The legislature provided funds for a 2% general wage increase for classified staff, effective July 1, 2018.

ELIGIBILITY

Q 1: Which classified staff are eligible to receive the general wage increase on July 1, 2018?

A 1: All classified staff (represented and non-represented) on appointment as of July 1, 2018 will receive the increase.

Q 2: Will employees on grants and contracts also receive the increase?

A 2: Yes. The increase applies to classified employees regardless of appointment funding source.

Q 3: Will a classified staff member who was recently hired, changed positions, changed classification, or promoted be eligible for the increase?

A 3: Yes. All classified staff positions follow the Washington State General Service Salary Schedule that includes the 2% increase, effective July 1, 2018.

Q 4: What if I have other questions?

A 4: Questions regarding employee eligibility may be directed to HRS.

IMPLEMENTATION OF CLASSIFIED STAFF INCREASES

Q 5: How will the classified staff increase be implemented?

A 5: As part of the Mass Salary Increase (MSI) process, new salary schedules for all classified staff will be implemented effective July 1, 2018, to reflect the increase. On July 4, all classified staff appointments will be increased automatically by 2% and the position base values will also automatically increase.

Q 6: Will any information be provided to assist with MSI review?

A 6: Yes. After the month of July 2018 is closed, a reconciliation including appointment and position information as well as a calculation of permanent funding due to each area as a result of the increase will be provided.

Q 7: How will employees be notified?

A 7: Salary increase notification letters for classified staff will be generated by HRS by the end of July and emailed to each area for distribution to their employees.
Q 8: If the need for corrections is discovered after the MSI runs, how should that be handled?

A 8: 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.

Q 9: Where can the new salary schedules be found?

A 9: The new salary schedules will be available online Washington State General Service Salary Schedule.

**FUNDING**

Q 10: How will funding for increases be allocated?

A 10: Central will provide permanent funding, beginning July 1, 2018, for Pullman/Spokane/Everett areas to cover the cost of increases for permanent 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 self-fund increases on all fund types. Central will separately allocate a pro-rata portion of new state funding for compensation to the Tri-Cities and Vancouver campuses.

Q 11: May areas augment increases by adding area funds?

A 11: No.

Q 12: 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 12: Yes. When an increase is given to a temporary employee in a permanent position, the allocation for the position is increased.

Q 13: If an eligible temporary employee who is appointed to a temporary state funded position is awarded an increase will the area receive permanent funding?

A 13: No.

Q 14: Will permanent funding be allocated to vacant permanent classified staff positions?

A 14: Yes.

Q 15: What if there are funding changes to a position?
A 15: If funding changes are required, a Position Action Form should be submitted. Central permanent funding will be based on the information in HEPPS when the MSI process runs July 4th, 2018.

Q 16: Should areas review any position or appointment information before the MSI processes?

A 16: Yes. Please ensure that you have aligned position & appointment values prior to July 4, 2018 to minimize errors when HEPPS processes the MSI. The Budget Office/HRS will review position and appointment data and notify areas of any discrepancies before the MSI processes.

Q 17: 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 17: Yes.

Q 18: If an employee is eligible for an increase but is on leave without pay, will the permanent position receive the increase?

A 18: Yes.

Q 19: What if I have other questions?

A 19: Questions regarding funding/budget may be directed to Chris Jones or Anne-Lise Brooks in the Budget Office.