Supervisor Reference Manual by Subject Matter

Human Resources, Rights and Risk
Contents

Supervisor Job Description and Performance Expectations .......................................................... 5
  Supervisor Definition: ............................................................................................................. 5
  Supervisor Performance Expectations: .................................................................................... 6
University Structure .................................................................................................................. 6
University Mission & Strategic Plan .......................................................................................... 6
Employment Laws Overview .................................................................................................... 7
Supervisor Training Program Overview .................................................................................... 9
Bargaining Units ....................................................................................................................... 10
  Bargaining Unit #1 .............................................................................................................. 10
  Bargaining Unit #2 .............................................................................................................. 10
Specific Topic Areas ............................................................................................................... 11
  Accommodation/Disability ................................................................................................. 11
  Affirmative Action/Equal Opportunity ................................................................................ 11
  Allocation/Reallocation ....................................................................................................... 12
  Benefits ............................................................................................................................... 13
  Budget Management .......................................................................................................... 13
  Coaching and Counseling ................................................................................................. 14
  Communication .................................................................................................................. 14
  Conflict Management ....................................................................................................... 14
  Contract Interpretation ...................................................................................................... 14
  Cyclic Year Appointments ................................................................................................. 14
  Discipline/Corrective Action ............................................................................................. 15
  Discrimination/Sexual Harassment ................................................................................... 15
Trial Service Period ........................................................................................................................................... 29

Union/Management Communication Committee............................................................................................. 30

Union Membership .............................................................................................................................................. 30

Whistleblower Act .............................................................................................................................................. 31
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; 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 590-040 – Employment Conditions](#)
- [EWU Policy 901-01 – Ethical Standards](#)
- [EWU Policy 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 - Personnel Actions](#)

---

**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 Acts**
  - 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 dependants 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 Training Program Overview

The Supervisor Training Program consists of the following modules:

- **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.

- **Contract Training**: This module will provide supervisors with the University's interpretation of the Classified Staff Bargaining Agreement and Faculty Collective Bargaining Agreement.

- **Employment Process**: This module will cover the entire recruitment process for faculty, classified and exempt positions and review the position requisition process. Supervisors will develop a job description with performance expectations and an essential function analysis.

- **Leave and Timesheet 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.

- **Performance Management and Employee Issues**: 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.

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

- **Discrimination and Sexual Harassment**: This module will cover the aspects of discrimination in employment and sexual harassment.

- **Workplace Violence**: This module will cover the supervisor's responsibility for ensuring a non-hostile work environment.

- **Safety Management**: This module will cover worker safety and the supervisor's role in ensuring a safe work environment.

- **Risk Management**: This module will cover risk management.

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.
Bargaining Units

**Bargaining Unit #1**
- [ ] Article 3 - Scope of Agreement
- [ ] Article 44 - Savings Clause
- [ ] Article 45 - Term of Agreement

**Bargaining Unit #2**
- [ ] Article 3 - Scope of Agreement
- [ ] Article 44 - Savings Clause
- [ ] Article 45 - Term of Agreement
- [ ] Supervisor Training Reference related to Contract Articles
- [ ] Bargaining Unit#1&2 - Steward List
Specific Topic Areas

Accommodation/Disability

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

Applicable Bargaining Unit #1 Articles:

- Article 10 - Reasonable Accommodation/Disability Separation
- Article 31 - Sick Leave
- Article 32 - Shared Leave
- Article 33 - Additional Reasons for Leave
- Article 34 - Leave of Absence

Applicable Bargaining Unit #2 Articles:

- Article 10 - Reasonable Accommodation/Disability Separation
- Article 31 - Sick Leave
- Article 32 - Shared Leave
- Article 33 - Additional Reasons for Leave
- Article 34 - Leave of Absence

Applicable State Laws:

- WAC Chapter 357-26 - Reasonable Accommodation

Applicable University Policies:

- 600 - 080 - Reasonable Accommodation Policy

Reference Materials:

- Reasonable Accommodation at Eastern Washington University

Supervisor Handout:

- Reasonable Accommodation Procedure

Affirmative Action/Equal Opportunity

Director of Equal Opportunity and Affirmative Action: Gayla Wright, 359-6874
Applicable Bargaining Unit #1 Articles:

- Article 9 - Nondiscrimination and Affirmative Action
- Article 10 - Reasonable Accommodation and Disability Separation

Applicable Bargaining Unit #2 Articles:

- Article 9 - Nondiscrimination and Affirmative Action
- Article 10 - Reasonable Accommodation and Disability Separation

Applicable State Laws:

- WAC Chapter 357-25 – Affirmative Action

Applicable University Policies:

- EWU 402-01: Human Rights

Reference Materials:

- Equal Opportunity/Affirmative Action at Eastern Washington University

**Allocation/Reallocation**

Applicable Bargaining Unit #1 Articles:

- Article 18 - Classification
- Article 19 - Compensation

Applicable Bargaining Unit #2 Articles:

- Article 19 - Classification
- Article 20 - Compensation

Applicable State Laws:

- WAC Chapter 357-13 – Classification

Reference Materials:

- Compensation Plans
  - Civil Service Classification Listing
  - Exempt Salary Range Listing
• **Job Description Template**
• **Essential Function Analysis**
• **Classification Questionnaire Form**
• **Management Reclassification Request Process**
  o **Management Reclassification Request Form**

**Benefits**

**Administrator of Benefits: Janis Bliss, 359-2488**

Applicable Bargaining Unit #1 Articles:

• **Article 21 - Health Insurance**
• **Article 22 - VEBA**

Applicable Bargaining Unit #2 Articles:

• **Article 21 - Health Insurance**
• **Article 22 - VEBA**

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
- Budget Forms
- Banner Training Scheduler
- Banner Information (Running Reports)

**Coaching and Counseling**

University Resources:

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

**Communication**

- Media Inquiries
- Communication Self-Assessment Exercise

**Conflict Management**

- Conflict Management and Resolution Handout

**Contract Interpretation**

- Supervisors' Training Reference - Classified

**Cyclic Year Appointments**

Applicable Bargaining Unit #1 Articles:

- Article 17 – Positions
- **Article 20 – Hours of Work and Overtime**

Applicable Bargaining Unit #2 Articles:

- **Article 17 – Positions**  
- **Article 20 - Hours of Work and Overtime**

Applicable State Laws:

- [WAC Chapter 357-19-295 – What Are Cyclic Year Positions?](#)  
- [WAC Chapter 357-19-297 – What Are the Notification Requirements for Appointment an Employee to a Cyclic Year Position?](#)

### Discipline/Corrective Action

Applicable Bargaining Unit #1 Articles:

- **Article 37 - Discipline**

Applicable Bargaining Unit #2 Articles:

- **Article 37 - Discipline**

Applicable State Laws:

- [WAC Chapter 357-40 – Discipline](#)

University Resources:

- [Grievance Flow Chart](#)  
- [Letter of Counseling Template](#)  
- [Written Reprimand Template](#)

### Discrimination/Sexual Harassment

Applicable Bargaining Unit #1 Articles:

- **Article 6 - Employee Rights**  
- **Article 9 - Nondiscrimination and Affirmative Action**

Applicable Bargaining Unit #2 Articles:
Applicable University Policies:

- **EWU 402-01: Human Rights**

Applicable State Law:

- **RCW 49.60: Discrimination - Human Rights Commission**

Eastern Washington University Resources:

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

**Employee Rights**

Applicable Bargaining Unit #1 Articles:

- **Article 6 - Employee Rights**
- **Article 7 - Polygraph Testing**
- **Article 23 - Travel**
- **Article 26 - Commute Trip Reduction**
- **Article 27 - Child Care**
- **Article 39 - Seniority**

Applicable Bargaining Unit #2 Articles:

- **Article 6 - Employee Rights**
- **Article 7 - Polygraph Testing**
- **Article 23 - Travel**
- **Article 26 - Commute Trip Reduction**
- **Article 27 - Child Care**
- **Article 39 - Seniority**

Applicable State Laws:

- **WAC Chapter 357-52 – Appeals**

Applicable University Policies:
University Resources:

- Employee Rights – Hands-On Exercise

**Employment Process**

Applicable Bargaining Unit #1 Articles:

- Article 13 - Staffing
- Article 17 - Positions
- Article 18 - Classification
- Article 34 - Open Positions
- Article 35 - Probation and Trial Service

Applicable Bargaining Unit #2 Articles:

- Article 13 - Staffing
- Article 17 - Positions
- Article 18 - Classification
- Article 34 - Open Positions
- Article 35 - Probation and Trial Service

Applicable University Policies:

- EWU Policy 406-01 Exempt Employees

Applicable State Laws:

- RCW 41.06.070 – Exemptions
- RCW 41.06 – State Civil Service Law
- RCW 41.56 – Public Employees’ Collective Bargaining
- RCW 41.80 – State Collective Bargaining
- WAC Chapter 357-16 – Recruitment, Assessment and Certification
- WAC Chapter 357-19 – Appointment and Reemployment

**Ethics and Conduct**

Applicable University Policy:
- Eastern Washington University Topic 590-040 – Employment Conditions
- 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
- WAC 172-122 – Eastern Washington University General Conduct Code

**Grievances**

Applicable Bargaining Unit #1 Articles:
- Article 40 - Grievance Procedure
- Article 41 - Union Activities

Applicable Bargaining Unit #2 Articles:
- Article 40 - Grievance Procedure
- Article 41 - Union Activities

University Resources:
- Grievance Flow Chart

**Injury on the Job/Workman's Compensation**

Contact: Bob Bergin, Environmental Health and Safety - 359-6697

Applicable Bargaining Unit #1 Articles:
- Article 11 - Health and Safety

Applicable Bargaining Unit #2 Articles:
- Article 11 - Health and Safety

Applicable State Laws:
- **WAC Chapter 357-46-160 – What is a Disability Separation?**
- **WAC Chapter 357-19-505 – What is the Purpose of the Return-to-Work Initiative Program?**
- **WAC Chapter 357-19-530 – Who is Eligible to Participate in the Employer’s Return-to-Work Program?**
- **WAC Chapter 357-34 – Employee Training and Development**

Applicable University Policies:

- **UGS 600-080-080: Temporary Disability - Return to Work Policy - Faculty and Staff**
  - and **UGS 600-080-090: Return to Work Procedures/Responsibilities**

University Resources:

- **EWU On the Job Injury Procedure**
- **EWU Incident Form**

**Investigation**

Applicable Bargaining Unit #1 Articles:

- **Article 37 - Discipline**

Applicable Bargaining Unit #2 Articles:

- **Article 37 - Discipline**

University Resources:

- **University Guidelines for Investigations**
- **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**

**Leadership**

- **Leadership Handout**
Leave/Holidays

Applicable Bargaining Unit #1 Articles:

- Article 22 - VEBA
- Article 28 - Holidays
- Article 29 - Vacation
- Article 30 - Sick Leave
- Article 31 - Shared Leave
- Article 32 - Additional Reasons for Leave
- Article 33 - Leave of Absence
- Article 41 - Union Activities

Applicable Bargaining Unit #2 Articles:

- Article 22 - VEBA
- Article 28 - Holidays
- Article 29 - Vacation
- Article 30 - Sick Leave
- Article 31 - Shared Leave
- Article 32 - Additional Reasons for Leave
- Article 33 - Leave of Absence
- Article 41 - Union Activities

Applicable State Laws:

- WAC Chapter 357-31 – Holidays and Leave

Applicable University Policies:

- EWU Policy 403-02 Shared Leave
- UGS 630-080 Family and Medical Leave
- UGS 630-060 – Release Time

University Resources:

- Holiday Schedule
- Shared Leave Application Form
• **Shared Leave Donation Form**

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 Covered Service member for Military Family Leave
  • Designation Notice
  • Notice of Eligibility and Rights and Responsibilities

**Management Rights**

Applicable Bargaining Unit #1 Articles:

• Article 4 - Contracting
• Article 8 - Management Rights

Applicable Bargaining Unit #2 Articles:

• Article 4 - Contracting
• Article 8 - Management Rights

**Mediation**

Applicable University Policies:

• EWU Policy 901-04 Bullying Prevention and Response
• EWU Policy 402-01 Human Rights

University Resources:

• Mediation Handout (Includes Mediation and Mediator information, Benefits of Mediation, Sample Opening Statement, Mediation Agreement, Eight Stage Mediation Model)
**Overtime/Premium Pay/Other Pay**

Applicable Bargaining Unit #1 Articles:

- Article 20 - Hours of Work and Overtime

Applicable Bargaining Unit #2 Articles:

- Article 20 - Hours of Work and Overtime

Applicable State Laws:

- WAC Chapter 357-28 – Compensation
- WAC Chapter 357-28-255 – What Constitutes Overtime for an Overtime Eligible Employee?
- WAC Chapter 357-28-190 – When Must an Employee Receive Shift Premium?
- WAC Chapter 357-28-200 – When Must an Employee Receive Holiday Premium Pay?
- WAC Chapter 357-28-205 – When Must an Employee Receive Standby Pay?

Applicable University Policies:

- EWU Policy 406-01 Exempt Employment

**Performance Evaluations**

Applicable Bargaining Unit #1 Articles:

- Article 36 - Performance Evaluations

Applicable Bargaining Unit #2 Articles:

- Article 36 - Performance Evaluations

Applicable State Laws:

- WAC Chapter 357-37 – Performance Management

Applicable University Policies:

- EWU Policy 406-01 Exempt Employment

University Resources:

- Exempt
• Exempt Annual Performance Appraisal Policy and Procedure
• Exempt Annual Appraisal Goals Form Part I
• Exempt Annual Appraisal Skills Form Part II
• Exempt Annual Appraisal Final Rating Form Part III

• Classified

• Civil Service Performance Evaluation Form
• Evaluation Form for Probationary/Trial Service Employees (3 month)
• Evaluation Form for Probationary/Trial Service Employees (5 month)
• Evaluation Schedule for Civil Service Employees

External Resources:

• Washington State Employee Assistance Program - Work Performance Calendar

**Personnel Files/Public Records Request**

Applicable Bargaining Unit #1 Articles:

• Article 14 - Confidentiality
• Article 15 - Personnel Files

Applicable Bargaining Unit #2 Articles:

• Article 14 - Confidentiality
• Article 15 - Personnel Files

Applicable State Laws:

• WAC Chapter 357-07 – Public Records
• WAC Chapter 357-22 – Personnel Files

**Probationary Period**

Applicable Bargaining Unit #1 Articles:

• Article 35 - Probation and Trial Service
Applicable Bargaining Unit #2 Articles:

- **Article 35 - Probation and Trial Service**

Applicable State Laws:

- WAC Chapter 357-19 – Appointment and Reemployment
- WAC Chapter 357-19-017 – What is the Purpose of the Probationary and Trial Service Period?
- WAC Chapter 357-19-040 – How Long is the Probationary Period?
- WAC Chapter 357-46 – Layoff and Separation
- WAC Chapter 357-19-095 – What Happens if an Employee Fails to Meet the Employer’s Standards During the Probationary Period?

**Problem Solving and Decision Making**

**Basic Guidelines to Problem Solving and Decision Making**

**Reassignment**

**Classified**

Applicable Bargaining Units #1 and 2 Articles:

- Article 17: (17.4.1) The University may reassign an employee to another position in the same classification. Such reassignment will not result in a change of salary or periodic increment date.

- Article 19: (19.5) **Transfer and Reassignments.** Employees who transfer or are reassigned to a position within their class or within their range will retain their current base salary. (Article 19-Compensation)

**Exempt**

- 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. (EWU Policy 406-01 - Exempt Employment, Chapter 2-3)
Applicable State Laws:

- WAC Chapter 357-19-165 – What is the Difference Between Reassignment and Transfer?
- WAC Chapter 357-19-180 – How does a Reassignment Affect an Employee’s Status and Pay?

**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

**Resignation/Termination/Layoff**

Applicable Bargaining Unit #1 Articles:

- Article 10 - Reasonable Accommodation and Disability Separation
- Article 29 - Vacation
- Article 38 - Reduction in Force
- Article 42 - No Strike

Applicable Bargaining Unit #2 Articles:

- Article 10 - Reasonable Accommodation and Disability Separation
- Article 29 - Vacation
- Article 38 - Reduction in Force
- Article 42 - No Strike

Applicable State Laws:

- WAC Chapter 357-46 – Layoff and Separation

Applicable University Policies:

- EWU Policy 406-01 Exempt Employment
Safety

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

Applicable Bargaining Unit #1 Articles:

- Article 11 - Health and Safety
- Article 12 - Drug and Alcohol Free Workplace

Applicable Bargaining Unit #2 Articles:

- Article 11 - Health and Safety
- Article 12 - Drug and Alcohol Free Workplace

University Resources:

Environmental Health and Safety Webpage
- New Employee Guide/Safety Procedures
- Frequently Asked Questions
- Incident Report Form

Salaries

Classified Employees

- Applicable Bargaining Unit #1 Articles
  - Article 19 - Compensation
- Applicable Bargaining Unit #2 Articles
  - Article 19 - Compensation
- Civil Service Salary Schedule

Exempt Employees

- Exempt Classifications in use at EWU
- Exempt Salary Ranges (updated September 1, 2008)
- Topic 406-01 Exempt Employment
Applicable State Laws:

- WAC Chapter 357-28 – Compensation

Applicable University Policy:

- UGS 590-060-040 – Compensation Policy for Additional or Outside Employment

**Team Management and Development**

- Team Development and Management Handout

University Resources:

- EWU Challenge Course – Team Development and Strengthening

**Temporary Employment**

Applicable Bargaining Unit #1 Articles:

- Article 17 - Positions
- Appendix A - Temporary Employment

Applicable Bargaining Unit #2 Articles:

- Article 17 - Positions
- Appendix A - Temporary Employment

Applicable State Laws:

- WAC Chapter 357-19-435 – For What Reasons May a Higher Education Employer Make a Temporary Appointment?
- WAC Chapter 357-19-441 – What Provisions of Civil Service Rules Apply to Individuals in Temporary Appointments?

Applicable University Policy:
**Time Sheets/Leave Slips**

Applicable Bargaining Unit #1 Articles:

- Article 20 - Hours of Work (specifically section 20.11 - Timesheets)

Applicable Bargaining Unit #2 Articles:

- Article 20 - Hours of Work (specifically section 20.11 - Timesheets)

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

- Administrative Exempt/Librarian Time sheet (1st through 15th)
- Administrative Exempt/Librarian Time sheet (16th through end of month)
- Classified Staff Time sheet (1st through 15th)
- Classified Staff 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**

Applicable Bargaining Unit #1 Articles:

- Article 24 - Licensure and Certification
- Article 25 - Employee Development and Training

Applicable Bargaining Unit #2 Articles:

- Article 24 - Licensure and Certification
- Article 25 - Employee Development and Training

Applicable State Laws:
- WAC Chapter 357-34 – Employee Training and Development
- 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

Transfer

Applicable Bargaining Unit #1 Articles:
- Article 34 - Open Positions

Applicable Bargaining Unit #2 Articles:
- Article 34 - Open Positions

Applicable State Laws:
- WAC Chapter 357-19-165 – What is the Difference Between Reassignment and Transfer?

Applicable University Policy:
- UGS 690-020-020 – Transfers, Lateral Movement or Voluntary Demotion

Trial Service Period

Applicable Bargaining Unit #1 Articles:
- Article 35 - Probation and Trial Service

Applicable Bargaining Unit #2 Articles:
- Article 35 - Probation and Trial Service

Applicable State Laws:
- WAC Chapter 357-19 – Appointment and Reemployment
• **WAC Chapter 357-46 – Layoff and Separation**
• **WAC Chapter 357-19-017 – What is the Purpose of the Probationary and Trial Service Period?**
• **WAC Chapter 357-19-025 – When Must an Employee Serve a Trail Service Period?**
• **WAC Chapter 357-19-050 – How Long is a Trail Service Period?**
• **WAC Chapter 357-28-055 – How is the Periodic Increment Date Determined for a General Government Employee?**

**Union/Management Communication Committee**

Applicable Bargaining Unit #1 Articles:

• **Article 13 - Staffing**
• **Article 42 - Union/Management Communication Committee**

Applicable Bargaining Unit #2 Articles:

• **Article 14 - Staffing**
• **Article 42 - Union/Management Communication Committee**

**Union Membership**

**Classified Employees**

• Applicable Bargaining Unit #1 Articles
  
  • **Article 1 - Preamble**
  
  • **Article 2 - Recognition**
  
  • **Article 5 - Union Membership and Dues**

• Applicable Bargaining Unit #2 Articles
  
  • **Article 1 - Preamble**
  
  • **Article 2 - Recognition**
  
  • **Article 5 - Union Membership and Dues**
Whistleblower Act

- Washington State Auditor’s Whistleblower Handout