

Summary of Changes and Questions/Issues in the PSO Review of the Professional Staff Program

- **Section Numbers** – Adding section numbers within the “Parts” would be very useful.
- **New Section** – Propose adding the following to a new section titled Professional Development:
The University strongly encourages supervisors to provide release time for professional staff to serve on University Committees and Councils. This will allow another avenue for professional development.

PART 1

- **Appointment Status** —
 - The “at will” clause should be changed to allow professional staff to attain a “permanent” status, similar to that in effect at other Washington State universities.
 - Better define the term “public policy.”
- **Program Levels** — Clarify the differences between the different levels of professional staff and between the professional staff level 1 and classified staff.
- **Compensation System and Salary Structure** — Review the Professional Staff Program to resolve any inequities the program has incurred as a result of the recent bargaining agreements between the UW and unions for various classified staff.
- **Salary Upgrade** — Correction to text.
- **Excess Compensation** — Clarify OPUS use.
- **Work Hours, Work Schedules** — Redefine professional staff levels 2 and 3 so that part day absences do not require use of leave.

PART 2

- **Holidays** — Propose providing holiday leave credit with same format for use as that of compensatory time.
- **Insurance Coverage During Family and Medical Leave or Leave Without Pay** — Change as necessary to allow shared leave to be spread 8-hours per month over several months to keep employee benefits.
- **Leave and Leave of Absence/General Information** — Require each unit to develop and distribute leave reporting procedures and include these procedures as necessary documents for Internal Audit departmental reviews.
- **Annual Leave: Accrual and Use/Leave Accrual** — Revise leave accrual at the “9 years and above” level, so that there is no difference between professional staff levels 1 and 2.
- **Payment for Annual Leave** — Clarify or remove outdated sentence in parentheses.
- **Sick Leave: Accrual and Use/Leave Accrual** — Clarify OWLS and form 1648 use.
- **Sick Leave: Accrual and Use/Leave Use** — Change language regarding medical certification for absences of three or more days.
- **Attendance Incentive Program** — Clarify program so that the supervisor cannot deny the employee’s request for sick leave buy out.
- **Discretionary Leave – Recognition for Noteworthy Achievement and Effort** — Give examples or amplify how this might be used.
- **Professional Leave** — Raise profile of this type of leave with real examples.

PART 3

- **Reversion Rights to Classified Staff** — Add a statement that counsels employee to check with Benefits regarding retaining or reverting to a former retirement plan.

- Moved **Performance Evaluation** to separate section (new Part 4). Moved the **Joint Appointments – Faculty and Professional Staff, Multiple University Appointments, Outside Consulting and Employment**, and **Conflict of Interest** sections to Part 3 on **Employment Process** as types of appointments.
- **Joint Appointments – Faculty and Professional Staff** — Make sure this is working in conjunction with the Faculty Code.

PART 4

- **Performance Evaluation** —
 - Clarify 12-month period used in performance evaluations.
 - Bring employee into discussion concerning the type of performance evaluation form to use and whether or not to use the feedback solicitation form and with whom.
 - To avoid later misunderstandings from a verbal conversation, require a brief written statement from both supervisor and employee on what the conversation consisted of on the Professional Staff Performance Evaluation Conversational Approach form.
- **Professional Staff Performance Evaluation Conversational Approach** — Modify form to include fields for supervisor and employee to provide brief summary statements regarding the conversation as well as signature fields for both.

PART 5

- Moved **Ending Employment** to a separate section (new Part 6) to provide greater visibility and to break the perception that the **Complaint Procedure** and the **Ending Employment** section necessarily belong together.
- Add section on **Conflict Resolution Process** to provide information on mediation as a potential way of avoiding the **Formal Complaint Process**.
- Change the **Submission** section header to **Formal Complaint Process**.
- **Formal Complaint Process** —
 - Change 15 to 10 business days (and be consistent throughout entire complaint process), so that a two-week termination notice is addressed before the employee's last day.
- Change the **Supervisor Review** section header to **Supervisor Response**.
- Add section on the **Appeals Board** and add **Appendix F** detailing the appointing authority, membership, membership term, charge, reprisal, and action of the Appeals Board.
- Change the **Vice President or Dean Review** and **President Review** sections to a single **Final Review** section, so that these do not appear to be two separate steps in the complaint process.
- **Final Review** — What constitutes a judicial review and who would/wouldn't be eligible?

PART 6

- **Layoff – Reduction In Force** —
 - Change to encourage more than 30 days notice if possible.
 - Add to Appendix E a notice regarding reversion rights for former classified staff.
- **Corrective Action and Termination of Employment** —
 - Provide a minimum of two weeks notice and/or pay when terminating employment.
 - Require supervisors to provide a written explanation for terminations.

APPENDICES

- **Appendix B** — Refer to **Appendix B** in the body of the Program (it isn't cited currently) most likely in the **Statutory Authorization** section and update the reference from the rescinded Executive Order to Administrative Policy Statement 42.1
- **Appendix C** — Provide more information on how starting salaries are determined from the salary grade structure, how adjustments are made for inflation and market salary gaps, etc.
- **Appendix E** — Add statement notifying former classified staff of potential reversion rights.
- **Appendix F** — Add new appendix on the Appeals Board.