



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

STATE HUMAN RESOURCES

HR DIRECTIVE 19-02

Effective: July 1, 2019

Authorized _____

WHO: Applies to all state agencies and higher education institutions

WHAT: Salary setting due to minimum wage increases

WHY:

This directive is to address salary setting due to minimum wage increases effective July 1, 2019 for non-represented employees as it specifically related to the following:

- \$14.00 an hour minimum wage;
- Compression and inversion adjustments as a result of the \$14.00 an hour minimum wage; and
- Minimum wages as determined by local ordinances.

DETERMINATION OF THE DIRECTOR (ACTION REQUIRED):

Fourteen Dollars an Hour Minimum Wage

Salary ranges 27 through 29 of the General Service Salary Schedule will be eliminated and step A of salary range 30 will be increased to \$14.00 per hour.

Employees who are currently within a job classification that is impacted by the \$14.00 minimum wage will be programmatically placed to a step and range that is nearest to their new salary as of July 1, 2019, no less than \$14.00 per hour. The new salary is determined by applying the applicable general wage increase to the employee's June 30, 2019 monthly salary, and assigning that salary in the new range and step nearest to that amount on the July 1, 2019 salary schedule.

Example:

6/30/2019 Range 29, Step G = \$2638 per month

7/1/2019 3% general wage increase applied = \$2638 x 1.03 = \$2717 per month

7/1/2019 Range 30, Step F = \$2717 per month

Compression and Inversion Adjustments for Fourteen Dollars an Hour Minimum Wage

Specific impacted job classifications will be increased to a higher salary range due to compression or inversion. Attachment A identifies the impacted job classifications and the salary range for which they will be assigned. Employees will be assigned to a step in their new range that is nearest to their new salary as of July 1, 2019 in the same manner as applied above.

Minimum Wages Determined by Local Ordinances

Any employee who has a permanent assigned duty station within a local jurisdiction which has passed an ordinance establishing a minimum wage higher than a \$14.00 per hour minimum wage will be paid no less than the minimum wage directed by the local ordinance. The employer will first consider the hourly wage of the employee's base salary plus the King County Premium pay (if applicable). If, after this consideration, the employee's salary is still below the local ordinance minimum wage the employee will be placed on a step in the assigned salary range that is equal to or higher than the wage requirement of the local ordinance.

STATE HR CONTACT:

Brandy Chinn, Rules Specialist

Rules@OFM.wa.gov, (360) 407-4102

Attachment A: Compression and Inversion Adjustments for Fourteen dollars an hour minimum wage

Current Class Code	Current Class Title	Current Range	New Range
105E	Administrative Assistant 1	32	35
105F	Administrative Assistant 2	35	37
105G	Administrative Assistant 3	39	40
104J	Administrative Intern 3	31E	34E
525G	Animal Technician 3	31	34
525H	Animal Technician Supervisor	36	39
206O	Bindery Specialist 2	34G	35G
201E	Broadcast Technician 1	36	37
674G	Cook 1	30	31
206L	Copy Center Lead A	31	34
206M	Copy Center Lead B	34	36
678K	Custodian 3	32	35
678L	Custodian 4	36	37
102A	Customer Service Specialist 1	32	35
102B	Customer Service Specialist 2	35	37
312F	Dietary Unit Clerk	30	32
322H	Electrocardiograph Laboratory Supv	39	40
322F	Electrocardiograph Technician 2	30	32
322G	Electrocardiograph Technician Lead	33	35
148N	Fiscal Technician 3	35	36
148O	Fiscal Technician Lead	36	37
148P	Fiscal Technician Supervisor	39	40
675G	Food Service Worker Lead	31	33
521K	Forest Nursery Lead	30	33
591J	Grounds & Nursery Services Specialist 2	30	32
591K	Grounds & Nursery Services Specialist 3	33	34
119E	Human Resource Consultant 1	45	46
119F	Human Resource Consultant 2	50	51
119G	Human Resource Consultant 3	54	55
119H	Human Resource Consultant 4	58	59
123E	Human Resource Consultant Assistant 1	35	36
123F	Human Resource Consultant Assistant 2	41	42
150E	Insurance Technician 1	32	33
679H	Laundry Operations Supervisor 1	37	39
679G	Laundry Worker 3	34	36
678H	Maintenance Custodian	31	34
203Q	Media Assistant 3	33	35

203R	Media Laboratory Coordinator	33	35
282E	Medical Transcriptionist 1	33	34
282F	Medical Transcriptionist 2	36	37
282G	Medical Transcriptionist Lead	39	40
282H	Medical Transcriptionist Supervisor	43	44
521H	Natural Resource Worker 2	31	32
100J	Office Assistant 3	31	34
100K	Office Assistant Lead	33	36
100L	Office Support Supervisor 1	36	38
101G	PBX & Telephone Operator	31	34
101H	PBX Chief Operator	33	36
321E	Phlebotomist	30	32
321F	Phlebotomist Lead	33	34
321G	Phlebotomist Supervisor	37	38
107M	Program Assistant	32	35
107N	Program Coordinator	37	38
227G	Retail Clerk 2	31	34
227H	Retail Clerk Lead	34	36
399N	Risk Management Specialist 1	39	40
100S	Secretary	30	33
100U	Secretary Lead	36	37
100T	Secretary Senior	33	35
674O	Snack Bar Lead	31	34
702G	Sports Equipment Manager 1	30	32
116G	Stockroom Attendant 3	32	35
116I	Stockroom Supervisor	34	37
101I	Telephone Communications Supervisor	35	38
524A	Veterinary Specialist 1	34	37
524B	Veterinary Specialist 2	37	39
524C	Veterinary Specialist 3	40	42