

Administrative Policy No. 18.05

Subject: Exceptions to Chapter 18 Administrative Policies

Information Contact: DSHS Human Resources Division

Authorizing Source: [Chapter 43.20A](#) RCW
[Chapter 41.06](#) RCW
Applicable Collective Bargaining Agreements

Effective Date: May 1, 2014

Revised: New

Approved By: Original signed by David L. Stewart
Senior Director, Human Resources Division

Purpose

This policy delegates authority for the approval of exceptions to the DSHS Chapter 18 Administrative Policies related to implementation of Title 357 of the Washington Administrative Code (WAC).

Scope

This policy applies to all Department of Social and Health Services (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 can 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 which 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 Senior Director, Human Resources Division. The Secretary retains the right to review and overrule exceptions to policy.

Procedure

A. An exception request to Chapter 18 Administrative Policies must be submitted to the

DSHS Human Resources Position Management Office Chief. 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
 4. Statement for the preferred alternative to the policy
- B. The DSHS Human Resources Position Management Office Chief evaluates the request and provides a recommendation to the Senior Director, DSHS Human Resources.
- C. The Senior Director, DSHS Human Resources 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
 6. Impact on other DSHS employees, policies, and services
- D. In the event an exception would violate state or federal regulatory statutes or WAC or collective bargaining agreements, exception to the Chapter 18 Administrative Policies will not be granted.