair’s Performance

University Resources

• Faculty Calendar of Personnel Deadlines
• Faculty Performance Review - Tenured Faculty Not Seeking Promotion
• Sample Evaluation Acknowledgment

External Resources:

• Washington State Employee Assistance Program - Work Performance Calendar

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**Personnel Files**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

*Article 6 – Faculty Personnel Files*

**Probationary Period**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

*Article 3 – Appointments*
- Subarticle 3.2 – Faculty Status
- Subarticle 3.3 – Authority for Appointment and Reappointment
- Subarticle 3.6 – New Faculty Appointments
- Subarticle 3.7 – Appointment with Tenure
- Subarticle 3.8 – Joint Appointments
- Subarticle 3.9 – Probationary Appointments

*Article 4 - Qualifications for Faculty Appointments*
- Subarticle 4.1 – Assistant Professor: 4.1.2

*Article 5 – Tenure and Promotion*

*Article 7 - Professional Rights and Responsibilities*
- Subarticle 7.3 – Faculty Activity Plans
- Subarticle 7.4 – Evaluation Process for Lecturers/Library Associates and Faculty in Residence
- Subarticle 7.5 – Workload

*Article 9 – Communication Disorders Program Semester Faculty*
- Subarticle 9.9 – Probationary Faculty

*Appendix C – Statement of Academic Freedom and Tenure, 1940 Statement of Principles*

**Problem Solving and Decision Making**

- Basic Guidelines to Problem Solving and Decision Making
Promotion/Tenure

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 4 - Qualifications for Faculty Appointments
• Subarticle 4.1 – Assistant Professor
• Subarticle 4.1.2(b) – Early Consideration for Tenure
• Subarticle 4.2 – Associate Professor
• Subarticle 4.3 – Full Professor
• Subarticle 4.5 – Qualifications for Rank of Librarian

Article 5 – Tenure and Promotion
• Subarticle 5.4 – Promotion
• Subarticle 5.4.4 – Tenure/Promotion Review and Recommendations

Article 8 - Compensation and Benefits
• Subarticle 8.4 – Salary Upon Promotion

University Resources
• Faculty Calendar of Personnel Deadlines

Public Records

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 6 – Faculty Personnel Files
• Subarticle 6.2 – Confidentiality

University Resources
• Public Records
• Public Records Request Form

Records Retention

Applicable State Laws:
• WAC Chapter 44-14-03005 – Retention of Records
University Resources:

- EWU Office of Records Management
- Basic Records Management
- Washington State General Records Retention Schedule

**Recruitment**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

**Article 3 – Appointments**

- Subarticle 3.4 – Faculty Recruitment

University Resources

- Search Committee Manual
- Advertising Template
- Candidate Assessment Template
- Candidate Screening Record Template
- Criteria for Allocating Permanent Faculty Positions
- PeopleAdmin User Guide for Search Committees
- Position Request – Faculty Profile Form
- Recruitment Process Flow Diagram
- Essential Function Analysis
- Sample Attachments to Essential Function Analysis

**Resignation/Termination/Layoff**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

**Article 4 – Qualifications for Faculty Appointments**

- Subarticle 4.1 – Assistant Professor: 4.1.2
- Subarticle 4.2 – Associate Professor
- Subarticle 4.3 – Full Professor
- Subarticle 4.6 – Qualifications and Appointment Term for Special Faculty Titles: 4.6.2

**Article 5 – Tenure and Promotion**

**Article 13 – Discipline**
• **Subarticle 13.2 – Disciplinary Procedures**

**Article 14 – Reduction in Force**

**Appendix C – Statement of Academic Freedom and Tenure, 1940 Statement of Principles**

**University Resources**

• **Exit Information/Survey**

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**Safety**

**Director of Environmental Health and Safety: Chad Johnson, 359-6455**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

**Article 7 - Professional Rights and Responsibilities**

**Applicable State Laws**

• **WAC 296-24 – General Safety & Health Standards**
• **WAC 296-62 – General Occupational Health Standards**

**University Resources:**

[Environmental Health and Safety Webpage](#)

• **New Employee Guide/Safety Procedures**
• **Frequently Asked Questions**
• **Incident Report Form**

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**Team Management and Development**

• **Team Development and Management Handout**

**University Resources**

• **EWU Challenge Course – Team Development and Strengthening**
**Temporary (Quarterly) Employment**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

**Article 3 – Appointments**
- Subarticle 3.2 – Faculty Status: 3.2.4

**Article 4 – Qualifications for Faculty Appointments**
- Subarticle 4.7 – Quarterly Faculty

**Article 7 – Professional Rights and Responsibilities**
- Subarticle 7.1 – Academic Freedom and Tenure
- Subarticle 7.2 – Ethics
- Subarticle 7.7 – Workload: 7.7.2(c)

**Article 8 – Compensation and Benefits**
- Subarticle 8.4 – Quarterly Faculty
- Subarticle 8.10 – Pay Periods
- Subarticle 8.11 – Temporary Assignments

**Article 9 – Communication Disorders Program Semester Faculty**
- Subarticle 9.5 – Minimum Rate of Compensation Per Credit
- Subarticle 9.8 – Salary Distribution

**Article 11 – Leaves**
- Subarticle 11.1 – Sick Leave: 11.1.2
- Subarticle 11.1 – Sick Leave: 11.1.4
- Subarticle 11.2 – Medical Verification

**Time Sheets (Librarians)**

Time sheets are submitted electronically through Banner Self-Service. Time sheets listed below are for cancel and supersede use only:

- Exempt/Librarian Time sheet (1st through 15th)
- Exempt/Librarian Time sheet (16th through end of month)
University Resources

- Banner Human Resources 303 - Web Time Approval User’s Guide
- Web Time Entry Proxy Set Up Request Form (pdf version)
- Web Time Entry Proxy Set Up Request Form (MS Word version)
- Request for Leave or Overtime

**Training/Development**

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

- Article 2 - Academic Organization
- Article 7 - Professional Rights and Responsibilities
  - Subarticle 7.4 – Faculty Activity Plans
  - Subarticle 7.5 – Evaluation Process for Lecturers/Library Associates and Faculty in Residence
  - Subarticle 7.7 – Workload
- Article 8 - Compensation and Benefits
  - Subarticle 8.8 – Chair Compensation in the Colleges: Subarticle 8.8.1
  - Subarticle 8.11 – Temporary Assignment
  - Subarticle 8.12 – Support for Research, Development and Institutional Enhancement
- Article 11 - Leaves

Applicable State Laws:

- RCW 43.06.410 – State Internship Program – Governor’s Duties

Applicable University Policies:

- UGS 650-020 - Employee Development and Training
- UGS 610-060 – Employee Course Enrollment
- EWU Policy 409-040 – EWU Employee Tuition Waivers

University Resources

- Computer Training Request Form
Union/Management Communication Committee

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 18 - Union-Management Committee

Union Membership

- Faculty Union

EWU/UFE Collective Bargaining Agreement (9/1/13 – 8/31/16)

Article 1 – Recognition

Article 17 - UFE-University Relationship
- Subarticle 17.1 – UFE Rights
- Subarticle 17.3 – Meet and Discuss
- Subarticle 17.4 – Notification of Investigations

Article 18 - Union-Management Committee

Article 19 - Terms of Agreement

Whistleblower Act

- Washington State Auditor’s website
- Washington State Auditor’s Whistleblower Program Flyer
- Frequently Asked Questions about the Whistleblower Program

Workload

- Article 7 – Professional Rights and Responsibilities
- Subarticle 7.7 – Workload
University Resources

- Faculty Workload Form

*Workplace Violence*

Applicable University Policies

- EWU Policy 603-03 – Violence, Prevention, Control and Response

University Resources

- University Police – Workplace Violence Policy Training
- Workplace Violence Instructional PowerPoint
- Shots Fired on Campus - Video