

Are those AP compensation matrixes available for employees to view?

Current AP Compensation Plan is available on the HRS website <https://hrs.wsu.edu/ap-classification-compensation/>

Given the current economic climate, what is the reality of economic advancement, knowing that WSU will always support growth in knowledge, responsibility and demonstrated ability?

Given the current economic climate, due to declining state revenue resulting from the COVID-19 pandemic, a mass salary increase for all AP employees is unlikely in the near future. Additionally, the university implemented budget reduction plans as outlined in the July 20, 2020, [Next steps in implementing FY 2021 budget reductions](#) communication from Stacy Pearson, Vice President, Finance and Administration. As positions change and grow with area needs, reclassifications may still be possible dependent upon available funding.

We've been talking about AP reclassifications for a long time... When will these ideas actually become reality and policy? Where can employees find more detailed information, and what's the formal avenue for providing feedback?

Yes, we have been discussing AP class/comp for a long time! Fortunately, we received the funding for Melissa's position to work on the Enhanced Compensation Plan. In coordination with Workday implementation, our goal is to provide a more details plan by late summer.

What about equity salary / market salary revisions? Do those need to go through management as well?

AP employees may request a salary review for their position in accordance with [BPPM 60.12 - Administrative Professional Salary Determination and Adjustment](#) . The AP Salary Review process includes reviewing internal salaries (internal equity) and external market data (external equity) to determine an appropriate salary range for a position. HRS provides a written analysis to the employee, supervisor, and appointing authority. If the analysis supports and the appointing authority approves an increase, HRS coordinates with the employing department to update the position description and process the increase. If the appointing authority does not approve the salary increase, HRS coordinates with the appointing authority to communicate the reason an increase cannot be approved, e.g. budget reduction, and develop a plan to address any salary inequity.

My experience is that departments use lowball classifications to justify paying people less. How is HRS correcting that issue with these proposed plans?

HRS analyzes and recommends position classifications based upon the position description provided. This analysis includes having a clear understanding of position duties to ensure the proper classification is assigned and the most accurate market data is used for pay decisions. HRS strongly encourages employees to contact HRS regarding concerns with compensation or request a salary review in accordance with [BPPM 60.12](#)

What about racial equity revision?

As discussed earlier, HRS evaluates positions based upon position responsibilities. Additionally, HRS is currently working on an enhanced compensation plan based on point-factoring as well as market data. Point-factoring is an evaluation of a position on various job components (knowledge/skills required, problem solving conducted within the role, and accountability-which includes impact and scope) in conjunction with market data. Point-factoring provides an objective analysis of a position's value. HRS strongly encourages employees to contact HRS or [Compliance and Civil Rights](#) regarding any concerns related to racial pay inequity.

Is cost of living taken into account when comparing salaries across the country?

Cost of living and cost of labor are two items spoken of with compensation. Cost of living is a familiar term while cost of labor may not be. Cost of labor is the salaries employers pay employees in an area for specific work (skills & responsibilities). Many times a correlation exists between cost of living and cost of labor; however, supply and demand may drive a salary down in an area with a high cost of living. HRS utilizes external market data for positions that is specific to the position and location. Utilizing external market data in this way shows how employers are paying similar positions within the geographic area.

How do we request an A/P Salary Review?

Employees may request a salary review in accordance with [BPPM 60.12 - Administrative Professional Salary Determination and Adjustment](#) by providing HRS and their immediate supervisor with the following:

- A memorandum describing the circumstances and basis for the request.
- A signed position description that includes current duties and responsibilities.
- An organization chart showing the position's relationship to other positions in the department

*Does OPDRS still exist? I thought that system went away with the implementation of Workday... is it *just* for PDs now?*

OPDRS still exists and is utilized to maintain position descriptions (PDs) and departments to requests reclassifications. Currently, Workday does not have a position description module which is consistent with state requirements for civil service. Departments will continue to update position descriptions and request reclassifications in OPDRS. Out of cycle salary increases are processed through Workday only.

One of my frustrations (20 years working with WSU) is the fact that in my experience there has been no benchmarks/standards for the annual review and the score given. Several times, I have been told that they gave me lower number than before because there had been an email related to reducing score inflation. Listening to this presentation would suggest to me that I should be able to look to my title and responsibilities to see what is expected of me-- and yet I doubt this has ever been done in my situation.

We encourage all supervisors to attend HRS Instructor Led Training including, but not limited to:

- Introduction to Performance Management
- Supervisory Roundtable Discussions: Performance Management Issues
- Performance Management Case Studies

Additionally, if you have not been provided a copy of your position description, please request a copy from your supervisor. If information is not current, please work with your supervisor to update the position description to document what your duties and responsibilities are. Your [HRS Service Team](#) is available to assist.

I will ask the same question today that I asked pre-COVID when you last presented: How does the point factoring plan account for preferred qualifications, and how does that jive with compensation for employees who exceed the required and even preferred qualifications for the job?

Point factoring within the enhanced compensation plan utilizes the required qualifications for a position. The position is assigned points based on responsibilities and required qualifications and placed within a salary range. If a candidate exceeds the required qualifications and preferred qualifications, the appointing authority may request to appoint the employee at a higher salary within the assigned range.

Is there an anticipated timeline that the enhanced compensation plan will be implemented?

The goal is to implement the enhanced compensation in late summer 2021.

APs in Extension are increasingly doing faculty level work as there are fewer faculty in county offices other than the Director. Yet, our compensation does not reflect this leadership and skill. Extension staff are often overlooked for campus-based APs.

As noted, employees may contact HRS to discuss specific concerns and may also request a salary review in accordance with BPPM 60.12.

Many APs now are considered Overtime Eligible - but there is no budget to pay for hours and these will need to be taken in Comp time. Is it realistic to expect any salary increases for APs in this budget strapped environment?

As the [Washington State Labor & Industries salary threshold](#) for employees to be overtime ineligible increases, more AP employees will move to overtime eligible. As discussed above, the current economic situation may prevent units from providing salary increases. Please note overtime eligible employees cannot be required to accrue compensatory time; employees may request to receive pay for all hours worked. Please refer to [Overtime Eligibility Change FAQs](#) for additional information.

It has been noted that training time is not an option in Workday time/leave. Can you reply?

Currently training time is not configured as a bank such as vacation or sick leave. New ways to utilize Workday and gain efficiencies are continually being explored.

*On the topic of "I can't afford to give you a raise because *budget excuse*" -- how are we balancing those claims against the inequitable situation that already exists in some cases? Is the institutions' official stance that we're prioritizing departmental budgets over equity? If that's the response an employee gets, is their only hope then to go to CCR (formerly OEO/CRCI) with a complaint? And even then, only if they're "lucky" enough to be in a protected class? Do I understand that correctly?*

The current budget situation is very much a reality and unfortunately, employees have been laid off as a result. The university encourages all employees who feel discriminated against due to their protected status, to contact [Compliance and Civil Rights](#) to discuss any concerns. Employee should contact HRS to discuss other concerns related to salary inequities or request a salary review. HRS strongly encourages employees to utilize available resources so their concerns may be appropriately addressed.

This might be a very specific situation to my county, but I do want to mention that salary increases can be made additionally complicated by the county in the case of Extension positions. While a supervisor who is privy to an employee's performance review might approve of a salary increase, they might not be able to convince the county that is financing the position to increase that salary. There can result a disconnect between professional advancement (university level) and salary advancement (county level). Is there any system in place for the university to advocate for the employees caught in these situations? Can a system be developed?

Compensation for county extension roles can be complicated for the reasons you have outlined. HRS is aware that the CAHNRS Extension leadership is aware of and working on addressing the concern.

I would recommend a policy change to require supervisors to complete the supervisor suite of training within X amount of time after becoming a supervisor at WSU.

Although supervisory training is required for civil service employees, we strongly encourage managers to require their AP supervisors to attend the supervisory training series as well

Will more flexibility remain in place with remote working post Covid?

Dependent upon the needs of a unit, a supervisor may consider work flexibility. Refer to [BPPM 60.34 - Telework Agreements](#) regarding teleworking and HRS can assist in discussing options. Telework agreements are not required for the current COVID situation. For additional details, refer to [WSU Covid-19 Employee Information](#).