

State HR Procedure

14 HR-01

Home Assignment Reporting

EFFECTIVE:	July 19, 2013
WHO:	Applies to all state agencies
WHAT:	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:	HR Directive 14HR-01 requires agencies to report home assignments and extensions to the State Human Resources Director or designee. This procedure outlines the home assignment reporting expectations for agencies.
DUE DATE:	Monthly reports are due on the 5 th of the following month.
PROCEDURE:	<ol style="list-style-type: none">1. If an agency had an employee on home assignment during a report month, the agency must submit a monthly report to the State HR Director or designee by the 5th of the following month.2. The monthly report should be submitted using the Home Assignment Monthly Report template to the OFMMIOSHRDPolicy@ofm.wa.gov email address.3. Agencies should follow the instructions on the form when completing the monthly report.4. The report should include all home assignments that were active during the report month. <p>Note: If an agency had no employees on home assignment during the report month, a report is not required.</p>
STATE HR CONTACT:	Melissa Wideman HR Accountability & Performance Supervisor Melissa.Wideman@ofm.wa.gov (360) 902-0421
ADDITIONAL INFORMATION AND RESOURCES	Directive 11-18 Home Assignment Monthly Report (Excel)