

## Office of Financial Management State Human Resources Director’s Meeting Submission Deadlines

State HR staff work to ensure exhibits presented at the quarterly Director’s meetings are prepared and ready for final adoption.

In order to allow adequate time to prepare exhibits and final recommendations, your complete request(s) must be received in the [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov) mailbox no later than 70 calendar days **prior** to the posting notice of the agenda for the intended meeting. This will ensure compliance with the required 20-day public meeting notice statute.

**Please note:** unforeseen circumstances may arise, which could result in the requests being moved to a later meeting date after consultation with impacted agencies/HE Institutions. The dates below are subject to change and are to be used as a general guideline.

<b>Quarterly 2025 Meeting Date</b>	<b>Agenda Posted (20-day meeting notice)</b>	<b>Submission Deadline</b>
February 13, 2025	January 24, 2025	November 15, 2024
May 8, 2025	April 18, 2025	February 7, 2025
*Special – June 20, 2025	May 29, 2025	N/A
August 14, 2025	July 25, 2025	May 16, 2025
November 13, 2025	October 22, 2025	August 13, 2025

\*The June special meeting is intended for presentation of July 1, 2025 implementation related to the 2025-27 Collective Bargaining and Budget approval process.