

Appointment - Terms and Conditions

Employees – Exempt Employee Code

CWU Policy 305-09

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:

Policy

Appendix A – Appointment Terms and Conditions Procedure

- (1) 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. The responsibility for making appointments rests with the appointing authority.
- (2) 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 (CWU 403-01 Equal Opportunity and Affirmative Action Policy Statement)
- (3) 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.

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 6-30-010, June 2025 Attached Procedure CWUR 6-30-010 as Appendix A, June 2025

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- (1) The scholastic record and/or other qualifications of the prospective employee should be judged primarily in light of work the employee will do at this university. It is the responsibility of the appointee to furnish the president/designee with the transcripts, credentials, and proof of experience as requested. In case of question, the burden of proof concerning the validity of such document lies with the appointee, not the university.
- A. Letters of appointment shall be issued:
1. upon employment with the university in a regular position;
 2. upon acceptance of another regular exempt position with the university subsequent to initial employment;
 3. when an exempt employee is reassigned in accordance with CWU 305-12 (Position Changes); or,
 4. upon acceptance of appointment to a temporary, interim, or acting position.
- B. In accordance with CWU 305-09 (Appointments - Terms and Conditions), subsequent modifications of an appointment or conditions of employment may be made as an addendum to the original letter of appointment.
- C. Written notice of termination must be provided following the schedule outlined in CWU 305-15 through CWU 305-22 (Separation from Employment). In case of dismissal for cause, CWU 305-21 (Termination for Cause by University) shall apply. Termination due to an expired work authorization shall be in accordance with CWU 305-20 (Termination Due to Expired Work Authorization). The termination of a position due to expiration of funding by an outside agency or source (e.g., grant funded) shall be in accordance with CWU 305-19 (Termination Due to End of Outside Agency Funding) or any other termination section in the exempt policy.
- D. In the initial letter of offer, new appointees will be notified that their appointment is subject to the rules and regulations of this code and provided with its web address. Any subsequent modifications of an appointment, or any special understanding, or any notices incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the exempt employee.