



“AS Salary Determination Policy Changes & Current Year Pay Rates”

Date: March 30, 2017

Sponsor: Mary Moeller, AS Vice President for Business & Operations

Persons of Contact: Raquel Wilson, Lisa Rosenberg, and Eric Alexander

Guest Speaker: Cindy Monger

Attached Document

AS Salary Determination Policy

Background & Context

In November voters in Washington State chose to increase the minimum wage: \$11 an hour starting January 1, 2017, \$11.50 in 2018, \$12 in 2019 and \$13.50 in 2020

This change caused the university to review the salary scale for employees to come up with a new system that best fits this change. The new levels are for the remainder of FY'17 and FY'18 are:

Classification and Wage Scale:

Classification	2017		2018	
	Min	Max	Min	Max
1	\$11.00	\$14.30	\$11.50	\$14.95
2	\$12.10	\$15.75	\$12.65	\$16.45
3	\$13.30	\$17.30	\$13.90	\$18.05

Under the new classification system, roles and level of supervision are more clearly defined.

- In general, newly hired students with little or no experience for a position will be hired in as classification 1. Also students in a job of little complexity will likely be in classification 1. Note that supervisors have the flexibility to provide raises as a student develops within the position, or provide advance to a higher classification as the complexity of the job increases.
- A student in classification 2 is a student whose job is of moderate complexity. At the classification 2 level, students may make limited independent decisions on their work load or work under general supervision. They may also help with training newer student employees.
- A student in classification 3 is a highly trained, seasoned employee with specialized skills. Classification 3 positions include lead positions, or students who perform a duty requiring unique skills. Classification 3 positions require work of a higher complexity or difficulty. Classification 3 positions may require student employees to make independent decisions on their work load and may supervise other student employees.

Rationale

The university has changed its policies on classifications & wage ranges, and the state minimum wage has changed more drastically than in past years.

Summary of Proposal

1. Currently the AS has pay levels separated into 7 categories, below are the proposed changes to these levels to comply with the university classifications:

University Proposed New Levels	Classification Level (AS)	Position Classification	Hourly % above Base
1	1	Assistant Coordinator	0.0%
2	2	Coordinator	7.5%
2	3	Assistant Director	9.5%
3	4	Associate Director	15.0%
3	5	Director	20.0%
3	6	Vice President	32.5%
3	7	AS President	35.0%

To meet minimum wage for level 3 (through 2020) this would need to increase to 17%. Currently there are no positions in this classification.

2. The changes to the Schedule can become effective April 1, 2017. (Note: I have included January-July 2018 for your information, because this decision will affect the budget for the next few years.)

University Classification Levels	AS Classification Level	Position Classification	Hourly % above Base	April 1, December 2017	January -July 2018
1	1	Assistant Coordinator	0.00%	\$11.39	\$11.91
2	2	Coordinator	7.50%	\$12.24	\$12.80
2	3	Assistant Director	9.50%	\$12.47	\$13.04
3	4	Associate Director	17.00%	\$13.33	\$13.93
3	5	Director	20.00%	\$13.67	\$14.29
3	6	Vice President	32.50%	\$15.09	\$15.78
3	7	AS President	35.00%	\$15.37	\$16.07

Fiscal Impacts

April 1 - June 10, 2017	Approximately \$14,000 additional funding needed
Fiscal Year '18	FY'18 increase above last year using this tool will be approximately \$175,000-\$195,000. <i>Note: approximately \$90,000 of this amount is mandatory due to the Jan 1, 2017 increase. Students are currently paid at this level. To return to the Salary Determination Policy it would be an additional \$85,000-\$105,000.</i> (FYI: These numbers and the AS Budget Proposals may result in the AS requesting approximately \$220,000 additional funds from Services & Activities.)

Proposed Motions

1. Amend the Salary Determination Policy as stated in Doc. 1 to be in compliance with new state and university levels.
2. The wage rates listed in the document for 2017 should be implemented beginning April 1, 2017 with the understanding that this increase will be fully funded by the Board out of the original accounts.
OR The wage rates listed in the document for 2017 should be implemented at the beginning of summer quarter.