

# EVERGREEN

Office of the President

The Evergreen State College - Olympia, Washington 98505

## Policy Approval Form

This is the official approval form for College Policies and Procedures. When completed and signed, this form will reside with the finalized policy in the President's Office. Completed and approved policies will be posted on the College Policies Web site ([www.evergreen.edu/policies](http://www.evergreen.edu/policies)).

**(Proposed) Policy Title:** Exempt, Non-Represented Staff Appointment Policy

**Policy Steward:** AVP for HRS

### Summary of New Policy/Changes for Updated Policy

- Changed order to flow better.
- The PURPOSE section was reduced down to one, clear and concise statement.
- Added a POLICY STATEMENT section. This new section contains the remaining elements from the current policy's PURPOSE statement.
- Minor changes to first sentence in APPLICABILITY section.
- Because it was redundant, combined the current policy's DEFINITIONS and TYPES OF EXEMPT POSITIONS sections into the new DEFINITIONS section. Added the following definitions: 1) at-will appointment (at the AGO's recommendation); 2) cyclic position; 3) external candidate; 4) internal candidate. Modified definitions for: 1) project exempt positions; 2) regular exempt positions; and 3) temporary exempt positions. Deleted definition of work week (AAG recommendation).
- In the MECHANISMS FOR EXEMPT POSITION APPOINTMENTS section, add the new #3. Revised to #1, #2, #4 and #5.
- Several changes made to RECRUITMENT AND SCREEN PROCESS section.
- In WAIVER REQUEST PROCESS section, removed affirmative action piece.

*Full Policy must be attached.*

### Consultation in the Development of this Policy:

- HRS Staff
- Exempt Waiver Committee (specific to: 1) process change for converting project positions into permanent positions; and 2) removing AA piece of waiver process, as recommended by Allen Toothaker, former AVP for HRS, and supported by AAG)
- AGO (first, Colleen Warren, and second, Aileen Miller)

### Approvals:

- President: [Signature] Date: \_\_\_\_\_
- Vice President for Academic Affairs and Provost: [Signature] Date: 2 APRIL 2015
- Vice President for Finance and Administration: [Signature] Date: 4-21-15
- Vice President for Student Affairs: [Signature] Date: 4-21-15
- Vice President for College Advancement: [Signature] Date: 4/21/15

Date Policy posted to Web: July 1 2015