



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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STATE HUMAN RESOURCES

HR DIRECTIVE 19-01

Effective: July 1, 2019

Authorized

WHO: Applies to all state agencies and higher education institutions

WHAT: Salary setting in accordance with WAC 357-28-130(2)

This directive is to address salary setting for non-represented employees due to the new information technology professional structure. All state agency and higher education classified IT positions within the Washington General Service and Washington Management Service positions designated in the information technology market segment, were evaluated for possible allocation into the new ITPS.

WAC 357-28-130 addresses salary setting for non-represented employees when the director creates, abolishes or revises a class. WAC 357-28-130(2) states that an employee who occupies a position that is reallocated to a class with a higher salary range must have their base salary adjusted to the same step in the new range as held in the previous range unless otherwise determined by the director.

DETERMINATION OF THE DIRECTOR (ACTION REQUIRED):

Non-represented employees who are reallocated to a class that has been evaluated in the ITPS with a higher salary range maximum than their current salary range on July 1, 2019 must have their salary in effect as of June 30, 2019 increased up to 2.5 percent. Effective July 1, 2019 these employees will transition to the assigned range and step on the IT salary schedule for their job family and job level that is nearest to, but no less than, their adjusted salary except no employee will be placed higher than Step M on the new ITPS salary schedule.

SHR Directive 19-01
Issued: May 30, 2019

Additionally, if an employee disagrees with their placement into the ITPS as a result of ITPS implementation and files an appeal which results in a change from the original placement into the ITPS the employee's salary will be calculated according to this directive or WAC 357-28130.

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ADDITIONAL INFORMATION OR CITATIONS:

WAC 357-28-130

How is an employee's base salary determined if the director creates, abolishes, or revises a class?

When reallocation is necessary because the director creates, abolishes, or revises a class, an employee's base salary is determined as follows:

- (1) An employee occupying a position reallocated to a class with the same or lower salary range must be paid an amount equal to his/her previous base salary.
- (2) An employee occupying a position reallocated to a class with a higher salary range must have his/her base salary adjusted to the same step in the new range as held in the previous range unless otherwise determined by the director.