

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: Salary Determination, Non Represented Classified Staff**

**Administrative Procedure Number: 700.03**

**Date adopted: 12/03/2010**

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Salaries for New Employees

Prior to an employment offer, base salaries will be set for new employees following consultation with the hiring manager, the HR Office and the appropriate appointing authority. These base salaries will be within the pay range assigned by the Washington State Compensation Plan/Salary Schedule for each job classification. Salaries will be commensurate with the anticipated performance of essential job functions by the new employee as supported by the employee's education and experience. All salary appointments above the entry salary for the job class must be approved by the relevant appointing authority and be based upon an assessment of the employee's relevant experience and education.

Salaries Upon Promotion:

A promotion is defined as an employee's appointment into a job class with a higher salary maximum that results in a salary increase. A promotion may also occur as a result of an upward reallocation as justified from the position review process conducted by the Chief Human Resources Officer.

The promoted employee's salary will be adjusted by two steps or 5%. Salary adjustments of more than five percent may be approved by the appointing authority if:

- The increase is necessary for internal salary alignment, retention of the employee, or other documented business needs.
- The increase is necessary to bring the employee to the minimum of the salary range in the position.

Salaries Upon Reclassification of a Position

A reallocation is simply the assignment of a position to a different class. A reallocation may be made when a major change (51% or more) in the position duties and responsibilities occurs and a review process is conducted by Chief Human Resource Officer.

An upward reallocation is the assignment of a position to a class with a higher salary range. If an upward reallocation is justified through an internal position review process, the employee's salary will be determined through the same process as that of an employee accepting a promotion.

Reallocations to classes with equal salary ranges will be treated as transfers and the employee will retain his/her previous base salary.

A downward reallocation is the assignment of a position to a class with a lower salary range. If the employee's previous base salary exceeds the top step of the new lower salary range, the appointing authority may approve the employee retaining their previous higher salary.

#### Salaries Upon Transfer or Reassignment to Positions with Equal Salary Ranges

A lateral transfer to another job classification within the same salary range will not normally involve a salary increase. In some instances, the appointing authority may approve an increase in salary upon transfer based on documented business needs.

#### Salaries Upon Acceptance of Layoff Options

If an employee accepts a layoff option of a different position with the 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 the salary fits within the new range. If the employee's previous salary exceeds the new salary range, the salary will be set at the new salary range maximum.

#### Salary Upon Appointment From a Layoff List:

If an employee is appointed from a layoff list to a position with the same salary range as the position from which they were laid off, the employee's salary will be equal to his or her former salary.

If an employee is appointed from a layoff list to a position with a lower salary range than the salary range of the employee's previous position, the salary shall be set within the new lower salary range.

#### Salary Upon Voluntary Demotion

When an employee voluntarily demotes to job classification with a lower salary range, the salary shall be set within the new lower range.

#### Salaries Upon Reversion

Reversion is the voluntary or non-voluntary movement of an employee during the trial service period. Reversion may result in the employee being placed in his or her former position, or a position similar to his or her former position.

An employee who reverts following a promotion or transfer will be paid at his or her former salary range at the step they would have been paid had they not left.

Salaries Based on Retention of an Employee

The President of the College may authorize adjustments to an employee's base salary up to 15% within the same salary range to address issues related to recruitment, retention, or other business related reasons. An employee may not receive more than fifteen percent of his/her annual base salary over a twelve month period.

Approved:

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Dr. Edward Brewster, President