

# STATE HUMAN RESOURCES

## HR DIRECTIVE 21-01 SALARY GUIDANCE FOR REDEPLOYMENT THROUGH INTERAGENCY AGREEMENTS

Effective November 10, 2021

**WHO:** Applies to all state agencies

**WHAT:** Guidance related to HR Directive 21-01: Working conditions for employees performing duties at another agency

### **PROCESS:**

This document is intended to address questions employers may have regarding employees who are temporarily redeployed in accordance with Directive 21-01 from their home agency to perform duties at another agency through an interagency agreement. Currently, redeployment through interagency agreement may only be done with non-represented employees pursuant to Directive 21-01 or with WFSE employees pursuant 21-23 Collective Bargaining Agreement. As an alternative, agencies may redeploy an individual into a nonpermanent appointment regardless of whether the position the employee is redeployed to is represented or not but must follow all applicable WACs or CBA provisions and HR Directive 21-01.

### **Question 1:**

How is salary determined for an employee who is redeployed via an interagency agreement to perform duties at another state agency, where the employee is currently compensated below the salary range of the job classification they are redeploying to?

### **Answer:**

#### **Represented employees:**

Salary calculations should be performed in accordance with applicable Collective Bargaining Agreements and any MOUs related to interagency employee sharing. These calculations should be based on the job classification they are performing work in.

#### **Non-represented employees:**

Salary calculations for Washington General Service, WMS, and EMS employees redeployed via an interagency agreement will be set in accordance with State HR Directive 21-01.

### **Question 2:**

How is salary determined for an employee who is redeployed via an interagency agreement to perform duties at another state agency, where they are currently compensated at a level or above the salary range of the job class they are performing work in?

**Answer:**

**Represented employees:**

Salary calculations should be performed in accordance with applicable Collective Bargaining Agreements and any MOUs related to interagency employee sharing. These calculations should be based on the job classification they are performing work in. If employee is currently receiving additional pay, such as assignment pay, please consult with your labor negotiator prior to redeployment.

**Non-represented employees:**

Salary calculations for Washington General Service, WMS, and EMS employees redeployed via an interagency agreement will be set in accordance with State HR Directive 21-01.

**Question 3:**

What actions are required in the Human Resource Management System (HRMS) to allow employees to be compensated appropriately while redeployed via an interagency agreement and performing work with another agency?

**Answer:**

Due to the redeployment, existing collective bargaining agreement language, and urgent nature of the work, a decision was made that an Interagency Agreement is an efficient way to place employees in order to complete work. When using an interagency agreement, redeployed employees will remain on their home agency's payroll during the time of their redeployment. The home agency should seek reimbursement from the receiving agency for the full cost of the redeployed staff.

**Represented employees:**

Compensation will be calculated in accordance with any applicable Collective Bargaining Agreement and MOUs related to interagency employee sharing. Changes to the HRMS Basic Pay infotype may be required, please consult OFM Help Desk for assistance.

**Non-represented employees:**

No action is required within the HRMS system for employees currently compensated at or above the job class they are performing work for.

The HRMS Basic Pay infotype will need to be adjusted for employees currently compensated below the job class they are redeployed to. If you need assistance, please contact OFM Help Desk.

**Represented and Non-represented employees:**

If adjustments to the HRMS Basic Pay infotype are required, the following would apply:

OFM recommends that a copy of the HRMS Basic Pay infotype is created, the appropriate level of pay is inserted into the Pay Scale Group and Level fields, the appropriate date is entered, and a maintain text field is added that includes the following:

- STAFFING NEEDS SALARY ADJUSTMENT
- Salary elevated for Performing the Duties of a Higher Classification: ***INPUT NAME OF NEW JOB CLASSIFICATION***
- Previous Salary: (insert employee's salary prior to the redeployment)
- Redeployed From: (include date range employee was redeployed)

\*IMPORTANT: Do not forget to place the employee at their regular salary range and step upon finishing their redeployment to avoid an overpayment situation.

\*IMPORTANT: If employees are currently receiving additional pay, such as assignment pay, please consult with your labor negotiator (if represented) or contact [rules@ofm.wa.gov](mailto:rules@ofm.wa.gov) (if non-represented).

#### **Question 4:**

May an agency temporarily pay an overtime exempt (non-represented WGS, WMS and EMS) employee, who is redeployed via an interagency agreement to another state agency, time and one-half premium pay for hours worked over 40 per workweek?

#### **Answer:**

Where an employee is being redeployed via an interagency agreement into a position that has a lower salary range than their current position, agencies should manage the work schedule as much as possible in order to avoid an overtime situation. If there are extraordinary circumstances which result in the need to schedule an overtime exempt employee in excess of 40 hours in a workweek, overtime compensation must be provided.

**Note:** State HR recommends agencies strive for consistency and consider the same pay practices for employees who are exempt from civil service.

#### **Question 5:**

May an agency temporarily pay an overtime-exempt Washington Management Service or Exempt Management Service employee, who is redeployed via an interagency agreement to perform duties at another state agency, a higher salary within their current approved WMS or EMS salary band?

#### **Answer:**

No. An employee who is redeployed via an interagency agreement to perform duties at another state agency who has the same salary band maximum will not have their compensation adjusted.

#### **Question 6:**

May an agency temporarily pay an overtime-exempt Washington Management Service or Exempt Management Service employee, who is performing duties at another state agency via an interagency agreement, a salary higher than their current approved WMS or EMS salary band maximum?

#### **Answer:**

Yes. However, without OFM approval, agencies cannot set salaries for WMS or EMS employees higher than the approved salary band. In the instance when a WMS or EMS employee is redeployed to another

state agency at a salary higher than their current approved WMS or EMS salary band, the additional pay must be paid as premium pay and not part of their base salary. For additional guidance related to this question, reach out to [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov).