

Administrative Professional Salary Determination and Adjustment

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

POLICY

Human Resource Services (HRS) administers the procedures for administrative professional (AP) salary determinations and adjustments. To ensure that all salary decisions throughout the WSU system are consistent, HRS at WSU Pullman provides overall direction for all salary determinations and adjustments systemwide.

Eligibility

This salary determination and adjustment procedure applies to salaries for all AP employees.

Exceptions

The appropriate vice president, chancellor, or dean must submit any request for exception to this policy in writing and/or through Workday to HRS and clearly state the rationale for requesting the exception. (See the Workday Request Compensation Change reference guide for instructions.)

NEW EMPLOYEES

New employees are typically hired at a salary rate from the minimum to the average of the salary range. In consultation with HRS, hiring departments should consider the applicant's qualifications and experience when determining a starting salary.

HRS must review and approve a proposed starting salary rate above the average of the salary range prior to the department making an offer to the applicant. Salary rates at or below the average of the salary range do not require additional review by HRS.

CURRENT EMPLOYEES

Reallocation

The employee's salary rate is typically placed from the minimum to the average of the salary range. In consultation with HRS, hiring departments should consider an employee's qualifications and experience when determining the salary rate.

Open Recruitment

The successful applicant is placed at a salary rate from the minimum to the average of the range. In consultation with HRS, the hiring department should consider the employee's qualifications and experience when determining a starting salary.

Lateral Moves

Generally, an employee does not receive a salary adjustment when moving to another position with a comparable salary range. The department may contact HRS to discuss a possible exception based on a unique job or on employee qualifications prior to making an

Administrative Professional Salary Determination and Adjustment

Lateral Moves (cont.)

offer to the employee. HRS considers the operational size of the unit and scope of duties as well as other factors when determining the appropriate salary.

Voluntary Demotions

If an employee voluntarily moves to another position with a lower salary range, the employee's salary rate is governed by the new salary range. Departments are to contact HRS to determine the appropriate salary prior to making an offer to the employee.

Acting or Interim Appointments—Temporary Base Salary Increases

Occasionally, employees are expected to assume some of the duties associated with a vacant position. However, it is only when an employee is appointed as "acting" or "interim" that a base salary adjustment may occur as follows:

- The appropriate appointing authority must authorize the acting or interim appointment.
- The employee must meet the minimum requirements of the position.
- The employee's temporary salary is determined by the salary of the position in which the employee is acting or interim.
- Acting or interim appointments typically range from three months to eighteen months.

Executive-Level Appointments

The President or the Provost and Executive Vice President must authorize executive-level acting or interim AP appointments with the following titles:

- Vice presidents
- Vice chancellors
- Assistant vice presidents
- Assistant vice chancellors
- Associate vice presidents,
- Associate vice chancellors,
- Executive directors
- Athletic Director

See also *BPPM* 60.17.

Stipends

Temporary compensation in the form of a stipend to increase a salary may be appropriate when:

- The employee has taken on additional duties of at least twenty percent of effort outside of their position's typical duties for an extended period of time.

Administrative Professional Salary Determination and Adjustment

Stipends (cont.)

- The stipend salary adjustment is temporary.
- The salary stipend does not exceed a ten percent increase in the employee's monthly base salary.

Executive-Level Appointments

The President or the Provost and Executive Vice President must authorize executive level appointments that include temporary stipends. See also *BPPM* 60.17.

Mass Salary Increases (MSI)

Salary increases for AP employees are not automatically provided. WSU awards general salary increases to administrative professional (AP) employees as part of the University-wide mass salary increase (MSI) process when funds are allocated by the Legislature and/or the University.

The Budget Office provides guidance on the MSI process each year.

Out-of-Cycle Salary Adjustments

Under certain circumstances, "out-of-cycle" salary increases may be appropriate. Out-of-cycle salary determinations must be requested by the departmental appointing authority and approved by HRS for compelling reasons only, such as:

- Significant changes of duties.
- Retention, i.e., difficulty retaining incumbent employees due to factors such as location, skill level, licensing requirements, and/or market competition.
- Extraordinary merit.
- Internal or external equity and/or market conditions.

Request Process

To request an out-of-cycle salary adjustment, follow the AP classification/reclassification procedure in *BPPM* 60.02.

If the request is for retention, extraordinary merit, **or** internal or external equity and/or market conditions, the appointing authority submits a request through Workday. (See the Workday Request Compensation Change reference guide for instructions.)

Workday Documentation

The personnel administrator or appointing authority submits justification through Workday including:

- Justification memo detailing the basis for the request, or other documentation related to the request; and

Administrative Professional Salary Determination and Adjustment

Workday Documentation (cont.) • Requested salary increase amount.

OPDRS Documentation

The personnel administrator or appointing authority submits updated position description in OPDRS if the requested increase is related to significant changes in duties.

To access the OPDRS, go to:

wsujobs.com/hr

Approval

HRS makes the final decision to approve or deny the out-of-cycle increase request. **EXCEPTION:** If the request is for an out-of-cycle increase for an executive-level position, the President or the Provost and Executive Vice President makes the final decision and must provide authorization to HRS.

HRS Process

HRS performs a salary analysis, using methods such as local, regional, CUPA (College and University Personnel Association) market data comparisons, and/or University-wide and peer reviews, etc. HRS may meet with the appropriate college/department representatives and the incumbent.

HRS administers all official salary surveys used to make University compensation decisions.

Decision

HRS provides notification through Workday to the requesting appointing authority regarding whether the request is or is not approved.

EMPLOYEE-REQUESTED SALARY REVIEW

Any AP employee may request a salary review of their own position. (See also *BPPM* 60.02.) To initiate such a review the employee must provide HRS and their immediate supervisor with the following:

- A memorandum describing the circumstances and basis for the request.
- A signed position description that includes current duties and responsibilities.
- An organization chart showing the position's relationship to other positions in the department (see *BPPM* 60.02).

HRS Process

HRS performs a position review/analysis, a position audit, and/or a salary review, as described above. The review may or may not result in a title/title code change and a different salary range.

Administrative Professional Salary Determination and Adjustment

HRS Process (cont.)

Upon completion of the review, HRS provides a written summary to the employee and the appointing authority. The appointing authority is to provide a written response to HRS and the requesting employee within 30 days of receiving the analysis from HRS.

If HRS determines that there should be a title/title code change and a different salary range, the appointing authority in collaboration with HRS makes the final decision on the salary for the position. The approved salary must be within the range recommended by HRS.