# 1540.050 CLASSIFIED (non-represented) SALARY DETERMINATION PROCEDURE

This procedure applies to all Wenatchee Valley College classified employees who are not subject to a collective bargaining agreement.

## A. SETTING BASE SALARY FOR NEW EMPLOYEES

### 1. The college shall assign a base salary for initial appointments within the salary range assigned to that position classification in the Washington State Compensation Plan. 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.

### 2. In determining the initial base salary within the assigned pay range of the position classification, the college may consider the educational background and related work experience in relationship to the competencies and requirements of the position.

## B. CHANGES IN BASE SALARY FOR CURRENT EMPLOYEES

### 1. Periodic Increment Date ([WAC 357-28-050](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-050), [056](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-056), [060](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-060), [065](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-065), [070](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-070))

The college will administer the effective date of the periodic increment date as stated in the Washington Administrative Code. 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.

### 2. Promotion ([WAC 357-28-110](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-110))

#### a. Employees promoted to a position in a class whose range is less than six ranges higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to five percent higher than the amount of the pre-promotional step.

#### b. Employees promoted to a position in a class whose range is six or more ranges higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to 10 percent higher than the amount of the pre-promotional step.

#### c. The college may authorize more than the step increases specified in Subsections a and b above if: there are significant increases in duties and responsibilities, the increase is necessary for internal salary alignment, recruitment, retention, or other business needs.

Increase may not result in a salary greater than the range maximum.

### 3. Reallocation ([WAC 357-28-115,120](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-115))

#### a. An employee occupying a position that is reallocated to a class with a higher salary range must advance to a step in the new range which is nearest to five percent higher than the amount of the pre-promotional step, or to the entry step of the new range, whichever is higher.

#### b. An employee occupying a position that is reallocated to a class with an equal salary range maximum retains his or her previous base salary, or advances to the entry step of the new range, whichever is higher.

#### c. An employee occupying a position that is reallocated to a class with a lower salary range must be placed within the new salary range at an amount equal to his or her current base salary provided it is within the salary range of the new position. In those cases where the employee’s current salary exceeds the maximum amount of the salary range for the new position, the employee will be compensated at the salary he or she was receiving prior to the reallocation downward, until the employee vacates the position or his or her salary falls within the new salary range.

In accordance with [WAC 357-28-110](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-110), the college may authorize more than the step increases specified in Subsections a and b above.

### 4. Layoff ([WAC 357-28-135](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-135))

#### a. An employee who accepts another position within his or her current salary range will retain his or her current base salary.

#### b. An employee who accepts a demotion in lieu of layoff or accepts a layoff option to a position with a lower salary range will be paid an amount equal to his or her current base salary, provided it is within the salary range of the new position. In those cases where the employee’s current base salary exceeds the maximum amount of the salary range for the new position, the employee will be compensated at the maximum salary of the new salary range.

#### c. Employees who are appointed from an internal or statewide layoff list to a position with the same salary range from which they were laid off will be paid the amount for which they were compensated when laid off.

#### d. Employees who are appointed from an internal or statewide layoff list to a position with a lower salary range than the position from which they were laid off will be paid an amount equal to the salary they were receiving at the time they were laid off provided it is within the salary range of the new position. In those cases where the employee’s prior salary exceeds the maximum amount of the salary range for the new position, the employee will be compensated at the maximum salary of the new salary range.

### 5. Transfer ([357-28-140](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-140))

A transfer is defined as an employee-initiated move of an employee from one position to another position within the college in the same class or a different class with the same salary range maximum. Transferred employees will retain their current base salary.

### 6. Reassignment ([WAC 357-28-145](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-145))

Reassignment is defined as an employer–initiated move of an employee within the college from one position to another in the same class or a different class with the same salary range maximum. Upon reassignment, an employee retains his or her current base salary.

### 7. Reversion ([WAC 357-28-150](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-150))

Reversion is defined as voluntary or involuntary movement of an employee during the trial service period to the class in which the employee most recently held permanent status, or movement to a class in the same or lower salary range. Upon reversion, the base salary the employee was receiving prior to promotion will be reinstated.

### 8. Demotion ([WAC 357-28-155](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-155))

An employee who voluntarily demotes to another position with a lower salary range maximum will be placed in the new range at a salary equal to his or her previous base salary. If the previous base salary exceeds the new range, the employee’s base salary will be set equal to the new range maximum.

### 9. Elevation ([WAC 357-28-160](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-160))

Elevation is defined as restoring an employee to the higher classification, with permanent status, which was held prior to being granted a demotion or to a class that is between the current class and the class from which the employee was demoted. Upon elevation, an employee’s salary will be determined in the same manner that is provided for promotion in Section B.2, above.

### 10. Callback ([WAC 357-28-185](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-185))

#### a. When an overtime-eligible employee has left the institution grounds and is called to return to the workstation outside of regularly scheduled hours to handle emergency situations that could not be anticipated, he or she will receive two hours penalty pay plus time actually worked. The penalty pay will be compensated at the regular rate; time worked will be in paid in accordance with [WAC 357-28-255](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-255).

#### b. Time worked by an overtime-eligible employee immediately preceding the regular shift does not constitute callback, provided time worked does not exceed two hours or notice of at least eight hours has been given.

#### c. An employee who is receiving standby pay is not entitled to callback penalty pay if required to return to work after departing the worksite or is directed to report to duty prior to the starting time of his or her new scheduled work shift.

### 11. Shift Premium ([WAC 357-28-190](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-190))

#### a. For full-time, overtime-eligible employees, a shift premium rate, as specified in the department of personnel’s compensation plan, must be paid 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.

#### b. Shift premium will be paid for the entire daily or weekly shift that qualifies under this section. These employees are also entitled to shift premium for all hours that the employee works adjoining that shift.

#### c. Shift premium may be paid at a monthly rate as specified in the compensation plan for full time employees regularly assigned to a qualifying shift.

#### d. 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 for shift premium.

#### e. Employees may waive shift premium in advance of earning. The request to waive the shift premium must be in writing and filed with the human resources office.

### 12. Holiday Premium Pay ([WAC 357-28-200](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-200))

Overtime-eligible employees who are directed to work on a WVC designated holiday must 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 college may offer compensatory time off in lieu of monetary payment.

### 13. Standby Pay ([WAC 357-28-205](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-28&full=true#357-28-205))

Overtime-eligible employees required to restrict off-duty activities to be immediately available for duty must be compensated for time spent in standby status at the rate specified in the department of personnel compensation plan.

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Procedure contact: Human Resources

Related policies and procedures

540.050 [Classified (non-represented) Salary Determination Policy](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/540.050-classified-salary-determination.html)