

## Non-Represented Employees – Frequently Asked Questions (FAQ)

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### Who is covered by the New Compensation Program for Non-Represented Employees?

The University's non-academic, non-represented employees (Eclasses EX, MA, NE, NN and NC) are covered by the new market-based compensation program. The Compensation Guidelines for the Compensation Program for Non-Represented Employees provides details on how the program is administrated. A brief summary is provided below. For these questions, "Unit" means School, College or Division.

### How Do I get a Vacant or New Job?

When a position is vacant (no current incumbent) or new (no prior incumbent), the Unit should explore whether a job title and job description exists in the Unit that sufficiently matches the duties and qualifications needed by the hiring Unit. See Compensation Guidelines for the Compensation Program for Non-Represented Employees – Vacant or New Jobs (p 4) for details.

Summary of key steps in the process:

1. Unit creates the **Job Description** (using the Job Description Template, Job Description Development Tool and Job Description Compendium available on this website) and forwards it to TCW.
2. TCW will finalize the Job Description, and then forward the final version to the Unit and the Budget Office.
3. As needed, TCW will develop a template for the On-Line Hiring System to post the position.
4. The Unit should prepare a **PAR** for the Budget Office and/or an **HR Form**.

### How Do I Promote an Employee?

When an employee permanently assumes the duties of an existing job title in a higher salary band within the same Unit, he/she is eligible for a promotion (formerly called "reclassification"). See Compensation Guidelines for the Compensation Program for Non-Represented Employees – Promotions and Demotions (p 4-6) for details.

Summary of key steps in the process:

1. Unit submits a **Promotion/Demotion Form**, signed by the Dean or Vice President, to TCW, with a copy to the Business Office for the S/C/D.
2. The Unit should prepare a **PAR** for the Budget Office and an **HR Form**.

### How Do Temporarily Promote and Employee?

When an employee temporarily assumes the core duties of another job title in a higher salary band, he/she is eligible for a temporary promotion (formerly called "temporary reclassification" or "interim assignment") when the assignment is for a period of greater than one (1) month. See Compensation Guidelines for the Compensation Program for Non-Represented Employees – Promotions and Demotions (p 6) for details.

Summary of key steps in the process:

1. Unit submits a **Promotion/Demotion Form**, signed by the Dean or Vice President, to TCW, with a copy to the Business Office for the S/C/D.
2. The Unit should prepare a **PAR** for the Budget Office and an **HR Form**.

### When is an Employee Eligible for a Career Developmental Assignment ?

When an employee temporary assumes the core duties of another job title within the same Unit, but in the same salary band, he/she may be eligible for a "career developmental assignment". This is a new form of an internal transfer, that may result in a salary increase when the assignment is for a period of greater than six (6) months. See Compensation Guide lines for the Compensation Program for Non-Represented Employees – Transfers and Career Developmental Assignment (p 7) for details.

Summary of key steps in the process:

1. Unit submits a **Career Developmental Assignment Form**, signed by the Dean or Vice President, to TCW, with a copy to the Business Office for the S/C/D.
2. The Unit should prepare a **PAR** for the Budget Office and an **HR Form**.

### When is an Employee Eligible for a Salary Equity Adjustment?

From time to time an individual employee may warrant a one-time base salary increase (or decrease) to ensure internal equity, market equity, or for purposes of retention. The Unit may authorize a salary equity adjustment as a solution. See Compensation Guidelines for the Compensation Program for Non-Represented Employees – Salary Equity Adjustments (p 9) for details.

Summary of key steps in the process:

1. Unit submits a **Salary Equity Adjustment Form**, signed by the Dean or Vice President, to TCW, with a copy to the Business Office for the S/C/D.
2. The Unit should prepare a **PAR** for the Budget Office and an **HR Form**.

### What is a PAR Form?

The PAR (Position Action Request) Form is a Budget Form that authorizes a position to be established. Before the PAR is sent to the Budget Office, it must be sent to the TCW analyst who assisted with creation of the new/vacant job.

Note: Under the new Compensation Program, salaries for non-represented employees are budgeted at actual salary, so all compensation transactions will require a PAR be submitted to the Budget Office.

### What HR Form should be used?

Generally one of the HR Forms (Change in Position Number or Change in Job Detail) must be sent to the WSU Employment Service Center to change the data for the incumbent or the job (i.e., change in job title or salary amount) in Banner.

	<b>BUDGET FORM Position Action Request (PAR) Form</b>	<b>HR FORMS Change in Position Number or Detail Form</b>
Change in Position Class Code	X	X
Change in Position Class Title	X	X
Change in Position Suffix		X
Change in Salary (Actual)		X
Change in Salary (Budgeted Salary)	X	