

Classified Employee Salary Determination

Employees – Human Resources

CWU Policy 301-20

Effective: January 8, 2024

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

Appendix A – Classified Employee Salary Determination Procedure

(1) Introduction

- A. This policy applies to all non-represented classified employees. To the extent that this procedure addresses the terms not covered under collective bargaining agreements for represented employees, the terms of this procedure will prevail.

(2) Salary Determination

- A. Central Washington University is committed to maintaining a fair and equitable classified staff compensation program within the parameters established under WAC 357, the Washington State Compensation Plan, the financial resources of the university, sound fiscal practice, and applicable federal and state laws regarding employee compensation.
- B. The Executive Leadership Team will:
 - 1. Render decisions on institution-wide issues and matters for which authority has not been otherwise delegated.
- C. President, vice presidents, and division and department heads will:

1. Plan and administer salaries of employees under their supervision within approved budgets and in accordance with this and other university policies.

D. Human Resources will:

1. Develop and recommend the salary determination policy and procedure.
Provide consultation and interpretation regarding this policy, procedure and best practice.

History:

PAC: 3/16/05; DOP: 08/29/05; 04/17/2013; Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;

Review/Effective Date: 06/04/2014; 01/08/2024 [reviewed]; Approved by: A. James Wohlpart, President

Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-230, June 2025

Attached Procedure CWUR 3-40-160 as Appendix A, June 2025

Appendix A - Classified Employee Salary Determination Procedure

(1) Applies to:

- A. All non-represented classified employees. To the extent that this procedure addresses the terms not covered under collective bargaining agreements for represented employees, the terms of this procedure shall prevail.

(2) New Employees

- A. The university shall assign a base salary for initial appointments within the appropriate range of the Washington State Salary Schedule. The initial salary will ordinarily be at the entry level of the salary range for the assigned classification. Entry base salary for employees transferring from another state agency or institution without a break in service will be established as referenced in this procedure. An appointing authority 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,

(3) Current Employees - The base salary of a classified employee may be changed by any of the following:

- A. Demotion: The base salary of an employee who voluntarily demotes to another position in lieu of layoff, or who requests voluntary demotion for reasons not related to layoff or discipline, will be set in accordance with WAC 357-28-135. The base salary of an employee who is demoted for disciplinary reasons shall be set in the new salary range at the discretion of the appointing authority, not to exceed the top step of the new salary range.
- B. Layoff: The base salary of an employee appointed to a position as a result of layoff will be set according to WAC 357-28-135 and this procedure.
- C. Periodic Increment Date (PID): Periodic Increment Date will be administered in accordance with WAC 357-28.
- D. Promotion: The base salary of an employee promoted or reclassified to a position with a higher salary range shall be set in accordance with WAC 357-28-110.
- E. Reallocation: The base salary of an employee reallocated to a position with a higher salary range shall be set according to WAC 357-28-115. The base salary of an employee reallocated to a position with the same or lower salary range maximum shall be set according to WAC 357-28-120.
- F. Recruitment and Retention: An appointing authority may authorize premium pay to support the recruitment of a candidate or retention of an incumbent in a specific position in accordance with WAC 357-28-095.
- G. Standby Pay: Overtime eligible employees required to restrict off-duty activities to be immediately available for duty must be compensated for time spent in standby status.
- H. Transfer/Reassignment: The base salary of an employee who transfers, or is reassigned to another position in the same classification, or to a different classification at the same salary range, will retain their base salary.

- I. Trial Service Reversion: The base salary of an employee who voluntarily or involuntarily reverts during a trial service period shall be set in accordance with WAC 357-28-150. If the employee is reverted to a position with a lower salary range maximum than the salary range maximum as the class in which the employee last held permanent status, the base salary shall be set at the step in the new range which is closest to the salary held prior to trial service reversion, not to exceed the top step of the new salary range.
 - 1. If an employee is reverted following a voluntary demotion from trial service to a class with the same salary range maximum as the class from which the employee is reverting; the employee will retain their current base salary. If the employee is reverted to a position with a lower salary range maximum than the class from which the employee is reverting, the base salary shall be set at the step in the new range which is closest to the current salary, not to exceed the top step of the new salary range.
- J. Temporary Promotions: The base salary of an employee temporarily assigned the full scope of duties and responsibilities of a higher level classification for more than thirty (30) calendar days will be set in accordance with WAC 357-19-442. Temporary salary adjustments under this section do not include time-limited planned training assignments outside an employee's current job class for the purpose of career development.

(4) Exceptions:

- A. In range and above range salary adjustments to base pay beyond that stated in this procedure may be granted in accordance with the applicable WAC and established university procedures, when it is in the best interest of the university to grant an exception.