

Administrative Policy No. 18.05

Subject: Exceptions to Chapter 18 Administrative Policies

Information Contact: DSHS Human Resources

Authorizing Source: [Chapter 43.20A](#) RCW
[Chapter 41.06](#) RCW
[Title 357 WAC](#)
[Chapter 18 Administrative Policies](#)
Applicable [Collective Bargaining Agreements](#)

Effective Date: May 1, 2014

Revised Date: March 15, 2023⁰¹ Housekeeping 2/26/24

Approved By: **Original signed by Wendy Long**
Senior Director, Human Resources Division

Purpose

This policy delegates authority for the approval of exceptions to the Department of Social and Health Services (DSHS) chapter 18 administrative policies related to implementation of title 357 of the Washington Administrative Code (WAC).

Scope

This policy applies to all DSHS employees. There may be times when an exception to DSHS employer options outlined in DSHS chapter 18 administrative policies is appropriate. This policy sets forth guidelines to acquiring such exceptions. Exceptions may only be granted for policy options delegated to DSHS in WAC. Exceptions should be specific to a single instance, time limited, and necessary to meet the organization's business needs. No blanket, on-going exceptions nor exceptions to the WAC that is under the control and authority of the state human resources director will be granted.

Policy Requirements

Authority to approve exceptions to the chapter 18 administrative policies is delegated to the human resources division senior director. The secretary retains the right to review and overrule exceptions to policy.

Procedure

- A. A request for an exception to chapter 18 administrative policies must be submitted to the DSHS human resources deputy director. The written request for exception must include all of the following:
1. The chapter 18 administrative policy name, number, and specific section as appropriate;
 2. Description of need requiring exception;
 3. Reasoning for and duration of the exception; and
 4. Statement for the preferred alternative to the policy
- B. The DSHS human resources deputy director evaluates the request and provides a recommendation to the HRD senior director.
- C. The HRD senior director may grant the exception request to chapter 18 administrative policies after considering:
1. Circumstances for which the exception is requested;
 2. Need for the request for exception;
 3. Available alternatives;
 4. Adherence to statutes, regulations, and collective bargaining agreements;
 5. Cost factors; and
 6. Impact on other DSHS employees, policies, and services.
- D. In the event an exception would violate state or federal statutes, WAC or collective bargaining agreements, exception to the chapter 18 administrative policies will not be granted.

⁰¹ Link updates 2024 SharePoint move.