

QUESTION & ANSWERS about New Administrative Process under the new Compensation Program for Non-Rep Employees

Question 1

Why are we adopting new policies/processes for compensation administration?

ANSWER

Several key themes emerged from interviews and focus groups with key University stakeholders, who said under the current program was:

- too bureaucratic
- lacks flexibility
- not consistent with compensation program practices

Question 2

What are the key changes in how compensation will be administered?

ANSWER

We are decentralizing the salary administration process - we believe this will allow the institution to respond more quickly to changing market and unit needs.

The Executive of the school, college or division will have the authority to approve salary transactions such as:

- New hire salary offers
- Promotions or demotions
- Transfers
- Salary equity adjustments

Question 3

What will replace the "reclassification" process?

ANSWER

If a unit has a qualified internal candidate within that unit, the employee can be promoted (without posting the job on the WSU on-line hiring system).

The new promotion guidelines include:

- A promotional salary increase will typically be 10% of base pay
- An employee can only be promoted once in a 12-month period, unless the promotion results from bidding on a posted job
- A promotion must be supported by business rationale (i.e., employee is qualified for higher level job and job has more duties, responsibility, complexity or authority).