

EMPLOYEE PROFILES

MIKEL CHOO

Position: Office Assistant 2
Employee Type: Civil Service
Employee Status: Probationary
Length of Appointment: Less than 6months
Active Medical or RA: No
Additional Information:

JAMES HORNNER

Position: Academic Advisor
Employee Type: Administrative Professional
Employee Status: Permanent
Length of Appointment: 16 years
Active Medical or RA: No, however he had FML last year for rehabilitation
Additional Information:

JASMINE JASPER

Position: Program Specialist 2
Employee Type: Civil Service
Employee Status: Permanent
Length of Appointment: 12 years
Active Medical or RA: No
Additional Information:

EMPLOYEE PROFILES

KELLY LOPEZ

Position: Program Coordinator
Employee Type: Civil Service
Employee Status: Permanent
Length of Appointment: 3 years
Active Medical or RA: Yes – RA for cognitive limitations and an enclosed office space was provided for her so she could perform the essential functions of her Program Coordinator position
Additional Information

SUSAN PEPPER

Position: Management Analyst
Employee Type: Administrative Profession
Employee Status: Permanent
Length of Appointment: 7 years
Active Medical or RA: No
Additional Information:

JACKSON WU

Position: Animal Technician
Employee Type: Civil Service
Employee Status: Permanent
Length of Appointment: 2
Active Medical or RA: Yes, active medical for PT; released to work with a 25lb limitation
Additional Information:

EXPECTATIONS SAMPLE

Performance Expectations

Performance Expectations

Quality of Work	
Quantity of Work	
Job Knowledge	
Working Relationships	
Other Factors (OPTIONAL)	

POSITION DESCRIPTION SAMPLE

OFFICE ASSISTANT 2

Title

Title Details

Employee Type CS-Classified Staff

University Title Office Assistant

Title Code 100I

Pay Range 28

Minimum Salary 2076

Maximum Salary 2676

Job Group 41 - Secretary/ Clerk

Function General Scope Performs a variety of routine clerical duties such as processing documents and records, extracting and compiling records or data, responding to routine inquiries concerning office/departmental services and procedures, maintaining and monitoring established record keeping, filing and data base systems, and producing forms, letters, record entries and other material. Positions may perform data retrieval and modification and enter data on numerical or alphabetical data entry equipment. Duties and assignments are of a routine nature. Routine duties are recurring and accomplished by following established work methods or procedures. Within established guidelines, independently organizes, prioritizes, and initiates work activities. Decision making authority is limited to choice of appropriate methods or procedures. Guidance is provided in new or unusual situations. Deviation from established methods, procedures, or guidelines requires approval. Work is periodically reviewed to verify compliance with policies, procedures, or standards. Positions may occasionally help and/or provide work direction to lower level staff.

Required Qualifications High School graduation or equivalent and one year of clerical experience; OR equivalent education/experience.

POSITION DESCRIPTION SAMPLE

Position Details

Position Details

Please record information regarding the position such as work location, FTE, and term. The information is used, along with the other information, as a basis for HRS determination of the appropriate title, salary rate, and Fair Labor Standards Act (FLSA) exemption status.

University Title	Office Assistant 2
Title Code	100I
Working Title	Office Assistant 2
Position Number	
College/Area	
Department	
Hiring Unit	
Work Location	Pullman
Position Supervisor	
Summary of Duties	
Appointment Status	Permanent
Appointment FTE%	1.0
Position Term in Months	12
FLSA Status	Overtime Eligible
FLSA Exemption Criteria	N/A
Administrative Professional Exemption Criteria	N/A

POSITION DESCRIPTION SAMPLE

Job Duties

Access Requirement

Access Requirement	
Other Access Requirements	

Job Duties

**A minimum of 1 entry is required.*

Essential Duty	
Percent of Time	
Job Function	
Duties Performed	
Essential Duty	
Percent of Time	
Job Function	
Duties Performed	
Essential Duty	
Percent of Time	
Job Function	
Duties Performed	

POSITION DESCRIPTION SAMPLE

Essential Duty	
Percent of Time	
Job Function	
Duties Performed	
Essential Duty	
Percent of Time	
Job Function	
Duties Performed	

Supervisory/Lead Responsibilities

Lead Definition- A lead employee has delegated responsibility for training, assigning, organizing or scheduling work, and reviewing completed work assignments. A lead employee does not make hiring decisions.

Supervisor Definition- A supervisor has the authority to recommend hiring of staff, establish job performance standards, evaluate job performance, and take corrective action if performance is not acceptable. Supervisors are also responsible for training, assigning and scheduling work, and acting upon leave requests.

Does this position LEAD the work of others?	
Type of employees led	
Does the combined FTE of all positions led equal at least 100%?	
Does this position SUPERVISE the work of others?	
Does this position supervise one or more FTE positions?	
Type of employees supervised	

POSITION DESCRIPTION SAMPLE

Position Qualifications

Required Qualifications	High School graduation or equivalent and one year of clerical experience; OR equivalent education/experience.
Additional Requirements	
Preferred Qualifications	

Essential Work Competencies

Essential Work Competencies

The essential work competencies are the knowledge, skills, abilities, mental requirements, physical requirements, and working conditions related to the duties and responsibilities identified as essential functions of the position.

Knowledge, Skills, Abilities or Competencies <i>Describe the knowledge, skills and abilities required of the position.</i>	
Mental Requirements <i>Indicate the mental demands of the position.</i>	

POSITION DESCRIPTION SAMPLE

Physical Requirements

Indicate the physical demands of the position. The requirements selected must be related to the duties and responsibilities identified as essential functions.

Occasionally = occurs less than 33% of hours worked

Frequently = occurs 33% - 66% of hours worked

Continuous = occurs more than 66% of hours worked

Specify the amount the position will be required to LIFT/CARRY frequently	
Specify the amount the position will be required to PULL/PUSH frequently	
Bend	
Twist	
Squat	
Climb	
Kneel/Crawl	
Reach/Reach Overhead	
Finger Dexterity/Fine Manipulation	
Sit	
Drive	
List any unique work conditions this position will encounter	

February 1, 2015

Sent Regular and Electronic

Kelly Lopez
2500 Midview Drive
Holiday, WA 99163

Re: Reasonable Accommodation Agreement

Dear Ms. Lopez:

The University has reviewed your request for Reasonable Accommodation (RA), including the limitations documented, and their applicability to the performance of the essential functions of your current position, Program Coordinator.

Your Health Care Provider (HCP) listed the following job modification based on medical documentation received on January 25, 2015:

- Work in a quiet enclosed space (office) to minimize distractions.

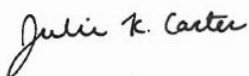
The above has been discussed with Sasha Smith, Assistant Director, and Bob Schutz, Executive Director, and appointing authority of your department, and the following RA has been identified:

- You will be provided with a private, enclosed office to minimize visual and auditory distractions. Your new office space will be room 123 located in Ross Hall.

The above adjustments will be in place until January 2016, at which time HRS will perform a standard annual review of the identified RA. If your currently identified medical restriction or job duties change prior to January 2016, you must notify HRS as that information could impact this agreement and the RA may need to be reviewed. HRS will continue to work with you and your department on the current agreement, if needed, as well as any RA you may need to perform the essential functions of your position, either now or in the future.

Should you have questions, please feel free to contact me by telephone at 509-335-2523 or by email at julie.carter@wsu.edu.

Sincerely,



Julie K. Carter
Human Resource Analyst

EMPLOYEE PERFORMANCE EVALUATION



INSTITUTION/DEPARTMENT

See 60.55.

WSUID NO.

123456789

CLASSIFICATION TITLE
Program Assistant

EVALUATION PERIOD
FROM **11/1/2014** TO **10/31/2014**

EVALUATION DATE

PERFORMANCE EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED)

RATING

EMPLOYEE'S NAME	PERFORMANCE FACTORS	PERFORMANCE EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED)	RATING
Butch Cougar	1. QUALITY OF WORK COMPETENCE, ACCURACY, NEATNESS, THOROUGHNESS.	Completed assignments are done thoroughly, however, work is inaccurate.	OUTSTANDING * EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY *
	2. QUANTITY OF WORK USE OF TIME, VOLUME OF WORK ACCOMPLISHED, ABILITY TO MEET SCHEDULES, PRODUCTIVITY LEVELS	There are multiple incomplete projects and work is turned in late.	OUTSTANDING * EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY *
	3. JOB KNOWLEDGE DEGREE OF TECHNICAL KNOWLEDGE, UNDERSTANDING OF JOB PROCEDURES AND METHODS	You do not have an understanding of university, program and department policies and procedures. Provides inconsistent and inaccurate information to program participants	OUTSTANDING * EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY *
	4. WORKING RELATIONSHIPS COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, CO-WORKERS, STUDENTS, AND CLIENTS SERVED.	You are easily approachable and maintain a pleasant, courteous relationship with program participants.	OUTSTANDING * EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY *
	5. SUPERVISORY SKILLS TRAINING AND DIRECTING SUBORDINATES, DELEGATION, EVALUATING SUBORDINATES, PLANNING AND ORGANIZING WORK, PROBLEM SOLVING, DECISION MAKING ABILITY, ABILITY TO COMMUNICATE		OUTSTANDING * EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY *
	6. OPTIONAL FACTOR	You are often late or absent from work. You do not work with your supervisor to ensure office work is handled in a timely manner. You do not let your supervisor know when it is necessary to be away from the office.	OUTSTANDING * EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY *

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

- OUTSTANDING *** — The employee has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.
- EXCEEDS EXPECTATIONS** — The employee regularly works beyond a majority of the performance expectations of this factor and has made significant contributions to the efficiency and economy of this organization through such performance.
- MEETS EXPECTATIONS** — The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.
- NEEDS IMPROVEMENT** — The employee has failed to meet one or more of the significant performance expectations for this factor.
- UNSATISFACTORY *** — The employee has failed to meet the performance expectations for this factor.

* Give specific examples of this employee's performance.

7. SPECIFIC ACHIEVEMENTS (Attach additional sheets if necessary)			
8. PERFORMANCE GOALS FOR THE NEXT EVALUATION PERIOD			
9. TRAINING AND DEVELOPMENT SUGGESTIONS			
10. ATTENDANCE (Supervisor's Comments)			
RATER'S NAME (Print or type)	RATER'S TITLE	RATER'S SIGNATURE	DATE RATED
EMPLOYEE'S COMMENTS			
This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.		EMPLOYEE'S SIGNATURE	DATE SIGNED
REVIEWER'S COMMENTS			
REVIEWER'S NAME (Print or type)	REVIEWER'S TITLE	REVIEWER'S SIGNATURE	DATE REVIEWED

WSU1451-HRS019-0706

Route copies of the signed evaluation and all of the evaluation materials, including the position description and performance expectations, to the employee, the employee's immediate supervisor, and Human Resource Services.