

Establishing Salary Step, Periodic Increment Date, and Probation or Trial Service for Civil Service Employees

OVERVIEW

Washington State University maintains a compensation program within the parameters established under the Washington Administrative Code (*WAC* Title 357). This policy addresses requirements as set forth in accordance with *WAC* 357-28-035. Compensation practices not addressed in this policy are administered in accordance with the requirements of *WAC* 357.

Applicability

This salary determination policy applies to civil service employees not covered by collective bargaining unit agreements.

An employee covered by a collective bargaining unit agreement is to refer to the applicable agreement for salary determination information.

Tables

Table 1: Civil Service Entry Employment (below)

[Table 2](#): Changes in Classification or Position

[Table 3](#): Transferring to WSU Employment from Other State Employment

Table 1: CIVIL SERVICE ENTRY EMPLOYMENT

Type of Action	Step	Periodic Increment Date	Six Month Probation Required
Appointment of new employee	The minimum step in the salary range of the designated classification. (*See footnote)	Periodic increment date is based on the appointment day. If the appointment occurs on or before the 15th day of the month, the periodic increment date is six months from the first of the month; if the appointment occurs on or after the 16th day of the month, the periodic increment date is six months from the first of the following month. <i>WAC</i> 357-28-065	Yes
Appointment of employee with previous state service (Break in service)	The minimum step in the salary range of the designated classification. (*See footnote)	Same rules as appointment of new employee.	Yes

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Table 1: CIVIL SERVICE ENTRY EMPLOYMENT

Type of Action	Step	Periodic Increment Date	Six Month Probation Required
Probationary to permanent	Employee must advance to a step of the range for the new class that is nearest to five percent above their prepromotional salary, if entry was the minimum salary step (*See footnote)	Periodic increment date is established at the time of appointment.	
Appointment from layoff list	Employee is placed at same salary equal to the employee's base salary at time of layoff, or at a step closest to employee's base salary at time of layoff, not to exceed the salary range maximum.	Employee receives new PID if appointed to a position with a different salary range maximum. If the base salary is set above the minimum, the periodic increment date is 12 months from the date of appointment.	Transition review period may be required. (WAC 357-46-110)
Appointment from statewide layoff list	Employee is placed at same salary range equal to the employee's base salary at time of layoff, or at a step closest to employee's base salary at time of layoff, not to exceed the salary range maximum.	The same as a WSU appointment from layoff list.	Transition review period may be required. (WAC 357-46-110)

***Appointment above minimum step:** Human Resource Services (HRS) may authorize an initial starting base salary above the entry level of the assigned salary range, not to exceed the top step of the range. The appointing authority submits a justification through Workday to HRS providing the request to appoint an employee above the minimum step. For an employee whose base salary is set above the minimum, the periodic increment date is 12 months from the date of appointment.

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Table 2: CHANGES IN CLASSIFICATION OR POSITION

Type of Action	Step	Periodic Increment Date	Trial Service Required
Promotion	Employee must advance to a step of the range for the new class that is nearest to five percent above their prepromotional salary, not to exceed Step M of the range. If the first step of new range is more than five percent above employee’s current salary, employee is placed at first step of the new range. <i>WAC 357-28-110</i>	Periodic increment date (PID) is six months from the date of appointment if the employee was appointed to the minimum step of the salary range. PID is 12 months from the date of appointment if the employee is appointed above the minimum step in the salary range. If promotion occurs on or before the 15th day of a month, the new periodic increment date will be the first of the month; if promotion occurs on or after the 16th day of a month, the new periodic increment date will be the first of the following month.	Yes
Elevation – Promotion of employee to a higher class in which the employee previously held permanent status	Follows promotional rules. (See above.)	Follows promotional rules. (See above.)	Yes
Reallocation of position to class with higher salary range maximum	Employee must advance to a step of the range for the new class that is nearest to five percent above their salary in the position they are being reallocated from, unless the first step of new range is more than five percent above employee's current salary in which case employee is placed at first step of the new range. The new salary is not to exceed Step M of the range. <i>WAC 357-28-115</i>	Periodic increment date (PID) does not change.	No; provided employee has performed higher-level duties for at least six months.

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Type of Action	Step	Periodic Increment Date	Trial Service Required
Reallocation of position to class with lower salary range maximum	Employee is placed at step in new range that is equivalent or closest to current salary unless it exceeds the salary maximum, in which case the employee receives the top step of the new range. <i>WAC 357-28-120</i>	Periodic increment date (PID) does not change.	No; employee retains appointment status. <i>WAC 357-13-090</i>
Trial service reversion after promotion or transfer	If returned to a previous classification, the employee is placed at the step in the salary range the employee would have held if no promotion or transfer had occurred, including any salary increase which would have been received during that period. If employee is placed in a class that has the same or lower salary range maximum, employee is placed at the same salary equal to the employee's previous base salary, not to exceed the salary range maximum. The employee may not be appointed to step M upon demotion unless the employee was at step M of the salary range from which the employee is demoting or the employee was previously at step M in the salary range of the class the employee is demoting to. <i>WAC 357-28-150</i>	If the employee is reverted to a position with a different salary range, the periodic increment date (PID) is set six months from the effective date of the reversion. If the employee is reverted to a position with the same salary range, the employee's PID is not reset.	No; unless a trial service existed in the previous appointment in which case the employee resumes the trial service period, or unless the employee is placed in a position that is not closely related.

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Table 2: CHANGES IN CLASSIFICATION OR POSITION

Type of Action	Step	Periodic Increment Date	Trial Service Required
Trial service reversion following voluntary demotion	Employee is placed at the step in the salary range held if no voluntary demotion had occurred, including any salary increase which would have been received during that period. The employee may not be appointed to step M upon demotion unless the employee was at step M of the salary range from which the employee is demoting or the employee was previously at step M in the salary range of the class the employee is demoting to.	If the employee is reverted to a position with a different salary range, the periodic increment date (PID) is set six months from the effective date of the reversion. If the employee is reverted to a position with the same salary range, the employee's PID is not reset.	No; unless a trial service existed in the previous appointment in which case the employee resumes the trial service period, or unless the employee is placed in a position that is not closely related.
Layoff to class in which employee has held permanent status	Employee is placed at the same salary range and step as the employee's previous base salary, not to exceed the salary range maximum. <i>WAC 357-28-135</i>	No change.	Transition review period may be required. <i>WAC 357-46-110</i>
Layoff to class in which employee has not held permanent status	Employee is placed at the same salary range and step as the employee's previous base salary, not to exceed the salary range maximum.	No change.	Yes

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Table 2: CHANGES IN CLASSIFICATION OR POSITION

Type of Action	Step	Periodic Increment Date	Trial Service Required
Voluntary demotion to class in which employee has held permanent status	Employee is placed at the same step in the new range as they hold in the current range; however, an appointing authority may petition HRS to appoint the employee at a higher step in the range, not to exceed the salary range maximum. The employee may not be appointed to step M upon demotion unless the employee was at step M of the salary range from which the employee is demoting or the employee was previously at step M in the salary range of the class the employee is demoting to.	Periodic increment date (PID) is six months from the date of appointment if the employee was appointed to the minimum step of the salary range. PID is 12 months from the date of appointment if the employee is appointed above the minimum step in the salary range. If voluntary demotion occurs on or before the 15th day of a month, the new periodic increment date will be the first of the month; if voluntary demotion occurs on or after the 16th day of a month, the new periodic increment date will be the first of the following month.	No; unless employer determines the positions are not closely related, then a trial service period may be required.
Voluntary demotion to class in which employee has not held permanent status	Employee is placed at the same step in the new range as they hold in the current range; however, an appointing authority may petition HRS to appoint the employee at a higher step in the range, not to exceed the salary range maximum. The employee may not be appointed to step M upon demotion unless the employee was at step M of the salary range from which the employee is demoting or the employee was previously at step M in the salary range of the class the employee is demoting to.	Periodic increment date (PID) is six months from the date of appointment if the employee was appointed to the minimum step of the salary range. PID is 12 months from the date of appointment if the employee is appointed above the minimum step in the salary range. If voluntary demotion occurs on or before the 15th day of a month, the new periodic increment date will be the first of the month; if voluntary demotion occurs on or after the 16th day of a month, the new periodic increment date will be the first of the following month.	Yes

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Table 2: CHANGES IN CLASSIFICATION OR POSITION

Type of Action	Step	Periodic Increment Date	Trial Service Required
Disciplinary demotion	Established by HRS.	No change.	No; unless employer determines the positions are not closely related, then a trial service period may be required.
Transfer	Employee is placed at the same step in the new position that they hold in the current position.	No change.	No; unless employer determines the positions are not closely related, then a trial service period may be required.

TRANSFER FROM OTHER STATE EMPLOYMENT

Employees from other Washington state agencies may transfer their employment to WSU. The term *agency* refers to organizations under the jurisdiction of the Washington State Office of Financial Management.

State employees who move between state organizations receive employment preference and may transfer their employment benefits (see *BPPM* 60.19).

Table 3: TRANSFERRING TO WSU EMPLOYMENT FROM OTHER STATE EMPLOYMENT

Type of Action	Step	Periodic Increment Date	Trial Service Required
Interinstitutional and interagency promotion	Employee is placed in the same step in the new position as they would be placed for a promotion within the WSU system.	The same as a WSU promotion.	Yes; even if the employee held permanent status at another institution.

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Table 3: TRANSFERRING TO WSU EMPLOYMENT FROM OTHER STATE EMPLOYMENT

Type of Action	Step	Periodic Increment Date	Trial Service Required
Interinstitutional and interagency transfer or voluntary demotion	The same as any WSU appointment.	The same as a WSU transfer or voluntary demotion.	Yes; even if the employee held permanent status at another state agency.
Trial service to permanent after institutional or intersystem movement	Receives increase on PID.	Does not change.	
