

## Administrative Policy No. 18.92

**Subject:** Washington Management Service Salary Administration

**Information Contact:** Human Resources

**Authorizing Source:** [Chapter 357-58 WAC](#)  
[Chapter 41.06 RCW](#)

**Effective Date:** September 1, 2022

**Revised:** New

**Approved By:** Original signed by Lori Manning  
Interim Senior Director, Human Resources Division

---

### Purpose

This policy outlines how the Department of Social and Health Services (DSHS) will compensate its Washington management service (WMS) workforce for the work provided.

### Scope

This policy applies to all WMS employees of DSHS.

### Additional Guidance

Administrative Policy

[19.60.01 Relocation Reimbursement](#)

[18.28 Compensation](#)

[Governor's EMS/WMS Salary Adjustment Protocol](#)

### Definitions

**Acting appointment:** means a nonpermanent appointment in a position classified as WMS ([WAC 357-58-265](#)).

**Appointing authority:** means an individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees (See administrative policy 4.05).

**Base salary:** means the dollar amount of the salary within the salary range to which the employee is entitled, before any deductions, and exclusive of additional compensation of any kind, such as premiums.

**Cabinet:** The advisory body that supports the secretary and is made up of the assistant secretaries, chief of staff, deputy chief of staff, chief information officer, the senior director of human resources, the director of division of vocational rehabilitation, and the communications director.

**Classified service:** means all positions that are not exempt from state service.

**Designee:** means an individual who has been delegated by the secretary to make decisions with regard to this policy.

**Demotion:** means movement of an employee to a lower salary standard, range of consideration or management band.

**Exempt appointment:** means the position is exempt from civil service law and does not have the same rights as classified positions.

**Job value assessment charts (JVAC):** means the tools used to evaluate WMS positions, assign evaluation points, and place positions in the appropriate management band.

**Management bands:** means a series of management levels included in WMS. Placement in a band is determined based on the following requirements of the position; accountability, decision-making and policy impact; and knowledge, skills, and abilities.

**Nonpermanent appointment:** means an appointment made by a general government employer under the provisions of [WAC 357-19-360](#).

**Overtime eligible position:** means a position that is covered by the overtime provisions of the Fair Labor Standards Act.

**Overtime exempt position:** means a position that is not covered by the overtime provisions of the Fair Labor Standards Act.

**Promotion:** means the assignment of additional responsibilities, which results in higher evaluation points or a higher salary standard/ROC for the same position, or movement to a different position that has a higher salary standard/ROC or higher evaluation points.

**Range of consideration (ROC):** means the established range of minimum and maximum salary assigned to a WMS position. Each ROC must fit within one of the WMS bands.

**Reassignment:** means the movement of a WMS employee from one position to a different position within WMS with the same salary standard/ROC or evaluation points; or a WMS position and its incumbent from one section, department or geographical location to another section, department or geographical location.

**Reversion:** means a voluntary or involuntary movement of an employee during the trial service period resulting in placement in a position or on the employer's internal layoff list in accordance with [WAC 357-19-115](#) and [WAC 357-19-117](#).

**Salary range:** means the minimum and maximum dollar amount assigned to a class.

**Salary standard** means the maximum dollar amount assigned to a position that uses a salary standard in addition to, or in place, of evaluation points.

**Transfer:** means an employee initiated movement from one position to a different position with the same salary standard/ROC or same evaluation points.

**Washington general service (WGS):** means the system of personnel administration that applies to classified employees or positions under the jurisdiction of [chapter 41.06 RCW](#) which are not exempt under [RCW 41.06.070](#) and which do not meet the definition of manager found in [RCW 41.06.022](#).

**Washington management service (WMS):** means the system of personnel administration that applies to classified managerial employees or positions under the jurisdiction of [RCW 41.06.022](#) and [RCW 41.06.500](#).

**WMS banding committee:** means a group of both department and external employees trained and knowledgeable in WMS inclusion and evaluation procedure, the definition of WMS manager, the WMS inclusion criteria, job value assessment charts, and the WMS evaluator's handbook. The committee members attend WMS banding committee meetings and are active participant in reviews of positions providing accountability, consistency, and transparency when determining inclusion and banding for WMS positions.

### **Policy requirements**

Appointing authorities will work closely with DSHS's human resources division and executive management members when determining or making changes to a WMS salary and will abide by the Washington Administrative Code (WAC) and Revised Code of Washington (RCW).

The administration's cabinet member is responsible for effectively managing and budgeting for WMS salaries. Salaries will be based on available resources based on budget and available allocations. ([WAC 357-58-070](#))

The administration's cabinet member determines the salary standard and ROC for WMS positions based on the [Governor's EMS/WMS Salary Adjustment Protocol](#) and chapter 357-58 WAC.

**A. WMS employees**

1. WMS employees meet the definition of manager as defined in [WAC 357-58-035](#) and are part of the classified service. They are covered under [chapter 357-58 WAC WMS](#).
2. When the duties of the position no longer meet the definition of manager and are not appropriate in WMS, the WGS reallocation rules apply ([Chapter 357-13 WAC](#) and [WAC 357-13-090](#))
3. The WMS banding committee determines the JVAC points and appropriate WMS salary band.
4. The appointing authority determines the salary within the assigned WMS range of consideration and management band.
  - a. The appointing authority should develop a ROC process and set salary standards to create structure and consistency within their administration.
    - i. The ROC process should include parameters that provide consistency and ensure equity across DSHS.

**B. WMS medical band**

1. Decisions regarding placement of positions in the WMS medical band can only be made by the Office of Financial Management (OFM) assistant director of state human resources.
2. In order for a position to be placed in the WMS medical band, DSHS must review the position and ensure the position meets the WMS inclusion criteria, and will then submit a request for the position to be placed within the medical band to the OFM assistant director of human resources for approval

**C. Transfer**

1. A WMS employee, in agreement with the affected agencies, can transfer within a department or to another department at any time. ([WAC 357-58-200](#))
2. When transferring between WMS and WGS positions, an employee must hold permanent status and the salary must remain the same within the new salary range or management band.

**D. Reassignment**

1. At any time, DSHS may reassign an employee or a position and its incumbent for customer or business needs.
  - a. If the new location is within a reasonable commute, defined as being within 35 miles from the current office location, the employee must accept the reassignment.
  - b. If the reassignment is beyond 35 miles and the employee does not agree to the reassignment, the employee has layoff rights in accordance with [chapter 357-58 WAC](#).

**E. Involuntary downward movement**

1. When a WMS position's duties are changed or reassigned for non-disciplinary reasons which results in a lower salary standard/ROC or lower WMS evaluation points for band placement, the employee occupying the affected position must be placed within the salary standard/ROC established for the WMS position at an amount equal to their previous base salary.
  - a. If the previous base salary exceeds the new salary standard/ROC, the employee's base salary must be set equal to the maximum of the salary standard/ROC for the position.
  - b. The employee's base salary may be set higher than the salary standard/ROC maximum, but not exceeding the previous base salary.

**F. Demotion**

1. When an employee chooses to voluntarily demote to a position with lower evaluation points, the employee's salary rate will be governed by the new salary standard/ROC established for that position. This means a salary decrease may happen.
2. An employee may voluntarily demote from a WMS to a WGS position at a lower pay level than the current position. ([WAC 357-58-215](#))
3. If an employee receives a demotion for disciplinary reasons, the employee's salary may decrease and must comply with the salary basis test of the Fair Labor Standards Act. A disciplinary demotion results in one of the following:
  - a. Assignment of responsibilities which results in a lower salary standard/ROC and/or lower evaluation points for the same position or results in the position being placed in the WGS with a lower base salary, or
  - b. Movement to a different position that has a lower salary standard/ROC or lower evaluation points or to a WGS position with a lower base salary.

#### **G. Reversion**

1. If a permanent WMS employee promotes to a WGS position within DSHS and is reverted during the trial service period, DSHS must place the employee in a vacant funded WMS position for which the employee is qualified, and that is comparable to the employee's position and salary prior to the WGS appointment.
  - a. If no vacant funded positions are available, DSHS must place the employee in a WMS position for which the employee is qualified and which is similar to the employee's previous position and salary.
  - b. If the reversion of the employee causes the total number of employees to exceed the total number of positions to be filled, DSHS may implement a layoff.
2. If a permanent WMS employee demotes to a WGS position within DSHS and is reverted during the trial service period DSHS must place the employee in a vacant funded WMS position for which the employee is qualified and with a salary that is equal to or less than the salary range maximum of the class from which the employee is reverting.
  - a. If the reversion of the employee causes the total number of employees to exceed the total number of positions to be filled, DSHS may implement a layoff.
3. If a permanent WMS employee promotes or demotes to a WGS position in a different department and is reverted during the trial service period, DSHS may separate the employee by providing fifteen calendar days' written notice.
  - a. The employee may apply for the general government transition pool.

#### **H. Promotion**

1. It is considered a promotion if:
  - a. A WMS position is assigned additional responsibilities which results in higher evaluation points or higher salary standard/ROC for the same position; or
  - b. A WMS employee moves to a different WMS position with higher evaluation points or higher salary standard/ROC.
2. In the event a WMS position receives additional responsibilities, the WMS banding committee will determine the JVAC.
3. The appointing authority will determine whether the position will be in a higher salary standard/ROC.

**I. Returning to a permanent WMS position**

1. If a permanent WMS employee is considering accepting a project WGS position, any return rights to the permanent WMS position are negotiable and must be agreed to, by the employee and DSHS, before the employee accepts the WGS position.
  - a. If return rights are not negotiated, the employee has the rights provided under [chapter 357-46 WAC](#) upon layoff from the project.
2. If a permanent WMS employee is considering accepting an appointment to a project WMS position, any return rights to the permanent WMS position are negotiable and must be agreed to, by the employee and DSHS, before the employee accepts the WGS position.
  - a. If return rights are not negotiated, the employee has the rights provided under [WAC 357-58-465](#).
3. When an exempt employee has the right to return under [WAC 357-04-030](#) to a WMS position. The return will be accomplished as provided in [WAC 357-19-195](#), [WAC 357-19-200](#), and [WAC 357-58-132](#) by DSHS's HRD office.
4. When an employee returns to a WMS position from an exempt appointment, the base salary must not be less than the previous classified service base salary and is adjusted according to any changes that occurred while the employee was in the exempt appointment. These changes include changes due to general wage increases or adjustments and could include changes to the salary standard/ROC.

**J. Acting WMS or non-permanent WGS**

1. When a permanent WMS employee has accepted an acting appointment, or non-permanent appointment to WGS, within DSHS and the acting appointment ends, DSHS must, at a minimum, provide the employee the layoff rights of their permanent WMS position.
  - a. If returning to a permanent WMS position, the employee's salary must not be less than the salary of the previously held permanent WMS position.
2. When a permanent WMS employee has accepted an acting appointment, or non-permanent appointment to WGS, within a different department, DSHS must provide layoff rights as specified in 1(a) of this section for six months from the time the employee is appointed.
  - a. Any return rights after six months is negotiable between the employee and DSHS and must be agreed to prior to the employee accepting the nonpermanent appointment.

- b. If the employee does not return on the agreed upon date, the employee may request placement in the general government transition pool per [WAC 357-46-095](#).
  3. In lieu of the rights provided in 1 and 2 of this section, DSHS and the employee may agree to other terms.
  4. If a WMS employee accepted a nonpermanent appointment to a WGS position during the WMS review period and returns to the same position or a position that is similar in work duties, DSHS may allow the prior time served in the WMS review period to count towards the completion of the review period.
- K. WMS salary setting considerations**
1. A salary increase must be authorized by the administration's cabinet member as outline on DSHS form [03-439 request for WMS salary increase](#).
  2. Adjustments to a WMS salary may be made per:
    - a. Legislative directed general or special increases as long as the employee is not above the salary band maximum.
    - b. Documented recruitment or retention issues as approved by DSHS's secretary or designee on a case by case basis.
    - c. Documented department or internal salary alignment relationship problems, approved by DSHS's secretary or designee.
  3. DSHS may provide salary increases to WMS employees in recognition of demonstrated growth and development. These increases are not on a predetermined schedule and must be approved by DSHS's secretary or designee.
  4. Salary increases will not normally exceed a total of twenty-five percent during the tenure of an employee's appointment to a position as long as the position's duties are unchanged or would not evaluate higher if new duties were assigned.
  5. If DSHS wants to provide an increase over the twenty-five percent limit set in [WAC 357-58-100](#), a request for exception must be submitted to OFM for approval by the director of state human resources.
    - a. Only the OFM state human resources director may grant requests for exception to the salary increase limit per [WAC 357-58-105](#) during the tenure of an employee's appointment.



6. Salary changes greater than five percent proposed for any group of five or more employees with the same working title must be reviewed and approved by the OFM state HR director.
7. Eligible employees will receive location based premium pay as specified in [WAC 357-58-141](#).
8. The OFM state HR Director may authorize up to a fifteen percent lump sum in addition to the employee's base salary (the lump sum may cause the employee's annual salary to exceed the band maximum when the premium is applied) to support the recruitment or retention of the incumbent or candidate for a specific WMS position.
  - a. Such payment to an employee may not exceed fifteen percent of their annual base salary over a twelve-month period.
  - b. In advance of the payment, DSHS must establish express conditions in writing. The conditions must include a specified period of employment or continued employment.
  - c. Payment must only be made after services have been rendered in accordance with conditions established by DSHS.
  - d. If the employee terminates or causes termination within one year of the date of the appointment or transfer, the employee may be required to pay back the lump sum payment. If the termination is a result of layoff, disability separation, or other good cause as determined by the DSHS secretary, the employee will not have to pay back the lump sum payment.
9. The salary for a WMS position may be set outside of the assigned band maximum as allowed under [chapter 357-58 WAC](#) or when approved by the director of OFM State HR.
10. If the legislature approves a salary increase, a WMS employee receiving pay outside of the assigned band maximum will not receive the increase unless:
  - a. The appropriations act specifically states that employees whose base salaries are set outside the maximum of the assigned management band will receive the increase; or
  - b. The top of the adjusted band exceeds the employee's current salary.
11. Permanent WMS employees may request reconsideration of DSHS's action(s) related to salary adjustments (or lack thereof) under [WAC 357-58-515](#).

**L. Relocation payment**

1. DSHS's secretary or designee may authorize lump sum relocation compensation as outlined in [administrative policy 19.60.01 relocation reimbursement](#), within existing resources, if it is reasonably necessary that a person move their home to accept a position or to recruit or retain a qualified candidate who would have to move their home to accept the position.
2. If a qualified candidate receives a relocation payment and terminates employment with DSHS within one year of the date of the appointment or transfer, repayment of the lump sum may be required.
  - a. Termination as a result of layoff, disability separation, or other good cause as determined by DSHS's secretary or designee will not require the employee to repay the relocation lump sum.

**M. Overtime eligibility designation**

1. DSHS must assign each position to one of the overtime eligibility designations, eligible or exempt, and inform employees of their status and any subsequent changes to the positions eligibility. For additional guidance for WMS overtime eligibility see administrative policy [18.28 compensation](#).
2. The human resources division will determine the overtime eligibility status of all positions in DSHS based upon criteria established by the US Department of Labor or the department of Labor and Industries.
3. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations.
  - a. The Fair Labor Standards Act provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, computer, and outside sales employees.

**N. Lump sum vacation or accelerated vacation leave accrual**

1. In addition to the vacation leave accruals as provided in [WAC 357-31-165](#), an appointing authority may authorize additional vacation leave to support the recruitment or retention of an incumbent or candidate for a specific WMS position.
  - a. The authorization must be submitted and approved by the senior director of HRD.
  - b. An appointing authority may authorize either, or both of the below:
    - i. An accelerated accrual rate for an incumbent or candidate;
    - ii. A lump sum accrual of up to eighty (80) hours of vacation leave for the incumbent or candidate.

2. Vacation leave accrued under this section must be used in accordance with the leave provisions of [chapter 357-31 WAC](#).
3. In accordance with [WAC 357-58-180](#), in order for an appointing authority to award additional leave for the purposes of recruitment and retention, terms and conditions must be established, in writing, to be met by the employee.
  - a. The conditions must include a specific period of employment or continued employment (not to exceed 12 months), and certain goals and objectives to be met over that period of time.
  - b. Lump sum accruals may only be granted after the established conditions have been met.

**O. Additional compensation**

1. Shift differential and call back pay will not be available to WMS employees.
2. Standby pay for overtime exempt employees must be approved by the appointing authority or designee and at a rate of \$25 per day.