



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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STATE HUMAN RESOURCES

HR Directive 26-01

Effective: July 1, 2026

Authorized: 

Title

Salary Determination Policy Directive

Last Review Date

May 1, 2026

SHR26-01.01 — Applicability (who must comply)

In accordance with Washington Administrative Code (WAC) 357-28-030, employers must develop a written salary determination policy (SDP) that is subject to the approval of the Director of State Human Resources (director). Title 357 WAC applies to non-represented classified employees.

SHR26-01.02 — Policy Statement

State Human Resources (State HR) staff is performing a statewide review of organization's Washington General Service (WGS) Salary Determination Policies based on 2026 amendments to WAC. For this effort, employers must ensure their policy addresses the updated requirement and submit their Washington General Service (WGS) SDP for review and approval.

SHR26-01.03 — Purpose

State HR staff conducted a review of the compensation rules, chapter 357-28 WAC, and identified opportunities to clarify what must be addressed in employers' SDP. This effort was prompted by employer feedback and a need to clarify requirements related to SDPs and based on the understanding that employers may have made updates to their policies over the years without requesting director's approval. The goal of this effort is to improve transparency and compliance with regard to compensation for WGS positions where Title 357 WAC and the Compensation Plan has determined employers have discretion within the SDP.

SHR26-01.04 — Authority

WAC 357-28-030 requires employers to develop a salary determination policy that is subject to the director's approval.

SHR26-01.05 — Requirements (What Must Be Done)

Employers must:

- Review updates to WAC, the Compensation Plan, checklist, and template provided by State HR.
- Review current SDP to identify required updates.
- Follow procedure for updating internal policies.
- Submit the SDP to State HR for review and approval.

SHR26-01.06 — Procedures

Employers must submit their WGS SDP for State HR review and approval. To support employers with this effort and to ensure all required components are addressed within the policy, resources including a sample policy and compliance checklist are provided.

Approval Process:

1. Employer submits their WGS SDP through the [HR Compliance Center \(HRCC\)](#) **by December 31, 2026.**
2. The State HR, Classification and Compensation team reviews the policy to ensure all required components are included.
 - If applicable, State HR C&C staff address any questions or missing components with the employer for reconciliation.
3. State HR C&C provides a letter of approval to the employer.
4. Following approval by State HR, any subsequent revision or updates made to an employer WGS SDP must be submitted for review and approval by State HR as outlined above.

SHR26-01.07 — Roles & Responsibilities

Organization's human resources offices are responsible for timely submissions of the updated salary determination policies. State HR Classification & Compensation is responsible for the timely review and approval of the updated SDPs.

SHR26-01.08 — HRIS/HRMS Requirements

There are no system requirements for this update.

SHR26-01.09 — Compliance & Monitoring

State HR Classification & Compensation will review policies for compliance with relevant WACs and the Compensation Plan. Policy submission and approval will be tracked and approved policies will be saved by State HR.

SHR26-01.10 — Definitions

WAC 357-01-145 defines employer as "a state agency, an institution of higher education, or a related higher education board."

Employers may refer to [Chapter 357-01 WAC](#) and the [Compensation Plan](#) for definitions and terminology.

SHR26-01.11 — Additional Information, References & Resources

[WAC 357-01-145](#)

[WAC 357-28-030](#)

[WAC 357-28-035](#)

[Compensation plan components - Office of Financial Management](#)

[HR professional tools - Office of Financial Management](#)

[Executive Order 24-04 Pay Equity Toolkit](#)

[HR Compliance Center - Office of Financial Management](#)

SHR26-01.12 — State HR Contact

ClassandComp@ofm.wa.gov

OFM SHR Classification & Compensation

SHR26-01.13 — 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.