## Professional Staff In-Grade Salary Adjustment Policy

**ALERT: Salary and Wage Increase Restrictions:** From the present through June 30, 2011 there are legislatively mandated restrictions on salary increases for all UW employees except contract classified and classified non-union staff.

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<tr>
<th>POLICY BACKGROUND</th>
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<tbody>
<tr>
<td><strong>Accountable Department or Unit:</strong></td>
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<td><strong>Citation of relevant local, state, or federal laws:</strong></td>
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<td><strong>Statement of authority within the University:</strong></td>
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<td><strong>Professional Staff are covered by the University of Washington Professional Staff Program:</strong></td>
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## ABSTRACT

**Policy Abstract:**

According to SSB 6382, the University may authorize in-grade salary increases for professional staff employees when the retention of a particular employee is critical. Critical retention salary increases require the approval of the Chancellor and the UWHR Compensation Office.

The UW must report all critical retention increases for academic and non-academic, exempt employees to the fiscal committees of the Legislature by July 31, 2011. UWHR and Planning and Budgeting will be responsible for compiling
In-grade salary increases for professional staff resulting from job growth or higher level of functioning that are not sufficient to result in a grade change are not allowed under the legislation, except as described above for critical retention reasons.

**POLICY**

**Policy Statement:**
University of Washington Tacoma professional staff may be eligible to receive an in-grade salary increase only when the retention of a particular employee is critical.

SSB 6382 provides that critical retention increases may be authorized for positions for which the employer has demonstrated difficulty retaining qualified employees provided:
1) the increase can be paid from within existing resources; and
2) the salary increase will not adversely impact the provision of client services.

Requesting departments will need to:
- Confirm that the requested increase is within existing resources and will not adversely impact client services.
- Explain this position's designation as critical for your organization and why it is essential that this employee be retained.
- Obtain approval for the critical position retention increase from the Chancellor.

All retention increases under SSB 6382 must be reported to the Legislature no later than July 31, 2011, detailing the positions for which salary increases were granted, the size of the increases, and the reasons for giving the increases. The UWHR Compensation Office will use selected information from the Retention Increase for Critical Position form to complete this report.

The department/division must cover the full cost of the increase and will need to indicate how this expense will be covered by their budget prior to campus approval.

Campus review and approval is required prior to requesting UWHR Compensation Office review and approval.

**Introduction and Background Information:**
Effective February 18, 2010 through June 30, 2011, salary increases for professional staff resulting from job growth or higher level of functioning that are not sufficient to result in a grade change are not allowed under SSB 6382, except for critical retention reasons.

Prior to SSB 6382, the University of Washington Tacoma could allow for a review of a professional staff position for an increase in salary within the current grade. The purpose of an in-grade salary review is to review a salary when current salary grade is appropriate, but a salary increase is desired for reasons like:
- Change in level of duties and responsibilities
- Meritorious performance with increased level of functioning
- Market-related pressures (external equity)
- Employment offer or active recruitment from outside the University
- Misalignment of salary relationships (internal equity)

**Definition of Terms:**

**In-grade Salary Adjustment**- Review for an increase in salary within the current grade.
Responsibilities:
It is the responsibility of the staff employee’s dean or director to consult with UWT HR regarding any salary increase. UWT HR will review the salary data and provide recommendations. Departments must obtain written approval from both UWT HR and UWHR as appropriate, prior to committing to or communicating any salary increase to staff employees. Caution must be exercised in preliminary conversations with staff regarding potential salary increases. Inappropriate communication regarding salary increases (i.e. promise of increase or suggestion of promise made to an employee prior to approval) can create unfounded expectations and bind the university beyond the delegated authority of a supervisor or dean/director. Departments must also determine how their budget will cover the salary increase.

Vice Chancellors, Associate Vice Chancellors and Assistant Chancellor are responsible for ensuring compliance with this policy, and for reviewing and approving, denying or modifying requests for salary increases within their division.

UWT HR is responsible for salary review; for providing consultation, information and advice to departments and divisions regarding appropriate salary increases for staff employees; and for ensuring appropriate approvals exist at the campus level prior to forwarding any salary increase requests to UWHR for further review and approval.

The Associate Vice Chancellor for Finance is responsible for reviewing budgets to ensure the department budget can cover the proposed salary increase.

The Vice Chancellor for Administrative Services is responsible for reviewing and approving or denying requests for salary increases.

The Chancellor is responsible for reviewing and approving or denying requests for critical retention increases covered by SSB 6382.

UWHR Compensation Office is responsible for reviewing and approving or denying salary adjustment requests forwarded by UWT HR and then communicating outcomes of those requests. The UWHR Compensation Office and Planning and Budgeting is also responsible for reporting any critical retention increases to the Legislature no later than July 31, 2011.

UWT Payroll is responsible for ensuring appropriate approvals exist prior to processing salary increases.

UWT HR and Administrative Services will also monitor the effectiveness of the policy and procedures and make recommendations for improvement as needed.

Limitations:
This policy applies to in-grade salary increases for permanent staff positions only. Any permanent assignment of higher-level duties should be reviewed with UWT HR, as this may warrant a position review. This policy does not apply to classified staff or faculty.

Consequences of Violating Policy:
Policy violations may result in denial of the salary adjustment request and/or may have budgetary impact.

DESCRIPTION OF PROCEDURES

Procedures:
1. Departments will contact UWT HR if they are considering requesting an in-grade increase for retention of a critical position.
2. Individual departments (supervisors and directors) are responsible for initiating a request for a critical position retention increase, and must complete the UWT Compensation Change Request Form – Budget, the UWS Compensation Change Request Form, and the UWHR Critical Position Salary Increase Exemption Request Form. All completed Forms must be forwarded to UWT HR for campus review.
3. UWT HR will analyze salary data and recommend an appropriate increase.
4. The Associate Vice Chancellor for Finance will review the request to ensure the identified source of funds is available.
5. UWT HR will review the request with the appropriate Vice Chancellor for approval.
6. UWT HR will review the request with VCAS and the Chancellor for approval.
7. Once campus approvals are complete, UWT HR will submit the request to UWHR Compensation Office for UW review/approval.
8. When UWHR Compensation Office approval is received, the approval will be forwarded to payroll for processing, and to the department for communicating with the employee.
9. The department will provide a letter to the employee, based on a template provided by HR, and forward copies of the letter as indicated.
10. The UW must report all critical retention increases for academic and non-academic, exempt employees to the fiscal committees of the Legislature by July 31, 2011. UWHR and Planning and Budgeting will be responsible for compiling and submitting the reports.

Links to forms and information:

UWT Compensation Change Request Form
UWHR Compensation Change Request Form
University of Washington Critical Position Retention-based Salary Increase Approval Request
UWHR Staff Salary/Wage Restrictions Information

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<th>POLICY APPROVAL</th>
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<tr>
<td><strong>Policy Approved by:</strong></td>
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<tr>
<td>Name</td>
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<td>Trish Fiacchi</td>
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<tr>
<th>POLICY REVIEW</th>
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<td><strong>Next review of policy to be conducted by:</strong></td>
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<td>When the salary restrictions are lifted, on or around June 30, 2011.</td>
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