

QUESTIONS & ANSWERS

General Wage Increase Faculty and Administrative Professional Employees

October 1, 2024

The Washington State Legislature provided funds for a general wage increase for faculty and administrative professional employees effective October 1, 2024.

ELIGIBILITY

1. What level of salary increase has been authorized for faculty and administrative professional (AP) employees?
 - Eligible faculty and AP will receive a 2.0% increase effective October 1, 2024.
2. Who is eligible to receive the increase?
 - Permanent and Fixed-Term **faculty** on appointment October 1, 2024, will receive a 2.0% increase. Period Activity Pay and additional hourly jobs are not eligible for the increase.
 - Permanent and Fixed-Term **administrative professional** employees on appointment October 1, 2024 will receive a 2.0% increase. Additional hourly jobs are not eligible for the increase.
3. If a faculty or AP employee was recently hired, promoted or received a salary increase, will they be eligible for the increase?
 - Yes, provided they meet the eligibility criteria defined above.
4. Are Additional Duties and Responsibilities (ADRs) affected by the salary increases?
 - ADRs assigned as a percentage of the base salary will increase.
 - ADRs assigned as a flat amount will not increase. Any change to this type of ADR must be processed by the department.
5. Will employees on grants and contracts receive the increase?
 - Yes. The eligibility criteria defined above applies regardless of position funding source.
6. Are retire/rehire employees eligible for the increase?
 - Employees fully retired and rehired on a 40% FTE appointment or less (primarily faculty) are eligible to receive the general wage increase.
 - Retire-rehire employees on Period Activity Pay or hourly jobs are not be eligible for the increase.
 - Retire-rehire employees who are hired into non-permanent scheduled/non-scheduled jobs will receive an increase in accordance to the increase identified under the General Wage Increase for Civil Service Staff FAQs.

7. What if I have other questions?
 - Questions regarding eligibility may be directed to Human Resource Services.

FUNDING

8. 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.
 - Areas are responsible to cover the cost of increases for eligible employees paid on all other funds.
9. 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.
10. What if I have other questions?
 - Questions regarding funding/budget may be directed to the [Budget Office](#).

PROCESSING

The 2.0% general wage increase will be processed centrally. Employee compensation will reflect the increase in Workday no later than October 13, 2024 and paid on the October 25 pay check.

11. If a Faculty or AP employee is renewed October 1, 2024, how should the renewal and general wage increase be processed?
 - The department must renew the job using the current rate of pay **before** the general wage increase is processed. If the renewal is entered and approved by October 3, 2024, the employee will receive the 2.0% increase to their base rate as part of the central processing.
 - If the renewal is not processed by October 3, 2024, the department must submit the renewal after the blackout period and include the 2.0% increase on top of the renewal.

12. If a Faculty or AP employee has a Job Change (FTE, Term, Title change) effective October 1, 2024, how should it be processed?
 - The department should process the job change **before** the general wage increase is processed. If the job change is entered and approved by October 3, 2024, the employee will receive the 2.0% increase to their base rate as part of the central processing.
 - If the job change is not processed by October 3, 2024, the department must submit after the blackout period and ensure the compensation reflects the 2.0% increase.
13. If a faculty or administrative professional employee is being hired effective October 1, 2024, what rate of pay should be entered into Workday?
 - Hires effective October 1, 2024 should be processed using the salary indicated in their offer letter.
 - If the hire is fully approved by October 3, 2024, the employee will receive a 2.0% increase to their base rate as part of the central processing.
 - If the Hire cannot be fully approved by October 3, 2024, the department must submit the Hire **after** the blackout period and ensure the compensation reflects the 2.0% increase.
14. Are salary increases permitted at other times of the year?
 - Yes. Departments may request out-of-cycle salary adjustments as per BPPM 60.12.
15. If the need for corrections is discovered after the general wage increase is processed, how should that be handled?
 - Departments should contact [HRS Compensation](#) for assistance.
16. How will employees be notified?
 - Employees may view their Compensation and Pay Change History on their Workday profile.
17. What if I have other questions?
 - Questions regarding eligibility and processing may be directed to Human Resource Services.
 - Questions regarding budget and funding may be directed to the Budget Office.