

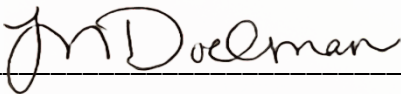


STATE HUMAN RESOURCES

HR DIRECTIVE 25-01

Effective: July 1, 2025

(Superseding HR Directive 19-02)

Authorized: 

WHO: Applies to all state agencies and higher education institutions

WHAT: Salary setting due to minimum wage and starting wage increases

WHY:

This directive addresses salary setting for non-represented employees as it specifically relates to the following:

- Increases in minimum wage or starting wage;
- Compression and inversion adjustments; and
- Minimum wage as determined by local ordinances.

DETERMINATION OF THE DIRECTOR (ACTION REQUIRED):

When specific job classifications are moved to a higher salary range due to an increase in minimum wage or starting wage, or when such changes result in salary compression or inversion, affected employees will have their salaries adjusted to the step within the new range that is nearest to their current salary.

When such a change is effective on the same date as a general wage increase, the general wage increase should be applied first.

State agencies and higher education institutions will receive information from the Office of Financial Management (OFM) State Human Resources regarding affected job classifications, their assigned salary ranges, and the effective date of the changes.

Minimum Wages Determined by Local Ordinances

In instances where an employee is assigned to an official duty station within a jurisdiction where a local minimum wage ordinance exceeds the state minimum wage, the employee must be compensated at a rate no less than required by the local ordinance. The employer will first evaluate the employee's base hourly wage in combination with any applicable location-based premium pay. If the total compensation does not meet the local ordinance's minimum wage threshold, the employee must be placed at the appropriate step within the designated salary range that meets or exceeds the required local wage.

Out-of-State Minimum Wage Compliance

If an employee's official duty station is located outside of Washington state, agencies must ensure that the human resource management system accurately reflects the state in which the employee is working in all required fields. Minimum wage adjustments for out-of-state employees should follow the same guidance as in-state adjustments.

For employees temporarily working out of state, agencies must research the applicable state and local jurisdiction's requirements regarding compensation for short-term workers.

CONTACT:

ClassandComp@ofm.wa.gov

OFM SHR Classification & Compensation