The Washington state legislature provided funds for a general wage increase effective January 1, 2018.

ELIGIBILITY

Q 1: What level of salary increase has been authorized for faculty?
A 1: Faculty, other than senior administrators, will receive a 1% across-the-board increase.

Q 2: Which faculty are eligible to receive the increase on January 1, 2018?
A 2: Faculty on appointment effective January 1, 2018, will receive a 1% increase.

Q 3: Is a faculty member 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 3: Yes, provided they meet eligibility criteria defined above.

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: What salary increase has been authorized for administrative professional staff?
A 5: Administrative professional staff, other than senior administrators, will receive a 1% across-the-board increase.

Q 6: Which administrative professional staff are eligible to receive the increase on January 1, 2018?
A 6: Administrative professional employees on appointment effective January 1, 2018, will receive a 1% increase.

Q 7: 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 7: Yes, provided they meet eligibility criteria defined above.
Q 8: What salary increase has been authorized for graduate assistants?
A 8: The graduate assistant payscales will increase by 1% effective January 1, 2018.

Q 9: Which graduate students are eligible to receive the increase on January 1, 2018?
A 9: All graduate students on assistantships for spring 2018 will receive the 1% increase because of the increase to the graduate assistant payscales as of January 1, 2018.

Q 10: Will employees on grants and contracts be subject to the same eligibility criteria as state funded, permanent employees?
A 10: Yes. The eligibility criteria defined above applies regardless of appointment funding source.

Q 11: Are retire/rehire employees eligible for an increase?
A 11: 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 increase.

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 12: What if I have other questions?
A 12: Questions regarding employee eligibility may be directed to Human Resource Services.

AWARDING OF INCREASES

Q 13: How will the faculty increase be administered?
A 13: Across-the-board increases will be applied automatically during the salary increase processing. All faculty employees on appointment effective January 1, 2018, will receive the increase.

Q 14: How will the administrative professional increase be administered?
A 14: Across-the-board increases will be applied automatically during the salary increase processing. All administrative professional employees on appointment effective January 1, 2018, will receive the increase.

Q 15: How will the graduate assistant increase be administered?
A 15: New salary schedules for graduate assistantships will be implemented effective January 1, 2018, to reflect the 1% increase. All graduate assistant position base values will be automatically increased.
Q 16: Are administrative stipends and other salary differentials affected by the salary increases?

A 16: No. Stipends are not included in the 1% across-the-board increase. Areas that desire to make changes on stipends must follow normal processes and procedures. This may include OPDRS, PERMS and/or Position Action forms.

**FUNDING**

Q 17: How will funding for increases be allocated?

A 17: Tri-Cities and Vancouver will permanently self-fund increases on all fund types. Central has separately allocated a pro-rata portion of new state funding for FY 2018 salary increases to Tri-Cities and Vancouver.

Central will provide permanent funding according to the table below, beginning January 1, 2018, 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.

<table>
<thead>
<tr>
<th>Employee 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>Graduate Assistant</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Q 18: 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 18: Yes.

Q 19: Will permanent funding be allocated to vacant faculty or administrative professional positions?

A 19: No.

Q 20: If an eligible graduate assistant who is appointed to a temporary state funded position receives an increase will the area receive permanent funding?

A 20: No.

Q 21: Will permanent funding be allocated to vacant permanent graduate assistant positions?

A 21: Yes.
Q 22: May areas augment increases by adding area funds?
A 22: No.

Q 23: If a temporary employee appointed to a permanent state funded position receives an increase, will the allocation for the position be increased?
A 23: Yes. When an increase is given to a temporary employee in a permanent position, the allocation for the position is increased.

Q 24: 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 24: Yes.

Q 25: If an employee is eligible for an increase but is on leave without pay, will the position receive the increase?
A 25: Yes.

Q 26: What if there are funding changes to a position?
A 26: Central permanent funding will be based on funding as of January 13, 2018, the date the MSI processing begins.

Q 27: If, effective January 1, 2018, a permanent employee is temporarily appointed to an administrative position outside her/his home area, which position gets the increase?
A 27: 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 28: What if I have other questions?
A 28: Questions regarding funding/budget may be directed to the Budget Office.

PROCESSING
The 1% salary increase will be processed centrally January 13-15, 2018. It will be viewable in DEPPS on Tuesday, January 16, 2018, and reflected on the January 25, 2018 paycheck.

Q 29: If an employee is on an appointment that ends December 31, 2017, but is renewed effective January 1, 2018, how will the salary increase be processed?
A 29: The department must submit a PERMS action to renew the appointment. The PERMS action must be submitted and approved and in “ready for HEPPS” status by January 8, 2018 to renew the appointment in order for the appointment to receive the 1% increase. When the salary increase process runs, all active appointments as of January 1, 2018 will receive the salary increase.

For graduate assistant appointments: The PERMS action should be submitted and approved by January 8, 2018. When the salary increase process runs, the pay scale for graduate assistants will increase and all active graduate assistant appointments will be updated.

Q 30: What rate of pay should be used on the PERMS action for January 1, 2018, administrative professional, faculty, and graduate student appointment new hires, and/or renewals?

A 30: Departments should use the current rate of pay for renewals. New hires should be processed using the rate of pay as per their offer letter. When the salary increase process occurs, active appointments will receive the increase to their base rate.

Q 31: How will graduate assistant appointments effective after January 1, 2018 be processed?

A 31: The graduate assistant pay scale will automatically increase by 1% effective January 1, 2018.

Q 32: What if there are funding changes to a position?

A 32: If funding changes are required, a Position Action Form should be submitted by January 8, 2018.

Q 33: Are salary increases permitted at other times of the year?

A 33: Yes. Departments may request out-of-cycle salary adjustments as per BPPM 60.12.

Q 34: If the need for corrections is discovered after the MSI runs, how should that be handled?

A 34: Corrections may need to be processed with a PERMS action and/or Position Action Forms. Any corrections will be processed during the 2nd half January 2018 pay cycle. Contact HRS for assistance on how to process corrections.

Q 35: How and when should employees be notified?

A 35: Areas/departments are responsible for notifying faculty and administrative professional employees. Template letters will be available on the HRS website. The Budget Office will provide a file to each area that will provide the final amount of salary increase that can be used to prepare letters via mail merge.

Q 36: What if I have other questions?

A 36: Questions regarding processing may be directed to HRS.