

Date: June 22, 2011

Subject: Amended State Policy on Hiring, Compensation, and Spending Restrictions (Effective July 1, 2011)

Restrictions Lifted: Travel, Training, Hiring, Equipment, Personal Service Contracts and Offsite Meetings

The restrictions and exemption processes that governed expenditures for travel, training, hiring, equipment purchases, personal service contracts and off-site meetings using general operating fund (state funds and tuition) **will expire on July 1, 2011**. After that time, units will revert to previously understood protocol for these transactions.

While the **state-mandated *hiring* restrictions for positions paid using general operating funds** expire on July 1, 2011, Appointing Authority and Academic HR hiring procedures remain in place for hiring managers to follow. If you have questions, contact the office of your Dean, Vice President, Vice Provost or Academic Human Resources.

Restrictions Extended: Salary and Wage Increases for UW Personnel

[ESSB 5860](#): Addressing State Government Employee Compensation and **[ESHB 1087](#)**: An Act Relating to Fiscal Matters extend the restrictions that have been in place since February, 2009, on salary and wage increases for faculty, academic appointees, professional staff and other positions exempt from civil service.

To that end, please review the following web pages for information about compensation:

[Academic Human Resources hiring and compensation information is available here.](#)

UW Human Resource salary and wage increase restriction information will be available on July 1, 2011 at:
<http://www.washington.edu/admin/hr/roles/mgr/comp/freeze/index.html>.

For more information about salary and wage increases, please contact: Academic HR (206.543.5630) for academic employees or UW's Compensation Office (206.543.9404) for staff.

Restrictions Extended: Cash and Cash Equivalent Awards for Personnel

[ESSB 5860](#) extends the current prohibition of cash and cash equivalent awards through **June 30, 2013**. Faculty and other academic personnel and UW staff employees are not permitted to receive a cash or cash equivalent award through the biennium. The prohibition does not extend to awards to students, except that student *employees* may not receive a cash or cash equivalent award in conjunction with their UW employment. In March 2011, OPB published a revised cash award policy, included below with minor updates for reference.

As you know, the University of Washington suspended all cash and cash equivalent awards to University personnel through June 30, 2011 to ensure our compliance with **[Substitute House Bill 2998](#)** (Chapter Two, Laws of 2010). In order to ensure full compliance with state law, we determined that no cash or cash equivalent awards would be granted to University personnel. **However, with passage of [Senate Bill 5860](#) (2011 Regular Session) this policy extends for all state employees through the end of the upcoming biennium (June 30, 2013). As last year, this prohibition applies to all**

funds, not just state and tuition dollars.

Please note that cash and cash equivalent awards for students are not addressed by the current, 2010 law nor the new, 2011 law and your use of these awards will not be restricted. However, student employees may only receive cash awards for their *scholarly* work at the UW; not in conjunction with their employment.

We encourage units to look for nonmonetary ways to acknowledge outstanding contributions from personnel. During this extended prohibition on cash awards, awards should be repurposed for professional development opportunities, which are beneficial to individual employees, and the University at large. Such opportunities could include:

1. Provide non-GOF funds for employees to enroll in a course of their selection. These funds must be tendered directly to the institution providing the course.
2. Provide non-GOF funds for employees to enroll and attend an off-site training session or conference. These funds must be tendered directly to the organization providing the training opportunity. If this option is exercised, related travel expenses can be covered under a unit's discretionary budget.
3. Provide non-GOF funds for hiring student workers.
4. Provide non-GOF funds for employees to direct to a UW program of their choice.

For more information about cash awards, please contact: Sarah Hall, 206.543.4804 or sahall@uw.edu.