

4500.1 SALARY ACTIONS

A. Setting Standard Base Salary (New Employees)

1. The appointing authority will assign a base salary for initial appointments. The initial base salary offered will generally not be less than the minimum or greater than the maximum dollar amount within the salary range assigned to the position in the Washington State Compensation Plan.
2. In determining the initial base salary within the assigned salary range of the position classification, the appointing authority may consider the contributions the individual will be expected to make toward the objectives of the organization. The individual's educational background and related work experience in relationship to the competencies and requirements of the position will determine the expected contribution.

**B. Authorization of Base Salary above the Maximum of Range
(Without Director of DOP Approval)**

1. When a recruitment and/or retention issue or problem is identified for a position, the supervisor and Director of Human Resources may ask the Appointing Authority to authorize additional pay to support the recruitment and retention efforts for a specific position.
2. The Appointing Authority may consider up to a 15% premium added to a base salary or paid in a lump sum.
3. The incumbent may not receive more than 15% of his/her annual base salary as premium over a 12-month period.
4. A supervisor may request additional pay or lump sum payments to address consistent recruitment and/or retention issues. Requests must be submitted in writing to the Appointing Authority with a copy to the Director of Human Resources.
5. Requests for lump-sum payments must include the express conditions for the payment, such as specified period of employment or continued employment.
6. Any lump-sum payment becomes part the annual compensation for work performed prior to the receipt of funds consistent with WAC 357-28-100.

C. In-Range/Above Range Adjustments

1. The Appointing Authority may adjust the timing and amount of increment increases to address nature of work or special training requirements.
2. The Appointing Authority may adjust the base salary for recruitment and retention or other business reasons such as equity, alignment, and competitive market conditions.
3. The Appointing Authority may set a salary above the range maximum for reasons not otherwise described in this policy with the approval of the Director of the Department of Personnel.
4. Supervisors may request to change the timing or amount of increment increases or to adjust base salary for recruitment and retention or other business reasons. Requests must be submitted in writing to the Appointing Authority with a copy to the Director of Human Resources.

D. Changes in Base Salary for Current Employees

Periodic Increment Date (PID)

1. The effective date of the periodic increment date will be administered as stated in the Washington Administrative Code (WAC 357-28- 050, 055, 060, 065, 070, 075).
2. Typically, an employee will receive a 2-step increase to the base salary on the periodic increment date until the employee reaches the top step of the assigned salary range.

E. Promotion

1. If an employee promotes into, or has their position reclassified to, a position with a higher salary range, the salary paid will be at the starting step of the new range or the step which provides a minimum of a 2-step increase, whichever is higher.
2. The increase cannot exceed the maximum of the salary range assigned to the classification.
3. A supervisor may request to grant an increase of greater than 2-steps. Requests must be submitted in writing to the Appointing Authority with a copy to the Director of Human Resources.
4. The Appointing Authority may grant an increase of greater than 2-steps if significant increases in duties and responsibilities warrant greater compensation or the increase is necessary for internal salary alignment, retention of the employee, or other documented business needs.

F. Transfer/Reassignment

1. If an employee transfers or is reassigned to another position in the same classification or to a different classification at the same salary range, the employee will generally retain the same base salary.
2. A supervisor may request a pay adjustment by submitting a written request to the Appointing Authority with a copy to the Director of Human Resources.
3. The Appointing Authority may grant pay adjustments at his/her discretion.

G. Demotion

1. If an employee voluntarily demotes to another position with a lower salary range maximum, the college will set their pay in the new salary range at a salary step equal to his/her previous base salary. If the employee's previous base salary exceeds the maximum of the new range, the salary will generally be set equal to the new range maximum.
2. A supervisor or the Director of Human Resources may request setting the base salary above the maximum of the salary range assigned to the position's class by submitting a written request to the Appointing Authority.
3. The Appointing Authority may approve setting the base salary above the maximum of the salary range assigned to the position's class.
4. If an employee is demoted for disciplinary reasons, their pay will be within the new salary range at the discretion of the Appointing Authority, not to exceed the top step of the new salary range.

H. Reallocation

1. When substantive and permanent changes are made in an employee's job duties or in the scope of the position's responsibility, the position may be reallocated.
2. If the position is reallocated to a classification with a higher salary range, the employee will be placed on the new salary range and step consistent with promotion.
3. If the position is reallocated to a classification with a lower salary range, the employee will be placed on the new salary range at a step equal to the employee's current base salary. If the employee's current base salary exceeds the maximum of the new range, his/her base salary will generally be set equal to the new range maximum.
4. A supervisor or the Director of Human Resources may request setting the base salary above the maximum of the salary range assigned to the position's class by submitting a written request to the Appointing Authority.
5. The Appointing Authority may approve setting the base salary above the maximum of the salary range assigned to the position's class.

I. Layoff

1. If an employee accepts a layoff option to a different position with the same salary range, he/she will retain the same base salary.
2. If an employee accepts a demotion in lieu of layoff or accepts a layoff option to a position with a lower salary range maximum, that employee will be placed within the new salary range at a salary equal to his/her previous base salary unless his/her current salary exceeds the maximum of the new salary range.
3. If the employee's previous base salary exceeds the maximum of the new salary range, the employee will have his/her base salary set equal to the new range maximum. The employee may have his/her base salary set higher than the salary range maximum assigned to the position's class, but not exceeding the previous base salary, with the approval of the Appointing Authority.
4. The Director of Human Resources may request setting the base salary above the maximum of the salary range assigned to the position's class by submitting a request in writing to the Appointing Authority.
5. If an employee is appointed from an internal or statewide layoff list to a position with the same salary range maximum as the position from which the employee was laid off, the employee will be placed within the range at a salary equal to his/her previous base salary. If his/her base salary prior to layoff was set above the maximum of the salary range assigned to the position's class, the employee shall retain the base salary until either he/she either vacates the position or his/her salary falls within the salary range established for the position.
6. If an employee is appointed from an internal or statewide layoff list to a position with a lower salary range maximum than the position from which he/she was laid off, the employee's base salary will be set in the same manner as a demotion for a current employee.