

# UW POLICY DIRECTORY

**Rescinded 04-02-2026**

## **APS 43.12 – Salary Determination Policy for Classified Non-Union Staff Covered by the State Department of Personnel Rules**

(Approved by the Executive Vice President by authority of Administrative Order No. 9)

### **1. Policy**

The purpose of this policy is to comply with the requirements of WAC [357-28-030](#) and [357-28-035](#).

The compensation plan for classified non-union staff will comply with other applicable federal and state laws and regulations.

### **2. Compensation Philosophy**

The University seeks to establish a total compensation plan for classified non-union staff that:

- Will attract, retain, and reward a qualified, diverse workforce;
- Recognizes employee performance; and
- Is fiscally responsible, externally competitive, and internally equitable.

### **3. Administrative Responsibility**

UW Human Resources will:

1. Develop and maintain this Salary Determination Policy.
2. Administer the Washington State Compensation Plan and the Salary Determination Policy.
3. Develop salary administration procedures for the implementation of the Salary Determination Policy and delegate authority for salary approval.
4. Provide guidance on topics including, but not limited to, compliance with established policy, adherence to sound compensation practices, compensation consistency between University units, and compliance with legal requirements.
5. Review, and if appropriate approve, any requested deviations from the established salary determination policy or procedures.

University appointing authorities will administer salaries of classified non-union staff in accordance with this policy.

## 4. Definitions

The following definitions from [Chapter 357-01 WAC](#) are included in this policy for reference.

**Base Salary:** The dollar amount of the salary within the salary range to which the employee is entitled, before any deductions, and exclusive of any additional compensation, such as premiums.

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

**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:** The appointment to a class with a higher salary range maximum that results in a salary increase.

**Reversion:** Voluntary or involuntary movement of an employee during the trial service period resulting in placement in a position or on the employer's internal layoff list in accordance with WAC [357-19-115](#) and [357-19-117](#).

**Special pay salary ranges:** A unique salary range assigned to a position or class in accordance with [WAC 357-28-025](#).

**Transfer:** An employee-initiated move of that employee from a position to another position within or between employers in the same class or a different class with the same salary range maximum.

## 5. Salary Actions

### A. Setting a Base Salary

All base salaries must be set at a step within the range for the classification. Human Resources may approve requests to start an employee above the first step of the range for reasons including, but not limited to, internal equity, market conditions, or competencies and experience the candidate brings to the position.

### B. Salary Setting Upon Promotion

When an employee promotes, the employee must receive a minimum two-step salary increase, but the new salary may not be less than the bottom step of the new salary range and it may not exceed the top step of the new range. Salary increases of more than two steps upon promotion require Human Resources' approval, and may be for reasons including, but not limited to:

- A significant increase in duties and responsibilities that warrants greater compensation;
- Maintenance of internal salary alignment and equity;
- Retention of the employee; or,
- Market conditions, or other documented business needs.

### C. Salary Setting Upon Transfer

When an employee transfers to another position, the employee's base salary does not change. Human Resources may approve exceptions to this provision for the same reasons exceptions may be made when salary is established upon promotion.

### D. Salary Setting Upon Appointment to a Position with a Lower Salary Maximum

When an employee accepts a demotion in lieu of layoff or when the employee's position is reallocated downward, the base pay is established as follows:

1. If possible, the employee's salary will be placed at a step in the new range that pays the same monthly amount as the employee's previous base salary.

2. If the range maximum of the new position is lower than the employee's previous base salary, the new base salary is set equal to the new range maximum.
3. Upon the appointing authority's or designee's request, Human Resources may approve setting a base salary that is above the maximum of the new range but not higher than the employee's previous salary. When such an exceptional salary rate is approved, the employee is not eligible to receive legislatively approved or other salary increases until the employee either vacates the position or the maximum step of the salary range for the position exceeds the exception salary amount, whichever occurs first.

When an employee demotes for reasons other than accepting a demotion in lieu of layoff, or accepting a demotion when a position is reallocated, the base pay will be set as follows:

1. If an employee accepts a position through an open recruitment in a class that has a lower salary range maximum than his or her current range, the new salary will be set at a step within the range of the classification of the position. Upon the hiring manager's request, Human Resources may approve a starting salary above the first step of the range for reasons including, but not limited to, internal equity, market conditions, or skills and experience the candidate brings to the position.
2. Base salary on demotion that occurs for reasons other than those described in item 1 above will be established by Human Resources on a case-by-case basis.

#### **E. Salary Setting Upon Reversion, Following Voluntary Demotion**

When an employee reverts to his or her previous classification after accepting a voluntary demotion, the salary following reversion will be set as described above in Section 5.A. However, the salary will generally not exceed the rate the employee received before the voluntary demotion.

#### **F. Recruitment and Retention Salary Premiums**

Human Resources may approve requests for base salary premiums, and recruitment and retention adjustments to advance departments' recruitment/retention efforts. Such premiums will be made in a manner that complies with WAC [357-28-095](#) and [357-28-100](#). The Compensation Office will establish and publish procedures for departments to follow in requesting such adjustments.

## **6. Special Pay**

The University may request approval of special pay salary ranges and/or compensation practices from the Washington State Department of Personnel for reasons including, but not limited to:

- Operational necessity based on recruiting and retention needs;
- Market competitiveness; or
- Internal equity with negotiated labor contracts.

Special pay compensation programs may have unique pay practices. If there is a deviation from the standard pay practices described in this policy or in [Title 357 WAC](#), those practices will be documented and available for review through the Human Resources' Compensation Office.

## **7. Additional Information**

Contact the appropriate Human Resources Service Team Member listed on the [Human Resources Service Team Assignments](#) web page.

## **8. History**

January 19, 2006.