

**Western Washington University  
Associated Students  
Salary Determination Policy  
February 2014**

This policy provides a set of guidelines and principles for determining pay levels for the salaried student employees of the Associated Students. This process is facilitated by the AS Business Director in collaboration with the AS Personnel Committee.

**Guidelines**

**1. Determining Base Hourly Equivalent Rate for Salaried Employees**

- A. Each January the Base Hourly Equivalent Rate is calculated multiplying the Washington State Minimum Wage by one hundred three and a half percent (103.5%) and round to the nearest penny. This Base Hourly Equivalent Rate is applied for the next fiscal year, which begins summer quarter in June of the same calendar year.
- B. **Rationale:** The Base Hourly Equivalent Rate (103.5% Minimum Wage) acts as a buffer against minimum wage increases, which occur regularly at the beginning of each calendar year.
- C. **Freeze Clause:** The AS will comply when a university student wage freeze is in effect, unless the hourly equivalent rate falls below the WA State Minimum Wage. In this case it should be increased to match minimum wage.

**2. Salaried Position Pay Scale**

Base Level 3.5% above Minimum Wage

<u>Pay Level</u>	<u>% Above Base</u>	<u>MultiDlier</u>	<u>Position Classification</u>
Level 1	0.0%	100% (of base rate)	Assistant Coordinator
Level 2	7.5%	107.5%	Coordinator
Level 3	9.5%	109.5%	Assistant Director
Level 4	15%	115%	Associate Director
Level 5	20%	120%	Director
Level 6	32.5%	132.5%	Vice President
Level 7	35%	135%	AS President

A. **Rationale:** The Salaried Position Pay Scale reflects the different levels (of responsibility that each position category carries. Employees have increased responsibilities as their positions ascend the AS hierarchical structure. Their compensation shall reflect the increase of responsibilities through a higher hourly equivalent wage.

B. **Classification:** See AS Employment Policy for Position Classification definitions.

**3. Implementation Process**

- A. The determination process should begin in January to determine the Base Hourly Equivalent Rate. It will be implemented in June at the beginning of Summer Quarter. For each position, the following sequential steps will be taken to determine the total salary:
  - i. **Calculate Salary Hours for term of position:** Multiply the average hours stated in the job description by the number of weeks worked.

- a. Typically average hours are:
  - Assistant Coordinator, Coordinators, Assistant Directors: 15 hours/week
  - Associate Directors: 17 hours/week
  - Directors/VPs: 19 hours/week
  - President: 25 hours/week

Note: It is necessary to calculate each quarter separately for some specialized positions where average hours worked varies each quarter.
- b. Weeks worked per quarter: summer = 9, fall = 14, winter = 11, spring = 11.
- c. The AS does not pay employees for academic breaks or summer vacation. Pay is prorated over the term of position to provide a steady paycheck.

ii. **Calculate Other Contracted Hours:**

- a. Each position required to attend fall AS Training should have 30 hours indicated in contracted hours for AS wide trainings. (Note: departmental trainings during fall, mid quarter and all other pre-quarter AS-wide trainings are included in average salaried hours.)
- b. Calculate out any other specialized hours as indicated in job descriptions (e.g. summer preparation hours).

iii. **Calculate Total Hours:** by adding Salary Hours for term of position and Other Contracted Hours.

iv. **Determine the Hourly Equivalent Rate:** using the Salaried Position Pay Scale (and round to the nearest penny).

v. **Calculate Pay Per Pay Period:** multiply Salary Hours by Hourly Equivalent Rate and divide by the number of pay periods, round to nearest dollar.

vi. **Calculate Position Yearly Salary:** Total Hours by Hourly Equivalent Rate and round to the nearest dollar.

**B. Additional information about how salary is paid:**

- i. In order to provide a stable paycheck for students pay is prorated and spread out over the employee's term of position (e.g. the 45 weeks of pay would be spread over 52 weeks to provide stable pay).
- ii. The 30 hours of required AS wide fall training will be paid in lump sum(s) during pay period(s) training hours are completed.
- iii. Positions with summer planning hours allotted will be entered into payroll as hourly positions and employees will submit timesheets for hours worked.
- iv. If an employee resigns or is terminated before completing the term of position the AS Personnel Office will calculate the amount the employee earned versus the amount paid in the position and adjust accordingly.
- v. Salary is specified in the job descriptions as "This position will receive \$ per position term (approximately \$ twice per month)." Note: Round down to the nearest dollar the amounts listed on the salary calculator.
- vi. The Personnel Office is responsible for maintaining the tool to calculate and record the pay for all salaried positions.

C. The Budget Proposal process should reflect the changes to salaries.

D. The AS Personnel Office is responsible for communicating with the AS Board Program Assistant about salary changes needed in job descriptions.

E. The AS requests for funding from the Services & Activities Fee Committee should reflect the changes to salaries.

## Principles

1. **The AS values student employment.** In providing services for students, it is the philosophy of the AS that this can be best accomplished and facilitated by students. The AS is committed to providing as much student employment as possible because it provides the opportunity to work for the benefit of other students and to gain active experience in an area of personal interest. Furthermore, it enhances the development and growth of students by providing work related experience and education.
2. **The AS strives to lower economic barriers to student employment and participation through its salary structure.** The Associated Students recognizes and acknowledges the idea that the students of Western come from "diverse economic backgrounds" and that it is important that the opportunities provided by the AS be accessible to all students regardless of their economic background. It is for this reason that strong consideration should be given to the possibility that by choosing a given level for the salary base, a certain population of students will not be able to afford to take advantage of the opportunities available in the AS.
3. **Employment through the AS often enhances Western's educational experiences through professional development.** It should be made clear that the Associated Students is not able to completely offset the cost of attending Western for its employees. The AS offers the opportunity for its employees to gain practical experience and to grow personally. There are benefits above and beyond the salaries associated with providing these opportunities.
4. **AS Operations is a careful balance of funding for salaries as well as fulfilling other fiscal obligations.** Funding that is allocated to increase salaries will not be available for the programming that reaches out to the entire student body. There is a delicate balance involved between offering salaries that attract qualified applicants, offset the cost of attending Western, and enable a broad spectrum of students to take advantage of the opportunities. The AS must allow enough funding for the growth and development of the various programs that make up the AS.

## Amendments<sup>^</sup>

Amendments to this policy require a majority vote of the AS Board of Directors

**Interpretation and Enforcement:** AS Board of Directors, AS Personnel Committee

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Approved By: AS Board of Directors

Date Approved: 1976, 04/28/93, 2-24-10 ASB-10-W-38,

Organization: Associated Students