2.4.2 maintain official salary administration records for the purpose of historical reference and compliance audit,

2.4.3 develop practices for consistent and uniform salary administration. Such methods will include a mechanism to incorporate the appropriate budget review and approval of available funds, and

2.4.4 review, monitor and track approval of requests for base salary above the maximum for documented recruitment and retention problems.

3.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

3.1 Appointing Authority: the authority granted under WAC 357-01-025 to make appointments of eligible persons to CBC positions and the authority to demote, suspend, reduce in salary, or dismiss an employee under his/her jurisdiction.

3.2 Base Salary: the salary dollar amount within the DOP Compensation Plan pay range to which the employee's position is assigned, before any deductions and exclusive of additional compensation of any kind.

3.3 Compensation: salary, including premiums, provided by CBC to an employee for services rendered.

3.4 Demotion: movement of an employee from a position in one class to a position in another class that has a lower pay range maximum.

3.5 Lump Sum Award: a one-time payment award granted to an individual under this procedure and which does not build into base salary.

3.6 Periodic Increment Date (PID): the date upon which an employee is scheduled to move to a higher salary step within the pay range for the current class. The periodic date may be adjusted as outlined in this procedure or by rule.

3.7 Pay Range: the range of pay rates, from minimum to maximum, established for a pay grade or class. Typically used to set individual employee pay rates.

3.8 Performance Management: performance management is a managerial process that consists of planning performance, managing performance (through observation and feedback), improving performance through development, appraising performance and rewarding performance.

3.9 Premium pay: pay added to an employee's standard base salary on a contingent basis in recognition of special requirements, conditions, or circumstances associated with the job. Pay premiums stay in effect as long as the conditions or terms that justified their use remain in effect.

3.10 Premium Base Pay: base pay that includes premiums (e.g. retention pay, assignment pay and shift differential, etc.).

3.11 Promotion: the appointment to a class with a higher pay range maximum that results in a salary increase.

3.12 Reallocation: the assignment of a position to a different class.

3.13 Reassignment: a CBC-initiated move of an employee from one position to another position in the same class or a different class with the same pay range maximum.

3.14 Transfer: an employee-initiated move of that employee from his/her assigned position to another position in the same class or a different class with the same pay range maximum.

4.0 Setting Base Salary for New Employees

4.1 The appointing authority shall assign a base salary for initial appointments within the salary range in the Washington State Compensation Plan assigned to that classification. The initial base salary offered shall not be less than the minimum or greater than the maximum dollar amount within the pay range assigned to the classification.

4.2 In determining the initial base salary within the assigned pay range of the position classification, the appointing authority may consider the contributions the individual will be expected to make toward the institution's objectives. Contribution is defined as the degree of the educational and experience relationship to the competencies and requirements of the position.

4.3 **Authorization of Base Salary Above the Pay Range Maximum:** Where the appointing authority has determined evidence that recruitment and retention issues/problems consistently exist, the appointing authority may authorize additional pay to support the recruitment and retention efforts for a specific position.

4.3.1 The appointing authority may consider up to a 15% premium added to the employee's base salary OR paid in a lump sum as outlined within this procedure.

4.3.1.1 Employees may not receive more than 15% of his/her annual base salary over a 12-month period.

4.3.1.2 All requests for a lump sum payment to address recruitment and/or retention issues must be submitted in writing to the Vice President of Human Resources and Legal Affairs.

4.3.1.2.1 The request must include the express conditions for the payment to include the specified period of employment or continued employment.

4.3.1.2.2 Any lump sum payment must only be made after services have been rendered in accordance with the express conditions submitted by the appointing authority.

4.3.1.2.3 Any lump sum payment becomes part of the incumbent's annual compensation for that work performed prior to the receipt of the funds.

4.3.1.3 Any additional pay granted under this section is a premium that is not part of base salary. The premium is to be used only as long as the circumstances it is based on are in effect. The Vice President of Human Resources and Legal Affairs retains the right to discontinue premium pay for any reason determined to be a violation of section 1.0 of this procedure.

5.0 In-range and Above Range Adjustments

CBC may adjust the timing and amount of increment increases to address the nature of work or training requirements. This may be applied to all employees in specific positions, all employees allocated to a class, or all employees in an organizational unit and will be outlined in the position description for that employee. This may happen as long as the employee minimally receives an equivalent increase of two steps annually until their salary reaches the top step of the pay range.

6.0 Changes in Base Salary for Current Employees

6.1 Periodic Increment Date (PID): CBC will administer the effective date of the periodic increment date as stated in the Washington Administrative Code. Unless modified by this procedure, an employee will receive a 2-step increase to the base salary on the periodic increment date until the employee reaches the top step of the pay range.

6.2 Position-related Movement: adjustment of pay range resulting from position-related changes, to include promotion, transfer/reassignment, demotion, reallocation or layoff shall be administrated consistent with the provisions of Chapter 357-28 WAC.

7.0 Special Pay Situations

7.1 Call Back

7.1.1 If an overtime-eligible employee has finished the work shift and has left the worksite or is in paid leave status and is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of two hours' pay will be guaranteed.

7.1.1.1 An employee on standby status called to return to work does not qualify for call back pay.

7.1.1.2 The appointing authority may cancel a call back notification to work extra hours at any time, but cancellation shall not waive the guarantee of two hours of call back pay.

7.1.2 Overtime-exempt employees are not paid for being called back to work. The appointing authority may authorize payment under Section 1.3 of this procedure.

7.2 Shift Premium

7.2.1 For full-time, overtime-eligible employees, a shift premium rate for those employees assigned to a shift in which the majority of time worked daily or weekly is between 6:00 p.m. and 6:00 a.m. or is scheduled to work a shift which is split with a minimum of four intervening hours not worked. The employee will be paid the shift premium amount identified in the DOP compensation plan.

7.2.2 Shift premium will be paid for the entire daily or weekly shift that qualifies under this section.

7.2.2.1 These employees are also entitled to shift premium for all hours that the employee works adjoining that shift.

7.2.2.2 The same shift premium will be paid for authorized periods of paid leave and holidays and for up to five days of a temporary assignment to a shift that does not qualify.

7.2.3 Overtime-exempt employees are not paid shift premium. The appointing authority may authorize a stipend payment under section 1.3 of this procedure.

7.2.4 Employees may waive shift premium

7.3 Premium Holiday Pay

7.3.1 Overtime-eligible employees who are directed to work on a CBC designated holiday shall receive their regular rate of pay for the holiday. In addition, employees shall receive premium pay at the overtime rate for all hours worked on the holiday. The supervisor may offer compensatory time off in lieu of monetary payment.

7.3.2 Overtime-exempt employees are not paid premium pay unless the appointing authority authorizes a stipend payment under section 1.3 of this procedure.

7.4 Standby pay

7.4.1 Overtime-eligible employees required to restrict off-duty activities to be immediately available for duty shall be compensated for time spent in standby status at the rate identified in the DOP compensation plan.

7.4.2 Overtime-exempt employees are not paid standby pay. The appointing authority may authorize a stipend payment under section 1.3 of this procedure.