JAY INSLEE
Governor

STATE OF WASHINGTON
Office of the Governor

July 30, 2018

TO: Executive and Small Agency Cabinet

FROM: Kelly A Wicker
Deputy Chief of Staff

RE: **EMS/WMS SALARY ADJUSTMENT PROTOCOL**

The purpose of this memo is to notify general government state agencies of the revised Exempt Management Service (EMS) and Washington Management Service (WMS) salary adjustment protocol. This is an updated process for agencies to follow when seeking a salary adjustment for both EMS and WMS positions.

Instances When a Request for Approval of Salary Increases is Required
An agency must request prior approval from the Governor's Office in order to administer a salary adjustment that is equal to or greater than 15 percent for any EMS or WMS position(s) that has not experienced the addition of new duties within a 12 month period.

Background
After the state salary freeze ended on June 30, 2013, the Governor's Office issued guidelines for agencies when administering salary adjustments for EMS and WMS positions. The guidelines (titled "Personnel and Compensation Adjustments") were intended to ensure the Governor's expectations were met for:

- Increasing diversity,
- Hiring people with disabilities and hiring veterans,
- Ensuring transparency and consistency when administering salary adjustments for EMS and WMS positions.

These guidelines required cabinet agencies to obtain approval from the Governor's Office for all compensation changes.

In response to recent agency feedback, the guidelines have been reviewed and updated to provide better clarity. The updated protocol is attached.

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

Intent of Updated Process
The intent of this updated process will:

- Increase data transparency and integrity regarding how agencies provide salary increases to EMS and WMS positions.
- Help ensure appropriate use of management structures, and agency compliance of broad banding and salary guidelines for EMS and WMS positions.
- Provide routine executive oversight and management over EMS and WMS structures, which will ensure agency accountability.

In addition to the new salary adjustment protocol the Governor's Office will receive a quarterly report from OFM State Human Resources capturing all EMS and WMS salary adjustments for increases equal to or greater than 10 percent that have occurred within the previous 12 month period.

Please contact Franklin Plaistowe at Franklin.Plaistowe@ofm.wa.gov (360) 407-4104 or Nichole Gottbreht at Nichole.Gottbreht@ofm.wa.gov or (360) 407-4109 if you have questions on this matter.

Attachment.

PERSONNEL & COMPENSATION ADJUSTMENTS
Executive Cabinet Protocol

To ensure that the Governor's expectations are met regarding increasing diversity, hiring people with disabilities and hiring veterans, Cabinet members will use the following protocol when recruiting and hiring within your senior management team.

Vacant Positions

When you have a vacancy, contact the Deputy Chief of Staff. The Deputy Chief of Staff will help to identify candidates and recommend individuals or organizations for your outreach and recruitment.

Recruitment Process - Final Steps

Once you have completed your recruitment, email the Deputy Chief of Staff about your top candidates, compensation information, who you are recommending to hire, and steps you took to outreach to minorities, people with disabilities and veterans.

The Deputy Chief of Staff will give final approval to all these decisions.

Salary Adjustments

All Cabinet agencies should develop pay standards, salary objectives, and a compensation philosophy to use as criteria when approving compensation change.

All compensation changes equal to or greater than 15 percent for EMS/WMS positions must be approved by agency directors, and the Deputy Chief of Staff.

When considering compensation changes, please contact the Deputy Chief of Staff.