

AS Wage Policy Phase 1 Summary

April 23, 2023

This document outlines the changes to the AS Wage Policy in Sen. Wong’s “Phase 1” policy edits.

Policy Edits (Substantive):

Section 6 (NEW SECTION):

1. explicitly requires that the wage tool is created;
2. requires that the wage tool to contain the AS Pay Schedule (i.e., how much each classification is paid);
3. requires that the wage tool is **public**.

Section 7 (NEW SECTION):

1. Establishes backpay for unpaid wages if:
 - a. a student employee is wrongly classified and hence underpaid;
 - b. a student employee is correctly classified but underpaid.

Section 6 and 7 are not opposed by any VU Staff (to my knowledge) and are supported by the AS Personnel Director Kasey Lee and the AS Business Director Brandon Denny.

Clarity Edits

These edits clarify process and interpretation. Process is codified based on Sen. Wong’s interpretation of AS precedent and AS structures. Except for Sections 10-12, these clarity edits have functionally no impact on the operations of the AS.

Section 1: Clarifies purpose and application of policy.

Section 2: Clarifies what “conforms to Uni. Class. and Wage Levels” means.

Section 3: Clarifies how AS positions are classified, leaves classification guidelines to AS Employee Handbook

Section 4: Clarifies table headings, updates example calculation, removes stipend exception*

Section 5: Puts stipend exception* from section 4 in its own section.

Section 8: Maintains less than \$3.50 wage gap.

Section 9: Clarifies when changes to wages occur, explicitly states VU Staff responsibility to ensure their employees are paid the new wage.

Section 10: Clarifies who administers and interprets this policy.

Section 11: Clarifies what happens after this policy's annual review.

Section 12: Clarifies how changes to this policy are approved.

Amendments

Amendments E and F: these are different from Amendments A and B from the 4/19/23 meeting because E and F give veto and advisory power, respectively, to the AS Finance Council instead of the AS Business Director. Sen. Wong prefers amendments E and F to amendments A and B because the Finance Council is more democratic than just the Business Director.

Amendment D: this is the same amendment from the 4/19/23 meeting. Sen. Wong slightly opposes this amendment. It takes this policy off the yearly agenda of the Student Gov, but there should be two Student Gov reps on Finance Council anyways who can report and caucus with their chamber (Exec or Senate). If you want the Student Gov to be explicitly thinking about wages every year, then *do not* adopt Amendment D.

Amendment G: this amendment would further placate Eric's (VU Director) desire for this policy to be a procedure. Sen. Wong took the clauses of the policy that are very procedural and put them into a very short and "newborn" procedure. Her thought is that this procedure document would be a starting point for VU Staff and Finance Council to work from. They support this amendment.

Suggested Amendments to “AS Student Employment Wage Policy, Phase 1”

Wage Policy Phase 1 – Amendment E

Section 12 is amended:

12. Changes to This Policy Require the Approval of the AS Student Government and AS Finance Council.

Proposed changes to this policy may originate from elected members of the AS Student Government, from AS Professional Staff Advisors, from AS Student Employees, or from relevant AS Committees. All changes to this policy must be passed by both chambers of the AS Student Government and the AS Finance Council.

Wage Policy Phase 1 – Amendment F

Section 12 is amended:

12. Changes to This Policy Require the Approval of the AS Student Government.

Proposed changes to this policy may originate from elected members of the AS Student Government, from AS Professional Staff Advisors, from AS Student Employees, or from relevant AS Committees. All changes to this policy must be passed by both chambers of the AS Student Government. Before the passage of such changes, the AS Finance Council must be consulted.

Wage Policy Phase 1 – Amendment D

Section 11 is amended:

11. The Policy for Determining AS Wages is Reviewed on an Annual Basis.

The AS Business Director, AS Personnel Director, and the AS ~~Student Government~~ Finance Council shall evaluate this policy at least once per academic year. Recommendations about this policy will be referred to the AS Student Government per section (12).

Wage Policy Phase 1 – Amendment G

Section 9 is amended:

9. Changes to AS Wages Occur when the University Wage Schedule Changes or when Changes to this AS Policy Occur.

Wage changes go into effect simultaneously with University changes or with changes to this policy, following the procedures in section (12).

~~After notification of changes to this Policy or changes to the University Wage Schedule (typically with minimum wage increases) the Fiscal Tech 1 will work with the AS Personnel Office in consultation with the AS Business Director to create a new Wage Tool.~~

~~After changes to AS wages occur, VU Staff must ensure that all AS Student Employees they oversee are paid at the new wage for all time worked following the change.~~

AS Student Employment Wage Procedures are created:

1. Handling Changes to AS Wages:

When AS Wages Change (per POL-AS-FIN-05, Section 9), typically with minimum wage increases, the Fiscal Tech 1 will work with the AS Personnel Office in consultation with the AS Business Director to create a new Wage Tool.

After changes to AS wages occur, VU Staff must ensure that all AS Student Employees they oversee are paid at the new wage for all time worked following the change.

2. Changing this Procedure:

Proposed changes to this procedure may originate from members of the AS Finance Council, from VU Staff, or from AS Student Employees. All changes to this procedure must be passed by the AS Finance Council.

Note on amendments:

Amendments E and F are mutually exclusive.

Amendment D and G are independent of any other amendments.

PROCEDURE

Approved by: AS Student Government [ASEB, ASSSN motions]

Effective: [insert date]

See Also: AS Student Employment Wage Policy
 AS Student Employee Handbook
 WWU Student Employment Center Guidelines
<http://www.finaid.wvu.edu/studentjobs/employers/resources/wage-schedule/current-wage-schedule.php>

Effective: [Date] [EX, SEN motions]
 Revised: 03-08-2019 [ASB 19-W-55]

PRO-AS-FIN-05**AS STUDENT EMPLOYMENT WAGE PROCEDURES***This procedure describes how the AS Wage Policy is administered.***Definitions:**

Associated Students (AS) – The Association of all currently enrolled students at Western Washington University.

AS Student Positions – Positions of student employment maintained by the AS Student Government and funded from accounts administered by the AS Student Government or from work-study accounts

AS Student Employees – Student Employees working an AS Student Position

Wage Tool – AS Spreadsheet used to track Wage Levels for all AS student positions

1. Handling Changes to AS Wages:

When AS Wages Change (per POL-AS-FIN-05, Section 9), typically with minimum wage increases, the Fiscal Tech 1 will work with the AS Personnel Office in consultation with the AS Business Director to create a new Wage Tool.

After changes to AS wages occur, VU Staff must ensure that all AS Student Employees they oversee are paid at the new wage for all time worked following the change.

2. Changing this Procedure:

Proposed changes to this procedure may originate from members of the AS Finance Council, from VU Staff, or from AS Student Employees. All changes to this procedure must be passed by the AS Finance Council.