Home Assignment Reporting

**State HR Procedure 14 HR-01**

**EFFECTIVE:** July 19, 2013

**WHO:** Applies to all state agencies

**WHAT:** Home assignment is defined as reassigning an employee to home during scheduled work hours. During home assignment, an employee continues to receive pay and benefits.

**WHY:** HR Directive 14HR-01 requires agencies to report home assignments and extensions to the State Human Resources Director or designee. This procedure outlines the home assignment reporting expectations for agencies.

**DUE DATE:** Monthly reports are due on the 5th of the following month.

**PROCEDURE:**

1. If an agency had an employee on home assignment during a report month, the agency must submit a monthly report to the State HR Director or designee by the 5th of the following month.
2. The monthly report should be submitted using the [Home Assignment Monthly Report](mailto:OFMMIOSSHRDPolicy@ofm.wa.gov) template to the OFMMIOSSHRDPolicy@ofm.wa.gov email address.
3. Agencies should follow the instructions on the form when completing the monthly report.
4. The report should include all home assignments that were active during the report month.

**Note:** If an agency had no employees on home assignment during the report month, a report is not required.

**STATE HR CONTACT:**

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**ADDITIONAL INFORMATION AND RESOURCES**

Directive 11-18
[Home Assignment Monthly Report](mailto:OFMMIOSSHRDPolicy@ofm.wa.gov) (Excel)