

# EMS Banding Guidelines

This guidance is provided to assist agencies in developing internal agency banding procedures, facilitating the approval to band and maintaining existing Exempt Management Service (EMS) positions. Once banded, these guidelines outline the basis for and limitations on all salary adjustments.

Prior to establishing or revising existing EMS position(s), an agency must have approved and current banding procedures on file with State HR. The procedures should address the following points:

## 1. Scope

Identify which positions fall under these procedures and the RCW citations that apply.

## 2. Evaluation Methodology and Procedures

Describe the process used to determine the recommended salary band, including the techniques and considerations used to evaluate positions and determine adjustments. This may include Job Value Assessment Chart (JVAC), documented recruitment or retention problems, documented alignment issues (e.g. compression, inequities), etc.

It is recommended agencies establish a salary review committee to evaluate positions, recommend band placement and consider salary adjustments. A committee helps eliminate bias. If you establish a salary review committee, identify the structure of the committee, including the number of individuals on the committee and their job titles.

## 3. Inclusion Authority (State HR Authority WAC 357-28 and RCW 41.06.070)

Agency procedures should acknowledge that State HR must approve:

- Initial band placement for all exempt position establishments.
- Medical and Special Market band placement for all exempt positions meeting the medical or special market criteria.
- All band changes to existing positions (including movement from a salary range to a band).
- Requests to set salaries for exempt positions outside the approved salary band.
- Exceptions to exceed the 25% progression increase limit.
- Lump sum payments not to exceed 15% of annual base salary for documented recruitment and retention challenges.

State HR must approve the above actions **prior** to implementation; we do not backdate agency requests.

#### 4. Salary Administration (Agency Authority)

Agencies may adjust the salary **within the approved** band to reflect:

- Legislatively directed general wage increases.
- Documented recruitment and/or retention issues.
- Documented agency and/or internal salary relationship or alignment issues.
- Progression increases **not exceeding a total of 25 percent** during the tenure of an employee's appointment to recognize demonstrated growth and development or sustained excellence.
- Lump sum payment approved by State HR to support recruitment and/or retention challenges **not exceeding 15 percent** of the employee's annual base salary. Prior to payment the [agency Director or Designee] will establish conditions in writing to include a specified period of employment or continued employment. Payment will be rendered once all the conditions have been met.
- An employee may not receive more than **15 percent** of their annual base salary over a twelve-month period.

Describe how incumbents will have an opportunity to present their perspective on the salary determined for their position. This process should include written notification advising the incumbent of band placement, any salary adjustments and their opportunity for input.

Identify who the agency's final decision maker will be for salary adjustments.

#### 5. Position Description Maintenance

Agencies must maintain current position descriptions for each EMS position (best practice is 3 years or less) and use the State HR approved EMS position description form or an alternate form approved by State HR. Current EMS position descriptions must match current organization chart, be signed by current incumbent, supervisor and the designated appointing authority.

Updates to a position description must be submitted for review to State HR. Changes in the duties, JVAC score, band placement or reporting structure of the EMS position or changes to the EMS position description form must be submitted to State HR for review and approval.

#### 6. Documentation and Reporting

Reporting of EMS positions will use data pulled from HRMS as the state's official record. Agencies will respond to EMS data requests using HRMS information and not information from independently developed shadow systems or logs. State HR must be able to replicate the data.

Agencies will code positions in HRMS using state standard coding and any coding specific to EMS positions.

Agencies must remain in compliance with their State HR approved EMS Banding Procedures and submit any updates or changes to their EMS exempt procedures to State HR for review, approval and placement in exempt files. Changes to exempt positions such as reallocating a position in an EMS class must be submitted to State HR for review.