



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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STATE HUMAN RESOURCES

OFM DIRECTIVE 14HR-01

Effective: July 19, 2013

APPROVED: 
Acting Assistant Director

WHO: Applies to all state agencies

WHAT: Home Assignment Approval & Report Requirements

Home assignment is defined as reassigning an employee to home during scheduled work hours. During home assignment, an employee continues to receive pay and benefits.

WHY:

Home assignment is an effective management tool for select circumstances, such as ensuring a complete and impartial investigation of workplace matters. State agencies must be good stewards of public resources and ensure that home assignments are concluded as quickly as possible. This directive continues the approval and reporting requirements issued by Governor Gregoire under directive 11-18 and aligns with legislation proposed in the 2013 Legislative Session.

DUE DATE: Monthly reports are due on the 5th of the following month

ACTION REQUIRED: Home Assignment Approval and Reporting Requirements

Each agency must have a home assignment policy and procedure in place that complies with the following principles and any applicable collective bargaining agreements:

- An employee may be placed on home assignment if the employee's appointing authority determines the home assignment is necessary.
- The appointing authority must notify the agency head or designee and the agency human resources director in writing of the home assignment and the reasons for the home assignment.

- A home assignment may last up to fifteen calendar days. The fifteen-day home assignment may be extended in thirty-day increments upon determination by the agency head or designee that additional time is needed.
- Before extending the home assignment, the agency head or designee must receive an update of activities since the initial home assignment or previous extension and the reason additional time is necessary.
 - If the extension is necessary, the agency head or designee shall document the reason for the extension and the estimated time the home assignment is expected to end.
 - The agency head or designee must notify the agency human resources director of any extensions.
- When the home assignment ends, the agency head or designee must document whether the employee returned to work and the date the home assignment ended.
- Each agency must notify the State Human Resources Director or designee of all home assignments and extensions in accordance with the [Home Assignment Reporting Procedures](#).

STATE HR CONTACT:

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ADDITIONAL INFORMATION, REFERENCES AND RESOURCES

[Home Assignment Reporting Procedures](#) (PDF)

[Home Assignment Monthly Report](#) (Excel)