DETAILED FREEZE GUIDELINES

The following table provides detailed guidance on legislative freezes and WSU’s related approval process and policy for freezes still in effect through June 30, 2013.

<table>
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<th>Summary of Legislation</th>
<th>WSU Policy</th>
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<td><strong>Salary Increases:</strong></td>
<td><strong>Entry in PTERS System Required:</strong></td>
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| Engrossed Substitute Senate Bill 5860 extends the salary increase freeze on all fund types through 6/30/13 for non-classified employees. The Provost and Executive Vice President may approve exceptions submitted via the PTERS system for the factors outlined in the law (see below). Since all salary increases and related justifications will be reported to legislative committees for review at the end of each fiscal year, we anticipate that the number of exemptions granted to the salary freeze will be few. | • All salary increase requests must be entered into the system for EVP approval  
• Stipends (differentials) on all funds need to be requested via a Hiring Request. |
| ESSB 5860 provides for the following exceptions:  
• Increases granted to employees pursuant to negotiated collective bargaining agreements  
• Increases may be granted for positions for which the employer has demonstrated difficulty retaining qualified employees  
• Additional academic responsibilities during the summer semester  
• The exceptions in bullets 2 and 3 above must also meet the following conditions:  
  o The salary increase can be paid within existing resources; and  
  o The salary increase will not adversely impact the provision of client services | **Entry in PTERS System Not Required:**  
• Tenure and faculty promotions are not considered salary increases and have already been approved by the Provost and Executive Vice President via the annual tenure and promotion process |
| **Salary increases granted as exceptions to this law will be reported to the legislature no later than July 31, each year, detailing the positions for which salary increases were granted, the size of the increases, and the reasons for giving the increases.** | **Note:**  
Wage increases for non-student hourly employees are also prohibited through June 30, 2013. Please contact HRS with questions regarding wages for non-student hourly employees. |
**Permanent Hires:**
The Executive Vice President will still review and approve hiring requests through the Position Request System for all permanent appointments on all funds. However, these requests will not be sent to OFM.

**Entry in PTERS System Required:**
- Permanent appointments on all fund types [continuation of current policy]
- Appointment changes from temporary to permanent
- Permanent reappointments if there was a break in service.
- Stipends (differentials) on all funds. (Note: Stipends should be reviewed on an annual basis)

**Entry in PTERS System Not Required:**
- Temporary appointments on all funds
- Shift differentials, hazardous conditions pay and standby pay
- Reclassifications and increases to FTE for civil service and AP employees do not need to be requested through the freeze system. These are operational actions and will continue to follow established policies and procedures for audit, review and approval
- FTE increases for faculty employees may be approved at the discretion of the dean or appointing authority at the area level

**Recognition Awards:**
Effective May 2, 2012, recognition awards in the form of cash or cash equivalents such as gift certificates or gift cards are permitted if paid from donated funds.