

**ARTICLE 24**  
**COMPENSATION**

**24.1 WAGE SCALES**

- A. Effective July 1, 2019, all salary ranges for classified employees covered by this Agreement will be increased by three percent (3%).
- B. Effective July 1, 2020, all salary ranges for classified employees covered by this Agreement will be increased by three percent (3%).
- C. Employees who have been at Step L for six (6) consecutive years in the same salary range or more will progress to Step M.
- D. **Minimum Wage:** The University will implement any State of Washington minimum wage increase enacted during the term of this Agreement as mandated by the State.
- E. **Minimum Wages Determined by Local Ordinances:**  
Any employee who has a permanent assigned duty station within a local jurisdiction which has passed an ordinance establishing a minimum wage higher than the minimum wage established by the State, will be paid no less than the minimum wage directed by the local ordinance.
- F. 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 and 24.1.B, the University agrees to follow the General Services Salary Schedule.
- G. Except as otherwise set in Appendix B, salary ranges for each Job Classification are identified in the Office of Financial Management State HR Classified Job Listing.
- H. Should salary ranges assigned to job classifications on the Office of Financial Management State HR Classified Job Listing adjust upwards, those job classifications covered by this Agreement will adjust equally.

**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. **Recruitment and Retention:** An Appointing Authority may request to the Chief Human Resource Officer to adjust an employee's base salary up to step M within the salary range to address issues that are related to recruitment, retention or other business related reason, such as equity, alignment, or competitive market conditions.
- C. **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.
- D. **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.
- E. **Demotion**
  - 1. When an employee is 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.
  - 3. When an employee is demoted or voluntarily demotes to classification in which they have held permanent status, they will not serve a trial service period; unless the University determines the positions are not closely related, then a trial service period may be required.
  - 4. When an employee is demoted or voluntarily demotes to classification in which they have not held permanent status, they will serve a trial service period.
- F. **Reversion:** When an employee voluntarily or involuntarily reverts during their trial service period, the employee returns to the classification in which they most

recently held permanent status, or when they move to a classification in the same or lower salary range, the salary the employee was receiving prior to promotion will be reinstated.

- G. **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.

H. **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, 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. **Bargaining Unit 13 and 20, Lead Workers**: The employee will be paid for the duration of their assignment in accordance with Article 7.1.H.2, at the starting step of the new salary 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.
3. 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.

I. **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 individuals 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. 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.
4. **Recruitment and Retention:** An Appointing Authority may request to the Chief Human Resource Officer to adjust an employee's base salary 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 to a work shift in which the majority of time is worked on a daily basis between 6 PM and 6 AM, will receive shift differential for all hours worked. The shift differential is one dollar (\$1.00) per hour or one hundred and seventy four (\$174) dollars per month.
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. In addition, the employee shall be paid for actual time worked 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.
3. Employees shall be expected to respond as directed by the University.

C. **Standby:** An overtime-eligible employee is in standby status while waiting to be engaged to work by the University when the following conditions exist:

1. The employee is required to be present at a specified location or immediately available to be contacted. The location may be the employee's home or other specified location.
2. The University requires the employee to be prepared to report immediately for work if the need arises, although the need might not arise.
3. Standby status will not be concurrent with work time. An employee on standby status called to return to work does not qualify for call-back pay. The employee shall be paid for actual time worked at the appropriate rate of pay.
4. Employees on standby status will be compensated at a rate of seven percent (7%) of their hourly base salary for time spent in standby status.
5. **Bargaining Unit 13 Employees Only:** An employee who is called back to work by the University will be guaranteed two (2) hours call back time pay at the base rate, which will not be used for purposes of calculating overtime and will be paid for actual time worked at the appropriate rate of pay. Standby status will cease upon arrival at the worksite and resume standby status upon departure from the worksite.

D. **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. **Eligible Work:**
  - a. Work on a swing staging or tile/slate/metal roof (without protective parapet) which is 35 feet or more above the ground or floor.
  - b. Sandblasting work requiring special protective clothing and air line respiratory protection.
  - c. Work requiring a full face mask with air line or catalytic-type respiratory protection.
3. The salary premium for hazardous conditions is one dollar and fifty cents (\$1.50) 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.B. 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.