**Washington Management Services**

**Salary Administration Policy Review Request**

Complete this form to request review and approval of a new or updated Washington Management Service (WMS) Salary Administration Policy. Submit completed form and required documents to OFM, State Human Resources at OSHRDirectorsRequestforApproval@ofm.wa.gov.

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| --- | --- |
| Agency/Institution: Enter text. | Contact Name: Enter text. |
| Contact Phone: Enter text. | Contact Email: Enter text. |
| Reason for Request: New Policy [ ]  Updated Policy [ ]  Current Policy Attached Yes [ ]  No [ ]   | Date Submitted Enter a date. |
| **WAC 357-58-075** requires each agency to develop a written salary administration policy. State HR Directive HR-17-01 requires this policy be submitted to OFM State Human Resources for review and approval. Certain components should be addressed in an employer’s salary determination policy, see checklist below to ensure all necessary components are included.  |
| **Briefly describe the changes made to your policy.**Enter text. |
| **The Policy must address the salary setting standards outlined in the following WAC’s:** |
| Initial Appointments |
|[ ]  WMS Employees  | 357-58-025 |
|[ ]  Placement into the WMS Medical Band (If applicable to agency) | 357-58-081  |
|[ ]  Transfers and Reassignments | 357-58-200; 205; 210;  |
|[ ]  Non-Disciplinary Reassignment of Duties | 357-58-125  |
|[ ]  Demotions | 357-58-115; 120; 215 |
|[ ]  Reversions | 357-58-375 |
|[ ]  Promotions | 357-58-110 |
| Return to Permanent WMS position: |
|[ ]  Return from Project  | 357-58-230  |
|[ ]  Return from Exempt | 357-58-132; 450 |
|[ ]  Return from Acting WMS | 357-58-275 |
|[ ]  Return from Non-Permanent | 357-58-225; 226 |
| Additional salary setting considerations to be addressed: |
|[ ]  Salary Increases and limitations | 357-58-090; 095; 096; 100; 105; 130  |
|[ ]  Performance Recognition  | 357-58-135; 140 |
|[ ]  Setting Salaries Above the Band Maximum  | 357-58-085; 087 |
|[ ]  Additional Pay: Shift differential, Call back, & Standby pay | 357-58-170; 180 |
|[ ]  Relocation Payment | 357-58-145; 150 |
|[ ]  Employees in OT exempt positions, that meet the FLSA salary threshold and the duties test. | Fair Labor Standards Act |
| Additional leave considerations to be addressed: |
|[ ]  Additional leave for Recruitment & Retention purposes | 357-58-175 |
| **Agency Director or Designated Approving Authority** |
| DateEnter a date. | Name: Enter text. | Title: Enter text. |
|  | Signature:  |