

**QUESTIONS & ANSWERS CONCERNING THE  
JANUARY 1, 2015 SALARY INCREASE  
FOR FACULTY, INSTRUCTORS, GRADUATE ASSISTANTS, AND ADMINISTRATIVE  
PROFESSIONAL EMPLOYEES  
(Version 3 - As of 11/24/14)**

President Floyd has authorized a salary increase effective January 1, 2015. Faculty will be awarded a salary increase in accordance with the faculty manual. Instructors and graduate assistants will receive a 4% across-the-board increase and administrative professional (AP) employees will receive a 3% across-the-board increase.

***NOTE: References to faculty throughout refer to all faculty with title codes not listed in A 4.***

**ELIGIBILITY**

Q 1: What salary increase has been authorized for faculty?

A 1: Areas will receive a pool equal to 4% of the eligible salary base to be awarded per section III.D.6 of the faculty manual.

Q 2: What salary increase has been authorized for instructors and graduate assistants?

A 2: Instructors and graduate assistants will receive a 4% across-the-board increase.

Q 3: What salary increase has been authorized for administrative professional staff?

A 3: Administrative professional staff will receive a 3% across-the-board increase.

Q 4: How do we identify instructors?

A 4: The following titles/title codes are considered instructors:  
Lecturer (0200)  
Adjunct Faculty Paid (0237)  
Instructor (0260)  
Senior Instructor (0261)

Q 5: Which faculty are eligible to receive the increase on January 1, 2015?

A 5: Faculty on appointment as of October 15, 2014, will be eligible. Faculty who separate prior to January 1, 2015 will not receive an increase.

Q 6: Which instructors and graduate assistants are eligible to receive the increase on January 1, 2015?

A 6: Instructors and graduate assistants on appointment as of January 1, 2015, will receive the 4% across-the-board increase.

Q 7: Which administrative professional staff are eligible to receive the increase on January 1, 2015?

- A 7: Administrative professional employees on appointment as of January 1, 2015, will receive the 3% across-the-board increase.
- Q 8: If we hire a faculty member after October 15, 2014, will they be eligible to receive an increase on January 1, 2015?
- A 8: No. Departments may take this into consideration when determining starting salary.
- Q 9: If an employee is on an appointment that ends December 31, 2014, but is being renewed effective January 1, 2015, how will the salary increase be processed?
- A 9: The department should submit a PERMS action to renew the appointment following normal processes.  
For faculty, instructors, and administrative professional appointments: The PERMS action should be **submitted by December 19, 2014, and fully approved by December 24, 2014**, to renew the appointment.  
  
For graduate assistant appointments: The PERMS action should be submitted and **ready for Graduate School approval by December 5, 2014**, to renew the appointment. If all approvals are met, HRS will approve the PERMS action no later than December 24, 2014.
- Q 10: What rate of pay should be used on the PERMS action for January 1, 2015, appointment renewals?
- A 10: Use the current rate of pay on the PERMS action to ensure the MSI will run properly and will increase the base on their FTE.
- Q 11: What if an appointment ending on December 31, 2014, but being renewed effective January 1, 2015, is not fully approved by the deadlines listed in A 9?
- A 11: For faculty, instructors, and administrative professional appointments: If, for some reason, an appointment is not fully approved by the December 24 deadline, please wait to enter the appointment until January 5, 2015, and include the MSI increase in the base salary.  
  
For graduate assistant appointments: If the graduate assistant appointment is not fully approved in PERMS by the December 24 deadline, it will trigger the PERMS action to be moved to a “Saved” status in PERMS. It will not be processed as part of the MSI and will require the PERMS action to be re-routed by the originator for approvals. This will occur after January 5, 2015. The graduate pay scale will be updated so PERMS actions will populate with the correct new pay rate.
- Q 12: What if there are funding changes to a position?
- A 12: If funding changes are required, a **position action should be submitted by December 18, 2014**.
- Q 13: Will employees on grants and contracts be subject to the same eligibility criteria as state funded, permanent employees?

- A 13: Yes. The eligibility criteria defined above applies to temporary and permanent employees, regardless of appointment funding source.
- Q 14: Are faculty summer appointments eligible for an increase?
- A 14: Summer salary is based on the prior academic year salary. Faculty members' base will already incorporate the increase when summer 2015 appointments are made.
- Q 15: Is an employee who was recently hired, promoted or received a salary increase eligible for the increase?  
*(Note: A salary increase is any increase to an employee's base salary including reclassification, out-of-cycle salary adjustment, and appointment to a new position without a break in service.)*
- A 15: Yes, provided they meet eligibility criteria defined above.
- Q 16: Are salary increases permitted at other times of the year?
- A 16: Yes. Departments may request out-of-cycle salary adjustments as per BPPM 60.12.
- Q 17: Are retire/rehire employees eligible for an increase?
- A 17: Those faculty or AP who have fully retired under the WSU Retirement Plan (WSURP) and are rehired at 40% or less can receive the across-the-board increase but are not eligible for faculty merit increases.
- Employees who retired under a state retirement plan (PERS, TRS, LEOFF) and are rehired into a faculty or AP appointment are eligible for the increase.
- Q 18: Are administrative stipends and other salary differentials affected by the salary increases?
- A 18: No. Stipends are not part of the increase calculations. Areas that desire to make changes on stipends will need to do so in separate PERMS and position actions. Specific procedures for such actions will be published.
- Q 19: If a faculty employee receives a salary increase after October 15, 2014, is the employee eligible for the increase?
- A 19: The employee could be eligible for the salary increase, however area pool values as of October 15, 2014, will not be adjusted for salary base changes made after that date.
- Q 20: What if I have other questions?
- A 20: Questions regarding employee eligibility may be directed to HRS.

## **FUNDING**

Q 21: How will funding for increases be allocated?

A 21: Each academic, vice presidential or urban campus unit will pay, on a one-time basis, the cost of the increase for its faculty, instructors, graduate assistants, and AP employees, for the period of January 1, 2015, to June 30, 2015.

Central will provide permanent funding, beginning July 1, 2015, for Pullman/Spokane areas to cover the cost of increases for employees appointed on university budgeted funds (i.e., 001-state, 143-federal, 148-05-administrative fees and interest, and permanently allocated funds 148-02-domestic facilities and administrative, and 148-03-international facilities and administrative and 148-06 EDI.) Areas will cover the cost of increases for eligible employees appointed on all other fund types.

Tri-Cities and Vancouver will permanently self-fund increases on all fund types.

Q 22: May areas augment increases by adding area funds?

A 22: No.

Q 23: What happens to unawarded faculty pool amounts?

A 23: Areas will not receive permanent funding for unawarded amounts.

Q 24: If a faculty employee who was on appointment on October 15, 2014, and is awarded an increase resigns prior to January 1, 2015, what will happen to the increase dollars?

A 24: The Budget Office will not provide permanent funding.

Q 25: If a temporary employee who is appointed to a permanent state funded position receives an increase, will the allocation for the position be increased?

A 25: Yes. When an increase is given to a temporary employee in a permanent position, the allocation for the position is increased.

Q 26: If an eligible temporary employee who is appointed to a temporary state funded position is awarded an increase will the funding remain with the area when the appointment terminates?

A 26: Yes.

Q 27: May salary increase funding be allocated to vacant faculty, instructor or AP positions?

A 27: No.

Q 28: If an employee is eligible for the increase but is temporarily assigned to a grant or contract (special projects), will the permanent state funded position being held for the individual receive the increase?

A 28: Yes.

Q 29: If an employee is eligible for an increase but is on leave without pay, will the position receive the increase?

A 29: Yes.

Q 30: If, effective January 1, 2015, a permanent employee is temporarily appointed to an administrative position outside her/his home area, which position gets the increase?

A 30: Both positions will get the increase.  
*(Note: If a permanent employee is temporarily appointed to another position within her/his home area, only one position gets the increase.)*

Q 31: What if I have other questions?

A 31: Questions regarding funding/budget may be directed to the Budget Office.

#### **AWARDING OF FACULTY INCREASES**

Q 32: On what time period should the merit increases be based?

A 32: Distribution of the general increase pool should ordinarily be based on the review period from January 1, 2013, to December 31, 2013. However, awards for individuals hired after January 1, 2014, will be based upon current performance.

Mass salary increases are not automatic and are not intended to be used as an across-the-board adjustment. Careful consideration of current areas of salary disparity, as well as merit and overall performance, is required when determining the distribution of the superior merit and extraordinary merit portions of the increase pool. There is no substitute for a thoughtful annual review as a guide to critical personnel decisions.

Q 33: Each academic faculty member at an urban campus reports to both a campus chancellor and an academic department chairperson or school director (located in Pullman/Spokane). Who will make the salary increase recommendation?

A 33: Academic deans will provide recommendations to chancellors as to who in their college should receive consideration for an increase. The chancellor (or designee) will develop the proposed salary allocations for his/her campus in conjunction with the appropriate deans. The chancellor (or designee) will make a salary recommendation to the provost. Care should be taken to ensure that faculty with similar merit are rewarded similarly, regardless of location.

Q 34: How are the increases to be awarded?

A 34: The University will provide a pool equal to 4.0% of the eligible salary base (40% retire/rehires mentioned in A 14 only contribute 1.2% of their base). Areas should

distribute the authorized funding for faculty according to the policies in the Faculty Manual section III.D.6:

- 30% of the increase (1.2%) will go to professional development. This portion reflects professional growth and service to the University during the period of review and, unless extraordinary circumstances occur, each eligible faculty member will receive this 1.2%. Faculty judged to be performing at a substandard level during the review period should not receive this increase.
- 40% of the increase (1.6%) will go to superior merit. This portion, a performance-based merit adjustment, reflects the degree of superior merit above average performance realized during the review period. The amount awarded to each individual will vary. There is no maximum allowed percentage increase.
- 30% of the increase (1.2%) will be available for extraordinary merit, market adjustments, and equity. The amount awarded to each individual will vary. There is no maximum allowed percentage increase.

Q 35: In cases of extraordinary circumstances, may faculty members receive an amount other than 1.2% for the professional development increase?

A 35: No. An individual receives all or none of the professional development increase.

Q 36: If the entire professional development pool is not awarded may the unused portion be awarded as superior merit or extraordinary merit/market/equity?

A 36: If the entire professional development pool is not awarded the unused portion can be added to the superior merit pool.

Q 37: How should the 40% superior merit and 30% extraordinary merit amount be entered in the MSI system since there is only one column for merit?

A 37: The two merit components should be entered as one total within the MSI system.

Q 38: Are administrative stipends and other salary differentials affected by the salary increases?

A 38: No. Stipends are not part of the increase calculations and are not included in the salary increase pools. Areas that desire to make changes on stipends will need to update the MSI to reflect the new stipend amount and prepare a separate PERMS and position actions. Please refer to the PERMS processing deadlines in A 9.

Q 39: Do stipends need to be updated in the MSI system since they are not part of the salary increase pools?

A 39: Yes. Stipends should be updated in the MSI system to reflect the intended value effective January 1, 2015. Because stipends are part of the employee record in the AIS upload process the amount of the stipend listed in the MSI system will be the value that is loaded into AIS.

Q 40: Will all stipends be processed by the AIS upload?

- A 40: It is anticipated that some stipend configurations may not process correctly during the AIS upload so areas are advised to review all stipends after the MSI runs.
- Q 41: Will any information be provided to assist with MSI review?
- A 41: Yes. The Budget Office will provide a report of upload results after the MSI runs to assist areas with their review. The report will contain salary increases from the pools and stipends and will be posted in SharePoint on January 5, 2015.
- Q 42: How will stipends that are not accurately processed by the AIS upload be corrected?
- A 42: Stipend corrections can be made with PERMS or position actions as needed after the MSI runs in January. Position actions are due to HRS by January 9, 2015, and PERMS actions must have completed approval by January 12, 2015.
- Q 43: Must faculty who are hired in two or more areas receive the same increase from each area?
- A 43: Only if they are appointed to a single position. If there are separate positions in each area, it is not mandatory to have the same pay rate, although it is often more convenient for the employee to know that they are being paid the same rate in each area. The combined effort percentage of these separate positions cannot exceed 100%. Departments can either use an average rating applying the same increase in the MSI system or correct the positions to the intended values in HEPPS/DEPPS after the MSI process runs.
- Q 44: If a faculty member who was on appointment as of October 15, 2014, transfers between WSU departments, will the funding for the increase transfer to the new department?
- A 44: Yes, so long as there is not a break in service. The sending/receiving departments should notify the Budget Office. Faculty transfers will be discussed with the deans to confirm transfer amounts.
- Q 45: What documentation should be retained regarding the faculty salary increase pools?
- A 45: Excel spreadsheets can be downloaded directly from the MSI system. It is recommended that columns be added to these spreadsheets so that areas will have the required documentation for the 30:40:30 pools at the area/department level.
- Q 46: How should the area files for Provost review be submitted?
- Q 46: Area files for Provost review should be formatted and submitted as follows:
- Sort the final 'Faculty Distribution Entry' page by home department (click on column heading) and export to Excel
  - Subtotal the Excel file by home department
  - Sort within department by total increase percentage (descending)
  - Upload completed and formatted spreadsheet to the "Private Library" on the Salary Increase 2015 SharePoint site

## **AWARDING OF GRADUATE ASSISTANT INCREASES**

- Q 47: How will the graduate assistants increase be administered?
- A 47: New salary schedules for all graduate assistantships will be implemented effective January 1, 2015, to reflect the increase. On January 1, all current graduate assistantship appointments will be increased automatically by 4.0% and must not be at a step lower than they were prior to the increase. All graduate assistant position base values will be automatically increased.
- Q 48: Will graduate assistants on grants and contracts (special projects) or other temporary funds receive the increase?
- A 48: Yes. The same rules apply for all fund types.
- Q 49: Will permanent vacant graduate assistant positions receive the increase?
- A 49: Yes.

## **AWARDING OF ADMINISTRATIVE PROFESSIONAL AND INSTRUCTOR INCREASES**

- Q 50: How will the increase be administered?
- A 50: Subject to system testing, across-the-board increases will be applied automatically during the salary increase processing and all administrative professional and instructor employees with an appointment on January 1, 2015, will receive the increase.
- Q 51: Will administrative employees and instructors on grants and contracts (special projects) or other temporary funds receive the increase?
- A 51: Yes. The same rules apply for all funds.
- Q 52: Are administrative stipends and other salary differentials affected by the salary increases?
- A 52: No. Stipends are not part of the increase calculations and will not be part of the automated process. Areas that desire to make changes on stipends will need to do so in separate PERMS and position actions. Please refer to the PERMS processing deadlines in A 9.
- Q 53: Will any information be provided to assist with MSI review?
- A 53: Yes. The Budget Office will provide a report of upload results after the MSI runs to assist areas with their review. The report will be posted in SharePoint on January 5, 2015. Areas are advised to review all salary increase amounts to ensure accuracy after the MSI runs.
- Q 54: If the need for corrections is discovered after the MSI runs, how should that be handled?



A 54: Corrections can be made with PERMS or position actions as needed. Position Actions are due to HRS by January 9, 2015, and PERMS actions must have completed approval by January 12, 2015.

Q 55: Will permanent vacant administrative employee and instructor positions receive the increase?

A 55: No.