

SALARY ADMINISTRATION FOR WASHINGTON MANAGEMENT SERVICE (WMS)

Policy Number:	HR-410
Effective Date:	Approved by the Eastern Washington State Historical Society (EWSHS) Board of Trustees on March 4, 2020.
Application:	Applies to all Washington Management Service (WMS) employees of the EWSHS .
History:	Replaces BP #135

NOTE: The agency director reserves the right to make exceptions allowed under civil service rules at any time when it is in the best interest of the agency. **The director (state human resources director within the office of financial management) must make the final approval of an agency's Salary Determination Policy.**

Definitions

Agency Director – The director of the **EWSHS** functioning with the authority to set agency direction and implement internal policy.

Designee – An employee who is delegated with authority by the agency director to make decisions with regard to this policy.

Demotion – Movement of an employee from a position in one class to a position in another class that has a lower salary range maximum.

Director – The state human resources director within the office of financial management.

Voluntary demotion – A voluntary demotion is a voluntary movement by an employee to a position that has a lower salary standard and/or lower evaluation point. Such movement may result in a salary decrease.

Disciplinary demotion – A disciplinary demotion is a demotion for cause.

Involuntary downward movement – An involuntary downward movement is based on a non-disciplinary reassignment of duties that results in a lower salary standard and/or lower evaluation points for an employee's current position.

Premium – Pay added to an employee's base salary on a contingent basis in recognition of special requirements, conditions, or circumstances associated with the job.

Promotion – A promotion is the assignment of additional responsibilities, which results in higher evaluation points or a higher salary standard for the same position, or movement to a different position that has a higher salary standard or higher evaluation points.

For what reasons may the EWSHS adjust a WMS salary?

Salary adjustments may be made under the following conditions:

1. Legislatively directed general or special increase.
2. Movement to a different position that has a higher salary standard or higher evaluation points.

3. The assignment of additional responsibilities, which results in higher evaluation points or a higher salary standard for the same position (requires rating by WMS review committee).
4. Documented recruitment or retention problems (must be approved by the agency director or designee).
5. Documented agency or state internal equity problems (must be approved by the agency director or designee).
6. Movement to a different position that has the same or lower evaluation points and either a higher salary standard or unique circumstances warrant higher compensation (e.g. market challenges, specialization, unique requirements).

Do WMS employees receive annual pay raises?

WMS employees are not entitled to a schedule of annual pay raises, however, the employee's agency director may grant progression adjustments in recognition of the employee's demonstrated growth and development.

May agencies provide progression increases for WMS employees.

Employers may grant progression adjustments to employees, in recognition of the employee's demonstrated growth and development.

Is there a limit established for progression increases for WMS employees?

Progression increases do not normally exceed a total of twenty-five percent (25%) during the tenure of an employee's appointment to a position, as long as the position's duties are unchanged or would not evaluate higher if new duties were assigned.

Are there exceptions to the progression increase limits?

Only the director (state human resources director within the office of financial management) may grant requests for exceptions to the progression increase limit of 25% during the employee's appointment.

Can WMS salaries be set outside the maximum of an assigned management band?

Compensation for a WMS position may be set outside the maximum of the assigned management band when allowed under WAC 357-58-125 or when approved by the director (state human resources director within the office of financial management).

What other situations may affect a WMS employee's salary?

- Voluntary Demotion – Such movement may result in a salary decrease.
- Disciplinary Demotion – A disciplinary demotion results in the assignment of responsibilities which results in a lower salary standard and/or lower evaluation points for the same position or results in the position being placed in the WGS with a lower base salary or movement to a different position that has a lower salary standard and/or lower evaluation points or to a WGS position with a lower base salary. A disciplinary

demotion may result in a salary decrease. Any salary decrease shall comply with the salary basis test of the Fair Labor Standards Act.

- Involuntary Downward Movement – A WMS employee occupying a position that is affected by involuntary downward movement must be placed within the salary standard established for the WMS position at an amount equal to the employee’s previous base salary. If the previous base salary exceeds the new salary standard, the employee’s base salary must be set equal to the maximum of the salary standard for the position. The employee’s base salary may be set higher than the salary standard maximum.
- Acceptance of Layoff Options – If the employee accepts a layoff option of a different position with the employee’s same salary range, the employee will keep the same salary.

If an employee accepts a demotion in lieu of a layoff or accepts a layoff option to a position with a lower salary range maximum, the employee’s salary will be placed within the new salary range at a base salary equal to their previous base salary as long as it fits within the new range.

If the employee’s previous base salary exceeds the new salary range, their salary will be set at the new salary range maximum. The agency director or designee may approve or deny requests to maintain an employee’s previous base salary (outside of the range).

Are WMS employees entitled to over-time compensation?

Any position in the **EWSHS** that is designated as a WMS position must be assigned to one of the overtime eligibility designations identified in the agency’s compensation plan and determine the position’s workweek. For overtime eligible employees, compensation must be in accordance with chapter 357-28 WAC.

NOTE: Agency directors have discretion to provide WMS employees with overtime or exchange time, but it should not be considered an entitlement.

What may an appointing authority offer to WMS employees (or prospective WMS employees) for the purposes of recruitment and retention?

With state human resources director approval, the agency may authorize up to fifteen percent lump sum payment in addition to the employee’s base salary to support the recruitment and/or retention of the employee or candidate for a specific WMS position. An employee may not receive more than fifteen percent of their annual base salary over a twelve-month period. In advance of authorizing a lump sum payment for recruitment and/or retention, the agency must establish express conditions in writing for the payment. The conditions must include a specified period of employment or continued employment. Any lump sum payment under this section must only be made after services have been rendered in accordance with conditions established by the agency. If the employee receiving the recruitment and/or retention lump sum payment terminates or causes termination with the state within one year of the date of appointment or transfer, that employee may be required to pay back the lump sum payment. If the termination is a result of layoff, disability separation, or other good cause as determined by the agency director, the employee will not have to pay back the lump sum payment.

In addition to the vacation leave accruals provided in WAC 357-31-165, the agency director or designee may authorize additional vacation leave as follows to support the recruitment or retention of an incumbent or candidate for a specific WMS position. The agency director may authorize:

1. An accelerated accrual rate for an incumbent or candidate. The WMS employee would remain at the accelerated accrual rate until the WMS employee's anniversary date caught up to the accrual rate amount in accordance with WAC 357-31-165; and/or
2. A lump sum accrual of up to 80 hours of vacation leave for the incumbent or candidate.

Vacation leave accrued under this section must be used in accordance with the leave provisions of chapter 357-31 WAC.

Must an agency have a policy regarding authorization of additional leave to support the recruitment of a candidate or the retention of an incumbent for a WMS position?

Yes, in order to authorize additional leave for the recruitment or retention of a candidate or incumbent for a WMS position, an agency must have a written policy that:

1. Identifies the reasons for which the employer may authorize additional leave.
2. Requires that lump sum accruals only be granted after services have been rendered in accordance with express conditions established by the employer.

NOTE: The section below should be included only if the agency has received Performance Management confirmation from the director (state human resources director within the office of financial management).

Will appointing authorities be able to award money for the purposes of recognizing high performing WMS employees?

There is currently no authority to award money for the purposes of recognizing high performing WMS employees.

Primary roles and responsibilities for WMS Salary Administration within the EWSHS.

Role	Responsibilities
Agency Director	<ul style="list-style-type: none"> ▪ Responsible for the review and initial approval of salary determination policies and any changes or revisions to policy content. ▪ Responsible for approval or denial of initial requests for pay outside of a designated range and in all cases where premiums may be offered.
Small Agency WMS Review Committee	<ul style="list-style-type: none"> ▪ Responsible for evaluating each WMS position description to ensure that criteria are met for inclusion in WMS. ▪ Recommends ratings in accordance with the JVAC for those positions that meet the definition for inclusion and determines the salary band for each position reviewed.
DES HR Consultant	<ul style="list-style-type: none"> ▪ Consults with agency staff in administering salaries within prescribed WMS salary bands as assigned by the WMS review committee. ▪ Formulates evidence-based recommendations to the agency director for consideration in decisions on premium pay. ▪ Considers budget status as it relates to the determination of salaries within their units.
Small Agency HR Services Manager	<ul style="list-style-type: none"> ▪ Consults with agencies on salary determination issues as needed. ▪ Coordinates and communicates the work of the Small Agency WMS Review Committee as needed. ▪ Forwards Small Agency WMS review committee recommendations to the

	<p>agency director for review and approval.</p> <ul style="list-style-type: none"> ▪ Recommends salary-related personnel actions ensuring compliance with agency policy, adherence to sound business practices, and consistency within and between the Small Agencies.
--	---

WAC's that apply to this policy

357-58-065 (WMS definitions)	357-58-120 (disciplinary demotion)
357-58-075 (policy requirement)	357-58-125 (invol downward movement)
357-58-080 (WMS band assignments)	357-58-136 (lump sum payments to support recruitment and/or retention)
357-58-085 (salaries outside the band)	357-58-137 (repayment of lump sum payments to support recruitment and/or retention)
357-58-090 (WMS salary adjustments)	357-58-160 (OT eligibility designation)
357-58-095 (WMS progression increase)	357-58-170 (other pay issues)
357-58-100 (progression increase limit)	357-58-175 (additional leave accrual)
357-58-105 (limit exception)	357-58-180 (additional leave criteria)
357-58-110 (promotion)	357-58-185 (recruitment and selection policy or procedure)
357-58-115 (voluntary demotion)	