

Director's Meeting Minutes

State Human Resources, Office of Financial Management
November 13, 2014

ORIGINAL

Opening

The State Human Resources (SHR) Director's meeting was called to order at 8:30 a.m. on Thursday, November 13, 2014 and held in Conference Room 110, first floor; Capitol Court Building; 1110 Capitol Way South, Suite 120; Olympia, Washington 98501-2251.

The results of this meeting are summarized below. Items modified after the printing of the Director's meeting agenda notice (20-Day Notice), were attached to the program as handouts and available at meeting. All other items were adopted as printed on the Director's meeting agenda unless otherwise noted below.

Present

Staff:

- Glen Christopherson, Assistant Director, SHR, OFM
- Nancy Jacobski, Human Resource Consultant, SHR, OFM
- Connie Goff, Rules and Appeals Manager, SHR, OFM

Logistics and Information

This publication and related materials are available on the Internet at the following web address: <http://www.hr.wa.gov/more/Meetings/DirectorMeetings/Pages/default.aspx>

Comments and suggestions regarding the meeting process and related publications; requests for alternate formats; or requests for digital, CD, or cassette copy of verbatim meeting proceedings are welcomed and may be forwarded to:

Barbara J. Ursini
Logistics Coordinator
State Human Resources
Office of Financial Management
128 10th Avenue SW
PO Box 47500
Olympia, Washington 98501

Email classandcomp@ofm.wa.gov
Fax (360) 407- 4148
Office (360) 407-4120

Director's Meeting Minutes

State Human Resources, Office of Financial Management
November 13, 2014
Page 2 of 8

Meeting Minutes

Introduction

Glen Christopherson, Assistant Director, SHR: The Director's meeting was called to order by Glen Christopherson, Assistant Director for State Human Resources with the Office of Financial Management (OFM), at 8:30 a.m., Thursday, November 13, 2014. Glen took action on all items, except the rule amendments. Following the meeting, the rule amendment proposal(s), presentation, and comment(s) were shared with the OFM Director and an action letter was published with his decision(s).

Previous Minutes – Section A

Nancy Jacobski, HRC, Director's Meeting Coordinator: The first item of business was the adoption of the August 14, 2014 Director's meeting minutes. Staff recommended final adoption effective November 14, 2014.

Glen Christopherson, Assistant Director, SHR: Hearing no comments, the August 14, 2014 Director's meeting minutes were adopted as presented with an effective date of November 14, 2014.

Exempt Compensation – Section B

Nancy Jacobski, HRC, Director's Meeting Coordinator: Found in section B of the agenda were the exempt compensation abolishments and they were item 1a, Senior Policy Analyst – Economic Development Commission, and item 1b, Broadband Policy and Program Director. Staff recommended adoption as presented with an effective date of November 14, 2015.

Abolishment(s):

- Item(s) 1a B4980 Senior Policy Analyst – Economic Development Commission
- Item(s) 1b B4961 Broadband Policy and Program Director

Glen Christopherson, Assistant Director, SHR: Hearing no comments, items 1a and 1b were adopted as presented with an effective date of November 14, 2015.

Director's Meeting Minutes

State Human Resources, Office of Financial Management

November 13, 2014

Page 3 of 8

Classification and Pay – Section C:

Nancy Jacobski, HRC, Director's Meeting Coordinator: Following, were the classification and pay amendments and they were items 2, 3, 4—Assistant State Auditor 3, 4, and 5 proposed effective November 16, 2014. It was noted items 2 and 3 were reflected in the handouts found in the program. Continuing, item 5, Residential/Student Life Counselor, and item 6, Student Life Dean, were also presented for adoption with an effective date of November 14, 2014. Last, were abolishments item 7; Institution Teacher 3, and item 8, Transportation Supervising Engineer, proposed for adoption effective November 14, 2014. Staff recommended approval of items 2 through 8 as presented.

Item(s) 2 156C Assistant State Auditor 3 **Handout**

Item(s) 3 156D Assistant State Auditor 4 **Handout**

Item(s) 4 156E Assistant State Auditor 5

Item(s) 5 257J Residential/Student Life Counselor

Item(s) 6 257L Student Life Dean

Abolishments

Item(s) 7 259C Institution Teacher 3

Item(s) 8 530Q Transportation Supervising Engineer

Glen Christopherson, Assistant Director, SHR: Hearing no comments, classification and pay items were adopted as presented: Items 2 handout, 3 handout, 4 effective November 16, 2014; items 5 and 6, effective November 14, 2014; and Items 7 and 8 effective November 14, 2014.

Compensation – Section D

Nancy Jacobski, HRC, Director's Meeting Coordinator: Next, were the compensation items. Item 9 was a special pay request from Western Washington University for the Electrician series, proposed for adoption effective November 14, 2014; item 10 was a special pay request from the University of Washington for Health Care, classified, non-represented, proposed for adoption with an effective date of November 16, 2014; item 11 was a special pay request from the University of Washington for Non-Health Care, classified, non-represented, proposed for adoption with an effective date of November 16, 2014.

Special Pay

Item(s) 9 Electrician Series - Western Washington University

Item(s) 10 Health Care, Classified, Non-Rep. – UW

Item(s) 11 Non-Health Care, Classified, Non-Rep. – UW

Director's Meeting Minutes

State Human Resources, Office of Financial Management

November 13, 2014

Page 4 of 8

Glen Christopherson, Assistant Director, SHR: Hearing no comments, compensation special pay items were adopted as presented: Item 9 effective November 14, 2014; item 10 effective November 16, 2014; and item 11 effective November 16, 2014.

Nancy Jacobski, HRC, Director's Meeting Coordinator: The last compensation proposal was item 12, a premium pay request from the University of Washington for the Physician Assistant ARNP and Physician Assistant Certified ARNP/Lead. This item was presented for consideration with an effective date of November 16, 2014.

Premium Pay

Item(s) 12 PA-ARNP & PA-ARNP Lead - University of Washington

Glen Christopherson, Assistant Director, SHR: Hearing no comments, premium pay item 12 was adopted as presented with an effective date of November 16, 2014.

Important Note: Compensation item 13, a T-Range Salary Schedule abolishment proposed for adoption appeared on the November 13, 2014 agenda, but was inadvertently overlooked during the meeting proceedings. This item will reappear on the May 14, 2015 Director's meeting agenda and presented for adoption at that time. Since this item was not publicly heard at the November 13, 2014 Director's meeting, no action was taken for item 13.

Abolishment

Item(s) 13 "T" Range Schedule

Rule Amendments – Section E

Connie Goff, Rules and Appeals Manager: Rules items 1 through 4 were presented for consideration by the OFM Director.

- Rules Item(s) 1 Trial service period and reversion
- Rules Item(s) 2 WMS rule violations
- Rules Item(s) 3 Step M – Promotion and Reallocation
- Rules Item(s) 4 Faith or Conscience Leave--Undue Hardship **Handout**

Rules Item 1: The proposed rule changes to WAC 357-01-345 and 357-19-025 clarified if an employee was laid-off and was appointed within 2 years of separation to a position with a higher salary range maximum than the position they were laid off from, they must serve a trial service period. The proposed changes to WAC 357-19-115 addressed which employer and position an employee would revert to and addressed when an employee was reverted during their trial service period and the employer's obligation to return an employee to a vacant

Director's Meeting Minutes

State Human Resources, Office of Financial Management

November 13, 2014

Page 5 of 8

position or a position held by non-permanent employee. The proposed changes to WAC 357-19-125 removed the transfer language to coincide with the language of 357-58-375 since WMS appointments do not transfer to WGS. There were also two cleanup rules items, WAC 357-19-442 and 357-58-375. Staff proposed permanent adoption effective December 22, 2014.

Rules Item 2: This item addressed what Washington Management Service actions may be appealed, however, WMS for violations as stated in RCW 41.06.170, subsection 2 are not included. Based on this, the proposed rule changes would allow WMS employees to file for rule violation appeals. The proposed rule changes also addressed that rule violation appeals would be appealed directly to the Board and not through the Director's review process. Staff proposed permanent adoption effective December 22, 2014.

Rules Item 3: These proposed rule changes corresponded with the recent changes made for represented employees, allowing an employee upon promotion or reallocation to be placed at step M if that step falls within the required percentage of increase or minimum number of step increase. Staff proposed permanent adoption effective December 22,

Rules Item 4 - Handout: These rules changes resulted in the passage of Substitute Senate Bill 5173 which allows employees of state agencies and political subdivisions and institutions of higher education to take 2 unpaid holidays for reasons of faith or conscience. The unpaid time off could only be denied if the employee was necessary to maintain public safety and approval posed undue hardship on the employer, as defined in WAC 82-56-020. In addition to WAC 357-31-053, was adopted on an emergency basis and was effective July 28, 2014. The new rule established a time frame from when an employee must notify their supervisor to request unpaid leave for reasons of faith and conscience. Staff proposed permanent adoption effective December 22, 2014.

Glen Christopherson, Assistant Director, SHR: Glen, in turn, summarized the proposed rule amendment item one, presentation, and comments for the OFM Director to consider for permanent adoption effective December 22, 2014. An action letter was generated the following with the OFM Director's final ruling.

Director's Meeting Minutes

State Human Resources, Office of Financial Management

November 13, 2014

Page 6 of 8

Adjournment

Nancy Jacobski, HRC, Director's Meeting Coordinator: The business was concluded and the meeting was adjourned. The next regularly scheduled Director's Meeting was announced as being Thursday, February 12, 2015, beginning at 8:30 a.m., unless otherwise specified; Conference Room 110, first floor, Capitol Court Building, 1110 Capitol Way South, Suite 120, Olympia, Washington 98501-2251.

Minutes Approved By



Tracy Guerin, Deputy Director
Office of Financial Management

2/12/15
Date

Addendum: Action Letter for Proposed Rule Amendments

The third rule item found on pages E-7 through E-13 proposes rule changes to correspond with the recent changes made for represented employees. This change allows employees upon promotion or reallocation to be placed at step M if that step falls within the required percentage of increase or minimum number of step increase. Based on this, changes are proposed to WAC 357-28-035, 357-28-082, 357-28-088, 357-28-110, 357-28-115, 357-28-120, 357-28-135, and 357-13-090.

The fourth rule item is found on pages E13 through E17 of the handout. These proposed rule changes are a result of the passage of Substitute Senate Bill 5173 which allows employees of state agencies and political subdivisions, and institutions of higher education, to take two unpaid holidays per calendar



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

November 14, 2014

TO: David Schumacher, Director

FROM: Glen Christopherson, Assistant Director
State Human Resources

SUBJECT: ~~NOVEMBER 13, 2014, DIRECTOR'S MEETING - RULE ITEMS~~

The meeting was held at the Capitol Court Building; 1110 Capitol Way South, Suite 120; Olympia, Washington 98501; Conference Room 110.

Civil Service Rules

Connie Goff, Rules and Appeals Manager, presented four rule items for consideration. Rule items 1 through 3 were presented as reflected in the Director's meeting agenda on pages E1-E13. Rule item 4 was presented in the handout found in the program on pages E13-E17.

The first rule item found on pages E-1 through E-3 proposes rule changes to WAC 357-01-345 and 357-19-025 to clarify that if an employee is laid off and is appointed within two years of separation to a position with a higher salary range maximum than the position they were laid off from, they must serve a trial service period. The proposed changes to WAC 357-19-115 address which employer and position an employee would revert to and addresses when an employee is reverted during their trial service period and the employer's obligation to return an employee to a vacant position or position held by a nonpermanent appointee. In addition, since Washington Management Service (WMS) employees do not transfer to Washington General Service we proposed a change to WAC 357-19-125 which removes the "transfer" language. This coincides with the language in WAC 357-58-375. There are also two proposed housekeeping items to WAC 357-19-442 and 357-58-375.

The second rule item found on pages E-3 through E-7 addresses WMS employees' right to file rule violation appeals. Currently in rule we address which WMS actions may be appealed; however, we do not include WMS rule violations as stated in RCW 41.06.170(2). Based on this, the proposed rule changes to WAC 357-49-010, 357-49-017, 357-52-010, 357-52-015, 357-58-505, and 357-58-515, will allow WMS employees to file appeals for rule violations. The proposed rule changes also address that rule violation appeals will be appealed directly to the Personnel Resources Board and not through the director's review process.

Director's Meeting Minutes

State Human Resources, Office of Financial Management

November 13, 2014

Page 8 of 8

November 13, 2014, Director's Meeting - Rule Items

Page Two

November 14, 2014.

The third rule item found on pages E-7 through E-13 proposes rule changes to correspond with the recent changes made for represented employees. This change allows employees upon promotion or reallocation to be placed at step M if that step falls within the required percentage of increase or minimum number of step increase. Based on this, changes are proposed to WAC 357-28-035, 357-28-082, 357-28-088, 357-28-110, 357-28-115, 357-28-120, 357-28-135, and 357-13-090.

The fourth rule item is found on pages E13 through E17 of the handout. These proposed rule changes are a result of the passage of Substitute Senate Bill 5173 which allows employees of state agencies and political subdivisions, and institutions of higher education, to take two unpaid holidays per calendar year for reasons of faith or conscience. The unpaid time off may only be denied if the employee is necessary to maintain public safety or if approval would impose an "undue hardship" on the employer as defined in WAC 82-56-020. In addition WAC 357-31-053 was adopted on an emergency basis effective July 28, 2014. This new rule establishes a time frame for when an employee must notify their supervisor to request unpaid leave for reasons of faith or conscience.

There were no comments on these items.

Staff is proposing permanent adoption effective December 22, 2014.

Attachment

Approved:



David Schumacher, Director
Office of Financial Management

Date:

11/17/14

*Recommended approval
Robert Marcus
11/17/2014*