



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT  
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STATE HUMAN RESOURCES

HR DIRECTIVE 20-01  
Effective: February 1, 2020

**Authorized:** 

**WHO:** All executive branch agencies (excludes higher education)

**WHAT:** Home and Alternative Assignment Approval & Reporting Requirements

**PURPOSE AND DEFINITIONS**

Home and alternative assignment are effective management tools for select circumstances, such as ensuring a complete and impartial personnel investigation of workplace matters. Other reasons include fit for duty, safety concerns and/or criminal allegations.

**Home Assignment:** An employer-initiated action assigning an employee to their home. The employee must remain available during their designated work schedule while on home assignment; employee will continue to receive regular pay and benefits and may or may not be assigned work.

**Alternative Assignment:** An employer-initiated action assigning all employee's work that is different from their normally assigned tasks, or to assign an employee to a different work location, while the employee is under investigation for alleged misconduct. While on alternative assignment, the employee will continue to receive regular pay and benefits.

**ACTION REQUIRED**

**Home Assignment Approval and Reporting Requirements**

Each agency must have a home assignment policy and/or procedure in place that complies with the following principles and any applicable collective bargaining agreements. An employee may be placed on home assignment if the employee's appointing authority determines the home assignment is necessary.

SHR Directive 20-01  
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Home assignments are to be coded in the human resource management system (HRMS) using the appropriate codes as identified in the attached reporting procedure.

- The appointing authority must notify the agency head or designee and the agency human resources director in writing of the home assignment and the reasons for the home assignment.
- A home assignment may last up to fifteen calendar days. The fifteen-day home assignment may be extended in thirty-day increments upon determination by the agency head or designee that additional time is needed.
- Before extending the home assignment, the agency head or designee must receive an update of activities since the initial home assignment or previous extension and the reason additional time is necessary.
- If the extension is necessary, the agency head or designee shall document the reason for the extension and the anticipated time for concluding the home assignment.
- The agency head or designee must notify the agency human resources director of any extensions.
- When the home assignment ends, the agency head or designee must document the date the home assignment ended.

### **Alternative Assignment Reporting Requirements**

Alternative assignments are to be coded in the human resource management system (HRMS) using the appropriate codes as identified in the attached reporting procedure.

### **Additional Reporting Requirements**

At the discretion of the Assistant Director for State HR or designee, agencies may be directed to provide additional detail on any employee who has been assigned to an alternative position or alternative work from their appointed position for 90 days or longer. This detail may include the expected end date of the assignment, reasons for the delay in removing the employee from the assignment, what steps the agency is undertaking to expedite the ending of the assignment, and what the employee is doing during the assignment. At the request of SHR, agencies should provide this information in writing.

**DUE DATE:** Actions keyed by the fifth of the following month

### **STATE HR CONTACT:**

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