



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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STATE HUMAN RESOURCES

HR DIRECTIVE 21-01

Effective November 10, 2021

Authorized 

WHO: Applies to all state agencies

WHAT: Working conditions for employees performing duties at another agency

PURPOSE:

This directive is to address working conditions for employees who are redeployed in response to Proclamation 20-05 (and any amendment thereto) issued February 29, 2020, by Governor Jay Inslee declaring an emergency in the state of Washington. During the COVID-19 response, some agencies may encounter shortage of employees in segments of their operations, while other agencies have employees with the capacity and skill sets that can be redeployed to address the staffing shortage.

Agencies may redeploy a state employee either by an interagency agreement which would keep the employee on their home agency's payroll or redeploy them into a nonpermanent appointment while they are performing duties at a 24/7 facility to respond to staffing needs. This directive applies only to non-represented classified staff, non-represented exempt staff, and exempt management service staff. This directive is applicable to general government agencies, but higher education institutions are encouraged to assist with this effort as well.

For employees represented under a collective bargaining agreement, the State will fulfill its bargaining obligation to negotiate over interagency employee sharing by providing notice and an opportunity to bargain and follow all applicable collective bargaining agreement provisions for nonpermanent appointments.

This directive is effective through the duration of a signed interagency agreement or nonpermanent appointment allowing redeployment of an employee or until June 30, 2022, whichever is later, unless extended by the OFM Director. This HR Directive is not intended to set a precedent or establish any practices.

DETERMINATION OF THE DIRECTOR (ACTION REQUIRED):

Redeployment, whether by interagency agreement or nonpermanent appointment, of employees from their home agency should be temporary in nature and is recommended not to exceed four months. Redeployment is voluntary on the part of the employee. Agencies should encourage and support their employee's desire to volunteer. Participating agencies must have an interagency agreement on-file. If an employee is hired into a nonpermanent appointment at a 24/7 facility, the former agency must guarantee the employee's right to return at the conclusion of their appointment to the exact position they previously held at the time of redeployment. Agencies must follow all applicable nonpermanent appointment WACs with the exception of the guaranteed right of return described above.

Employees who are redeployed from their home agency will be notified in advance if a background check is required by the receiving agency. Employees may decline the redeployment opportunity if a background check is required.

Travel time and mileage costs incurred by the employee during their redeployment with the receiving agency will be paid in accordance with the Office of Financial Management State Administrative Accounting Manual (SAAM).

Employees who are in a nonpermanent or WMS acting appointments at the time of the redeployment to another agency must have their nonpermanent or WMS acting appointment extended at their home/former agency for the time period in which the employee was redeployed, in accordance with the civil service rules.

Employees who are serving a trial service or WMS review period at the time of redeployment must receive credit towards their trial service or WMS review period for the time spent during the redeployment. This does not prevent the agency from extending the employees trial service or WMS review period, in accordance with [WAC 357-19-060](#) or [WAC 357-58-295](#).

SALARY SETTING FOR EMPLOYEES WHO ARE REDEPLOYED USING INTERAGENCY AGREEMENTS:

Salary calculations for non-represented WGS employees who are performing duties at another agency who are below the salary range must be compensated based on the assigned job classification as follows:

- Employees who are temporarily assigned the full scope of duties and responsibilities to a higher-level classification whose salary range maximum is less than fifteen percent (15%) higher than the salary range maximum of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to five

percent (5%) higher than the amount of the pre-promotional step. The increase will become effective on the first day the employee is redeployed to perform the higher-level duties.

- Employees who are temporarily assigned the full scope of duties and responsibilities to a higher-level classification whose salary range maximum is fifteen percent (15%) or higher than the salary range maximum of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to ten percent (10%) higher than the amount of the pre-promotional step. The increase will become effective on the first day the employee is redeployed to perform the higher-level duties.

Salary calculations for WMS or EMS employees who are performing duties at another agency who are below the salary band minimum must be compensated based on the assigned job classification as follows:

- Employees who are temporarily assigned the full scope of duties and responsibilities to a higher WMS or EMS salary band or higher WGS salary range maximum will receive a salary increase nearest to ten percent (10%) or up to the minimum of the new salary band, whichever is greatest, not to exceed the band maximum.

Non-represented employees will not have their compensation adjusted as part of their redeployment under the following scenarios:

- A WGS employee whose position's salary range is higher than the approved classification associated with the work completed in response to this directive will not have their compensation adjusted.
- A WMS employee whose current salary is higher than the approved band associated with the work completed in response to this directive will not have their compensation adjusted.
- An EMS employee whose current salary is higher than the approved band associated with the work completed in response to this directive will not have their compensation adjusted.
- A WGS employee whose position has the same salary range maximum will not have their compensation adjusted.
- A WMS employee who has the same salary band maximum will not have their compensation adjusted.
- An EMS employee who has the same salary band maximum will not have their compensation adjusted.

STATE HR CONTACT:

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