## [Employer Name]

## Allocation Procedure

## Effective Date:

**SCOPE**:

This procedure applies to all classified positions within the [EMPLOYER]. In carrying out this procedure, provisions of Chapter 357-13 WAC (Classification) and the applicable collective bargaining agreement will be considered.

In accordance with WAC 357-13-060, this procedure applies when there are permanent and substantive changes in the job duties and scope of responsibility of a position involving the addition, reduction, or modification of duties and responsibilities. In such cases, reallocation to a different job classification may be warranted.

In accordance with WAC 357-13-065 if an employee feels he/she is performing duties that are not in his/her position description (PD) and not appropriate to the current job classification, he/she may request a position review by the Human Resource (HR) Office every six months.

**INTENT:**

Position allocations and the review of position reallocation requests will occur in a timely and efficient manner. The HR Manager is delegated authority by the State HR Director to approve all position allocations and reallocations.

Supervisors shall consult with their supervisor/manager, the HR Manager, the financial manager, and affected employees on any allocation or reallocation action.

**PROCEDURES:**

**New Positions and Employer-Initiated Reallocations**

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| Immediate supervisor (of proposed new position or position to be reallocated)  | 1. Preliminarily discuss need for new position or need for reallocation of an existing position with HR Manager.
2. Discuss proposal with the financial manager to determine potential fiscal impact. ***This should not be a factor of whether or not a reallocation occurs. Reallocations are based on the job duties, not salary.***
3. With the assistance of HR staff, conduct a job analysis and prepare draft job descriptions utilizing the [PD form](http://hr.wa.gov/SiteCollectionDocuments/Forms%20and%20Publications/DOP%20Forms/WGSPositionDescription.doc) , outlining primary duties and responsibilities, essential functions, and identifying the required education, experience, and competencies (needed for the successful performance of the position).
4. For reallocation of an existing position, consult with incumbent (employee) about any proposed changes.
5. Submit draft PD form to all appropriate supervisory levels, and to the respective appointing authority, for review and approval of assigned job duties.
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| Appointing Authority  | 1. Review and approve draft PD form.
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| Immediate supervisor | 1. Upon approval, submit draft PD form to HR Manager for preliminary review.
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| HR Manager | 1. Review proposal/PD and provide preliminary recommendation/feedback to the supervisor based on consultation with HR Consultant.
2. If necessary, work with appointing authority and/or supervisors and make recommendations regarding needed adjustments to assigned duties to bring the position into compliance with the proposed allocation.
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| Immediate supervisor | 1. If request is appropriate and approved to proceed, finalize the PD form and prepare a Personnel Action Request (PAR) form.
2. Submit PD and PAR forms through the appropriate channels for final approval and forward to HR Manager.
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| HR Manager | 1. Make position allocation decision.
2. For filled positions, notify employee in writing of final decision. The effective date of employer-initiated reallocations will be the date the PAR is approved by the Director or Deputy Director or a later date indicated on the PAR. The notification letter will include the employee’s right to request a director’s review.
3. Forward the approved PD and PAR forms and copies of allocation letter to the HR Consultant.
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| HR Consultant | 1. Verify funding codes with financial manager and input position information into the HRMS system.
2. Prepare all payroll processing documents (P2) and forward to Payroll Officer.
3. File PAR, PD, and employee allocation letter in position files and personnel files.
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| Payroll Officer | 1. Process reallocation letter (enter appropriate information) into the payroll system to complete the action.
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**Employee-Initiated Position Reviews -** Employees may request a position review once every six months.

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| Employee | 1. Submit a [Position Review Request – Employee Portion (PRR)](http://hr.wa.gov/SiteCollectionDocuments/Forms%20and%20Publications/DOP%20Forms/PositionReviewRequest-EmployeePortion.doc) to the immediate supervisor.
2. May send a copy of the PRR-Employee Portion to the HR Office for purposes of “in-dating”. (The use of this date may provide proof for retroactive pay in some instances.)
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| Supervisor | 1. Meet with employee to discuss any differences/disputes relating to job duties and responsibilities.
2. Agree or disagree with the employee’s statement of duties, sign PRR-Employee Portion, complete and sign [PRR-Supervisor Portion](http://hr.wa.gov/SiteCollectionDocuments/Forms%20and%20Publications/DOP%20Forms/PositionReviewRequest-SupervisorPortion.doc). Forward both forms to manager/appointing authority for review/signature. Consult with HR Manager or HR Consultant if necessary.
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| Manager/Appointing Authority | 1. Agree or disagree with the supervisor’s statement of duties, sign PRR-Supervisor Portion and forward both forms to HR Manager.
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| HR Manager*\*HR Office: Refer to the applicable Collective Bargaining Agreement for timeframes in reviewing employee-initiated requests, e.g. 60 days.* | 1. Discuss the employee’s request with the HR Consultant and receive his/her recommendation.
2. Discuss the employee’s request with the Director or Deputy Director and provide preliminary recommendation.
3. Based on additional input/information, make final allocation decision.
4. If position reallocation request is denied, adjustments in that position’s duties may be required to bring the duties into compliance with the existing PD.
5. Notify employee in writing of final decision. The effective date of employee-initiated reallocations will be the date the PRR is received by the HR Manager. The notification letter will include the employee’s right to request a director’s review.
6. Forward the PD and PRR forms and copies of allocation letter to the HR Consultant for personnel/payroll processing.
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| HR Consultant | 1. Verify funding codes with the financial manager and input position information into HRMS system.
2. Prepare all payroll processing documents (P2) and forward to Payroll Officer.
3. File PAR, PRR, and PD forms, and employee allocation letter in position files and personnel files.
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| Payroll Officer | 1. Process reallocation letter (enter appropriate information) into the payroll system to complete the action.
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