The Washington state legislature provided funds for a general wage increase effective July 1, 2016.

**ELIGIBILITY**

Q 1: Which faculty are eligible to receive the increase on July 1, 2016?

A 1: All faculty on appointment as of March 15, 2016, will be eligible.

Q 2: What level of salary increase has been authorized for faculty?

A 2: Areas will receive a pool of fund equal to 1.8\% of the March 15, 2016, faculty salary base on all funding sources to be awarded per section III.E.6 of the Faculty Manual.

Q 3: If we hire a faculty member after March 15, 2016, will they be eligible to receive an increase on July 1, 2016?

A 3: No. Departments may take this into consideration when determining starting salary.

Q 4: Are faculty summer appointments eligible for an increase?

A 4: No. Summer salary is based on the prior academic year salary.

Q 5: If a faculty member receives a salary increase after March 15, 2016, is the employee eligible for the increase?

A 5: The employee could be eligible for the salary increase, however area pool values as of March 15, 2016, will not be adjusted for salary base changes made after that date.

Q 6: What salary increase has been authorized for administrative professional staff?

A 6: Administrative professional staff will receive a 1.8\% across-the-board increase.

Q 7: Which administrative professional staff are eligible to receive the increase on July 1, 2016?

A 7: Administrative professional employees on appointment as of July 1, 2016, will receive a 1.8\% increase.

Q 8: Is an administrative professional 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 8: Yes, provided they meet eligibility criteria defined above.
Q 9: What salary increase has been authorized for classified non-represented staff?

A 9: Classified non-represented employees will receive an increase of 1.0% and an additional 0.8% for employees who earn $2,500 a month or more, or 1.0% and an additional $20 per month for employees who earn less than $2,500 a month.

A hyperlink to the new salary schedule will be posted to the HRS website when available from the State of Washington.

Q 10: What salary increase has been authorized for classified represented staff?

A 10: Refer to the appropriate collective bargaining agreement which can be found on the HRS website.

Q 11: Which classified staff (represented and non-represented) are eligible to receive the increase on July 1, 2016?

A 11: All classified staff (represented and non-represented) on appointment as of July 1, 2016, will receive the increase.

Q 12: Will a classified staff (represented and non-represented) member who was recently hired, promoted or received a general wage increase be eligible for the increase? (Note: A general wage 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 12: Yes. All classified non-represented staff positions follow the Washington State General Service Salary Schedule that includes the increase, effective July 1, 2016. Classified represented employees should refer to the appropriate bargaining unit agreement which can be found on the HRS website.

Q 13: What salary increase has been authorized for graduate assistants?

A 13: Graduate assistants will receive a 1.8% across-the-board increase.

Q 14: Will employees on grants and contracts be subject to the same eligibility criteria as state funded, permanent employees?

A 14: Yes. The eligibility criteria defined above applies regardless of appointment funding source.

Q 15: Are retire/rehire employees eligible for an increase?

A 15: Those faculty or administrative professional who have fully retired under the WSU Retirement Plan and are rehired at 40% or less can receive the across-the-board professional development increase (.54%) 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 administrative professional appointment are eligible for the increase.
Q 16: What if I have other questions?

A 16: Questions regarding employee eligibility may be directed to Human Resource Services (HRS).

AWARDING OF FACULTY INCREASE

Q 17: How are the increases to be distributed?

A 17: The University will provide a total pool of funds equal to 1.8% of the eligible salary base. (40% retire/rehires mentioned in A 15 only contribute the professional development portion or .54% of their base). Areas should distribute the authorized funding for faculty according to the policies in the Faculty Manual section III.E.6:

- 30% of the pool of funds (.54% of the eligible salary base) 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 .54%. Faculty judged to be performing at a substandard level during the review period should not receive this increase.
- 40% of the pool of funds (.72% of the eligible salary base) 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 pool of funds (.54% of the eligible salary base) 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 18: In cases of extraordinary circumstances, may faculty members receive an amount other than .54% for the professional development increase?

A 18: No. An individual receives all or none of the professional development increase.

Q 19: If the entire professional development pool is not awarded may the unused portion be awarded as superior merit or extraordinary merit/market/equity?

A 19: Yes

Q 20: How should faculty merit and equity adjustments be awarded?

A 20: The preferred method for awarding salary adjustments associated with superior and extraordinary merit, as well as to address equity and market issues, is to base them on faculty’s annual review evaluations in addition to any faculty equity and market considerations existent in units. If annual performance evaluations were not completed, areas must provide additional justification for merit increases.
Q 21: Each academic faculty member at Tri-Cities and Vancouver 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 21: Academic deans will provide recommendations to chancellors as to who in their college, and stationed at a chancellor’s campus, 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 22: Will pool values be adjusted for base value changes or separations after March 15, 2016?

A 22: No.

Q 23: What happens to unawarded faculty pool amounts?

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

Q 24: For those faculty receiving promotions effective either July 1, 2016, or August 16, 2016, what base salary will be used for the promotion calculation?

A 24: The faculty promotion increase will be calculated based on the MSI baseline salary (March 15, 2016). The MSI baseline salary times 10% plus the MSI increase will define the new level of salary. (See example below.)

Assume area desires to give a total 15% increase (promotion and MSI). Both are calculated on the MSI baseline salary.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSI baseline salary (3.15.2016)</td>
<td>$75,000</td>
</tr>
<tr>
<td>5% increase MSI ($75,000 *5%)</td>
<td>$3,750</td>
</tr>
<tr>
<td>10% increase promotion ($75,000 *10%)</td>
<td>$7,500</td>
</tr>
<tr>
<td><strong>Total salary increase</strong></td>
<td><strong>$86,250</strong></td>
</tr>
<tr>
<td><strong>Total salary increase</strong></td>
<td><strong>15%</strong></td>
</tr>
</tbody>
</table>

Q 25: Are administrative stipends and other salary differentials affected by the salary increases?

A 25: 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 do so in separate PERMS and Position Action forms.

Q 26: Will any information be provided to assist with MSI review?

A 26: Yes. The Budget Office will provide various reports throughout the MSI process and the results will be posted on the Sharepoint site.
Q 27: Must faculty who are hired in two or more areas receive the same increase from each area?
A 27: 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 28: If a faculty member who was on appointment as of March 15, 2016, transfers between WSU departments, will the funding for the increase transfer to the new department?
A 28: 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.

AWARDING OF ADMINISTRATIVE PROFESSIONAL, CLASSIFIED STAFF, AND GRADUATE ASSISTANT INCREASES

Q 29: How will the administrative professional increase be administered?
A 29: Across-the-board increases will be applied automatically during the salary increase processing and all administrative professional employees with an appointment on July 1, 2016, will receive the increase.

Q 30: How will the classified staff (represented and non-represented) increase be administered?
A 30: New salary schedules for all classified staff will be implemented effective July 1, 2016, and will reflect the salary increase for each range/step. Classified staff appointments and position base values will increase automatically.

Q 31: How will the graduate assistant increase be administered?
A 31: New salary schedules for all graduate assistantships will be implemented effective July 1, 2016, to reflect the increase. All graduate assistant position base values will be automatically increased.

FUNDING

Q 32: How will funding for increases be allocated?
A 32: Tri-Cities and Vancouver will permanently self-fund increases on all fund types. Central will separately allocate a pro-rata portion of new state funding for FY 2017 salary increases to Tri-Cities and Vancouver.
Central will provide permanent funding according to the table below, beginning July 1, 2016, 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 receive permanent funding for the portion of the faculty pool associated with the above funds to the extent it is awarded. Areas will cover the cost of increases for eligible employees appointed on all other fund types.

<table>
<thead>
<tr>
<th>POSITION TYPE</th>
<th>Permanent</th>
<th>Temporary</th>
<th>Permanent Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Administrative Professional</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Graduate Assistant</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Q 33: If an eligible faculty or administrative professional employee who is appointed to a temporary state funded position receives an increase will the funding remain with the area when the appointment terminates?

A 33: Yes.

Q 34: Will permanent funding be allocated to vacant faculty or administrative professional positions?

A 34: No.

Q 35: If an eligible classified staff or graduate assistant who is appointed to a temporary state funded position receives an increase will the area receive permanent funding?

A 35: No.

Q 36: Will permanent funding be allocated to vacant permanent classified staff and graduate assistant positions?

A 36: Yes.

Q 37: May areas augment increases by adding area funds?

A 37: No.

Q 38: If a faculty member who was on appointment on March 15, 2016, receives an increase does not return in the fall what will happen to the increase dollars?

A 38: The Budget Office will provide permanent funding for the portion of the faculty pool associated with the funds identified in Q 32 to the extent they are awarded as of the
March 15, 2016, eligibility date.

Q 39: 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 39: Yes. When an increase is given to a temporary employee in a permanent position, the allocation for the position is increased.

Q 40: 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 40: Yes.

Q 41: If an employee is eligible for an increase but is on leave without pay, will the position receive the increase?

A 41: Yes.

Q 42: What if there are funding changes to a position?

A 42: If funding changes are required, a Position Action Form should be submitted. Central permanent funding for all non faculty employees will be based on funding July 1, 2016. For faculty members funding will be based on the March 15, 2016 eligibility date.

Q 43: If, effective July 1, 2016, a permanent employee is temporarily appointed to an administrative position outside her/his home area, which position gets the increase?

A 43: 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 44: What if I have other questions?

A 44: Questions regarding funding/budget may be directed to the Budget Office.

PROCESSING

Q 45: If an employee is on an appointment that ends June 30, 2016, but is renewed effective July 1, 2016, how will the salary increase be processed?

A 45: The department should submit a PERMS action to renew the appointment following normal processes. For faculty and administrative professional appointments: The PERMS action should be submitted by June 22, 2016, and fully approved by June 27, 2016, to renew the appointment. If an appointment is not fully approved by the June 27, 2016, deadline, wait to enter the appointment until July 5, 2016, and include the MSI increase in the base salary.
For classified staff and graduate assistant appointments: The PERMS action should be submitted by June 22, 2016, and fully approved by June 27, 2016, to renew the appointment. If an appointment cannot be fully approved by the June 27, 2016, deadline, wait to enter the appointment until July 5, 2016. The pay scales will reflect the MSI increase amount. If appointments are submitted prior to June 27, 2016, but not fully approved, 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 after July 5, 2016.

Q 46: What rate of pay should be used on the PERMS action for July 1, 2016, administrative professional and faculty appointment renewals?

A 46: If the appointment is submitted and approved by June 27, 2016, 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. Otherwise wait to enter the appointment until July 5, 2016, and include the MSI increase in the base salary.

Q 47: How will the faculty on an academic appointment receive the increase?

A 47: Subject to system testing, academic faculty on permanent appointments will see the increase on the August 16, 2016, appointment. This will run automatically as part of the MSI process. Temporary academic faculty with a May 15, 2016, end date, will need to be renewed by the department via PERMS after July 5, 2016. The department is to add the MSI increase to the base salary. Temporary academic faculty with a future end date that is beyond May 15, 2016 will see the increase on the August 16, 2016 appointment. This will run automatically as part of the MSI process.

Q 48: How will graduate assistant appointments effective after July 1, 2016 be processed?

A 48: The graduate assistant pay scale will automatically increase by 1.8% effective July 1, 2016. Initial hires and renewals for graduate assistants should be submitted through PERMS after July 5, 2016. If graduate assistant appointments are submitted prior to June 27, 2016, 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 after July 5, 2016.

Q 49: What if there are funding changes to a position?

A 49: If funding changes are required, a Position Action Form should be submitted by June 22, 2016.

Q 50: Are salary increases permitted at other times of the year?

A 50: Yes. Departments may request out-of-cycle salary adjustments as per BPPM 60.12.
Q 51: If the need for corrections is discovered after the MSI runs, how should that be handled?

A 52: Corrections may need to be processed with a PERMS action, Position Action Form, and/or manually by HRS. Contact HRS for assistance on how to process corrections. Position Actions are due to HRS by July 7, 2016, and PERMS actions must have completed approval by July 13, 2016.

Q 53: How and when should employees be notified?

A 53: Areas/departments are responsible for notifying faculty and administrative professional employees. Template letters are available on the HRS website.

Salary increase notification letters for classified staff, non-represented and represented, will be generated by HRS and emailed to each area for distribution to their employees by the end of July.

Q 54: What if I have other questions?

A 54: Questions regarding processing may be directed to HRS.