

**CWUP 6-0 EXEMPT EMPLOYEES' CODE
TABLE OF CONTENTS**

6-1	BOARD OF TRUSTEES, CODE, CODE REVISIONS	1
6-1.1	Exempt Employees' Code of Human Resources Policy – Defined	1
6-1.2	Authority of the Board of Trustees	1
6-1.3	Amending the Code	1
6-2	EXEMPT EMPLOYEES DEFINED, RIGHTS, PROFESSIONAL CONDUCT, CODE OF ETHICS, REASONABLE ACCOMMODATION	2
6-2.1	Exempt Employees Defined.....	2
6-2.2	Exempt Employees with Faculty Status.....	2
6-2.3	Rights and Privileges	2
6-2.4	Statement of Professional Conduct	2
6-2.5	Code of Ethics.....	2
6-3	CONDITIONS AND TERMS OF EMPLOYMENT.....	3
6-3.1	Types of Appointments	3
6-3.2	Appointments: Terms and Conditions.....	3
6-3.3	Position Changes	4
6-3.4	Hours of Work	4
6-3.5	Evaluation of Exempt Employees	4
6-3.6	Professional Growth	5
6-4	SEPARATION FROM EMPLOYMENT	5
6-4.1	Resignation or Retirement	5
6-4.2	Abandonment of Position - Presumption of Resignation	6
6-4.3	Termination or Reduction of Employment Due to Financial Exigency or Program Discontinuance	6
6-4.4	Notice of Separation (without stated cause)	6
6-4.5	Termination for Cause by University.....	7
6-4.6	Disability Separation	7
6-4.7	Termination Due to Expired Work Authorization.....	7
6-4.8	Termination Due to End of Outside Agency Funding.....	7
6-5	COMPENSATION AND BENEFITS	8
6-5.1	Salary Administration	8
6-5.2	Other Compensation.....	8
6-6	LEAVE	9
6-6.1	Holidays	9
6-6.2	Annual Leave	9
6-6.3	Sick Leave Accrual Plan	10
6-6.4	Non-Accrued Leave Plan (Formerly "Disability Leave Plan").....	14
6-6.5	Paid Leave to Care for Family Members With Serious Medical Conditions	15
6-6.6	Family and Medical Leave	16
6-6.7	Parental Leave.....	17
6-6.8	Bereavement Leave.....	17
6-6.9	Military Leave.....	17
6-6.10	Jury/Civil Duty Leave	18
6-6.11	Leaves of Absence Without Pay	18

6-7	ABSENCES FROM WORK	18
6-7.1	Release Time for: CWU Class, Training Program, Workshop, Conference or Meeting	18
6-7.2	Professional Absence	19
6-8	GRIEVANCE.....	19
6-8.1	Grievance – Definition and General Information.....	19
6-8.2	Grievance Hearing	19
6-8.3	Grievance President/Designee Review	20
6-8.4	Suspensions	20