

# Salary Administration

## Employees – Exempt Employee Code

### CWU Policy 305-24

**Effective:** September 5, 2012

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A - Salary Administration Procedure

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- (1) Salary ranges for exempt positions, regardless of funding source, are based on salary surveys as approved by the president or designee. Such ranges are provided only as a guide and do not dictate the salary paid.
- (2) The university commits itself to working towards achieving exempt salary equity within the institution.
- (3) The Human Resources Department will administer CWU 305-23 through CWU 305-24 (Compensation) and maintain the system of salary benchmarks.
- (4) The salary of an employee may be changed as a result of any of the following types of decisions which normally affect salaries, including but not limited to the following:
  - A. Market salary adjustment;
  - B. Cost of living adjustment;
  - C. Change in position description or assigned duties;
    1. The appointing authority to whom the position reports working in concert with human resources may consider salary adjustments for an individual who is assigned additional duties that result in substantially increased responsibilities.

2. Salary adjustments, if any, will be commensurate with the increased responsibilities and normally within the recommended limits of the salary range identified in the exempt employee salary survey.
  3. The effective date of a salary adjustment shall be the same as defined in CWU 305-24(5)A.
- D. Reduction of employment under provisions of CWU 305-22 (Termination or Reduction of Employment Due to Financial Necessity or Program Discontinuance).
- E. Correction of a salary inequity. A salary adjustment may be given to correct a salary inequity. Salary inequities occur when exempt employees lose or gain salary advantage:
1. Relative to other exempt employees with equivalent qualifications, performance, same salary classification, and years of service;
  2. Relative to other exempt employees with fewer years of service and a lower salary classification range;
  3. Relative to other exempt employees with the same salary classification and with equivalent position qualifications, performance, and years of service;
  4. Relative to changing market conditions and recruitment difficulties for the exempt position;
  5. Relative to changes in level of duties and job responsibilities;
  6. Relative to changes in salary relationships with classified employees in the same or similar job families. Such salary adjustments are permanent.
- (5) Performance based adjustments. When distribution of funds is performance based, recommendations will be solicited from the immediate supervisors of exempt employees.
- A. The effective date for salary adjustments will be the first of the month following the appointing authority's approval. Retroactive salary adjustments may occur.
- (6) Temporary Appointments. Human Resources Department will provide the best match for each temporary exempt position based on the approved salary survey tool. Salaries for temporary, acting or interim exempt employees, including faculty members assigned to temporary exempt positions as defined in CWU 305-14(1)B (Types of Appointment – Temporary) will normally be set within the recommended limits for the position as identified in the exempt employee salary survey.

**History:**

*EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09; Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-50-020, June 2025 Attached Procedure CWUR 6-50-020 as Appendix A, June 2025*

## Appendix A - Salary Administration Procedure

- (1) Upon request by the appropriate appointing authority, to whom the position reports , Human Resources will review positions where duties and responsibilities have substantially increased to determine if a new salary match is appropriate. Whenever possible, the respective appointing authority shall determine whether a salary adjustment is warranted prior to the time the additional duties are assigned.