

Director's Meeting Agenda

State Human Resources

Office of Financial Management

Meeting Date: Thursday, February 10, 2022
Meeting Time: 8:30 a.m.
Hosted By: State Human Resources
Office of Financial Management
Special Note: Due to current COVID-19 safety and health recommendations, this meeting is via conference call only.
Audio Conferencing Only: · Dial-in: (888) 285-8919
· Enter pin: 8101730
Exhibits: The items on the following pages have been submitted by staff for study and presentation to the State Human Resources Director at this quarterly scheduled public meeting.

Section A: Previous Minutes Approval

- Item 1 Meeting Minutes for the following
- November 10, 2021
 - November 23, 2021
 - December 9, 2021

Section B: Exempt Compensation

- Item 1 B0384 Worker Compensation System Modernization Project Director - LNI B1-B2
Item 2 B5935 Adaptive Systems Lead – PSP B3-B4
Item 3 B6297 Executive Director, Indeterminate Sentence Review Board – DOC B5-B6
Item 4 B6421 Graduated Reentry Administrator – DOC B7-B8
Item 5 B7261 Sales Program Manager – LOT B9-B10
Item 6 B9498 Manager, Enterprise Cloud Computing – CTS B11-B12

Section C: Classification - None

Section D: Compensation

- Item 7 University of Washington Special Pay D1-D2
- Social Worker 1 – AMC
 - Social Worker 2 – AMC
 - Social Worker Supervisor
 - Social Worker Assistant 1
 - Social Worker Assistant 2
 - Physician Assistant, Certified
 - Physician Assistant, Certified – Lead
 - Advanced Registered Nurse Practitioner
 - Advanced Registered Nurse Practitioner – Lead
 - Speech Pathologist/Audiologist Specialist 1
 - Speech Pathologist/Audiologist Specialist 2
 - Speech Pathologist/Audiologist Specialist 3
 - Orthotics-Prosthetics Practitioner

- Orthotics-Prosthetics Practitioner Supervisor
- Orthotics-Prosthetics Practitioner Trainee
- Occupational Therapist 1
- Occupational Therapist 2
- Occupational Therapist 3
- Occupational Therapist Supervisor
- Physical Therapist 3
- Physical Therapist 2
- Physical Therapist Specialist
- Physical Therapist Supervisor
- Administrative Assistant 2
- Administrative Assistant 3
- Program Coordinator
- College Career MAS Graduate – IT/Engineering/Natural/Physical/Health

Section E: Rule Amendments

Rule Item 1 Leave Without Pay Impacts on Employee’s Service Dates E1-E5

Website Information

This publication and other State Human Resources Director’s meeting related information is available at <http://hr.ofm.wa.gov/meetings/directors-meetings>.

Proposal Package Submittals

All proposal packages should be routed to your assigned classification analyst. Classification and compensation email address classandcomp@ofm.wa.gov.

Meeting Coordinator

For question and concerns, contact the Meeting Coordinator at classandcomp@ofm.wa.gov.

Individuals with Disabilities

If you are a person with a disability and require accommodation for attendance, contact the Meeting Coordinator no later than the first Thursday of the month.

Alternate Publication Formats

This publication will be made available in alternate formats upon request.

What is a Revision

When changes occur to an exhibit after the original Director’s meeting agenda has been posted to the State HR website, a *revised exhibit* is created which reflects the most up-to-date information proposed for adoption. The revised exhibit appears in a separate Revised Agenda that will be available on the day of the meeting.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 1	
Requester (Agency/HE Institution) Department of Labor and Industries	Analyst Tina Cooley
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B0384 Worker Compensation System Modernization Project Director - LNI	Proposed EMS Band/Rate EMS Band IV (\$86,640 - \$149,292)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) 41.06.070(1)(v): "In each agency with fifty or more employees... division directors...who report directly to the ... deputy agency heads"
Effective Date 2/11/2022	

Scope

Reporting to the Deputy Director, the Worker Compensation System Modernization Project Director is responsible for providing oversight, coordination, prioritization, strategic and tactical leadership, and management of the Workers Compensation System Modernization Project Management Office. This exempt class is responsible for directing the operations and change management of a 7-year modernization project, budget, staff and contractors, which could total up to \$309 million. They are responsible for the replacement of L&I's existing workers' compensation system, which consists of more than 100 interconnected systems developed since the mid-1980s and the implementation of a modern, cloud-based, off-the-shelf solution that will involve multiple independent and interconnected complex business and IT projects. This position negotiates on behalf of the agency director and deputy directors, and communicates directly with assistant directors across the agency, including the Insurance Service Division and Information Technology Division. This exempt class is accountable to the WCSM projects success and for maintaining strong working relationships with external agencies, including the OCIO, and WA Technology Solutions.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Explanation

State Human Resources supports the agency's request to establish an exempt class, Worker Compensation Systems Modernization Project Director – L&I at the EMS Band IV level. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.070(1)(v) 41.06.070(1)(v): "In each agency with fifty or more employees... division directors...who report directly to the ... deputy agency heads" The agency and SHR staff reviewed the position description for the Worker Compensation Systems Modernization Project Director and rated it with a JVAC score of C5Y-948, which meets the EMS Band IV level.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 2/10/2022	
Management Type Management	Date of Exempt Position Description on File 12/10/2021
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 2	
Requester (Agency/HE Institution) Puget Sound Partnership	Analyst Tricia Mackin
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B5935 Adaptive Systems Lead – PSP	Proposed EMS Band/Rate EMS Band I (\$47,220 – \$96,324)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.098 "...this chapter shall not apply...to all professional staff."
Effective Date 2/11/2022	

Scope

Reporting to the Adaptive Systems Manager, the Adaptive Systems Lead is responsible to coordinate, design, develop and enable the use of adaptive management processes, tools and information management systems. This exempt class leads the creation of the strategic vision, framework and implementation of performance measures for adaptive management, develops and implements annual work plan, and leads improvement of and training for conservation standards for staff and external partners. They are responsible for the development and implementation of a suite of performance measures that serve as a key adaptive management tool for the Puget Sound recovery effort.

Explanation

The Puget Sound Partnership is requesting the establishment of an exempt class, Adaptive Systems Lead – PSP. The agency states funding for this position is within existing agency federal funding. The agency’s federal grant amount was increased this year, allowing the agency to fund additional priority work within the Adaptive Systems and Accountability Program. In 2022, the agency will prepare to implement the progress measure framework and as such, need to increase staff capacity to develop, facilitate and then assess progress measures data. The exempt class serves as the lead in the agency’s efforts to continually improve upon, utilize and implement conservation standards. They provide strategic leadership on how to better align the agency’s recovery framework with foundational elements defined by conversation standards. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.098 "...this chapter shall not apply...to all professional staff."

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

State Human Resources supports the agency's request to establish an exempt class, Adaptive Systems Lead – PSP at the EMS Band I level. The agency and SHR staff reviewed the position description for the Adaptive Systems Lead and rated it with a JVAC score of A3W-444, which meets the EMS Band I level.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 2/10/2022	
Management Type N/A	Date of Exempt Position Description on File 10/5/2021
EEOC Code 42 Professionals	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 3	
Requester (Agency/HE Institution) Department of Corrections	Analyst Tricia Mackin
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B6297 Executive Director, Indeterminate Sentence Review Board - DOC	Proposed EMS Band/Rate EMS Band II (\$62,328 – \$114,396)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.071 “the provisions of this chapter shall not apply...program administrators...”
Effective Date 2/11/2022	

Scope

Serving as the Executive Director, Indeterminate Sentence Review Board, reporting to the ISRB Chair, this exempt class works with the Board staff, made up of five members serving on a full-time basis appointed by the Governor, and is responsible to develop and implement the strategic plan to include performance measures. This exempt class is responsible for leading efforts to establish long-term goals, set strategic direction and priorities, develop and implement major policies, direct rule making actions, develop agency request legislation, enhance the Board’s public safety decision making, and create and facilitate external stakeholder training.

Explanation

The Department of Corrections is requesting the establishment of an exempt class, Executive Director, ISRB - DOC. This exempt class will set strategic plan for the Board, educate legislative members on the Board’s work, set performance measures, complete an annual report, work with DOC management to provide data and measures specific to ISRB and will assist in putting the Board in-line with other Boards and Commissions within Washington state and nationwide. They are responsible for leading efforts to establish long-term goals, set strategic direction and priorities, develop and implement major policies, direct rule making actions, develop agency request legislation, enhance the Board’s public safety decision making, and create and facilitate external stakeholder training. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.071 “the provisions of this chapter shall not apply...program administrators...”.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

In order to begin this work and meet organization needs, State Human Resources temporarily approved adding a position, Executive Director, ISRB, to exempt class, B6930 Industries Manager 5, Division of Correctional Industries - DOC effective October 1, 2021 through February 10, 2022. The agency indicates they plan to remove the temporary EMS position upon approval for the establishment of the Executive Director, ISRB.

SHR and the agency scored this exempt class at B2W-546, which meets the EMS Band II level. A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 2/10/2022	
Management Type Management	Date of Exempt Position Description on File 8/31/2021
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 4	
Requester (Agency/HE Institution) Department of Corrections	Analyst Lynley Coffman
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B6421 Graduated Reentry Administrator - DOC	Proposed EMS Band/Rate EMS Band III (\$72,276 - \$128,856)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) 41.06.071: "...the provision of this chapter shall not apply in the department of corrections to the...regional administrators and program administrators...."
Effective Date 2/11/2022	

Scope

Reporting to the Reentry Senior Administrator for the Graduated Reentry Program, position is accountable for a statewide program with legislative mandates and is responsible for results to reduce prison population and avert costs of incarceration for incarcerated individuals. Position is responsible for the programs budget decisions, developing processes for implementation, risk management and public safety. Position provides reentry strategies and action plans that impact performance and define outcome measures of the program. The position in this exempt class is responsible for reports and presentations to the legislature and serves as the lead for grant applications, which includes working with external/internal stakeholders.

Explanation

The Department of Corrections is requesting the establishment of an exempt class, Graduated Reentry Administrator. This request is a result of Engross Substitute Senate Bill (ESSB) 5121, Graduated Reentry Program – Participation Eligibility, which became effective July 2021. Due to ESSB 5121, DOC is in the process of expanding their Graduated Reentry Program and establishing an exempt Graduated Reentry Administrator. Funding for this position was appropriated by the legislature for the FY 21-23 biennium.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

This exempt class is responsible for the Graduated Reentry Program and its supervisors and staff who manage incarcerated individuals on electronic monitoring for the last 18 months of their sentences. This position is required to bring staff together by working with a humancentric focus, while performing different functions of strength-based case management which include family reintegration; social interactions and relationships; gender responsivity; education and employment; and other social influences for the betterment of incarcerated individuals reentering into communities statewide.

As part of the Reentry Leadership, the position develops, reviews, and implements policies and procedures that drive the work of the GRE program that have cross divisional and statewide impacts. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.071: "...the provision of this chapter shall not apply in the department of corrections to the...regional administrators and program administrators...."

State Human Resources and the agency scored this exempt class at C2X-704, which meets the EMS Band III level. A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 2/10/2022	
Management Type Management	Date of Exempt Position Description on File 9/20/21
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 5	
Requester (Agency/HE Institution) State Lottery Commission	Analyst Cindy Wulff
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7261 Sales Program Manager - LOT	Proposed EMS Band/Rate EMS Band I (\$47,220 - \$96,324)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 67.70.050 (3) "...that the provisions of the state civil service law, chapter 41.06 RCW, shall not apply to such employees as are engaged in undercover audit or investigative work or security operations..."
Effective Date 2/11/2022	

Scope

Reporting to the Director of Sales and Marketing assists in developing and applying Sales and Marketing division policy. Program manager for "Past End of Activation" games ensuring security status, payment, and retailer accounting of Scratch tickets past the activation timeline. Responsible for day-to-day activities associated with gaming vendor contract, vending equipment inventory, and maintaining the Sales Division promotional ticket tracking database. Manages the Sales Director budget, expenses and has full authority to make decisions in assigned program areas.

Explanation

The State Lottery Commission is requesting the establishment of an exempt class Sales Program Manager – LOT. The request is a result of a review of Lottery's EMS classes that have multiple positions.

After a review of HRMS, CC Jobs, agency records and State HR records, the Sales Program Manager position has been in the EMS class B7370, which is currently titled Marketing/Sales Coordinator. There is no record of a JVAC evaluation ever having been conducted by State HR or from Lottery. The EMS class has been in the EMS Band I level since Broadbanding in 1999.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

This position does not meet the current scope for EMS B7370; however, it does meet the exemption RCW 67.70.050 (3). A separate EMS class establishment for the Sales Program Manager is appropriate.

The Sales Program Manager is responsible for implementing and managing programs and projects within the division. This includes ensuring security status, payment and retailer accounting of Scratch tickets past the end of activation, maintaining promotional ticket database and inventory records to ensure integrity of tickets. Historical interpretation of the term “security operations” in RCW 67.70.050 (3) has included positions with access to the prize structures of scratch tickets, promotional programs, sensitive public affairs information, and confidential contract information. If this information is not handled responsibly, it could adversely affect the security and successful marketing and sales of current and future Lottery products. The work and responsibility of this class falls within this historical interpretation of positions engaged in security operations.

State HR reviewed the position description and agrees with the agency JVAC score of A1W – 422, which meets the EMS Band I level.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director’s Meeting Date 2/10/2022	
Management Type Consultant	Date of Exempt Position Description on File 8/23/21
EEOC Code 42 Professionals	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 6	
Requester (Agency/HE Institution) Consolidated Technology Services	Analyst Chelsea Lee
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B9498 Manager, Enterprise Cloud Computing – CTS	Proposed EMS Band/Rate EMS Band IV (\$86,640 - \$149,292)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(aa) “Officers and employees of the consolidated technology services agency...that perform the following functions or duties: systems integration; ...network systems engineering and management; ...and network and systems security.”
Effective Date 2/11/2022	

Scope

Reporting directly to the Deputy of the Office of the Chief Information Officer, this position is responsible for overseeing the development and continued advancement of cloud technology for state government and fulfilling the OCIO’s requirement to lead and implement strategy, standards, policies, and architecture for information technology in state government as described in RCW 41.105.205. This position’s influence extends beyond the agency, leading and coordinating all processes associated with the statewide Enterprise Cloud Computing program and the statewide cloud technology plan. This position is responsible for the state’s cloud migration journey, thereby setting state government on a firm path to IT modernization and achieving the Legislature’s direction for statewide adoption of cloud services.

Explanation

Consolidated Technology Services is requesting to establish a Manager, Enterprise Cloud Computing as a result of the Engrossed Second Substitute Bill 1274, which:

- Permits state agencies to locate new and existing information or telecommunication investments within third-party, commercial cloud computing services.
- Creates a task force, chaired by the Chief Information Officer and consisting of representatives from various interest groups, to review the impact on labor of transitioning to third-party computing services and the needs for retraining that would accompany such a shift.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

This exempt class leads the program responsible for overseeing the development and ongoing advancement of cloud technology for state government, and advises state leaders on conforming to the cloud technology standards established, ensuring long-term strategy, standards and architecture are universally implemented across the enterprise.

This position is exempt from civil service in accordance with RCW 41.06.070(1)(aa) which states “officers and employees of the consolidated technology services agency...that perform the following functions or duties: systems integration; ...network systems engineering and management; ...and network and systems security.”

State HR and the agency evaluated this exempt class at D5X – 1048, which meets the EMS Band IV level. OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director’s Meeting Date 2/10/2022	
Management Type Management	Date of Exempt Position Description on File 04/14/2021
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section C: Classification

There are no classification items for this meeting.

Section D: Compensation

Higher Education Special Pay

Item 7	
Requester (HE Institution) University of Washington	Analyst Shelby Sheldon
Action <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision	Effective Date 11/16/2021
<i>WAC 357-28-025 - The director may adopt special pay salary ranges for positions based upon pay practices found in private industry or other governmental units. This includes special pay salary ranges and/or compensation practices for higher education institutions and related higher education boards as authorized in RCW 41.06.133. The classes or positions assigned special pay ranges and the associated special salary schedule must be specified in the compensation plan.</i>	

Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
Social Worker 1 – AMC	351E	I4-Y5	K4-A6	2%
Social Worker 2 – AMC	351F	Q4-G6	S4-I6	2%
Social Worker Supervisor	351H	C5-S6	E5-U6	2%
Social Worker Assistant 1	343H	A3-Q4	C3-S4	2%
Social Worker Assistant 2	343I	J3-Z4	L3-B5	2%
Physician Assistant, Certified	291C	X5-N7	F6-V7	8.3%
Physician Assistant, Certified – Lead	291D	H6-X7	P6-F8	8.3%
Advanced Registered Nurse Practitioner	291E	X5-N7	F6-V7	8.3%
Advanced Registered Nurse Practitioner – Lead	291F	H6-X7	P6-F8	8.3%
Speech Pathologist/Audiologist Spec 1	308E	A5-H6	I5-P6	8.3%
Speech Pathologist/Audiologist Spec 2	308F	E5-L6	M5-T6	8.3%
Speech Pathologist/Audiologist Spec 3	308G	M5-T6	U5-B7	8.3%
Orthotics-Prosthetics Practitioner	306F	P4-W5	V4-C6	6.2%
Orthotics-Prosthetics Practitioner Supv	306G	Z4-G6	F5-M6	6.2%
Orthotics-Prosthetics Practitioner Trnee	306D	R2-Y3	X2-E4	6.1%
Occupational Therapist 1	306N	H5-R6	K5-U6	3.0%
Occupational Therapist 2	306O	O5-Y6	R5-B7	3.0%
Occupational Therapist 3	306P	V5-F7	Y5-I7	3.0%
Occupational Therapist Supervisor	306R	Y5-I7	B6-L7	3.0%
Physical Therapist 3	306V	P5-Z6	S5-C7	3.0%
Physical Therapist 2	306U	I5-S6	L5-V6	3.0%
Physical Therapist Specialist	306W	W5-G7	Z5-J7	3.0%
Physical Therapist Supervisor	306X	Z5-J7	C6-M7	3.0%
Administrative Assistant 2	105F			7.3%
Administrative Assistant 3	105G			7.4%

Section D: Compensation

Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
Program Coordinator	107N			12.8%
College Career MAS Graduate – IT/Engineering/Natural/Physical/Health	704I			47.2%

Category (select all that apply):

- Unique Skills/Duties
 Recruitment/Retention
 Effective Operations
 Salary Compression/Inversion

Explanation

NOTE: This action is housekeeping in nature due to an error found in the exhibit after the November 10, 2021 Director’s Meeting. The job class code for the Physician Assistant, Certified – Lead was previously identified as 291C, this should be 291D. The effective date remains November 16, 2021 for this correction action.

The University of Washington is requesting special pay increases for the above job classifications. The basis for this request is effective operations, substantiated by data provided by the Milliman Inc. Health Care Salary Survey. The data is from January 1, 2021 and has been aged to August 1, 2021 at an average rate of three (3) percent.

State HR staff supports this special pay request, which would increase the median monthly pay for the job classes identified above, but would not exceed the market average. These increases will aid UW’s efforts to remain competitive and to recruit and retain highly skilled individuals. UW has certified the funding does not come from tuition dollars and they have identified local funds to support these health care special pay salary increases. UW is requesting an effective date of November 16, 2021.

Internal Use Only
Director’s Meeting Date 2/10/2022

Section E: Rule Amendments

Item #1 Leave Without Pay Impacts on Employee's Service Dates

Staff note: Staff is proposing to amend WACS 357-01-023, 357-01-348, 357-28-055, and 357-31-345 to remove the requirement for a general government employer to adjust an employee's anniversary date, unbroken service date and periodic increment date (PID) for any period of leave without pay (LWOP) which exceeds fifteen consecutive calendar days. Staff is also proposing to amend WACs 357-28-056 and repeal WAC 357-31-346 to adjust an employee's PID and vacation leave accrual date for any period of LWOP which ten working days consecutive calendar days.

Staff is proposing to amend WAC 357-31-180 to state that LWOP does not affect the rate at which employees accrue vacation leave.

The purpose of these proposed amendments is to address the following:

- More equal treatment between employees who submit LWOP and hourly employees (who are not required to submit LWOP because they positively report their time).
- Equal treatment between hourly employees across the enterprise if an agency requires an hourly employee to submit LWOP.
 "Hourly employees (who positively time reporting) do not need to submit LWOP; **although some do when required by agency policy**. If an hourly employee does not work for period of 15 consecutive days or more, and no LWOP was submitted, **then typically** their anniversary, unbroken, and PID dates are not adjusted.
- Easier for Employers to administer, not requiring employers to decipher which employees need to have anniversary, unbroken service and PID dates manual adjusted.
- Less manual date adjustments for Employers. Manual date adjustments are a pain for employers. There is not an easy way to identify and count the LWOP days (because LWOP is reported as hours not days), so it is a manual and time-consuming process. (This is different than adjusting seniority dates for actual worked because a general government employer can run a report that provides the number of actual hours worked in a given time period).
- Easier application of anniversary and PID for transfers between General Government non-represented and represented employees.
- Easier application of anniversary and PID for transfers between General Government and Institutions of Higher Education.

Staff is also proposing to amend WAC 357-28-056(3) to clarify that a PID will be set 12 months from the employee's appointment date if they hired into the appointment at step L. Staff solicited feedback from Higher Education employers asking how PIDs were being set for employees at step L and the institutions that who provided feedback indicated a PID is set when a higher ed employee is hired at step L.

Staff is proposing permanent adoption effective July 1, 2022.

Section E: Rule Amendments

FOR REFERENCE ONLY

WAC 357-01-022 Anniversary date (higher education).

For employees of higher education institutions or related higher education boards, anniversary date is the most recent date of hire into state service. The anniversary date is used to determine when vacation leave over two hundred forty (240) hours is lost. Higher education employers may make the anniversary date the first calendar day of the month in which the date of hire occurred. A higher education employee receives a new anniversary date when that employee is rehired following a break in state service, but not when the employee promotes, demotes, or transfers to another higher education employer.

FOR REFERENCE ONLY

WAC 357-46-055 How is a general government employee's seniority date determined?

(1) For a full-time general government employee, the seniority date is the employee's most recent date of hire into state service (including exempt service) as adjusted for any period of leave without pay which exceeds fifteen consecutive calendar days except when the leave without pay is taken for:

- (a) Military leave as provided in WAC **357-31-370**;
- (b) Compensable work-related injury or illness leave;
- (c) Government service leave not to exceed two years and one month;
- (d) Educational leave, contingent upon successful completion of the coursework; and/or
- (e) Reducing the effects of layoff.

(f) When an employee is on leave without pay for more than fifteen consecutive calendar days and the absence is not due to one of the reasons listed above, the employee's seniority date must be moved forward in an amount equal to the number of calendar days on leave without pay.

(2) For a part-time general government employee, the seniority date is calculated by determining the number of actual hours worked and/or in paid status, excluding compensatory time off. Actual hours worked includes overtime hours regardless of whether or not the employee receives monetary payment or compensatory time for the hours worked. Time spent in leave without pay status is not credited unless the leave without pay is taken for:

- (a) Military leave as provided in WAC **357-31-370**;
- (b) Compensable work-related injury or illness leave;
- (c) Government service leave not to exceed two years and one month;
- (d) Educational leave, contingent upon successful completion of the coursework; and/or
- (e) Reducing the effects of layoff.

Section E: Rule Amendments

AMENDATORY SECTION

WAC 357-01-023 Anniversary date (general government).

For employees of general government agencies, anniversary date is the unbroken service date plus prior state service (~~((minus leave without pay when it exceeds fifteen consecutive calendar days as provided in WAC 357-31-345))~~). The anniversary date is used to determine when vacation leave over two hundred forty hours is lost and for computing the rate of vacation leave accrual beginning with the fifth year of total state employment.

AMENDATORY SECTION

WAC 357-01-348 Unbroken service date (general government).

The date a general government employee began current continuous state service. This date is used for computing the rate of vacation leave accrual through and including the employee's fourth year of continuous service. (~~((The unbroken service date is adjusted by leave without pay when it exceeds fifteen consecutive calendar days as provided in WAC 357-31-345.))~~)

AMENDATORY SECTION

WAC 357-28-055 How is the periodic increment date determined for a general government employee?

(1) For a general government employee appointed to a position before July 1, 2005, the employee's periodic increment date as of June 30, 2005, is retained.

(2) For a general government employee appointed to a position on or after July 1, 2005, whose base salary is set at the minimum of the salary range, the periodic increment date is six months from the date of appointment.

(3) For a general government employee appointed to a position on or after July 1, 2005, whose base salary is set above the minimum but below step L of the salary range, the periodic increment date is twelve months from date of appointment.

(4) A general government employee appointed to a position on or after July 1, 2005, whose base salary is set at step L of the range will not have a periodic increment date set. If the employee later receives a new appointment, the periodic increment date will be set at that time, as described in this section.

(5) Once a general government employee's periodic increment date is set, it remains the same unless:

(a) The periodic increment date is advanced or postponed in accordance with WAC 357-28-070; or

(b) (~~((The periodic increment date is adjusted for leave without pay in accordance with WAC 357-31-345.~~)

(c)) The periodic increment date is reset in accordance with subsections (2) and (3) of this section when an employee is rehired after a break in service.

Section E: Rule Amendments

AMENDATORY SECTION

WAC 357-28-056 How is the periodic increment date determined for a higher education employee?

(1) For a higher education employee appointed to a position before July 1, 2005, the employee's periodic increment date as of June 30, 2005, is retained.

(2) For a higher education employee appointed to a position on or after July 1, 2005, whose base salary is set at the minimum of the salary range, the periodic increment date is six months from the date of appointment.

(3) For a higher education employee appointed to a position on or after July 1, 2005, whose base salary is set above the minimum ~~((but))~~ and at or below step L of the salary range, the periodic increment date is twelve months from date of appointment.

(4) Once a higher education employee's periodic increment date is set, it remains the same unless:

(a) The periodic increment date is advanced or postponed in accordance with WAC 357-28-070; or

(b) The employee is appointed to another position with a different salary range maximum. Upon subsequent appointment, the provisions of subsection (2) and (3) of this section apply.

(c) The periodic increment date is reset in accordance with subsections (2) and (3) of this section when an employee is rehired after a break in service.

~~((d) The periodic increment date is adjusted for leave without pay in accordance with WAC 357-31-346.))~~

AMENDATORY SECTION

WAC 357-31-180 When an employee has taken leave without pay during the month is the employee's rate of accrual adjusted for the leave without pay?

~~Leave without pay ((taken for military leave of absence without pay, for temporary layoff as provided in WAC 357-46-063, or for scheduled mandatory periods of leave without pay for employees in cyclic year positions do))~~ does not affect the rate at which employees accrue vacation leave. ~~((For all other periods of leave without pay, the following applies:~~

~~(1) When a general government employee takes leave without pay which exceeds fifteen consecutive calendar days, the employee's anniversary date and unbroken service date are adjusted in accordance with WAC 357-31-345. These adjustments affect the rate at which an employee accrues vacation leave.~~

~~(2) When a higher education employee takes more than ten working days of leave without pay, that month does not qualify as a month of employment under WAC 357-31-165. Time spent on temporary layoff as provided in WAC 357-46-063 is considered time in pay status for the purpose of this subsection.))~~

Section E: Rule Amendments

AMENDATORY SECTION

WAC 357-31-345 How does leave without pay affect a general government employee's ~~((anniversary date, unbroken service date, periodic increment date, and))~~ seniority date?

~~((1) For a general government employee, the anniversary date, unbroken service date, and periodic increment date is adjusted for any period of leave without pay which exceeds fifteen consecutive calendar days except when the leave without pay is taken for:~~

- ~~(a) Military leave of absence without pay as provided in WAC 357-31-370;~~
- ~~(b) Compensable work-related injury or illness leave;~~
- ~~(c) Government service leave not to exceed two years and one month;~~
- ~~(d) Educational leave, contingent upon successful completion of the coursework; and/or~~
- ~~(e) Voluntarily reducing the effect of an employer's layoff.~~

~~(2) When an employee is on leave without pay for more than fifteen consecutive calendar days and the absence is not due to one of the reasons listed above, the employee's anniversary date, unbroken service date and periodic increment date must be moved forward in an amount equal to the number of calendar days on leave without pay.~~

~~(3) For) A general government employee's ~~((the))~~ seniority date is adjusted for leave without pay in accordance with WAC 357-46-055.~~

REPEAL

WAC 357-31-346 Does leave without pay affect a higher education employee's periodic increment date?

~~For a higher education employee, the periodic increment date will be moved forward by one month when any period of leave without pay which exceeds ten working days in a month except when the leave without pay is taken for:~~

- ~~(1) Military leave of absence without pay as provided in WAC 357-31-370;~~
- ~~(2) Compensable work-related injury or illness leave; and/or~~
- ~~(3) Scheduled periods of leave without pay for cyclic appointments in accordance with WAC 357-19-295.~~