

WAC 357-28-035 What must be addressed in the employer's salary determination policy? The employer's salary determination policy must minimally address the following:

- (1) Setting base salary for new employees;
- (2) Increasing base salary in accordance with WAC 357-28-110 when an employee promotes to a position in a new class;
- (3) Increasing base salary in accordance with WAC 357-28-110 when an employee promotes to a permanent position while in a nonpermanent appointment;
- (4) Setting base salary in accordance with WAC 357-28-140 when an employee transfers to a new position;
- (5) Setting base salary when an employee is appointed from an internal or statewide layoff list;
- (6) Setting base salary when an employee is reallocated to a position with a lower salary range and the employee's previous base salary is above step M of the new salary range as permitted in WAC 357-28-120. Under no circumstance should an employee's salary exceed their previous base salary;
- (7) Setting base salary when an employee demotes for reasons other than accepting a demotion in lieu of layoff or accepting a demotion when a position is reallocated;
- (8) Setting base salary when an employee is reverted following a voluntary demotion;
- (9) Authorizing premiums for recruitment and retention as provided in WAC 357-28-095 and 357-28-100;
- (10) Setting base salary and progression based on recruitment and retention rather than years of experience for the nurse special pay salary schedules, if allowed by the employer;
- (11) Setting base salary in accordance with WAC 357-19-340 when an employee returns to a permanent position from a project position;
- (12) Setting base salary in accordance with WAC 357-19-353 when an employee returns to a permanent position from an acting WMS appointment; and
- (13) Setting base salary in accordance with WAC 357-19-395 when an employee returns to a permanent position from a nonpermanent appointment.

[Statutory Authority: Chapter 41.06 RCW. WSR 16-17-090, § 357-28-035, filed 8/18/16, effective 9/20/16; WSR 14-24-026, § 357-28-035, filed 11/21/14, effective 12/22/14; WSR 13-19-043, § 357-28-035, filed 9/13/13, effective 10/18/13; WSR 05-21-061, § 357-28-035, filed 10/13/05, effective 11/15/05; WSR 05-16-041, § 357-28-035, filed 7/27/05, effective 9/1/05; WSR 05-01-205, § 357-28-035, filed 12/21/04, effective 7/1/05.]