



QUESTIONS & ANSWERS

General Wage Increase Civil Service Staff July 1, 2022

The Washington State Legislature provided funds for a 3.25% general wage increase for non-represented classified staff (civil service) effective July 1, 2022. Represented classified staff are to see their respective [collective bargaining agreement](#) for information.

ELIGIBILITY

1. Which civil service staff are eligible to receive the general wage increase on July 1, 2022?
 - Civil service staff who are on appointment including probation and trial service as of July 1, 2022 will receive the increase.
2. Will civil service staff on grants and contracts receive the increase?
 - Yes. The increase applies to civil service staff regardless of position funding source.
3. If a civil service employee was recently hired, changed positions, changed classification, is on a temporary upgrade or was promoted, are they eligible for the increase?
 - Yes. Civil service staff follow the [Washington State General Service Salary Schedule](#), which includes a 3.25% increase effective July 1, 2022.
4. What if I have additional questions?
 - Questions regarding employee eligibility may be directed to Human Resource Services.

IMPLEMENTATION OF INCREASES

The 3.25% general wage increase will be processed centrally. Employee compensation will reflect the increase in Workday no later than July 12, 2022 and will be included in the July 25 pay check.

5. How will the civil service staff increase be implemented?
 - The increase will be processed centrally. The salary schedule for civil service staff will increase 3.25% effective July 1, 2022.
6. How will periodic salary increases (PID) be impacted by the general wage increase?
 - Once the general wage increase is complete, PID increases will be processed as normal.



7. How will employees be notified?
 - Salary increase notification letters will be emailed directly to employees. The email and letter will be system-generated from Workday.
 - Employees may view their Compensation and Pay Change History on their Workday profile.
8. If the need for corrections is discovered after the general wage increase is processed, how should that be handled?
 - Departments should contact HRS Records for assistance.
11. Where can the new salary schedules be found?
 - The state salary schedule is available online at [Washington State General Service Salary Schedule](#).

FUNDING

12. How will funding for increases be allocated?
 - The FY-23 financial budget development process will include a separate EIB to allocate centrally provided core fund compensation funding. Core funds include FD001-General Fund, FD076-Indirect Cost Recovery, and FD080-Administrative Fees and Interest.
 - Areas are responsible to cover the cost of increases for eligible employees paid on all other funds.
13. How will allocations be determined?
 - The base for the allocation is actual payroll expenditures for calendar year 2021 as reported in Workday. Details of the calculation will be provided with area EIB files.
13. Will permanent funding be provided?
 - Yes, PBL adjustments making compensation funding permanent will be processed in BPS in first quarter of FY-23.
14. What if I have other questions?
 - Questions regarding funding/budget may be directed to the Budget Office.