



Professional Staff Organization (PSO) Employee Handbook

Preamble

This handbook is established by the University President in collaboration with the Professional Staff Organization (PSO) and reviewed by President's Council. The statements contained in this handbook are general statements about university rules, policies and procedures applicable to professional staff. The statements demonstrate the collegial and committed relationship between the University and its professional staff.

The 5 administrative units rely on the Professional Staff as a distinct group of leaders and managers to exercise sound professional judgment and operational oversight while collaborating with academic colleagues, classified staff and students. They create and facilitate effective programs supporting Western's student learning experience and share the responsibility of educating and supporting students by providing essential services and expertise where their professional responsibilities and ethics dictate.

Professional staff members contribute to the continuity of University operations providing key support for

- Academic instruction and research,
- The University's infrastructure,
- A collegial working environment,
- An environment conducive to student learning,
- Program development, and
- Administrative executives.

Applicable law, University or state policy will take precedence when in conflict with statements included in this handbook.

This handbook does not apply to

- Temporary employees,
- Employees covered under the Faculty Handbook,
- Executive Administrative Officers, or
- Employees specifically excluded by the President of the University.

Terms of this handbook may apply to other employees as determined in their letters of appointment.

The determination of professional status is governed by statute (RCW 41.06.070) and includes positions within the University which:

- Provide professional and expert knowledge and/or instruction, engage in academic research or are classified as Academic Administrators,
- Provide management and operational oversight in support of the University infrastructure,
- Are responsible for exercising sound professional judgment in the collaboration to create and direct operations and programs that enhance Western's student learning experience, or
- Provide confidential administrative support to administrative executives.

If you have questions regarding portions of this handbook, please contact Human Resources.

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Definitions

Administrative reorganization is the good faith reallocation, shifting or elimination of job duties and/or responsibilities within a department or division resulting in the elimination or reduction of 1 or more positions.

Administrative unit is any of the 5 groups of programs and functions reporting respectively to the President, Provost/Vice President for Academic Affairs, Vice President for Business and Financial Affairs, Vice President for External Affairs, Vice President for University Advancement, or Vice President for Student Affairs.

Complaint is a written complaint concerning the interpretation or application of a specific term or provision of university, college, or department policy, or concerning a disciplinary act or application of procedures or criteria alleged to be erroneous, arbitrary or capricious.

Executive Administrative Officers include the President, Provost/Vice President for Academic Affairs, Vice President for Business and Financial Affairs, Vice President for External Affairs, Vice President for University Advancement, Vice President for Student Affairs and Academic Support Services, and Vice President of University Advancement.

Family members are persons to whom an employee is related by birth, marriage, legal partnership, or adoption. They include mother, father, sister, brother, mother-in-law, father-in-law, husband, wife, legal partner, grandparents, grandchildren, son, daughter, stepchildren, foster children and legal wards.

Flex time work schedule is the scheduling of personnel with supervisor approval around a pre-determined core time to better enable employees to meet the operating needs of the department or to allow for employee flexibility. The pre-determined core times are specific hours which all employees in a given unit must be present at his/her job.

Grant contract employees are professionals hired to perform duties in positions funded by grants, contracts and agreements.

Household members are persons residing in the same home having reciprocal duties for one another. This term does not include persons sharing the same house when the living style is primarily that of a residence hall or commune. Wherever in these policies "family member" is referred to, that term shall be deemed to subsume "household member" as here defined.

Layoff is the cessation of employment as a result of lack of work or lack of funds.

Professional staff member is an employee who provides leadership, management, and/or program direction in collaboration with executive administration, faculty, and classified staff in the following areas: professional instruction; research; university infrastructure; and the student learning experience.

Reduction in force is the reduction in the appointment of or cessation of employment as a result of financial exigency or legislative mandate.

Separation is the cessation of employment as a result of administrative reorganization, reduction in force, layoff, or inability to perform the essential functions of the job due to a disability with or without reasonable accommodation.

Temporary employee is an employee whose term of appointment is less than 6 months or less than 50% full-time equivalent.

Termination or dismissal is the cessation of employment for cause.

Working days include week days when the University is open.

Abbreviations

FLSA	– Fair Labor Standards Act
FTE	– Full time equivalent
HR	– Human Resources
PSO	– Professional Staff Organization
RCW	– Revised Code of Washington (state law)
VEBA	– Voluntary Employee's Beneficiary Association
WWU	– Western Washington University

Position Descriptions And Reviews

Human Resources Will Determine Federal and State Exemption Status.

The Human Resources Department reviews all non-academic positions for determination of exemption from civil service and the Fair Labor Standards Act and compliance with the Americans with Disability Act. See Appendix A and B for exemption criteria.

Positions Descriptions Will Be Approved.

Prior to recruitment, the University President or appropriate Vice President will approve the position. The Director of Human Resources ensures position descriptions are accurate, current and meet legal requirements. Position descriptions will minimally include

- position purpose and nature of the professional work to be done,
- the position title,
- a description of essential and marginal duties and responsibilities in accordance with applicable state and federal laws,
- a statement providing for other duties as assigned, and
- a reporting relationship in accordance with the PSO Salary and Benefits Committee format.

A position review may be conducted at any time upon supervisor or employee request when major duties or essential job functions change.

PSO Subcommittee Will Review Point Factor/Grade And Salary Assignments.

The PSO Salary And Benefits Committee will review, not less than on a quarterly basis, point factor/grade and salary assignments rated by Human Resources. Reviews are conducted in accordance with the Reviewing Professional Staff Position Compensation Assignments policy and procedures (Appendices C and D).

Probationary Period

The First Year Of Employment At WWU Will Be Probationary.

The probationary period allows time for

- the supervisor to orient the employee to the profession and to the performance requirements and the nature of the position,
- the supervisor to determine whether or not the employee demonstrates satisfactory knowledge or skills for the position,
- the employee to become accustomed to the work required, to the department, and
- the employee to determine whether s/he wishes to continue the position.

An Evaluation Will Be Conducted At The Midpoint Of The Probationary Period.

The supervisor will make a written evaluation of the employee's performance. If a performance evaluation is not forthcoming from the supervisor, the employee should request that an evaluation be conducted. The evaluation will be discussed with the employee and sent to Human Resources to be reviewed and included in the employee's performance evaluation files. Supervisors are not prohibited from evaluating a probationary employee sooner than the midpoint of the probationary period.

Written Notice Of Completion Of The Probationary Period Will Be Given.

Termination or Separation May Occur During The Probationary Period.

The employee may be terminated at any time during the probationary period. Reasons for cessation of employment may be for or without cause. The employee will be given written notice indicating the reason(s) for dismissal. The complaint process may not be used for a termination, dismissal or separation that occurs during the probationary period.

Performance Evaluations

Work Performance Will Be Evaluated Annually.

Supervisors will conduct written evaluations based upon written criteria consistent with the position description. Individual units and departments have flexibility in designing performance evaluation procedures that best meet the needs of their employees. The evaluation should include at a minimum

- areas of outstanding performance,
- areas needing improvement,
- objectives for the employee's next performance period, and
- an opportunity for employee self evaluation and/or response.

Evaluations Will Be Reviewed And Signed By The Employee.

The date of the evaluation and employee comments should be documented and maintained in a format suitable for review by the appropriate Dean or Vice President. A signature does not indicate the employee agrees with the evaluation, only that the employee has read the final evaluation.

Original evaluations will be forwarded to and maintained in the employee's official personnel file in Human Resources.

Promotions, Transfers And Cross-Training

Western Washington University is committed to filling positions with the best qualified candidates available. In addition, the University desires to provide a diverse workforce and opportunities for upward mobility.

Vice Presidents May Consider Employees First In Filling Vacant Positions.

When possible, whether within or outside of their immediate area of responsibility, Vice Presidents may consider employees prior to an external recruitment while maintaining their commitment to the University's equal opportunity and affirmative action guidelines.

A Vice President may choose to re-open a search to all qualified candidates after considering internal candidates or choose not to fill a position.

Human Resources Will Administer The PSO Classification/Compensation Policy.

The classification/compensation plan will

- establish and maintain a classification plan which provides a fair and objective means of recognizing differences in qualifications and responsibilities,
- establish a plan that is free from the influence of factors unrelated to qualifications and responsibilities,
- formalize the relationship between qualifications and responsibilities in placement or advancement in the classification system,
- provide a fair, objective and sufficiently flexible framework for placement and compensation decisions, and
- ensure placements and adjustments within the plan are based on objective and sufficient rationale.

The Professional Staff Classification/Compensation Plan (Appendix E) provides guidelines for salary adjustments.

Human Resources Will Coordinate Cross-Training Requests.

Cross training will be considered for eligible employees interested in furthering professional knowledge and skills by working in another position, department or division. Cross training plans will meet specific criteria as well as appropriate approvals in accordance with the Providing Cross-Training For Professional Staff policy and procedures (Appendices F and G).

Discipline

Performance Standards And Conduct Will Be Maintained.

Employees are expected to provide leadership and model professional behavior that reflects generally recognized and communicated performance standards. In addition, employees are expected to ensure well regulated operations that support safe and healthy work environments in ways that protect the interests and security of all University employees, students, and visitors.

Supervisors will provide counseling to an employee when an employee begins to digress from performance and/or conduct standards. Formal progressive disciplinary actions up to and including termination may take place.

Reversion Rights To Classified Staff

Employees With Prior Civil Service Status Shall Have Reversion Rights.

A classified employee who accepts a professional staff position shall have a right of reversion to the highest class of position previously held, or to a position of similar nature and salary (Chapter 41.06 RCW).

Employees Must Make Timely Request For Reversion.

Application for returning to a classified position must be made to Human Resources no later than 30 calendar days following the conclusion of the professional staff appointment.

Employees Terminated From A Professional Staff Position May Not Be Eligible.

A person occupying a professional staff position and terminated from the position for gross misconduct or malfeasance does not have the right of reversion to a classified position.

Work Schedules

Employees Will Fulfill Job Requirements.

The employee is expected to work the hours necessary to fulfill job responsibilities and ensure coverage during the core business operating hours. The employee is compensated with a salary unless it has been determined that the position is covered by the Fair Labor Standards Act.

Employees May Be Eligible For Overtime Compensation.

The federal Fair Labor Standards Act provides that certain professional staff are eligible for overtime at time-and-one-half, or compensatory time at time-and-one-half (see PSO Guide). The Fair Labor Standards Act grants an eligible employee the right to decide whether to take overtime compensation in compensatory time at time and one-half, or overtime pay at time and one-half. If an employee is directed to work overtime, s/he has the right to decide how that overtime is to be paid. Human Resources will administer overtime eligibility designations of those positions based on the Fair Labor Standards Act.

Overtime Will Only Be Incurred With Prior Approval.

An employee whose position is not FLSA exempt will obtain supervisory approval prior to working overtime and complete appropriate overtime or compensatory time forms. Time will be reported online via the Employee Web/Time Entry. Maximum accruable compensatory time is 240 hours.

Supervisors have the discretion of how and when overtime will be distributed and assigned to employees.

Flex Time Work Schedules Require Approval.

Each request for an exception to the standard work schedule will be considered separately by a supervisor based on operational needs and the employee's request.

An employee's proposed flex time schedule will not be approved if it will interfere with the work to be done or services to be performed. Every effort should be made to accommodate an employee's flex time schedule request. The final decision rests with the supervisor and the Vice President for that area (see PSO Guide).

Leaves Of Absence

All Types Of Leave Will Be Reported.

An employee will complete the appropriate leave form to obtain supervisor approval prior to taking leave unless prearranged. Leave forms may be completed after the fact for sick leave.

Reporting of leave time for payroll deduction purposes differs among Professional Staff Group Designations. See PSO Guide for specific group reporting leave requirements. Eligible leave taken will be reported by employees via the Employee Web Form Time Entry.

Medical Certification May Be Required.

When appropriate, the employee may be required by a supervisor or Human Resources to submit a written physician's certification supporting the need for absence because of illness or disability by a licensed physician or health care practitioner.

Leave Accruals May Be Transferred.

Leave accruals will transfer at the time of conversion or appointment when a classified employee converts to professional staff status.

Leave accruals will transfer at the time of reversion when an eligible employee reverts back to classified service.

An eligible employee with prior state service may have sick and vacation leave accruals transferred with approval by the department to which the employee is being employed. A department may approve transfer of a new employee's vacation leave only when there is to be no break in service.

Vacation Leave

Employees Will Accrue Vacation Leave.

Beginning with the first month of employment, the employee will accrue vacation leave at the rate of 2 days (16 hours) per month. An employee working between 0.5 to 1.0 FTE will accrue vacation leave on the pro rata basis that the appointment bears to a full-time appointment. Vacation leave will not accrue during a leave of absence without pay which exceeds the equivalent of 10 working days in any calendar month.

The commencement of employment on any date during the month will be deemed sufficient for 2 days (16 hours) leave accrual for that month.

The employee is encouraged to take at least 2 weeks of continuous vacation per year depending upon the amount of accrued leave available.

Vacation Leave Requires Prior Approval.

All requests to use accrued vacation leave require supervisor approval prior to the scheduled vacation leave. Accrued vacation leave may be used for leave granted under the Taking Family And Medical Leave policy (see PSO Guide).

Vacation Leave Balances May Not Exceed 240 Hours.

Vacation balances in excess of 240 hours (30 working days) on the employee's anniversary date will be extinguished unless the appropriate Vice President has given prior written approval for additional balances. All requests for approval to exceed the maximum must include a plan to reduce the balance below the maximum by the beginning of the next anniversary year.

Cash Out For Vacation Leave May Be Available.

A cash payment is provided for accumulated vacation leave under the following circumstances

- the employee resigns with a minimum of 2 weeks notice after 6 months of continuous employment, or
- upon the employee's separation, retirement, termination, or death.

Personal Holiday

Employees Will Accrue One Personal Holiday Per Calendar Year.

A personal holiday may be used any time after the commencement of employment with supervisory approval. An eligible employee may use the personal holiday for leave time granted under the Taking Family And Medical Leave policy (see PSO Guide).

Unused personal holidays will not carry over to the next calendar year and cannot be cashed out upon separation, resignation, retirement, termination, or death.

Personal holidays are not to be taken in portions but are to be taken equivalent to the employees FTE.

Employees Are Permitted A Winter Break Day

Subject to operational and staffing needs, the employee is permitted one paid winter break day to be used between the end of Fall Quarter and the beginning of Winter Quarter. Employees are expected to coordinate their use of the winter break day with their supervisors. The day may not be carried forward and may not, under any circumstances, be converted to cash. The winter break day is available beginning in the 2007-2008 academic year.

Sick Leave

Employees Will Accrue Sick Leave.

Employees appointed after July 1, 1997 will accrue 8 hours (1 day) of sick leave on the first day of employment and at the beginning of each month thereafter. Those with less than a full-time appointment will accrue sick leave based on appointment percentage.

Reserve Sick Leave May Be Available For New Employees During Probationary Period.

On the first day of employment an emergency reserve of up to 12 days (non-accruable) sick leave may be available during the probationary period. All available accrued leave, including shared leave, must be used prior to using approved reserve leave. Determination for reserve sick leave will be based on

- funding available,
- medical necessity that meets Shared Leave Program criteria, and
- approval by the department Director and Human Resources.

Use Of Sick Leave Will Be Limited.

Employees enrolled in the sick leave accrual system may request use of sick leave under the following conditions

- during illness, disability or injury which has incapacitated the employee from performing required duties,
- personal medical, dental, or optical related appointments,
- exposure to a contagious disease by the employee such that attendance at work would jeopardize the health of fellow employees or the public,
- applicable leaves covered under the University's Family Medical Leave Policy (see PSO Guide),
- short-term medical care (up to 10 working days) of a family or household member that requires the employee's presence for treatment, supervision, or to make arrangements for extended care, and
- condolence or bereavement (beyond 3 day bereavement allowance).

The Human Resources Director may authorize sick leave use as provided in this subsection for other than family or household members. The applicability of "emergency," "necessary," and "extended care" will be made by the Human Resources Director. When possible, employees will request prior approval from supervisors for the need for sick leave.

Accrued Sick Leave May Be Cashed Out.

Cash outs of accrued sick leave will be made in accordance with RCW 41.04.340 as amended or transferred to the Voluntary Employee's Beneficiary Association – Medical Expense Plan (VEBA) on retirement when applicable.

Eligibility for 180 Day Medical Leave Plan Is Limited.

Employees eligible for the 180 day medical leave plan are

- director-level positions with line responsibility reporting to a Vice President or to the President,
- employees "grandfathered in" by having been hired prior to July 1, 1997, and

- employees eligible for the plan under the Faculty Handbook and subsequently appointed to a professional staff position.

180 Day Medical Leave Taken Is Limited.

Medical leave time taken will be limited to the same reasons listed in the previous section on “Sick Leave.” For each separate case, leave may be taken to the extent required for

- attending medical related appointments, or
- recovery from a disability and resumption of normal employment duties, but
- not in excess of the employee’s entitlement of 180 calendar days, or
- until long-term disability insurance takes effect (whichever comes first).

Reporting of 180 med leave for FLSA exempt employees differs from FLSA non-exempt employees (see PSO Guide.)

Human Resources Will Provide Notice Of Termination of 180 Day Medical Leave.

Termination of 180 day medical leave shall be preceded by advance written notice to the affected employee not less than 5 calendar days prior to the effective date of termination of medical disability leave benefits.

Eligible employees appointed for a specific time period of less than 1 year or separated or terminated from employment with the University for reasons unrelated to the medical disability shall be entitled to receive medical leave only up to the effective date of termination from employment with the University.

Certain Employees May Transfer To Sick Leave Accrual System.

Employees on the 180 medical leave plan hired or transferred into professional staff status prior to July 1, 1997, may at any time irrevocably elect to transfer to the sick leave accrual system made effective July 1, 1997.

Upon transfer to the accrual system, such employees shall be granted a sick leave balance equal to 8 hours (1 day) for each month of professional staff service completed at Western prior to June 30, 1997. Hours transferred will be a minimum of 12 days or a maximum of 1040 (130 work days).

Emergency Leaves

Leave May Be Taken For Short Term Family Emergencies.

Sick leave, compensatory time, vacation leave, personal holidays or leave without pay may be used in the event of an unexpected

- absence of a regular care provider,
- closure of school or center,
- need to pick up a child at school earlier than the regular time of dismissal, or
- immediate need to care for a family or household member when the employee’s presence is required by a physician or to make arrangements for extended care.

For the purpose of this section, advance approval or written advance notice of vacation, personal holiday, comp time and/or leave of absence without pay shall not be required.

However, use of emergency leave shall not exceed 3 days per incident without supervisor's approval.

Accrued compensatory time must be used before any other leave is used unless the leave is for an eligible Family Care Act event.

The employee upon returning from each such leave shall submit the standard leave form designating to which leave category the absence will be charged.

Bereavement Leave

Paid Leave Will Be Granted For Bereavement.

Leave may be approved for up to 3 days. Paid leave will be granted for family or household members. Leave for bereavement of non-family members may be granted by the Director of Human Resources or designee on the recommendation of the employee's supervisor. Additional sick leave time may be used for condolence or bereavement with supervisor's approval.

Leave Without Pay

Leave Without Pay May Be Taken For Certain Circumstances.

Circumstances may be for, but are not limited to,

- disability,
- educational/professional development,
- government service in the public interest,
- parental/emergency,
- child care emergencies,
- family medical-serious health conditions, or
- reasons beneficial to the University.

Vacation and sick leave will not accrue during a calendar month if leave without pay exceeds 10 working days (or 80 hours) in a calendar month.

Government Service Leave

Employees May Be Approved For Leave Of Absence For Elective Office.

Employees may file for, campaign, or serve in elective office without change in their employment status so long as such activities do not interfere with their regular University duties and responsibilities.

In cases where there may be such interference, an employee shall request a leave of absence without pay from the appropriate executive administrative officer before filing for an elective office.

Paid Leave Shall Be Granted For Jury - Civil Duty.

Employees required to serve as a witness at a trial, or fulfilling other civil duties pursuant to subpoena shall remain in paid status. To receive full compensation from the University while on leave for jury duty, and not in leave status, the employee must submit to the University cashier any and all compensation received from the court for services as a juror, a witness, or in any other civil capacity s/he may have served. (Compensation received shall not include travel.)

The above does not apply to situations when an employee is called upon to testify as an expert witness. In these situations, the employee must request to use leave without pay, vacation leave, or personal holiday.

Professional Leave

Employees May Apply For Professional Leave After 6 Years Of Full Time Service.

After 6 years of full-time service to the University, a full-time employee may apply to the appropriate Vice President, or designee, for professional leave to acquire knowledge and/or experience which will enhance the employee's future contributions to the University. Professional leave may be granted for up to a calendar year.

Requests For Professional Leave Must Be Submitted 6 Months Prior To Leave.

To apply for professional leave, the employee will submit a written Professional Leave Plan to the appropriate Vice President 6 months prior to the requested leave period. The Plan is to include information outlined in the procedures (see PSO Guide). Vice Presidents may establish additional criteria and procedures within their respective Divisions.

Final Approval For Professional Leaves Will Be Made By The President.

The granting of professional leave shall be contingent upon a signed, contractual agreement between the President and the employee, upon recommendation of the appropriate Vice President, providing that the employee shall return to the University following completion of the leave and serve for a period equal to that of the amount of leave granted.

Employees Awarded Professional Leave May Be Compensated.

Employees are encouraged to seek supplemental salary for professional leave. However, approved professional leave will be compensated by the University if no other form of compensation is involved, such as grant funds, stipends, or fellowships. Compensation by the University shall be an amount equal to the normally contracted salary for the period of the leave provided that such compensation does not exceed the limits set by state law.

The University's contribution will be reduced if the sum of the salary from the University and from such supplementary sources is greater than the employee's full-time salary. The reduction in the University's contribution will not be greater than that required to maintain the salary at the level the employee would receive for normal duties.

An employee on leave with full pay may not accept remunerative employment from some other source during the period of the leave. The acceptance of supplemental employment for employees on leave with less than full pay should not carry with it duties or obligations which hinder the pursuit or the purpose for which the leave is granted and must be approved

by the appropriate Vice President prior to being accepted. Failure to comply may result in cancellation of the leave, and a requirement to repay any compensation received for the leave.

The Employee Will Fully Comply With The Final Agreement.

Failure to comply with the provisions of the signed agreement will constitute an obligation to the recipient to repay the University, on a pro rata basis, any remuneration received from the institution during the leave.

The Employee Will Submit A Summary Of The Results Of The Leave.

Following the completion of the leave, the employee will submit a written summary of the results of the leave (see PSO Guide).

Resignation

The Employee Will Provide Timely Notice Of Resignation.

An employee may resign in good standing with the University by providing a minimum of 2 weeks written notice to his/her supervisor. Any exception to this policy must be approved by the President or designee.

Grant Funded Employees

Grant Employee May Be Terminated/Separated.

A grant funded employee is contracted for specific grants with specific time periods and are separated upon completion, rescission, reduction, amendment and/or termination of a grant. Grant contract employees are also further subject to rescission, reduction, amendment and/or termination. The employee may be terminated at any time. There is no obligation to rehire a grant contract employee after a specific grant ends.

Separation Due To Administrative Reorganization Or Layoff

Executive Administrative Officers May Authorize Separations Due to Administrative Needs.

The University President is responsible for organizing and operating the University effectively and efficiently and may, when appropriate, modify or discontinue administrative positions through administrative reorganization, as may a Vice President. The President will make every effort to minimize the adverse affects of layoff, reduction in force or reorganization on employees of the University.

Written Notice Will Be Given To Employee Designated To Be Separated.

Should administrative reorganization necessitate an employee's separation, the appropriate Vice President will give written notice to the affected individual in accordance with the

schedule outlined below. The notice of separation will indicate the effective date and an explanation for the separation.

After the probationary period, but less than 2 years	30 days
Two years, but less than 3 years	60 days
Three years, but less than 4 years	90 days
Four years, but less than 5 years	120 days
Five years, but less than 6 years	150 days
Six years or more	180 days

Severance Pay May Be Provided.

The University may provide severance pay in lieu of notice for any separation equal to the amount of salary for the time period as outlined in this section.

Preference Will Be Given To Separated Employees.

An employee who is separated in connection with administrative reorganization or layoff not due to official reduction in force will receive priority consideration when the University fills administrative positions for which the employee is qualified. Priority consideration will be provided for 1 year following the effective date of separation.

Administrators Will Follow Procedures For Separations Covered Under This Section.

See PSO Guide.

Layoff Or Reduction In Force

The University President Can Declare A Layoff Or Reduction In Force.

The President, upon the authority of the Board of Trustees, can declare that a layoff or reduction in force is required in connection with a University-wide budgetary problem or legislative mandate.

Layoffs or reductions in force will be handled in accordance to the Layoff Or Reduction In Force Policy and Procedures (Appendix H). This policy does not diminish or otherwise affect the President's authority and responsibility to implement administrative reductions or reorganizations to improve the effectiveness or efficiency of an administrative area or the University as a whole.

Filing A Complaint

An Employee May File A Complaint.

An employee is encouraged to resolve issues informally at the lower administrative level but retains the right to file a formal complaint and appeal decisions to a higher administration level. Complaints will be handled in accordance to the complaint policy and procedures (Appendices I and J).

Modification Of The Handbook

Employees and President May Propose Modifications To The Handbook.

The University President or any employee covered by the provisions of the Professional Staff Handbook may propose modifications to the handbook following the procedures provided in the PSO Guide.

Modifications approved by both the Professional Staff Organization and the President shall be in effect 10 working days after the date of the Presidential memorandum as referenced in the procedures.

The President's modification(s) will provisionally be in effect 10 days after the President's proposal is communicated to the organization. PSO may appeal the President's modifications; however, the President's decision is final.

Modifications Will Be Presented To The Board Of Trustees.

Modifications will be presented to the Board of Trustees for information when substantive changes are made.

Adopted Modifications Will Be Published.

Adopted modifications will be announced, updated on the Human Resources website and incorporated into the written Handbook.

Approved by President Morse December 21, 2006
Effective Date: January 1, 2007