

HR Procedure
19HR-XX

Home and Alternative
Assignment Reporting

EFFECTIVE: September 1, 2019

WHO: Applies to all executive branch state agencies, not including higher education

WHAT: Home Assignment is an employer-initiated action assigning an employee to their home. The employee must remain available during their designated work schedule while on home assignment; employees will continue to receive regular pay and benefits and may or may not be assigned work.

Alternative Assignment is an employer-initiated action assigning all employees work that is different from their normally assigned tasks, or to assign an employee to a different work location. While on alternative assignment, the employee will continue to receive regular pay and benefits.

DUE DATE: Actions keyed by the fifth of the following month.

PROCEDURE (New): Agencies are required to key the start and end date of home and alternative assignments in the Human Resource Management System (HRMS) using the designated codes below.

1. Action Type: Leave of Absence – Active (U8);
(04) Home Assignment
(42) Alternative Assignment
2. Return form Leave of Absence –Active (UA)
(17) Home Assignment
(44) Alternative Assignment
Except in the event of a Separation action.
3. Agencies are to keep records of all home and alternative assignments with the reason and any applicable comments. Agencies are no longer required to submit a monthly report to OFM State HR, but may be asked to provide additional information to OFM State HR, when necessary.

STATE HR CONTACT: OFMmiOSHRDPolicy@OFM.WA.GOV

**ADDITIONAL
INFORMATION,
REFERENCES AND
RESOURCES**

Report template is available in WWA for agencies to use
HR Directive (link)
HR Procedure