

Exempt Employment

Personnel – Exempt Employees

EWU Policy: 406-01

Authority: EWU Board of Trustees

Effective: December 8, 2023

Proponent: Vice President for Business and Finance

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.

History: This publication revises and supersedes EWU Policy 406-01 dated October 21, 2022. It was adopted by the Board of Trustees on December 8, 2023.

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

CONTENTS

Chapter 1 – Definitions

Chapter 2 – Appointment, Assignment, Resignation, and Termination

Chapter 3 – Salary and Benefits

Chapter 4 – Leave and Holidays

Chapter 5 – Employee Development and Training

Chapter 6 – Annual Appraisal System

Chapter 7 – Personnel Files

CHAPTER 1 – DEFINITIONS

A. Professional Exempt. Professional exempt staff are those exempt positions that do not include executive and managerial positions.

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 decisionmaking for the institution.

CHAPTER 2 – APPOINTMENT, ASSIGNMENT, RESIGNATION AND TERMINATION

2-1. Position Fill Options

Exempt positions may be filled by recruitment, conversion of a position to an exempt status, or a direct appointment.

Open recruitment is required for all positions unless:

A. Internal Direct Appointments: a person who is already employed by EWU may be directly appointed to a position if the appointing authority submits a written justification to Human Resources, the request is approved by the Executive Leadership Team, and the position meets at least one of the following criteria:

- 1) The position requires a high level of expertise in a specialty area and the department has a unique opportunity to hire a highly qualified individual with the expertise to fill the position;
- 2) The position is a short-term, temporary appointment, that normally does not exceed one year and the internal person meets the position requirements;

3) The vacated position involves critical work that cannot be disrupted or suspended, the internal person meets the position requirements, and reclassification or promotion is consistent with any applicable collective bargaining agreement provisions; or,

4) The position is currently filled with a temporary/ interim appointment and the Executive Leadership Team approves a written request to waive recruitment based on evidence demonstrating an open competitive search is not feasible.

B. External Direct Appointments: an external person may be directly appointed to a position if the position meets all of the following criteria:

- 1) The primary duty of the position is management of a department/division;
- 2) The position customarily and regularly supervises at least two other employees; and,
- 3) The position has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees are given particular weight.

The requested position must comply with budgetary controls. The procedures must be adhered to before an offer of employment may be made to any candidate who is appointed through a recruitment process.

2-2. Delegation of Authority

The president, provost, vice president or designee has the authority by delegation of the Board of Trustees to appoint exempt employees.

2-3. Appointment

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.

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.

B. Interim. An interim appointment may be made to fill a position intended as a regular appointment until such time as a permanent candidate is identified. Such appointments should not normally exceed 12 months.

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.

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).

2-5. Duration of Appointment

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.

A. Exempt employees who do not have reversion rights to classified or faculty positions may be terminated at any time by the appointing authority or designee, with or without cause, immediately. Employees terminated without cause are entitled to a severance package equal to one month's salary. An exempt employee who is terminated for cause is not entitled to any severance money.

B. Exempt employees who have reversion rights to classified or faculty positions may be terminated from their exempt position at any time by the appointing authority or designee with or without cause by providing a thirty-day notice period. During this time, the employee may submit a written reversion request as soon as practicable, so the University may respond to the request without the employee having a break in service. An exempt employee who chooses to revert back to a classified or faculty position is not entitled to any severance money. If the employee elects not to revert back to a classified/faculty position, they will be terminated at the end of the thirty-day notice period with a severance

package equal to one month's salary unless they are terminated for cause, in which case they will not receive any severance pay. If exempt employees are terminated for gross misconduct or malfeasance, they do not have the right of reversion to a classified or faculty position and will be considered terminated effective immediately.

C. Tenure shall not be applicable 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.

D. Contracted Employees. President, provost, vicepresidents, academic deans, and intercollegiate athletic coaches are contracted positions. The president may authorize other positions for contracted appointments.

2-6. Reversion Rights

A. Exempt employees who have held permanent classified status at EWU have reversion rights back to a civil service position per RCW 41.06.070(5).

B. Full-time Exempt employees who have been granted faculty tenure by EWU have reversion rights back to faculty status and their previous rank as defined in the employee's exempt offer or contract.

1) President with tenure. The base salary for the President who has tenured faculty reversion rights and reverts to EWU faculty status will be negotiated with the Board of Trustees.

2) Provost, Vice President or Dean with tenure. The base salary for a Provost, Vice President and/or Dean who has tenured faculty reversion rights and reverts to EWU tenured faculty status will be the average salary for the top ten percent of the assigned rank in the College in which they hold tenure.

3) All other Exempt Employees with tenure. The base salary for exempt employees who have tenured faculty reversion rights and revert back to an EWU tenured faculty status, will be the faculty salary base in effect at the time of the initial exempt appointment as defined in the offer/contract plus adjustments for increases received by the faculty during the time spent in the exempt position.

4) Joint Appointments with tenure.

a. Exempt employees who hold both tenured faculty status and exempt status will have the right to a faculty full-time tenured appointment at the end of their exempt appointment. When the exempt employee returns to faculty full-time the faculty base of the joint appointment will be increased to full time faculty base salary.

b. Classified employees who hold both classified and exempt status will have the right to retain their classified position salary rate.

2-7. Compliance with University Policies and Procedures and State and Federal Laws; Inappropriate Behavior

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.

The University believes that all employees should work in an environment that fosters mutual respect and professionalism. Inappropriate behavior in the workplace does not promote the University's mission, employee wellbeing, or productivity. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect. Inappropriate workplace behavior is prohibited. If an employee believes they have been subjected to unprofessional behavior, the employee is encouraged to report this behavior to the employee's supervisor, a manager in the employee's chain of command and/or the Human Resources Office pursuant to University Guideline EWUG 401-01 (Investigations).

2-8. Separation from Employment

A. Notice of Resignation or Retirement. Exempt employees contemplating resignation or retirement shall notify their immediate supervisor in writing of their intent at least 30 days prior to the termination date.

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 EWU Policy 402-03 (Accommodating Persons with Disabilities).

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

University employees may receive compensation under a contract or grant, or for employment, outside of their official duties to the University subject to the following provisions:

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.

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.

C. 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 associate 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 their 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.

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.

E. Additional Compensation. When a full-time exempt employee performs additional work outside their normal duties, EWU Policy 401-02 (Additional or Outside Compensated Work) must be followed.

F. Overtime. Exempt employees are not normally eligible for overtime compensation. Based on the Fair Labor Standards Act and Minimum Wage 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 provisions must be adhered to:

1) If an employee or supervisor believes the employee will need to work more than 40 hours in a week, the employee and their supervisor should immediately address options for avoiding overtime. 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.

2) If it is not possible to avoid overtime work, the supervisor may direct the employee to work more than 40 hours in a week and should document such authorization. An employee may only work more than 40 hours in a week when approved to do so in advance by their supervisor. Working overtime that has not been pre-approved is a violation of this policy and may be grounds for corrective action.

3) An employee shall be paid overtime at the rate of one and one-half time for all hours worked over 40 hours in a work week regardless of whether the overtime was approved in advance. The designated work week for employees is Monday 12:01 a.m. to Sunday, midnight. All paid holidays during an employee's regular work

schedule are considered time worked.

4) An employee may request compensatory time at the rate of one and one-half hours of compensatory time for each hour of overtime worked in lieu of the receipt of overtime pay. Accrual of compensatory time is based on an agreement between the supervisor and the employee prior to the performance of overtime work. An employee may not accrue more than 80 hours of compensatory time. All compensatory time must be used by the end of the fiscal year in which it is accrued. Any compensatory time that has not been taken by the end of the fiscal year or by the time an employee is terminated, will be paid out by the University at the rate for overtime determined in accordance with 29 C.F.R § 553.27. An employee will be permitted to use compensatory time if such a request does not unduly disrupt University operations.

5) Actual time worked shall be recorded on the time sheet which will also reflect leave (including compensatory time) taken and overtime worked. Employees are required to accurately report all hours worked, including any overtime, and supervisors are responsible for ensuring accurate reporting by their employees.

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.

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 an employee suffers from an occupational illness, the employee is entitled to workers' compensation benefits as determined by the Washington State or other authorized states Department of Labor and Industries and/or applicable law. Each employee contributes for the medical aid portion of industrial insurance. Each employee is required to immediately report an on-the-job injury to their supervisor and complete an Environmental Health and Safety Incident Report.

CHAPTER 4 – LEAVES AND HOLIDAY

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.

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.

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 240 hours of their unused vacation leave, as provided at RCW 43.01.040.

B. Accrual.

1) President. The President accrues 20 hours of paid vacation leave per month for a total of 240 hours per year. Additional vacation leave may be approved at the sole discretion of the University's Board of Trustees as part of the terms and conditions of the President's Employment Contract.

2) Vice Presidents. The Vice Presidents accrue 20 hours of paid vacation leave per month for a total of 240 hours per year.

3) 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 who work at least 50% time, but less than full time, will accrue vacation at a prorated rate.

4) During Leave Without Pay. Vacation leave shall not accrue during leave without pay (LWOP) which exceeds 10 working days in any calendar month.

C. Cash Payment. Per RCW 43.01, payment of salary, in lieu of accrued vacation time, may be made only as a part of separation of regular employment from the University, subject to the following provisions:

1) Cash payment for accrued vacation time may not exceed 480 hours. Exempt staff who work at least 50% time, but less than full time, will be cashed out at a prorated rate.

2) A payment of salary in lieu of accrued vacation leave, in excess of 480 hours may be approved for the President at the sole discretion of the University's Board of Trustees as part of the terms and conditions of the President's Employment Contract.

3) The amount to be considered in the retirement allowance will be determined by the applicable retirement plan.

4) If the employee separates to accept other state employment where leave is accrued and there is no break in service, the leave cannot be cashed; it must be transferred as authorized by law. The only exception

is for employees who have a vacation leave balance that exceeds the maximum amount of vacation leave that the agency will allow in transfer. In those cases, EWU will make a cash payment for the difference between the employee's leave balance and the maximum amount of leave the other agency will allow to be transferred; except that the combination of leave taken during the fiscal year, leave transferred to the new agency, and any leave for which a cash payment is made cannot exceed 480 hours.

5) 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.

D. Use 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. Exempt staff cannot use more than 480 hours of vacation leave in a fiscal year. Leave must be reported during the appropriate payroll cycle.

E. Accumulation and Excess Vacation.

1) Exempt Staff. Accrued, unused leave time may continue to accumulate, but the total paid leave time in any fiscal year shall not exceed 480 hours as authorized by RCW 43.01.042.

2) President. The use of accrued unused vacation leave time in excess of 480 hours in a fiscal year may be approved at the sole discretion of the University's Board of Trustees as part of the terms and conditions of the President's Employment Contract, as authorized by RCW 43.01.042.

4-3. Sick Leave

A. Accrual. Exempt staff employed on a full-time basis 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 shall accrue sick leave on a pro rata basis based on their percent of time. If an employee takes 10 or more working days of leave without pay in any calendar month, the employee shall not be entitled to any sick leave credit for that month as set forth in this section, but shall accrue a prorated amount of sick leave based upon the percentage of time worked. Exempt staff are 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.

B. Use. Exempt staff may use paid sick leave up to the amount accrued under the following conditions:

1) Absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;

2) When the University has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason;

3) To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care. "Family member" means any of the following:

a. A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;

b. A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;

c. A spouse;

d. A registered domestic partner;

e. A grandparent;

f. A grandchild; or,

g. A sibling.

4) Domestic violence leave as provided for in EWU Policy 403-05 (Employee Leave Related to Domestic Violence, Sexual Assault & Stalking); or,

5) 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.

C. Record Keeping. All sick leave shall be recorded and approved by the immediate supervisor.

D. Receipt and Transfer of Sick Leave from Other State Agencies. EWU will receive sick leave accrued at another state agency up to 240 hours when an employee seeks to transfer to EWU and there is no break in service, unless a greater amount is approved in advance in writing by the appointing authority.

E. Cash Out. Sick leave may be cashed out in part upon an employee's retirement or death in accordance with RCW

41.04.340 and EWU Policy 409-01 (Voluntary Employee Benefit Association). The amount of compensable sick leave eligible to be cashed out under this section cannot exceed one day's compensation (i.e., 8 hours for a full-time employee).

4-4. Leave of Absence without Pay

Leave of absence without pay may be authorized in accordance with EWU Policy 403-04 (Leave without Pay).

4-5. Other Leave

A. Shared Leave. As permitted by RCW 41.04.650 - 41.05-680, 41.04.685 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 EWU Policy 403-03 (Family & Medical Leave).

C. Parental Leave. Employees may request parental leave as provided in EWU Policy 403-03 (Family & Medical Leave). 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 their 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 childcare 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 childcare emergencies. Employees using leave due to childcare 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.

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 their normal base pay.

B. Employees appearing 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. Family Military 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 their 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 EWU Policy 601-02 (Suspended Operations). Employees may be able to telework on an incidental basis during a suspended operation as set forth in EWU Policy 401-09 (Teleworking).

4-10. Holidays

Exempt employees who hold appointments for twelve months per year are entitled to twelve 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 in paid status the working day prior to the holiday. Employees may also be able to take a holiday for reason of faith or conscience in accordance with EWU Policy 403-01 (Holidays).

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.

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 / Approved Training

Time spent in training required or approved by the University shall be considered work time.

CHAPTER 6 – ANNUAL APPRAISAL SYSTEM

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 their supervisor.
- Facilitate a reward system for meritorious performance if legislatively authorized and funds are available.

The principles of this appraisal system involve:

- The annual appraisal should be cumulative for the period being appraised and should be conducted before salary enhancements are determined.
- Raises and professional development opportunities will be associated with the annual overall rating, if legislatively authorized and funds are available.
- 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 Resources will remind supervisors of the annual appraisal process annually. The appraisal year will be July 1 through June 30 each year.

The administrative exempt annual performance appraisal program will include a brief written narrative summarizing the employee's accomplishment of assigned goals and their ability to fulfill their assigned duties and responsibilities in a competent and effective manner. An up-to-date job description should be attached to the narrative. After the evaluation meeting has been conducted with the employee, the appraisal document should be forwarded to Human Resources by August 31 of each appraisal year.

6-3. Records

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

CHAPTER 7 – PERSONNEL FILES

7-1. Official Personnel File

Human Resources maintains an official personnel file for each employee. Medical information will be kept in a separate file and not included in the personnel file.

7-2. Access to Official Personnel File

Employees may contact Human Resources to request the opportunity to review their official personnel files. Employees may also request a copy of a document from within their personnel file from Human Resources.

7-3. Employee Supplied Information

Materials placed in an employee's personnel file regarding performance or discipline will first be provided to the employee. Employees who challenge or dispute material included in their personnel file, including the annual appraisal, may provide responsive material for inclusion in their file and/or may request that irrelevant or erroneous information be removed in accordance with RCW 49.12.250. Former employees may also include additional information in their personnel file for a period not to exceed two years from the date of the employee's separation.

7-4. Removal of Information

An employee may request that Human Resources remove constructive action or discipline at or below the level of a written reprimand from the employee's personnel file after three (3) years if the employee has not received subsequent discipline. This does not apply to constructive action or discipline for sexual harassment, sexual misconduct, discrimination, violation of alcohol or drug policies, theft, insubordination, violence in the workplace, or other misconduct of similar severity. Although the information may be removed from the personnel file, Human Resources may continue to maintain a copy elsewhere in accordance with the appropriate records retention schedules.

7-5. Working Files

Supervisors may retain private working files containing copies of documents included in an employee's official personnel file, as well as notes or other informal records regarding the employee's performance.