

EMS & WMS Salary Adjustment Protocol

Questions & Answers

Will agencies be required to submit all EMS and WMS salary adjustment requests that are below 10 percent to the Governor's Office?

No, agencies will only submit compensation changes to the Governor's Office for EMS and WMS salary adjustments that are 15 percent or greater. However, OFM will be regularly monitoring all salary adjustments for these positions, regardless of the amount.

In addition, regardless of the salary adjustment amount, if an approval is still required by OFM, State HR, outlined within WAC or the EMS broadbanding guidelines, the requests must continue to be reviewed and approved by OFM, State HR.

- [WAC 357-58-130](#)
- [WAC 357-58-085](#)
- [EMS Broadbanding Guidelines](#)

Are there reports available for agencies to run and review their EMS and WMS salary adjustments?

Yes, there are reports available within HRMS:

“ZHR_RPTPA802 – WMS/EMS Reports”

- EMS: “EMS Report”
- WMS: “WMS Salary Change Activity Report”

These are the same reports used by OFM when providing salary adjustment data to the Governor's office.

What if the EMS or WMS salary adjustments are a result of changes in duties, does the protocol still apply?

If an EMS or WMS position receives a 15 percent or greater salary adjustment resulting from a change in duties, the agency will not be required to seek approval from the Governor's Office. The protocol only applies to salary adjustments that are not contingent upon a change in duties.

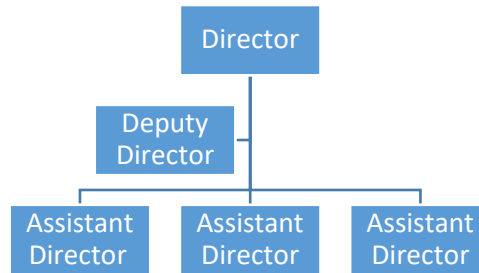
However, if the change in duties results in a band change to an EMS position, the request must be submitted to OFM, State HR, as outlined within the EMS broadbanding guidelines.

What is the definition of “senior management team” for an EMS or WMS position?

Each agency will be responsible for defining the term “senior management team” for their agency. We understand every agency is structured differently, and agencies need to define their senior management team positions based on agency business needs and overall mission.

If the term “senior management team” has not yet been identified within your agency, here are some factors to consider:

- What does the reporting relationship look like within your agency?



- What impacts do the “senior management team” positions have within your agency?
 - Policy or legislative impacts?
 - Budgetary authority or oversight?
 - Internal or external impacts?
 - Span of control?
 - Decision-making authority?
 - What decisions are elevated to the next level of authority?

Is the 12-month period calendar year or fiscal year?

The 12 - month period is fiscal year, not calendar year. However, we will be pulling the report on a quarterly basis.

What if an acting EMS or WMS position receives a salary adjustment as a result of their acting appointment?

If an EMS or WMS employee in an acting position receives a salary adjustment greater than or equal to 15 percent, and it was not a result of changes in duties, the protocol applies. Regardless of the type of position (e.g., permanent, non-permanent, acting, etc.), if the position is within the EMS or WMS structure the protocol applies. However, if the acting appointment is a new appointment (i.e. HR Director to acting Deputy Director) the protocol would not apply, as that is a change in duties.

Are separate-elect agencies required to obtain Governor’s Office approval for their EMS or WMS positions receiving salary adjustments?

Due to this protocol being mandated from the Governor’s Office, separate-elect agencies do not need approval from the Governor’s Office prior to providing EMS or WMS salary adjustments. All EMS and WMS salary adjustments that meet the 10 percent threshold will be captured in the data that is provided to the Governor’s Office, regardless of the agency.

Per chapter [357-58 WAC](#) and the [Exempt Broadbanding Guidelines](#), all agencies must comply with WMS rules and EMS guidelines.

What if the EMS or WMS salary adjustment results in a position being paid above the salary band maximum?

If the EMS or WMS salary adjustment results in a position being paid above the management band maximum, agencies will need to follow the salary exception rules and established guidelines.

Applicable rules and guidelines:

- [WAC 357-58-085](#)
- [EMS Broadbanding Guidelines](#)

Are EMS and WMS general wage adjustments included in the salary adjustment amount?

Due to the legislature authorizing GWI, those specific amounts are excluded in the incumbent's salary adjustment. In addition, the GWI amount is excluded from the data that is provided to the Governor's Office.

Does the protocol apply when an agency is increasing the salary "Range of Consideration" for a vacant EMS position by 15 percent or more?

The protocol would not apply in this specific situation, as the increase is directly connected to the Range of Consideration increasing for an EMS position, and not associated to an increase in compensation because of a change in duties.