

Special Director's Meeting Minutes

State Human Resources, Office of Financial Management

January 10, 2018

Opening

The State Human Resources (SHR) special Director's meeting was called to order at 9:00 a.m. on Wednesday, January 10, 2018 and held in the Labor Relations conference room 429, fourth floor; RAAD Building; 128 10th Avenue S.W.; Olympia, Washington 98504.

The results of this meeting are summarized below. Items modified after the first printing and publishing of the Director's meeting agenda notice (20-Day Notice), appeared in a revised Agenda publication available at the meeting. All other items were adopted as printed on the Director's meeting agenda or revised agenda unless otherwise noted below.

Present

Staff:

- Franklin Plaistowe, State HR Assistant Director
- Brandy Chinn, State HR Rules Staff
- Barb Ursini, State HR Classification and Compensation Staff

Logistics and Information

This publication and related materials are available on the Internet at the following web address:

<http://hr.ofm.wa.gov/meetings/directors-meetings>

Comments and suggestions regarding the meeting process and related publications; requests for alternate formats are welcomed and may be forwarded to:

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Introduction

Franklin Plaistowe, State HR Assistant Director: The Wednesday, January 10, 2018 State HR special Director's meeting came to order at 9:00 a.m. Franklin Plaistowe, Assistant Director for State Human Resources with the Office of Financial Management (OFM) chaired the meeting. Franklin stated he would not be taking action on the proposed rule amendments, but would hear rules presentations and comments and summarize them for consideration by the OFM Director. A letter would be generated the first part of the following week outlining the decision on the proposed rule amendments.

Barb Ursini, State HR Class and Comp Staff: For the record, there were no previous minutes or exempt, classified, and compensation items presented. The only item of business was the proposed Rule Amendments.

Section A: Previous Minutes Approval - None

Section B: Exempt Compensation - None

Section C: Classification - None

Section D: Compensation - None

Section E: Rule Amendments

Brandy Chinn, State HR Rules Staff: There were three items presented for consideration.

Rules Item 1 Veterans' In-state Service and Uniformed Service Shared Leave Pools

The two new proposed rules clarified which leave types an eligible employee must first use before receiving shared leave from the Uniformed Service and Veterans' In-state Service Shared Leave Pools.

An eligible employee would first need to exhaust all of their accrued compensation time, recognition leave, personal holiday, vacation leave, and paid military leave before receiving shared leave from the Uniformed Service Shared Leave Pool.

Additionally, an eligible employee would first need to exhaust all of their accrued compensation time, recognition leave, personal holiday, sick leave, and vacation leave before receiving shared leave from the Veterans' In-state Service Shared Leave Pool.

Staff proposed permanent adoption effective February 16, 2018.

Rules Item 2 Foster Parent Shared Leave Pool

Second Engrossed Substitute Senate Bill 5890 was passed during the 2017 Legislative session with an effective date of October 19, 2017. The Bill created the Foster Parent Shared Leave Pool, which allows state employees to donate their accrued leave to a pool so employees who are licensed foster parents, pursuant to

RCW 74.15.040, may receive shared leave to care for a foster child or prepare to accept a foster child in their home. These rules were adopted on an emergency basis effective October 19, 2017. Staff proposed permanent adoption effective February 16, 2018.

Rules Item 3 Correct reference from “employer” to “agency head or higher education...”

The proposed rule amendment WAC 357-31-447 was to correct the reference from “employer” to “agency head or higher education institution president” to align with RCW 41.04.665. The proposed rule amendment subsection 1 was to clarify if an employee had a need to use shared leave due to the same condition that had been previously approved, and they must be employed with the same employer that approved the original shared leave request in order for the closed account to be reopened. Staff proposed permanent adoption effective February 16, 2018.

Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, Rule items one through three would be summarized and presented to the OFM Director for final adoption.

Adjournment

Barb Ursini, State HR Class and Comp Staff: The business concluded and the meeting was adjourned. The next regular Director's meeting was scheduled for Thursday, February 8, 2018 beginning at 8:30 a.m., in the Capitol Court Building, 1110 Capitol Way South, Olympia, Washington 98501-2251.

Minutes Approved By

Franklin Plaistowe, Assistant Director
State Human Resources
Office of Financial Management

Date