



CENTRAL WASHINGTON UNIVERSITY

CWU Salary Freeze Procedures ESSB 5460 and HB 2328

Statement on Salary Freeze: Effective February 18, 2009 until February 18, 2010, all administrative exempt and academic positions are frozen, regardless of funding source. This provision in [ESSB 5460](#) adds these positions to the list of classified / civil service positions whose raises have been put on hold. However, [HB 2328](#) provides flexibility for allowing salary increases for the following reasons:

- Retaining critical academic staff;
- Retaining other critical personnel not funded from state funds or tuition; or
- Funding additional academic responsibilities during the summer quarter

Administrative Exempt Positions

Consultation

- 1) If considering an action that will impact salary, the appointing authority, or designee, will consult with the assigned Human Resources representative regarding the desired change in advance of submitting a Personal Action Form (PAF).

Request & Review

- 2) Once advised that the action is allowed under the salary freeze, such as a reallocation, the department will create and submit the PAF with the appointing authority and Division VP's signature to the Human Resources Department. For salary increases due to retention of critical staff, the PAF must be accompanied by the appropriate documentation identified in the Faculty and Exempt Staff Retention procedure.
- 3) The HR representative will review all PAFs to ensure that the action is appropriately documented. If documentation is complete, PAFs will be forwarded to the AVP of Human Resources. If documentation is incomplete, PAFs will be returned to the appointing authority for further consultation.

Recommendation

- 4) The AVP of Human Resources will review all PAFs for appropriateness based on the salary freeze. They will be returned to the HR representative once recommended or not.

- 5) The HR representative will process the PAFs returned as appropriate to the approval.
 - a. If all approvals are obtained, the PAF will be processed as normal.
 - b. If a PAF is not recommended, the HR representative will return the PAF to the appointing authority for further consultation.

Faculty Positions

For consultation and direction on Faculty positions, contact the Dean or Director in the appropriate college or program.