

## CCS Administrative Procedure

### 2.20.01 – C Non-Represented Classified Staff Salary Determination

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#### Implementing Board Policy [2.20.01](#)

Contact: Human Resources

#### 1.0 Salary Determination Objective and Responsibilities (summary of Board of Trustees Policy 2.20.01)

Community Colleges of Spokane is committed to the fair and equitable treatment of classified staff, particularly as related to compensation issues. The objective of this procedure is to provide an internally consistent and compliant compensation administration procedure for salary placement and movement of non-represented classified staff.

- 1.1 This procedure complies with the requirements set forth in [WAC 357-28-030](#) and [035](#). It also provides direction relative to compensation and salary determination for non-represented classified staff in compliance with the Washington State Compensation Plan set forth by the Office of the State HR Director. This Salary Determination procedure is subject to approval by the Office of the State HR Director ([357-28-030](#)) to include the minimum requirements as required by [357-28-035](#).
- 1.2 CCS may adjust an employee's base salary within the pay range assigned to a position to address issues related to recruitment and retention or other business reasons such as equity, alignment and competitive market conditions.
- 1.3 Appointing Authority Discretion: the Appointing Authority may approve adjustment in dates, salary movement, range assignment within the salary range, or special pay situations within the discretionary level provided in [WAC 357-28](#) and consistent with Section 1.0 of this procedure. Adjustment approval must be submitted to the Chief HR Officer in writing in advance of any action.
- 1.4 CCS may set an employee's base salary above the pay range maximum with Office of the State HR Director advance approval.

#### 2.0 Responsibility

- 2.1 The Chancellor/CEO shall be responsible for the review and approval of salary procedures and for decision-making on matters for which authority has not been otherwise delegated.
- 2.2 The Chief Financial Officer shall be responsible to provide appropriate salary projections in the budget development process.
- 2.3 The Chief Administration Officer shall be responsible for ensuring salary determination decisions are consistent with this procedure, Washington State Compensation Plan, and providing recommendations for the administration of this procedure, to include:
  - 2.3.1 training required as part of new employee orientation and the training requirements outlined in Administrative Procedure [2.00.01-B](#),
  - 2.3.2 maintain official salary administration records for the purpose of historical reference and compliance audit,
  - 2.3.3 develop practices for consistent and uniform salary administration. Such methods will include a mechanism to incorporate the appropriate budget review and approval of available funds, and
  - 2.3.4 review, monitor and track approval of requests for base salary above the maximum for documented recruitment and retention problems.
- 2.4 Managers and supervisors will be responsible for administering salaries in accordance with this procedure's guidelines for those employees under their direct supervision.

### 3.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 3.1 Appointing Authority: the authority under Board Policy [2.10.01](#) and these procedures to make appointments of eligible persons to CCS positions and the authority to demote, suspend, reduce in salary, or dismiss an employee under his/her jurisdiction.
- 3.2 Base Salary: the salary dollar amount within the DOP Compensation Plan pay range to which the employee's position is assigned, before any deductions and exclusive of additional compensation of any kind.
- 3.3 Compensation: salary, including premiums, provided by CCS to an employee for services rendered.
- 3.4 Demotion: movement of an employee from a position in one class to a position in another class with a lower pay range maximum.
- 3.5 Employing Official: the administrator or supervisor designated by the Appointing Authority to exercise responsibility for requesting compensation and salary determination movement.
- 3.6 Lump Sum Award: a one-time payment award granted to an individual under this procedure and which does not build into base salary.
- 3.7 Periodic Increment Date (PID): the month upon which an employee is scheduled to move to a higher salary step within the pay range.
- 3.8 Pay Range: the range of pay rates, from minimum to maximum, established for a pay grade or class. Typically used to set individual employee pay rates.
- 3.9 Performance Management: a managerial process that consists of planning, managing (through observation and feedback), improving through development, appraising, and rewarding performance.
- 3.10 Premium pay: pay added to an employee's standard base salary on a contingent basis in recognition of special requirements, conditions, or circumstances associated with the job. Pay premiums stay in effect as long as the conditions or terms that justified their use remain in effect.
- 3.11 Premium Base Pay: base pay that includes premiums e.g. retention pay, assignment pay, shift differential, and etc.
- 3.12 Promotion: the appointment to a class with a higher pay range maximum.
- 3.13 Reallocation: the assignment of a position to a different class.
- 3.14 Reassignment: a CCS-initiated move of an employee from one position to another position in the same class or a different class with the same pay range maximum.
- 3.15 Transfer: an employee-initiated move from their assigned position to another position in the same class or a different class with the same pay range maximum.

#### 4.0 Setting Base Salary for New Employees

- 4.1 The Appointing Authority shall assign a base salary for initial appointments within the salary range in the Washington State Compensation Plan assigned to that classification. The initial base salary offered shall not be less than the minimum or greater than the maximum dollar amount within the pay range assigned to the classification.
- 4.2 In determining the initial base salary within the classification's assigned pay range, the Appointing Authority may consider the contributions the individual will be expected to make toward the institution's objectives. Contribution is defined as the degree of the educational and experience relationship to the competencies and requirements of the position.
- 4.3 Increasing a position's base salary: Where the Chief Administration Officer has determined evidence that recruitment and retention issues/problems consistently exist, the Appointing Authority may authorize additional pay to support the recruitment and retention efforts for a specific position.
- 4.3.1 The Appointing Authority may consider up to a 15% premium added to the employee's base salary OR paid in a lump sum as outlined within this procedure.
- 4.3.1.1 Employees may not receive more than 15% of his/her annual base salary over a 12-month period.
- 4.3.1.2 All requests for a lump sum payment to address recruitment and/or retention issues must be submitted in writing to the Chancellor/CEO with a courtesy copy to the Chief Administration Officer.
- 4.3.1.2.1 The request must include the express conditions for the payment to include the specified period of employment or continued employment.
- 4.3.1.2.2 Any lump sum payment must only be made after services have been rendered in accordance with the express conditions submitted by the Appointing Authority.
- 4.3.1.2.3 Any lump sum payment becomes part of the incumbent's annual compensation.
- 4.3.1.3 Any additional pay granted under this section is a premium that is not part of base salary. The premium is to be used only as long as the circumstances it is based on are in effect. The Chief Administration Officer retains the right to discontinue premium pay for any reason determined to be a violation of this procedure.

#### 5.0 In-range and Above Range Adjustments

CCS may adjust the timing and amount of increment increases to address the nature of work or training requirements. This may be applied to all employees in specific positions, all employees allocated to a class, or all employees in an organizational unit. This may happen as long as the employee minimally receives an equivalent increase of two steps annually until their salary reaches the top step of the pay range.

#### 6.0 Changes in Base Salary for Current Employees

- 6.1 **Periodic Increment Date (PID):** CCS will administer the effective date of PIDs per WAC 357-28. Unless modified by this procedure, an employee will receive a 2-step increase to the base salary on the periodic increment date until the employee reaches the top step of the pay range.
- 6.2 **Position-related Movement:** adjustment of an employee's base pay range resulting from position-related changes, to include promotion, transfer/reassignment, demotion, reallocation or layoff shall be administrated consistent with the provisions of [WAC 357-28](#).

## 7.0 Special Pay Situations

### 7.1 Call Back

- 7.1.1 If an overtime-eligible employee has finished the work shift and has left the worksite or is in paid leave status and is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of two hours' pay will be guaranteed.
  - 7.1.1.1 An employee on standby status called to return to work does not qualify for call back pay.
  - 7.1.1.2 The Appointing Authority may cancel a call back notification to work extra hours at any time, but cancellation shall not waive the guarantee of two hours of call back pay.
- 7.1.2 Overtime-exempt employees are not paid for being called back to work. The Appointing Authority may authorize payment under Section 1.3 of this procedure.

### 7.2 Shift Premium

- 7.2.1 For full-time, overtime-eligible employees, a shift premium rate for those employees assigned to a shift in which the majority of time worked daily or weekly is between 6:00 p.m. and 6:00 a.m. or is scheduled to work a shift which is split with a minimum of four intervening hours not worked, will be paid the shift premium amount identified in the DOP compensation plan.
- 7.2.2 Shift premium will be paid for the entire daily or weekly shift that qualifies under this section.
  - 7.2.2.1 These employees are also entitled to shift premium for all hours that the employee works adjoining that shift.
  - 7.2.2.2 The same shift premium will be paid for authorized periods of paid leave and holidays and for up to five days of a temporary assignment to a shift that does not qualify.
- 7.2.2 Overtime-exempt employees are not paid shift premium. The Appointing Authority may authorize a stipend payment under section 1.3 of this procedure.
- 7.2.3 Employees may waive shift premium in advance of earning and in writing. The waiver must be filed with the Human Resources Office immediately.

### 7.3 Premium Holiday Pay

- 7.3.1 Overtime-eligible employees who are directed to work on a CCS designated holiday shall receive their regular rate of pay for the holiday. In addition, employees shall receive premium pay at the overtime rate for all hours worked on the holiday. The employing official may offer compensatory time off in lieu of monetary payment.
- 7.3.2 Overtime-exempt employees are not paid premium pay unless the Appointing Authority authorizes a stipend payment under section 1.3 of this procedure.

### 7.4 Standby pay

- 7.4.1 Overtime-eligible employees required to restrict off-duty activities to be immediately available for duty shall be compensated for time spent in standby status at the rate identified in the DOP compensation plan.
- 7.4.2 Overtime-exempt employees are not paid standby pay. The Appointing Authority may authorize a stipend payment under section 1.3 of this procedure.