

Hiring Freeze Exemption Report to OFM

Agency: Office of Administrative Hearings
 Program: 110
 Agency Director signature:



Date Approved	Position Title	SAP Position Number (8 digits)	Annual Salary	Fund Source	Rationale for Approving Exemption
12/9/2024	Human Resource Director	70005686	\$142,512.00		Given the high stakes associated with workforce management, compliance, and risk mitigation, the CHRO position is not merely administrative, but an operational necessity. Therefore, an exception to the hiring freeze is warranted to maintain agency effectiveness and uphold public service standards.
3/3/2025	Senior Administrative Law Judge	70005560	\$100,524 to \$135,180		The position of Senior ALJ is critical to the mission of OAH because it ensures the fair, timely, and independent resolution of disputes between the public and state agencies. Given current budget constraints, the Senior ALJ's role is essential in optimizing limited resources while maintaining the agency's high standards of impartiality, efficiency, and accessibility. Position was posted on 3/4/2025.

Contracts Freeze Exemption Report to OFM

Agency: Office of Administrative Hearings
 Program: 110
 Agency Director signature:



Date Approved	Name of Contractor	Brief Description of Services	Term of Contract	Total Cost	Fund Source	Rationale for Approving Exemption
11/22/2024	Regus	Seattle office rental Security guard in Olympia headquarters.	December 1, 2024 to March 31, 2025. Month to month with a 30 day cancellation requirement.	\$30,913.13	484	<p>We had been looking for office space in Seattle for numerous months. In November we entered into a 3 month commitment with Regus (before the contracts freeze) that ran from December 1 to February 28, 2025, thereafter month to month. We planned to extend the lease in order to do a pilot for about 9 months. This is a unique agreement that allowed OAH to obtain only the office space we need (the use of the space is akin to a gym membership). OAH has been working on this with guidance from DES Real Estate Services and DES procurement for quite some time. We planned to complete the pilot to determine whether this unique and economical space option could work for us. After receiving the 6% budget reduction exercise OAH decided to abolish this contract, but we could not cancel until 3/31/2025. Total cost from 12/1/2024 to 3/31/25 will be \$30,913.13.</p>
1/1/2025	Security Contract for Olympia			\$6,845 average per month	484	Employee safety.
1/17/2025	Office of Financial Management	Interagency agreement to conduct an Administrative Law Judge Salary Survey.	1/17/2025 to 6/30/2025	\$35,000	484	<p>The salary survey is needed to provide OAH and AGO with insights into current market trends and competitive salary levels. This will be used for determining the appropriate pay level. This salary survey is for unique positions that are not part of the state salary survey. This was approved prior to the contract freeze.</p>

Goods and Equipment Freeze Exemption Report to OFM

Agency: Office of Administrative Hearings

Program: 110

Agency Director signature:

Rashelle Davis

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source	Rationale for Approving Exemption
No exceptions to report.				

Travel Freeze Exemption Report to OFM

Agency: Office of Administrative Hearing
Program: 110
Agency Director signature:

Rashelle Davis

Date Approved	Position Title	Total Cost	Fund Source	Rationale for Approving Exemption
---------------	----------------	------------	-------------	-----------------------------------

No exceptions to report.

Cost Savings Report to OFM

Agency: Office of Administrative Hearings

Program: 110

Agency Director signature:



Category	Date	Appro Description	Total Cost		Sponsor:
			Savings	Func Rationale for Approving Exemption	
Goods and Equipment	12/3/2024	Owls (Quantity of 3 at \$4,443.63 per unit) Pressi Software is a presentation software	\$13,330.89	484 OAH did not go forward with this purchase and are counting it as savings realized.	Brian Thomas
Goods and Equipment	12/3/2024	sort of like power-point	\$1,027.00	484 OAH did not go forward with this purchase and are counting it as savings realized.	Brian Thomas
Travel	12/3/2024	In-person training and teambuilding event for all staff on the Social and Health Services caseload.	\$12,286.39	484 OAH determined we would not go forward with this in person meeting due to the travel freeze. 19 FTE's will not be traveling at a savings of \$12,286.39.	Micah Larripa
Other Travel	2/7/2025	Estimated travel savings through the remaining fiscal year.	\$31,713.61	484 OAH has significantly reduced all travel activities. Only travel essential to the responsibilities of a position is approved.	Chief Davis

TOTAL SAVINGS:

\$58,357.89

Hiring Freeze Exemption and Exception Evaluation Form

Agencies are encouraged to use a form to process exemption requests. Please feel free to tailor this document to fit your needs.

Note: Both Exemption and Exception requests must have approval from the agency head and this authority cannot be delegated.

Request Information

Date of request: Agency:
Contact name:
Contact phone: Contact email:

Position Information

8-digit HRMS Position number(s):
Job classification title:
Job classification code: Number of positions with this job classification:
How long has the position(s) been vacant:
Number of incumbents currently in this job classification:
Permanent or non-permanent appointment? Permanent Non-Permanent
Budget(s) used to fund this new hire: Operating Capital Transportation
Fund source (account):

Exemption

Does this position meet the requirements for automatic exemption? Yes No

(If **yes**, complete the next question then proceed with agency head approval section below. If **no**, continue filling out the form following the hiring freeze exception process.)

What category of exemption does this position meet? (If unsure, review the [Hiring Freeze Q&A](#)):

Public Health and Safety Revenue Generating

100% Federal or 100% Bonds in the Capital Budget

Other (Explain):

Exception Process

Exception Process is required if the position does not meet the automatic exemption criteria in the section above.

Position Justification:

What is the critical function of this position, and how is it essential to the agency's mission and operations considering current budget constraints?

Impact of Vacancy:

What are the risks and impacts of not filling this position?

Budget and Urgency:

How does filling this position align with current budget constraints? Why is it critical to fill this position immediately rather than waiting until the freeze is lifted? Include any time-sensitive factors.

Review of Alternatives:

What alternative solutions have been explored and why are they not a viable temporary solution?

Hiring Manager Attestation

Please type your full name in the signature fields. **Do not** use E-sign features or insert signature images.

Hiring Manager's Signature (required):

Date:

Agency Head Action

Approved - Request meets exemption or exception criteria and is critically needed to hire at this time

Denied - Request does not meet exemption or exception criteria and/or is not critically needed to hire at this time

Please type your full name in the signature fields. **Do not** use E-sign features or insert signature image.

Agency Head Signature (required):

Date:

Hiring Freeze Exemption and Exception Evaluation Form

Agencies are encouraged to use a form to process exemption requests. Please feel free to tailor this document to fit your needs.

Note: Both Exemption and Exception requests must have approval from the agency head and this authority cannot be delegated.

Request Information

Date of request: Agency:
Contact name:
Contact phone: Contact email:

Position Information

8-digit HRMS Position number(s):
Job classification title:
Job classification code: Number of positions with this job classification:
How long has the position(s) been vacant:
Number of incumbents currently in this job classification:
Permanent or non-permanent appointment? Permanent Non-Permanent
Budget(s) used to fund this new hire: Operating Capital Transportation
Fund source (account):

Exemption

Does this position meet the requirements for automatic exemption? Yes No

(If **yes**, complete the next question then proceed with agency head approval section below. If **no**, continue filling out the form following the hiring freeze exception process.)

What category of exemption does this position meet? (If unsure, review the [Hiring Freeze Q&A](#)):

Public Health and Safety Revenue Generating

100% Federal or 100% Bonds in the Capital Budget

Other (Explain):

Exception Process

Exception Process is required if the position does not meet the automatic exemption criteria in the section above.

Position Justification:

What is the critical function of this position, and how is it essential to the agency's mission and operations considering current budget constraints?

Impact of Vacancy:

What are the risks and impacts of not filling this position?

Budget and Urgency:

How does filling this position align with current budget constraints? Why is it critical to fill this position immediately rather than waiting until the freeze is lifted? Include any time-sensitive factors.

Review of Alternatives:

What alternative solutions have been explored and why are they not a viable temporary solution?

Hiring Manager Attestation

Please type your full name in the signature fields. **Do not** use E-sign features or insert signature images.

Hiring Manager's Signature (required):

Date:

Agency Head Action

Approved - Request meets exemption or exception criteria and is critically needed to hire at this time

Denied - Request does not meet exemption or exception criteria and/or is not critically needed to hire at this time

Please type your full name in the signature fields. **Do not** use E-sign features or insert signature image.

Agency Head Signature (required):

Date: