



2021 Performance-based Incentives & Recognition Report

It is time for the annual Performance-based Incentives & Recognition Report. Agencies will be receiving communications from State HR in the next couple of weeks to verify their reported data and explanation of awards, and/or for agencies to provide their information if the agency is not using the specified codes in the system. State HR has strict timeframes for submitting the final report to the legislature and requests that agencies meet the **October 15, 2021** due date in the communications.

Background

OFM is required by RCW 41.06.133(4) to provide the governor and legislature an annual report detailing all bonuses and performance-based incentives awarded to employees. For purposes of this legislatively mandated report, bonuses and performance-based incentives include cash awards or lump-sum payments that appointing authorities have discretion to grant to employees in recognition of special job performance, outstanding achievements or accomplishments. Payments such as these do not become a permanent addition to base pay but must be recorded in HRMS. In order for State HR efficiently produce this legislatively mandated report, we rely on executive branch agencies to accurately code these transactions.

Earlier this year OFM issued the [March 11, 2021 HRMS Communication](#) that provided coding and reason guidance for capturing this information in HRMS. A copy of this communication is available in the HRMS Support Hub under Resources - HRMS Communications. If agencies are not using the specified coding, it is requested that they provide State HR with their data and identify how they are coding this information in HRMS and the purpose of the award.

HRMS New Separation Action Reason – COVID 19 Vaccination Requirement

State HR is implementing a new separation action reason to track employer-initiated, non-disciplinary separations for employees failing to comply with a COVID-19 vaccination requirement. This reason code, "Condition Not Met – Vax Reqr'd" is appropriate for any agency that has a vaccination requirement. The new code will be available in the system mid-September. HRMS communications will notify users that it is available in production once the release date is confirmed.

This code should NOT be used for employee-initiated resignations or retirements as a result of a vaccination requirement. Aggregated retirement and resignations data resulting from the vaccination requirement are tracked separately in the Vaccine Rate Calculation Reporting template. Guidance on reporting requirements and a copy of the template is provided in an e-mail to the HR Managers distribution list sent by Cheryl Sullivan-Colglazier and distributed on 9/1/21. The template is also available in the [HR Professional Portal](#) under the Coronavirus Information section.

LTSS Implementation Update

- State HR Labor Relations had an informational meeting with unions on July 28th and continues to provide updated information.



- ESD is expected to begin processing exemptions beginning October 1, 2021. State HR recommends agencies look at internal onboarding processes and update to include asking new employees if they have an exemption and requiring a copy of the letter to place in the personnel file.
- OFM project team in place working on business requirements for system updates. Cannot implement until ESD rule making is completed. Anticipate finalization of LTSS program Phase II rules this month. The majority of the LTSS rules are consistent with PFML and we are using this as the basis for our requirements, analysis still needs to be done on where there are differences before changes are made to HRMS.
- Phase II rules for finalization include:
 - WAC 192-900-005 Aggrieved party.
 - WAC 192-900-010 Calendar quarter.
 - WAC 192-900-015 Employer.
 - WAC 192-900-020 Employer agent.
 - WAC 192-900-025 Interested parties.
 - WAC 192-900-030 Self-employed.
 - WAC 192-900-035 Terms meaning deliver.
 - WAC 192-910-005 Employer reporting requirements.
 - WAC 192-910-010 When are employer premium payments due?
 - WAC 192-910-015 What are the employer's responsibilities for premium deductions?
 - WAC 192-910-020 How are payments applied to long-term services and supports premiums?
 - WAC 192-915-005 Election of coverage for self-employed persons.
 - WAC 192-915-010 What are reportable wages for self-employed persons electing coverage?
 - WAC 192-915-015 How will the department determine the wages earned and hours worked for self-employed person selecting coverage?
 - WAC 192-920-005 Parties to collective bargaining agreements.
 - WAC 192-925-005 Adoption of model rules.
 - WAC 192-925-010 Who can appeal or submit a petition for review?
 - WAC 192-925-015 Sections of general procedural rules for appeal under chapter 192-800 WAC apply