



STATE OF WASHINGTON
WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS
611 Grand Blvd., S-26 Blvd., • Vancouver, Washington 98661-4918 • (360) 696-6525
Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

June 13, 2013

Office of Financial Management
Attn: David Schumacher
PO Box 43113
Olympia, WA 98504-3113

Dear Mr. Schumacher,

In response to the request Contingency Planning for State Agency Operations on July 1, we have enclosed the CDHL plan which reflects two scenarios based upon school closure and school operations times of year. Please feel free to contact our office should you have any questions or concerns. Our contact information is as follows:

Rick Hauan, Director
Rick.hauan@cdhl.wa.gov
T: (360)418-0400
C: (360)609-6722

Judy Smith, Executive Assistant to the Director
Judy.smith@cdhl.wa.gov
T: (360)418-0401

Jessica Sydnor, Business Manager
Jessica.sydnor@cdhl.wa.gov
T: (360)418-4345

Jane Mulholland, Superintendent
Jane.mulholland@cdhl.wa.gov
T: (360)418-0402

April Lynch, Human Resources Manager
April.lynch@cdhl.wa.gov
T: (360)418-4326

Again, please feel free to contact us anytime.

Sincerely,

Jessica Sydnor
Business Manager



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CDHL Contingency Plan effective July 1, 2014 (No legislative appropriations)

Effective July 1:

| Essential Function | Staffing Classification | Duration |
|---|---------------------------------|----------------------------|
| IT Management | IT Specialist 4 | on-going |
| Payroll Processing | Fiscal Analyst 3 | on-going |
| <i>(Please note that RCW 72.40.028 mandated that certificated employees are paid commiserate with local school district. This requires CDHL to spread the 180 day school year contract over 12 months. As of June 13, 2013, all certificated employees have completed the assigned working days and Fair Labor Standards Act requires payment for time worked.)</i> | | |
| A/P and A/R Processing | Fiscal Analyst 3 | on-going |
| Budget and Fiscal Control | Business Manager | on-going |
| Human Resources | HR Manager | on-going |
| <i>(Please note that the HR Manager will need to be available to assist Labor Relations Division for bargaining specific to the school employees.)</i> | | |
| Communication/Response | Exec. Assistant to the Director | on-going |
| Maintenance | (2) Maintenance Mechanics | until July 7 th |
| <i>(Please note that Maintenance crew members will be needed to shut down and secure all campus buildings.)</i> | | |

Effective August 16:

| Essential Function | Staffing Classification | Duration |
|---|--------------------------------|-----------------|
| Custodial | (7) Custodian | on-going |
| Maintenance | (3) Maintenance Mechanic | on-going |
| Facilities control | Facilities Manager | on-going |
| <i>(Please note that these positions are required in preparation for student return for the 2013/2014 school year.)</i> | | |

Effective August 22:

| Essential Function | Staffing Classification | Duration |
|--|--------------------------------|-----------------|
| All functions | all positions | on-going |
| <i>(Please note that school session is scheduled to commence in early September and student safety-based training, new employee orientation and school preparation is required prior to student return.)</i> | | |

Points of clarification:

The Center is currently unsure of whether career-seasonal/school year based employees will be permitted to continue to cash-out vacation leave during the summer months. Career-seasonal/school year based employees of the Center are not eligible for unemployment due to this collective bargaining provision. The Center is working with the Labor Relations Division for clarification.