Project Employment—Civil Service

OVERVIEW
The University may appoint classified (civil service and bargaining unit-covered) employees to project positions. Project positions are for the purpose of a defined project. The employer expects the project work to be of a time-limited nature with an expected end date. ([WAC 357-19-305](#))

This section (60.23) covers only procedures regarding appointment of civil service employees to project positions.

To appoint a collective bargaining unit employee to a project position, refer to the applicable collective bargaining unit agreement.

Restrictions
Project appointments must be a minimum of six months and one day in duration and at least .50 FTE. (See [BPPM 58.01](#) for the definition of FTE.)

Civil Service Rules
Project civil service positions follow the civil service rules including classification, salary, PID, and leave accruals ([WAC 357](#)).

Project positions covered by collective bargaining agreements follow the applicable agreements regarding employment rules.

Administration
WSU Pullman Human Resource Services (HRS) is responsible for overseeing and approving project employment status for positions at WSU locations system-wide.

STARTING A PROJECT POSITION

Position Creation
Complete a Position Action/PRR to establish a project position ([BPPM 58.02](#)).

A department may create a project position if the defined project allows for an appointment of no less than .50 FTE lasting a minimum of six months and one day.

Renewal
If the defined project is not completed by the specified end date, the department may renew the employee to a project position after the end of the initial appointment with HRS approval.

Reduction in Force
Contact HRS at least 30 days before reducing an occupied position to a project position. Layoff procedures may apply to the reduction ([BPPM 60.37](#)).
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RECRUITMENT

Departments use the standard recruitment process to fill project positions (*BPPM 60.18*). The recruitment requisition must indicate the project status of the position, including the expected ending date.

Exception to Open Recruitment

Appointing authorities may request direct appointment without recruitment for project civil service positions. See *BPPM 60.18* regarding exceptions to open recruitment.

Required Statement

Include the following statement in the recruitment requisition, the Position Description, and the offer letter:

"This is a project position and is expected to end on *enter mm/dd/yyyy*. Renewal is dependent on the need for extension to complete the project."

NOTIFICATION

At the time of initial appointment and subsequent renewal of appointment, if applicable, the University notifies the employee in writing of the status of the project appointment and the expected ending date of the project appointment in accordance with WAC 357-19-315.

Utilize the template offer letters available from Staff Recruitment ToolKit website at:

hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/

REVIEW PERIODS

Probationary

An employee accepting a project position who does not have permanent status must serve a six-month probationary period. The employee gains permanent status within the specific project upon completion of the probationary period in accordance with WAC 357-19-320.

Trial Service

An employee with permanent status within a specific project must serve a trial service period in accordance with WAC 357-19-325 if the employee takes any of the following actions:

- Promotes to another position within the same project.
- Voluntarily transfers to another position within the same project.
- Voluntarily demotes to another position within the same project.

See *BPPM 60.31*. 
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PROCESS

Department Actions
To request the creation of a new project position or the review of a vacant project position, the requesting department submits the following documentation as indicated.

Position Action/PRR
The requesting department submits a signed Position Action/PRR form to HRS Position Control; French 139, mail code 1014. See BPPM 58.02 for form completion instructions.

Review Requested Activity
HRS Position Control does not return copies to the department after processing the Position Action/PRR. Departmental personnel may review requested actions by accessing the AIS applications DEPPS or HEPPS, or in the Online Position Description and Recruitment System (OPDRS). See BPPM 60.02.

Submit to HRS Through OPDRS
After HRS Position Control assigns the position number, the department submits the following to HRS for review and approval through OPDRS:

- Position description
- Proposed salary
- Performance expectations
- Organization chart showing the civil service position's relationship to other positions in the department to HRS.

See BPPM 60.02 for instructions.

To access OPDRS, go to:

www.wsujobs.com/hr/

To view advisory samples for creating position descriptions and performance expectations for a civil service position, go to the Managers—Classification and Compensation area of the HRS website at:

hrs.wsu.edu/

HRS must complete the position review before an online requisition is added as a job posting on the WSU jobs website:

www.wsujobs.com/

Create a Recruitment Request
Recruitment requests for all classified positions are processed through OPDRS. See BPPM 60.18 for recruitment request procedures.
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HRS Actions

Position Review
Once HRS receives the updated position description, proposed salary, performance expectations, and organization chart, HRS reviews the information to determine the appropriate job classification.

CONCLUSION OF PROJECT
The conclusion of a project appointment may result in a layoff of a permanent employee. An employee laid off from a project position will have layoff rights only within the specific project (BPPM 60.37).

When a permanent employee leaves a permanent position without a break in service to accept a project appointment, the permanent employee is placed on the internal layoff list and has additional rights, in accordance with WAC 357-19-340 project (BPPM 60.37).