

Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 8, 2018

Opening

The State Human Resources (SHR) Director's meeting was called to order at 8:30 a.m. on Thursday, February 8, 2018 and held in Conference Room 110, first floor; Capitol Court Building; 1110 Capitol Way South, Suite 120; Olympia, Washington 98501-2251.

The results of this meeting are summarized below. Items modified after the first printing and publishing of the Director's meeting agenda notice (20-Day Notice), appeared in a revised agenda publication available at the meeting. All other items were adopted as printed on the Director's meeting agenda or revised agenda unless otherwise noted below.

Present

Staff:

- Franklin Plaistowe, State HR Assistant Director
- Audrey Ulrich, Classification and Compensation Supervisor, State HR
- Kristie Wilson, Rules Manager, State HR

Logistics and Information

This publication and related materials are available on the Internet at the following web address:

<http://hr.ofm.wa.gov/meetings/directors-meetings>

Comments and suggestions regarding the meeting process and related publications; requests for alternate formats are welcomed and may be forwarded to:

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Introduction

Franklin Plaistowe, State HR Assistant Director: The Thursday, February 8, 2018 State HR Director's meeting came to order at 8:30 a.m. Franklin Plaistowe, Assistant Director for State Human Resources with the Office of Financial Management (OFM) chaired the meeting. Franklin stated he would be taking action on all the items.

Section A: Previous Minutes Approval

Audrey Ulrich, Classification and Compensation Supervisor: The first item of business was the adoption of the Thursday, November 9, 2017 and the Wednesday, January 10, 2018 Director's meeting minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, the November 9, 2017 and January 10, 2018 Director's meeting minutes were adopted as presented, with an effective date of February 9, 2018.

Section B: Exempt Compensation

Audrey Ulrich, Classification and Compensation Supervisor: In section B of the revised agenda were items 1 through 3; Staff recommended adoption as presented with an effective date of February 9, 2018.

- Item 1 Item 1 B4119 Deputy HR Director – DOT/WSF
- Item 2 Item 2 B4192 I-405/SR 167 Program Administrator – DOT
- Item 3 Item 3 B5151 Legal Services Director - DRS

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 1 through 3 were adopted as presented.

Section C: Classification

Audrey Ulrich, Classification and Compensation Supervisor: In section C of the revised agenda were items 4 and emergency item 4a. Staff recommended adoption as presented effective 2/9/2018.

- Item 4 344F Rehabilitation Technician 2
- Item 4a 283E Long Term Care Surveyor Emergency

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 4 and emergency item 4a were adopted as presented.

Section D: Compensation

Audrey Ulrich, Classification and Compensation Supervisor: In section D of the revised agenda was item 5, Assignment Pay Group B request. In an agreement between the Department of Corrections and the Washington Federation of State Employees, it was decided to abolish Reference 61 as Reference 59 has duplicate language. Staff recommended adoption effective February 9, 2018

Item 5 Group B Assignment Pay

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 5 was adopted as presented.

Audrey Ulrich, Classification and Compensation Supervisor: In section D of the revised agenda was a proposed special pay request from the University of Washington for 10 classes and 3 of their benchmark clusters. Staff recommended adoption effective February 16, 2018.

Item 6 University of Washington Special Pay

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 6 was adopted as presented.

Audrey Ulrich, Classification and Compensation Supervisor: In section D of the revised agenda was a proposed special pay request from Washington State University – Vancouver for the Campus Police Officer based on effective operations (for the safety of campus, student, faculty, and staff) as well as planned campus growth. Staff recommended adoption effective February 9, 2018.

Item 7 Washington State University Special Pay – Vancouver

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 7 was adopted as presented.

Section E: Rule Amendments

Kristie Wilson, State HR Rules Manager: There was one item presented for consideration of adoption.

Rule Item 1 Initiative 1433 implementation rules

Kristie Wilson, State HR Rules Manager: Initiative 1433 (I-1433) was approved by Washington voters in November 2016, and requires employers to provide paid sick leave to most employees effective January 1, 2018. The initiative modified Chapter 49.46 RCW to include paid sick leave provisions (1 hour for every 40 hours worked).

There was one change to WAC 357-31-121 from the initial filing on January 3, 2018, WSR 18-02-108. The change added language to WAC 357-31-121 to clarify that sick leave accruals must not exceed eight hours in a month.

The following proposed rule changes were necessary to comply with the requirements for I-1433. The rules were filed as emergency with an effective date of January 1, 2018, and returned for proposed permanent adoption effective March 16, 2018.

Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, Rule item 1 will be summarized and presented to the OFM Director for final adoption.

Adjournment

Audrey Ulrich, Classification and Compensation Supervisor: The business concluded and the meeting was adjourned. The next regular Director's meeting was scheduled for Thursday, May 17, 2018 beginning at 8:30 a.m., in the Capitol Court Building, 1110 Capitol Way South, Olympia, Washington 98501-2251.

Minutes Approved By

Franklin Plaistowe, Assistant Director
State Human Resources
Office of Financial Management

Date