

- In a one-day block; or
- As a partial-day if donated for shared leave; or
- As a partial-day if used for emergency leave.

## ***Change in Appointment***

### ***Change in Appointment Status***

An appointing authority may reduce or increase the FTE (full-time equivalent) percentage or change the appointment term for an AP appointment.

Requirements:

- The employee will be given at least a 30-day written notification if a department is reducing or increasing the FTE (full-time equivalent) percentage or changing the appointment term.
- The appointment must be for a minimum of 0.50 FTE and for 6-month + 1 day appointment term.
  - AP employees who previously held permanent status in a WSU Civil Service staff position may have a right of reversion in accordance with the state civil service laws.

Administrative Professional personnel may at the discretion of their appointing authority, request in writing a reduction/increase in FTE or appointment term.

### ***Change in Title and/or Reduction to Salary***

An appointing authority may change the official title of an occupied position. As long as there is no negative impact to the employee's salary, a 30-day written notification is required.

If the change in the official title outlined above will cause a permanent reduction to salary, the employee is to be provided with the same minimum notice as required for discontinuation of their appointment.

For other AP salary determinations and adjustments see BPPM 60.12

For additional information contact Human Resource Services at 509-335-4521.

## ***Separation***

Separations generally may be divided into the following categories: (1) resignation, (2) retirement, (3) end of term appointment, (4) discontinuation of appointment, (5) termination due to financial exigency, (6) termination for cause, (7) disability separation, and (8) termination due to reorganization, reconfiguration, deletion of programs, or end of grant funding.

Administrative Professional employees who previously held permanent status in a WSU Civil Service staff position may have a right of reversion in accordance with the state civil service laws at the conclusion of the exempt appointment unless there are terms and conditions of a WSU Collective Bargaining Agreement, which apply. For additional information contact Human Resource Services at 509-335-4521.

Employees separating from the University will receive Consolidated Omnibus Budget Reconciliation Act (COBRA) paperwork from the Health Care Authority, which will provide information about their rights to continue their employer-paid medical and dental coverage on a self-pay basis. For additional information please contact HRS at 509-335-4521.

### ***Resignation***

An employee is requested to submit notice of his or her resignation at least thirty (30) days prior to the intended date of separation.

### ***Presumption of Resignation***

An employee may be presumed to have resigned his/her position when there has been an absence without authorized leave from the job for a period of three (3) consecutive working days. Thereafter, a notice acknowledging the presumption of resignation shall be sent by certified mail to the last known address of the employee. The employee has seven (7) calendar days after receipt of notice to petition to the Provost or appropriate Vice President in writing for reinstatement upon proof that the absence was involuntary or unavoidable.

The appeal shall be conducted on the basis of the written material unless, in the discretion of the Provost or appropriate Vice President, oral statements are allowed. The Provost or appropriate Vice President shall render a final decision within thirty (30) calendar days of receipt of the appeal. This decision shall be the final decision of the University.

### ***Retirement***

Employees should notify the employing department and Human Resource Services in writing of their intention to retire. Eligibility for retirement is dependent upon the retirement plan in which the Administrative Professional employee is participating. A Personnel Action Form is prepared by Human Resource Services and routed to the employing department. The employing department forwards the form and the employee's leave reports to Human Resource Services for processing.

### ***Reappointment of Retired Employees***

Retired employees may be re-employed at the discretion of WSU. Retirement plans set limits on reappointment, and Human Resource Services must be consulted prior to re-employing a retired WSU employee. Retirees are required to comply with all applicable retirement rules and regulations. Retired employees who participated in retirement plans managed by the Department of Retirement Systems (DRS) should contact DRS at 800-547-6657 for specific rules regarding the effects of re-employment on retirement benefits. For WSURP participants, and for more information, call Human Resource Services at 509-335-4521.

### ***End of Term Appointment***

Administrative Professional appointments with a pre-established appointment end date automatically terminate on the date indicated on the most recent Personnel Action Form unless positive action is taken to renew the appointment.

Notwithstanding the end date stated on the Personnel Action Form, terminal appointments supported by self-sustaining, grant, contract or other non-state funds may be terminated if the supporting grant or contract is terminated prior to that end date.

Administrative Professional employees with a pre-established appointment end date or supported by a extramural grant or contract, may be terminated prior to the end date with a thirty (30) day written Discontinuation of Appointment Notice.

***Discontinuation of Appointment: Notice Requirements***

Discontinuation of an appointment pursuant to the notice requirements is not “Termination for Cause” and does not reflect poor performance, misconduct, or other cause for termination.

Administrative Professional employees hired on or before June 30, 2004, on appointments without end dates shall be entitled to minimum advance notice of discontinuation of appointment in accordance with the following:

Years of WSU Employment	Minimum Advance Notice in Calendar Days
< 1 Year	30 Days
1– 2 Years	60 Days
> 2 Years	180 Days

Administrative Professional employees hired on or after July 1, 2004, on appointments without end dates shall be entitled to minimum advance notice of discontinuation of appointment in accordance with the following:

Years of WSU Employment	Minimum Advance Notice in Calendar Days
< 1 Year	30 Days
1– 2 Years	60 Days
> 2 Years	90 Days

***Former Administrative Faculty – Discontinuation of Appointment: Notice Requirements***

*Administrative Professional employees, whose current positions were originally covered under the Faculty Manual and who were on appointments without end dates AND who were notified in writing by Human Resources Services of the change of employment type from Administrative Faculty to Administrative Professional, shall be entitled to minimum advance notice of discontinuation of appointment in accordance with the following:*

Years of WSU Employment	Minimum Advance Notice In Calendar Months
1 Year	3 Months
2 Years	6 Months
3 or more	12 Months

***Disability Separation***

An Administrative Professional employee who is unable to adequately perform the essential functions of his/her position due to mental, sensory, or physical disability will be separated from service after the institution has attempted reasonable accommodation of the employee’s disability in accordance with law and policy.

The employee shall be provided a written notice of separation with the effective date. The notice shall state that the employee is being separated from service due to disability and shall be provided at least thirty (30) calendar days prior to the effective date.

Administrative Professional employees who held permanent status within the civil service may have a right of reversion under State civil service laws unless there are terms and conditions of a WSU Collective Bargaining Agreement, which apply. The employee has thirty (30) calendar days after the separation effective date to request the reversion rights. For former permanent civil service employees WAC 357-19-475 Reasonable Accommodation – Re-employment may apply.

### ***Appeal of Disability Separation***

Any Administrative Professional employee who is terminated for cause or for a Disability Separation may appeal the termination to the Provost, appropriate Vice President, or their designee. The appeal must be in writing and must be received by the Provost, appropriate Vice President, or their designee within ten (10) working days after the date of the notice of termination or disability separation letter. In no case will such request affect the notice of termination, separation, or extend the period of the employee's appointment. Both the employee and the employer may submit written material to be considered in the appeal.

The appeal shall be conducted on the basis of the written material unless, in the discretion of the Provost, appropriate Vice President, or their designee oral statements are allowed. The Provost, appropriate Vice President, or their designee shall render a final decision within thirty (30) calendar days of receipt of the appeal. This decision shall be the final decision of the University.

### ***Unemployment Insurance***

Administrative Professional employees who separate or are terminated from employment may be eligible to receive unemployment insurance. Employees who have cyclic, non-annual appointments are not eligible to receive unemployment insurance during the cyclic non-work period, provided there is an expectation of renewed or continued employment.

### ***Corrective Action/Disciplinary Action***

Administrative Professional employees who violate the rights of others or University policy may be subject to appropriate corrective action or disciplinary procedures.

#### ***Corrective Action***

Corrective action may include but is not limited to: informal verbal counseling, a verbal reprimand, training or retraining, a written counseling memo, a performance improvement plan, or a letter of reprimand.

#### ***Disciplinary Action*** (rev. 05-01-2010)

Disciplinary action is at the discretion of the University and may include, but is not limited to, suspension without pay, demotion, disciplinary reassignment, or reduction in salary. When considering disciplinary action, the University shall provide the employee written notice of the charges against him or her, together with the factual basis for those charges, and an opportunity for the employee to present reasons, in writing, why he or she should not receive disciplinary action. The employee will be given ten (10) working days to respond to the charges.