




## Department Policy No. HR-236-04

<b>Title:</b>	Exempt Broadbanding
<b>Authorizing Source:</b>	Chapter 41.06 Revised Code of Washington (RCW) EMS/WMS Salary Adjustment Protocol dated July 30, 2018
<b>References</b>	EMS/WMS Salary Adjustment Protocol dated July 30, 2018 State Human Resources Division Exempt Banding Guidelines WAC 357-58-100
<b>Information Contact:</b>	Human Resources Director Building 33 (253) 512-7940
<b>Effective Date:</b>	December 20, 2004
<b>Mandatory Review Date:</b>	January 30, 2023
<b>Revised:</b>	January 30, 2019
<b>Approved By:</b>	 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.

### Applicability

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 the Governor, the Office of Financial Management, and the State Human Resources Division (SHRD).

### Policy

#### A. Exempt Banding Committee

The Agency 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.

### **B. Establishing Exempt Positions**

Creation of a new position must go to OFM Classification and Compensation for State HR Director Review through the normal Director's Meeting process. The Governor's Office Deputy Chief of Staff, who will help identify candidates and recommend individuals or organizations for outreach and recruitment, must be contacted when there is a vacant Exempt position.

### **C. Banding Exempt Positions**

1. The following process will be utilized to determine band placement:
  - a) The committee members will review position descriptions and organizational chart(s).
  - b) Committee members will discuss the information, evaluate the positions and assign appropriate Job Value Assessment Chart (JVAC) points to determine band placements.
  - c) The Human Resources Director will compile the committee's recommendations, send the recommendations to the OFM Classification & Compensation Section for consideration and approval, and bring the recommendations forward to the WMD Director/The Adjutant General (TAG).
  - d) The WMD Director/TAG will review the documentation, make adjustments as appropriate and request final approval from the Deputy Chief of Staff regarding compensation.
2. 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.
3. The WMD Director/TAG shall be the final decision-maker for all exempt banding and salary administration except as noted below.

### **D. Movement between Bands**

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

### **E. 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 increases; documented recruitment or retention problems; agency and/or

state internal salary relationship issues and progression increases except as noted in 5.d below.

1. 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.
2. The Chief Financial Officer will review and provide an assessment of the Agency's financial ability to fund the recommended salary.
3. The WMD Director/TAG shall be the final decision-maker for all exempt salary determinations.
4. Salaries may not be set outside the approved salary band unless authorized by the SHRD.
5. Adjustments to salaries are limited to a total maximum increase of 25% during an employee's tenure in the position.
6. If a requested increase is equal to or greater than 15% and the position has not experienced the addition of new duties within a 12-month period, prior approval from the Governor's Office ([EMS/WMS Salary Adjustment Protocol](#) attached) is required. Requested increases equal to or greater than 15% that are due to the addition of new duties do not need approval from the Governor's Office. New duties would be defined as duties that, when banded, change the JVAC point level within the band due to nature of management or scope of authority; or place the job into a different band level due to the changes. If the proposed change in duties results in a band change to an EMS position, the request must be submitted to OFM, State HR as outlined within the EMS Broadbanding guidelines. Adjustments do not include COLA adjustments approved through the legislative process.

#### **F. 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.