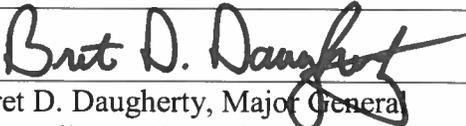




Department Policy No. HR-236-04

Title:	Exempt Broadbanding
Authorizing Source:	Chapter 41.06 Revised Code of Washington (RCW)
References	State Human Resources Division Exempt Banding Guidelines
Information Contact:	Human Resources Director Building 33 (253) 512-7940
Effective Date:	December 20, 2004
Mandatory Review Date:	July 1, 2017
Revised:	July 1, 2013
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

Provide guidelines for broadbanding and adjusting salaries of Washington Military Department (WMD) exempt management positions.

Scope

This policy applies to all WMD employees who are appointed to positions determined to be EXEMPT under chapter 41.06 RCW. Inclusion in EXEMPT service shall be in accordance with RCW 41.06.070 and under the authority of the Office of Financial Management, State Human Resources Division (SHRD).

Policy

1. Exempt Banding Committee

The Exempt Banding Committee will meet to evaluate and band exempt positions. The Washington Military Department (WMD) shall maintain a trained Evaluation Committee to administer the inclusion, evaluation and re-evaluation of Exempt Positions within the WMD. The committee will consist of the Human Resources Director, and at minimum two members of the Executive Management Team.

2. Establishing Exempt Positions

SHRD approval is required for the creation and band establishment of new exempt positions. These requests must come to the SHRD for consideration through the

normal Director's Meeting process.

3. Banding Exempt Positions

- a. The following process will be utilized to determine band placement:
 - i. The committee members will review position descriptions and organizational chart(s).
 - ii. Committee members will discuss the information, evaluate the positions and assign appropriate Job Value Assessment Chart (JVAC) points to determine band placements.
 - iii. The Human Resources Director will compile the committee's recommendations, consult with the appropriate SHRD consultant, and bring the recommendations forward to the WMD Director/The Adjutant General (TAG).
 - iv. The WMD Director/TAG will review the documentation, make adjustments as appropriate and make the final determination of total point value and band placement.
- b. Positions banded with incumbents. The Human Resources Office will notify the incumbents, in writing, of the approved Band placement/JVAC points and salary determination for their positions. Incumbents may request a review of the banding/JVAC points and/or salary determinations by submitting a written request to the WMD Director/TAG within 15 calendar days of notification.
- c. The WMD Director/TAG shall be the final decision-maker for all exempt banding and salary administration.

4. Movement between Bands

Prior to implementation, all band changes (movement to a different band) must receive administrative approval by the SHRD.

5. Salary Administration

Salary determinations will be made utilizing the guidelines provided by the SHRD. This includes initial salary placement upon appointment, legislatively directed general or special increase; documented recruitment or retention problems; agency and/or state internal salary relationship issues and progression increases.

- a. The Human Resources Director shall review salary recommendations and adjustment requests. The Human Resources Director will provide the WMD Director/TAG with recommendations regarding the basis for the salary requested, salary amount, pay equity issues, and any impacts that recommendation may have on executive pay across divisions.
- b. The WMD Director/TAG shall be the final decision-maker for all exempt salary determinations.
- c. Salaries may not be set outside the approved salary band unless authorized by the SHRD.

- d. Adjustments to salaries shall not exceed 10% for a single adjustment and is limited to a maximum increase of 25% during an employee's tenure in the position. Adjustments do not include COLA adjustments approved through the legislative process.

6. Reporting

The Human Resources Office will maintain documents of all salary adjustments. Salary activity/adjustment information for exempt positions will be provided to the SHRD as agreed upon.

Received

JUL 08 2013

WA Military Department
Human Resource Office



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

July 3, 2013

Bret D. Daugherty, Major General
Washington Military Department
Camp Murray, TA-20
Tacoma, WA 98430-5000

Dear Major General Daugherty:

I am pleased to approve your updated policy outlining the salary banding process for exempt positions in your agency effective July 1, 2013. Your policy and procedures fulfill each element of our guidelines for the banding of exempt management salaries.

Thank you for ensuring your Human Resource practices are current and supported by relevant policy. If you have any questions, please contact your Classification and Compensation Consultant, Terri Parker at (360) 902-0315.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandi Stewart".

Sandi Stewart, Acting Assistant Director
State Human Resources

cc: Laura Drybread, MIL
Terri Parker, OFM