



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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December 6, 2018

**TO:** Executive Cabinet  
Small Agency Cabinet

**FROM:** David Schumacher  
Director

**SUBJECT: EXECUTIVE ORDER 16-07 - BUILDING A MODERN WORK  
ENVIRONMENT CERTIFICATION**

[Executive Order 16-07](#) declares the Governor's commitment for the state of Washington to be an employer of choice and an efficient, effective, and accountable government. It requires cabinet agencies to build a modern work environment and create organizational cultures that empower employees with choice, enable excellent performance, support all generations, and are mindful of our impact on the environment.

Executive Order 16-07 also requires agency directors to certify their agencies have:

- Reviewed and updated related internal policies to reflect this culture change.
- Set and worked toward telework and flexible work hour participation targets.
- Provided training to employees and supervisors to aid in this culture change.
- Actively worked toward creating a modern work environment.

Attached is a form to assist you in completing the certification of action requirement. In addition to the items above, there is an optional segment of the form where you can share your agency's successes and lessons learned in the changes you have implemented. Please complete and send the form to [WAmmodernwork@ofm.wa.gov](mailto:WAmmodernwork@ofm.wa.gov) by January 31, 2019.

Thank you for your assistance. If you have any questions or need more information, please contact Cherie Willhide, Organization Culture Consultant, at (360) 407-4176 or [cherie.willhide@ofm.wa.gov](mailto:cherie.willhide@ofm.wa.gov), or Tami Johnson, Administrative Assistant, at (360) 902-3063 or [tami.johnson@ofm.wa.gov](mailto:tami.johnson@ofm.wa.gov).

Attachment

cc: Cherie Willhide, State Human Resources, OFM  
Tami Johnson, Technology Services and Facilities Planning, OFM