



Overview of Professional Staff Compensation Program

Western Washington University's Professional Staff Compensation Program is a market-based equity program designed to align positions to the local and regional market while maintaining internal equity. The Program incorporates market data, internal alignment, merit and experience to determine compensation for individual employees. The Program is intended to be transparent, adaptable and administered in a consistent, reliable and timely manner in order to attract, retain and engage employees that contribute to Western's excellence.

The Revised Code of Washington (RCW) 28B.20.130(2) authorizes Western to establish and administer personnel programs for non-academic staff position exempt from coverage under the provisions of the civil service laws, RCW Chapter 41.06.070. Western's Professional Staff Compensation Program is administered by Human Resources in conjunction with the Professional Staff Organization's Salary and Benefits Committee and the Vice Presidents.

The Professional Staff Compensation Program is governed by the Professional Staff Compensation Program Standards, which are part of, and shall be used in conjunction with the PSO Handbook and the following three University Policies:

- 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
- POL-U5440.03: Reviewing Professional Staff Compensation Program
This policy applies to all new and revised permanent professional staff positions and salary assignments
- POL-U5440.03: Reviewing Professional Staff Compensation Program Standards

All professional staff positions are reviewed by Human Resources for determination of exemption from civil service pursuant to RCW 41.06.070. Exempt Executive Officers are not considered professional staff but are instead covered under Western's Executive Compensation Program. For additional information regarding the Executive Compensation Program, please contact Western Human Resources.

All professional staff positions are also reviewed for potential exemption from the Fair Labor Standards Act and compliance with the Americans with Disabilities Act. Each position is then evaluated based upon the position description, and assigned an appropriate payroll title, salary grade, and market range within the Program. A discussion of a position's duties and responsibilities should be conducted annually as part of the employee performance evaluation to ensure the position description remains accurate and representative of the position.

Questions regarding Western's Professional Staff Compensation Program should be directed to Western's Classification/Compensation Manager or to the Professional Staff Organization.