

**Western Washington University**  
**Associated Students**  
**Salary Determination Policy**  
February 2014

This policy provides a set of guidelines and principles for determining pay levels for the salaried student employees of the Associated Students. This process is facilitated by the AS Business Director in collaboration with the AS Personnel Committee.

**Guidelines**

**1. Determining Base Hourly Equivalent Rate for Salaried Employees**

- A. Each January the Base Hourly Equivalent Rate is calculated multiplying the Washington State Minimum Wage by one hundred three and a half percent (103.5%) and round to the nearest penny. This Base Hourly Equivalent Rate is applied for the next fiscal year, which begins summer quarter in June of the same calendar year.
- B. **Rationale:** The Base Hourly Equivalent Rate (103.5% Minimum Wage) acts as a buffer against minimum wage increases, which occur regularly at the beginning of each calendar year.
- C. **Freeze Clause:** The AS will comply when a university student wage freeze is in effect, unless the hourly equivalent rate falls below the WA State Minimum Wage. In this case it should be increased to match minimum wage.

**2. Salaried Position Pay Scale**

Base Level      3.5% above Minimum Wage

<u>Pay Level</u>	<u>% Above Base</u>	<u>Multiplier</u>	<u>Position Classification</u>
Level 1	0.0%	100% (of base rate)	Assistant Coordinator
Level 2	7.5%	107.5%	Coordinator
Level 3	9.5%	109.5%	Assistant Director
Level 4	15%	115%	Associate Director
Level 5	20%	120%	Director
Level 6	32.5%	132.5%	Vice President
Level 7	35%	135%	AS President

- A. **Rationale:** The Salaried Position Pay Scale reflects the different levels of responsibility that each position category carries. Employees have increased responsibilities as their positions ascend the AS hierarchical structure. Their compensation shall reflect the increase of responsibilities through a higher hourly equivalent wage.
- B. **Classification:** See AS Employment Policy for Position Classification definitions.

**3. Implementation Process**

- A. The determination process should begin in January to determine the Base Hourly Equivalent Rate. It will be implemented in June at the beginning of Summer Quarter. For each position, the following sequential steps will be taken to determine the total salary:
  - i. **Calculate Salary Hours for term of position:** Multiply the average hours stated in the job description by the number of weeks worked.

- a. Typically average hours are:
    - Assistant Coordinator, Coordinators, Assistant Directors: 15 hours/week
    - Associate Directors: 17 hours/week
    - Directors/VPs: 19 hours/week
    - President: 25 hours/week

Note: It is necessary to calculate each quarter separately for some specialized positions where average hours worked varies each quarter.
  - b. Weeks worked per quarter: summer = 9, fall = 14, winter = 11, spring = 11.
  - c. The AS does not pay employees for academic breaks or summer vacation. Pay is prorated over the term of position to provide a steady paycheck.
  - ii. **Calculate Other Contracted Hours:**
    - a. Each position required to attend fall AS Training should have 30 hours indicated in contracted hours for AS wide trainings. (Note: departmental trainings during fall, mid quarter and all other pre-quarter AS-wide trainings are included in average salaried hours.)
    - b. Calculate out any other specialized hours as indicated in job descriptions (e.g. summer preparation hours).
  - iii. **Calculate Total Hours:** by adding Salary Hours for term of position and Other Contracted Hours.
  - iv. **Determine the Hourly Equivalent Rate:** using the Salaried Position Pay Scale (and round to the nearest penny).
  - v. **Calculate Pay Per Pay Period:** multiply Salary Hours by Hourly Equivalent Rate and divide by the number of pay periods, round to nearest dollar.
  - vi. **Calculate Position Yearly Salary:** Total Hours by Hourly Equivalent Rate and round to the nearest dollar.
- B. Additional information about how salary is paid:**
- i. In order to provide a stable paycheck for students pay is prorated and spread out over the employee's term of position (e.g. the 45 weeks of pay would be spread over 52 weeks to provide stable pay).
  - ii. The 30 hours of required AS wide fall training will be paid in lump sum(s) during pay period(s) training hours are completed.
  - iii. Positions with summer planning hours allotted will be entered into payroll as hourly positions and employees will submit timesheets for hours worked.
  - iv. If an employee resigns or is terminated before completing the term of position the AS Personnel Office will calculate the amount the employee earned versus the amount paid in the position and adjust accordingly.
  - v. Salary is specified in the job descriptions as "This position will receive \$ per position term (approximately \$ twice per month)." Note: Round down to the nearest dollar the amounts listed on the salary calculator.
  - vi. The Personnel Office is responsible for maintaining the tool to calculate and record the pay for all salaried positions.
- C. The Budget Proposal process should reflect the changes to salaries.
- D. The AS Personnel Office is responsible for communicating with the AS Board Program Assistant about salary changes needed in job descriptions.
- E. The AS requests for funding from the Services & Activities Fee Committee should reflect the changes to salaries.

## **Principles**

1. **The AS values student employment.** In providing services for students, it is the philosophy of the AS that this can be best accomplished and facilitated by students. The AS is committed to providing as much student employment as possible because it provides the opportunity to work for the benefit of other students and to gain active experience in an area of personal interest. Furthermore, it enhances the development and growth of students by providing work related experience and education.
2. **The AS strives to lower economic barriers to student employment and participation through its salary structure.** The Associated Students recognizes and acknowledges the idea that the students of Western come from "diverse economic backgrounds" and that it is important that the opportunities provided by the AS be accessible to all students regardless of their economic background. It is for this reason that strong consideration should be given to the possibility that by choosing a given level for the salary base, a certain population of students will not be able to afford to take advantage of the opportunities available in the AS.
3. **Employment through the AS often enhances Western's educational experiences through professional development.** It should be made clear that the Associated Students is not able to completely offset the cost of attending Western for its employees. The AS offers the opportunity for its employees to gain practical experience and to grow personally. There are benefits above and beyond the salaries associated with providing these opportunities.
4. **AS Operations is a careful balance of funding for salaries as well as fulfilling other fiscal obligations.** Funding that is allocated to increase salaries will not be available for the programming that reaches out to the entire student body. There is a delicate balance involved between offering salaries that attract qualified applicants, offset the cost of attending Western, and enable a broad spectrum of students to take advantage of the opportunities. The AS must allow enough funding for the growth and development of the various programs that make up the AS.

### **Amendments:**

Amendments to this policy require a majority vote of the AS Board of Directors

**Interpretation and Enforcement:** AS Board of Directors, AS Personnel Committee

ASSALARY.POL

Approved By: AS Board of Directors

Date Approved: 1976, 04/28/93, 2-24-10 ASB-10-W-38,

Organization: Associated Students

Determining Base Hourly Rate for Salaried Employees			
Minimum Wage @Start of Calendar Year	98%	X	\$9.32
Base Hourly Rate for Salaried Employees	100%	X(1.035) = Y	<b>\$9.65</b>

Wage Level	Position Classification	Hourly % above Base	Wage Multiplier	Hourly Wage
1	Assistant Coordinator	0.0%	100.0%	\$9.65
2	Coordinator	7.5%	107.5%	\$10.37
3	Assistant Director	9.5%	109.5%	\$10.56
4	Associate Director	15.0%	115.0%	\$11.09
5	Director	20.0%	120.0%	\$11.58
6	Vice President	32.5%	132.5%	\$12.78
7	AS President	35.0%	135.0%	\$13.02

For Personnel Office Use-		Hourly Wage	Training Pay
Fall training pay			
Assistant Coordinator	30	\$9.65	\$289
Coordinator	30	\$10.37	\$311
Assistant Director	30	\$10.56	\$317
Associate Director	30	\$11.09	\$333
Director	30	\$11.58	\$347
Vice President	30	\$12.78	\$383
AS President	30	\$13.02	\$391

## General Calculator

Position Information							Summer Quarter "Average Hours"	Fall Quarter "Average Hours"	Winter Quarter "Average Hours"	Spring Quarter "Average Hours"	Salary Hours	Other Contracted Hours	Total Salary									
# of Salaried Employees within Department	Position	Wage Level	Position Classification	Hourly Wage	Avg. Hours Per Week	# of Qtrs	# pay periods	Salaried Hours per week	Salaried Hours per week	Salaried Hours per week	Salaried Hours per week	Weeks Worked per term	Salary Hours per term	Pay for Salaried Hours	Fall Staff Development	Summer Preparation Hours	Other Contracted Hours	Other Contract Hours per term	Pay for Other Contracted Hours	Total Hours	Position Yearly Salary	Estimated Pay Per Period
								Weeks Worked Per Quarter	Summer Hours	Weeks Worked Per Quarter	Fall Hours	Weeks Worked Per Quarter	Winter Hours	Weeks Worked Per Quarter	Spring Hours							
1	3 Qtr Assistant Coordinator	1	Assistant Coordinator	\$9.65	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,209	30 0 0 30	\$289					570	\$5,498	\$274
2	4 Qtr Assistant Coordinator	1	Assistant Coordinator	\$9.65	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675	\$6,511	30 0 0 30	\$289					705	\$6,801	\$271
3	3 Qtr Coordinator	2	Coordinator	\$10.37	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,600	30 0 0 30	\$311					570	\$5,911	\$295
4	4 Qtr Coordinator	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675	\$7,000	30 0 0 30	\$311					705	\$7,311	\$292
5	3 Qtr Asst. Director	3	Assistant Director	\$10.56	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,704	30 0 0 30	\$317					570	\$6,021	\$300
6	4 Qtr Asst. Director	3	Assistant Director	\$10.56	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675	\$7,130	30 0 0 30	\$317					705	\$7,447	\$297
7	4 Qtr Associate Director	4	Associate Director	\$11.09	17	4	24	17 9 153	17 14 238	17 11 187	17 11 187	45 765	\$8,486	30 0 0 30	\$333					795	\$8,819	\$354
8	4 Qtr Director	5	Director	\$11.58	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855	\$9,897	30 0 0 30	\$347					885	\$10,244	\$412
9	4 Qtr Vice President	6	Vice President	\$12.78	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855	\$10,928	30 0 0 30	\$383					885	\$11,311	\$455
10	4 Qtr AS President	7	AS President	\$13.02	25	4	24	25 9 225	25 14 350	25 11 275	25 11 275	45 1125	\$14,650	30 0 0 30	\$391					1155	\$15,041	\$610

1	1	President	7	President	\$13.02	25	4	24	25 9 225	25 14 350	25 11 275	25 11 275	45 1125	\$14,650	30 0 0 30	\$391					1155	\$15,041	\$610
2	2	VP Academic Affairs	6	Vice President	\$12.78	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855	\$10,928	30 0 0 30	\$383					885	\$11,311	\$455
3	3	VP Activities	6	Vice President	\$12.78	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855	\$10,928	30 0 0 30	\$383					885	\$11,311	\$455
4	4	VP Business & Operations	6	Vice President	\$12.78	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855	\$10,928	30 0 0 30	\$383					885	\$11,311	\$455
5	5	VP Diversity	6	Vice President	\$12.78	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855	\$10,928	30 0 0 30	\$383					885	\$11,311	\$455
6	6	VP Governmental Affairs	6	Vice President	\$12.78	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855	\$10,928	30 0 0 30	\$383					885	\$11,311	\$455
7	7	VP Student Life	6	Vice President	\$12.78	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855	\$10,928	30 0 0 30	\$383					885	\$11,311	\$455
8	8	Assessment Coordinator	2	Coordinator	\$10.37	15	4	24	0 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,600	30 0 0 40	70	\$726			610	\$6,325	\$233	
9	1	REP Associate Director	4	Associate Director	\$11.09	17	4	24	17 9 153	17 14 238	17 11 187	17 11 187	45 765	\$8,486	30 0 0 30	\$333					795	\$8,819	\$354
10	2	Voter Coordinator	1	Assistant Coordinator	\$9.65	15	2	11	15 9 135	15 12 180			21 315	\$3,039	0 0 0 0	50					315	\$3,039	\$276
11	3	Committee Coordinator	2	Coordinator	\$10.37	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,600	30 0 0 30	\$311					570	\$5,911	\$295
12	4	Elections Board Chair			\$300 stipend																\$300		
13	5	Elections Coordinator	2	Coordinator	\$10.37	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,600	30 0 0 30	\$311					570	\$5,911	\$295
14	6	Legislative Liaison	2	Coordinator	\$10.37	15	3	19	0 0 0	10 14 140	35 11 385	10 11 110	36 635	\$6,585	30 0 0 30	\$311					665	\$6,896	\$347
15	7	Student Senate Chair*																					
16	1	Account Executive 1 (4 Qtr)	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675	\$7,000	30 0 0 30	\$311					705	\$7,311	\$292
17	2	Account Executive 2 (4 Qtr)	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675	\$7,000	30 0 0 30	\$311					705	\$7,311	\$292
18	3	Account Executive 3 (3 Qtr)	2	Coordinator	\$10.37	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,600	30 0 0 30	\$311					570	\$5,911	\$295
19	4	Distribution Coordinator	2	Coordinator	\$10.37	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,600	30 0 0 30	\$311					570	\$5,911	\$295
20	5	Lead Graphic Designer	1	Assistant Coordinator	\$9.65	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675	\$6,511	30 0 0 30	\$289					705	\$6,801	\$271
21	6	Graphics Production Coordinator	2	Coordinator	\$10.37	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,600	30 0 0 30	\$311					570	\$5,911	\$295
22	1	Photographer	2	Coordinator	\$10.37	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,600	30 0 0 30	\$311					570	\$5,911	\$295
23	2	AS Review Editor in Chief	5	Director	\$11.58	19	3	19	0 0 0	19 14 266	19 11 209	19 11 209	36 684	\$7,918	30 0 0 30	\$347					714	\$8,265	\$417
24	3	AS Review Assistant Editor	1	Assistant Coordinator	\$9.65	15	3	19	15 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,209	30 0 0 30	\$289					570	\$5,498	\$274
25	1	Equipment Shop Coordinator	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675	\$7,000	30 0 0 30	\$311					705	\$7,311	\$292
26	2	EDGE Coordinator	2	Coordinator	\$10.37	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855	\$8,866	30 0 0 30	\$311					885	\$9,177	\$369
27	3	Excursion Coordinator (4 Qtr)	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675	\$7,000	30 0 0 30	\$311					705	\$7,311	\$292
28	4	Excursion Asst. Coordinator	1	Assistant Coordinator	\$9.65	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,209	30 0 0 30	\$289					570	\$5,498	\$274
29	5	Marketing Resources Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540	\$5,600	30 0 0 30	\$311					570	\$5,911	\$295

		Position Information						Summer Quarter "Average Hours"	Fall Quarter "Average Hours"	Winter Quarter "Average Hours"	Spring Quarter "Average Hours"	Salary Hours	Other Contracted Hours	Total Salary	
		# of Salaried Employees within Department	Position	Wage Level	Position Classification	Hourly Wage	Avg. Hours Per Week	# of Qtrs	# pay periods	Salaried Hours per week Weeks Worked Per Quarter Summer Hours	Salaried Hours per week Weeks Worked Per Quarter Fall Hours	Salaried Hours per week Weeks Worked Per Quarter Winter Hours	Salaried Hours per week Weeks Worked Per Quarter Spring Hours	Weeks Worked per term Salary Hours per term Pay for Salaried Hours	Fall Staff Development Summer Preparation Hours Other Contracted Hours Other Contract Hours per term Pay for Other Contracted Hours
30	1	ROP Director	5	Director	\$11.58	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855 \$9,897	30 0 0 0 30 \$347	885 \$10,244 \$412
31	2	DOC Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
32	3	LIC Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
33	4	QRC Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
34	5	QRC Asst. Coordinator	1	Assistant Coordinator	\$9.65	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,209	30 0 0 0 30 \$289	570 \$5,498 \$274
35	6	QRC Education Coordinator	1	Assistant Coordinator	\$9.65	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,209	30 0 0 0 30 \$289	570 \$5,498 \$274
36	7	SAC Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
37	8	SAC Asst. Coordinator	1	Assistant Coordinator	\$9.65	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,209	30 0 0 0 30 \$289	570 \$5,498 \$274
38	9	SIRC Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
39	10	SIRC Asst. Coordinator	1	Assistant Coordinator	\$9.65	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,209	30 0 0 0 30 \$289	570 \$5,498 \$274
40	11	SIRC Outreach Coordinator	1	Assistant Coordinator	\$9.65	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,209	30 0 0 0 30 \$289	570 \$5,498 \$274
41	12	VOC Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
42	13	WC Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
43	14	WC Asst. Coordinator	1	Assistant Coordinator	\$9.65	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,209	30 0 0 0 30 \$289	570 \$5,498 \$274
44	15	WC Asst. Coord. For Creative Programming	1	Assistant Coordinator	\$9.65	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,209	30 0 0 0 30 \$289	570 \$5,498 \$274
45	16	Vagina Memiors Facilitator (Grant)*	1	Assistant Coordinator	\$9.65	15	2		0 0 0	10 14 140	15 11 165	0 0 0	25 305 \$2,942	30 0 25 55 \$531	360 \$3,473
46	1	ESC Public Relations Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
47	2	ESC Program Support Coordinator	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,000	30 0 0 0 30 \$311	705 \$7,311 \$292
48	1	ESP Associate Director	4	Associate Director	\$11.09	17	4	24	17 9 153	17 14 238	17 11 187	17 11 187	45 765 \$8,486	30 0 0 0 30 \$333	795 \$8,819 \$354
49	2	EC Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
50	3	Outback OELP Program Coordinator	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,000	30 0 0 0 30 \$311	705 \$7,311 \$292
51	4	Outback OELP Asst. Coordinator	1	Assistant Coordinator	\$9.65	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$6,511	30 0 0 0 30 \$289	705 \$6,801 \$271
52	5	Alternative Transportation Coordinator	5	Director	\$11.58	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855 \$9,897	30 0 0 0 30 \$347	885 \$10,244 \$412
53	6	Green Energy Fee Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
54	1	AS Club Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 30 60 \$622	600 \$6,222 \$295
55	1	AS Productions Director	5	Director	\$11.58	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855 \$9,897	30 0 0 0 30 \$347	885 \$10,244 \$412
56	2	ASP Assistant Director for Marketing & Assessr	3	Assistant Director	\$10.56	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,130	30 0 0 0 30 \$317	705 \$7,447 \$297
57	3	ASP Logistics & Volunteer Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
58	4	ASP Marketing Coordinator - Arts & Dialogue	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
59	5	ASP Marketing Coordinator - Music & Entertainment	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
60	6	AS Films Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 30 60 \$622	600 \$6,222 \$295
61	7	AS Pop Music Coordinator	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,000	30 0 0 0 30 \$311	705 \$7,311 \$292
62	8	AS Special Events Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 30 60 \$622	600 \$6,222 \$295
63	9	AS Underground Coffeehouse Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 30 60 \$622	600 \$6,222 \$295
64	10	AS VU Gallery Director	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 30 60 \$622	600 \$6,222 \$295
66	1	AS KUGS Program Director	5	Director	\$11.58	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855 \$9,897	30 0 0 0 30 \$347	885 \$10,244 \$412
67	2	AS KUGS Maintenance Engineer	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,000	30 0 0 0 30 \$311	705 \$7,311 \$292
68	3	AS KUGS Music Director	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,000	30 0 0 0 30 \$311	705 \$7,311 \$292
69	4	AS KUGS News & Public Affairs Director	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,000	30 0 0 0 30 \$311	705 \$7,311 \$292
70	5	AS KUGS Operations Coordinator	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,000	30 0 0 0 30 \$311	705 \$7,311 \$292
71	6	AS KUGS Marketing & Development Coordinator	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,000	30 0 0 0 30 \$311	705 \$7,311 \$292
72	7	AS KUGS Speciality Music Coordinator	2	Coordinator	\$10.37	15	4	24	15 9 135	15 14 210	15 11 165	15 11 165	45 675 \$7,000	30 0 0 0 30 \$311	705 \$7,311 \$292
73	1	AS KVIK Coordinator	2	Coordinator	\$10.37	19	3	19	0 0 0	19 14 266	19 11 209	19 11 209	36 684 \$7,093	30 0 30 60 \$622	744 \$7,715 \$373
74	1	AS Communications Director	5	Director	\$11.58	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855 \$9,897	30 0 0 0 30 \$347	885 \$10,244 \$412
75	2	AS Public Relations Coordinator	2	Coordinator	\$10.37	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,600	30 0 0 0 30 \$311	570 \$5,911 \$295
76	1	AS Business Director	5	Director	\$11.58	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855 \$9,897	30 0 0 0 30 \$347	885 \$10,244 \$412
77	2	AS Business Assistant Director	3	Assistant Director	\$10.56	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,704	30 0 0 0 30 \$317	570 \$6,021 \$300
78	1	AS Personnel Director	5	Director	\$11.58	19	4	24	19 9 171	19 14 266	19 11 209	19 11 209	45 855 \$9,897	30 0 0 0 30 \$347	885 \$10,244 \$412
79	2	AS Personnel Assistant Director 1	3	Assistant Director	\$10.56	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,704	30 0 0 0 30 \$317	570 \$6,021 \$300
80	3	AS Personnel Assistant Director 2	3	Assistant Director	\$10.56	15	3	19	0 0 0	15 14 210	15 11 165	15 11 165	36 540 \$5,704	30 0 0 0 30 \$317	570 \$6,021 \$300

## Determining Base Hourly Rate for Salaried Employees

X	Minimum Wage @Start of Calendar Year	X	97%	\$9.32
Y	Base Hourly Rate for Salaried Employees	X+ 3.5% = Y	100%	\$9.65

## Generic Position Calculator

Wage Level	Position Classification	Hourly % above Base	Wage Multiplier	Hourly Wage	New Salary	Current (13 <sup>1</sup> -14 <sup>1</sup> ) Salary	Difference	% Change	+ / -	Hours Per week
1	Assistant Coordinator (3 Qtr)	0.0%	100.0%	\$9.65	\$5,498.33	\$5,238.30	\$260.03	4.96%	Gain	15
	Assistant Coordinator(4 Qtr)	0.0%	100.0%	\$9.65	\$6,800.57	\$6,478.95	\$321.62	4.96%	Gain	15
2	Coordinator (3 Qtr)	7.5%	107.5%	\$10.37	\$5,910.71	\$5,739.90	\$170.81	2.98%	Gain	15
	Coordinator (4 Qtr)	7.5%	107.5%	\$10.37	\$7,310.61	\$7,099.35	\$211.26	2.98%	Gain	15
3	Assistant Director (3 Qtr)	9.5%	109.5%	\$10.56	\$6,020.68	\$5,500.50	\$520.18	9.46%	Gain	15
	Assistant Director (4 Qtr)	9.5%	109.5%	\$10.56	\$7,446.63	\$6,803.25	\$643.38	9.46%	Gain	15
4	Associate Director	15.0%	115.0%	\$11.09	\$8,819.04	\$8,275.95	\$543.09	6.56%	Gain	17
5	Director	20.0%	120.0%	\$11.58	\$10,244.26	\$9,743.85	\$500.41	5.14%	Gain	19
6	Vice President	32.5%	132.5%	\$12.78	\$11,311.38	\$11,292.60	\$18.78	0.17%	Gain	19
7	President	35.0%	135.0%	\$13.02	\$15,040.84	\$14,830.00	\$210.84	1.42%	Gain	25

**Salary Rates starting Summer of Stated Calendar Year (Next Fiscal Year)**

## Summary Data

Wage Level	Position Classification	# Position Holders	Total New Salary Expense	Total Current Salary Expense	Difference	% Change
1	Assistant Coordinator (3 Qtr)	9	\$49,485	\$47,145	\$2,340	4.96%
	Assistant Coordinator (4 Qtr)	2	\$13,601	\$12,958	\$643	4.96%
2	Coordinator (3 Qtr)	32	\$189,143	\$183,677	\$5,466	2.98%
	Coordinator (4 Qtr)	15	\$109,659	\$106,490	\$3,169	2.98%
3	Assistant Director (3 Qtr)	3	\$18,062	\$16,502	\$1,561	9.46%
	Assistant Director (4 Qtr)	1	\$7,447	\$6,803	\$643	9.46%
4	Associate Director	2	\$17,638	\$16,552	\$1,086	6.56%
5	Director	8	\$81,954	\$77,951	\$4,003	5.14%
6	Vice President	6	\$67,868	\$67,756	\$113	0.17%
7	President	1	\$15,041	\$14,830	\$211	1.42%
	Other	4	\$17,421	\$17,045	\$376	2.20%
<b>TOTAL</b>		<b>83</b>	<b>\$587,319</b>	<b>\$567,708</b>	<b>\$19,611</b>	<b>3.45%</b>
<b>Fringe Benefits (3</b>			<b>\$17,620</b>	<b>\$17,031</b>	<b>\$588</b>	

**Western Washington University**  
**Associated Students**  
**Salary Base Determination Policy**  
February, 2010

This policy provides a set of guidelines for the AS Business Director, in consultation with the AS Personnel Committee to use in determining salary levels for the salaried personnel of the Associated Students.

**1. Base Level Salary:**

- a. The base level salary will be formulated by using a university hourly rate comparable to the duties of an Assistant Coordinator position. This hourly rate will then be multiplied by the total number of hours that the AS would expect a four- quarter assistant coordinator to work.
- b. The base level salary will not increase past the rate at which minimum wage increases.

**2. Process:**

- a. The AS Business Director, in consultation with the Personnel Committee will consider the following:
  - i. Projected and past increases in the minimum wage, if any, used by the Student Employment Center
  - ii. Salary and relative responsibility levels for other student positions on campus
  - iii. AS Programmatic needs as determined by the AS Board of Directors
  - iv. Projection of the Association Students Services and Activities Fee funding allocations
- b. Each position will be classified by the Personnel Committee. Based on this classification the AS Business Director, in consultation with the Personnel Committee, will provide the AS Board of Directors with the proposed rates for the next fiscal year during winter quarter.

**3. Guidelines:**

- a. The Associated Students recognizes and acknowledges the idea that the students of Western come from "diverse economic backgrounds" and that it is important that the opportunities provided by the AS be accessible to all students regardless of their economic background. It is for this reason that strong consideration should be given to the possibility that by choosing a given level for the salary base, a certain population of students will not be able to afford to take advantage of the opportunities available in the AS
- b. It should be made clear that the Associated Students is not able to completely offset the cost of attending Western for its employees. The AS offers the opportunity for its employees to gain practical experience and to

- grow personally. There are costs above and beyond the salaries associated with providing these opportunities.
- c. In providing services for students, it is the philosophy of the AS that this can be best accomplished and facilitated by students. The AS is committed to providing as much student employment as possible because it provides the opportunity to work for the benefit of other students and to gain active experience in an area of personal interest. Furthermore, it enhances the development and growth of students by providing work related experience.
  - d. Funding that is allocated to increase salaries will not be available for the programming that reaches out to the entire student body. There is a delicate balance involved between offering salaries that attract qualified applicants, offset the cost of attending Western, and enable a broad spectrum of students to take advantage of the opportunities. The AS must allow enough funding for the growth and development of the various programs that make up the AS

**Amendments:**

Amendments to this policy require a majority vote of the AS Board of Directors

**Interpretation and Enforcement:** AS Board of Directors, AS Business Director

ASSALARY.POL

Approved By: AS Board of Directors

Date Approved: 1976, 04/28/93, 2-24-10 ASB-10-W-38

Organization: Associated Students