

CAHNRS Guidance on Initiating Salary Increase Requests

Purpose:

The purpose of this guidance is to assist CAHNRS personnel in how to initiate salary increase requests.

The guidance does not supersede WSU policy on salary increases including any salary freezes instituted.

For specific policies and procedures please refer to the BPPM, Workday Knowledge Base Guide and OPDRS Knowledge Base Articles.

CAHNRS approval to move forward with a salary increase request is not a guarantee that a salary increase request will be granted. Salary increases will be reviewed and approved by HRS and the Provost's Office as applicable. Final dollar amount may not be as initially requested.

Reminder:

Do not "promise" your employees a salary increase and do not promise a specific dollar amount or percentage.

Be careful to not work your employees outside their job classification. Have approved reclassifications before directing your employees to do the higher-level duties that may impact their classification. Reclassifications are based on a majority of the duties and best fit classification.

What this doesn't include:

- Salary increase requests on soft funded positions
 - These will be handled on an ad hoc basis.
 - There is no guarantee that these salary increase requests will be granted.
 - If a position has partial state funding and soft funding, the approved increase will be applied to the soft funding and will permanently reduce the percentage paid on state funding. The dollar value of state funding will remain the same.
- Retention Requests will be handled on an ad hoc basis
 - An offer in hand is required (written offer from a Non-WSU entity).
- Coverage for Vacant Positions open for an extended period of time
 - In general, vacancies should be covered by existing staff without additional compensation during the recruitment process
 - ADR, stipends, or temporary position upgrades should be utilized as appropriate, and in consultation with HRS.

Timing:

Out of cycle salary increase requests will be considered annually in January. In years where no MSI is anticipated, exceptional requests will be considered in July.

Deadlines:

January Consideration: January 15th

July Consideration: June 15th

Note that retroactive application of any approved increase should be considered exceptionally rare.

Submission Process:

Use the CAHNRS Out of Cycle Staff and Temp Faculty Salary Increase Request Form.

Submit form to cahnrs.fa.personnel@wsu.edu.

Requests may be submitted at any time and not just at the deadline. Requests, regardless of when submitted, will be reviewed following the deadlines outlined above.

Initial Review Process:

Requests will be vetted for funding and then routed to the appropriate Associate Dean for initial review and recommendation to be added to the consideration list.

You may receive requests for clarification or additional information.

Reclassification Requests:

It is recommended that you work with your HR representative for an initial review of your reclassification request.

Notification:

The unit will be notified of the decision of whether a salary increase request can be initiated in WSU's system (Workday and/or OPDRS as appropriate) within 60 days of the cycle deadline.