

Director's Meeting Agenda
 State Human Resources
Office of Financial Management

Meeting Date: Wednesday, August 23, 2017
 Meeting Time: 8:30 a.m.
 Location: • Capitol Court Building
 1110 Capitol Way South, Suite 120
 Conference Room 110
 Olympia, Washington 98501-2251
 • Limited Parking

Important Note(s): The Exempt, Classification, Compensation, and Rules items on the following pages have been submitted to staff for study and presentation to the State Human Resources Director at the next quarterly scheduled meeting.

Section A: Previous Minutes Approval
 Special Director's Meeting Minutes – June 30, 2017

Section B: Exempt Compensation

Item(s) 1	B4346 Executive Director –BPC	B1-B2
Item(s) 2	B4488 State Equal Opportunity Officer – ESD	B3-B4
Item(s) 3	B4497 Director, Paid FMLA Insurance Services – ESD	B5-B6

Section C: Classification

Item(s) 4	285X Clinical Nurse Specialist – Teamsters.....	C1
Item(s) 5	353N Vocational Rehabilitation Counselor 4	C2-C4
Item(s) 6	354P Corrections Mental Health Counselor 3 – WFSE	C5-C6
Item(s) 7	362C Psychologist 3 – Teamsters.....	C7
Item(s) 8	384C Corrections and Custody Officer 3.....	C8
Item(s) 9	428H Health Care Investigator 4	C9-C10
Item(s) 10	606E Carpenter Apprentice.....	C11
Item(s) 11	609E Electrician Apprentice	C12
Item(s) 12	620E Painter Apprentice	C13

Abolishment(s)

Item(s) 13	354N Corrections Mental Health Counselor 1 - Teamsters	C14
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Section D: Compensation

Special Pay

Item(s) 14	University of Washington.....	D1
	285F Registered Nurse 2	
	285G Registered Nurse 3	

Item(s) 15	Washington State University	D2-D3
	387E Campus Police Officer	
	387F Campus Police Corporal	
	387G Campus Police Sergeant	
Item(s) 16	Evergreen State College	D4-D5
	387E Campus Police Officer	
	387F Campus Police Corporal	
	387G Campus Police Sergeant	
	387H Campus Police Investigator	
	387I Campus Police Lieutenant	

Section E: Rule Amendments

Rules Item(s) 1	Employer base salary adjustment to step M for employee.....	E1
Rules Item(s) 2	Performance management confirmation program.....	E1
Rules Item(s) 3	Director's approval for additional WMS compensation	E2
Rules Item(s) 4	Removal of requirement for six-month vacation leave accrual...	E2-E4
Rules Item(s) 5	DNR emergency workers receive additional leave day.....	E5
Rules Item(s) 6	Veteran's in-state service shared leave pool	E5-E11

Website Information

This publication and other State Human Resources Director's meeting related information is available at <http://hr.ofm.wa.gov/meetings/directors-meetings>.

Proposal Package Submittals

All proposal packages should be routed to your assigned classification analyst. Classification and compensation email address classandcomp@ofm.wa.gov.

Meeting Coordinator

For question and concerns, contact the Meeting Coordinator at classandcomp@ofm.wa.gov.

Individuals with Disabilities

If you are a person with a disability and require accommodation for attendance, contact the Meeting Coordinator no later than the first Thursday of the month.

Alternate Publication Formats

This publication will be made available in alternate formats upon request.

What is a Revision

When changes occur to an exhibit after the original Director's meeting agenda has been posted to the State HR website, a *revised exhibit* is created which reflects the most up-to-date information proposed for adoption. The revised exhibit appears in a separate Revised Agenda that will be available on the day of the meeting.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 1	
Requester (Agency/Institution) Board of Pilotage Commissioners	Analyst Susan Miles
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B4346 Executive Director – BPC	Proposed EMS Band/Rate EMS Band III (\$65,496 - \$116,736)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 Exemptions (ii) ... the chief executive of the board, commission, or committee;
Effective Date 8/24/2017	

Scope

The Executive Director Reports to the Board of Pilotage Commissioners Chairperson. The Executive Director is responsible for all aspects of the administration of the daily operations for the organization, plans and implements the organizations programs and services, develops policies for board approval, determines staffing requirements, develops and manages the budget (revenues and expenditures) as approved by the board, acts as legislative liaison, and issues vessel exemptions. Plans, implements, and evaluates the pilot training and exam processes and issues licenses. Responsible for the marine environmental compliance of pilotage services on Washington waterways.

Explanation

The Board of Pilotage Commissioners requests the establishment of exempt classification B4346, Executive Director as a result of organizational changes within the Board of Pilotage Commissioners. This position supports the Board of Pilotage Commissioners and Chairperson by ensuring effective administrative management of the organization.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

The State Human Resources (HR) staff reviewed the proposed scope and position description and believes this exempt class meets the agency's enabling statute exemption. State Human Resources reviewed the proposed scope and position description and scored this exempt class at C3W (748) EMS Band III

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type Management	Date of Exempt Position Description on File 6/19/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 0
Workforce Indicator 80171189 At-Will State Officials' Salaries Adm.	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 2	
Requester (Agency/Institution) Employment Security Department	Analyst Tricia Mackin
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B4488 State Equal Opportunity Officer - ESD	Proposed EMS Band/Rate EMS Band III (\$65,496-\$116,736)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(3) Governor's Pool "...involving directing and controlling program operations of an agency..."
Effective Date 8/24/2017	

Scope

Reporting to the Chief Human Resources Officer this position will develop, implement and administer a strategic nondiscrimination compliance monitoring review program for all state workforce development programs and services including adult, dislocated worker, local workforce investment areas, identification of eligible providers of training services, youth activities, employment and training activities (including rapid response, research and demonstrations). Serves as the expert on equal opportunity/nondiscrimination compliance for the agency and the state's workforce development system. Provides technical assistance, consultation and training to the agency's leadership team and staff, while providing guidance to multiple clients of all state workforce development programs, citizens, eligible training providers and WorkSource Washington clients. Makes decisions regarding developing, implementing and administering plans and policies and ensures equal access for citizens and clients statewide in the benefits and privileges of employment and diversity efforts. Addresses nondiscrimination standards in programs and services, to ensure compliance with U.S. Department of Labor regulations.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Explanation

Employment Security Department is requesting the establishment of an exempt State Equal Opportunity Officer at the EMS Band III level as a result of enhancements made to Section 188 of the Workforce Innovation and Opportunity Act (WIOA), in July 2014. This position will report to the Chief Human Resources Officer and will serve as the statewide equal opportunity officer for the WIOA.

State Human Resources evaluated the position using the JVAC with a rating of C3X (768) – EMS Band III. There is no cost to the agency to move an existing WMS position into this newly established exempt position.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type Management	Date of Exempt Position Description on File 6/2/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 0
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 3	
Requester (Agency/Institution) Employment Security Department	Analyst Tricia Mackin
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B4497 Director, Paid FMLA Insurance Services - ESD	Proposed EMS Band/Rate EMS IV (\$78,504-\$135,264)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1) (v) "In each agency with fifty or more employees: division directors..."
Effective Date 8/24/2017	

Scope

Reporting to the agency commissioner, this position will head the new Paid Family and Medical Leave Insurance Services Division. This position will have primary responsibility for the delivery of Family and Medical Leave Insurance (FMLI) benefit services to a statewide constituency of employers and workers. This position will also develop a strategic operating plan to determine how services will be delivered now and in the future to meet quality and timeliness measures as set for in Chapter 49 RCW, related WAC's and Employment Security Department policies. Makes decisions with broad organizational and customer impacts affecting mission critical and highly visible program delivery.

Explanation

The Employment Security Department is requesting the establishment of an exempt Director, Paid Family and Medical Leave Insurance Services at the EMS IV level. This request is based on Governor Inslee signing a bill in July 2017, which establishes a new Paid Family and Medical Leave Insurance Program. This position will report to the agency commissioner and will be responsible for

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

benefit services, claim adjudication and benefit award; tax administration, collection and audit; employer and claimant account management; compliance; appeals; FMLI procedures in alignment with statutes, rules and policies; operating strategy and planning; recruitment, training and development; technology systems planning, development and implementation.

State Human Resources and the agency scored this exempt class at D5Y (1136), which meets the EMS Band IV level. The agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type Management	Date of Exempt Position Description on File 7/7/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 0
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section C: Classification

Item 4	
Requester (Agency/Institution) Office of Financial Management	Analyst Audrey Ulrich
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 285X Clinical Nurse Specialist - Teamsters	Current Salary Range/Rate 66N
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 74N
Effective Date 7/1/2017	

Explanation

The Office of Financial Management, State Human Resources, is bringing the Clinical Nurse Specialist – Teamsters forward to formally adopt the base range salary increase of 74N, as a result of the 2017-2019 Collective Bargaining Negotiations and Budget Process. Staff recommends final adoption effective July 1, 2017.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 5	
Requester (Agency/Institution) Department of Social and Health Services	Analyst Yvonne Poe
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 353N Vocational Rehabilitation Counselor 4	Current Salary Range/Rate 54
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 57
Effective Date 7/1/2017	

Class Series Concept

See Vocational Rehabilitation Counselor 1.

Definition

~~Within the Division of Vocational Rehabilitation (DVR), this is the lead or specialist level in the series. DSHS, or the Department of Services for the Blind, serves as an office, including out-stationed offices, under the general direction of a Vocational Rehabilitation Supervisor (VRS) positions are leads, regularly assigning work, instructing, checking work, and coaching lower level VRC staff; maintaining office coverage; acting in the absence of the supervisor. an expert and consultant to other employees in the vocational rehabilitation counseling series. These positions provides provide vocational rehabilitation counseling and case management for the most complex and difficult cases of most severely disabled customers. with the most significant disabilities to assist them in achieving competitive employment outcomes. Provides in-service training for counseling staffs and may develop training curriculum to meet specific local needs. May also serve on statewide committees designed to develop training curricula for professional Vocational Rehabilitation staff around the state and provide training at the Rehab Academy.~~

OR

A specialist position under the general direction of a DVR area manager plans, organizes, conducts, creates and implements area-wide activities that result in the successful implementation of one of the specialized vocational rehabilitation programs, such as Supported Employment or Secondary School Transition; analyzes program service delivery performance; build community resources, and program

Section C: Classification

capacity; and provide systemic program enhancements. Provides expert technical assistance and consultation to all Vocational Rehabilitation Counselors; initiates, negotiates, and monitors interlocal agreements and contracts with service delivery partner organizations and service providers to meet area-wide program goals.

Within the Department of Services for the Blind (DSB), serves as the autonomous representative for a designated geographic area. Positions at DSB act independently in developing, implementing, and enhancing vocational rehabilitation programs, analyzing and monitoring the performance of service providers, developing new community based provider resources, developing relationships with employers, advocating for the employment of people who are blind, providing direct case management services to a caseload of severely disabled participants in the vocational rehabilitation program, and providing in-service training for other counseling staff.

Distinguishing Characteristics

Within the Division of Vocational Rehabilitation (DVR), ~~this~~ level is characterized by demonstrated superior leadership and vocational rehabilitation counseling skills and the ability to handle the most complex cases or demonstrated expertise in specialized vocational rehabilitation programs and the ability to provide in-depth technical assistance, consultation and collaboration. This level is independently assumes responsibility for providing coaching and training for other professional staff within the series, both at the local level, and at the statewide level as required. Employees act as consultants or expert advisors to lower levels within the series. ~~Allocated on basis of complexity and specialization, in-depth counseling.~~ Integrates vocational rehabilitation service delivery with other core programs within the Workforce Innovation and Opportunity Act that co-enroll DVR clients into their services.

Within the Department of Services for the Blind (DSB):

The incumbents act independently in developing, implementing and enhancing vocational rehabilitation programs, analyzing and monitoring the performance of service providers, developing new community based provider resources, developing relationships with employers, advocating for the employment of people who are blind, and providing direct case management services within a caseload of participants in the vocational rehabilitation program.

The Vocational Rehabilitation Counselor 4 position varies from the VRC 3 in the following areas:

The VRC 4 is characterized by demonstrated superior counseling skills and ability to successfully facilitate the complex and specialized vocational rehabilitation needs presented by a caseload of Blind, Low Vision and/or Deaf Blind participants.

The VRC 4 assumes responsibility for preparing and delivering one formal peer or team training annually. Training assignments are determined with Team Leader to meet team needs. The types of

Section C: Classification

training includes but is not limited to: mentoring new staff in DSB Culture, DSB best practices and procedures; methods for successful counseling in the context of blindness, low vision and deaf blindness; goals and guidelines of vocational rehabilitation, and Job Developer training.

Explanation

The Office of Financial Management, State Human Resources, is bringing forward a modification to the original exhibit that was proposed at the June 30, 2017 Special Director's Meeting. The specific change to this exhibit from the June 30th Special Director's Meeting agenda is within the second paragraph of the definition. The addition of "A specialist position" was brought forward during the meeting, and this exhibit formally adopts the changes that were made to the definition during the 2017-2019 Collective Bargaining Negotiations and Budget Process. The effective date remains July 1, 2017.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 16

Section C: Classification

Item 6	
Requester (Agency/Institution) Department of Corrections	Analyst Audrey Ulrich
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 354P Corrections Mental Health Counselor 3 - WFSE	Current Salary Range/Rate 49CC
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 51CC <u>55CC</u>
Effective Date 7/1/2017	

Class Series Concept

See Corrections Mental Health Counselor 42.

Definition

In an adult corrections treatment program, provides specialized mental health counseling to a group of offenders demonstrating emotional, cognitive and/or behavioral disorders. Provides unit leadership and assists the supervising psychologist in the management of treatment programs. Caseloads consist of offenders with the most complex needs requiring ~~sophisticated~~ mental health treatment.

Explanation

The Office of Financial Management, State Human Resources, is bringing forward a correction to the original exhibit located in the June 30, 2017 Special Director's Meeting Agenda.

This item was originally adopted during the June 30th Special Director's Meeting. However, following the meeting an emergency notification was issued correcting this oversight to re-adopt the correct salary range on an emergency basis. The Corrections Mental Health Counselor 3 class, represented by the Washington Federation of State Employees, proposed salary range should reflect the 55CC, rather than 51CC. The effective date remains July 1, 2017.

Section C: Classification

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 6

Section C: Classification

Item 7	
Requester (Agency/Institution) Office of Financial Management	Analyst Audrey Ulrich
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 362C Psychologist 3 - Teamsters	Current Salary Range/Rate 57
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 63
Effective Date 7/1/2017	

Explanation

The Office of Financial Management, State Human Resources, is bringing the Psychologist 3 - Teamsters forward to formally adopt the base range salary increase of 63, as a result of the 2017-2019 Collective Bargaining Negotiations and Budget Process. Staff recommends final adoption effective July 1, 2017.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 5

Section C: Classification

Item 8	
Requester (Agency/Institution) Department of Corrections	Analyst Audrey Ulrich
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 384C Corrections and Custody Officer 3	Current Salary Range/Rate 47 <u>48</u>
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 7/1/2017	

Class Series Concept

See Corrections and Custody Officer 1.

Definition

Supervises Corrections and Custody Officers and performs custody work to ensure the safety and security of an adult correctional institution, facility, or unit, offenders, staff and the public; supervises officers in the transport of offenders to and from facilities within the state; ~~serves as a COACH or CORE sergeant~~; supervises all staff in the mail room of a facility with a rated capacity of 1,000 or more offenders; or, responsible for the armory. Incumbents at this level may perform administrative tasks or be assigned projects delegated by their supervisor.

Explanation

The Office of Financial Management, State Human Resources, is bringing forward the Corrections and Custody Officer 3, represented by the Teamsters, to capture base range of 48, in lieu of the 47 noted in this exhibit that was on the June 30, 2017 Special Director's Meeting agenda. The effective date remains as July 1, 2017.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 392

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Classification
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Section C: Classification

Item 9	
Requester (Agency/Institution) Department of Health	Analyst Susan Miles
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 428H Health Care Investigator 4	Current Salary Range/Rate 58
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 62
Effective Date 7/1/2017	

Class Series Concept

See Health Care Investigator 1.

Definition

~~Within the Professional Licensing Division of the Department of Health, directs the statewide program of health care investigations within the Investigation Services Unit, the Medical Disciplinary/Examining Boards, or a health care unit employing six or more investigators. The Health Care Investigator 4 is responsible for planning, developing, implementing, and directing all investigative programs, policies, and activities statewide. Supervises professional health care investigative staff.~~

Distinguishing Characteristics

~~This classification is a management level position in the Health Care Investigator series. This is the supervisory-level working under administrative direction. Supervisors are delegated by management to perform ongoing and regular functions in hiring, training and developing staff, assigning and evaluating work, and taking corrective action.~~

Explanation

The Office of Financial Management, State Human Resources, is bringing forward the Health Care Investigator 4 classification for final adoption after an error was discovered in the definition and distinguishing characteristics. The correct language was read into the record during the June 30, 2017 Special Director's Meeting. Staff proposes final adoption of these revisions with an effective of July 1, 2017.

Section C: Classification

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 41 Officials & Administrators	Number of Position(s) Affected 7

Section C: Classification

Item 10	
Requester (Agency/Institution) Department of Social and Health Services	Analyst Yvonne Poe
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 606E Carpenter Apprentice	Current Salary Range/Rate See table below.
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 8/24/2017	

Class Title	Percentage of Journey Level Jobs (Monthly Salary Amount)				
Carpenter Apprentice	Entry	12 Months	24 Months	36 Months	48 Months
	70%	80%	90%	95%	100%
	\$2,405	\$2,749	\$3,092	\$3,264	\$3,436

Explanation

The Department of Social and Health Services (DSHS) has been working with the Department of Labor and Industries to reestablish an Apprenticeship program for the pre-existing general service Carpenter Apprentice classification.

The agency is facing a challenge related to losing employees in the trades' workforce in their Centralized Maintenance Office (CMO) who are eligible for retirement over the course of the next five years. Reinstating the apprenticeship program will enable the agency to begin recruiting and training their skilled workforce to enter into the trades' fields, and supplement the labor needed to meet the demand of maintenance at the multiple facilities within the agency.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 48 Service-Maintenance	Number of Position(s) Affected N/A

Section C: Classification

Item 11	
Requester (Agency/Institution) Department of Social and Health Services	Analyst Yvonne Poe
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 609E Electrician Apprentice	Current Salary Range/Rate See table below.
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 8/24/2017	

Class Title	Percentage of Journey Level Jobs (Monthly Salary Amount)				
Electrician Apprentice	Entry 70% \$2,657	12 Months 80% \$3,036	24 Months 90% \$3,416	36 Months 95% \$3,605	48 Months 100% \$3,795

Explanation

The Department of Social and Health Services (DSHS) has been working with the Department of Labor and Industries to reestablish an Apprenticeship program for the pre-existing general service Electrician Apprentice classification.

The agency is facing a challenge related to losing employees in the trades' workforce in their Centralized Maintenance Office (CMO) who are eligible for retirement over the course of the next five years. Reinstating the apprenticeship program will enable the agency to begin recruiting and training their skilled workforce to enter into the trades' fields, and supplement the labor needed to meet the demand of maintenance at the multiple facilities within the agency.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 48 Service-Maintenance	Number of Position(s) Affected N/A

Section C: Classification

Item 12	
Requester (Agency/Institution) Department of Social and Health Services	Analyst Yvonne Poe
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 620E Painter Apprentice	Current Salary Range/Rate See table below.
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 8/24/2017	

Class Title	Percentage of Journey Level Jobs (Monthly Salary Amount)				
Painter Apprentice	Entry 70% \$2,405	12 Months 80% \$2,749	24 Months 90% \$3,092	36 Months 95% \$3,264	48 Months 100% \$3,436

Explanation

The Department of Social and Health Services (DSHS) has been working with the Department of Labor and Industries to reestablish an Apprenticeship program for the pre-existing general service Painter Apprentice classification.

The agency is facing a challenge related to losing employees in the trades' workforce in their Centralized Maintenance Office (CMO) who are eligible for retirement over the course of the next five years. Reinstating the apprenticeship program will enable the agency to begin recruiting and training their skilled workforce to enter into the trades fields, and supplement the labor needed to meet the demand of maintenance at the multiple facilities within the agency.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 48 Service-Maintenance	Number of Position(s) Affected N/A

Section C: Classification

Item 13	
Requester (Agency/Institution) Department of Corrections	Analyst Audrey Ulrich
Actions <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing
Current Class Code/Title 354N Corrections Mental Health Counselor 1 - Teamsters	Current Salary Range/Rate 42
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 7/1/2017	

Explanation

The Office of Financial Management, State Human Resources, recommends final adoption of this abolishment for the Corrections Mental Health Counselor 1 - Teamsters classification as a result of the 2017-2019 Collective Bargaining Negotiations and Budget Process. The effective date remains July 1, 2017.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/23/2017	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section D: Compensation

**Higher Education
Special Pay Request
Exhibit**

Item 14				
Requester (Higher Education Institution) University of Washington		Analyst Brett Alongi		
Actions <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision		Effective Date 8/24/2017		
WAC 357-28-025 The director may adopt special pay salary ranges for positions based upon pay practices found in private industry or other governmental units. This includes special pay salary ranges and/or compensation practices for higher education institutions and related higher education boards as authorized in RCW 41.06.133. The classes or positions assigned special pay ranges and the associated special salary schedule must be specified in the compensation plan.				
Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
Registered Nurse 2	285F	\$4,321-\$7,325	N/A	N/A
Registered Nurse 3	285G	\$4,667-\$7,910	N/A	N/A

Explanation

The University of Washington (UW) is requesting to remove the Higher Education Special Pay (HESP) from their non-represented Registered Nurse 2 (RN2) and Registered Nurse 3 (RN3) job classes. Historically, these classes at UW have received HESP increases based on effective operations in order to remain competitive in the changing labor market in the King County area. As a result of the July 1, 2017, increases provided to RN2 and RN3 classes within classified state government, these classifications are now compensated above the market. WAC 357-28-027 states that special pay will remain in effect until the system-wide pay range for the class equals or exceeds the special pay range.

Internal Use Only

Director's Meeting Date
8/23/2017

Section D: Compensation

**Higher Education
Special Pay Request
Exhibit**

Item 15	
Requester (Higher Education Institution) Washington State University	Analyst Melissa Bovenkamp
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision	Effective Date 7/1/2017

WAC 357-28-025

The director may adopt special pay salary ranges for positions based upon pay practices found in private industry or other governmental units. This includes special pay salary ranges and/or compensation practices for higher education institutions and related higher education boards as authorized in RCW 41.06.133. The classes or positions assigned special pay ranges and the associated special salary schedule must be specified in the compensation plan.

Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
Campus Police Officer	387E	53	61	8 ranges
Campus Police Corporal	387F	55	63	8 ranges
Campus Police Sergeant	387G	58	66	8 ranges

Category (select all that apply):

- Unique Skills/Duties Recruitment/Retention Effective Operations
 Salary Compression/Inversion

Explanation

This request by the Washington State University (WSU) provides an eight (8) range special pay increase for the Campus Police Officer, Campus Police Corporal, and Campus Police Sergeant. The increase is based on demonstrated recruitment challenges at the Campus Police Officer level and the resulting compression at the Campus Police Corporal and Campus Police Sergeant levels.

The WSU Police classes are currently approved for two (2) ranges of special pay. Additionally, they are on their own salary grid under the WSU Police Guild schedule (ranges 53, 55, 58). Upon implementation of this item, the Campus Police classes will be removed from the 2016-17 WSU Police Guild wage scale and placed on the represented general service salary schedule. They will be assigned to the special pay ranges as reflected in the table above.

Section D: Compensation

This request was part of the 2017-19 Collective Bargaining Negotiation and Budget process, and the effective date is July 1, 2017.

Internal Use Only

Director's Meeting Date

8/23/2017

Section D: Compensation

**Higher Education
Special Pay Request
Exhibit**

Item 16				
Requester (Higher Education Institution) The Evergreen State College		Analyst Tina Cooley		
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision		Effective Date 7/1/2017		
WAC 357-28-025 The director may adopt special pay salary ranges for positions based upon pay practices found in private industry or other governmental units. This includes special pay salary ranges and/or compensation practices for higher education institutions and related higher education boards as authorized in RCW 41.06.133. The classes or positions assigned special pay ranges and the associated special salary schedule must be specified in the compensation plan.				
Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
Campus Police Officer	387E	51	60	9 ranges
Campus Police Corporal	387F	53	62	9 ranges
Campus Police Sergeant	387G	56	65	9 ranges
Campus Police Investigator	387H	60	69	9 ranges
Campus Police Lieutenant	387I	61	70	9 ranges

Category (select all that apply):

- Unique Skills/Duties Recruitment/Retention Effective Operations
 Salary Compression/Inversion

Explanation

This request by The Evergreen State College provides a nine (9) range special pay increase to the Campus Police class series based on documented recruitment and retention challenges. The short staffing has impacted the department's capacity to ensure adequate coverage due to the volume or nature of the incidents as well as to address officer safety. The low staffing has resulted in extended shifts and overtime, which have impacted morale and potentially compromised the decision-making ability of the officers.

Section D: Compensation

The Evergreen State College is requesting Special Pay increases for five classifications in one benchmark cluster affecting a total of nine (9) employees to address ongoing recruitment and retention difficulties. This request was part of the 2017-19 Collective Bargaining Negotiation and Budget process, and the effective date is July 1, 2017.

Internal Use Only

Director's Meeting Date

8/23/2017

Section E: Rule Amendments

ITEM #1

Staff Note: The proposed rule amendment allows an employer to adjust an employee's base salary up to step M to address issues related to recruitment, retention or other business related reasons.

Staff is proposing permanent adoption effective October 2, 2017.

AMENDATORY SECTION

WAC 357-28-090 Can an employer adjust an employee's base salary within the employee's current salary range for recruitment, retention, or other business related reasons? The employer may adjust an employee's base salary up to step ((L)) M within the salary range to address issues that are related to recruitment, retention or other business related reason, such as equity, alignment, or competitive market conditions.

ITEM #2

Staff note: In 2016, the Performance Management Confirmation program was revised based on current research to remove the ability for employers to offer performance-based compensation to employees. At that time, rules were amended, to remove the ability for employers to offer compensation for performance recognition. Given the above information as well as the Director not granting approval for this type of compensation due to our states current economic situation, we are proposing to repeal the following WACs.

Staff is proposing permanent adoption effective October 2, 2017.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 357-28-295	Who may provide performance recognition pay to employees?
WAC 357-28-300	Is there a limit to the amount an employee can receive for performance recognition pay?
WAC 357-58-135	Who can provide lump sum performance recognition payment to employees?
WAC 357-58-140	Is there a limit to the amount an employee can receive for performance recognition pay?

Section E: Rule Amendments

ITEM #3

Staff note: The proposed new rules allow employers, with Director approval, to offer additional compensation to WMS employees to support recruitment and/or retention. This will allow OFM State HR to accurately report compensation that is used for this reason.

Staff is proposing permanent adoption effective October 2, 2017.

NEW SECTION

WAC 357-58-136 Can an employer authorize a lump sum payment to support recruitment

and/or retention of a WMS position? (1) With director approval, employers may authorize up to a fifteen percent lump sum payment in addition to the employee's base salary to support the recruitment and/or retention of the incumbent or candidate for a specific WMS position.

(2) An employee may not receive more than fifteen percent of their annual base salary over a twelve-month period.

(3) In advance of authorizing a lump sum payment for recruitment and/or retention, employers must establish express conditions in writing for the payment. The conditions must include a specified period of employment or continued employment. Any lump sum payment under this section must only be made after services have been rendered in accordance with conditions established by the employer.

NEW SECTION

WAC 357-58-137 For what reasons may a WMS employee be required to pay back the

recruitment and/or retention lump sum payment? If the employee receiving the recruitment and/or retention lump sum payment terminates or causes termination with the state within one year of the date of appointment or transfer, that employee may be required to pay back the lump sum payment. If the termination is a result of layoff, disability separation, or other good cause as determined by the agency director, the employee will not have to pay back the lump sum payment.

ITEM #4

Staff note: Substitute House Bill 1521 passed during the 2017 Legislative session with an effective date of July 1, 2017. This bill removes the requirement that an employee must work at least six months before using their accrued vacation leave. However, leave may not be cashed out if the employee leaves state service prior to the six months. This bill also changes "thirty working days" to "two hundred forty hours." We are proposing the following rule amendments to reflect these changes and to repeal WAC 357-31-190.

Section E: Rule Amendments

These rules were filed on an emergency basis effective July 1, 2017. Staff is proposing permanent adoption effective October 2, 2017.

AMENDATORY SECTION

WAC 357-31-170 At what rate do part-time employees accrue vacation leave? (1) Part-time general government employees accrue vacation leave (~~((credits))~~) hours on a pro rata basis in accordance with WAC 357-31-125.

(2) Part-time higher education employees accrue on the same pro rata basis that their appointment bears to a full-time appointment. Time spent on temporary layoff as provided in WAC 357-46-063 is considered time in pay status for the purpose of this subsection.

AMENDATORY SECTION

WAC 357-31-210 What is the maximum number of hours of vacation leave that an employee can accumulate? Vacation leave may be accumulated to a maximum of (~~((thirty working days (240))~~) two hundred forty hours(~~((+))~~). Exceptions to this maximum are described in WAC 357-31-215.

AMENDATORY SECTION

WAC 357-31-215 When may vacation leave be accumulated above the maximum two hundred forty hours? There are two circumstances in which vacation leave may be accumulated above the maximum of (~~((thirty working days (240))~~) two hundred forty hours(~~((+))~~).

(1) If an employee's request for vacation leave is denied by the employer, and the employee is close to the maximum vacation leave (two hundred forty hours), the employer must grant an extension for each month that the employer defers the employee's request for vacation leave. The employer must maintain a statement of necessity justifying the extension.

(2) As an alternative to subsection (1) of this section, employees may also accumulate vacation leave in excess of two hundred forty hours as follows:

(a) An employee may accumulate the vacation leave (~~((days))~~) hours between the time (~~((thirty days))~~) the two hundred forty hours is accrued and his/her next anniversary date of state employment.

(b) Leave accumulated above two hundred forty hours must be used by the next anniversary date and in accordance with the employer's leave policy. If such leave is not used before the employee's anniversary date, the excess leave is automatically lost and considered to have never existed.

(c) A statement of necessity, as described in subsection (1) of this section, can only defer leave that the employee has not accrued as of the date of the statement of necessity. Any accrued

Section E: Rule Amendments

leave in excess of two hundred forty hours as of the date of the statement of necessity cannot be deferred regardless of circumstances. For example:

On June 15th, an employee is assigned to work on a special project. It is expected that the assignment will last six months. Due to an ambitious timeline and strict deadlines, the employee will not be able to take any vacation leave during that time.

- On June 15th, the employee's vacation leave balance is two hundred sixty hours.
- The employee accrues ten hours monthly.
- The employee's anniversary date is October 16th.

Because the employee will not be able to use leave from June 15th through December 15th the employee files a statement of necessity asking to defer the leave accrued during this time. This deferred leave will not be lost as long as the employee uses the deferred hours by their next anniversary date (October 16th of the following year).

The twenty hours of excess vacation leave the employee had on June 15th are not covered by the statement of necessity.

AMENDATORY SECTION

WAC 357-58-175 Can an employer authorize lump sum vacation leave or accelerate vacation leave accrual rates to support the recruitment and/or retention of an incumbent or candidate for a WMS position? In addition to the vacation leave accruals as provided in WAC 357-31-165, an employer may authorize additional vacation leave as follows to support the recruitment and/or retention of an incumbent or candidate for a specific WMS position:

(1) Employers may authorize an accelerated accrual rate for an incumbent or candidate; and/or

(2) Employers may authorize a lump sum accrual of up to eighty hours of vacation leave for the incumbent or candidate.

Vacation leave accrued under this section must be used in accordance with the leave provisions of chapter 357-31 WAC (~~and cannot be used until the employee has completed six continuous months of service~~)).

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 357-31-190 When can an employee start to use accrued vacation leave?

Section E: Rule Amendments

Item #5

Staff note: The 2017-2019 operating budget that was passed by the Senate and House provides funding for Department of Natural Resource employees that are performing emergency work under an incident command system as defined in RCW 38.52.010 an additional day of leave with pay for rest and recuperation after twenty-one consecutive days performing emergency work.

These rules were filed on an emergency basis effective July 1, 2017. Staff is proposing permanent adoption effective October 2, 2017.

AMENDATORY SECTION

WAC 357-31-326 When may an employer grant leave with pay? (1) An employer **may** grant leave with pay for an employee to perform civil duties as a volunteer including but not limited to firefighting, search and rescue efforts, or donating blood. Leave granted to participate in life-giving procedures must not exceed five days in a two-year period.

(2) In the department of natural resources, leave with pay equivalent to one regular workshift **may** be allowed for the purpose of rest and recuperation after ten consecutive calendar days performing emergency work under an incident command system, defined in RCW 38.52.010. The employer may grant one additional day of leave with pay for rest and recuperation after twenty-one consecutive calendar days performing emergency work under an incident command system.

Item #6

Staff note: Engrossed Second Substitute House Bill 1802 was passed during the 2017 Legislative session with an effective date July 23, 2017. This bill creates the Veterans' In-state Service Shared Leave Pool which allows state employees to donate their leave to a pool so that employees that are veterans, as defined in RCW 41.04.005, may use leave to attend medical appointments or treatments for a service connected injury or disability; or employees who are spouses of veterans, as defined in RCW 41.04.005, to attend medical appointments or treatments for a spouses service connected injury or disability.

These rules were filed on an emergency basis effective July 23, 2017. Staff is proposing permanent adoption effective October 2, 2017.

AMENDATORY SECTION

WAC 357-31-390 What criteria does an employee have to meet to be eligible to receive shared leave? An employee may be eligible to receive shared leave if the agency head or higher education institution president has determined the employee meets the following criteria:

(1) The employee:

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(a) Suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature;

(b) The employee has been called to service in the uniformed services;

(c) A state of emergency has been declared anywhere within the United States by the federal or any state government and the employee has the needed skills to assist in responding to the emergency or its aftermath and volunteers their services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services; ((or))

(d) The employee is a victim of domestic violence, sexual assault, or stalking as defined in RCW 41.04.655;

(e) The employee is a current member of the uniformed services or is a veteran as defined under RCW 41.04.005, and is attending medical appointments or treatments for a service connected injury or disability; or

(f) The employee is a spouse of a current member of the uniformed services or a veteran as defined under RCW 41.04.005, who is attending medical appointments or treatments for a service connected injury or disability and requires assistance while attending appointments or treatments.

(2) The illness, injury, impairment, condition, call to service, emergency volunteer service, consequence of domestic violence, sexual assault, or stalking, or is likely to cause, the employee to:

(a) Go on leave without pay status; or

(b) Terminate state employment.

(3) The employee's absence and the use of shared leave are justified.

(4) The employee has depleted or will shortly deplete their:

(a) Compensatory time, recognition leave as described in WAC 357-31-565, personal holiday, accrued vacation leave, and accrued sick leave if the employee qualifies under subsection (1)(a) of this section; or

(b) Compensatory time, recognition leave as described in WAC 357-31-565, personal holiday, accrued vacation leave, and paid military leave allowed under RCW 38.40.060 if the employee qualifies under subsection (1)(b) of this section; or

(c) Compensatory time, recognition leave as described in WAC 357-31-565, personal holiday, and accrued vacation leave if the employee qualifies under (1)(c) of this section.

(5) The employee has abided by employer rules regarding:

(a) Sick leave use if the employee qualifies under subsection (1)(a) of this section; or

(b) Military leave if the employee qualifies under subsection (1)(b) of this section.

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(6) If the illness or injury is work-related and the employee has diligently pursued and been found to be ineligible for benefits under chapter 51.32 RCW if the employee qualifies under subsection (1)(a) of this section.

AMENDATORY SECTION

WAC 357-31-447 When must an employer approve a shared leave request for an employee? An employer must approve a ~~((new))~~ shared leave request for an employee:

(1) If a shared leave account is closed and an employee later has a need to use shared leave due to the same condition listed in the closed account; or

(2) To allow employees that are veterans as defined under RCW 41.04.005, and employees that are spouses of veterans who are required to provide assistance for their spouses to attend medical appointments or treatments for a service connected injury or disability, to access shared leave from the veterans' in-state service shared leave pool.

NEW SECTION

WAC 357-31-750 What is the purpose of the veterans' in-state service shared leave pool? The veterans' in-state service shared leave pool was created to allow general government and higher education employees to voluntarily donate their leave to be used for:

(1) An employee who is a veteran as defined in RCW 41.04.005 to attend medical appointments or treatments for a service connected injury or disability; or

(2) An employee who is a spouse of a veteran as defined in RCW 41.04.005 that requires assistance while attending medical appointments or treatments for a service connected injury or disability.

NEW SECTION

WAC 357-31-755 Who shall administer the veterans' in-state service shared leave pool? The department of veterans' affairs shall administer the veterans' in-state service shared leave pool.

NEW SECTION

WAC 357-31-760 What definitions apply to the veterans' in-state service shared leave pool?

The following definitions apply to the veterans' in-state service shared leave pool:

(1) "Employee" means any employee who is entitled to accrue sick leave or vacation leave and for whom accurate leave records are maintained. This does not include employees of school districts and educational service districts or those employees called to service in the uniformed services.

Section E: Rule Amendments

(2) "Monthly salary" means the monthly salary and special pay and shift differential, or the monthly equivalent for hourly employees. Monthly salary does not include overtime pay, callback pay, standby pay or performance bonuses.

(3) "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

(4) "Uniformed services" means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard, and any other category of persons designated by the president of the United States in time of war or national emergency.

(5) "Veteran" has the meaning provided in RCW 41.04.005.

NEW SECTION

WAC 357-31-765 Must employers have a written policy regarding the veterans' in-state service shared leave pool? Each employer must have a written policy which at a minimum must address:

- (1) Eligibility requirements for use of the veterans' in-state service shared leave pool;
- (2) Donation of leave;
- (3) Use of pool leave; and
- (4) Abuse of pool.

Section E: Rule Amendments

NEW SECTION

WAC 357-31-770 Is participation in the veterans' in-state service shared leave pool voluntary?

Participation in the veterans' in-state service shared leave pool, must at all times, be voluntary on the part of the donating and receiving employee.

NEW SECTION

WAC 357-31-775 What criteria does an employee have to meet to be eligible to request leave from the veterans' in-state service shared leave pool? Employees are eligible to request leave from the veterans' in-state service shared leave pool if:

- (1) The employee is a veteran and is attending medical appointments or treatments for a service connected injury or disability; or
- (2) The employee is a spouse of a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability.

NEW SECTION

WAC 357-31-780 How must employees who are receiving leave from the veterans' in-state service shared leave pool be treated during their absence? An employee using shared leave under the veterans' in-state services shared leave pool receives the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation leave or sick leave.

NEW SECTION

WAC 357-31-785 Is shared leave received under the veterans' in-state service shared leave pool included in the shared leave limits specified in RCW 41.04.665? Shared leave received under the veterans' in-state service shared leave pool is not included in the five hundred twenty-two day total specified in RCW 41.04.665.

NEW SECTION

WAC 357-31-790 May employees donating leave direct the donation to a specific individual?

Leave donated under this section is "pooled" and is withdrawn from the pool by eligible employees according to priorities established by the department of veterans' affairs. Leave donated cannot be directed to a specific individual. All employees who donate must specify their intent to donate to the veterans' in-state service shared leave pool.

Section E: Rule Amendments

NEW SECTION

WAC 357-31-795 What types of leave can an employee donate for the purposes of the veterans' in-state service shared leave pool? An employee may donate vacation leave, sick leave, or all or part of a personal holiday for purposes of the veterans' in-state service shared leave pool under the following conditions:

(1) Vacation leave: The donating employee's employer approves the employee's request to donate a specified amount of vacation leave to the veterans' in-state service shared leave pool and the full-time employee's request to donate leave will not cause their vacation leave balance to fall below eighty hours after the transfer. For part-time employees, requirements for vacation leave balances are prorated.

(2) Sick leave: The donating employee's employer approves the employee's request to donate a specified amount of sick leave to the veterans' in-state service shared leave pool and the employee's request to donate leave will not cause their sick leave balance to fall below one hundred seventy-six hours after the transfer.

(3) Personal holiday: The donating employee's employer approves the employee's request to donate all or part of their personal holiday to an employee authorized to receive leave under the veterans' in-state service shared leave pool.

NEW SECTION

WAC 357-31-800 How much leave may an employee withdraw from the veterans' in-state service shared leave pool? Shared leave paid under this section, in combination with an employee's salary will not exceed the level of the employee's state monthly salary as defined in WAC 357-31-760(2).

NEW SECTION

WAC 357-31-805 What documentation may an employee seeking shared leave under the veterans' in-state service shared leave pool be required to submit? Employees seeking shared leave under the veterans' in-state service shared leave pool must provide a veterans affairs benefits summary letter from the U.S. Department of Veterans Affairs and a copy of "DD Form 214" verifying that:

- (1) The employee has a service connected injury or disability; or
- (2) The employee is a spouse of a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability.

Section E: Rule Amendments

NEW SECTION

WAC 357-31-810 What rate of pay is paid to the employee receiving leave under the veterans' in-state service shared leave pool? The receiving employee is paid their regular rate of pay.

NEW SECTION

WAC 357-31-815 What happens if the veterans' in-state service shared leave pool does not have sufficient balance to cover all leave requests? The veterans' in-state service shared leave pool cannot grant more leave than the leave balance available at the time a request is received by the department of veterans' affairs.

NEW SECTION

WAC 357-31-820 May employers establish restrictions on the amount of leave an employee may receive under this section? Except in the event of a violation of rule or statute, an employer is required to permit an eligible employee to receive leave from the veterans' in-state service shared leave pool.

NEW SECTION

WAC 357-31-825 May an employer establish restrictions on the amount of leave an employee may donate under this section? An employer may limit the amount of leave an employee may donate under this section, if authorization of such donation would be in violation of rule or statute.

NEW SECTION

WAC 357-31-830 When an employer and/or the department of veterans' affairs has determined that abuse of the veterans' in-state service shared leave pool has occurred will the employee have to repay the shared leave drawn from the pool? Employers and/or the department of veterans' affairs shall investigate any alleged abuse of the veterans' in-state service shared leave pool and on a finding of wrongdoing the employee may be required to repay all of the shared leave received from the veterans' in-state service shared leave pool. The only time an employee will have to repay leave credits is when there is a finding of wrongdoing.