

Civil Service Rules Requiring Office of Financial Management Approval

This document lists the civil service rules that fall under the approval authority of Office of Financial Management (OFM). Agencies must proactively request approval from OFM prior to taking action. For each rule listed, the submission criteria and expected response times are defined.

Key information:

- Effective date is the date the request is received by OFM unless otherwise specified.
- No retroactive approvals will be granted.
- Each rule request process may be different; follow the process for the specific rule under which you are seeking approval.
- Some rules requiring State Human Resources (SHR) authorization may result in OFM requesting a Fiscal Impact Statement (FIS) be submitted and approved for financial feasibility prior to SHR reviewing the request.
- Send requests and attachments via email to <mailto:OSHRDirectorsRequestforApproval@ofm.wa.gov>.
- For suspended operations requests over 15 days, send via email to [OFM Deputy Director](#).

Quick Find List:

Alternative Application Form	Lump Sum for Recruitment and Retention	WMS Alternate Form for Position Descriptions
Alternative PDP & Evaluation Procedures	Overtime Eligibility Designation Changes	WMS Inclusion and Evaluation Procedure
Alternative WMS PDP & Evaluation Procedures	Premiums Exceeding 15%	WMS Lump Sum Recruitment and/or Retention Payment
Base Salary Above The Maximum	Progression Increase Limit Exception	WMS Review Request
Emergency Response Premium Pay Policy	Salary Determination Policy	WMS Salary Administration Policy
Extension of Non-perm Beyond 24 Months	Shift Premiums - Exceptions	WMS Salary Outside Band
Greater Than 5% Salary Increase	Special Premium Pay- Hazardous	WMS Salary Set within the Medical Band
Group C Assignment Pay	Standby Rates Exceptions	
HE Extension to 1050 hrs. Temp	Suspended Operations Over 15 days	
ITPS Position Description Form		

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RULES REQUIRING SHR AUTHORIZATION	REQUEST PROCESS	SHR RESPONSE TIME (Working Days)
<p>ITPS Position Description Form</p> <p>WAC 357-13-035</p>	<p>Agencies/institutions must submit request to OFM State HR. Provide a copy of draft form detailing the proposed modifications for the agency/institution to the statewide ITPS position description form.</p>	<p>7 Days</p>
<p>Alternative application form.</p> <p>WAC 357-16-060</p>	<p>Agencies must submit request to OFM State HR. At a minimum, forms must include all fields on the statewide application form.</p>	<p>5 Days</p>
<p>Non-permanent appointment beyond 24 months.</p> <p>WAC 357-19-370</p>	<p>Agencies must submit request to OFM State HR. Extension requests should include:</p> <ul style="list-style-type: none"> • Number of hours that the employee has occupied the position which includes original temporary appointment date. • Recruitment needs if appropriate. • Justification of backfill or extension (e.g. medical leave). • Job class and a description of the knowledge, skills and abilities that the position requires. • Statement as to why they cannot fill the position on a regular basis. • Length of non-permanent appointment needed and requested end date. <p>Note: If a non-permanent appointment goes beyond 24 months without OFM approval, remedial action such as permanent status for the incumbent may be taken by the Director per WAC 357-19-430.</p>	<p>5 Days</p>

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<p>System for monitoring exempt parttime and temporary positions. Exceptions to 1050 hour temp limit (for Higher Ed Institutions only).</p> <p>WAC 357-19-440</p>	<p>Higher Education Institutions must submit request to OFM State HR. Extension requests should include:</p> <ul style="list-style-type: none"> • The number of hours the employee has occupied the position which includes original temporary appointment date. • Recruitment needs if appropriate. • Justification of backfill or extension (e.g. medical leave). • Job class and a description of the knowledge, skills and abilities that the position requires. • Statement as to why they cannot fill the position on a regular basis. • Length of non-permanent appointment needed and requested ending date. • Total hours requested over 1050 hours. <p>Note: If a non-permanent appointment goes beyond 1050 hours without OFM Assistant Director approval, remedial action such as permanent status for the incumbent may be taken by the Director WAC 357-19-450.</p>	<p>5 Days</p>
<p>Salary Determination Policy – Original submittal and material revisions.</p> <p>WAC 357-28-030</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide copy of current and revised policy. 	<p>20 Days</p>
<p>Set base salary above the maximum of the salary range.</p> <p>WAC 357-28-040</p>	<p>Agency Director or designee must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide justification as to why the base salary should be set above the maximum of the salary range. 	<p>14 Days</p>
<p>Premiums exceeding 15% under the provisions of WAC 357-28-095.</p> <p>WAC 357-28-100(1)(a)</p>	<p>Agency Director or designee must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide justification as to why a premium (as described in WAC 35728-095) which exceeds 15% is necessary and what other options were considered. 	<p>14 Days</p>

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<p>Additional Pay to support the recruitment and/or retention of like positions at a specific work location. (Group C assignment pay)</p> <p>WAC 357-28-100(1)(b)</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> Agencies should use the recruitment and retention information outlined in the Group C Assignment Pay Guidelines when developing their proposal. Effective date for represented employees is based on completion of the union notification bargaining process. 	<p>60 Days <i>(includes Union notification)</i></p>
<p>Lump sum recruitment or retention payment.</p> <p>WAC 357-28-100(2)</p>	<p>Agency Director or designee must submit request to OFM State HR.</p> <ul style="list-style-type: none"> Provide justification as to why a lump sum for recruitment or retention payment is necessary and what other options were considered. Indicate the express conditions established in writing which must include a specified period of employment or continued employment. 	<p>14 Days</p>
<p>Employer policy for call back pay for emergency response personnel.</p> <p>WAC 357-28-185(5)</p>	<p>Agency Director or designee must submit request to OFM State HR.</p> <ul style="list-style-type: none"> Provide copy of the current and revised policy and include supporting justification. 	<p>14 Days</p>
<p>Exceptions to shift premium provisions.</p> <p>WAC 357-28-190</p>	<p>Agency Director or designee must submit request to OFM State HR.</p> <ul style="list-style-type: none"> Indicate the shift and shift premium proposed by the agency and the justification for the exception. Provide justification for recruitment and retention issues and what other options were considered. Provide estimated additional dollars (annual) of the requested rate. 	<p>20 Days</p>
<p>Exceptions to standby rates.</p> <p>WAC 357-28-210</p>	<p>Agency Director or designee must submit request to OFM State HR.</p> <ul style="list-style-type: none"> Indicate the standby rate proposed by the agency and the justification for the exception. Provide justification for recruitment and retention issues and what other options were considered. Provide estimated additional dollars (annual) of the requested rate. 	<p>14 Days</p>

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<p>General government employer request to change a position's overtime eligibility designation to overtime exempt or law enforcement. (Non-represented)</p> <p>WAC 357-28-245</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide previous and updated position descriptions. • Justification for the designated change. • Provide current organizational chart. • Provide Overtime Eligibility Review and Recommendation form. 	<p>10 Days</p>
<p>Special premium pay for hazardous work during suspended operations.</p> <p>WAC 357-31-270</p>	<p>Agency Director or designee must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Indicate the special premium for hazardous work proposed by the agency and the justification for the exception. • Provide estimated additional dollars (annual) of the requested rate. 	<p>10 Days</p>
<p>Suspended operations for more than 15 days.</p> <p>WAC 357-31-280</p>	<p>Agencies must submit request to OFM Deputy Director.</p> <ul style="list-style-type: none"> • Indicate the requested number of additional days. • Provide the exceptional nature of the event, what other options have been considered, and why this is the preferred alternative. 	<p>3 Days</p>
<p>Alternative employee performance plan and evaluation procedures.</p> <p>WAC 357-37-040</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide current plan and procedures. • Proposed plan and procedures to include justification for changes. 	<p>30 Days</p>
<p>WMS alternate form for WMS position description</p> <p>WAC 357-58-028</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide WMS Inclusion and Evaluation policy and procedures. • Provide summary of proposed changes to the form and justification. 	<p>14 Days</p>

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<p>WMS inclusion and evaluation procedure</p> <p>WAC 357-58-032(2)</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide WMS Inclusion and Evaluation policy and procedures. • Provide summary of proposed changes and justification. 	<p>14 Days</p>
<p>WMS inclusion and evaluation request form</p> <p>WAC 357-58-032(3)(b)</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide WMS Inclusion and Evaluation policy and procedures. • Provide summary of proposed changes to the form and justification. 	<p>14 Days</p>
<p>WMS Salary Administration Policy.</p> <p>WAC 357-58-075</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide copy of current and revised policy. 	<p>20 Days</p>
<p>WMS salary set outside the maximum of the management band.</p> <p>WAC 357-58-085</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Include copy of the Fiscal Impact Statement submitted to the OFM Budget Office. • Provide justification as to why the employee's salary should be set above the band maximum and what other options were considered. • Provide copy of the current position description with WMS JVAC rating. • Provide copy of organization chart that includes the position and reporting relationships. 	<p>14 Days</p>
<p>Grant exceptions to progression increase limits.</p> <p>WAC 357-58-105</p>	<p>Agency Director or designee must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide justification as to why the progression limit of 25% should be exceeded and what other options were considered. 	<p>14 Days</p>

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<p>Salary changes greater than 5% for any group of employees.</p> <p>WAC 357-58-130</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide justification as to why it's necessary to provide salary increases exceeding 5% to a group of WMS employees. • Provide the estimated or actual cost associated with this action. 	<p>14 Days</p>
<p>WMS Lump Sum Recruitment or Retention Payment.</p> <p>WAC 357-58-136</p>	<p>Agency Director or designee must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Include copy of the Fiscal Impact Statement submitted to the OFM Budget Office. • Provide justification as to why a lump sum for recruitment and/or retention payment is necessary and other options considered. • Provide data related to documented recruitment and/or retention challenges. • Provide data related to unsuccessful recruitment efforts. • Include the express conditions established in writing including the specified period of employment or continued employment. • Provide current position description with WMS JVAC rating. • Provide current organization chart that includes the position and reporting relationships. 	<p>14 Days</p>
<p>Alternative employee performance plan and evaluation procedures for WMS.</p> <p>WAC 357-58-415</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Provide current plan and procedures. • Provide proposed plan and procedures to include justification for changes. 	<p>20 Days</p>
<p>WMS Salary Set within the Medical Band (MD).</p> <p>WAC 357-58-081</p>	<p>Agencies must submit request to OFM State HR.</p> <ul style="list-style-type: none"> • Include copy of the Fiscal Impact Statement submitted to the OFM Budget Office. • Provide justification that indicates the position requires licensure to practice medicine in the state of Washington. • Provide copy of the current position description with WMS JVAC rating. • Provide copy of organization chart that includes the position and reporting relationships. 	<p>14 Days</p>