

- EFFECTIVE:** February 1, 2020
- WHO:** Applies to all executive branch state agencies, not including higher education
- WHAT:** Home Assignment is an employer-initiated action assigning an employee to their home. The employee must remain available during their designated work schedule while on home assignment; employees will continue to receive regular pay and benefits and may or may not be assigned work.
- Alternative Assignment is an employer-initiated action assigning all employees work that is different from their normally assigned tasks, or to assign an employee to a different work location, while the employee is under investigation for alleged misconduct. While on alternative assignment, the employee will continue to receive regular pay and benefits.
- DUE DATE:** Actions keyed by the fifth of the following month.
- PROCEDURE (New):** Agencies are required to key the start and end date of home and alternative assignments in the Human Resource Management System (HRMS) using the designated codes below.
1. Action Type: Leave of Absence – Active (U8);
(04) Home Assignment
(42) Alternative Assignment
 2. Return from Leave of Absence –Active (UA)
(17) Home Assignment
(44) Alternative Assignment
Except in the event of a Separation action.
 3. Agencies are to keep records of all home and alternative assignments with the reason and any applicable comments. Agencies are no longer required to submit a monthly report to OFM State HR, but may be asked to provide additional information to OFM State HR, when necessary.

State Human Resources – Office of Financial Management

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**ADDITIONAL
INFORMATION,
REFERENCES AND
RESOURCES**

Report template is available in WWA for agencies to use
HR Directive 20-01