

Contents of Chapter 60

NUMBER	SECTION TITLE	ISSUE DATE
60.01	Determining Pay Status--Employee or Contractor	10-09
60.02	Classification and Reclassification	10-14
	Form: Position Description	07-06
	Form: Position Questionnaire	07-06
	Form: Organization Chart	07-06
60.04	Employment Eligibility Verification--USCIS Form I-9	04-18
60.05	Employing Non-U.S. Citizens	06-13
60.08	Preemployment Inquiry Guidelines	10-09
60.10	Delegation of Appointing Authority	11-09
	Form: Request for Appointing Authority Delegation	02-13
60.11	Recruitment and Selection of Faculty Personnel	10-14
60.12	Administrative Professional Salary Determination and Adjustment	10-14
60.14	Nepotism	06-10
60.15	Partner and Spouse Accommodation	01-10
60.16	Background Checks	07-18
60.17	Recruitment and Selection of Administrative Professional Personnel	04-17
60.18	Recruitment and Selection of Classified Positions	10-14
60.19	Benefit Transfer for Previous State of Washington Employment	08-09
	Form: Employment Record Request	08-05
60.21	Reasonable Accommodation	04-09
	Form: Accommodation Request for Disability or Serious Medical Condition	04-09
	Form: Medical Release Statement for Reasonable Accommodation Request	04-09
	Form: Health Care Provider Statement for Reasonable Accommodation Request	04-09
60.23	Project Employment—Civil Service	11-17
60.25	Personnel/Position/Payroll Electronic Routing Management System (PERMS)	11-17
	Form: Personnel Action Form	08-07

Contents of Chapter 60

NUMBER	SECTION TITLE	ISSUE DATE
60.26	Temporary Employment Program	06-18
60.27	Temporary Employment Processing	06-15
	Form: Temporary Employee Orientation Checklist	06-15
60.28	Hazardous Conditions Pay	07-05
60.29	Establishing Salary Step, Periodic Increment Date, and Probation or Trial Service for Civil Service Employees	10-14
60.30	Cyclic-Year Positions for Classified Employees	02-07
	Form: Cyclic-Year Memorandum	02-07
60.31	Probationary and Trial Service Periods for Civil Service Employees	06-09
60.33	Employee Requests for Temporary Schedule Changes	07-05
	Form: Request for Temporary Schedule Changes	07-05
60.34	Telework Agreements	06-09
	Form: Telework Assignment	09-07
	Form: Telework Agreement	02-08
60.35	Ethnic Origin Definitions	05-01
60.37	Layoff—Civil Service Employees	07-17
60.38	Notice of Faculty or Staff Departure—Vacating University Areas	04-06
	Form: Departure Notice	04-06
	Form: Area Evaluation/Release	04-06
60.40	Staffing During Suspended Operations or Emergency Closures	01-13
60.41	Payment for Unused Sick Leave	08-08
60.42	Faculty Timecard	07-14
60.43	Paid Sick Leave for Temporary Hourly Employees	01-18
60.44	Compensated Outside Service and Extended Professional Activities by Faculty	10-00
	Form: Annual Report of Consultant and Extended Professional Activities	10-00
60.50	Corrective and Disciplinary Action	03-10
60.55	Performance Management Evaluations	09-17
	Form: Employee Performance Evaluation	07-06
	Form: Annual Review: Administrative Professional Employees	07-16

Contents of Chapter 60

NUMBER	SECTION TITLE	ISSUE DATE
60.56	Faculty and Administrative Professional Personnel Leave	10-17
60.57	Civil Service Employee Leave	07-17
60.58	Shared Leave	10-12
	Form: Donation of Shared Leave Hours	07-09
60.59	Overtime-Eligible Employees	11-10
60.60	Time Report for Overtime-Eligible Employees	10-16
	Form: Time Report (Windows Excel 97-2003 version)	10-16
	Form: Time Report (Windows Excel 2007 and later version)	10-16
	Form: Time Report (Macintosh Excel 98-2004 version)	10-16
	Form: Time Report (Macintosh Excel 2008 and later version)	10-16
60.61	Reporting Daily Activity for Temporary Employees	01-18
	Form: Daily Activity Report for Multiple Accounts	01-18
	Form: Daily Activity Report	01-18
60.62	Leave Report for Overtime-Exempt (Excepted) Classified Employees	07-14
	Form: Leave Report for Classified Employees:	
	Windows Excel 97-2003 version	11-10
	Windows Excel 2007 and later version	06-16
	Macintosh Excel 98-2004 version	11-10
	Macintosh Excel 2008 and later version	06-16
	(Note: The issue date is for the Excel version of the form only. The Classified Leave Report template was last revised in 12-07.)	
60.63	Leave Report for Overtime-Exempt Faculty and Administrative Professional Employees	06-10
	Form: Leave Report (Windows Excel 97-2003 version)	06-18
	Form: Leave Report (Windows Excel 2007 and later version)	06-18
	Form: Leave Report (Macintosh Excel 98-2004 version)	06-18
	Form: Leave Report (Macintosh Excel 2008 and later version)	06-18
	(Note: The issue date is for the Excel version of the form only. The Leave Report template was last revised in 12-07.)	
60.70	Tuition Waivers--Fall and Spring Semesters	09-16
	Form: Tuition Waiver Request	08-19

Contents of Chapter 60

NUMBER	SECTION TITLE	ISSUE DATE
60.71	Training and Development	07-08
60.72	Release Time for Training	07-07
60.73	Summer Educational Benefits	04-16
	Form: Summer Educational Benefit Request	04-16
60.74	Employee Departure Procedures	07-19
	Form: Departure Checklist	07-19
60.75	Rental of University Apartments to WSU Employees	03-15
60.76	WSU Holidays	02-16
	Table: July 1, 2018—June 30, 2023 Holiday Schedule	01-19
60.79	Unemployment Compensation Claims	12-06
60.81	Volunteers	10-04
	Form: Minor Volunteer Consent and Release	10-04
	Form: Volunteer Monthly Report	10-04
60.82	Children in the Workplace	03-02
60.86	Employee Assistance Program	12-17
60.90	Political Activity of WSU Employees	07-90