

## Summary of Updates to the Professional Staff Program

Effective February 1, 2006

TOPIC	CHANGE
Definition of family member	Definition of family member revised so that the same description is used for faculty, professional staff and classified staff.
Bereavement leave	Entitlement increased from one day (with option to approve an additional two days) to three days in the event of the death of an employee's family member.
Civil duty leave	Employees are no longer required to return to UW payment received for jury duty.
Professional leave	Description of professional leave revised to provide examples of the types of activities for which professional leave may be authorized. Retains unit discretion for approval of requests.
Role and value of professional staff; role of professional staff in University Service	<p>Adds philosophical statement regarding professional staff members' many contributions to the University. Service as an elected or appointed member of a University committee or council is normally considered part of the work assignment, not charged to leave</p> <p>Departments may also approve the use of reasonable amounts of work time for an employee's voluntary participation in other forms of University service.</p>
Part day absences for overtime exempt staff	Clarifies that overtime exempt professional staff are not normally required to take leave for part day absences as long as they are not unusually frequent or lengthy. Part day absences that do not require leave use still require supervisory approval.
At-will nature of the appointment	The at-will nature of professional staff appointments is clarified by providing additional explanation of the statement that termination actions/reasons may not violate public policy.
Performance evaluation	<p>Added statement that employee may suggest other individuals available to provide additional feedback on performance.</p> <p>The employee should receive a copy of the completed, signed evaluation.</p>
Program levels and overtime status	The Level 1, 2, 3 structure is replaced by distinction between <u>overtime covered</u> (formerly Level 1) and <u>overtime exempt</u> (formerly Level 2) and <u>overtime exempt - grades 11-14</u> (formerly Level 3) professional staff positions.
Complaint Process	<p>A professional staff employee, with 24 hours notice may bring an observer of their choice to meetings that are part of the professional staff complaint process.</p> <p>Specifies that it is a violation of University policy to retaliate against an employee for use of the professional staff or other complaint processes.</p>