

## **CWUP 6-0**

### **Exempt Employees' Code**

*Approved by EEA Governing Board, April 7, 2008.*

*Approved by CWU Board of Trustees, June 6, 2008.*

#### **6-10**

#### **Board of Trustees, Code, Code Revisions**

##### **6-10-010**

##### **Amending the Code**

Any university employee may submit proposals to the Exempt Employee Association Governing Board to amend the code or any member of the board of trustees may propose changes to the code. In order to assure that this code is kept under study and updated, the president, human resources and/or the governing board of the exempt association shall review the code periodically.

Nothing shall limit the board of trustees from adopting emergency additions, changes, and provisions affecting this code, so long as such changes are fairly and uniformly applied. Emergencies shall be determined by the board of trustees. Emergency actions taken by the board of trustees shall be effective until the procedures outlined in CWUR (*Amending the Code* section) to amend the code have been completed.

##### **6-10-020**

##### **Authority of Board of Trustees**

The board of trustees of Central Washington University hereby repeals any and all ordinances and policies adopted by the board of trustees and any and all rules adopted by the board of trustees which are contrary to or inconsistent with the provisions of this code.

The enumeration in this code of certain rights and duties shall not prohibit the university administration from adopting and retaining operational rules and policies which are not in conflict nor inconsistent with the rules contained in this code.

Any pending action or proceeding shall not be affected by this code except that subsequent proceedings therein shall conform to the provisions of this code so far as applicable.

Unless the board of trustees specifically delegates its authority by formal motion or resolution to specific individuals or groups, only it may authorize appointments, leaves, and other employment conditions and privileges contained in this code.

##### **6-10-030**

##### **Exempt Employees' Code of Human Resources Policy—Defined**

The exempt employees' code of human resource policy of Central Washington University is a general policy statement issued by the board of trustees pursuant to the board's authority in RCW 28B.35.120, subsection (12).

This code applies to all exempt employees as defined in CWUP 6-20.

All university policies are subject to federal laws, to the laws of the state of Washington and the authority vested in the board of trustees. Nothing in this code shall be construed as an abrogation in any way of any responsibility or power vested in the board of trustees by the laws of the state of Washington. The code does not limit the right of the board of trustees to add emergency provisions or to revise this code, to approve other policy statements concerning the University that are equally binding, to contract for employment benefits permitted by law other than those specified in this code, or to delegate administrative authority to the president and appointing authorities.

All provisions of this code are subject to and may be superseded by Washington State legislative enactments.

## **6-20**

### **Exempt Employees Defined, Rights and Privileges, Professional Conduct, Code of Ethics, Reasonable Accommodation**

#### **6-20-010**

##### **Code of Ethics**

Exempt employees are expected to comply with the Ethics in Public Service Law (RCW 42.52 and WAC 292-110) included in CWUP 2-2.7 and CWUP 2-2.38. To maintain the public trust, exempt employees may not use their position to obtain personal gain or private advantage.

**(1) Additional Compensation and Compensation for Outside Activities** - An exempt employee may accept additional compensation from the university for additional work under the following conditions:

The work is outside the employee's official scope of duties assigned by the university; The work (or teaching and associated activities) is either scheduled outside the employee's regular hours of work or appointment year, or performed while the employee is on work schedule adjustment, annual leave or leave without pay; Principal budget administrators are not eligible for additional compensation for any additional work (or teaching and associated activities);

**(2)** In considering requests for consulting assignments, the employee and supervisor(s) shall be concerned that consulting assignments do not interfere with institutional responsibilities and employee duties. These assignments must comply with the compensation for outside activities specified in CWUP 2-2.7.

**(3)** An exempt employee may not receive compensation from any source except the state for performing his/her official duties. Exempt employees may receive honoraria in accordance with CWUP 2-2.7. Nothing in the above shall be construed to limit activities during vacation periods provided such activities do not violate the state ethics law. The work shall not conflict with the state ethics law.

**(4) Employment After University Service.** To ensure that the interests of the state are not compromised either before or after a person has completed public service, former exempt employees are restricted regarding the acceptance of employment after termination of state employment. The restrictions regarding the acceptance of employment after termination with the State are addressed in CWUP 2-2.7

#### **6-20-020**

##### **Exempt Employees Defined**

As used in this code, the term exempt employees shall mean individuals appointed by the university to positions which are civil service exempt and who are engaged in administration, professional services or a combination of administration and instruction requiring professional training and experience except academic department chairpersons pursuant to RCW 41.06.070 (2) (a) (b).

#### **6-20-030**

##### **Exempt Employees with Faculty Status**

Exempt employees who hold academic rank and/or tenure and are recognized as faculty shall be deemed to be covered by the faculty contract only when involved in academic pursuits including teaching, academic research, scholarly interaction with faculty members and attainment and advancement of faculty status. In all matters related to the responsibilities of the exempt position, such employees shall have the privileges and be held accountable for the obligations of exempt employees according to the terms of this code. For these employees who are covered by both, granting of any specific benefit(s) to an individual under one code/contract shall automatically exclude duplicate granting of the same or similar benefit(s) to that individual under the other code/contract, unless specifically and individually allowed by the board of trustees.

## **6-20-040 Rights and Privileges**

Exempt employees may submit their group opinions to the president on all issues that affect their welfare or responsibilities. Individuals may relay their opinions to their immediate supervisors. Individuals may use the grievance policy provided in this code.

## **6-20-050 Statement of Professional Conduct**

Exempt employees are committed to serve the best interest of the university in providing a quality education to its students.

## **.6-30 Conditions and Terms of Employment**

### **6-30-010 Appointment: Terms and Conditions**

All appointments shall be governed by professional considerations, and shall be based on qualifications, not political or other nonprofessional considerations, and shall follow federal, state and university guidelines, including equal opportunity policies. Although shared at certain stages with faculty and administrators, the ultimate responsibility for making appointments rests with the appointing authorities, president and the board of trustees

Exempt employees have no tenure and serve at the discretion of their appointing authority. Exempt appointments are considered to be at-will appointments. Such appointments may be terminated by the university provided the termination does not unlawfully discriminate or violate public policy (CWUP 2-2.2).

The terms and conditions of every appointment will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the appointee.

### **6-30-020 Evaluation of Exempt Employees**

All administrative exempt personnel shall be formally evaluated by their supervisors at least once each year. Informal evaluation is also encouraged on a frequent and continuing basis.

The purposes of the evaluation shall be:

1. To ensure that each administrator assumes responsibility for regular evaluation of employees under his/her jurisdiction.
2. To establish the value of each employee's contribution to the cooperative effort of the institution.
3. To motivate individuals to higher standards of job performance.
4. To enhance and encourage the personal and professional development of employees.
5. To provide information by which an individual may improve in the performance of his/her current duties.
6. To provide a basis for allocating rewards equitably among employees.
7. To acquire information on which to base personnel decisions.

### **6-30-030 Hours of Work**

It is expected that full-time, exempt work schedules will consist, at a minimum, of 40 hours per week which will serve as the basis of annual and sick leave accruals. Work hours are established by the supervisor based on the needs of the department.

However, when the nature of responsibilities associated with an exempt position requires greater than a 40-hour workweek including evening and weekend work, considerable flexibility in the work schedule to accommodate meetings and functions on weekends and evenings is expected. In addition, whenever

possible, supervisors and employees should anticipate peak and seasonal workloads and make appropriate work schedule adjustments.

Further, if the nature of an exempt appointment frequently requires greater than a 40-hour work week, the employee is not required to charge annual leave or sick leave to cover an occasional, supervisor-approved, partial day absence.

The president or designee of Central Washington University may suspend the operation of all or any portion of the institution whenever it is determined that the public health or property or safety is jeopardized and/or is advisable when an emergency occurs. The Suspended Operations Policy (CWUP 2-2.35) will be followed.

#### **6-30-040 Position Changes**

Exempt employees may be moved at any time without prior notice and without recourse to the Exempt Grievance Procedure (CWUP 6-80) provided that: the new position is at a comparable or higher level of salary to the employee's previous position, or the position change is by mutual agreement between the employee and his/her supervisor, or the employee has faculty rank and is being reassigned to return to instruction within his/her academic department.

An exempt employee may request consideration for reassignment to a position at a similar level of responsibility or for voluntary reduction to a position at a lower level of responsibility. If the employee-initiated request results in an appointment, the salary will be established through the Exempt Compensation Program (CWUP 6-50 and CWUR *Compensation* section). The employee who requests such reassignment or voluntary reduction shall not have recourse to the administrative grievance procedure.

When appropriate an exempt employee may be reassigned to a position at a lower level of responsibility. The salary for the new assignment shall be determined through the Exempt Compensation Program (CWUP 6-50). The employee who is reassigned shall have recourse through the Exempt Grievance Procedure (CWUP 6-80).

#### **6-30-050 Professional Growth**

It is in the interest of the University to encourage exempt administrative professional growth and job satisfaction through the judicious and strategic use of various job design strategies such as job enlargement, job enrichment, and job rotation. Professional growth opportunities provide individuals with new skills and competencies that may prepare them for new positions, growth within their current position, or a promotion.

##### **(1) Definitions:**

Job enlargement broadens the scope of a job by expanding the number of units for which the position is responsible and thereby adding increased challenges and opportunities for the incumbent.

Job enrichment increases the depth of a job by adding responsibility in the areas of planning, organizing, controlling and evaluation of the work within the functional unit.

Job rotation is the process of shifting a person to a different job (typically for a finite period of time) for the purpose of ensuring the staff are cross trained in multiple units of the department thereby preparing the person for future job enlargement opportunities.

##### **(2) Promotions:**

Promotions occur when there is an elevation of a position to a higher level of responsibility and salary by increasing responsibilities and duties.

Each of these strategies can be used to add variety and challenge to a job while also allowing the individual to learn new skills and to refine and develop existing skills to better prepare for advancement opportunities that may occur.

Human resources will develop and maintain procedures for professional growth.

## **6-40-060**

### **Types of Appointments**

(1) The types of appointments covered by this code include the following:

(A) Regular. A regular appointment is made to a position that is expected to continue to exist for the foreseeable future.

(B) Temporary. A temporary appointment is made to a position created to complete special work projects or tasks of a nonrecurring or intermittent nature, with the position expected to cease to exist once the work has been completed.

(C) Interim. An interim appointment is made to fill a continuing position while the search is completed to fill the vacancy.

(D) Acting. An acting appointment is made to replace an employee on leave of absence from an exempt position.

If the temporary, interim, or acting appointee held a regular exempt position immediately prior to the temporary assignment, the employee shall return to his/her regular position (or a comparable position) at the previous salary rate plus any adjustments provided by CWUP 6-50, unless notice of separation from employment has been given in accordance with CWUP 6-40 temporary, interim, or acting appointees who held civil service or faculty positions immediately prior to the temporary assignment shall be returned to civil service or faculty status in accordance with the appropriate rules.

(2) The rights, privileges, and responsibilities specified in this code apply to all exempt employees unless otherwise stated in a letter of appointment or subsequent modification to the appointment letter. However: Part-time appointees working half time or more shall accrue leave on a prorated basis. Temporary appointees may or may not be eligible for insurance and retirement benefits, based on the eligibility provisions of those benefit plans. In addition, temporary appointees are not eligible for annual leave and sick leave, unless specifically stated in the appointment letter, and in accordance with the eligibility provisions of those leave plans.

## **6-40**

### **Separation from Employment**

#### **6-40-010**

##### **Abandonment of Position -- Presumption of Resignation**

An employee may be presumed to have resigned when there has been an absence without authorized leave from the job for a period of five consecutive working days.

#### **6-40-020**

##### **Disability Separation**

An exempt employee who becomes permanently unable to perform the essential functions of the assigned position due to a disability may be separated from employment after the university has made a good faith effort to provide for reasonable accommodation in accordance with existing state and federal law. This determination shall be made after an appropriate review of the circumstances in accordance with the policy on Reasonable Accommodation of Employees and Applicants with Disabilities, CWUP 2-2.2.1.5 The notice requirements contained in CWUR (*Separation from Employment* section) shall not apply.

#### **6-40-030**

##### **Notice of Separation (without stated cause)**

(1) All exempt employees shall be subject to separation from university employment, regardless of any term stated in any appointment letter or other document, upon notice or severance payment in accordance with this section. The exempt employee will be informed of the separation decision in writing.

(2) Notice of a decision to separate an exempt employee appointment, shall be given according to the following schedule:

(A) At least ninety calendar days before the specified separation date during the first year of service in the current position.

(B) At least one hundred eighty days before the specified separation date during the second through fifth years of service in the current position.

(C) At least three hundred sixty five days before the specified separation date during the sixth year or subsequent years of service in the current position.

(3) The university may assign other duties and responsibilities to an employee who has been notified of separation for any or all of the period of notice at the employee's current salary. The university may also schedule the use of all or part of the employee's accrued annual leave during the period of notice, unless the employee is eligible and elects to retire on or before the effective date of separation.

(4) The university shall have the option to inform the employee that severance pay may be granted instead of performing services during the notice period. This severance pay will be based on the employee's prescribed monthly salary prorated for the number of days of otherwise required notice.

(A) Upon the university's election of this option, leave accruals, employer-paid contributions toward employee insurance and retirement plans, and all other employee benefits shall cease. However, for each calendar month that active employee medical and dental insurance coverage is not provided, the severance pay will also include an amount equivalent to the monthly cost of the employee's continuing, on a self-pay COBRA basis, the current active state medical and dental insurance (including currently covered dependents), minus the amount the employee would have paid had the employee continued active coverage.

(B) An employee on less than a twelve-month work schedule will not be granted severance pay for the period when he or she would not have been in pay status. However, the employee will receive payment for medical and dental insurance self-coverage for the entire severance pay period.

(C) All severance pay is subject to federal income tax and FICA withholding and deductions.

#### **6-40-040**

##### **Resignation or Retirement**

An exempt employee should provide written notice of a resignation or retirement.

The university may schedule the use of all or part of a resigning employee's accrued annual leave before the effective date of separation. This section does not apply to an employee retiring from service at the university in accordance with the provisions of a Washington State retirement system and CWU retirement rules who will be paid for unused annual leave in accordance with CWUP 6-60-010.

#### **6-40-050**

##### **Termination Due to End of Outside Agency Funding**

The notification requirements and other benefits of CWUR (*Separation from Employment* section) do not apply to an exempt employee who is separated due to the conclusion of outside funding for the position. However, appointment may be terminated in accordance with the provisions of any section of CWUR (*Separation from Employment* section) prior to the expiration of funding.

#### **6-40-060**

##### **Termination Due to Expired Work Authorization**

The notification requirements and other benefits of CWUR (*Separation from Employment* section) do not apply to an exempt employee who is separated due to the expiration of work authorization. However, appointment may be terminated in accordance with the provisions of any section of CWUP 6-40 prior to the expiration of authorization to work.

#### **6-40-070**

##### **Termination for Cause by University**

Except for those reasons listed in CWUP 6-40-080 or action taken in accordance with CWUP 6-40-030 termination of an appointment may be effected by the institution for cause.

The university may schedule the use of all or part of the employee's accrued annual leave before the effective date of termination.

If the exempt employee being dismissed for cause elects to dispute the truth of the charges on the grounds that the charges are not adequate cause for dismissal, the employee may have the case reviewed pursuant to CWUP 6-40-050:

The termination date provided by the president or designee shall remain firm, whether or not the termination is disputed. If the disputed termination is decided in favor of the dismissed employee, then the employee shall be reinstated with full retroactive pay from the date of termination, including all accrued benefits.

In the case of dismissal for cause, the notice requirements contained in CWUR (*Separation from Employment* section) shall not apply.

#### **6-40-080**

##### **Termination, or Reduction of Employment, Due to Financial Exigency or Program Discontinuance**

Termination of an appointment or reduction of employment with commensurate reduction in salary may be effected due to financial exigency, or bona fide discontinuance of a program, administrative or instructional unit, or a departmental function.

Before terminating an appointment because of abandonment of a program or administrative or instructional unit, the university shall normally make every effort, but shall not be required, to place the affected employee in another suitable position. If employment is terminated because of financial exigency, or because of the discontinuance of a program or administrative or instructional unit, the released employee's position shall not be filled within a period of one year, unless the released employee has first been offered a reappointment and fifteen (15) days within which to accept or decline the reappointment. Such employees shall not be entitled to any severance provision.

Nothing in this section shall be construed as applicable to an exempt employee in a position that is funded fully or in part by an outside agency or source (e.g., grant funded) who is separated from employment due to the expiration of funding for the position. Nor shall this section be applicable to the termination of any exempt employee due to expiration of work authorization. Such employees shall not be entitled to any severance provision.

#### **6-50**

##### **Compensation**

#### **6-50-010**

##### **Other Compensation**

Employees on exempt appointments are entitled to participate in health, life, and long-term disability insurance plans, retirement plans, and other plans as provided by the state and/or university, subject to terms outlined in the letter of appointment, benefits programs, statutory provisions and/or limitations.

## **6-50-020**

### **Salary Administration**

(1) Salary ranges for exempt positions, regardless of funding source, are based on salary surveys as approved by the board of trustees. The 40th percentile on the salary survey will set the recommended minimum threshold of the salary identified for each exempt position.

(2) The university commits itself to working towards achieving exempt salary equity within the institution.

(3) The Human Resources Department will administer the Exempt Compensation Program (CWUP 6-70) and maintain the system of salary benchmarks.

(4) The salary of an employee may be changed as a result of any of the following types of decisions which normally affect salaries, including but not limited to the following:

(A) Market salary adjustment;

(B) Cost of living adjustment;

(C) Change in position description or assigned duties;

1. The vice president to whom the position reports (or the president for those who report directly to the president) may consider salary adjustments for an individual who is assigned additional duties that result in substantially increased responsibilities.

2. Salary adjustments, if any, will be commensurate with the increased responsibilities and within the recommended limits of the salary range on the exempt employee salary schedule.

3. The effective date of a salary adjustment shall be as defined in CWUP 6-50-020(5).

(D) Reduction of employment under provisions of CWUP 6-40-080.

(E) Correction of a salary inequity. Salary inequities occur when exempt employees lose or gain salary advantage:

1. relative to other exempt employees with equivalent qualifications, performance, same salary classification, and years of service;

2. relative to other exempt employees with fewer years of service and a lower salary classification range;

3. relative to other exempt employees with the same salary classification and with equivalent position qualifications, performance, and years of service;

4. relative to changing market conditions and recruitment difficulties for the exempt position;

5. relative to changes in level of duties and job responsibilities;

6. relative to changes in salary relationships with classified employees in the same or similar job families. Such salary adjustments are permanent.

(5) Performance based adjustments. When distribution of funds is performance based, recommendations will be solicited from the immediate supervisors of exempt employees.

The effective date for salary adjustments will be the first of the month following the vice president's approval (or president's approval for those who report directly to the president). Retroactive salary adjustments may occur.

(6) Temporary Appointments. Human Resources will match each temporary exempt position to a specifically identified position number, when possible. Salaries for temporary, acting or interim exempt employees, including faculty members assigned to temporary exempt positions as defined in CWUP 6-30-060(B) will be set within the recommended limits for the position as identified in the exempt employee salary schedule.

## **6-6 0**

### **Leave**

## **6-60-010**

### **Annual Leave**

**(1)** Each eligible employee shall accrue, for each calendar month of full-time employment with the university, including the month of hire for those hired on or between the first and the fifteenth of the month, 1 5/6 working days (14.67 hours) of annual leave for each and every month of continuous employment with the university. Employees who work less than full time, but at least half time, will accrue a pro rata amount.

**(2)** An employee who transfers without a break in service to the university from a Washington State agency or higher education institution where the employee has been accruing annual leave on a monthly basis may transfer accrued unused annual leave hours not to exceed 30 days (240.00 hours) for use and compensation as covered under this code. An employee who leaves the university and transfers without a break in service to a leave eligible position in a Washington State agency or higher education institution will have any unused annual leave, not to exceed 30 days (240.00 hours) transferred to the receiving agency/institution

**(3)** This provision does not include persons appointed to temporary positions of 6 months or less and/or those holding less than half-time exempt positions unless otherwise specified by appointment letter in accordance with CWUP 6-30-010, nor those who have letters of appointment that specify otherwise.

**(4)** If an employee's annual leave balance will exceed the maximum accrual of thirty days (240.00 hours) and it is determined that the employee's request to use annual leave to avoid the excess accrual should be deferred for the convenience of the employing department, the procedure outlined shall be followed.

**(5)** If no statement of necessity has been filed, annual leave in excess of thirty (30) days shall be accumulated as described in RCW 43.01.044 as an alternative to the provisions of CWUP 6-60-010 (4) herein.

**(6)** Accrued, unused annual leave credits in excess of thirty (30) days, if accumulated initially under the deferral process but without subsequent approvals once each month to maintain the deferral status, shall serve to place the total accrual of leave into the alternative mode with such total accrual governed entirely by the provisions of CWUP 6-60-010(5).

**(7) Compensation for Unused Annual Leave.**

(A) Except for Washington State employment transfer as specified in CWUP 6-60-010(2), when an exempt employee is separated from the university by resignation, layoff, dismissal, retirement, or death, the employee or the employee's estate is entitled to a lump sum cash payment for all unused annual leave including accrual for the month of separation for those employees terminating on or after the sixteenth of the month, and excluding any excess annual leave accumulated under provisions of CWUP 6-60-010(5).

(B) At no time, except for hours of annual leave deferred under the provisions of CWUP 6-60-010(4) shall any exempt employee leaving university employment, or the employee's estate receive more than (30) days of annual leave cash-out pay.

(C) Accrued annual leave may not be requested to extend the effective date of resignation or retirement unless of mutual benefit to the employee and the university and approved by the appropriate vice president, or by the president for those reporting directly to the president.

(D) The last day worked is the last day in active pay status and will be considered the effective date of resignation for calculating any such cash payment unless the university schedules the use of annual leave following the last work day (see CWUP 6-40-040, 6-40-010, 6-40-030(3), 6-40-070).

(E) If an exempt employee is transferred to classified status, his/her earned but unused annual leave shall also be transferred. In the same manner, a classified employee who is transferred to exempt status shall also have earned but unused leave so transferred.

**(8)** Exempt employees may donate some of their accrued annual leave under the shared leave program. Donations are normally made in 8-hour blocks and cannot cause the donating employee's annual leave balance to fall below 80 hours at the time the donation is processed, or the prorated equivalent for a less

than full-time employee. Employees may not donate hours they would otherwise be unable to use due to an approaching anniversary date.

#### **6-60-020 Bereavement Leave**

Employees, with the approval of their supervisor, may take up to ten working days off with pay for traveling to, making arrangements for, and attending a funeral or memorial service, or handling related estate business for the death of family members as defined in CWU 6-60-090 as well as a parent of the employee's dependent child. The time may be taken all at one time, or intermittently as needed.

With the approval of their supervisor, employees may take bereavement leave to attend other funerals. Such bereavement leave with pay shall be limited to a maximum of one day.

#### **6-60-030 Family and Medical Leave**

(1) In accordance with the Family and Medical Leave Act (FMLA) and this section, CWU shall grant eligible employees applicable paid and unpaid leave for up to 12 work weeks during a 12-month period for any of the following events: the birth or adoption of a child, or the foster care placement of a child; the care of an employee's spouse or same or opposite sex domestic partner, son, daughter, or parent if that individual has a serious health condition; or a serious health condition of the employee that renders the employee unable to perform regular assigned job functions.

(2) The servicemember family leave section of the FMLA covers a qualifying exigency arising from the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty in the Armed Forces in support of a contingency operation; or to provide care for a covered servicemember who is suffering from a serious illness or injury incurred in the line of duty. Servicemember family leave shall be allowed to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember and shall be for a period of up to twenty-six (26) workweeks of leave in a single twelve (12) month period. During the single twelve (12) month period during which servicemember family leave is taken the employee may only take a combined total of twenty-six (26) workweeks of leave for servicemember family leave and leave taken for other FMLA qualifying reasons. The definitions for servicemember family leave are covered in the university administrative policies and procedures.

(3) For purposes of this code, an eligible employee is an exempt employee who has worked for the university for at least 12 months and for at least 1,250 hours during the previous 12-month period. For part-time employees who meet this requirement, the 12 weeks of leave shall be provided on the same pro rata basis that their employment schedule bears to a full-time schedule. The employee may choose to use appropriate accrued paid leave and/or leave without pay for absence granted in accordance with FMLA. All elected paid leave is to be taken before leave without pay with one exception: employees will reserve and use sufficient paid leave each pay period during leave without pay to cover the employee paid premiums for continuing insurance coverage.

(4) The employee may choose to use appropriate accrued paid leave and/or leave without pay for absence granted in accordance with FMLA. The employee may reserve and use sufficient paid leave each pay period during leave without pay to cover the employee paid premiums for continuing insurance coverage.

(5) An eligible couple (husband and wife or same or opposite sex domestic partners), who are both employed by CWU, are each entitled to 12 work weeks of FMLA leave (or a combined total of 26 workweeks of leave for Servicemember family leave and leave taken for the other FMLA qualifying reasons) during a 12-month period. However, their combined leave per incident of birth, adoption, foster child placement, and exigency may not exceed a total of 12 weeks or a combined total of 26 workweeks of leave for Servicemember Family Leave and leave taken for the other FMLA qualifying reasons.

#### **6-60-040 Holidays**

Exempt employees who hold appointments or are employed under contracts to perform services for twelve consecutive months shall be entitled to CWU's observation of the 10 legal holidays designated by state statute and, after completion of four months' service, one paid personal holiday per calendar year.

Exempt employees who hold appointments for less than twelve consecutive months shall be entitled only to those legal holidays which occur within the employment period and are not entitled to the one paid personal holiday per calendar year.

Exempt employees eligible for the one paid personal holiday per calendar year may donate all or part of that holiday under the Shared Leave Program.

**6-60-050  
Jury/Civil Duty Leave**

An exempt employee shall be granted absence with pay to serve on jury duty or to exercise other subpoenaed, non-personal civil duties. Such absence shall include required court time and reasonable travel time. Payment by the court for jury/civil duty shall be retained by the employee.

**6-60-060  
Leaves of Absence Without Pay**

Short-term leaves of absence without pay may be approved by the appropriate supervisor for absences from work for which an employee has no applicable leave or leave balance.

Long-term leaves of absence without pay may be granted for up to twelve months by the president/designee. Such leaves, which may be renewed in unusual circumstances, shall not generally be granted to employees unless they have been on active full-time service with the university for at least thirty-six (36) months.

Providing employment has not been terminated during the period of leave, an individual completing such leave shall return to the same employment status that the individual occupied at the commencement of the leave with any across-the-board or other applicable salary adjustments applied in the employee's absence.

Granting a leave of absence to an employee for any purpose does not constitute or imply, on the part of the university, any greater obligation to resume or continue the employee's employment than had the employee not been granted leave.

Leaves of absence without pay may be granted if employees are nominated for a state or national office, or if they are elected to same. The terms of the leave of absence shall be set forth in writing, and the leave will not affect unfavorably the retention of an employee, except that the time spent on such leave will not count as service time unless otherwise agreed to in writing.

Leaves of absence without pay may be granted for educational and/or professional study and development.

**6-60-070  
Military Leave**

**Military Leave With Pay:** An exempt employee who is a member of the Washington national guard or of the army, navy, air force, coastguard, or marine corps reserve of the United States or of any organized reserve or armed forces of the United States shall be granted military leave of absence with pay not to exceed fifteen (15) working days in any one year beginning October 1st and ending the following September 30th in order to report for active duty, when called, or to take part in active training duty in such manner and at such time as the employee may be ordered to active duty or active training duty.

Military leave shall be in addition to any annual and sick leave to which an employee is entitled and shall not result in any reduction of benefits, performance ratings, privileges or pay. During such leave, the employee shall receive their position salary according to the CWU exempt employee salary schedule.

**Military Leave Without Pay:** Any exempt employee who voluntarily or upon demand leaves a regular position to enter active duty or training in the armed forces of the United States or the state shall be granted a military leave of absence without pay for the duration of that service and be entitled to reinstatement of employment as provided in RCW 73.16.

## **6-60-080**

### **Non-Accrued Leave Plan (Formerly “Disability Leave Plan”)**

**(1)** Non-accrued leave as provided in this code is leave which entitles eligible employees to the benefits of salary, according to the prescribed schedule, and retention of status as employees for the prescribed lengths of time, for the employee’s own short-term and long-term absence caused by any incapacity to perform regular duties and causing absence from work as a result of an accident, physical or mental illness, or pregnancy. Absences for the employee’s own appointments with health care providers are also included. Absences for medical appointments and absences for illness or injury are reported on the standard CWU form, “Request for or Report of Absence.” Absences that also qualify as leave under FMLA will be designated as such in accordance with CWUP 6-60-030.

Those employees eligible for the non-accrued leave plan include:

1. CWU exempt employees who began exempt service prior to June 7, 1996, who irrevocably elected to remain in the non-accrued leave plan (formerly the disability leave plan) rather than convert to the sick leave accrual plan effective January 1, 1997.
2. CWU faculty with more than four (4) years of service appointed to exempt positions on or after June 7, 1996, who elected to transfer from the faculty disability leave plan to the non-accrued leave plan (formerly the disability leave plan).

**(2)** Exempt employees shall be eligible to receive non-accrued leave, subject to the following limitations and exceptions:

Employees covered by the sick leave accrual plan that follows are not eligible for the benefits of the non-accrued leave plan.

Employees generally shall be eligible for non-accrued disability leave only when they are in pay status or would have been in pay status but for the incapacity to perform regular duties as a result of an accident, physical or mental illness, pregnancy, or appointment with a health care provider. Employees who experience an incapacity to perform regular duties during a time when they are temporarily not in pay status shall begin to receive benefits from the time when they would have been placed again on the payroll.

Non-accrued leave shall be given for each separate case of incapacity to perform regular duties as required for recovery to resume normal duties up to the maximum amounts available, provided that non-accrued leave benefits as indicated in this code shall be guaranteed as a minimum for each separate case of disability.

The exempt employee may be required to provide verification at the employee’s expense by one or more health care providers verifying the employees need to be absent due to an accident, physical or mental illness, pregnancy, or health care provider appointment. The university may, at its expense, seek a second opinion verifying the employee’s need to be absent due to an accident, physical or mental illness, pregnancy, or health care provider appointment. Failure to provide verification or refusal to submit to a request for a second opinion shall result in disapproval of non-accrued leave.

**(3)** Short-Term Non-accrued Leave. Short-term non-accrued leave benefits shall be as follows:

1. First four calendar months with retention of full employment status and with full regular monthly salary payments;

2. The next six calendar months with retention of full employment status and with one-half of the full regular monthly salary payments;
3. The next nine calendar months with retention of full employment status and no salary.

**(4) Long-Term Disability Leave.**

Long-term disability leave with salary and/or retention of status beyond the period prescribed for short-term non-accrued leave may be granted at the discretion of the board of trustees, subject to such conditions as the board may determine.

Disability Leave absence may also run concurrently with and be designated as covered under the Family and Medical Leave Act (FMLA)

**6-60-090**

**Paid Leave to Care for Family Members With Serious Medical Conditions**

**(1)** At the employee's request, accrued paid annual and sick leave, and/or all or part of the personal holiday, shall be granted to care for a spouse or a same or opposite sex domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition, or to care for a child with a health condition that requires treatment or supervision.

**(2)** For purposes of this section:

(A) "Child" means a biological, adopted, or foster child, a stepchild, a child of the employee's domestic partner, a legal ward, or a child of a person standing *in loco parentis* who is: (a) under 18 years of age; or,

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

(C) "Parent" means a biological parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a child.

(D) "Spouse" means a husband or wife or a same or opposite sex domestic partner, as the case may be.

(E) "Parent-in-law" means a parent of the spouse or the domestic partner of an employee.

(F) "Grandparent" means a parent of a parent of an employee.

(G) "Health condition that requires treatment or supervision" includes:

1. Any medical condition requiring treatment or medication that the child cannot self administer;
2. Any medical or mental health condition which would endanger the child's safety or recovery without the presence of a parent or guardian; or
3. Any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.

(H) "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e. inability to work, attend school or perform other regular daily activities).

(I) "Emergency condition" means a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one's health demanding immediate action, and is typically very short term in nature.

(J) "Incapable of self-care" means that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" (ADLs) or "instrumental activities of daily living"

(IADLs). Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

(K) "Physical or mental disability" means a physical or mental impairment that limits one or more activities of daily living or instrumental activities of daily living.

#### **6-60-100**

##### **Parental Leave**

Parental leave as provided in this code means leave from employment to care for and bond with a newborn, a newly adopted child, or a newly placed foster child. Parental leave is in addition to any leave for temporary disability because of pregnancy or childbirth. In addition to FMLA eligible employees, parental leave may also be granted to employees who do not qualify for leave under section (F) Family and Medical Leave. Parental leave is leave without pay unless an employee uses some or all of their accrued annual leave in accordance with CWUP 6-60-100(2) and CWUP 6-60-100(3).

**(1)** Parental leave of up to four months (which includes the 12 weeks FMLA leave, if applicable) shall be granted to employees upon their request for the purpose of providing care to and bonding with the employee's newborn, newly adopted child, or newly placed foster child under the age of six. Requests for leave for adoption of an older child may be granted by the appointing authority.

**(2)** Parental leave may be a combination of accrued annual leave and leave of absence without pay and must immediately follow any temporary disability leave, if taken. Parental leave shall not extend beyond four months (which includes the 12 weeks FMLA leave, if applicable) after the child's birth or placement, unless additional time is granted by the appointing authority.

**(3)** Any accrued annual leave taken shall precede leave of absence without pay except that:

1. Employees will reserve and use enough annual leave each pay period during leave without pay to cover the employee paid premiums for continuing insurance coverage;
2. Employees not covered by FMLA, and FMLA eligible employees in their fourth month of parental leave, must use a minimum of 8 hours annual leave in a month of leave of absence without pay to qualify for continuation of employer-paid insurance benefits.

**(4)** An eligible couple (husband and wife or same or opposite sex domestic partners), who are both employed by CWU, are each entitled to parental leave. However, their combined leave per incident of birth, adoption, and foster child placement may not exceed a total of four months during a 12-month period including the 12 weeks of FMLA leave, if applicable.

#### **6-60-110**

##### **Sick Leave Accrual Plan**

**(1)** Sick leave is a paid benefit to cover personal illness, to care for family members, to receive compensation for unused sick leave in accordance with RCW 41.04.340, and/or to be eligible for shared leave in accordance with RCW 41.04.665. Sick Leave absences may also run concurrently with and be designated as covered under the Family and Medical Leave act (FMLA)

**(2)** Eligibility.

(A) The following types of employees shall be covered by this sick leave accrual plan:

1. New employees hired by CWU into exempt positions on or after June 7, 1996.
2. CWU classified employees appointed to exempt positions on or after June 7, 1996, or whose positions are converted to exempt positions on or after June 7, 1996.
3. CWU faculty appointed to exempt positions on or after June 7, 1996 who elected not to participate in the non-accrued leave plan when such option was provided.

4. CWU exempt employees who began exempt service prior to June 7, 1996, and who irrevocably elected to enroll in the sick leave accrual plan effective January 1, 1997.

(B) The following types of employees are not eligible for this sick leave accrual plan:

1. CWU exempt employees who began exempt service prior to June 7, 1996, who irrevocably elected to remain in the non-accrued leave plan (formerly the disability leave plan) rather than convert to the sick leave accrual plan effective January 1, 1997.
2. Temporary exempt employees (hired for six months or less) and/or those CWU exempt employees holding less than half-time exempt positions unless otherwise specified by employment agreement in accordance with CWUP 6-30-060(2).
3. CWU faculty temporarily appointed to exempt positions.
4. CWU faculty with more than four (4) years of service appointed to exempt positions on or after June 7, 1996, who elected to transfer from the faculty disability leave plan to the non-accrued leave plan (formerly the exempt disability leave plan).

**(3) Accrual.**

(A) Employees hired on or between the first and fifteenth of the month will receive the full monthly accrual for the month of hire; those hired between the sixteenth and the end of the month will begin to accrue the month following the date of hire. Thereafter, for each month of service completed, full-time, exempt employees shall accrue eight hours of sick leave credit; exempt employees who work less than full time but at least half time shall accrue sick leave credit on the same pro rata basis that their employment schedule bears to a full-time schedule.

(B) Sick leave credits shall not accrue during a leave of absence without pay (including cyclic leave without pay) which exceeds eighty (80) hours in any calendar month.

(C) Accruals shall be credited as of the last day of the month and may not be used until the first day of the following month.

(D) Faculty appointed to exempt positions under CWUP 6-30-040 shall be granted two weeks of sick leave to be added to the employee's sick leave balance.

**(4) Sick Leave Usage.**

(A) An employee shall be allowed sick leave for the following conditions:

1. Due to an illness, disability or injury which has incapacitated the employee from performing his/her regular duties.
2. Where the presence of the employee is required, to care for a child under the age of eighteen with a health condition that requires treatment or supervision, or to make arrangements for extended care.
3. For a medical emergency or serious health condition of a family member that requires the presence of the employee to provide immediate necessary care of the patient or to make arrangements for extended care.
4. Because of illness or injury of a family member who is a person of disability and requires the employee's presence to provide short-term care or to make arrangements for extended care.
5. For personal medical, dental, or optical appointments; or for family members' appointments when the presence of the employee is required.
6. For purposes of (1) through (5) of this section, family member is defined as the employee's spouse or same or opposite sex domestic partner, child, parent, grandparent, grandchild, sister, brother, stepchild, or a child in the custody of and residing in the home of an employee. Family member also includes individuals in the following relationships with the employee's spouse or same or opposite sex domestic partner: child, parent, or grandparent.
7. To provide care for family members with serious medical conditions. (See CWUP 6-50 for definitions and provisions applicable to this subsection.)

**(5) Transfer and Retention of Accrued Sick Leave.**

(A) An employee who transfers without a break in service to the university from a Washington State agency or higher education institution where the employee has been accruing sick leave on a monthly basis may transfer unused accrued sick leave hours for use and compensation as specified in this code. An employee who leaves the university and transfers without a break in service to a leave eligible position in a Washington State agency or higher education institution may transfer unused accrued sick leave to the receiving agency/institution provided the agency/institution will accept it. Transfer from the university shall apply also to those sick leave hours transferred to and accrued at the university and subsequently “frozen” under CWUP 6-60-110(C) or CWUP 6-60-050(A).

(B) A former Washington state employee who is reemployed in a leave eligible position within five (5) years of separation shall have the former accrued sick leave balance restored for use and compensation as provided in this code.

When a retired Washington state employee is employed or reemployed by the university in a leave eligible position, only that unused sick leave accrued since reemployment minus that taken within the same period may be compensated per CWUP 6-60-110(6).

(C) When a Central Washington University (CWU) exempt employee moves without a break in service to a CWU faculty position, any unused accrued sick leave will be frozen. Such frozen leave will be reinstated for use and compensation as specified in this code if the faculty member returns to an exempt position without a break in service and is required to, or elects to, participate in the sick leave accrual plan. If the returning faculty member is eligible under code Section 4.072(2)(e) to transfer to the non-accrued leave plan (formerly the exempt disability leave plan), and elects to do so, the accrued sick leave will remain frozen but may be donated under the Washington State Shared Leave Program in accordance with CWUP 6-60-110(9) If the employee subsequently retires from a CWU exempt position with no break in service, or dies while in active exempt service, any frozen accrued sick leave shall be cashed out in accordance with CWUP 6-60-110(6).

**(6) Compensation for Unused Sick Leave.**

(A) Exempt employees shall be eligible to receive monetary compensation for accrued sick leave as follows:

In January of each year, and at no other time, an exempt employee whose year-end sick leave balance exceeds 480 hours may choose to convert sick leave hours earned in the previous calendar year, minus those used during the year, to monetary compensation.

(B) Exempt employees who separate from CWU service due to retirement or death shall be compensated or funds deposited in the employee’s VEBA account at the rate of 25% for their unused sick leave accumulation, including accrual for the month of separation for those terminating on or after the sixteenth of the month. Compensation shall be based upon the employee’s salary at the time of separation and calculated in accordance with state guidelines. The VEBA agreement in place at the time of retirement will determine if the funds for the sick leave pay out referenced above will be deposited to the employee’s VEBA account. For the purpose of this subsection, retirement shall not include “vested out-of-service” employees who leave funds on deposit with the state department of retirement systems. For members of the Central Washington University Retirement Plan (CWURP), sick leave cash out will be paid only if the individual meets the eligibility requirements and retires from state service in accordance with provisions of the retirement plan.

(C) Compensation for unused sick leave shall not be used in computing the retirement allowance; therefore no contributions are to be made to the retirement system for such payments, nor shall such payments be reported as compensation.

(D) An employee who separates from CWU service for any reason other than retirement or death shall not be paid for accrued sick leave.

**(7) Eligibility for Shared Leave.**

(A) An exempt employee in the sick leave accrual plan may be eligible to receive shared leave if the employee meets the following criteria:

1. The employee has accrued, and is eligible to use, paid leave.
2. The employee suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature, or the employee has been called to service in the uniformed services. In addition, the situation has caused or is likely to cause the employee to go on leave- without-pay status or terminate state employment; and, the employee has depleted or will shortly deplete his or her annual, sick, and military leave reserves as appropriate to the situation; and, the employee's absence and the use of shared leave are justified; and, the employee is not eligible for time-loss compensation under Chapter 51.32 RCW.

(B) For purposes of this section, "employee's relative" normally shall be limited to the employee's spouse, child, stepchild, grandchild, grandparent, or parent. "Household members" is defined as persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. The term "household member" shall include, but is not limited to, foster children and legal wards.

#### **(8) Shared Leave Use.**

An employee shall not receive more than two hundred sixty-one days of shared leave, none of which may be used to keep an employee in pay status beyond the last work day set forth in any employment agreement.

The Uniformed Service Shared Leave Pool (USSLP) applies to exempt employees and will be applied pursuant to CWUP 2-2.67.

#### **(9) Donation of Accrued Sick Leave.**

Exempt employees in the sick leave accrual plan, and exempt employees in the non-accrued leave plan (formerly the disability leave plan) who have frozen accrued sick leave, may be eligible to donate some of their accrued sick leave under the shared leave program. Donations are normally made in 8-hour blocks and cannot cause the donating employee's accrued sick leave balance to fall below 176 hours. Sick leave Bank (formerly the disability leave bank) hours may not be used to meet this minimum requirement, nor may they be donated. Donated days are considered as time taken and are subtracted from the accrued sick leave balance (regular or frozen) and from the hours eligible for the annual sick leave compensation program.

#### **(10) Sick Leave - Former Classified Service**

(A) Central Washington University employees who prior to 6/7/96 transferred from CWU classified to CWU exempt status without a break in service and subsequently made irrevocable election to retain the Non-accrued Leave Plan (Formerly the Disability Leave Plan) in lieu of converting to the Sick Leave Accrual Plan shall be allowed to retain but not use their accrued sick leave balance. Those hours shall be considered frozen. Such employees who separate from CWU service due to retirement or death shall be compensated for their frozen sick leave accumulation at the rate of 25% in accordance with CWUP 6-60-110(6)

(B) Frozen sick leave balances will revert to employees who return without a break in service from CWU exempt status to CWU classified status for regular use in accordance with classified staff bargaining unit agreements and civil service rules.

(C) Frozen sick leave hours may be donated under the Washington State Shared Leave Program in accordance with CWUP 6-60-110070 of this code.

(F) This section does not apply to non-accrued leave (formerly Disability Leave) afforded under CWUP 6-60-080.

#### **(11) Conversion Option -- Sick Leave Accrual Plan**

Exempt employees who began exempt service prior to June 7, 1996, may irrevocably elect to begin participation in the sick leave accrual plan effective January 1, 1997. Employees electing to convert to the accrual plan are subject to all the provisions of CWUP 6-60-100 and the following:

1. Accrual will begin with the Month of January 1997, with the first 8 hours (full-time rate) credited on February 1, 1997.
2. For an employee with a frozen balance of accrued sick leave hours from prior classified service, these hours will be credited to the accrued sick leave balance and available for use on January 1, 1997, and thereafter.

## **(12) Sick Leave Bank (formerly the Disability Leave Bank)**

On January 1, 1997, and at that time only, employees converting from the Sick Leave Bank (formerly the Disability Leave Plan) to the Sick Leave Accrual Plan shall be credited with a one-time bank of leave hours, with no future additions, with the following stipulations:

1. Employees who have completed four full years or more of exempt service as of December 31, 1996, will be credited with a bank of 1232 hours, or a pro-rated number of hours for less than full-time employment;
2. Employees who have completed less than four full years of exempt service as of December 31, 1996, will be credited with a bank of 704 hours, or a pro-rated number of hours for less than full-time employment;
3. The bank hours may be used only when accrued sick leave has been exhausted and will be deducted from the bank balance;
4. The bank hours may be used only for employee illness/disability and cannot be used for other family medical leave qualifying illness/disability;
5. The bank hours cannot be cashed out, nor can they be donated for Shared Leave use.
6. Upon an employee's separation from exempt appointment, any unused hours in the employee's bank will be erased and participation in the Sick Leave Bank (formerly the Disability Leave Bank) program permanently terminated. Approved leave of absence does not constitute a separation.

## **6-70**

### **Absences from Work**

#### **6-70-010**

##### **Professional Absence**

Purpose: A professional absence may be granted to provide opportunities for exempt employees to study, research, or conduct creative activities for the enhancement of the university's instructional and research programs as provided under RCW 28B.10.650.

Eligibility: Only employees covered under this code who have been in exempt service at the university for at least four years are eligible for a professional absence. Exempt employees with part-time appointments may qualify for a professional absence on a prorated basis. A professional absence shall not be awarded automatically nor solely upon these factors.

#### **6-70-020**

##### **Release Time for: CWU Class, Training Program, Workshop, Conference or Meeting**

Release time (i.e., release from normal work duties without loss of pay) may be granted an employee who requests time away from work to attend a job-related CWU class in accordance with the university's educational benefits policy (section 2-2.15 of the CWU policies manual), or a short-term job-related training program, workshop, conference or meeting. Other associated costs (e.g., travel, per diem, registration fees) shall be the responsibility of the employee unless otherwise negotiated with the supervisor.

## **6-80**

### **Grievance**

## **6-80-010**

### **Grievance - Definition and General Information**

(1) A grievance is defined as a contention of misapplication or violation of university or departmental written human resource policies and procedures or an allegation of injustice arising from termination for cause except that:

This grievance section shall not be available to determine complaints based upon alleged discrimination involving race, sex, religion, color, national origin, age, or physical disability which should be processed through the procedures established by the office for equal opportunity.

This grievance section shall not be available to determine complaints related to position placement on the salary schedule, results of performance evaluation, notice of noncontinuance, termination not for cause, or disability separation. Complaints regarding salary determination should be processed through the appeal procedure established by the president in conjunction with the salary determination process.

(2) The grievance procedure hereinafter described is open to all exempt employees regardless of type of appointment or length of service to the university and no employee shall be discriminated against nor shall there be any penalty or reprisal on account of having filed a complaint in accordance with this procedure.

(3) A petition for review of a grievance may be filed either by an individual or by a group of employees when substantially similar or identical complaints are made.

(4) Prior to filing a grievance, the aggrieved employee or, in the case of a group complaint, representatives chosen by the group, will discuss the grievance with the members of the university administration having direct responsibility for the area of concern to the grievant(s), and both parties shall make a good faith effort to settle the grievance

## **6-80-020**

### **Grievance Hearing**

If no mutually acceptable resolution of the grievance can be reached through discussion with the appropriate university officials (CWUP 6-80-010(4)), the aggrieved employee or group may petition the AVP for Human Resources for a hearing before a grievance committee.

## **6-80-030**

### **Grievance President / Designee Review**

Employee(s) may file for a review of the decision to the president / designee.

## **6-80-040**

### **Suspensions**

Until the final decision in connection with the dismissal of an exempt employee or the termination for cause of an appointment has been reached, the employee may be suspended, or assigned to other duties in lieu of suspension, by the president/designee. Salary and benefits shall continue during the period of suspension.

*[EEAGB: 4/7/08; BOT: 6/6/08]*