



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
Non-represented only

REVISION DATE
8/18/14

PAGE NUMBER
1 of 8

NUMBER
DOC 820.005

POLICY

TITLE
**WASHINGTON GENERAL SERVICE SALARY
DETERMINATION**

REVIEW/REVISION HISTORY:

Effective: 7/1/83 DOC 824.005
 Revised: 10/1/85
 Revised: 11/1/88
 Revised: 5/16/02 DOC 820.005
 Revised: 7/1/07
 Revised: 8/13/08
 Revised: 10/19/09
 Revised: 8/18/14

SUMMARY OF REVISION/REVIEW:

I.A., Section II., V.A., VI.A., and VIII.A.1. - Adjusted language throughout to clarify top of range
 I.B. - Adjusted that salary for former permanent employees rehired into a former job classification will be set at the minimum step of the range unless the Appointing Authority approves a higher salary
 II.C., III.B.1.a., V.A., VI.B., and VIII.A. - Added Deputy Secretary and Chief of Staff as approving authorities
 III.B.3. and Section VII. - Added language on step M
 VIII.B. - Added Secretary approval for premium pay for like positions at a specific location


APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

7/7/14

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 357-28](#); [ACA 4-4065](#); [ACA 7E-09](#)

POLICY:

- I. [4-4065] [7E-09] The Department will manage compensation for Washington General Service employees per WAC 357-28, which includes the provision that compensation and benefit levels for all personnel be comparable to similar occupational groups in the community. Flexibility in setting and adjusting salaries will allow for unusual circumstances so that organizational needs can be adequately met. This flexibility will be used with appropriate consideration of prudent employee management and the availability of fiscal resources.
- II. Appointing Authorities, in consultation with their Human Resources Manager/consultant, will set employees' base salary per WAC 357-28 and this policy. Any salary determination matters not specifically covered in this policy will be addressed per WAC 357-28.
- III. Generally, a base salary set at the time of initial hire/rehire into state service or at the time of promotion, or a base salary adjustment related to recruitment, retention, or other business related reason(s), will not exceed the range maximum for the employee's job classification or position.

DIRECTIVE:

- I. Setting Base Salary for New Employees
 - A. The Appointing Authority will generally set the base salary for an employee entering state service for the first time at the minimum salary step of the range. The Appointing Authority may approve an appointment above the minimum step up to step L.
 - B. A former permanent employee rehired into his/her former job classification will normally be paid at the minimum salary step of the range. The Appointing Authority may approve a higher salary within the salary range up to step L, to include the salary step reached when last permanently employed in the same job classification.
 - C. Hiring supervisors will submit DOC 03-362 Salary Exception Request to the appropriate Appointing Authority to request setting the base salary above the minimum.

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1. Justification for an appointment above the minimum must meet one or more of the following criteria:
 - a. Recruiting or retention difficulties,
 - b. Exceptional education or other qualifications directly related to the duties of the position,
 - c. Prior salary of the candidate or his/her salary requirements when other qualified candidates are limited or not available, and/or
 - d. Other documented business needs.

D. The Appointing Authority will approve or deny appointments above the minimum salary before the candidate's appointment.

E. When a salary above the minimum is approved for a non-permanent appointment and a subsequent probationary appointment in the same job classification or position is made, no additional approval will be required for the employee to retain his/her current salary.


II. Promotional Salary Setting

A. When an employee moves to a new position with a higher salary range maximum or is in a position that is reallocated upward, regardless of the employee's status, the Appointing Authority must authorize a salary increase sufficient to bring the employee's salary to the minimum of the new salary range or a minimum increase of 2 steps up to step L within the new salary range, whichever is more.

B. Approval for a higher base salary within the salary range will be requested using DOC 03-362 Salary Exception Request.

1. Justification for a promotional increase of more than 2 steps will address one or more of the following:
 - a. Significant increase in duties and responsibilities,
 - b. Internal salary alignment issues,
 - c. Recruitment or retention considerations,
 - d. Promotion requiring relocation to another geographic area, or
 - e. Other documented business needs.

C. Requests for base salary increases of 10 percent or more will be submitted to the Deputy Secretary, Chief of Staff, or appropriate Assistant Secretary for approval.

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D. When a salary above the minimum is approved for a non-permanent appointment and a subsequent trial service appointment in the same job classification or position is made, no additional approval will be required for the employee to retain his or her current salary.


III. Base Salary Setting Due to Non-Promotional Appointment

A. Transfer or Lateral Reallocation

1. An employee will retain his/her current base salary if s/he:
 - a. Accepts a non-layoff related transfer or lateral reallocation within or into the Department, either in the same class or a different class with the same range maximum,
 - b. Accepts a transfer as a layoff option or in lieu of layoff, or
 - c. Is appointed from a layoff list to a position with the same salary range as the position from which s/he was laid off.

B. Demotion

1. The base salary of an employee whose position is reallocated downward will be his/her current base salary or step L of the salary range of the new position, whichever is less.
 - a. The Appointing Authority may request a base salary above the range maximum, which does not exceed the employee's previous base salary, by submitting DOC 03-362 Salary Exception Request to the Human Resources Director for review and approval by the Deputy Secretary, Chief of Staff, or appropriate Assistant Secretary.
 - 1) The employee will retain the salary set above the range maximum until s/he vacates the position or the salary falls within the range established for the position, whichever comes first.
2. An employee who is appointed to a position off a layoff list will receive his/her previous salary, adjusted for missed salary increases, or up to step L of the salary range of the new position, whichever is less.
3. For all other demotions, unless the employee was previously at step M in the salary range of the class s/he is demoting to, the employee will retain

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his/her current base salary or receive up to step L of the salary range of the new position, whichever is less.

C. Reversion

1. The base salary of an employee who reverts following a promotion/transfer, voluntarily or involuntarily, will be set as though s/he had never left the former position.
2. The base salary of an employee who reverts following a voluntary demotion will be his/her current base salary or step L, whichever is less.

IV. Base Salary Return Rights

A. Upon return from a project position, an acting WMS appointment, or a WGS non-permanent appointment, the following will apply:

1. If the employee returns to a position within his/her previous permanent classification or at the same salary range, the base salary will be set as though s/he never left the permanent position, adjusted for any missed salary increases.
2. If the employee returns to a position with a lower salary range maximum than his/her previous permanent position, the base salary will be his/her base salary in the previous permanent position, adjusted for missed salary increases, or the top of the range of the new position, whichever is less.


V. Base Salary Adjustments in Current Position

A. The Appointing Authority may request base salary adjustments up to step L within the current salary range of the job classification by submitting DOC 03-362 Salary Exception Request to the Human Resources Director for review and the Deputy Secretary, Chief of Staff, or appropriate Assistant Secretary for approval. These salary adjustments must address one or more of the following:

1. Recruitment or retention difficulties,
2. Equity or alignment issues, and/or
3. Competitive market conditions.

VI. Periodic Increment Adjustments

A. With the exception of nurses, all employees will receive an annual 2 step base salary increase, up to step L of the salary range.

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B. The Appointing Authority may request approval from the Deputy Secretary, Chief of Staff, or appropriate Assistant Secretary to adjust the timing and amount of increment increases to address the nature of the work or training requirements.

1. This request can be made for employees in specific positions, for all employees allocated to a job classification, or for all employees in an organizational unit.
2. These requests will be in writing and will:
 - a. Describe how the nature of the work or the training requirements warrant shortening the timing of the increment increase or increasing the amount of the increment increase,
 - b. Demonstrate consideration of the effect of taking this action for these employees and not for others, and
 - c. Demonstrate consideration of the budget impact of the action.

C. Periodic increases for nurses are based on years of experience as outlined on the N range salary schedule for non-represented employees.

VII. Step M

- A. Step M is a longevity step. An employee cannot be appointed to step M upon initial hire or progress to step M upon promotion.
- B. An employee will progress to step M of the salary range 6 years from the date they were advanced/appointed to step L within the same salary range. Employees will progress to step M, regardless of what has transpired in the 6 years since the appointment to step L, if the employee is at step L in the same pay range as the beginning of the 6 year period.
- C. Time spent at step L of a higher salary range will count towards the 6 year period for employees who accepted a demotion option in lieu of layoff or the formal reasonable accommodation process.

VIII. Premium Pay for Recruitment or Retention Issues

- A. The Appointing Authority may request additional pay to support recruitment or retention of an incumbent or candidate for a specific position by submitting DOC 03-362 Salary Exception Request to the Human Resources Director for review and the Deputy Secretary or Chief of Staff for approval.



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1. Premium pay in excess of 15 percent of step L, or step U for nurses, requires approval from the Secretary and the Office of Financial Management.
2. The following conditions apply:
 - a. Any additional pay granted under this section will be a premium that will not be part of the employee's base salary. The premium will be used only as long as the circumstances upon which it is based are in effect.
 - b. An employee may not receive more than 15 percent of his/her annual base salary in additional compensation over a 12 month period.
 - c. Payments may be made on a monthly basis or in a lump sum.
 - 1) Lump sum payments are only authorized when the Appointing Authority has established specific written conditions for the payment. Conditions must include a specified period of employment or continued employment that must be completed before the lump sum payment will be made. Additional conditions may include:
 - a) Considerations and actions to take if specific events occur during the period (e.g., voluntary/involuntary termination, promotion, or death), and
 - b) Follow on provisions (e.g., conversion of all or part of the lump sum payment to a monthly premium payment).
3. In addition to DOC 03-362 Salary Exception Request, these requests must:
 - a. Identify recruiting and/or retention difficulties,
 - b. Demonstrate consideration of the impact of granting premium pay for this employee and not for others,
 - c. Include the estimated period of time for which the circumstances warranting premium pay will exist,
 - d. Demonstrate consideration of the ramifications if the request is not granted,

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- e. Identify sufficient funds to cover the request, and
 - f. Clearly describe the conditions which must be met if a lump sum payment is requested, including a copy of the draft employee agreement.
- B. Requests for premium pay to support recruitment or retention of like positions at a specific work location will be coordinated with Human Resources and require approval from the Secretary and the Office of Financial Management.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

[DOC 03-362 Salary Exception Request](#)