



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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STATE HUMAN RESOURCES

HR DIRECTIVE 17-01

Effective: January 27, 2017

Authorized

WHO: Applies to all general government agencies

WHAT: Washington Management Service (WMS) Salary Administration Policy

State Human Resources (State HR) staff is performing a statewide review of the WMS program. For this effort, agencies will need to submit updated copies of their agency's Salary Administration Policy for review and approval.

WHY: To ensure agency policy compliance and consistency with statewide WMS salary setting procedures and rules.

The goal of this effort is to improve transparency and compliance with the salary setting of WMS positions. In accordance with WAC 357-58-075 agencies must develop salary administration policies that are consistent with the civil service rules and guidelines established by the OFM Director for WMS positions. This directive establishes the requirement for approval of the current agency policy and any future changes to the policy by State HR.

DUE DATE: July 20, 2017

ACTION REQUIRED: Centralized Submission of WMS Salary Administration Policy

All general government agencies are now required to submit their WMS Salary Administration Policy for OFM review and approval. In order to assist state agencies with this effort and to ensure all required components are addressed within each policy, we are attaching a form that includes a checklist to ensure the policy has all required components.

Approval Process:

1. Agency submits a copy of their current WMS Salary Administration Policy to Class & Comp by email to: classandcomp@ofm.wa.gov.
2. State HR will review the policy to ensure all required components within the checklist are included. If State HR identifies missing items, agencies will need to update and resubmit their policy.
3. Once the policy is reviewed and approved by State HR, an approval letter will be sent to the agency.
4. Following approval by State HR, any subsequent revision or update made to an agency's WMS Salary Administration Policy must be re-submitted for review and approval by State HR as outlined in step #1 above.

STATE HR CONTACT:

Classification and Compensation Team at classandcomp@ofm.wa.gov.

ADDITIONAL INFORMATION OR CITATIONS:

[WAC 357-58-025](#)

[WAC 357-58-015](#)

[WAC 357-58-075](#)

[WAC 357-58-065](#)