

ARTICLE 7 – JOB PROCESSES

7.1 Probationary Employees

- A. The probationary period shall be utilized to provide an adequate job orientation to include regular discussions of performance as each set of position duties may require.
- B. The Chief will provide each employee a copy of the position description and a copy of the performance evaluation form.
- C. Entry level employment is subject to a probationary period of twelve (12) months actual service from the date of graduation from basic academy training. Lateral entry employment and promotions are subject to a probationary period of twelve (12) months from the date of appointment. Actual service shall not include time spent away from the department for more than fifteen (15) work days during the period. Termination of a newly hired probationary employee or reversion of an officer during a probationary promotional appointment may be for any reason and is not subject to the grievance process under Article 11. Probationary periods for individual officers may be extended at the discretion of management. Upon hiring, the University may start an employee at a higher step than the minimum.
- D. Probationary Employees shall be provided all necessary uniforms and equipment as soon as practical.

7.2 Temporary Appointment of Campus Police Officers

- A. The University may appoint a Campus Police Officer on a temporary basis to fulfill an immediate staffing need while an employee is on extended leave, for a predetermined time-limited duration. The recruitment and offer letter will notify the applicant that the position is a temporary position and its expected end date.
- B. It is recognized that the extension or renewal of the appointment is dependent on satisfactory performance, the need for extension, to fulfill the department staffing needs, to complete the project and/or if additional funding is secured to extend the appointment. The conclusion of a temporary appointment will not result in a layoff of the employee.
- C. During the course of employment the temporary Officer will be recognized as a WSU Police Guild member and afforded all the rights of such membership.
- D. The determination as to whether or not the temporary Officer will need to be sent to the Washington State Criminal Justice Basic Law Enforcement Officer Academy and/or the two (2) week Equivalency Academy for certification will be made based on the Officer's qualifications and length of appointment.
- E. The temporary Officer will undergo field training orientation (FTO). The FTO period will be dependent on the temporary Officer's unique knowledge, skills and abilities.

7.3 **Temporary Upgrade**

- A. Temporary Upgrade will be handled on a case-by-case basis.
- B. Extended Temporary Upgrades
 - 1. The University may assign an employee the duties and responsibilities of a higher-level class for a period of up to three (3) full shift rotations or twelve (12) months.
- C. During the temporary upgrade the employee will be placed at either the starting step of the new range or the step which provides a minimum of a two (2) step increase, whichever is higher, not to exceed the highest step of the new range.
- D. The employee forfeits their right to audit the position during the period of the temporary upgrade. The employee will return to their former classification and appropriate rate of pay after the period of temporary upgrade.
- E. University may use rotating assignments for the purpose of employee development or operational necessity.

7.4 **Layoff and Recall**

- A. Seniority, for these purposes, is defined as the continuous, unbroken service within the Police department at Washington State University, starting with the employee's most recent date of hire.
- B. The University will layoff temporary appointment or probationary status bargaining employees prior to implementing a layoff of a permanent employee.
- C. Employees will be laid off in inverse order of seniority. In the classification to be laid off, the least senior permanent employee shall be the first laid off.
- D. Employees shall be provided fifteen (15) days notice of any layoff.

7.5 **Layoff Process:** Employees will be offered the following Layoff Options within the bargaining unit in the following order:

- A. Continued employment in a vacant lateral or lower bargaining unit classification in which the employee has held permanent status at the time of the layoff.
- B. If no vacant funded position is available, the next option is to a position occupied by the employee with the least seniority.
- C. The employee may be offered a vacant lateral or lower classification bargaining unit position. The employee is not required to have held permanent status in the class, so long as they have the minimum qualifications to perform those duties.

7.6 **Performance Evaluation**

Objective: The performance evaluation process gives the Chief and other command personnel an opportunity to discuss performance goals and expectations with their

employees, assess and review their performance with regard to those goals and expectations, and provide support to employees in their professional development, so that skills and abilities can be aligned with agency requirements.

- A. The Chief and other command personnel are responsible for all aspects of the evaluation. Sergeants will provide written documentation for Performance Evaluations whenever directed to do so by the Chief or other command personnel.
 - 1. Employee work performance will be evaluated during probationary and trial service periods and at least annually thereafter. The Chief and other command personnel in coordination with the immediate supervisors will meet with employees at the start of their review period to discuss performance goals and expectations. Employees will receive copies of their performance goals and expectations as well as notification of any modifications made during the review period.
 - 2. The performance evaluation process will include, but not be limited to, a written performance evaluation on forms used by the Chief or other command personnel, the employee's signature acknowledging receipt of the forms, and any comments by the employee. A copy of the performance evaluation will be provided to the employee at the time of the review. If the need arises, the reviewer (typically the second line supervisor) may function as a mediator upon the request of either the supervisor or the employee. The employee has the right to submit a written rebuttal to the content of the evaluation. The original performance evaluation forms, including the employee's comments, will be maintained in the employee's personnel file.
 - 3. The evaluation process is not subject to the grievance procedure.

7.7 Personnel Files

- A. There shall be only one official personnel file for each employee, which shall be maintained in the Human Resource Services (HRS). The employee and/or his or her representative may examine the employee's personnel file if the employee has so authorized in writing during regular working hours. Such examination shall be done under the supervision of the records custodian.
- B. If any derogatory material is placed in the employee's official personnel file, a copy will be furnished to the employee. The employee will have the right to rebut the material and have that answer attached to the file copy.
- C. The incumbent employee upon request may review personnel files other than the official file.
- D. The University shall not permit access to or the release of personnel records or personally identifiable information to non-University entities without notification to the employee. Such examinations shall be by request to the Public Record Officer and will only be released as required by law.