

# Washington Management Services Salary Administration Policy Review Request

Complete this form to request review and approval of a new or updated Washington Management Service (WMS) Salary Administration Policy. Submit completed form and required documents to OFM, State Human Resources at [OSHRDirectorsRequestforApproval@ofm.wa.gov](mailto:OSHRDirectorsRequestforApproval@ofm.wa.gov).

## Requestor Information

Agency/Institution:

Contact Name:

Contact Phone:

Contact Email:

Reason for Request:                      New Policy                      Updated Policy

Current Policy Attached:                  Yes                                  No

Date Submitted:

WAC 357-58-075 requires each agency to develop a written salary administration policy. Policies must be submitted to OFM, State Human Resources for review and approval. Certain components should be addressed in an employer's salary determination policy, see checklist below to ensure all necessary components are included.

Briefly describe the changes made to your policy.

## The Policy must address the salary setting standards outlined in the following WACs:

### Initial Appointments:

WMS Employees	357-58-025; 032
Placement into the WMS Medical Band (if applicable to agency)	357-58-081
Transfers and Reassignments	357-58-200; 205; 210
Involuntary Downward Movement	357-58-125
Demotions	357-58-115; 120; 215
Reversions	357-58-375
Promotions	357-58-110

**Return to WMS Position:**

Return from Project	357-58-230
Return from Exempt	357-58-132; 450
Return from Acting WMS	357-58-275
Return from Non-Permanent	357-58-225; 226

**Additional salary setting considerations to be addressed:**

Salary Increases and Limitations	357-58-090; 095; 096; 100; 105; 130
Recruitment and/or Retention Lump Sum	357-58-136; 137
Setting Salaries Above the Band Maximum	357-58-085; 087
Additional Pay: Shift Differential, Call-back & Standby Pay	357-58-170; 180
Relocation Payment	357-58-145; 150; 155
Employees in OT exempt positions that meet the Washington State Minimum Wage Act salary threshold and the duties test.	Washington State Minimum Wage Act
Changing the overtime eligibility designation from overtime-eligible to overtime-exempt.	357-28-245

**Additional leave considerations to be addressed:**

Additional leave for Recruitment & Retention purposes	357-58-175
---	------------

**Agency Director or Designated Approving Authority**

Name:	Title:
Signature:	Date:

*Please type your full name in the signature fields. Do not use E-sign features or insert signature images.*