

ESHB 2921 Supplemental Budget Expenditure Freezes
SSB 6382 Salary Freezes – SHB 2998 Recognition Awards Suspension
For Remainder of 2009-11 Biennium

ESSB 2921 Expenditure Freeze Provisions

Applicable categories of expenditures:

- New Hires
- Personal Service Contracts
- Equipment Purchases
- Out-of-state Travel or Training

Freeze effective dates: For purchases/hires/travel on or after March 17, 2010 through June 30, 2011. While work may begin after March 17, 2010, hires and contract processes must be complete before March 17, 2010.

General Freeze Exemptions:

- Costs funded exclusively from private or federal grants
- Costs incurred in order to receive or maintain federal funds
- Costs funded from local funds (not funded from state funds or tuition) (see **Definitions 1 & 2 below**)

Categorical Freeze Exemptions:

New Hires:

- directly related to academic programs (faculty or direct supervisors of faculty) (see **Definitions 3 below**)
- filled by enrolled students at their own institution as student workers
- in campus police and security
- related to emergency management and response
- related to student health care and counseling

Personal Service Contracts:

- related to an information technology project approved by the Information Services Board

Equipment Purchases:

- less than \$5,000
- related to an emergency or other catastrophic event requiring action to protect life or public safety
- necessary to complete a state appropriated capital project
- related to the continuation, renewal, or establishment of maintenance for existing computer software licensing and existing computer hardware

State Employee Out-of-State Travel & Training:

- related to an emergency or other catastrophic event requiring action to protect life or public safety
- direct service delivery
- travel by air into Washington state from Portland, Oregon
- motor vehicle and parking costs for single day travel to a contiguous state or British Columbia

Definitions:

(1) State Funds and Tuition Funds

- 001 General Fund-State
- 057 General Obligation Bonds
- 060 Building Fees
- 08A Education Legacy Trust
- 357 Gardner-Evans Bonds
- 149 Operating Fees

(2) Examples of Local Funds

- 145 Grants and Contracts Account
- 147 Plant Account
- 148 Dedicated Student Fees Account
- 522 Student Activities Fund
- 524 Bookstore Fund
- 528 Parking

(3) Academic Programs - Positions Directly Related

Academic programs include academic, workforce, and basic skills instructional programs, continuing/community education programs and contract training and programs.

Directly related includes instructors, classroom assistants/technicians and those directly supervising instruction.

Freeze Exemption Request Process

- All college exemption requests must be approved by OFM. OFM staff is engaged in the process of developing procedures for requesting exemptions and expects to post information to their website by March 1.
- Once OFM has published their procedures, additional guidance on requesting exemptions will be provided. As with the previous freeze, the State Board office will review colleges' requests for exemptions and the Executive Director will sign the requests prior to forwarding to OFM.

NOTE: Approved requests must be forwarded by OFM to the legislature and cannot take effect until five working days after their receipt.

SSB 6382 Salary Freeze Provisions

Salary and wage increases of all higher education employees are frozen from February 15, 2010 through June 30, 2011 with the following exceptions:

1. Classified employees of community colleges continue to receive normal step increases
2. Salary or wage increases granted pursuant to existing collective bargaining agreements for faculty, technical college and exempt employees
3. Increases for positions for which the employer has demonstrated difficulty retaining qualified employees under the following conditions:
 - a. The salary increase can be paid within existing resources
 - b. The salary increase will not adversely impact the provision of client services
4. Salary or wage increases for additional academic responsibilities during summer quarter under the following conditions:
 - a. The salary increase can be paid within existing resources
 - b. The salary increase will not adversely impact the provision of client services

Employee/Group recognition awards that take the form of cash or cash equivalents (gift cards or certificates) are suspended through June 30, 2011.

Note: Salary increases granted under 2., 3. and 4. above must be reported to the legislature by July 31, 2011 detailing the positions, for which salary increases were granted, the size of the increases, and the reasons for giving the increase. Faculty salary increases provided under 2. (increments, use of turnover savings to fund increments, promotions) must also be authorized by the approved budget.

SHB 2998 Suspension of Recognition Awards

From March 17 through June 30, 2011, no monetary performance-based awards or incentive may be granted.

