

Protocol for Notification to The Board of Governors About Significant Personnel Action

(Adopted by the WSBA BOG Personnel Committee January 17, 2013)

The Washington State Bar Association Personnel Committee is the touch-point for significant WSBA personnel actions. The purpose of the notification to the committee is to keep the Board of Governors informed as well as to afford committee members the opportunity to offer comments or input as may be requested or appropriate. This notification is not intended to inhibit or infringe on the Executive Director's authority as described in the bylaws to "employ and compensate" all WSBA staff.

Notification

Except in exceptional circumstances e-mail is not appropriate to use in personnel situations. Notification to the committee is not part of progressive discipline in individual personnel actions nor intended to circumvent the Problem Resolution provisions in the WSBA Employee Handbook Guidelines.

The Executive Director will alert the President about certain pending personnel actions and consideration will be given to whether the issue rises to the level of a "significant personnel action" warranting the notification of the Personnel Committee Chair. If the action warrants the notification of the Personnel Committee Chair, he/she will decide if the action warrants full notification of the rest of the Personnel Committee. If the Chair so determines, at that time the committee will be briefed on the planned actions. In no case shall this notification inhibit necessary or prudent personnel actions.

The notification described above is intended only to keep the Board of Governors informed of developing situations and allow them the opportunity for timely input as requested by the Executive Director.

"Significant Personnel Actions"

The Board of Governors has interest in the following types of personnel actions:

1. Director/Chief-level involving serious performance concerns, terminations, and hiring process.
2. Employee personnel actions which represent significant potential liability to the WSBA.
3. Personnel actions that may affect the WSBA budget beyond allocations.

In a case where an employee or former employee threatens litigation, the Executive Director, in consultation with the General Counsel, Human Resources Director, President and Chair of the BOG Personnel Committee, makes the determination about whether the issue should be discussed with the full BOG for the purpose of consultation on settlement strategy. Issues with the potential for a significant fiscal impact on the organization may warrant discussion with the BOG.