



"Immediate AS Salaried Position Corrections"

Proposed Motions: Information Only, No Motion Necessary

Sponsor: Hung Le

Persons of Contact: Lisa Rosenberg, Assistant Director of Student Activities

Guest Speaker: Lisa Rosenberg, Kevin Majkut

Date August 2, 2013

Attached Document

"Immediate Issues to Address in Present AS Salary classification System"

"Student Salary information& Pay..."

Background & Context

Over the past few weeks Lisa Rosenberg reviewed several inconsistencies she perceived within the AS Salaried Classification system. That review found that some salary placements and rates had been made based upon flawed information regarding required work schedules. In addition there were some mathematical errors that also impacted individual position salary rates. The errors resulted in positions within the same classifications being paid different amounts, 3 or 4 quarter positions within the same classifications being paid different amount, and confusion regarding non-standard position classifications.

Summary of Action

The corrections to salaries noted in the attached documents need to be made prior to fall quarter beginning to insure that employees are treated fairly within the payroll system. Kevin Majkut, within the authorities and responsibilities as the Director of Student Activities, has authorized the corrections immediately to insure fair and legal treatment of employees.

No AS Board action is necessary.

Fiscally

The anticipated impact is \$11,178.71. The specific budgets impacted has not been determined at this point.

Rationale

The University and the Associated Students have a responsibility to treat student employees in a fair and equitable manner. This action will immediately bring the AS Salaried Payroll System back into alignment with the principles of the system.

Future actions include:

1. Review the salaried payroll system and establish a simpler base system to avoid future confusion in placements. Establish clear and consistent policies and procedures to support the system.
2. Review the current "base hourly rate" to address minimum wage compression issues resulting from the recent salary freeze in increases.
3. Review the step increase system for hourly student employees.

Immediate Issues to Address in Present AS Salary Classification System

- **Revise number of weeks/quarter to accurately reflect the academic calendar & actual weeks worked**
 - o Total # of weeks for 4-quarter employees is accurate (45), but per quarter breakdown isn't
 - Adopted in 2010: 10 summer, 12 fall, 11 winter, 12 spring + 30 hours training
 - Actual weeks worked: 9 summer, 14 fall, 11 winter, 11 spring + 30 hours training
 - o Total number of weeks for 3-quarter employees and the per quarter breakdown are inaccurate. The current schedule shows and pays them for 35 weeks + 30 hours training, but they actually work 36 weeks (14 fall, 11 winter, 11 spring) plus 30 hours training.

- **75% and 77% of base percentages used to calculate 3-quarter positions are too low and have resulted in underpayment of 3-quarter positions in all categories**
 - Pay grades are based on 4-quarter positions, and the calculations that were made for Assistant Coordinators of 75% of A and Coordinators at 77% of B are too low. 75% of 45 weeks=33.75 weeks, and 77% of 45 weeks = 34.65 weeks, which are both under the actual 36 weeks 3-quarter employees work.
 - AS Review Editor-3 quarter Director level position is currently set at 75%C. 75% of 0=75% of 45 weeks=33.75 weeks that position is currently paid for, when position actually works 36 weeks, which would be 80% of C.

- **Several errors have been made in applying the salary premiums for any position hours/terms outside of those calculated initially**
 - o For example, the premium determination for positions that have hours or terms of position different than standard for that classification have resulted in underpayment or overpayment
 - * KVIK-Coordinator level 3-quarter position with 19 hours/week-current rate is too low
 - EDGE-Coordinator level 4-quarter position at 19 hours/week)-current rate is too low
 - * ASP Assistant Director for Marketing/Assessment hourly equivalent salary for the 4-quarter position comes to the equivalent of \$10.36/hour, but the hourly equivalent rate for 3-quarter Assistant Directors that was Initially established in 2010 salary schedule (Personnel and Business Assistant Directors) comes to \$9.65/hour. Need to adjust ASP AD salary down for future, but not take action this year (or consider re-classifying it to Associate Director based on responsibility and supervision of Coordinators).

- **AS President pay calculation is for 50 hours fewer than it should be** due to a math error on original 2010 document.

Actions to Take August 2013

- Calculate pay for 3-quarter positions based on 36 weeks plus 30 hours training rather than 35 weeks + 30 hours training, and adjust annual pay for those employees accordingly (also adjust fall hours for 2-quarter Memoirs and Vote Coordinator positions)
 - o For Assistant Coordinator classification, Increase the hourly equivalent rate up from the current \$9.19 to adjust for likely minimum wage increase in January (figure still to be determined).
- Increase the AS President's pay to reflect working 1,155 hours total (45 weeks x 25 hours per week + 30 hours training), rather than 1,105.
- Increase the pay for KVIK Coordinator and EDGE Coordinator based on # of weeks worked x hours/week x hourly equivalent of \$10.06/hour (see draft salary schedule for specifics).

For Future Consideration later this year by Business Director/Personnel Committee

- **Consider whether want to raise hourly equivalent for the whole range of classifications due to salary compression issues.** When developed in 2010, the minimum wage was \$8.55, and the base was set at \$9.15. The base is now set at minimum wage level of \$9.19.

• **Specialized Position Base Salary Classification F and premiums applied are difficult to understand, and no hourly equivalent was specified when classification was initially adopted**

- The Senate and Leg Liaison hourly equivalent salaries come to different numbers from one another and there's no documentation about how that was arrived at. Leg Liaison currently comes to \$11.01/hour (same as Director) and Senate Chair comes to \$9.62/hour. No action needed now, but address later in year to determine appropriate pay level.

• 26 4-quarter positions are off by less than \$7 and will be adjusted for next year's employees.

• The 3 positions that are overpaid will be addressed and adjusted appropriately for next year's employees.

Cost to Make Immediate Salary Adjustments

3-quarter positions	#	pay increase based on above	total
Director (Review Editor)	1	\$555.67	\$555.67
Coordinator	28	\$276.11	\$7,731.08
Assistant Coordinator	8	\$137.85	\$1,102.80*
Assistant Director	3	\$143.15	\$429.45
Memoirs fall	1	\$275.70	\$275.70
KVIK Coordinator (3 qtr @ 19 hours)	1	\$236.04	\$236.04
Total 3-quarter adjustments	42		\$10,330.74
4-quarter positions			
EDGE Coordinator	1	\$199.42	\$199.42
President	1	\$638.55	\$638.55
Total Other	2		\$847.97
Grand Total	44		\$11,178.71

*note-Assistant Coordinator impact will likely increase approximately \$1,000 to account for increase to level we'll actually set it at based on the amount that minimum wage will likely increase in January

Not applicable this year. but will be in future

Was hired mid-summer and salary is accurate for actual number of weeks for this year

Vote Coordinator	1	\$182.85	\$182.85
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STUDENT SALARY INFORMATION & PAY SCHEDULE 2013-2014-8/5/13 Draft

FAST INDEX	POSITION CODE	POSITION	EMPLOYEE	# of quarters	#of weeks	avg. hours/week	total training hours	total hours	classification	Pay Rate	Total recalculated pay	Total current pay
BOARD OF DIRECTORS												
FXXBAD	S99702	President	Carly Roberts	4	45	25	30	1155	Pres	12.84	\$14,830.20	\$ 14,191.65
M	"	VP Academic Affairs	Josie Ellison	4	45	19	30	885	Board	12.76	\$11,292.60	\$ 11,288.81
"	"	VP Activities	Jarred Tyson	4	45	19	30	885	Board	12.76	\$11,292.60	\$ 11,288.81
"	"	VP Business & Operations	Hung Le	4	45	19	30	885	Board	12.76	\$11,292.60	\$ 11,288.81
"	"	VP Diversity	Mayra Guizar	4	45	19	30	885	Board	12.76	\$11,292.60	\$ 11,288.81
"	"	VP Governmental Affairs	Kaylee Galloway	4	45	19	30	885	Board	12.76	\$11,292.60	\$ 11,288.81
"	"	VP Student Life	Robby Eckroth	4	45	19	30	885	Board	12.76	\$11,292.60	\$ 11,288.81
FXXTAP	S99221	Assessment Coordinator	Kacy Cunningham	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
BUSINESS OFFICE												
FXXBUS	S99701	Director	Morgan Burke	4	45	19	30	885	Director	11.01	\$9,743.85	\$ 9,740.63
"	"	Assistant Director	Taylor Franks	3	36	15	30	570	Assist Dir	9.65	\$5,500.50	\$ 5,357.35
PERSONNEL OFFICE												
FXXPRS	S99705	Director	Nidia Hernandez	4	45	19	30	885	Director	11.01	\$9,743.85	\$ 9,740.63
"	"	Assistant Director 1	Ruta Nanivadekar	3	36	15	30	570	Assist Dir	9.65	\$5,500.50	\$ 5,357.35
"	"	Assistant Director 2	Yuliya Rybalka	3	36	15	30	570	Assist Dir	9.65	\$5,500.50	\$ 5,357.35
REPRESENTATION & ENGAGEMENT PROGRAMS												
FXXREP	S996S2	REP Associate Director	Graham Marmion	4	45	17	30	795	Assoc Dir	10.41	\$8,275.95	\$ 8,279.54
"	"	Voter Coordinator	Caylyn Rolph-Tate	2	21	15	0	315	Asst Coord	9.19	\$2,712.00	\$ 2,712.00
"	"	Committee Coordinator	Sara Kohout	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Elections Board Chair							stipend			\$300
"	99682	Elections Coordinator	Nicholas Doherty	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Legislative Liaison (fall)	Matthew Bobbink	1	14	10	30	170	Specialized	?		\$ 1,741.68
"	"	(winter)		1	11	35	0	385				\$ 4,354.26
"	"	(spring)		1	11	10	0	110				\$ 1,088.50
"	"	Student Chair (hiatus for 13-14)		3	36	10	30	380	Specialized	?		\$ 3,657.58
COMMUNICATION & MARKETING OFFICE												
FXXMAR	S99226	Director	Mason Luvera	4	45	19	30	885	Director	11.01	\$9,743.85	\$ 9,740.63
"	"	Public Relations Coordinator		0	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
RESOURCE & OUTREACH PROGRAMS												
FXXROP	S99414	Director	Matthew Smith	4	45	19	30	885	Director	11.01	\$9,743.85	\$ 9,740.63
"	"	Disability Outreach Center Coordinator	Cristina Rodriguez	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Legal Information Center Coordinator	Samantha Goldblatt	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Q.R.C Coordinator	Derick Reinhardt	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	QRC Assistant Coordinator	Clinton Kvistad	3	36	15	30	570	Asst Coord	9.19	\$5,238.30	\$ 5,100.45
"	"	QRC Education Coordinator	Gray Newlin	3	36	15	30	570	Asst Coord	9.19	\$5,238.30	\$ 5,100.45
"	"	Sexual Awareness Center Coordinator	Marya Kampmann	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Sexual Awareness Center Asst. Coord	Aleesha Alston	3	36	15	30	570	Asst Coord	9.19	\$5,238.30	\$ 5,100.45
"	"	Social Issues Resource Ctr Coordinator	River Reier	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Social Issues Resource Ctr Asst. Coord	Sara Sigle	3	36	15	30	570	Asst Coord	9.19	\$5,238.30	\$ 5,100.45

FAST INDEX	POSITION CODE	POSITION	EMPLOYEE	# of quarters	# of weeks	avg. hours/wppk	total training hours	total hours	classification	Pay Rate	Total recalculated pay	Total current pay
"	"	Social Issues Resource Ctr Outreach C	Isabella Reis-Newsom	3	36	15	30	570	Asst Coord	9.19	\$5,311.80	\$ 5,011.45
"	"	VOC Coordinator	Jesse Atkins	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Women's Center Coordinator	Sara Wozniak	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Women's Center Assistant Coordinati	Emily Flanna	3	36	15	30	570	Asst Coord	9.19	\$5,311.80	\$ 5,011.45
"	"	Women's Center Assistant Coordinati	Logan Broulette	3	36	15	30	570	Asst Coord	9.19	\$5,311.80	\$ 5,011.45
"	"	Vagina Memoirs (Fall salary)	Laura del Villar	1	14	10	30	170	Asst Coord	9.19		\$ 1,516.35
"	"	Vagina Memoirs (Winter salary)	Laura del Villar	1	11	15	0	165	Asst Coord	9.19	\$1,516.35	\$ 1,516.35
PUBLICITY CENTER												
FXXPCA	S99694	Account Executive (4 quarter) 1	Alea Carr	4	45	15	30	705	Coord	10.07	\$ 7,099.35	\$ 7,095.83
"	"	Account Executive (4 quarter) 2	Ajane' Burnley	4	45	15	30	705	Coord	10.07	\$ 7,099.35	\$ 7,095.83
"	"	Account Executive (3 quarter)	Lucas Brouček	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Distribution Coordinator	Sara Carlson	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Lead Graphic Designer	Riley McGaff	4	45	15	30	705	Asst Coord	9.19	\$6,478.95	\$6,478.95
"	"	Graphics Production Coordinator	Izaac Post	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
AS REVIEW												
FXXPCR	S99344	Photographer	Issac Martin	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	AS Review Editor in Chief	Cade Schmidt	3	36	19	30	714	Director	11.01	\$7,861.14	\$ 7,305.47
"	"	AS Review Assistant Editor	Kylie Wade	3	36	15	30	570	Asst Coord	9.19	\$5,238.30	\$ 5,100.45
AS PRODUCTIONS												
FXXASP	S99703	Director	Daley Smith	4	45	19	30	885	Director	11.01	\$9,743.85	\$ 9,740.63
"	"	Assistant Director for Marketing & As	Cathy Dang	4	45	15	30	705	Assist Dir	9.65	\$6,803.25	\$ 7,305.47
"	"	Logistics & Volunteer Coordinator	Camie Herk	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Marketing Coordinator of Arts & Diali	Joshua Balka	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Marketing Coordinator of Music & En	Jeffrey Crabill	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Films Coordinator	Samantha Firman	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Pop Music Coordinator	Caitlyn Gliński	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83
"	"	Special Events Coordinator	Darioush Masourzade	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Underground Coffeehouse Coordinai	Camille Quaife	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Viking Union Gallery Coordinator	Caitlin Scott	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
KUGS 89.3 FM												
FXXKUG	S99664	Program Director	Patrick Stickney	4	45	19	30	885	Director	11.01	\$9,743.85	\$ 9,740.63
"	"	Maintenance Engineer	Katie Gray	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83
"	"	Music Director	Nicholas Thacker	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83
"	"	News & Public Affairs Director	Taylor Sanders	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83
"	"	Operations Coordinator	Morgan Lanza	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83
"	"	Marketing and Development Coordin	Tristan Wood	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83
"	"	Speciality Music Coordinator	Drake Wilcox	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83
KVIK												
FXXKVI	S99378	KVIK Coordinator	Roxy Ewing	3	36	19	30	714	Coord	10.07	\$7,189.98	\$ 6,953.94
OUTDOOR CENTER												
FXXOCA	S99695	Equipment Shop Coordinator	Jonathan Mayfield	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83
"	"	EDGE Coordinator	Jonathan Mayfield	4	45	19	30	885	Coord	10.07	\$8,911.95	\$ 8,712.53
"	"	Excursion Coordinator (4 quarter)	kelsey ball	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83

FAST INDEX	POSITION CODE	POSITION	EMPLOYEE	# of quarters	# of weeks	avg. hours/wppk	tail training hours	total hours	classification	Pay Rate	Total recalculated nsy	Total current pay
"	"	Excursion Assistant Coordinator (3 q	Jason Davis	3	36	15	30	570	Asst Coord	9.19	\$5,238.30	\$ 5,238.30
"	"	Marketing Resources Coordinator	Jessica Albin	3	36	15	30	570	Coord	10.07	\$5,739.90	\$5,463.79
ENVIRONMENTAL AND SUSTAINABILITY PROGRAMS												
FXXEVS	S99699	ESP Associate Director	Nina Olivier	4	45	17	30	795	Assoc Dir	10.41	\$8,275.95	\$ 8,279.54
"	"	Environmental Center Coordinator	Monica Tonty	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
11	S99307	Outback OELP Program Coordinator	Eric Nelson	4	45	15	30	705	Coord	10.07	\$7,099.35	\$ 7,095.83
"	11	Outback OELP Program Assistant Co	Georgia Peck	4	45	15	30	705	Asst Coord	9.19	\$6,478.95	\$ 6,478.95
FSSTR	S99219	Alternative Transportation Coordinai	Maxwell Evans	4	45	19	30	885	Director	11.01	\$9,743.85	\$ 9,740.63
FX6EF	S99236	Green Energy Fee Coordinator	Sadie Normoyle	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
ETHNIC STUDENT CENTER												
FXDESC	S99264	Public Relations Coordinator	Tina Thach	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
"	"	Program Support Coordinator	Dani Espinoza-Gonzal	4	45	15	30	705	Coord	10.07	\$7,099.35	\$7,095.83
ACTIVITY CENTER												
J FXXACT J	S99238	Club Coordinator	Kasey Koenig	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79
RECYCLE CENTER												
FXRCYL	S99356	Educator	Kiva Stevens	3	36	15	30	570	Coord	10.07	\$5,739.90	\$ 5,463.79

Color Key	
	no color-accurate
	significantly underpaid (45 positions)
	minimally underpaid (about \$6 or less)
	actual pay higher than adjusted calculation