

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).

(Proposed) Policy Title: Layoff Procedure for Non-Represented Classified Staff

Policy Steward: Associate VP for Human Resources

Summary of New Policy/Changes for Updated Procedure

When the AAG reviewed the proposed "End of Appointment for Non-Represented Exempt (Non-Faculty Employees)" policy, she suggested updating this procedure so that there is consistency of language/definitions. Revisions to this procedure are mainly "housekeeping" changes.

Full Policy must be attached.

Consultation in the Development of this Policy:

HRS Staff

Approvals:

- President: [Signature] Date: 4/14/2016
- Vice President for Academic Affairs and Provost: [Signature] Date: 28 March 2016
- Vice President for Finance and Administration: [Signature] Date: March 24, 2016
- Vice President for Student Affairs: Wang, Ernest Date: 3/28/16
- Vice President for College Advancement: [Signature] Date: 3/28/16
- Date Policy posted to Web: _____