

Director's Meeting Agenda

State Human Resources
Office of Financial Management

Meeting Date: Thursday, November 13, 2025

Meeting Time: 8:30 a.m.

Hosted By: State Human Resources
Office of Financial Management

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Zoom Meeting [Launch link](#).

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Exhibits: 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 a quarterly scheduled public meeting.

Section A: Previous Minutes Approval

June 23, 2025
August 14, 2025

Section B: Exempt Compensation

Item 1	B0416 Assistant Director, Food and Farm Systems Division - AGR	B1-B2
Item 2	B0450 Assistant Director, Consumer & Producer Protection	B3-B4
Item 3	B0860 Assistant Director, Vehicle Services	B5-B6
Item 4	B0870 Assistant Director, Driver Services	B7-B9
Item 5	B0880 Chief Information Officer	B10-B11
Item 6	B1615 Director, Office of Compliance, Quality, Risk and Privacy, HCLA – DSHS	B12-B13
Item 7	B2566 Government Affairs & Policy Assistant Director- COM	B14-B15
Item 8	B3523 External & Legislative Relations Director – PARKS	B16-B17
Item 9	B3524 Workforce, Technology and Equity Director - PARKS.....	B18-B19
Item 10	B3561 Superintendent of Visitor Protection and Law Enforcement – PARKS	B20-B21
Item 11	B3600 Policy and Governmental Affairs Administrator	B22-B23
Item 12	B6292 Director of Medicaid & Health Services Reentry Programs - DOC	B24-B25
Item 13	B6296 Chief of Staff – DOC	B26-B27

Section C: Classification

Item 14	307B Exercise Physiologist Supervisor.....	C1-C2
Item 15	320A Pedorthist Trainee	C3-C4
Item 16	320B Pedorthist	C5-C6
Item 17	104H Administrative Intern 1 – WPEA.....	C7-C8
Item 18	104I Administrative Intern 2 – WPEA	C9-C10
Item 19	104J Administrative Intern 3 – WPEA	C11-C12
Item 20	106J Office Manager – WPEA.....	C13

Section D: Compensation

Item 21	UW 2% HE Special Pay increase for the following job classes:	D1-D3
	• 704I College Career MAS Graduate - IT/Engineering/Natural/Physical/Health	
	• 308D Speech Pathologist/Audiologist Specialist 1	
	• 308E Speech Pathologist/Audiologist Specialist 2	
	• 308F Speech Pathologist/Audiologist Specialist 3	
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Item 22	UW 4% HE Special Pay increase for the 306Z Exercise Physiologist job class.....	D4-D5
Item 23	UW Certification Premium Pay for the 320B Pedorthist job class.....	D6-D7
Item 24	Vancouver School District Salary Schedule Permanent Adoption	D8-D9

Section E: Rule Amendments

Item 25	Wage and Salary Disclosure (SB 5408)	E1-E2
Item 26	Sick leave for immigration proceedings(ESHB 1875)	E3-E5
Item 27	Victims of hate crimes (SSB 5101)	E6-E17

Website Information

This publication and other State Human Resources Director's meeting related information is available at <https://ofm.wa.gov/state-human-resources/hr-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 <mailto: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.

Exempt Exhibit

Exempt Information

Item #: 1

Requester (Agency/Institution): Department of Agriculture

C&C Specialist: Julie Moultime

Primary Action (check all that apply):

☐ Abolishment ☒ Establishment ☐ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: N/A

Current EMS Band/Rate: N/A

Proposed Class Code/Title: B0416 Assistant Director, Food and Farm Systems Division - AGR

Proposed EMS Band/Rate: EMS Band III (\$82,344 - \$146,784)

Current RCW Exemption (indicate number and description): N/A

Proposed RCW Exemption (indicate number and description): AGR's enabling statute 41.06.084...“the provisions of this chapter shall not apply in the department of agriculture to the director, the director's confidential secretary, the deputy director, not more than eight assistant directors...”

Effective Date: 11/14/2025

Scope

The Assistant Director, Farm and Food Systems Development Division reports to the Deputy Director and is a key member of the agency's leadership team. This exempt class provides key leadership and oversees staff, programs and policies that promote economic viability for farmers, strengthens local and regional food systems, ensures food security, and supports equitable access to Washington-grown products. The Assistant Director is accountable for addressing high-level fiscal and staffing matters that shape the division's diverse programs, playing a critical role in advancing the department's mission, vision, and goals.

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

The Department of Agriculture (AGR) is requesting the establishment of an Assistant Director, Food and Farm Systems Division – AGR at the EMS Band III level. The Food and Farm Systems Division was created in response to the growing need to strengthen food security and ensure equitable access to safe, healthy food for all Washingtonians. As the demand for reliable food systems and support for agricultural producers continues to rise, this division will play a vital role in addressing food insecurity and building more resilient, inclusive food networks across the state.

The Assistant Director will serve as a key member of the agency's executive leadership team, working alongside other leaders to guide strategic priorities and ensure effective program implementation for the newly created Food and Farm Systems Division.

This exempt class meets the following exemption criteria in accordance with the agency's enabling statute 41.06.084..."the provisions of this chapter shall not apply in the department of agriculture to the director, the director's confidential secretary, the deputy director, not more than eight assistant directors..."

State HR reviewed the position description and evaluated the exempt class with a JVAC score of C3X-768, which is within EMS Band III.

OFM Budget reviewed the fiscal impact statement and verified the agency can absorb all costs associated with this request.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 8/18/2025

Current Number of Approved Position(s): N/A

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.

Exempt Exhibit

Exempt Information

Item #: 2

Requester (Agency/Institution): Department of Agriculture

C&C Specialist: Cindy Wulff

Primary Action (check all that apply):

☒ Abolishment ☐ Establishment ☐ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: B0450 Assistant Director, Consumer & Producer Protection

Current EMS Band/Rate: 66

Proposed Class Code/Title: N/A

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description): RCW 41.06.084 "...in the department of agriculture to the director, ... not more than eight assistant directors, ...".

Proposed RCW Exemption (indicate number and description): N/A

Effective Date: 11/14/2025

Scope

No scope on file.

Explanation

State HR staff initiated a review of the EMS class title Assistant Director, Consumer & Producer Protection as it was identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, the Department of Agriculture is requesting abolishment as they are no longer using it. This exempt class was established July 1, 1990, and transitioned from classified to exempt with salary ranges remaining the same.

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.

State HR staff confirm there are no positions assigned to this exempt class and supports abolishing the Assistant Director, Consumer & Producer Protection, as requested.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: N/A

Current Number of Approved Position(s): 1

Total Number of Approved Position(s): N/A

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.

Exempt Exhibit

Exempt Information

Item #: 3

Requester (Agency/Institution): Department of Licensing

C&C Specialist: Crystal Mungarro

Primary Action (check all that apply):

☐ Abolishment ☐ Establishment ☒ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☒ Minor Scope Change ☐ Pay Outside Band
☒ Title Change ☐ Remove Position

Current Class Code(s)/Title(s): B0860 Assistant Director, Vehicle Services

Proposed Class Code(s)/Title(s): B0860 Assistant Director of Customer Relations - DOL

Current Salary Range/Rate/Band: EMS Band IV (\$98,712 - \$170,076)

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description):

RCW 41.06.070(1)(v): *"In each agency with fifty or more employees: ...assistant directors...who report directly to the... agency head."*

Proposed RCW Exemption (indicate number and description):

Agency enabling statute RCW 43.24.016 (2)(c): *"Appoint ... such assistant directors ... as may be needed to administer the department."*

Effective Date: 11/14/2025

Scope

Reporting to the Director, this position exempt class directs and administers the Customer Relations Division, overseeing all customer-facing programs for vehicles and driver programs, the program areas relating to with an emphasis on strategic and creative thinking with long-term business management outcomes affecting the statewide licensing environment. Develops, plans, and directs the long-term viability of programs, design and delivery of services and products, and the innovation for continuous improvements. Develops policy and legislation affecting all programs within the division in support of programmatic goals and objectives. vehicle and vessel licensing, as well as manufactured housing dealers, wholesalers, auctions,

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.

~~agendas and manufacturers, tow trucks, scrappers, rebuilders, and hulk haulers in Washington state. In addition, the Assistant Director is responsible for program areas that collect and distribute over 800 million dollars per biennium.~~

Explanation

The Department of Licensing (DOL) requested an exemption change, title change, and minor scope change for exempt class B0860, Assistant Director, Vehicle Services.

Exempt class B0860 is currently exempted under RCW 41.06.070(1)(v): *“In each agency with fifty or more employees: ...assistant directors...”* but it was determined it is more appropriate to be exempted under the agency enabling statute RCW 43.24.016 (2)(c): *“Appoint ... such assistant directors ... as may be needed to administer the department.”*

DOL requests to change the title to Assistant Director of Customer Relations - DOL. This position is the Assistant Director for the Customer Relations Division (CRD), which was renamed to better align with the work this division is responsible for, as part of a functional alignment.

State HR staff reviewed the position description and evaluated the exempt class with a JVAC score of D4Y-1012, maintaining the previously assigned Band IV level.

A Fiscal Impact Statement was not required, as there is no cost impact.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director’s Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 7/23/2025

Current Number of Approved Position(s): 1

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.

Exempt Exhibit

Exempt Information

Item #: 4

Requester (Agency/Institution): Department of Licensing

C&C Specialist: Meiklynn Flannery

Primary Action (check all that apply):

☐ Abolishment ☐ Establishment ☒ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☒ Minor Scope Change ☐ Pay Outside Band
☒ Title Change ☐ Remove Position

Current Class Code/Title: B0870 Assistant Director, Driver Services

Current EMS Band/Rate: EMS Band IV (\$98,712 - \$170,076)

Proposed Class Code/Title: B0870 Programs and Services Assistant Director - DOL

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description): RCW 41.06.070(1)(v): "In each agency with fifty or more employees: ...assistant directors..."

Proposed RCW Exemption (indicate number and description): Agency enabling statute RCW 43.24.016(2)(c): "In addition to other powers and duties granted to the director, the director has the following powers and duties: ... Appoint a deputy director and such assistant directors, special assistants, and administrators as may be needed to administer the department. These employees are exempt from the provisions of chapter 41.06 RCW;"

Effective Date: 11/14/2025

Scope

This position exempt class directs and serves as the Principal Advisor to the Director and administers the statewide programs of the Driver and Services Division (PSD)'s activities with emphasis on strategic and creative thinking with long term business management outcomes affecting the statewide licensing environment. This position exempt class is a member of the Executive Leadership Team and develops, oversees and directs PSD's policy affecting all programs within the division is also involved with the formulation of national and international driver policies and programs through serving on policy

Director's Meeting Agenda
Exempt Compensation
November 13, 2025

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.

~~committees of national and international motorist organizations. The position ensures that accurate and complete records are maintained on each motorist for the use by the law and justice and business communities. It must also ensure that motorists are provided with due process where the Department proposes to take administrative action. In addition, the position is accountable for ensuring that the identity of those individuals applying for driver licenses or state identification cards is verified and that fraud does not occur. This Division has over 500 staff with 63 field offices statewide directly serving Washington State's 3.5 million drivers. Programs within the scope of control of this exempt class include Administration, Driver and Vehicle Records, Field and Licensing Support, and Licensing, Endorsements, and Traffic Safety. This exempt class provides executive leadership, strategic direction, and operational control over all Programs and Services Divisions.~~

Explanation

The Department of Licensing requests a title change and minor scope change to B0870 Assistant Director, Driver Services. In reviewing the original scope of this exempt class, it appears this class is essentially performing the same scope of work, just expanded. The scope of this exempt class was last reviewed in 2003. This exempt class is no longer the authority on Driver Services, but has expanded to include various programs that support DOL's business.

Department of Licensing requests to change the title from Assistant Director, Driver Services to Programs and Services Assistant Director – DOL. This exempt class is the Assistant Director for the Programs and Services Division, which was renamed to better align with the work this division is responsible for.

Furthermore, upon review, it was discovered that the exemption code on file also needed to be corrected. The current exemption code is *RCW 41.06.070(1)(v): "In each agency with fifty or more employees: ...assistant directors..."*. State HR recommends changing the exemption code to *Agency enabling statute RCW 43.24.016(2)(c): "In addition to other powers and duties granted to the director, the director has the following powers and duties: ... Appoint a deputy director and such assistant directors, special assistants, and administrators as may be needed to administer the department. These employees are exempt from the provisions of chapter 41.06 RCW;"*

The exempt class is currently allocated to EMS Band IV with a JVAC score of D4Y-1012. Upon review of the updated position description, State HR staff have determined that D4Y-1012 is still appropriate.

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.

No fiscal impact statement is required for this position.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 6/25/2025

Current Number of Approved Position(s): 1

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.

Exempt Exhibit

Exempt Information

Item #: 5

Requester (Agency/Institution): Department of Licensing

C&C Specialist: Meiklynn Flannery

Primary Action (check all that apply):

☐ Abolishment ☐ Establishment ☒ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☒ Title Change ☐ Remove Position

Current Class Code/Title: B0880 Chief Information Officer

Current EMS Band/Rate: EMS Band IV (\$98,712 - \$170,076)

Proposed Class Code/Title: B0880 Chief Information Officer - DOL

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description): RCW 41.06.070(1)(x): "Exemption to chapter – Right of Revision. The provisions of this chapter do not apply to... The manager of the energy facility site evaluation council;"

Proposed RCW Exemption (indicate number and description): Agency enabling statute RCW 43.24.016(2)(c): "In addition to other powers and duties granted to the director, the director has the following powers and duties: ... Appoint ... such assistant directors...as may be needed to administer the department. These employees are exempt from the provisions of chapter 41.06 RCW;"

Effective Date: 11/14/2025

Scope

Directs and manages the Information Services Division of the Department of Licensing. Directs and coordinates the use of information technology to support agency programs and objectives. Develops the long-term vision and strategy for the agency's use of technology. Provides technology vision and leadership for developing, implementing, and governing strategic information technology initiatives for the agency. Provide leadership in the development and management of a long-range technology plan which

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.

includes policy, development processes, acquisition standards, user relations standards, technical specifications, staffing, training and intra/inter agency linkages.

Explanation

Department of Licensing requested a position and JVAC review to update OFM/SHR's records. Through this review, it was discovered there was a need for some general housekeeping changes.

State HR staff is recommending a title change from B0880 Chief Information Officer to B0880 Chief Information Officer – DOL.

Additionally, exempt class B0880 is currently exempted under RCW 41.06.070(1)(x): *"Exemption to chapter – Right of Revision. The provisions of this chapter do not apply to... The manager of the energy facility site evaluation council;"* but it was determined it is more appropriate to be exempted under agency enabling statute RCW 43.24.016(2)(c): *"In addition to other powers and duties granted to the director, the director has the following powers and duties: ... Appoint ...such assistant directors...as may be needed to administer the department. These employees are exempt from the provisions of chapter 41.06 RCW;"*

State HR staff reviewed the position description and evaluated the exempt class with a JVAC score of D4Y-1012, maintaining the previously assigned Band IV level.

A Fiscal Impact Statement was not required, as there is no cost impact.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 7/18/2025

Current Number of Approved Position(s): 1

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.

Exempt Exhibit

Exempt Information

Item #: 6

Requester (Agency/Institution): Department of Social and Health Services

C&C Specialist: Shelby Sheldon

Primary Action (check all that apply):

☐ Abolishment ☒ Establishment ☐ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: N/A

Current EMS Band/Rate: N/A

Proposed Class Code/Title: B1615 Director, Office of Compliance, Quality, Risk and Privacy, HCLA - DSHS

Proposed EMS Band/Rate: EMS Band IV (\$98,712 - \$170,076)

Current RCW Exemption (indicate number and description): N/A

Proposed RCW Exemption (indicate number and description): DSHS Enabling Statute - RCW 41.06.076: "...division directors..."

Effective Date: 11/14/2025

Scope

The Director, Office of Compliance, Quality, Risk and Privacy reports to the Deputy Assistant Secretary of the Home and Community Living Administration and works with the HCLA Secretary, Deputy Assistant Secretaries, executive leadership and staff within HCLA to identify and develop policy, procedures, training and action plans for risk identification and mitigation, quality assurance, audit and compliance, public records disclosure and discovery requests, internal controls and after event reviews. The Director is responsible for providing supervision and leadership to staff who support the administration's compliance with state and federal requirements, discovery and disclosure, federal and state audits, risk identification and mitigation, and critical incident reporting.

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

The Department of Social and Health Services is requesting to establish a Director, Office of Compliance, Quality, Risk and Privacy, HCLA - DSHS. This request is in response to the significant changes within the DSHS Reimagine efforts. The department has combined a few administrations. The Developmental Disabilities Administration was split with the majority of those positions being combined with the former Behavioral Health Administration to form the Behavioral Health & Habilitation Administration. The remaining DDA positions were combined with our former Aging and Longterm Support Administration to form the new Home & Community Living Administration. The Director, Office of Compliance, Quality, Risk and Privacy will sit within the new structure of HCLA.

This position is exempt from civil service in accordance with DSHS Enabling Statute - RCW 41.06.076: "...division directors..."

State HR staff support DSHS' proposal to establish this exempt class. A position description was submitted, and an EMS JVAC evaluation conducted as a part of this review. State HR staff reviewed the position description and evaluated the exempt class with a JVAC score of D4X – 976, which is within the EMS Band IV level.

OFM Budget has reviewed the fiscal impact statement and verified that this request has no fiscal impact. Funding for an existing position will be left vacant to cover the costs.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 10/8/2025

Current Number of Approved Position(s): N/A

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.

Exempt Exhibit

Exempt Information

Item #: 7

Requester (Agency/Institution): Department of Commerce

C&C Specialist: Melissa Bovenkamp

Primary Action (check all that apply):

- ☐ Abolishment ☒ Establishment ☐ Exemption Change ☐ Substantial Scope Change
☐ Revision/Correction

Secondary Action - As a result of Primary Action (check all that apply):

- ☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: N/A

Current EMS Band/Rate: N/A

Proposed Class Code/Title: B2566 Government Affairs & Policy Assistant Director- COM

Proposed EMS Band/Rate: EMS IV (\$98,712 - \$170,076)

Current RCW Exemption (indicate number and description): N/A

Proposed RCW Exemption (indicate number and description): Commerce's enabling statute: RCW 43.330.040(d): "Appoint such...assistant directors...as may be needed to administer the department...".

Effective Date: 11/14/2025

Scope

Reporting to the Deputy Director of Divisions and Programs Alignment, the Government Affairs & Policy Assistant Director- COM is a member of the Executive Leadership Team. As an appointing authority, this exempt class is responsible for the direct oversight of the Government Affairs Division and the comprehensive legislative strategy and policy agenda development, government affairs, and strategic initiatives that drive the agency's approach to a broad range of budget, legislative, and policy issues impacting the 600+ programs within the agency. Additionally, this exempt class serves as the Director's senior strategic advisor on all policy matters that affect the agency and the communities the agency serves. Speaks on behalf of the agency as authorized by the director and deputy director.

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

The Department of Commerce requested the establishment of exempt class, Government Affairs & Policy Assistant Director- COM, at the EMS Band IV level. The establishment of this exempt class is due to organizational structure changes to better align with their strategic goals and growth objectives while creating a strategic approach, ensuring that the agency's efforts are focused and effective.

This exempt class is exempt from civil service in accordance with Commerce's enabling statute RCW 43.330.040(d): "Appoint such...assistant directors...as may be needed to administer the department...". Currently, this work is being performed by the Legislation and Policy Director position within WMS Band III. The agency states they will abolish the WMS position upon establishment of this new class. State HR staff evaluated this exempt class with a JVAC score of D5X-1048, which meets the EMS Band IV level.

OFM Budget has reviewed the Fiscal Impact Statement and verified the agency can absorb all costs associated with this request.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 10/13/2025

Current Number of Approved Position(s): N/A

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.

Exempt Exhibit

Exempt Information

Item #: 8

Requester (Agency/Institution): Washington State Parks and Recreation Commission

C&C Specialist: Marty Graf

Primary Action (check all that apply):

☐ Abolishment ☒ Establishment ☐ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: N/A

Current EMS Band/Rate: N/A

Proposed Class Code/Title: B3523 External & Legislative Relations Director – PARKS

Proposed EMS Band/Rate: EMS Band IV (\$98,712-\$170,076)

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: 11/14/2025

Scope

Reporting to the Director, the External and Legislative Relations Director is an appointing authority over a division that encompasses the offices of Legislative Relations, Communications, Policy, Boating and Winter Recreation and the State Tribal Recreation Impacts Initiative. This exempt class is a member of the Director’s Executive Cabinet and Executive Leadership Team and serves as a key advisor on public policy related matters and significant and complex public affairs issues related to agency request legislation, public finance, and overall agency strategic direction. This exempt class represents the agency to local, state, tribal, and federal government officials, constituents, private entities, stakeholders, advocacy groups, lobbyists, elected officials, and the public, including negotiating budget and legislation language that impacts the agency and agency partners, including Tribes, state and local governments, Governor’s Office, and the public.

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

The Parks and Recreation Commission requested the establishment of exempt class External & Legislative Relations Director – PARKS at the EMS Band IV level. The establishment of this exempt class is due to a restructuring of the organization to better meet the needs of the Commission.

This class is exempt from civil service in accordance with RCW 41.06.070(1)(v): “In each agency with fifty or more employees: ... division directors....”

State HR staff evaluated this exempt class with a JVAC score of D5X-1048, which meets the EMS Band IV level.

OFM Budget has reviewed the Fiscal Impact Statement and verified the agency can absorb all costs associated with this request.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director’s Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 8/12/2025

Current Number of Approved Position(s): N/A

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.

Exempt Exhibit

Exempt Information

Item #: 9

Requester (Agency/Institution): State Parks and Recreation Commission

C&C Specialist: Cindy Wulff

Primary Action (check all that apply):

☐ Abolishment ☒ Establishment ☐ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: N/A

Current EMS Band/Rate: N/A

Proposed Class Code/Title: B3524 Workforce, Technology and Equity Director - PARKS

Proposed EMS Band/Rate: EMS Band IV (\$98,712 - \$170,076)

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: 11/14/2025

Scope

Reporting to the agency Director, the Workforce, Technology and Equity Director leads, directs, and oversees a division of multiple offices consisting of the Human Resource Office, Information Technology Office, Diversity, Equity and Inclusion Office, Health and Safety Office, and the Volunteer Programs. This exempt class is responsible for setting the vision, direction, and strategic planning of these offices and ensuring policies related to these areas are developed, maintained, and implemented. Serves as the agency HR Director and is a member of the Director's Cabinet Team and Executive Leadership team, which sets the strategic direction and priorities for the agency in conjunction with the Director and the Commission.

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

The State Parks and Recreation Commission is requesting to establish an exempt class entitled Workforce, Technology and Equity Director – Parks at the EMS Band IV level due to reorganization of leadership to meet the Commission’s priorities. The restructuring will decrease the number of direct reports to the agency Director from seven to four and streamline decision making.

This exempt class serves as a member of the Director’s Cabinet Team and Executive Leadership team, which helps set the strategic direction and priorities for the agency in conjunction with the Director and the Commission. The Workforce, Technology and Equity Director leads, directs and oversees a division of multiple offices consisting of the Human Resource Office, Information Technology Office, Diversity, Equity and Inclusion Office, Health and Safety Office, and the Volunteer Programs.

State HR reviewed and evaluated the submitted position description dated 8/12/25 and concurs with the agency’s JVAC rating of D5X – 1048, which meets EMS Band IV. Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all the associated costs.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director’s Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 8/12/2025

Current Number of Approved Position(s): N/A

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.

Exempt Exhibit

Exempt Information

Item #: 10

Requester (Agency/Institution): WA State Parks and Recreation Commission

C&C Specialist: Meiklynn Flannery

Primary Action (check all that apply):

☐ Abolishment ☒ Establishment ☐ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: N/A

Current EMS Band/Rate: N/A

Proposed Class Code/Title: B3561 Superintendent of Visitor Protection and Law Enforcement - PARKS

Proposed EMS Band/Rate: EMS Band III (\$82,344 - \$146,784)

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: 11/14/2025

Scope

Reporting to the Operations Director, the Superintendent of Visitor Protection and Law Enforcement directs the statewide Visitor Protection and Law Enforcement Program, integrating visitor and resource protection into Washington Parks' broader mission. This exempt class oversees all law enforcement and visitor safety operations within the Washington State Parks and Recreation Commission, and directs the development, coordination, and administration of the Visitor Protection and Law Enforcement Program, to include the operational aspect of public safety, ranger law enforcement activities, risk management, and staff development. This exempt class provides policy direction and strategic leadership to both commissioned and limited-commissioned rangers, ensuring agency enforcement practices are mission-aligned, education-focused, and community-oriented. This exempt class represents the agency in legal, legislative, and interagency forums related to enforcement.

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

The Parks and Recreation Commission is requesting the establishment of exempt class Superintendent of Visitor Protection and Law Enforcement – PARKS at the EMS Band III level. The establishment of this exempt class is due to the increased need for police strategy and oversight, emphasis on de-escalation strategies, training for law enforcement, and accountability for law enforcement actions.

This class is exempt from civil service in accordance with RCW 41.06.070(1)(v): “In each agency with fifty or more employees: ... division directors...”

State HR staff evaluated this exempt class with a JVAC score of C4X-800, which meets the EMS Band III level.

OFM Budget has reviewed the Fiscal Impact Statement and verified the agency can absorb all costs associated with this request.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director’s Meeting Date: 11/13/2025

Management Type: Policy

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 8/12/2025

Current Number of Approved Position(s): N/A

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.

Exempt Exhibit

Exempt Information

Item #: 11

Requester (Agency/Institution): Washington State Park and Recreation Commission

C&C Specialist: Marty Graf

Primary Action (check all that apply):

☒ Abolishment ☐ Establishment ☐ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: B3600 Policy and Governmental Affairs Administrator

Current EMS Band/Rate: EMS Band III (\$82,344-\$146,784)

Proposed Class Code/Title: N/A

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description): RCW 41.06.070(1)(v): "In each agency with fifty or more employees:... not more than three principal policy assistants who report directly to the agency head or deputy agency heads;"

Proposed RCW Exemption (indicate number and description): N/A

Effective Date: 11/14/2025

Scope

No scope on file.

Explanation

The Washington State Parks and Recreation Commission requested the abolishment of B3600, Policy and Governmental Affairs Administrator, due to a restructuring in the agency. The duties assigned to this exempt class are being merged into B3523 External & Legislative Relations Director and the incumbent currently assigned to B3600 is being moved to this new exempt class. This exempt class will no longer be needed upon establishment of exempt class B3523 class during the November 13, 2025 Director's 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.

State Human Resources staff supports abolishing this exempt class.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 11/13/2025

Management Type: Policy

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: N/A

Current Number of Approved Position(s): 1

Total Number of Approved Position(s): N/A

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.

Exempt Information

Item #: 12

Requester (Agency/Institution): Department of Corrections

C&C Specialist: Sarah Hawkins

Primary Action (check all that apply):

☐ Abolishment ☒ Establishment ☐ Exemption Change ☐ Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: N/A

Current EMS Band/Rate: N/A

Proposed Class Code/Title: B6292 Director of Medicaid & Health Services Reentry Programs - DOC

Proposed EMS Band/Rate: EMS Band III (\$82,344 - \$146,784)

Current RCW Exemption (indicate number and description): N/A

Proposed RCW Exemption (indicate number and description): RCW 41.06.070(3) Governor's Pool – "...one involving directing and controlling program operations of ... a major administrative division thereof..."

Effective Date: 11/14/2025

Scope

Under the direction of the Deputy Assistant Secretary of Health Services, the Director of Medicaid & Health Services Reentry Programs - DOC administers and manages DOC's implementation of the Centers for Medicare and Medicaid, Medicaid Transformation Project (MTP-Section 1115 waiver). This exempt class provides oversight and administration of the Health Services Benefits Unit and health care reentry programs. Works with internal and external partners in support of health care reentry services, specifically around the Medicaid Transformation Project, and other health care reentry services to promote healthier community transitions.

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

The Department of Corrections is requesting the establishment of exempt class Director of Medicaid & Health Services Reentry Programs – DOC at an EMS Band III level. The establishment of this exempt class is due to the expansion of the Centers for Medicare and Medicaid (CMS) Medicaid Transformation Project (MTP – Section 1115 waiver). This is a new body of work initiated by the expansion of the MTP.

This exempt class is exempt from civil service in accordance with RCW 41.06.070(3) Governor’s Pool – “...one involving directing and controlling program operations of ... a major administrative division thereof...”.

State HR staff and the agency evaluated this exempt class with a JVAC score of C4X-800, which meets the EMS Band III level.

OFM Budget has reviewed the Fiscal Impact Statement and verified the agency can absorb all costs associated with this request.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director’s Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148587 At-Will Governor's Pool

Date of Exempt Position Description on File: 3/11/2025

Current Number of Approved Position(s): N/A

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.

Exempt Exhibit

Exempt Information

Item #: 13

Requester (Agency/Institution): Department of Corrections

C&C Specialist: Cindy Wulff

Primary Action (check all that apply):

- ☒ Abolishment ☐ Establishment ☐ Exemption Change ☐ Substantial Scope Change
☐ Revision/Correction

Secondary Action - As a result of Primary Action (check all that apply):

- ☐ Add Position ☐ Band Change ☐ Minor Scope Change ☐ Pay Outside Band
☐ Title Change ☐ Remove Position

Current Class Code/Title: B6296 Chief of Staff – DOC

Current EMS Band/Rate: EMS Band V (\$119,856 - \$194,772)

Proposed Class Code/Title: N/A

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description): RCW 41.060.070 (1)(v) – “In each agency with fifty or more employees: “...deputy agency heads...who report to the agency head...”

Proposed RCW Exemption (indicate number and description): N/A

Effective Date: 11/14/2025

Scope

Reporting to the Secretary, the Chief of Staff provides executive leadership and policy direction within the Department. Responsible for direct oversight, administrative policy and strategic administrative functions of the agency budget; finance and accounting; human resources; communications; legislative relations; performance planning, research data and analytics, innovation and strategy; and policy. The Chief of Staff is delegated the authority to fulfill the duties and responsibilities of the Secretary except those not specifically allowed by statute, Executive Order, or Governor’s directive.

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

State Human Resources staff initiated a review of the EMS class titled Chief of Staff - DOC as it was identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, Department of Corrections is requesting the abolishment of EMS class titled Chief of Staff - DOC as they are no longer needing it. This exempt class was established November 11, 2021, and has not had a position assigned since establishment.

State Human Resources staff confirmed there is no position assigned to this exempt class and supports abolishing B6296 Chief of Staff - DOC, as requested.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 11/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 6/15/2021

Current Number of Approved Position(s): 1

Total Number of Approved Position(s): N/A

Section C: Classification

Exhibit Information

Item #: 14

Agency/HE Institution: University of Washington

C&C Specialist: Shelby Sheldon

Director's Meeting Action(s) – select all that apply:

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 307B Exercise Physiologist Supervisor

Proposed Salary Range/Rate: Range 62 (\$73,284 - \$98,520)

Definition: Provides direct patient care while overseeing daily operations, staff supervision, and regulatory compliance across the Cardiac Rehab Program.

Distinguishing Characteristics: With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action. Under general direction, supervise Exercise Physiologists and related staff in supporting the guidelines of the AACPVR (American Association of Cardiovascular and Pulmonary Rehabilitation); oversee the daily operations and related research activities. Provide direct patient care, ensure compliance with clinical and regulatory standards, monitor the departmental budget.

Explanation: State HR Staff **supports** the University of Washington's request to establish a new job classification titled Exercise Physiologist Supervisor based on the need to recognize this unique work and ensure consistent clinical direction, hands-on care, operational efficiency, and improved patient outcomes. Establishment is at range 62, which is equivalent to J4-T5 on the UW 1% health care salary grid.

The Exercise Physiologist Supervisor plays a vital leadership role in the Cardiac Rehab program by providing both direct patient care and onsite supervision of Exercise Physiologists and other assigned staff. Exercise Physiologists bring specialized expertise in assessing cardiovascular response to exercise and developing individualized care plans, capabilities essential for supporting patients recovering from cardiac events and

Section C: Classification

preparing them for procedures. While nurses monitor cardiac rhythms, only Exercise Physiologists offer comprehensive evaluation of exercise tolerance, making their oversight crucial to the program's success.

UW has certified the funding does not come from tuition dollars and they have identified local funds to support this request.

UW is requesting an effective date of November 16, 2025.

HRMS/CC Jobs Information

This information is entered into Human Resources Management System and CC Jobs.

Director's Meeting Date: 11/13/2025

Effective Date: 11/16/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 1

Classified Exhibit

Exhibit Information

Item #: 15

Agency/HE Institution: University of Washington

C&C Specialist: Shelby Sheldon

Director's Meeting Action(s) – select all that apply:

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 320A Pedorthist Trainee

Proposed Salary Range/Rate: Range 60 (\$69,744 - \$93,804)

Class Series Concept: Provide patient care through the assessment and delivery of pedorthic devices.

Definition: Assesses, fits, and delivers pedorthic devices, while implementing treatment plans and providing follow-up care.

Distinguishing Characteristics: Under direct supervision learn to assess, fit, and deliver pedorthic devices while assisting with patient assessment, treatment plans, and follow ups.

Explanation: State HR Staff supports the University of Washington's request to establish a new job classification titled Pedorthist Trainee. The basis of this request is effective operation and the need to recognize this unique body of work and based on the need to support the growing demand for specialized pedorthist care within the patient population. The trainee will contribute meaningfully to patient care while working towards a pedorthics certification. Trainee involvement will enhance the department's ability to assess, fit, and deliver these devices efficiently, ensuring continuity of care and improved functional outcomes for patients. These positions will support succession planning and workforce development in a highly specialized field, addressing the shortage of certified clinicians while allowing Harborview Medical

Section C: Classification

Center to continue expanding access to care. Establishment is at range 60, which is equivalent to F4/P5 on the UW 1% health care salary grid.

UW has certified the funding does not come from tuition dollars and they have identified local funds to support this request.

UW is requesting an effective date of November 16, 2025.

HRMS/CC Jobs Information

This information is entered into Human Resources Management System and CC Jobs.

Director's Meeting Date: 11/13/2025

Effective Date: 11/16/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 16

Agency/HE Institution: University of Washington

C&C Specialist: Shelby Sheldon

Director's Meeting Action(s) – select all that apply:

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 320B Pedorthist

Proposed Salary Range/Rate: Range 63 (\$75,108 - \$100,980)

Class Series Concept: Provide patient care through assessment and delivery of pedorthic devices.

Definition: Assesses, fits, and delivers pedorthic devices, while implementing treatment plans and providing follow-up care.

Distinguishing Characteristics: Under general supervision provides assessment, fit and delivery of pedorthic devices, such as therapeutic shoes, shoe modifications for therapeutic purposes, and partial foot prostheses. This includes patient assessment, implementation of treatment plan, and follow up for fitting and use.

Explanation: State HR Staff supports the University of Washington's request to establish a new job classification titled Pedorthist. The basis of this request is effective operations and the need to recognize this unique body of work, and the need to enhance the skill mix with in Harborview Medical Center Prosthetic/Orthotic department. Pedorthists manage independent clinical schedules, perform patient assessments, fabricate or modify devices, and fulfill documentation and compliance requirements. Their specialized skill set is critical to expanding access to care while allowing Prosthetists and Orthotists to focus on complex cases and operate at the top of their licensure. Without the Pedorthist role, HCM would need to increase the number of higher-cost Prosthetist-Orthotist staff to meet patient needs.

Section C: Classification

Pedorthists are certified by the American Board for Certification in Orthotics, Prosthetics, and Pedorthics and are trained in the assessment, fitting, and provision of therapeutic footwear, particularly delivering diabetic shoes and inserts, critical to skin care for at risk population. This certification requires the completion of rigorous coursework, supervised clinical experience, and passing a certification exam with the ABC of Orthotics, Prosthetics, Pedorthics. Establishment is at range 63, which is equivalent to L4-V5 on the UW 1% health care salary grid.

UW has certified the funding does not come from tuition dollars and they have identified local funds to support this request.

UW is requesting an effective date of November 16, 2025.

HRMS/CC Jobs Information

This information is entered into Human Resources Management System and CC Jobs.

Director's Meeting Date: 11/13/2025

Effective Date: 11/16/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 1

Classified Exhibit

Exhibit Information

Item #: 17

Agency/HE Institution: Office of Financial Management

C&C Specialist: Mindy Portschy

Director's Meeting Action(s) – select all that apply:

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 104H Administrative Intern 1 - WPEA

Proposed Salary Range/Rate: 30E

Definition: Assists in a variety of administrative, research, fiscal, or management-oriented projects in a State department.

Distinguishing Characteristics: Positions allocated to this series are designed to provide college students, or recent college graduates, with an indoctrination into employment with the state of Washington. Incumbents will receive training in departmental procedures and at the same time will be assigned productive tasks and assignments in a variety of professional areas. Positions will normally be filled only during vacation periods or for special short-term projects having an established completion date.

Section C: Classification

Explanation: The establishment of this shadow class is identified as a business necessity as it was not created July 1, 2025, when other WPEA shadow classes were created. At that time, although this job class was in existence, it was not used in positions represented by WPEA. The class specification and salary range are representative of what was in effect June 30, 2025.

HRMS/CC Jobs Information

This information is entered into Human Resources Management System and CC Jobs.

Director's Meeting Date: 11/13/2025

Effective Date: 10/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 45 Paraprofessionals

Number of Position(s) Affected: N/A

Section C: Classification

Exhibit Information

Item #: 18

Agency/HE Institution: Office of Financial Management

C&C Specialist: Mindy Portschy

Director's Meeting Action(s) – select all that apply:

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 104I Administrative Intern 2 - WPEA

Proposed Salary Range/Rate: 32E

Definition: Assists in a variety of administrative, research, fiscal, or management-oriented projects in a State department.

Distinguishing Characteristics: Positions allocated to this series are designed to provide college students, recent college graduates, or transitioning service members with an indoctrination into employment with the State of Washington. Incumbents will receive training in departmental procedures and at the same time will be assigned productive tasks and assignments in a variety of professional areas. Positions will normally be filled only for special or short-term projects having an established completion date.

Section C: Classification

Explanation: The establishment of this shadow class is identified as a business necessity as it was not created July 1, 2025, when other WPEA shadow classes were created. At that time, although this job class was in existence, it was not used in positions represented by WPEA. The class specification and salary range are representative of what was in effect June 30, 2025.

HRMS/CC Jobs Information

This information is entered into Human Resources Management System and CC Jobs.

Director's Meeting Date: 11/13/2025

Effective Date: 10/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 45 Paraprofessionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 19

Agency/HE Institution: Office of Financial Management

C&C Specialist: Mindy Portschy

Director's Meeting Action(s) – select all that apply:

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 104J Administrative Intern 3 - WPEA

Proposed Salary Range/Rate: 34E

Definition: Assists in a variety of administrative, research, fiscal, or management-oriented projects in a State department.

Distinguishing Characteristics: Positions allocated to this series are designed to provide college students, or recent college graduates, with an indoctrination into employment with the state of Washington. Incumbents will receive training in departmental procedures and at the same time will be assigned productive tasks and assignments in a variety of professional areas. Positions will normally be filled only during vacation periods or for special short-term projects having an established completion date.

Section C: Classification

Explanation: The establishment of this shadow class is identified as a business necessity as it was not created July 1, 2025, when other WPEA shadow classes were created. At that time, although this job class was in existence, it was not used in positions represented by WPEA. The class specification and salary range are representative of what was in effect June 30, 2025.

HRMS/CC Jobs Information

This information is entered into Human Resources Management System and CC Jobs.

Director's Meeting Date: 11/13/2025

Effective Date: 10/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 45 Paraprofessionals

Number of Position(s) Affected: N/A

Section C: Classification

Exhibit Information

Item #: 20

Agency/HE Institution: Office of Financial Management

C&C Specialist: Mindy Portschy

Director's Meeting Action(s) – select all that apply:

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 106J Office Manager - WPEA

Proposed Salary Range/Rate: 43

Definition: Plans, organizes, assigns, and supervises varied and extensive processing and service units and related central office activities.

Explanation: The establishment of this shadow class is identified as a business necessity as it was not created July 1, 2025, when other WPEA shadow classes were created. At that time, although this job class was in existence, it was not used in positions represented by WPEA. The class specification and salary range are representative of what was in effect June 30, 2025.

HRMS/CC Jobs Information

This information is entered into Human Resources Management System and CC Jobs.

Director's Meeting Date: 11/13/2025

Effective Date: 10/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Higher Education Special Pay Exhibit

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.

Item #: 21

Requester (HE Institution): University of Washington

C&C Specialist: Shelby Sheldon

Action: ☐ Abolishment ☐ Establishment ☒ Revision

Effective Date: 11/16/2025

Class Title: College Career MAS Graduate – IT/Engineering/Natural/Physical/Health

Class Code: 704I

Current Salary Range or Special Pay Range: M4-T5

Proposed Special Pay Range: O4-V5

Proposed Special Pay Increase: 2%

Class Title: Speech Pathologist/Audiologist Specialist 1

Class Code: 308D

Current Salary Range or Special Pay Range: O5-V6

Proposed Special Pay Range: Q5-X6

Proposed Special Pay Increase: 2%

Section D: Compensation

Class Title: Speech Pathologist/Audiologist Specialist 2

Class Code: 308E

Current Salary Range or Special Pay Range: Q5-X6

Proposed Special Pay Range: S5-Z6

Proposed Special Pay Increase: 2%

Class Title: Speech Pathologist/Audiologist Specialist 3

Class Code: 308F

Current Salary Range or Special Pay Range: U5-B7

Proposed Special Pay Range: W5-D7

Proposed Special Pay Increase: 2%

Class Title: Speech Pathologist/Audiologist Specialist 4

Class Code: 308G

Current Salary Range or Special Pay Range: C6-J7

Proposed Special Pay Range: E6-L7

Proposed Special Pay Increase: 2%

Category (select all that apply):

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

Explanation:

The University of Washington is requesting special pay increases for the College Career MAS Graduate – IT/ Engineering/Natural/Physical/Health and the Speech Pathologist/Audiologist Specialist 1-4 affecting 54 employees. The basis of this request is effective operations, substantiated by data provided by the Milliman Inc. Health Care Salary Survey. The data is from January 1, 2025, and has been aged to July 1, 2025, at an average rate of three point seven (3.7) percent.

Section D: Compensation

State HR Staff **supports** the University of Washington's request to increase the special pay based on effective operations for College Career MAS Graduate – IT/Engineering/Natural/Physical/Health and the Speech Pathologist/Audiologist Specialist 1-4. These job classes are behind the market average. According to the survey data purchased and provided by UW, these classifications when compared to the benchmark cluster in 2025 Milliman Northwest Health Care Salary Survey shows UW lagging the market midpoint for the classifications identified.

This special pay increase would increase the median monthly pay for the College Career MAS Graduate – IT/Engineering/Natural/Physical/Health and Speech Pathologist/Audiologist Specialist 1-4 but would not exceed the market average. These increases will aid UW's efforts to remain competitive and to recruit and retain highly skilled individuals. UW has certified the funding does not come from tuition dollars and they have identified local funds to support these health care special pay salary increases.

UW is requesting an effective date of November 16, 2025.

Internal Use Only

Director's Meeting Date: 11/13/2025

Higher Education Special Pay Exhibit

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.

Item #: 22

Requester (HE Institution): University of Washington

C&C Specialist: Shelby Sheldon

Action: ☐ Abolishment ☐ Establishment ☒ Revision

Effective Date: 11/16/2025

Class Title: Exercise Physiologist

Class Code: 306Z

Current Salary Range or Special Pay Range: Range 60

Proposed Special Pay Increase: 4%

Category (select all that apply):

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

Explanation:

The University of Washington is requesting special pay increase for the Exercise Physiologist affecting 6 employees. The basis of this request is effective operations, substantiated by data provided by the Milliman Inc. Health Care Salary Survey. The data is from January 1, 2025, and has been aged to July 1, 2025, at an average rate of three point seven (3.7) percent.

Section D: Compensation

State HR Staff **supports** the institution's request to increase the special pay based on effective operations for the Exercise Physiologist, which is equivalent to C4-M5 on the UW 1% health care salary grid. This job class is behind the market average. According to the survey data purchased and provided by UW, these classifications when compared to the benchmark cluster in 2025 Milliman Northwest Health Care Salary Survey shows UW lagging the market midpoint for the classifications identified.

This special pay increase would increase the median monthly pay for the Exercise Physiologist but would not exceed the market average. These increases will aid UW's efforts to remain competitive and to recruit and retain highly skilled individuals.

UW has certified the funding does not come from tuition dollars and they have identified local funds to support these health care special pay salary increases.

UW is requesting an effective date of November 16, 2025.

Internal Use Only

Director's Meeting Date: 11/16/2025

Higher Education Special Pay Exhibit

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.

Item #: 23

Requester (HE Institution): University of Washington

C&C Specialist: Shelby Sheldon

Action: ☐ Abolishment ☒ Establishment ☐ Revision

Effective Date: 11/16/2025

Class Title: Pedorthist

Class Code: 320B

Current Special Pay Range: N/A

Proposed Special Pay Range: \$1.25

Category (select all that apply):

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

Explanation:

The University of Washington is requesting certification premium pay for the Pedorthist job classifications. The basis for this request is effective operations.

State HR **supports** the institution's request based on effective operations. Adding certification premium pay for this job class will incentivize employees, in positions that do not require this specialty certifications as part of the minimum qualifications, to obtain one. The certification designates advanced knowledge, skill, and expertise in that area of specialty. This achievement supports high-quality care and highlights the Pedorthist's active engagement in professional development within the area of expertise.

Section D: Compensation

The certification premium pay will incentivize the Pedorthists who complete credentials on top of the minimum requirements, provided the certification has been approved by management, and further provided that the employee continues to meet all educational requirements to keep the certification current and in good standings.

UW has identified local funds to support the certification premium pay increases, which does not include tuition dollars.

UW is requesting an effective date of November 16, 2025.

Internal Use Only

Director's Meeting Date: 11/13/2025

Compensation Exhibit

Permanent Adoption

Exhibit Information

Item #: 24

Agency/HE Institution: State School for the Blind (SFB) and Washington State Center for Deaf and Hard of Hearing Youth (CDHY)

C&C Specialist: Mindy Portschy

Action(s): V-Range Salary Schedule (Certificated Teaching Salary Rate Adjustment)

Explanation: The 2025-2026 Certificated Teaching Salary rate adjustment on the following page is proposed for Adoption with an effective date of September 1, 2025.

By statute RCW 72.40.028, Washington State Center for Childhood Deafness and Hearing Loss and the School for the Blind are required to set their salaries according to "...Salaries of all certificated employees shall be based on the statewide average salary set forth in RCW 28A.150.410, adjusted by the regionalization factor that applies to the school district in which the program or facility is located."

Please contact Mindy Portschy at (564) 233-2512 or Mindy.Portschy@ofm.wa.gov if you have any questions.

This item was presented at the August 14, 2025 meeting as an emergency item and is returning for permanent adoption. Please note: the substitute teacher rates were not available at the time the schedule was presented August 14, 2025, and have since been received. The 2025-26 substitute rates have been adjusted and are reflected on the attached schedule.

HRMS/CC Jobs Information

Director's Meeting Date: 11/13/2025

Effective Date: 9/1/2025

Section D: Compensation

2025-2026 VSD #37 Certificated Teaching Salary Rates - 180 days

Effective September 1, 2025

Annual dollars are rounded to whole dollar.

RANGE	YEARS																
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
BA + 0 (annual)	\$57,898	\$58,679	\$59,421	\$60,186	\$60,937	\$61,712	\$62,510	\$63,909	\$65,958	\$65,958	\$65,958	\$65,958	\$65,958	\$65,958	\$65,958	\$65,958	\$65,958
Monthly (12 mo/yr)	\$4,824.83	\$4,889.92	\$4,951.75	\$5,015.50	\$5,078.08	\$5,142.67	\$5,209.17	\$5,325.75	\$5,496.50	\$5,496.50	\$5,496.50	\$5,496.50	\$5,496.50	\$5,496.50	\$5,496.50	\$5,496.50	\$5,496.50
Daily (180 days/yr)	\$321.66	\$325.99	\$330.12	\$334.37	\$338.54	\$342.84	\$347.28	\$355.05	\$366.43	\$366.43	\$366.43	\$366.43	\$366.43	\$366.43	\$366.43	\$366.43	\$366.43
Hourly (1440 hrs/yr)	\$40.21	\$40.75	\$41.26	\$41.80	\$42.32	\$42.86	\$43.41	\$44.38	\$45.80	\$45.80	\$45.80	\$45.80	\$45.80	\$45.80	\$45.80	\$45.80	\$45.80
BA + 15 (annual)	\$59,464	\$60,263	\$61,022	\$61,801	\$62,624	\$63,407	\$64,167	\$65,592	\$67,732	\$69,951	\$69,951	\$69,951	\$69,951	\$69,951	\$69,951	\$69,951	\$69,951
Monthly (12 mo/yr)	\$4,955.33	\$5,021.92	\$5,085.17	\$5,150.08	\$5,218.67	\$5,283.92	\$5,347.25	\$5,466.00	\$5,644.33	\$5,829.25	\$5,829.25	\$5,829.25	\$5,829.25	\$5,829.25	\$5,829.25	\$5,829.25	\$5,829.25
Daily (180 days/yr)	\$330.36	\$334.79	\$339.01	\$343.34	\$347.91	\$352.26	\$356.48	\$364.40	\$376.29	\$388.62	\$388.62	\$388.62	\$388.62	\$388.62	\$388.62	\$388.62	\$388.62
Hourly (1440 hrs/yr)	\$41.29	\$41.85	\$42.38	\$42.92	\$43.49	\$44.03	\$44.56	\$45.55	\$47.04	\$48.58	\$48.58	\$48.58	\$48.58	\$48.58	\$48.58	\$48.58	\$48.58
BA + 30 (annual)	\$61,083	\$61,906	\$62,681	\$63,480	\$64,312	\$65,109	\$65,928	\$67,375	\$69,559	\$71,868	\$74,204	\$74,204	\$74,204	\$74,204	\$74,204	\$74,204	\$74,204
Monthly (12 mo/yr)	\$5,090.25	\$5,158.83	\$5,223.42	\$5,290.00	\$5,359.33	\$5,425.75	\$5,494.00	\$5,614.58	\$5,796.58	\$5,989.00	\$6,183.67	\$6,183.67	\$6,183.67	\$6,183.67	\$6,183.67	\$6,183.67	\$6,183.67
Daily (180 days/yr)	\$339.35	\$343.92	\$348.23	\$352.67	\$357.29	\$361.72	\$366.27	\$374.31	\$386.44	\$399.27	\$412.24	\$412.24	\$412.24	\$412.24	\$412.24	\$412.24	\$412.24
Hourly (1440 hrs/yr)	\$42.42	\$42.99	\$43.53	\$44.08	\$44.66	\$45.21	\$45.78	\$46.79	\$48.30	\$49.91	\$51.53	\$51.53	\$51.53	\$51.53	\$51.53	\$51.53	\$51.53
BA + 45 (annual)	\$62,707	\$63,600	\$64,506	\$65,362	\$66,261	\$67,168	\$68,087	\$69,654	\$72,026	\$74,424	\$76,944	\$79,538	\$82,048	\$82,048	\$82,048	\$82,048	\$82,048
Monthly (12 mo/yr)	\$5,225.58	\$5,300.00	\$5,375.50	\$5,446.83	\$5,521.75	\$5,597.33	\$5,673.92	\$5,804.50	\$6,002.17	\$6,202.00	\$6,412.00	\$6,628.17	\$6,837.33	\$6,837.33	\$6,837.33	\$6,837.33	\$6,837.33
Daily (180 days/yr)	\$348.37	\$353.33	\$358.37	\$363.12	\$368.12	\$373.16	\$378.26	\$386.97	\$400.14	\$413.47	\$427.47	\$441.88	\$455.82	\$455.82	\$455.82	\$455.82	\$455.82
Hourly (1440 hrs/yr)	\$43.55	\$44.17	\$44.80	\$45.39	\$46.01	\$46.64	\$47.28	\$48.37	\$50.02	\$51.68	\$53.43	\$55.23	\$56.98	\$56.98	\$56.98	\$56.98	\$56.98
BA + 90 (annual)	\$69,416	\$70,189	\$70,964	\$71,703	\$72,473	\$73,259	\$74,062	\$75,569	\$77,939	\$80,334	\$82,857	\$85,448	\$88,146	\$90,936	\$93,808	\$96,249	\$98,173
Monthly (12 mo/yr)	\$5,784.67	\$5,849.08	\$5,913.67	\$5,975.25	\$6,039.42	\$6,104.92	\$6,171.83	\$6,297.42	\$6,494.92	\$6,694.50	\$6,904.75	\$7,120.67	\$7,345.50	\$7,578.00	\$7,817.33	\$8,020.75	\$8,181.08
Daily (180 days/yr)	\$385.64	\$389.94	\$394.24	\$398.35	\$402.63	\$406.99	\$411.46	\$419.83	\$432.99	\$446.30	\$460.32	\$474.71	\$489.70	\$505.20	\$521.16	\$534.72	\$545.41
Hourly (1440 hrs/yr)	\$48.21	\$48.74	\$49.28	\$49.79	\$50.33	\$50.87	\$51.43	\$52.48	\$54.12	\$55.79	\$57.54	\$59.34	\$61.21	\$63.15	\$65.14	\$66.84	\$68.18
MA + 0 (annual)	\$69,416	\$70,189	\$70,964	\$71,703	\$72,473	\$73,259	\$74,062	\$75,569	\$77,939	\$80,334	\$82,857	\$85,448	\$88,146	\$90,936	\$93,808	\$96,249	\$98,173
Monthly (12 mo/yr)	\$5,784.67	\$5,849.08	\$5,913.67	\$5,975.25	\$6,039.42	\$6,104.92	\$6,171.83	\$6,297.42	\$6,494.92	\$6,694.50	\$6,904.75	\$7,120.67	\$7,345.50	\$7,578.00	\$7,817.33	\$8,020.75	\$8,181.08
Daily (180 days/yr)	\$385.64	\$389.94	\$394.24	\$398.35	\$402.63	\$406.99	\$411.46	\$419.83	\$432.99	\$446.30	\$460.32	\$474.71	\$489.70	\$505.20	\$521.16	\$534.72	\$545.41
Hourly (1440 hrs/yr)	\$48.21	\$48.74	\$49.28	\$49.79	\$50.33	\$50.87	\$51.43	\$52.48	\$54.12	\$55.79	\$57.54	\$59.34	\$61.21	\$63.15	\$65.14	\$66.84	\$68.18
MA + 45* (annual)	\$74,627	\$75,452	\$76,215	\$76,938	\$77,743	\$78,510	\$79,289	\$80,870	\$83,315	\$85,837	\$88,430	\$91,147	\$93,935	\$96,789	\$99,848	\$102,445	\$104,493
Monthly (12 mo/yr)	\$6,218.92	\$6,287.67	\$6,351.25	\$6,411.50	\$6,478.58	\$6,542.50	\$6,607.42	\$6,739.17	\$6,942.92	\$7,153.08	\$7,369.17	\$7,595.58	\$7,827.92	\$8,065.75	\$8,320.67	\$8,537.08	\$8,707.75
Daily (180 days/yr)	\$414.59	\$419.18	\$423.42	\$427.43	\$431.91	\$436.17	\$440.49	\$449.28	\$462.86	\$476.87	\$491.28	\$506.37	\$521.86	\$537.72	\$554.71	\$569.14	\$580.52
Hourly (1440 hrs/yr)	\$51.82	\$52.40	\$52.93	\$53.43	\$53.99	\$54.52	\$55.06	\$56.16	\$57.86	\$59.61	\$61.41	\$63.30	\$65.23	\$67.21	\$69.34	\$71.14	\$72.56
MA + 90 (annual)	\$77,987	\$78,789	\$79,586	\$80,394	\$81,225	\$82,059	\$82,855	\$84,538	\$87,115	\$89,767	\$92,490	\$95,286	\$98,201	\$101,182	\$104,281	\$106,991	\$109,132
Monthly (12 mo/yr)	\$6,498.92	\$6,565.75	\$6,632.17	\$6,699.50	\$6,768.75	\$6,838.25	\$6,904.58	\$7,044.83	\$7,259.58	\$7,480.58	\$7,707.50	\$7,940.50	\$8,183.42	\$8,431.83	\$8,690.08	\$8,915.92	\$9,094.33
Daily (180 days/yr)	\$433.26	\$437.72	\$442.14	\$446.63	\$451.25	\$455.88	\$460.31	\$469.66	\$483.97	\$498.71	\$513.83	\$529.37	\$545.56	\$562.12	\$579.34	\$594.39	\$606.29
Hourly (1440 hrs/yr)	\$54.16	\$54.71	\$55.27	\$55.83	\$56.41	\$56.99	\$57.54	\$58.71	\$60.50	\$62.34	\$64.23	\$66.17	\$68.20	\$70.27	\$72.42	\$74.30	\$75.79

* MA + 45 pay line: Current Employees on BA+135 will be grandfathered at MA+45. Employees hired after September 4, 2018 with BA+135 will be placed at BA+90.

Substitute Teachers: \$247.00 daily (4 or more hours per day)
 \$124.00 half day (less than 4 hours per day)

Substitute rates revised 9/1/2025

Section E: Rule Amendments

Item #1 – Wage and Salary Disclosure

Staff note: Substitute Senate Bill 5408 ([SSB 5408](#)), chapter 383, Laws of 2025, passed during the 2025 legislative session and took effect on July 27, 2025. This bill amends [RCW 49.58.110](#), Disclosure of wage or salary range by employer—When required—Violations—Remedies, to require employers to disclose a fixed wage amount rather than a scale or range if the employer is offering only a fixed wage amount.

Staff is proposing to amend WAC 357-16-017 to align with the law to add an employer must disclose a fixed wage amount rather than a salary range or management band when an employer offers only a fixed wage amount.

Staff is proposing a January 1, 2026, permanent effective date.

AMENDATORY SECTION

WAC 357-16-017 When must an employer disclose the salary range ~~((or))~~, management band, or fixed wage, and other compensation and a description of benefits for a position? In accordance with RCW 49.58.110, an employer must disclose the salary range or management band, except where the employer is offering only a fixed wage amount, the employer must disclose the fixed wage amount rather than a salary range or management band, in the following circumstances:

- (1) In each job posting which includes a general description of all the benefits and other compensation; and
- (2) Upon request of a current employee who is offered an appointment to another position.
- (3) For the purposes of this section:
 - (a) "Employer" also includes those employers with fewer than 15 employees;
 - (b) "Salary range" includes Step M; and
 - (c) "Management band" is the most reasonable and genuinely expected range that an agency has identified within their salary administration policy for Washington management services.

REFERENCE ONLY

WAC 357-58-190 What must be addressed in agency's WMS recruitment and selection policy and/or procedure?

An agency's WMS recruitment and selection policy and/or procedure must:

Section E: Rule Amendments

- (1) Provide for the ability to consider any or all qualified candidates for hire, promotion, or internal movement;
- (2) Ensure that hiring decisions are fair, objective, and based on the evaluation of leadership and other job related competencies and characteristics required for successful job performance and performance management;
- (3) Support workforce diversity and affirmative action goals;
- (4) Consider the career development of the agency's employees and other state employees;
- (5) Consider making appointments from a veterans placement program;
- (6) Ensure that hiring decisions are not based on patronage or political affiliation;
- (7) Ensure compliance with state and federal laws relating to employee selection and nondiscrimination;
- (8) Encourage decentralized and regional administration of the recruitment and selection processes when it is appropriate for the agency; and
- (9) Ensure compliance with requirements governing wage and salary information in accordance with RCW [49.58.100](#), [49.58.110](#), WAC [357-16-017](#), [357-16-215](#), and [357-16-220](#).

Section E: Rule Amendments

Item # 2 - Sick Leave for Immigration Proceedings

Staff note: Engrossed Substitute House Bill 1875 ([ESHB 1875](#)), chapter 170, Laws of 2025, passed during the 2025 legislative session, effective July 27, 2025. This legislation amends [RCW 49.46.210](#), Paid sick leave-authorized purposes-limitations, to authorize an employee to use sick leave to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member. It also lists the types of verification employers must accept when employee requests leave for this purpose.

A policy decision was made to also apply the changes to paid sick leave provisions in chapter 357-31 WAC to overtime-exempt employees to allow for equal treatment of all employees.

Staff is proposing to:

- Amend WAC 357-31-100(6) and 357-31-130 to remove the reference to medical certification and instead state certification or verification to account for non-medical reasons for the use of paid sick leave under chapter [296-128](#) WAC.
- Amend WAC 357-31-100 subsections 5 and 9 to implement housekeeping changes.
- Amend WAC 357-31-130 to add subsection 8 to require an employer to allow an employee to use their accrued sick leave to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member. Renumber subsections 9-14.
- Amend WAC 357-31-130 subsections 1, 6, 7, 9, and 13 to implement housekeeping changes.

Staff is proposing a January 1, 2026, permanent effective date.

AMENDATORY SECTION

WAC 357-31-100 Must an employer have a policy for requesting and approving leave?

Each employer must develop a leave policy which specifies the procedure for requesting and approving all leave, as provided in the civil service rules. The employer's policy must:

- (1) Allow an employee to use vacation leave without advance approval when the employee is requesting to use vacation leave to respond to family care emergencies or for an emergency health condition as provided in WAC 357-31-200 (1)(b);
- (2) Allow an employee to use a reasonable amount of accrued leave or unpaid leave when the employee is a victim or has a family member, as defined in chapter 357-01 WAC, who is a victim of domestic violence, sexual assault or stalking as defined in RCW 49.76.020;
- (3) Allow an employee to use accrued leave as a supplemental benefit as provided in WAC 357-31-248;
- (4) Address advance notice from the employee when the employee is seeking leave under subsections (2) and (3) of this section. When advance notice cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault or stalking, the employee or the

Section E: Rule Amendments

employee's designee must give notice to the employer no later than the end of the first day that the employee takes such leave;

(5) Allow an employee to use sick leave for the purpose of parental leave to bond with a newborn, adoptive, or foster child. The policy must state the total amount of sick leave allowed to be used beyond 18 weeks in accordance with WAC 357-31-133;

(6) Address overtime eligible employees that are required to provide ~~((medical certification or))~~ verification or certification to their employer for the use of paid sick leave under chapter 296-128 WAC;

(7) Address overtime eligible employees that are required to provide reasonable notice to their employer for an absence from work for the use of paid sick leave under chapter 296-128 WAC;

(8) Address whether a general government employee may take additional accrued leave beyond 30 days in a two-year period to participate in life-giving procedures in accordance with RCW 41.06.570;

(9) Allow a high-risk employee seeking an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease to use their accrued leave if the employer determines no other accommodation is reasonable besides the use of leave. The employer may require that the employee's request be supported by verification or documentation;

(10) Allow a high-risk employee seeking an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease during a public health emergency to use leave without pay if the employer determines no other accommodation is reasonable besides the use of leave in accordance with RCW 49.17.062;

(11) Allow an employee to use unpaid leave when the employee is granted a temporary leave of absence for service in an elective office in accordance with WAC 357-31-374(1);

(12) Allow an employee to use unpaid and/or accrued paid leave when the employee is granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2). The policy must state employees who request a leave of absence for legislative service must provide notice to the employer at least 30 days in advance for a regular legislative session or as soon as the session is proclaimed for a special session; and

(13) Address whether former employees who are reemployed after five years of separation from state service may be restored unused sick leave credits in accordance with WAC 357-31-160.

AMENDATORY SECTION

WAC 357-31-130 When must an employer allow an employee to use their accrued sick leave?

~~((The))~~ An employer may require ~~((medical))~~ verification or certification of the reason for sick leave use in accordance with the employer's leave policy and in compliance with chapter 296-128 WAC.

Employers **must** allow the use of accrued sick leave under the following conditions:

(1) An employee's mental or physical illness, disability, injury, or health condition that has incapacitated the employee from performing required duties; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.

(2) By reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.

Section E: Rule Amendments

(3) When a high-risk employee seeks an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave.

(4) To allow an employee to provide care for a child who has been exposed to a contagious disease and is required to quarantine; or when a household or family member needs additional care, not covered by subsection (6) of this section, who has been exposed to a contagious disease and is required to quarantine.

(5) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.

(6) To allow an employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.

(7) For family care emergencies per WAC 357-31-290, 357-31-295, 357-31-300, and 357-31-305.

(8) To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member.

(9) When an employee is required to be absent from work to care for members of the employee's household ~~((or))~~, relatives of the employee or relatives of the employee's spouse/registered domestic partner who experience an illness or injury, not including situations covered by subsection (6) of this section.

(a) The employer must approve up to five days of accumulated sick leave each occurrence. Employers may approve more than five days.

(b) For purposes of this subsection, "relatives" is limited to spouse, registered domestic partner, child, grandchild, grandparent, or parent.

~~((9))~~ (10) When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW as provided in WAC 357-31-248. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for paid family and/or medical leave under Title 50A RCW.

~~((10))~~ (11) If the employee or the employee's family member, as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault or stalking as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730.

~~((11))~~ (12) In accordance with WAC 357-31-373, for an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.

~~((12))~~ (13) When an employee requests to use sick leave for the purpose of parental leave to bond with a newborn, adoptive, or foster child for a period up to 18 weeks. Sick leave for this purpose must be taken during the first year following the child's birth or placement.

~~((13))~~ (14) If the employee requests to use sick leave when granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2).

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Item #3 – Victims of Hate Crimes

Staff note: Substitute Senate Bill 5101 ([SSB 5101](#)), chapter 375, Laws of 5101, passed during the 2025 legislative session with an effective date of January 1, 2026. This bill amends the Domestic Violence Leave Act, [chapter 49.76 RCW](#), to extend protections to employees who are victims of hate crimes, or who have a family member who is a victim. Section 3 amends RCW 49.76.030 to allow employees to take reasonable leave, with or without pay, for reasons related to hate crimes. Section 4 amends RCW 49.76.040 to detail advance notice requirements and documentation needed to support such requests. Section 6 amends RCW 49.76.115 to prohibit an employer from refusing reasonable safety accommodations requested by an individual, unless the employer can demonstrate that the accommodation would impose an undue hardship. It also provides the types of accommodations that may be considered reasonable.

Staff is proposing to amend:

- WAC 357-01-172 to add hate crimes to domestic violence, sexual assault and stalking provisions to the definition of family member.
- WAC 357-26-050, 357-26-055, and 357-26-060 to add hate crimes to domestic violence, sexual assault, and stalking when an employer must provide reasonable safety accommodations to an applicant or employee and remove redundant language.
- WAC 357-26-060 to add hate crimes to domestic violence, sexual assault, and stalking to the verification requirements when an applicant or employee is seeking a reasonable safety accommodation.
- WAC 357-31-027, WAC 357-31-070, WAC 357-31-130, WAC 357-31-200, WAC 357-31-230, WAC 357-321-327, and WAC 357-31-567 to allow an employee to use the applicable leave types if they or their family member are victims of a hate crime and remove redundant language.
- WAC 357-31-100 to address that the employer's leave policy must allow an employee to use a reasonable amount of accrued leave or unpaid leave when they or their family member is a victim of a hate crime and remove redundant language.
- WAC 357-31-327(2) to remove “or” which was inadvertently missed.
- WAC 357-31-730 to add hate crimes to domestic violence, sexual assault, and stalking to the verification requirements when an employee is seeking to use their accrued leave or unpaid leave when the employee or the employee’s family member are victims of a hate crime and remove redundant language.

Staff is proposing a January 1, 2026, permanent effective date.

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AMENDATORY SECTION

WAC 357-01-172 Family members.

(1) Individuals considered to be members of the family are parent, sibling, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, minor/dependent child, and child.

(2) For the purpose of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime provisions within Title 357 WAC, in addition to subsection (1) of this section, family member also includes a domestic partner as defined in RCW 26.60.020 or a person with whom the employee has a dating relationship as defined in RCW 49.76.020.

(3) For the purpose of using accrued sick leave under WAC 357-31-130 and paid bereavement leave under WAC 357-31-250, in addition to subsection (1) of this section family member also includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. Family member does not include an individual who simply resides in the same home with no expectation that the employee cares for the individual.

AMENDATORY SECTION

WAC 357-26-050 When must an employer provide reasonable safety accommodations?

An employer must provide reasonable safety accommodations to an applicant or employee who is a victim of domestic violence, sexual assault, stalking, or hate crime, or an employee whose family member(~~(;))~~) as defined in chapter 357-01 WAC, is a victim of ~~((domestic violence, sexual assault or stalking))~~ such acts as required in chapter 49.76 RCW.

AMENDATORY SECTION

WAC 357-26-055 What actions must an employer take to provide safety accommodations?

(1) An employer must provide an applicant, or employee who is a victim of domestic violence, sexual assault, stalking, or hate crime, or an employee whose family member(~~(;))~~) as defined in chapter 357-01 WAC, is a victim of ~~((domestic violence, sexual assault or stalking))~~ such acts, a reasonable safety accommodation, which includes, but is not limited to the following:

- (a) A transfer or reassignment;
- (b) Modified schedule;
- (c) Changed work telephone number, work email address and/or workstation;
- (d) Installed lock;
- (e) Implemented safety procedure; or
- (f) Any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault ~~((or))~~, stalking, or hate crime.

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(2) Leave taken in accordance with chapter 357-31 WAC may be considered a reasonable safety accommodation.

(3) The employer may deny a reasonable safety accommodation based on an undue hardship, which means an action requiring significant difficulty or expense.

AMENDATORY SECTION

WAC 357-26-060 When an applicant or employee who is a victim of domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime, or when an employee has a family member who is a victim of ~~((domestic violence, sexual assault or stalking))~~ such acts and seeks a reasonable safety accommodation, what documentation may the applicant or employee be required to submit?

(1) When an applicant or employee who is a victim of domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime, or when an employee has a family member~~((;))~~ as defined in chapter 357-01 WAC, who is a victim of ~~((domestic violence, sexual assault or stalking))~~ such acts and seeks a reasonable safety accommodation, the employer may require that the request be supported by verification. An applicant or employee may satisfy the verification requirement by providing the employer with one or more of the following:

(a) A police report indicating that the applicant, employee or employee's family member was a victim of domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime;

(b) A court order protecting or separating the applicant, employee or the employee's family member from the perpetrator of the act of domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime;

(c) Evidence from the court or prosecuting attorney that the applicant, employee or the employee's family member appeared, or is scheduled to appear, in court in connection with ~~((an incident of))~~ a case involving domestic violence, sexual assault ((or)), stalking, or hate crime;

(d) An applicant or employee's written statement that the applicant, employee or the employee's family member is a victim of domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime and the safety accommodation requested is to protect the applicant or employee from domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime; or

(e) Documentation that the applicant, employee or the employee's family member is a victim of domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime, from any of the following persons from whom the applicant, employee or employee's family member sought assistance in addressing the domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime: An advocate for victims of domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime; an attorney; a member of the clergy; or a medical or other professional.

(2) If the victim of domestic violence, sexual assault ~~((or)),~~ stalking, or hate crime is the employee's family member~~((;))~~ as defined in chapter 357-01 WAC, verification of the familial relationship between the employee and the victim may include, but is not limited to: A statement from the employee; a birth certificate; a court document; or other similar documentation.

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AMENDATORY SECTION

WAC 357-31-027 When must a higher education employer allow a part-time employee to use accrued holiday credit?

Higher education employers must allow a part-time employee as defined in WAC 357-01-2290(2) to use accrued holiday credit for the following reasons:

(1) Employees must request to use accrued holiday credit in accordance with the employer's leave policy. When considering employees' requests to use accrued holiday credit, employers must consider their business needs and the wishes of the employee.

(2) An employee must be granted the use of accrued holiday credit to care for a spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition, or to care for a minor/dependent child with a health condition that requires treatment or supervision. In accordance with the employer's leave policy, approval of the employee's request to use accrued holiday credit may be subject to verification that the condition exists.

(3) An employee must be granted the use of accrued holiday credit if the employee or the employee's family member~~((s))~~ as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730.

(4) In accordance with WAC 357-31-373, an employee must be granted the use of accrued holiday credit to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.

(5) An employee must be granted the use of accrued holiday credit when requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW as provided in WAC 357-31-248. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for approved paid family and/or medical leave under Title 50A RCW.

(6) Employers may require that accumulated holiday credit be used before vacation leave is approved, except in those instances where this requirement would result in loss of accumulated vacation leave.

(7) If the employee requests to use their accrued holiday credit when granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2).

(8) When a high-risk employee seeks an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave.

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AMENDATORY SECTION

WAC 357-31-070 When is an employer required to approve an employee's request to use a personal holiday?

(1) An employer must approve the use of a personal holiday as long as:

(a) The employee is entitled to a personal holiday in accordance with RCW 1.16.050 and WAC 357-31-055;

(b) The employee has requested the personal holiday in accordance with the employer's leave procedures; and

(c) The employee's absence does not interfere with the operational needs of the employer.

(2) At any time, an employer must allow an employee to use part or all of the personal holiday for any of the following reasons:

(a) To care for a minor/dependent child with a health condition that requires treatment or supervision;

(b) To care for a spouse, registered domestic partner, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency health condition;

(c) If the employee or the employee's family member is a victim of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730;

(d) In accordance with WAC 357-31-373, for an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment;

(e) If the employee requests to use their personal holiday as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for paid family and/or medical leave under Title 50A RCW;

(f) When a high-risk employee seeks an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave; or

(g) If the employee requests to use their personal holiday when granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2).

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AMENDATORY SECTION

WAC 357-31-100 Must an employer have a policy for requesting and approving leave?

Each employer must develop a leave policy which specifies the procedure for requesting and approving all leave, as provided in the civil service rules. The employer's policy must:

- (1) Allow an employee to use vacation leave without advance approval when the employee is requesting to use vacation leave to respond to family care emergencies or for an emergency health condition as provided in WAC 357-31-200 (1)(b);
- (2) Allow an employee to use a reasonable amount of accrued leave or unpaid leave when the employee is a victim or has a family member((;)) as defined in chapter 357-01 WAC, who is a victim of domestic violence, sexual assault ((ø)), stalking, or hate crime as defined in RCW 49.76.020;
- (3) Allow an employee to use accrued leave as a supplemental benefit as provided in WAC 357-31-248;
- (4) Address advance notice from the employee when the employee is seeking leave under subsections (2) and (3) of this section. When advance notice cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault ((ø)), stalking, or hate crime, the employee or the employee's designee must give notice to the employer no later than the end of the first day that the employee takes such leave;
- (5) Allow an employee to use sick leave for the purpose of parental leave to bond with a newborn, adoptive or foster child. The policy must state the total amount of sick leave allowed to be used beyond 18 weeks in accordance with WAC 357-31-133;
- (6) Address overtime eligible employees that are required to provide medical certification or verification to their employer for the use of paid sick leave under chapter 296-128 WAC;
- (7) Address overtime eligible employees that are required to provide reasonable notice to their employer for an absence from work for the use of paid sick leave under chapter 296-128 WAC;
- (8) Address whether a general government employee may take additional accrued leave beyond 30 days in a two-year period to participate in life-giving procedures in accordance with RCW 41.06.570;
- (9) Allow a high-risk employee seeking an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease to use their accrued leave if the employer determines no other accommodation is reasonable besides the use of leave. The employer may require that the employees request be supported by verification or documentation;
- (10) Allow a high-risk employee seeking an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease during a public health emergency to use leave without pay if the employer determines no other accommodation is reasonable besides the use of leave in accordance with RCW 49.17.062;
- (11) Allow an employee to use unpaid leave when the employee is granted a temporary leave of absence for service in an elective office in accordance with WAC 357-31-374(1);
- (12) Allow an employee to use unpaid and/or accrued paid leave when the employee is granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2). The policy must state employees who request a leave of absence for legislative service must provide notice to the employer at least 30 days in advance for a regular legislative session or as soon as the session is proclaimed for a special session; and

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(13) Address whether former employees who are reemployed after five years of separation from state service may be restored unused sick leave credits in accordance with WAC 357-31-160.

AMENDATORY SECTION

WAC 357-31-130 When must an employer allow an employee to use their accrued sick leave?

The employer may require medical verification or certification of the reason for sick leave use in accordance with the employer's leave policy and in compliance with chapter 296-128 WAC.

Employers **must** allow the use of accrued sick leave under the following conditions:

(1) An employee's mental or physical illness, disability, injury or health condition that has incapacitated the employee from performing required duties; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or an employee's need for preventive medical care.

(2) By reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.

(3) When a high-risk employee seeks an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave.

(4) To allow an employee to provide care for a child who has been exposed to a contagious disease and is required to quarantine; or when a household or family member needs additional care, not covered by subsection (6) of this section, who has been exposed to a contagious disease and is required to quarantine.

(5) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.

(6) To allow an employee to provide care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventive medical care.

(7) For family care emergencies per WAC 357-31-290, 357-31-295, 357-31-300 and 357-31-305.

(8) When an employee is required to be absent from work to care for members of the employee's household or relatives of the employee or relatives of the employee's spouse/registered domestic partner who experience an illness or injury, not including situations covered by subsection (6) of this section.

(a) The employer must approve up to five days of accumulated sick leave each occurrence. Employers may approve more than five days.

(b) For purposes of this subsection, "relatives" is limited to spouse, registered domestic partner, child, grandchild, grandparent or parent.

(9) When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW as provided in WAC 357-31-248. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for paid family and/or medical leave under Title 50A RCW.

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(10) If the employee or the employee's family member((;)) as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault ((ø)), stalking, or hate crime as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730.

(11) In accordance with WAC 357-31-373, for an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.

(12) When an employee requests to use sick leave for the purpose of parental leave to bond with a newborn, adoptive or foster child for a period up to 18 weeks. Sick leave for this purpose must be taken during the first year following the child's birth or placement.

(13) If the employee requests to use sick leave when granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2).

AMENDATORY SECTION

WAC 357-31-200 When must an employer grant the use of vacation leave?

(1) An employee's request to use vacation leave must be approved under the following conditions:

(a) As a result of the employee's serious health condition.

(b) To care for a spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition.

(c) To care for a minor/dependent child with a health condition that requires treatment or supervision.

(d) For parental leave as provided in WAC 357-31-460.

(e) If the employee or the employee's family member((;)) as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault, ((ø)) stalking, or hate crime as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730.

(f) In accordance with WAC 357-31-373, for an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.

(g) When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW as provided in WAC 357-31-248.

(h) When a high-risk employee seeks an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave.

(i) When the employee requests to use their vacation leave when granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2).

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(2) In accordance with the employer's leave policy, approval for the reasons listed in (1)(a) through (g) above may be subject to verification that the condition or circumstance exists or that paid family and/or medical leave under Title 50A RCW has been approved.

AMENDATORY SECTION

WAC 357-31-230 When must an employee be granted the use of accrued compensatory time?

(1) Employees must request to use accrued compensatory time in accordance with the employer's leave policy. When considering employees' requests, employers must consider their business needs and the wishes of the employee.

(2) An employee must be granted the use of accrued compensatory time to care for a spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition, or to care for a minor/dependent child with a health condition that requires treatment or supervision. In accordance with the employer's leave policy, approval of the employee's request to use accrued compensatory time may be subject to verification that the condition exists.

(3) An employee must be granted the use of accrued compensatory time if the employee or the employee's family member(~~(s)~~) as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault, (~~(or)~~) stalking, or hate crime as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730.

(4) In accordance with WAC 357-31-373, an employee must be granted the use of accrued compensatory time to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.

(5) When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW as provided in WAC 357-31-248. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for approved paid family and/or medical leave under Title 50A RCW.

(6) Compensatory time off may be scheduled by the employer during the final 60 days of a biennium.

(7) Employers may require that accumulated compensatory time be used before vacation leave is approved, except in those instances where this requirement would result in loss of accumulated vacation leave.

(8) A high-risk employee seeking an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease must be granted the use of accrued compensatory time if the employer determines no other accommodation is reasonable besides the use of leave.

(9) An employee must be granted the use of compensatory time when granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2).

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AMENDATORY SECTION

WAC 357-31-327 When must an employer grant leave without pay?

An employer must grant leave without pay under the following conditions:

- (1) When an employee who is a volunteer firefighter is called to duty to respond to a fire, natural disaster, or medical emergency;
- (2) If the employee or the employee's family member~~((;))~~ as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730; ~~((or))~~
- (3) In accordance with WAC 357-31-373, for an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment~~((;))~~;
- (4) When an employee requests a day off for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization in accordance with WAC 357-31-052~~((;))~~;
- (5) When an employee is on approved paid family and/or medical leave under Title 50A RCW. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for paid family and/or medical leave under Title 50A RCW and qualifies for employment protection in accordance with RCW 50A.35.010~~((;))~~;
- (6) When a high-risk employee seeks an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease during a public health emergency and the employer determines no other accommodation is reasonable besides the use of leave in accordance with RCW 49.17.062~~((;))~~; or
- (7) When an employee is granted a temporary leave of absence for service in an elective office or for legislative service in accordance with WAC 357-31-374.

AMENDATORY SECTION

WAC 357-31-567 When must an employer grant the use of recognition leave?

- (1) An employee's request to use recognition leave must be approved under the following conditions:
 - (a) An employee must be granted the use of recognition leave if the employee or the employee's family member~~((;))~~ as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730;
 - (b) In accordance with WAC 357-31-373, an employee must be granted the use of recognition leave to be with a spouse or registered domestic partner who is a member of the Armed Forces of the United States, National Guard, or Reserves after the military spouse or registered domestic partner has been notified of an

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impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment;

(c) When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW as provided in WAC 357-31-248. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for approved paid family and/or medical leave under Title 50A RCW;

(d) When a high-risk employee seeks an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave; and

(e) When an employee requests to use recognition leave when granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2).

(2) In accordance with the employer's leave policy, approval for the reasons listed in (1)(a) and (b) above may be subject to verification that the condition or circumstance exists.

AMENDATORY SECTION

WAC 357-31-730 When an employee or the employee's family member is a victim of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime, and the employee is seeking to use accrued leave or unpaid leave, what ~~((documentation))~~ verification may the employee be required to submit?

(1) When an employee or the employee's family member~~((;))~~ as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime as defined in RCW 49.76.020, and the employee is seeking to use their accrued leave or take leave without pay the employer may require that the request be supported by verification. An employee may satisfy the verification requirement by providing the employer with one or more of the following:

(a) A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime;

(b) A court order protecting or separating the employee or employee's family member from the perpetrator of the act of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime;

(c) Evidence from the court or prosecuting attorney that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with ~~((an incident of))~~ a case involving domestic violence, sexual assault, or stalking;

(d) An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime; or

(e) Documentation that the employee or the employee's family member is a victim of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime, from any of the following persons from whom the employee or employee's family member sought assistance in addressing the domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime: An advocate for victims of domestic violence, sexual assault, ~~((or))~~ stalking, or hate crime; an attorney; a member of the clergy; or a medical or other professional.

(2) If the victim of domestic violence, assault, ~~((or))~~ stalking, or hate crime, is the employee's family member, as defined in chapter 357-01 WAC, verification of the familial relationship between the employee

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and the victim may include but is not limited to: A statement from the employee; a birth certificate; a court document; or other similar documentation.