



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

STATE HUMAN RESOURCES

HR Directive 26-02

Effective: May 14, 2026

Authorized: 

Title

Training Requirements to Support Compliance with [Executive Order 24-05](#) – Improving Employment Outcomes for People with Disabilities in State Employment

Supersedes

None

Last Review Date

May 11, 2026

SHR26-02.01 — Applicability (Who Must Comply)

This directive applies to Executive Branch Agencies, and the represented and non-represented classified and exempt employees within those agencies. Other statewide elected officials, institutions of higher education, agencies of the judiciary, agencies of the Legislature, and all boards and commissions are invited to follow the provisions of this directive.

SHR26-02.02 — Policy Statement

This directive establishes required training for executive branch agencies subject to Executive Order 24-05 to support compliance, which directs agencies to improve accessibility, reasonable accommodation practices, and disability-inclusive employment across Washington State government.

SHR26-02.03 — Purpose

Executive Order 24-05 directs the Washington State Department of Enterprise Services (DES) to create and disseminate training on reasonable accommodation, document accessibility, and disability-inclusive practices. Agencies must ensure timely employee completion of the required training outlined in Section 26-02.05.

SHR26-02.04 — Authority

The authority for this directive is established by Executive Order 24-05, the Americans with Disabilities Act, the Washington Law Against Discrimination, and the WaTech Policy USER-01.

SHR26-02.05 — Requirements (What Must Be Done)

Agencies must ensure employees complete the following training to meet the requirements of Executive Order 24-05.

1. Annual Training Requirement for Supervisors and Managers

- Executive Order 24-05 directs DES to create and disseminate training on reasonable accommodation and disability-inclusive practices for supervisors and managers.
- To meet this requirement, agencies must ensure:
 - The Reasonable Accommodation for Supervisors and Foundations for Disability Inclusive Leadership courses are offered annually.
 - All current supervisors and managers complete both courses each year, effective immediately, within the calendar year from the date this is issued, and each year after.
 - New supervisors and managers complete both courses within six (6) months of appointment to a supervisory role.
- While this training is required for supervisors and managers, employees in non-supervisory roles are strongly encouraged to complete the training.

2. Document Accessibility Training Requirement

- Executive Order 24-05 requires that all staff be trained to create accessible documents and forms within six (6) months of employment effective immediately for new employees, and within the calendar year from the date this is issued.
- To meet this requirement, agencies must ensure:
 - All employees who create, edit, publish, or distribute documents, forms, or digital content complete document accessibility training.
 - Agencies may exempt employees only if they do not create, edit, publish, or distribute any materials as part of their job duties.
 - Employees complete the Accessible Documents training one time. Refresher training may be taken when job duties change or updated training becomes available.
 - New employees whose job duties include creating, editing, publishing, or distributing materials complete the training within six (6) months of hire.

3. Access to Training

- All required courses are available through The State Learning Center and are accessible to executive branch agencies that contribute to Personnel Service Funding.
- External partners and agencies outside of the executive branch may procure equivalent training from external vendors.
- Agencies using external training must coordinate with DES Equity and Employee Development (EED) to confirm the training aligns with statewide standards.
- DES offers supplemental accessibility training through vendor partners, available in virtual, in-person, and blended formats.
- This supports EO 24-05's requirement that DES ensure high-quality, consistent, and effective training on accessibility and inclusion.

SHR26-02.06 — Procedures

- Procedures for implementing required training include scheduling required courses, tracking completion through The State Learning Center, communicating expectations to

new hires and newly appointed supervisors, and coordinating with DES EED when considering equivalent external training options.

- DES will review and update training content at least every three (3) years, or sooner as needed, to maintain alignment with accessibility standards and statewide expectations.

SHR26-02.07 — Roles and Responsibilities

Agencies subject to EO 24-05 are responsible for:

- Tracking completion of required training through The State Learning Center.
- Ensuring new employees and supervisors complete training within required timelines.
- Coordinating with DES EED when considering equivalent external training.
- Ensuring compliance with accessibility requirements in all agency materials.

SHR26-02.08 — System Requirements

- Agencies must ensure that employee completion of required training is accurately recorded in The State Learning Center (formerly the Learning Management System (LMS)).
- Agencies must track training completion in The State Learning Center for supervisors, managers, and employees whose duties require accessibility training.
- Agencies must verify that new supervisors, managers, and employees complete required training within the mandated six (6) month timeframe and that records reflect timely completion.
- Agencies must ensure that any data extracted from The State Learning Center for audit, reporting, or compliance purposes is accurate, complete, and retained according to applicable recordkeeping requirements.

SHR26-02.09 — Compliance and Monitoring

- Only assign the trainings that are relevant to the job duties of the role. Employees who create content (such as email, presentations, reports, or other materials) must complete training appropriate to their duties; employees who only fill in templates may be exempt.
- Agencies must track positions they have exempted from this training.
- Compliance will be evaluated through records in The Learning Center and agency tracking of assigned and exempt positions. Agencies must maintain accurate records for audit and reporting purposes.

SHR26-02.10 — Definitions

- **People with Disabilities / Individual with a Disability**

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment ([RCW 49.60.040\(7\)](#)).

- **Accessible Documents**

Documents, forms, or digital content designed, structured, and formatted to be perceivable, operable, understandable, and robust for people with disabilities, consistent with statewide accessibility standards. Per the [WaTech Policy User-01](#), the following content is required to be accessible:

- All public-facing digital content and tools, including: Websites, applications, documents and media, blog posts, and social media content.

- Certain non-public-facing content that must also comply including: All electronic content used for official business to communicate, emergency notifications, internal data collection structures, initial or final decisions adjudicating administrative claims or proceedings, internal or external program or policy announcements, notices of benefits, program eligibility, employment opportunities, or personnel actions, formal acknowledgements or receipts.
- **Training Required Under Executive Order 24-05**
 - **For Everyone:**
 - [WA State Microsoft Word Accessibility](#)
 - WA State Microsoft Excel Accessibility – *in development**
 - WA State Microsoft PowerPoint Accessibility – *in development**
 - WA State Microsoft Outlook Accessibility – *in development**
 - **For Supervisors:**
 - [WA State Foundations for Disability Inclusive Leadership](#),
 - [WA State Reasonable Accommodation for Supervisors](#).
 - *Note: Links to these trainings will be updated as soon as the trainings become available.

SHR26-02.11 — Additional Information, References, and Resources

- [Executive Order 24-05](#)
- [Americans with Disabilities Act](#)
- [Washington Law Against Discrimination \(RCW 49.60\)](#)
- [WaTech Policy USER-01](#)

SHR26-02.12 — State HR Contact

SHRplanning@ofm.wa.gov

SHR26-02.13 — Disclaimer

This directive will remain in effect through any changes in leadership, including gubernatorial transitions. It will stay in place as written until it is formally reviewed and either updated or rescinded by the appropriate authority.