

Amending the Code

Employees – Exempt Employee Code

CWU Policy 305-01

Effective: September 5, 2012

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

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- (1) Any university exempt employee may submit proposals to the Exempt Employee Association Governing Board to amend the code. In order to assure that this code is kept under study and updated, the human resources department and/or the governing board of the exempt association shall review the code periodically.
- (2) Nothing shall limit the president / designee 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 president / designee. Emergency actions taken by the president / designee shall be effective until the procedures outlined in CWU 305-01 - Appendix A to amend the code have been completed.

History:

EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09: Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-10-010, June 2025 Attached Procedure CWUR 6-10-010 as Appendix A and CWUR 6-10-040 as Appendix B, June 2025

Appendix A - Amending the Code Procedure

(1) Proposals to Amend the Code Central Washington University Policy (CWU 305)

- A. Proposals for amendments to the code shall be submitted in writing, preferably electronically, to the chair of the EEA governing board.
- B. The chair of the governing board will charge the code committee to study each proposal's impact and draft pros and cons within sixty (60) calendar days after receipt of such proposals.
- C. Amendment proposals and the code committee's pros and cons will be sent by the chair of the EEA governing board to the members for their input prior to discussion by the EEA governing board.
- D. After discussion, the EEA governing board will determine further action. Further action may include returning the proposal to the code committee for additional study and/or revision.
- E. Amendment proposals will be forwarded to the president by the chair of the EEA governing board with its recommendations.
- F. The president / designee will respond to proposals.

(2) The EEA governing board shall charge the code committee to review and recommend updates to the code every four years.

(3) The president / designee may amend the exempt policy or procedure as needed.

Appendix B - Procedures Revisions

(1) Proposal to Amend Exempt Employees' Procedures

- A. Proposals for amendments to these Exempt Employees' Procedures shall be submitted in writing, preferably electronically, to the chair of the EEA governing board.
- B. The chair of the EEA governing board will charge the code committee to study each proposal's impact and draft pros and cons within sixty (60) calendar days after receipt of such proposals.
- C. Amendment proposals and the code committee's pros and cons will be sent by the chair of the EEA governing board to the members for their input prior to discussion by the EEA governing board.
- D. After discussion, the EEA governing board will determine further action. Further action may include returning the proposal to the code committee for additional study and/or revision.
- E. Amendment proposals will be forwarded to the president by the chair of the EEA governing board with its recommendations.
- F. The president / designee will respond to proposals including whether to approve recommended proposals.