

Special Director's Meeting Agenda

Revised

State Human Resources

Office of Financial Management

- Meeting Date: Monday, July 24, 2023
- Meeting Time: 10:00 a.m.
- Hosted By: State Human Resources
Office of Financial Management
- Special Notice: This meeting is available via ZOOM (web) with a call-in option. This event is open to the public and may be photographed, videotaped, webcasted, or otherwise recorded. By participating in this event, you are agreeing your image--and anything you say or submit--may be posted indefinitely on one of OFM's publicly available sites.
- Audio Conferencing Only: To join this public meeting, please click on the following link or use the call-in option below. We will have closed captioning available.
- Zoom Meeting [Launch link](#).
 - Meeting ID: 852 5838 8489
 - Passcode: 537604
- Call-In Option: Call-in option:
+1-253-215-8782 85258388489# *537604# US (Tacoma)
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+1 253 215 8782 US (Tacoma)
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+1 646 558 8656 US (New York)
+1 646 931 3860 US
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- Find your local number: <https://ofm-wa-gov.zoom.us/j/85258388489>
- Exhibits: The Exempt, Classification, Compensation and Rules items on the following pages have been submitted to staff for study and presentation to the State Human Resources Director at a quarterly scheduled public meeting.

Section A: Previous Minutes Approval –
None.

Section B: Exempt Compensation –
None.

Section C: Classification –

Item 1 345G Attendant Counselor 2 C1-C2
Item 2 605G Carpenter Supervisor 1 – Teamsters C3

Section D: Compensation –

Item 3 Base Salary Increase D1
Item 4 Premium Pay – Establishment D2-D3
Item 5 Premium Pay – Revised D4
Item 6 WFSE IAA Shadow Classes Salary Adjustments, Dept. of Corrections Only 2003 **Emergency** D5
Item 7 WFSE IAA Shadow Classes Salary Adjustments, Dept. of Corrections Only 2004 **Emergency** D6
Item 8 WFSE IAA Shadow Classes Salary Adjustments, Dept. of Corrections Only 2005 **Emergency** D7

Section E: Rule Amendments

Rule Item 1 Repeal Covid-19 Vaccination Requirements..... E1-E3

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 C: Classification

Item 1	
Agency/HE Institution Department of Social and Health Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 345G Attendant Counselor 2	Current Salary Range/Rate 41
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 43

Class Series Concept

See Attendant Counselor 1.

Definition

~~Within the Department of Social and Health Services Developmental Disabilities Administration provides habilitation support services to individuals with developmental disabilities in a Residential Habilitation Center (RHC) or a State Operated Living Alternative (SOLA):~~

~~Within a Division of Developmental Disabilities Residential Habilitation Center (RHC), under the supervision of higher level Attendant Counselors (ACs) and/or the direction of other individuals with specific professional qualifications, writes, implements, monitors, assesses, and revises individual habilitation training programs. Develops and/or writes formal skill acquisition training programs, evaluates the effectiveness of the programs by means of periodic review of client response and modifies the program as necessary. Writes Individual Habilitation Plan (IHP) assessments and functions as a member of the interdisciplinary team, and participates in development of the client's annual IHP. Provides the client's training, care, and assistance in a residential living area or other areas on or off campus, depending upon the location of the client.~~

OR

Within a State Operated Community Residential (SOCR) program, provides direct support to individuals with developmental disabilities living in state operated homes in a community setting. Implements, monitors, assesses the clients' individualized plans. Documents and provides feedback on the implementation of the goals in the individual's plan. Participates in the development and the implementation of habilitative goals. Provides daily habilitative services, support and instruction with activities of daily living in the clients' home and the community. Works under the general supervision of an Attendant Counselor Manager (ACM).

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Attendant Counselor 2 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

Section C: Classification

This item was presented at the June 22, 2023 Special Director's meeting, and now returns for a *correction of error* to be adopted at the July 24, 2023 Special Director's meeting with the original effective date of July 1, 2023.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 7/24/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 867

Section C: Classification

Item 2	
Agency/HE Institution Department of Corrections	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 605G Carpenter Supervisor 1 - Teamsters	Current Salary Range/Rate 51G
Proposed Class Code/Title 605G Carpenter Supervisor - Teamsters	Proposed Salary Range/Rate N/A

Definition

Performs skilled carpentry work and supervises journey lower-level Carpenters and/or directs a crew of inmates of correctional institutions, and performs skilled carpentry work, performing carpentry, general maintenance and/or new construction work.

In the Department of Corrections, positions at this level directing a crew of incarcerated individuals either are limited to two positions per institution or must direct crews consisting of three or more incarcerated individuals.

Distinguishing Characteristics

~~In the Department of Corrections, positions at this level directing a crew of inmates either are limited to two positions per institution or must direct crews consisting of three or more inmates.~~

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Carpenter Supervisor 1 classification. The updates include revisions to the title, definition and distinguishing characteristics.

The changes were missed for the Teamsters classification at the June 22, 2023 Director's meeting and is being brought forward now for adoption, effective July 1, 2023.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 7/24/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 1

Section D: Compensation

Item 3				
Action Base Range Salary Adjustments			Analyst Mindy Portschy	
Item subsection number	Class Code	Job Title	Current Salary Range	Proposed Salary Range
a	516K	NATURAL RESOURCE SCIENTIST 1	44	47
b	516N	NATURAL RESOURCE SCIENTIST 4	64	67

The proposed salary range adjustments are a result of the 23-25 Collective Bargaining Negotiations and Budget approval process.

These job classifications were inadvertently excluded, in error, from the June 22, 2023, revised agenda and are being presented now with the effective date of July 1, 2023.

For Office of Financial Management, State Human Resources use only. This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 7/24/2023	Effective Date 7/1/2023

Section D: Compensation

Item 4	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Shelby Sheldon
Action <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision	Effective Date 7/1/2023
Premium Pay (s) and Description	
<p>24/7 Facility Premium (DCYF, DSHS and DVA only) Employees assigned to a 24x7 facility that provides direct care to residents, patients and/or clients and whose duties are required to be performed on identified location and meet specified requirements will receive an additional five percent (5%) premium pay for all hours worked actually spent working on location. Expires on 06/29/2025. Hours worked does not include hours designated as vacation leave, sick leave and compensatory time.</p> <p>Locations – DCYF: JR Secure Residential Facilities; JR Community Residential Facilities DSHS – BHA: Eastern State Hospital, Western State Hospital; Special Commitment Center; Child Study Treatment Center; Fort Steilacoom Competency Restoration Program DSHS – DDA: Lakeland Village RHC; Rainier School RHC; Fircrest School RHC; Yakima RHC; State Operated Community Residential DVA: Orting; Port Orchard; Spokane; Walla Walla</p> <p>Civil Commitment Unit Corrections Specialists 3s assigned to Civil Commitment Unit will receive an additional 5% of base pay.</p> <p>Community Response Unit Community Corrections Officer 4s assigned to Community Response Unit receive additional 10% of base pay.</p> <p>DFW Longevity Premium 5-9 years (Department of Fish and Wildlife Only) Three percent (3%) longevity pay based upon the top pay step of the salary schedule shall be added to the salaries identified in the applicable appendix for all employees with five (5) through nine (9) years of commissioned service as a DFW enforcement officer.</p> <p>DFW Longevity Premium 10-14 years (Department of Fish and Wildlife Only) An additional two percent (2%) longevity pay shall be added for all employees with ten (10) through fourteen (14) years of commissioned service as an DFW enforcement officer.</p> <p>DFW Longevity Premium 15-19 years (Department of Fish and Wildlife Only) An additional two percent (2%) longevity pay shall be added for all employees with fifteen (15) through nineteen (19) years of commissioned service as an DFW enforcement officer.</p> <p>DFW Longevity Premium 20-24 years (Department of Fish and Wildlife Only) An additional two percent (2%) longevity pay shall be added for all employees with twenty (20) through twenty-four (24) years of commissioned service as an DFW enforcement officer.</p> <p>DFW Longevity Premium 25 years + (Department of Fish and Wildlife Only) An additional one percent (1%) longevity pay shall be added for all employees with twenty-five (25) or more years of commissioned service as an DFW enforcement officer.</p>	

Section D: Compensation

DFW Pierce

(Department of Fish & Wildlife only) Employees who are assigned a permanent duty station in Pierce County shall receive a two percent (2%) premium pay. When an employee is no longer permanently assigned to a Pierce County duty station, they will not be eligible for this premium pay.

DFW Snohomish

(Department of Fish & Wildlife only) Employees who are assigned a permanent duty station in Snohomish County shall receive a three percent (3%) premium pay. When an employee is no longer permanently assigned to a Snohomish County duty station, they will not be eligible for this premium pay.

Nurse Preceptor Premium

(Teamsters 117 DOC Only) Experienced nurses who are proficient in their work may volunteer and be assigned by the Employer to preceptor. Preceptors participate in the planning, organizing, knowledge and skill development, and assessment of one or more new or current employees. Preceptorship duties may include teaching, clinical supervision, role modeling, feedback and skill assessments (verbal or written) of new or current employees. Nurses assigned as preceptors per the above, will receive preceptor premium pay of two dollars and fifty cents (\$2.50) per hour while they are assigned as preceptor.

Specialty Team Premium

(Teamsters 117 DOC only) Basic salary plus two (2) ranges shall be paid to trained and qualified employees who are assigned by the Appointing Authority to be members of the following designated specialty teams: Emergency Response Team (ERT), Special Emergency Response Team (SERT), Inmate Recovery Team (IRT), Crisis Negotiation Team (CRT), Critical Incident Stress Management (CISM), Honor Guard and Department incident Management Team (DIMT).

Training Sergeant Premium

(Teamsters 117 DOC only) A Sergeant who volunteers and is designated by the Appointing Authority or designee as a Correctional Officer Field Training Program (COFTP) Training Sergeant will receive their base salary plus three percent (3%) for the duration of their COFTP Training Sergeant assignment.

Explanation

The premiums items identified are a result of the 2023-25 Collective Bargaining Negotiations and Budget approval process. These were inadvertently excluded, in error, from the June 22, 2023, revised agenda and are being presented now with the effective date of July 1, 2023.

Internal Use Only

Director's Meeting Date

7/24/2023

Section D: Compensation

Item 5	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Shelby Sheldon
Action <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision	Effective Date 7/1/2023
Premium Pay (s) and Description	
<p>Basic Shift Premium In accordance with the criteria outlined in WAC 357-28-190 employees who meet the criteria to receive shift premium will receive \$1.00 <u>\$2.50</u> an hour when they are regularly scheduled to work at least one (1), but not all, day, evening and night shift. (Effective 5/15/2020; rev. 7/1/2023).</p> <p>Registered Nurses – Basic Registered nurses and related job classes requiring licensure as a registered nurse, licensed practical nurse, mental health practical nurse and psychiatric security nurse shall receive a \$1.50 <u>\$2.50</u> an hour shift differential. See WAC 357-28-190. (Effective 7/1/2019; rev. 7/1/2023).</p> <p>Supplemental Shift Premium for Nurses For the classes of registered nurse and related job classes requiring a licensure as a registered nurse, supplemental shift premium shall be paid in the amounts and under the following conditions: See WAC 357-28-195.</p> <ul style="list-style-type: none"> • \$1.00 <u>\$1.50</u> an hour during any hours assigned to work while on paid leave from 11:00 p.m. until 7:00 a.m. • \$3.00 <u>\$4.00</u> an hour during any hours worked or while on paid leave from Friday midnight to Sunday midnight. • Supplemental shift premiums are payable regardless of employment status and/or whether the work was prescheduled. • Supplemental shift premiums are not payable during hours other than those specified. 	

Explanation

The premiums items identified are a result of the 2023-25 Collective Bargaining Negotiations and Budget approval process. These were inadvertently excluded, in error, from the June 22, 2023, revised agenda and are being presented now with the effective date of July 1, 2023.

Internal Use Only
Director's Meeting Date 7/24/2023

Section D: Compensation

Washington Federation of State Employees IAA Shadow Classes
Department of Corrections Only

Emergency

Item 6	
Action Base Range Salary Adjustment	Analyst Melissa Bovenkamp

Item subsection number	Class Code	Job Title	Current Salary Range	Proposed Salary Range
a	350F	Corrections Specialist 4 – WFSE	61CC	62

Explanation

The proposed salary range establishments of this shadow class are a result of Washington Federation of State Employees Department of Corrections Interest Arbitration Award, dated September 23, 2022.

For Office of Financial Management, State Human Resources use only. This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director’s Meeting Date 7/24/2023	Effective Date 7/1/2023

Section D: Compensation

Washington Federation of State Employees IAA Shadow Classes
Department of Corrections Only

Emergency

Item 7	
Action Base Range Salary Adjustment	Analyst Melissa Bovenkamp

Item subsection number	Class Code	Job Title	Current Salary Range	Proposed Salary Range
a	350F	Corrections Specialist 4 – WFSE	62	63

Explanation

The proposed salary range establishments of this shadow class are a result of Washington Federation of State Employees Department of Corrections Interest Arbitration Award, dated September 23, 2022.

For Office of Financial Management, State Human Resources use only. This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director’s Meeting Date 7/24/2023	Effective Date 1/1/2024

Section D: Compensation

Washington Federation of State Employees IAA Shadow Classes
Department of Corrections Only

Emergency

Item 8	
Action Base Range Salary Adjustment	Analyst Melissa Bovenkamp

Item subsection number	Class Code	Job Title	Current Salary Range	Proposed Salary Range
a	350F	Corrections Specialist 4 – WFSE	63	64

Explanation

The proposed salary range establishments of this shadow class are a result of Washington Federation of State Employees Department of Corrections Interest Arbitration Award, dated September 23, 2022.

For Office of Financial Management, State Human Resources use only. This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director’s Meeting Date 7/24/2023	Effective Date 1/1/2025

Section E: Rule Amendments

Rule Item #1 – Repeal COVID-19 Vaccination Requirements

Staff note: The World Health Organization ended the global emergency status for COVID-19 on May 5, 2023. The Biden Administration ended the national COVID-19 public health emergency on May 11, 2023. To align Washington state policy with the ending of the national public health emergency, Governor Jay Inslee rescinded Directive 22-13.1 effective May 11, 2023, which directed a requirement that employees of executive and small cabinet state agencies be fully vaccinated against COVID-19 as a condition of employment. Repeal of the rules implementing Directive 22-13.1 is necessary to ensure that the civil service rules also align with the current public health policies of the World Health Organization, the federal government, and state of Washington.

Staff is proposing to remove the following requirements in Title 357 WAC:

- The requirement for nonrepresented state employees who are employed by general government executive and small cabinet agencies, or an eligible candidate for such position, to be fully vaccinated against COVID-19 as a condition of employment, or granted an exemption and approved for an accommodation due to a disability and/or medical condition or sincerely held religious belief that prevents them from receiving the COVID-19 vaccine;
- The requirement for employers to separate an employee, or not hire an eligible candidate, if they cannot provide proof, they are fully vaccinated, and the employer cannot provide an accommodation; and
- Language that made these requirements optional for higher education employers, independent agencies, boards, councils, commissions, and separately elected officials.

REPEALER

WAC 357-01-1745	Fully vaccinated.
WAC 357-04-125	Must an employee provide proof of being fully vaccinated as a condition of employment?
WAC 357-16-197	Must an employer require an eligible candidate to provide proof of being fully vaccinated?
WAC 357-19-413	What are the requirements for a nonpermanent employee to be fully vaccinated or for an employer to require an eligible candidate to provide proof of being fully vaccinated?

Section E: Rule Amendments

AMENDATORY SECTION

WAC 357-46-165 When may an employer separate an employee in accordance with WAC 357-46-160?

An employer may separate an employee due to disability when any of the following circumstances exist:

- (1) The employer is unable to reasonably accommodate the employee.
- (2) The employer has medical documentation of the employee's inability to work in any capacity.
- (3) The employee requests separation due to disability and the employer has medical information

which documents that the employee cannot perform the essential functions of the employee's position or class.

~~((4) The employer must separate an employee from employment for failure to comply with the COVID-19 vaccination requirements set forth in WAC 357-04-125 where an exemption was approved due to a disability and/or medical condition and the employer is unable to reasonably accommodate the employee.))~~

AMENDATORY SECTION

WAC 357-46-195 May an employer separate an employee for nondisciplinary reasons?

An employer **may** separate a permanent employee from a position or from employment for nondisciplinary reasons such as failure to comply with the conditions of employment which may or may not have existed at the time of initial appointment or failure to authorize or to pass a background check required by the position.

The employer may consider other employment options such as transfer or voluntary demotion in lieu of separation.

~~((The employer must separate an employee from employment for nondisciplinary reasons for failure to comply with the COVID-19 vaccination requirements set forth in WAC 357-04-125.))~~

AMENDATORY SECTION

WAC 357-58-190 What must be addressed in agency's WMS recruitment and selection policy and/or procedure?

An agency's WMS recruitment and selection policy and/or procedure must:

- (1) Provide for the ability to consider any or all qualified candidates for hire, promotion, or internal movement;
- (2) Ensure that hiring decisions are fair, objective, and based on the evaluation of leadership and other job related competencies and characteristics required for successful job performance and performance management;
- (3) Support workforce diversity and affirmative action goals;
- (4) Consider the career development of the agency's employees and other state employees;
- (5) Consider making appointments from a veterans placement program;
- (6) Ensure that hiring decisions are not based on patronage or political affiliation;
- (7) Ensure compliance with state and federal laws relating to employee selection and nondiscrimination;

(8) Encourage decentralized and regional administration of the recruitment and selection processes when it is appropriate for the agency; and

(9) Ensure compliance with requirements governing wage and salary information in accordance with RCW 49.58.100, 49.58.110, WAC 357-16-017, 357-16-215, and 357-16-220(~~and~~

~~(10) Ensure compliance with the COVID-19 vaccination requirements in accordance with WAC 357-04-125 and 357-16-197)).~~

Section E: Rule Amendments

References:

WAC 357-01-1745 Fully vaccinated.

A person is "fully vaccinated" against COVID-19 two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine or a single-dose COVID-19 vaccine authorized for emergency use, licensed or otherwise authorized or approved by the U.S. Food and Drug Administration or listed for emergency use or otherwise approved by the World Health Organization.

WAC 357-04-125 Must an employee provide proof of being fully vaccinated as a condition of employment?

As a condition of employment, an employee must be fully vaccinated or request an exemption due to a disability and/or medical condition or if the requirement conflicts with an employee's sincerely held religious belief, practice, or observance. If a requested exemption is granted, an employer must determine whether or not the employee can be reasonably accommodated. If the employer determines an employee can be accommodated in accordance with state and federal laws, the employee may continue their employment. An employee who fails to meet this condition of employment will be subject to a separation in accordance with WAC [357-19-410](#), or a disability separation in accordance with WAC [357-46-160](#), or a nondisciplinary separation in accordance with WAC [357-46-195](#).

This section applies to executive and small cabinet agencies as defined in Directive 22-13.1, issued August 5, 2022, by the governor. Higher education employers, independent agencies, boards, councils, commissions, and separately elected officials may require an employee to meet the requirements of this section.

WAC 357-16-197 Must an employer require an eligible candidate to provide proof of being fully vaccinated?

After a conditional offer of employment is made, an employer must require an eligible candidate to provide proof of being fully vaccinated or to request an exemption due to a disability and/or medical condition or if the requirement conflicts with an eligible candidate's sincerely held religious belief, practice, or observance. If a requested exemption is granted, an employer must determine whether or not the eligible candidate can be reasonably accommodated. If the employer determines an eligible candidate can be accommodated in accordance with state and federal laws, the eligible candidate may be considered for employment. If the employer cannot provide an accommodation and the eligible candidate does not provide proof of being fully vaccinated, the employer may not consider the eligible candidate for employment.

This section applies to executive and small cabinet agencies as defined in Directive 22-13.1, issued August 5, 2022, by the governor. Higher education employers, independent agencies, boards, councils, commissions, and separately elected officials may require an eligible candidate to meet the requirements of this section.

WAC 357-19-413 What are the requirements for a nonpermanent employee to be fully vaccinated or for an employer to require an eligible candidate to provide proof of being fully vaccinated?

(1) A nonpermanent employee must comply with the COVID-19 vaccination requirements set forth in WAC [357-04-125](#). A nonpermanent employee who fails to comply must be separated in accordance with WAC [357-19-410](#).

(2) After a conditional offer of employment for a nonpermanent appointment is made, an employer must require an eligible candidate to provide proof of being fully vaccinated in accordance with WAC [357-16-197](#).