



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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STATE HUMAN RESOURCES

HR DIRECTIVE 20-04

Effective December 18, 2020

Authorized 

WHO: Applies to all state agencies

WHAT: Salary setting for employees performing emergency/disaster duties at another agency in response to Novel Coronavirus

WHY:

During the COVID response, some agencies are finding a severe shortage of employees to meet their emergent business needs, while other agencies have employees with capacity and skill sets that can be re-deployed to address the shortage.

This directive is to address salary setting for employees remaining on their home agency's payroll while performing emergency/disaster duties at another agency in response to the Novel Coronavirus. This directive applies to non-represented classified staff and non-represented exempt staff.

This directive is effective until the expiration of proclamation 20-05, issued February 29, 2020, by the governor and declaring an emergency in the state of Washington, or any amendment thereto, whichever is later.

DETERMINATION OF THE DIRECTOR (ACTION REQUIRED):

Salary calculations for employees who are performing emergency/disaster duties at another agency who are below the salary range must be compensated based on the assigned job classification as follows:

- Employees who are temporarily assigned the full scope of duties and responsibilities to a higher-level classification whose salary range maximum is less than fifteen percent (15%) higher than the salary range maximum of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step. The increase will become effective on the first day the employee was performing the higher-level duties.
- Employees who are temporarily assigned the full scope of duties and responsibilities to a higher-level classification whose salary range maximum is fifteen percent (15%) or more higher than the salary range maximum of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to ten percent (10%) higher than the amount of the pre-promotional step. The increase will become effective on the first day the employee was performing the higher-level duties.

Salary calculations for employees who are performing emergency/disaster duties at another agency who are compensated at a salary range higher than the approved classification associated with the work completed in response to emergency/disaster will not have their compensation adjusted.

STATE HR CONTACT:

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