

ARTICLE 24 COMPENSATION

24.1 WAGE SCALES

- A. Effective July 1, 2020, all salary ranges for classified employees covered by this Agreement will be increased by three (3%) percent as approved under the 2019-2021 State of Washington Operating Budget.
- B. Employees who have been at Step L for six (6) consecutive years in the same salary range or more will progress to Step M.
- C. The University will follow the state of Washington special pay guidelines provided for any positions or classification covered by this Agreement.
- D. Should the General Services Salary Schedule yield a higher overall salary schedule compensation plan for the 2019-2021 Contract term, than what is reflected in Article 24.1.A, as applicable to employees covered by this Agreement, the University agrees to follow the General Services Salary Schedule.
- E. Except as otherwise set, salary ranges approved for each Job Classification covered by this Agreement are identified in the Office of Financial Management, Human Resources Classified Job Listing.
- F. Should salary ranges assigned to job classifications on the Office of Financial Management Human Resources, Classified Job Listing adjust upwards of those ranges currently assigned to employee classifications covered by this Agreement, those job classifications covered by this Agreement will adjust accordingly.

24.2 SALARY MOVEMENT

- A. Except as specified below, on an employee's periodic increment dates they will receive a two (2) step increase within the assigned salary range until such time as they reach Step L.
- B. **Transfer:** When an employee transfers from one position to another position in the same or different classification at the same salary range, they will retain their step in the salary range.
- C. **Promotion:** When an employee moves to a position in a classification with a higher salary range, they will be placed at either the starting step of the new range or the step which provides a minimum of a two (2) step increase, whichever is higher, not

to exceed Step M of the new range.

D. **Demotion**

1. When an employee is involuntarily demoted to a position in a classification with a lower salary range they will be placed at the same step in the new range on a step-for-step basis not to exceed Step L.
2. When an employee voluntarily demotes to a position in a classification with a lower salary range, they will be placed at the same step in the new range as they hold in the current range. An Appointing Authority may petition Human Resource Services to appoint the employee at a higher step in the range, not to exceed the salary range maximum. If the previous base salary exceeds the new range, the employee's base salary will be set at Step L.

E. **Trial Service Reversion**

1. After promotion, transfer, or elevation: If returned to a previous classification, the employee is placed at the step in the salary range which they would have held if no promotion, transfer or elevation had occurred, including any salary increase which would have been received during that period. If employee is placed in a class that has the same or lower salary range maximum, employee is placed at the same salary equal to the employee's previous base salary, not to exceed the salary range minimum.
2. Following a voluntary demotion: If an employee moves to a classification in the same or lower salary range, the salary the employee was receiving prior to promotion will be reinstated.

F. **Elevation:** When an employee is promoted to a higher classification in which the employee previously held permanent status, they will be placed either at the starting step of the new range or the step which provides a minimum of a two (2) step increase, whichever is higher, not to exceed Step M of the new range.

G. **Temporary Upgrade**

1. When the University assigns an employee to a position in a classification with a higher salary range for a period of fourteen (14) days or more, or as a lead worker per Article 7.1.H, they will be placed (for the full duration of the assignment) at either the starting step of the range or the step which

provides a minimum of a two (2) step increase, whichever is higher, not to exceed Step M of the new range.

2. The University will not rotate employees in and out of assignments for the sole purpose of avoiding payment of the higher-level pay. However, the University may use rotating assignments for the purpose of employee development or operational necessity.

H. **Reallocation**

1. Reallocation to a classification with a higher salary range maximum will result in a minimum increase of two (2) steps not to exceed Step M, unless the first step of the new range is more than two (2) steps above employee's current salary in which case the employee is placed at the first step of the new range. The Appointing Authority may request, to Human Resource Services, the employee's salary be established at a higher step based on the individual's qualifications and experience.
2. Reallocation to a classification with an equal salary range maximum will result in the employee retaining their previous base salary.
3. Reallocation to a classification with a lower salary range maximum will result in the employee being placed at the step in the new range that is equivalent to the current salary unless it exceeds the salary maximum, in which case the employee receives the top step of the new range not to exceed step M. If the employee chooses to remain in the position with the lower salary range maximum the employee retains the existing appointment status. Upon request by the employee, the employee will be placed on the University's layoff list for the classification occupied prior to the reallocation and may elect to undergo the layoff process.

- I. **Recruitment and Retention:** An Appointing Authority may request to the Chief Human Resource Officer to adjust an employee's base salary, whose position has been reallocated, up to Step L within the salary range to address issues that are related to recruitment, retention, or other business related reasons, such as equity, alignment, or competitive market conditions.

24.3 PREMIUM PAY

A. Shift Differential

1. An employee regularly assigned by the University to a work shift in which the majority of time is worked on a daily basis between 6 PM and 6 AM, will be paid shift differential for all hours worked. The shift differential is one dollar (\$1.00) per hour.
2. An employee regularly assigned day shift will receive shift differential when they are temporarily assigned a full shift which includes hours after 6 PM and before 6 AM where no overtime, or call-back compensation is received. Shift differential for day shift employees is paid for only those hours worked between 6 PM and 6 AM. The shift differential is one dollar (\$1.00) per hour.

B. Call-Back

1. An employee reporting for work at the University's request which is not scheduled in advance and which is outside of and not contiguous with their regular work period, shall be guaranteed two (2) hours call-back pay at their regular non-overtime hourly rate, which shall not be used for purposes of calculating overtime. The employee shall be compensated for any hours worked in excess of two (2) hours at the appropriate rate of pay.
2. Employees possessing the necessary knowledge, skills and abilities to perform the required work will be called in order of seniority excluding those employees who are in a leave status including compensatory time off during that work day, should relief shift employees not be assigned the alternate shift.
3. Employees shall be expected to respond as directed by the University.

C. Hazardous Conditions Pay: Hazardous conditions pay is a premium added to the base salary and is intended to be used only as long as the hazardous conditions upon which it is based are in effect. The supervisor must approve in advance the assignment of tasks for which hazardous conditions pay would apply.

1. Hazardous conditions pay does not apply to tasks normally expected for the employee's assigned job class.

2. Tasks that are eligible for Hazardous Conditions Pay are defined in BPPM 60.28.
3. The salary premium for hazardous conditions is one dollar (\$1.00) per hour with a two (2) hour minimum per event.
4. The University will provide necessary training prior to assigning these tasks to employees.

24.4 FUNDING

The University will request full funding from the State for any bargaining units added under the provisions of Article 5.1.A. All economic items (wages and benefits) must be funded by the State prior to those terms and conditions being implemented.

24.5 RELOCATION COMPENSATION

The University may authorize relocation compensation or reimbursement for moving expenses in accordance with RCW 43.03.110, RCW 43.03.120 and/or RCW 43.03.125.

24.6 SALARY OVERPAYMENT

In the event an employee receives a salary overpayment the process outlined in RCW 49.48.200 and RCW 49.48.210 (10) will be used to administer the recovery of wages or any associated challenge.