



QUESTIONS & ANSWERS

General Wage Increase Civil Service Staff July 1, 2024

The Washington State Legislature provided funds for a 3% general wage increase for non-represented classified staff (civil service) effective July 1, 2024. 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, 2024?
 - Civil service staff who are on appointment including probation and trial service as of July 1, 2024 will receive the increase. All non-permanent civil service employees (scheduled and hourly) will also 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% increase effective July 1, 2024.
4. What if I have additional questions?
 - Questions regarding employee eligibility may be directed to Human Resource Services.
5. Are retire/rehire employees eligible for the increase?
 - Retire-rehire employees who are hired into non-permanent scheduled/non-scheduled or professional hourly jobs will receive an increase.
 - Retire-rehire employees on a 40% FTE appointment or less, will receive an increase as identified in the General Wage Increase Faculty and Administrative Professional Employees FAQ's.
 - Retire-rehire employees on Period Activity Pay are not be eligible for the increase.

IMPLEMENTATION OF INCREASES

6. How will the civil service staff increase be implemented?
 - The increase will be processed centrally by HRS and Modernization. The salary schedule for civil service staff will increase 3% effective July 1, 2024. Employee compensation will reflect the increase in Workday no later than July 17, 2024, and the



increase will be included in the July 25 pay check.

7. 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.
8. How will employees be notified?
 - Employees may view their Compensation and Pay Change History on their Workday profile.
9. 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.
10. Where can the updated civil service salary schedules be found?
 - The updated civil service salary schedules will be available on the [HRS website](#) July 1, 2024. They will also be available at [Washington State General Service Salary Schedule](#).

FUNDING

11. How will funding for increases be allocated?
 - FY25 funding for the mass salary increase will be based on the initial position budgets established in Adaptive Planning. This will create the initial budget allocation in Workday. Funding will be provided for salaries on Core Funds: FD001-General Fund, FD076-Indirect Cost Recovery, and FD080-Administrative Fees and Interest.
 - Units are responsible to cover the cost of increases for eligible employees paid on all other funds.
12. Will permanent funding be provided?
 - Yes, permanent allocations on Core Funds will be provided in the BPS system after initial budgets are loaded to Workday.
13. What if I have other questions?
 - Questions regarding funding/budget may be directed to the Budget Office.