

POLICY

Effective Date: 5/31/07

Revised: July 31, 2016

Approved by: President's Cabinet

Authority: [29USC201](#); [RCW 41.06.070](#)

See Also: POL-U5400.07 [Determining Classification And Compensation For Classified Positions Summary of Civil Service Exemption Criteria, Summary of FLSA Exemption Criteria, and Professional Staff Compensation Plan Standards.](#)

POL-U5440.06 ADMINISTRATION OF THE COMPENSATION PROGRAM FOR PROFESSIONAL STAFF POSITIONS

This policy establishes and defines the authority for the Professional Staff Compensation Program applicable to all professional staff employees.

1. Vice President for Business and Financial Affairs Will Ensure Appropriate Compensation

All new or revised positions will be evaluated by Human Resources to ensure compliance with Western's market-based equity compensation program.

Professional staff salaries will be based on the Professional Staff Compensation Program and **associated standards**.

Starting salaries must stay within the designated salary grade and market range.

2. Assistant Vice President for Human Resources Will Administer the Compensation Program

The Assistant Vice President for Human Resources (AVP for HR) will provide regular updates to the Vice President for Business and Financial Affairs and the PSO Salary and Benefits Committee.

3. Supervisors Will Maintain Current Position Descriptions

Every position must have a position description that is updated annually at a minimum. Descriptions are to be updated following changes to the position, at time of position creation, or position recruitment. Supervisors will provide updated copies to the incumbent and Human Resources.

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4. Management or Incumbents May Request A Position Review

The position review process may be initiated at any time by the position incumbent, as well as by the appropriate supervisor, director, or dean.

Requests for a position review generally occur when:

- a. Significant changes in duties and responsibilities are made to a position,
- b. Reorganization occurs within a department that significantly impacts the job description,
- c. A position's level of responsibility changes, or
- d. An incumbent's salary may need adjustment.

5. Effective Date

The date which the position review is received by HR becomes the effective date should changes be approved.

6. Position Title Changes May Be Requested

Requests for a title change for professional staff position are made by submitting the appropriate HR form.

7. Human Resources Provides Training

HR will provide supervisors and their staff training and guidance on administration of compensation program for professional staff positions.