

Administrative Professional Discontinuation of Appointment FAQs

The following information applies to Administrative Professional employees.

Where can I find the WSU policy regarding Discontinuation of Appointment or other appointment ending information?

Information regarding all types of separation for AP employees can be found in the AP Handbook in the [Separation](#) section.

If I have a pre-established appointment end date, what does that mean?

AP appointments with a pre-established end date automatically terminate on the date indicated on the most recent Personnel Action Form. These appointments are sometimes referred to as “temporary AP appointments.”

Appointments supported by extramural grants or contracts may be terminated if the supporting grant or contract is terminated prior to that end date.

Appointments with a pre-established end date or supported by an extramural grant or contract may be terminated prior to the end date with a thirty (30) day written notice from the appointing authority.

I have a pre-established appointment end date, do I receive an additional 90 day notice period?

No. The additional 90 day notice period does not apply to AP appointments with a pre-established end date.

What is a Discontinuation of Appointment?

Discontinuation of an appointment pursuant to the notice requirements is not “Termination for Cause” and does not reflect poor performance, misconduct or other cause for termination.

If my appointment is discontinued how much notice must I receive?

President Floyd has authorized a onetime only non-precedent setting notice period of a minimum of 90 days. The 90 day notice does not apply to positions with an established end date.

AP employees hired **on or before June 30, 2004**, on appointments without end dates shall be entitled to minimum advance notice of discontinuation of appointment in accordance with the following:

Years of Service	Notice Period	*If discontinuation is due to biennium budget reduction 2009
Less than 1 year	30 days	*90 day notice
1 to 2 years	60 days	*90 day notice
More than 2 years	180 days	*No Change

AP employees hired **on or after July 1, 2004**, on appointments without end dates shall be entitled to minimum advance notice of discontinuation of appointment in accordance with the following:

Years of Service	Notice Period	*If discontinuation is due to biennium budget reduction 2009
Less than 1 year	30 days	*90 day notice
1 to 2 years	60 days	*90 day notice
More than 2 years	90 days	*No Change

What if I previously held status in Civil Service?

In accordance with [RCW 41.06.070](#), an AP employee who held permanent status as a Civil Service employee and subsequently accepted an AP appointment without a break in service has return rights back to Civil Service.

If I choose to return to Civil Service, will I receive an additional 90 day notice period?

No. Employees will receive one notice for a minimum of 90 days.

What if I held permanent status as a civil service employee and my discontinuation notice does not include the information regarding my return rights?

Contact HRS.

My full time equivalency is being reduced due to the budget. What type of notice will I receive?

AP employees will receive a 30 day notice prior to the effective date of change.

What will happen to my benefits and retirement?

HRS has detailed information regarding benefits and retirement for employees that have been laid off available on our website. Visit the Separation pages and [click on Benefits](#). You may also contact HRS at 509-335-4521 or benefits@wsu.edu

Am I eligible for unemployment compensation?

An employee separating from WSU may qualify for unemployment benefits. For information on unemployment benefits and additional information can be found in the [Financial Resources](#) section of the Separation pages.