



Washington Military Department

EMPLOYEE HANDBOOK

Revised April 4, 2024



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What you do makes a difference

Welcome!

Welcome! As a new employee of the Washington Military Department (WMD), you join a team of dedicated individuals who work to keep the citizens of our state safe and secure. Each employee at the WMD plays an important role in contributing to the mission of our organization. We hope that you find your state employment with the WMD productive and rewarding. If you have any questions regarding these materials, feel free to contact your supervisor, human resources and /or the payroll office. The contact numbers for these departments are listed on the next page.

We hope that this handbook will be a valuable resource as you start employment with our department. This orientation manual serves only as a general guide to what can be reasonably expected in the conduct of business. Therefore, neither this manual nor any of its provisions constitute an employment agreement or contract of any kind or guarantee to continue employment.

Contacts

Human Resources	(253) 512-7390
Payroll	(253) 512-7386
Verification of Employment	Payroll@mil.wa.gov
Risk Management	(253) 512-7381
Safety	safety@mil.wa.gov
IT Helpdesk	ServiceDesk@mil.wa.gov (253) 512-7111
Travel	Travel@mil.wa.gov
Ethics Advisor	(253) 512-7380

Links

The following systems are typically available 1-4 working days after your start date.

My Portal

View earning statements, process leave requests, and updated personal information.

<https://ofm.wa.gov/it-systems/myportal>

Washington State Learning Center (WSLC)

Complete required training.

<https://des.wa.gov/services/training-and-development/washington-state-learning-center>

Travel and Expense Management System

<https://tems.ofm.wa.gov>

Human Resources and Payroll SharePoint Sites

<https://stateofwa.sharepoint.com/sites/mil-hr/SitePages/Homepage.aspx>

Requires Military Department computer access to view,

Online Resources for State Employees

Washington State | wa.gov

Wa.gov is the official website of Washington State, with easy access to online state services, government agencies, and helpful guides to get things done.

Combined Fund Drive | give.wa.gov/

Commute Trip Reduction | piercetrips.com

Dependent Care Assistance Program (DCAP) | hca.wa.gov

Employee Assistance Program | des.wa.gov/services/employee-assistance-program

Ethics Board | ethics.wa.gov/

Flexible Spending Account | hca.wa.gov

Guaranteed Education Tuition (GET) | get.wa.gov

Governor's Office | governor.wa.gov

Health Care Authority (HCA) | hca.wa.gov

Public Employees Benefit Board | hca.wa.gov

Washington State Human Resources | hr.wa.gov

Jobs | careers.wa.gov

Labor Relations | ofm.wa.gov/labor/

Military Department | mil.wa.gov/

SmartHealth | smarthealth.hca.wa.gov/

Emergency Management Division | mil.wa.gov/emergency-management-division

Department of Health | <https://doh.wa.gov/>

Department of Retirement Systems (DRS) | drs.wa.gov



Protecting Washington's People, Property, Environment & Economy

About the Washington Military Department

Washington Military Department has the responsibility for the operations of the Washington National Guard, the Washington State Emergency Management Division, the Washington Youth Academy, and the Washington State Guard.

Vision

Safe, Secure, Ready, and Resilient Washington

Mission

The Washington Military Department's mission is to provide trained professionals and operational forces who are ready to defend our state and nation, respond to emergencies and disasters, and enhance resiliency in communities through structured alternative education opportunities for at-risk youth.

The Adjutant General

The state's Adjutant General is appointed by the governor and serves as the director of the WMD, commander of the Washington National Guard, and homeland security advisor to the governor.



Washington National Guard

The Adjutant General administers the joint federal-state program that is the Washington National Guard, headquartered at Camp Murray, WA. More than 8,200 Citizen-Soldiers and Airmen currently serve the state of Washington and the United States of America. Military equipment for the Washington National Guard is furnished by the U.S. Department of Defense through the National Guard Bureau. Federal control is exercised over maintenance jobs and mobilization of the Washington National Guard. Federal personnel are employed in both administrative and maintenance jobs in armories and maintenance shops.



Washington Emergency Management Division

The Washington Emergency Management Division is the division of the WMD that provides mitigation advocacy, planning requirements and guidance, training and exercises, response coordination, and administration of recovery programs for the civil sector of the state, regardless of the type of hazards. The Washington Emergency Management Division's organizational structure mirrors the functions that take place in the life cycle of emergency management: mitigation, preparedness and response, and recovery.



Washington Youth Challenge Academy

The Washington Youth Challenge Academy (WCYA) is a division of the WMD and operates as part of the National Guard Youth Challenge Program. Established under authority of both federal and state law, the WYCA is a state-run residential and post-residential intervention for youth who have dropped out of high school or are at risk of dropping out. The goal of the program is to give youth a second chance to return to high school, graduate, and become responsible and productive citizens by helping them improve their life skills, education levels, and employment potential.



Washington State Guard

The Washington State Guard is an all-volunteer unit organized under the WMD of the State of Washington. Its members come from all walks of life. They normally serve without remuneration and meet monthly.

Department Leadership



Major General Bret Daugherty
The Adjutant General / Department Director



Brig. Gen. Paul Sellars
Assistant Adjutant General - Army / Deputy Director



Brig. Gen. Gent Welsh
Assistant Adjutant General - Air



Brig. Gen. Ken Borchers
WMD Chief of Staff



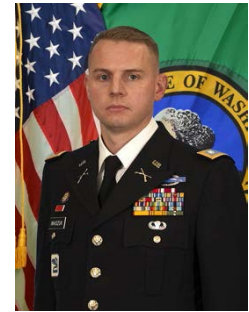
Jennifer Connely
Human Resources, Safety, & Payroll Director



Robert Ezelle
Director Emergency Management Division



Jim Baumgart
Intergovernmental Affairs & Policy Director



LTC Adam Iwaszuk
Construction Facilities & Maintenance Director



Amy Steinhilber
Director, WYCA



Karina Shagren
Communications Director

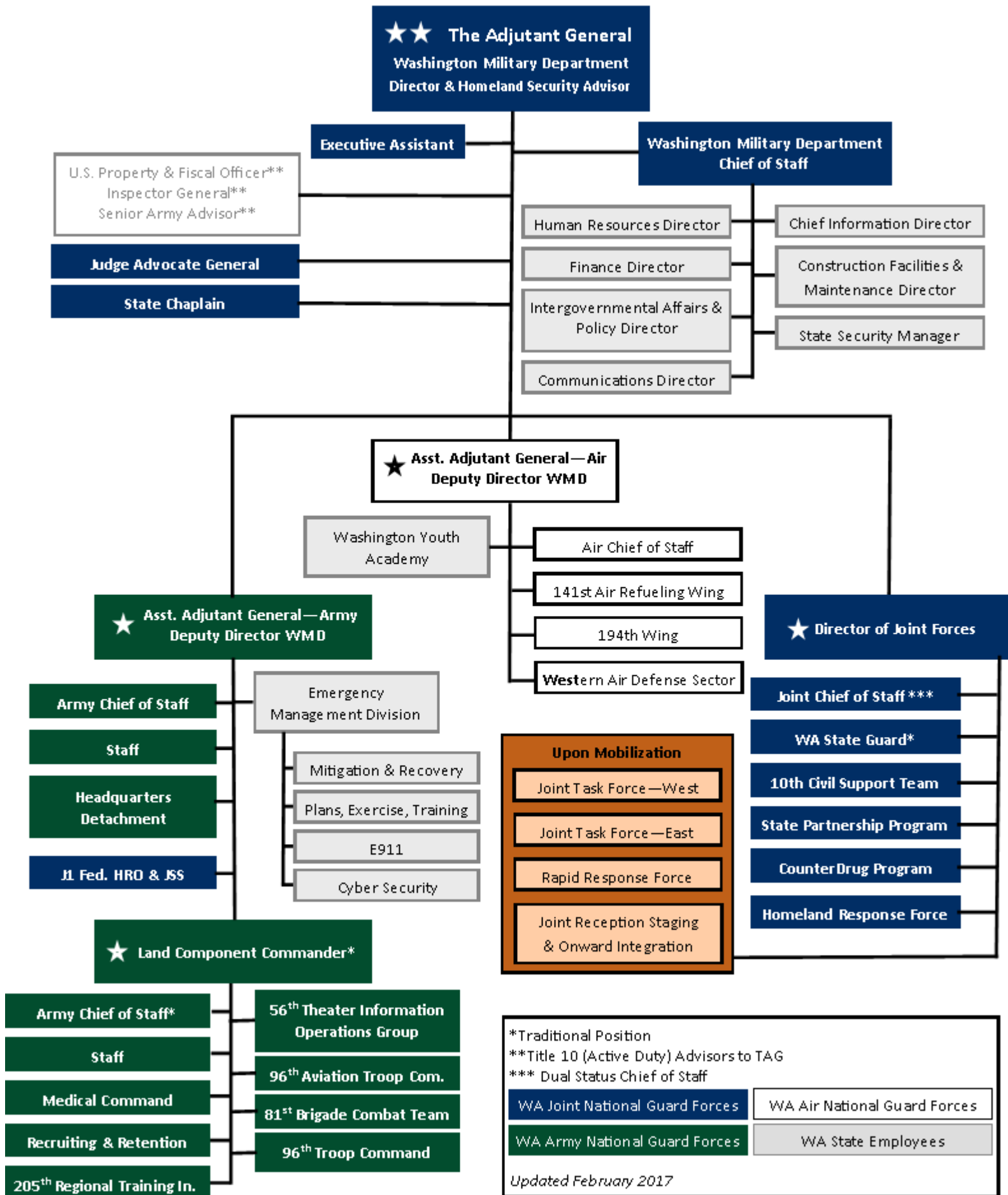


Regan Hesse
State Finance Director



Timothy Rajcevich
State IT Director (Acting)

Organizational Structure

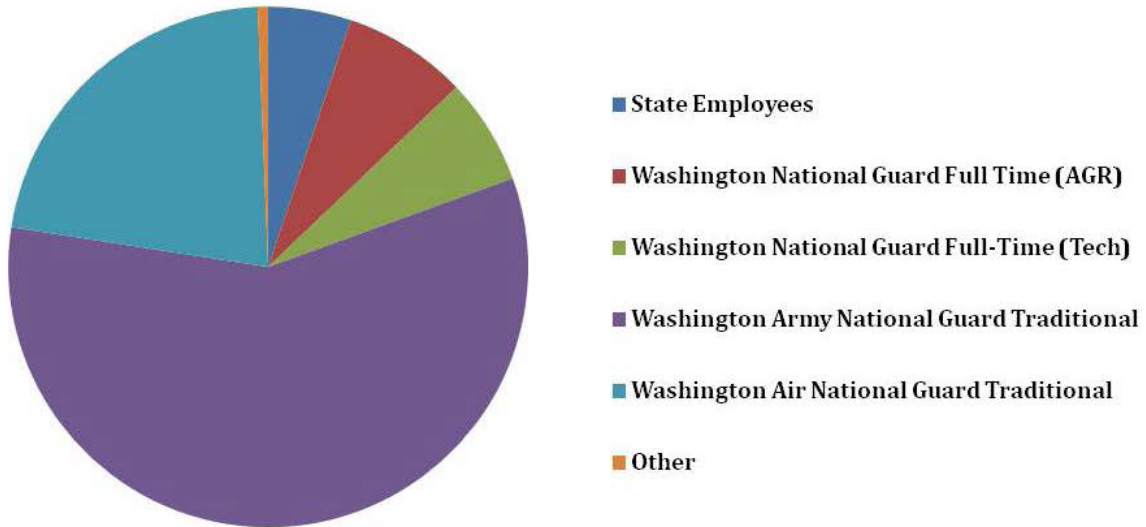


*Traditional Position
 **Title 10 (Active Duty) Advisors to TAG
 *** Dual Status Chief of Staff

WA Joint National Guard Forces	WA Air National Guard Forces
WA Army National Guard Forces	WA State Employees

Updated February 2017

Types of Employees



The WMD is a diverse organization with state employees, National Guard Members and State Guard Members. The chart above shows the WMD employee breakdown. Your position serves as a state employee. The WMD has two types of state employees: represented and not represented. Your appointment letter will include what type of employee you are.

Represented

If your position is in a bargaining unit, a collective bargaining agreement covers the terms and conditions of your employment. An electronic copy of the agreement is available on the labor relations office website at ofm.wa.gov/labor.

Non-Represented

If you are not a represented employee, the general terms of your employment are governed by civil service rules adopted as [Chapter 357](#) of the Washington Administrative Code (WAC). These rules govern employment conditions and processes such as appointment, pay practices and separation. You can view the rules at ofm.wa.gov/.

As a state employee, you are subject to the State Civil Service rules, policies and/or collective bargaining agreements. On the WMD campus there are both Federal and State employees, and sometimes visiting personnel from other organizations and corporations. Federal employees are not subject to Washington State rules and policies. If you are confused about which rules or policies apply to you, please see your supervisor, manager, or the Human Resource Office.



Getting Started

Orientation

The Human Resource Office will schedule your Washington Military Department New Employee Orientation (NEO). NEO is offered in a hybrid environment, facilitated by a member of the Human Resources Team. The orientation covers topics such as payroll/benefits, safety, sexual harassment, cultural sensitivity/diversity, general policies and procedures, and Department rules and regulations. Attendance is mandatory and you will be paid for this orientation.

Job Description / Expectations

Your supervisor will review your job description (Position Description Form) and expectations (Performance Development Plan) with you during your first week of employment. This is the time to clarify any concerns you have about your duties or your supervisor's expectations. You and your supervisor will each sign the expectations and it will become part of your personnel file. You will be provided with a copy of the Position Description Form for your position.

Probationary / Trial Service Review Period (For permanent hires)

New, permanent hires are required to serve a probationary / trial service period. The appointment letter you received outlines the length of the period. The review period provides your supervisor with an opportunity to determine whether you meet the skills and abilities/requirements of the job. It also lets you decide if you're satisfied in your new position. Your supervisor will provide you feedback and

hear from you how things are going and what we can better do to support you. Your supervisor will formally evaluate your performance during your probationary/trial service review period and annually thereafter. The written evaluation will become part of your personnel record. You should expect to receive your written expectations in the position within the first two weeks of your employment.

Training

The WMD has core training which you are required to complete. A required checklist and corresponding due dates can be found on the WMD website. It is important that all training is completed on time. All required training must be completed prior to you being approved to attend other training courses. It is your responsibility to fulfill your training obligations. It is advised that you meet with your supervisor to create a plan in order to complete the mandatory training requirements on time. To learn how to log into the Washington State Learning Center, visit des.wa.gov.

Payroll

Pay Dates

State employees are paid on the 10th and 25th each month. Time worked from the 1-15th will be paid on the 25th. Time worked from the 16th to the end of the month will be paid on the 10th. If the payday falls on a Saturday, you will be paid on Friday. If it falls on a Sunday, you will be paid on Monday. The full payday schedule can be found at in [WAC 82-50-021](#). There will be seven mandatory deductions from your paycheck. These are:

- Federal withholding tax
- Federal social security
- Medicare
- L&I Medical Aid (Workers Compensation Insurance)
- State Employee Retirement Fund
- Long-term care
- Paid Family Leave Insurance Tax

The payroll office may also make other deductions from your paycheck as needed for actions such as union dues or credit union deposits or loan payments.

Direct Deposit

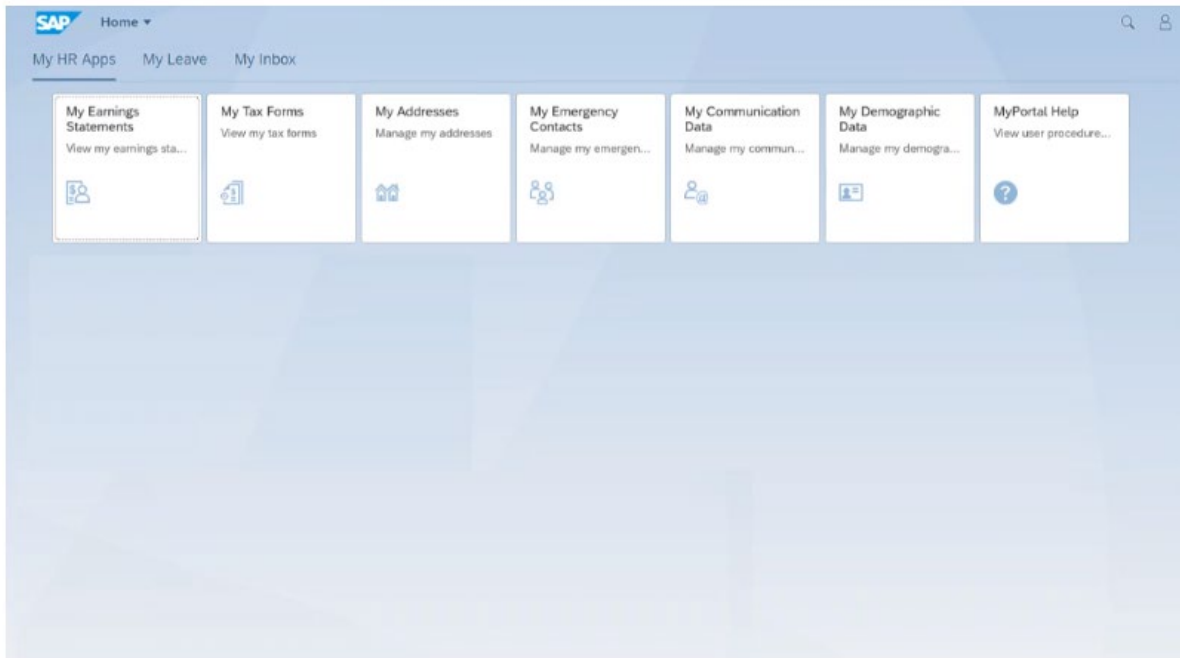
Employees are encouraged to sign up for direct deposit. This will ensure your paycheck will be deposited in your financial account. The Electronic Funds Transfer form will be included in your benefits packet. It generally takes 1-2 payroll cycles for direct deposit to be set up in the system depending on when the form is turned in. Until direct deposit is established, paper checks will be mailed to the employee address on file.

Pay Increase - Periodic Increment Date

In your appointment letter, you will receive your Periodic Increment date (PID). This is the date upon which you are scheduled to receive an increment pay increase by moving to a higher salary step within the salary range for your current class. Employees will receive a two-step (5%) increase to base salary annually on their PID date, until the employee reaches the top of the pay range. Your PID will remain the same unless you have a break in service.

My Portal

My Portal is an employee self-service tool that allows employees to view their earnings statements and manage their personal e-mail address, mailing or permanent residence address, emergency contacts, and leave requests. You will receive an e-mail on how to access the system once you have been issued a personnel number. It can take 7-10 business days for the number to be issued. You are encouraged to review your pay checks each pay period on My Portal to ensure the accuracy of the paychecks. Please immediately notify the Payroll Office if you have concerns regarding the accuracy of your pay.



MyPortal Log In

To log into MyPortal, state employees who are part of the State Enterprise Active Directory, or Active Directory Federated Service, visit [MyPortal.wa.gov](https://myportal.wa.gov). Use the following links for access instructions. If you have further questions, contact heretohelp@ofm.wa.gov.

- [Log on \(for first time users\)](#)
- [Log on \(returning user\)](#)
- [Sign out](#)
- [Change password](#)
- [Forgot password](#)
- [Troubleshooting](#)
- [Submit, change, and delete leave requests](#)

Change of Personal Data

Changes to your personal information must be reported. This includes your marital or partnership status, number of dependents, address, telephone number, or other related details.

The change of address may be completed through MyPortal. Name Changes must be completed on the [Employee Address and Name Change form](#), then submitted to Human Resources with the appropriate documentation. Contact the Payroll office at payroll@mil.wa.gov for changes in marital/partnership status, or number of dependents.



Work Life Balance

The Military Department offers a healthy work/life balance by offering flexible schedules and telework options for many positions.

Telework

Telework eligibility is based on job duties that may be completed away from the worksite on a regular basis, either part- or full-time, by the person in that particular position.

Telework ineligible positions are those positions that must be present to complete work such as security, duty office, maintenance, custodial, cadre, and medical or food service staff.

Telework can be utilized as a reasonable accommodation depending on the need of the person and their disability.

Ad hoc telework is defined as telework that might be used when in travel status, attending of meetings or conferences.

You still need to document the work completed while in a telework status, however –more flexibility is provided.

To learn more, review the [telework policy](#).

Flexible Schedules

The WMD recognizes that some business and customer needs are better met with a schedule other than the default 4/10 schedule of Tuesday through Friday. Supervisors can choose to provide employees with alternate work schedules that help provide employees with a better work life balance as long as day to day operations are not impacted and those schedules meet the needs of both the agency and its stakeholders. Each employee must designate a set, consistent work schedule that specifies their work days, hours and workplace. This may include:

- A four day per week schedule working 10 hours a day Monday - Thursday or Tuesday – Friday.
- A five day per week schedule in which the employee works 8 hours a day, Monday through Friday.
- A schedule based on the specific operational needs of a unit/division when that unit/division provides services outside normal business hours, such as 24/7 support for the Washington Youth Academy, the Camp Murray security guards or Emergency Operations Center duty officers.

Employees who are eligible for a lunch break may choose either a 30-minute or 60-minute unpaid lunch period each day.

To learn more, view our [Work Schedule and Shift Change policy \(#HR-255-18\)](#).

On the Job

Attendance and Punctuality

Employees are responsible for arriving and leaving work at the times agreed upon in the work week schedule authorized by their supervisor. This includes returning on time from all break periods. If you are unable to report to work, notify your supervisor at the beginning of your usual workday, or as soon as possible. Be sure you understand your work schedule and ask your supervisor if you have questions. If you are absent from work without authorization from your supervisor, you may be subjected to disciplinary action up to and including discharge from state service.

Confidentiality

As an employee, you may be granted access to confidential information. You are responsible to properly use that information, and not to divulge, publish, use for personal gain, or otherwise make known to unauthorized persons or the public any information obtained.

Appearance

Your clothing and appearance should be appropriate and safe for the type of work you do. Your supervisor will let you know if there are any special clothing requirements for your position.

Hygiene

You are expected to maintain good personal hygiene and be free of excessive body odor, perfume, cigarette or other smoke, and cologne. The Department further understands that some employees may have a medical condition that causes increased body odor. Those employees should follow the advice of the medical provider. Accommodations may be made at accommodations@mil.wa.gov for religious or medical reasons.

Conduct

Washington citizens and customers depend on us, and we're confident you'll always keep that in mind. These are examples of inappropriate conduct and unacceptable behaviors that could result in disciplinary action up to and including your dismissal from employment:

- Ethical violations
- Soliciting or accepting gifts and gratuities
- Insubordination
- Misrepresentation on your employment application
- Destruction of property
- Inappropriate conduct towards others, including sexual or any other form of harassment of another employee or customer
- Excessive lateness and/or absenteeism
- Violation of safety rules
- Breach of confidentiality
- Failure to perform duties
- Violation of agency policies and procedures
- Theft. This includes stealing or misappropriating property belonging to the Military Department or Military Department employees, customers or visitors.



Diversity, Equity, and Inclusion

At the WMD, diversity is integral to excellence. We value and honor diverse experiences and perspectives. We are committed to maintaining an inclusive environment where all employees are treated with respect, are valued, and can contribute to their fullest potential. Diversity, equal employment opportunity, and affirmative action are key to creating an inclusive work environment.

The WMD has a Joint Diversity Council. If you have interest in serving as a member of this council. Please contact Jennifer Connely at Jennifer.Connely@mil.wa.gov or by phone at 253-512-7380.

Business Resource Groups

Statewide business resource groups (BRGs) bring together groups of employees and their allies who have a common interest or characteristic. All BRGs have a charter, mission, goals, and bylaws, and contribute to an overall statewide business strategy. BRG members are an asset to state business needs through their unique knowledge and perspectives. Current Business Resource Groups include:

- BUILD: Blacks United in Leadership and Diversity
- DIN: Disability Inclusion Network
- HAPPEN: Hawaiians, Asians, and Pacific Islanders Promoting an Empowerment Network
- LLN: Latino Leadership Network
- RAIN: Rainbow Alliance and Inclusion Network
- VERG: Veteran's Employee Related Resource Group
- WIN: Washington Immigrant Network
- [ICSEW: Interagency Committee for State Employed Women](#)

[Learn More about the BRGs.](#)

For more on Diversity, Equity and Inclusion, visit [Diversity, Equity and Inclusion – Glossary of Equity-Related Terms](#)



Reasonable Accommodation

WMD is committed to providing Reasonable Accommodations to qualified applicants, selected candidates, and employees with disabilities. Reasonable Accommodations support all aspects of employment, providing the benefits, rights and privileges of equal employment opportunities and access to WMD programs, facilities and services.

A Reasonable Accommodation is a modification or adjustment to practices, procedures, policies, work environment, or a job, determined on a case-by-case basis, to enable qualified individuals with a disability to enjoy equal benefits and privileges of employment, consistent with applicable laws, regulations, WMD policies and labor contracts.

Further information can be found in [Policy HR 211-05](#).

If you have any questions regarding the Reasonable Accommodation process, please contact the Human Resources Office at 253-512-7376.



Communications

Military Department App

Stay current on Military Department news and events with our mobile application.

With this app, you can access:

- News
- Events
- Benefits
- Interactive Search Map
- Push Notifications
- Groups
- And more!



Search Washington Military Department in your app store! Available for [IOS](#) and [Android](#).

Phone Calls

Personal phone calls during your work time should be kept to a minimum and limited to emergencies or a brief exchange of information and should not interfere with the flow and efficiency of business.

Prolonged personal phone calls using work time or the use of WMD phones for long distance calls is considered unethical and will not be allowed.

Computer Use

State computers and internet are available for state business only. No programs should be installed without permission of the IT Division. Unauthorized use of state computers or systems could result in disciplinary action, up to and including dismissal. All employees with access to state computers are required to read and adhere to the Use of State Provided IT Hardware and Software Resources ([#IT-306-05](#)).

Sharing of login credentials including user IDs and/or passwords for agency owned applications and devices is prohibited per Washington State [OCIO policy 141.10](#) section 6.1.2.

Statements to the Media

No statement to the media (newspaper, TV, radio, Internet) that in any way involves the Department may be given by any employee without prior clearance from the Communications Director and/or TAG. All press inquiries should be referred to the Communication Director's Office at 253-512-8222.

Records

When you create any document in the course of your work, including sending email and text messages or finalizing a contract - you're creating a record that, when requested, may be made available for the public to see. Public records can be one of our agency's most helpful assets – as they demonstrate why and how we took certain actions and made certain decisions.

Every employee of the WMD who creates, receives, uses and maintains public records on behalf of the WMD is responsible for:

- Complying with the WMD public records management policies and procedures ([DIR-005-08, Public Records Management](#))
- Retaining records in accordance with the [State General Records Retention Schedule](#) and the WMD Records Retention Schedule (available on the Department's internal SharePoint site)
- Storing public records only on WMD-approved storage services or devices
- Minimizing the number of duplicates and storage locations
- Ensuring applicable security measures are implemented when working with sensitive information categorized as being protected from disclosure by law

By fully understanding your responsibilities you ensure WMD is complying with all laws and regulations.

Public Disclosure

The WMD believes in open government and supports the provisions of the Public Records Act and the narrow construction of its exemptions as described in [RCW 42.56.030](#). As such any record made or received by an employee of the WMD in their official duties, regardless of its physical form, is considered a public record and subject to Public Disclosure Law. Learn more about [Policy DIR-004-08](#).

No Expectation of Privacy

Be aware that objects and areas in which you keep your personal belongings, including but not limited to desks and lockers, are property of the WMD and may be accessed by your Employer at any time. Please contact your supervisors if you have questions.



Security

Gate Access

Camp Murray uses the Defense Biometric Identification System (DBIDS) for entry to the installation. Review the information on the [New Employee Web Page](#) to find more information on how to pre-enroll into the DBIDS system prior to arrival for your first day.

The WMD Security Section staff working at the Camp Murray require all (100%) people (16 years of age and older) attempting to enter the installation to provide appropriate picture identification verification, whether entry is by means of vehicle or pedestrian transportation.

All employees should be prepared to meet the Real ID Act Requirements. Documents include:

- CAC
- Enhanced Driver's License
- U.S. Passport
- U.S. Passport Card
- DHS Trusted Traveler Cards (Global Entry, NEXUS, SENTRI, FAST)
- U.S. Department of Defense ID, including IDs issued to dependents
- Permanent resident card
- Border crossing card
- State-issued Enhanced Driver's License
- Federally recognized, tribal-issued photo ID
- HSPD-12 PIV card
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada Card
- Transportation work identification credential
- U.S. Citizenship and Immigration Services Employment Authorization Card (I-766)
- U.S. Merchant Mariner Credential
- Veterans' Health Administration (VA) ID

Trusted Traveler

As a state employee, you may escort up to four individuals through the main gate. You are responsible for these individuals point to point.

Vehicle Inspections

Random Anti-Terrorism Measures Program (RAMP) vehicle inspections will be applied at Camp Murray entry points several times throughout the year. Security Guards will conduct inspections using a random selection process. Before the inspection is initiated it will be pre-determined that for a specific duration of time all vehicles entering Camp Murray that meet a selected rule of chance, such as every seventh vehicle, will be inspected. Security Guards will never select vehicles/individuals for inspection with unpredictable or prejudicial action. Refusal to submit to the inspection will result in denial of the vehicle/individuals' entry onto Camp Murray and JBLM and may result in corrective/disciplinary action. RAMP types include vehicle searches, two ID checks, enhanced screening of vehicles, and enhancement patrols.

Force Protection

The Garrison Command Protection Program (GCPP) has been developed to manage risks relative to the safety and security of our Soldiers, civilians, family members, contractors, facilities, infrastructure, and information. The GCPP enables the execution of this Department's mission in an all threats and hazards environment through integrating, coordinating, synchronizing, and effectively prioritizing the efforts and resources of the GCPP and WMD/NGWA functional elements and enabling functions, with their associated risk management processes. The GCPP supports operational objectives and serves as the primary means for the WMD to support the execution of the state and federal Mission Assurance Strategy.

The GCPP includes the following functional areas: Antiterrorism, Continuity of Operations, Critical Infrastructure Risk Management, Emergency Management, High Risk Personnel, Information Assurance, Operational Security, Physical Security, Computer Network Defense, and coordination with Health Protection, Fire & Emergency Services, and Law Enforcement. In addition, the GCPP covers Intelligence, Counterintelligence, and Security Engineering Services.

Each employee has a role within the GCPP, either as a building tenant, building manager, division representative to the various Force Protection working groups, or as an agency resource to help support the broad-spectrum programs through training and cross agency coordination.

Employees are recommended or required to receive the following training: Annually – Antiterrorism Level 1 and Operational Security Level 1. Attend one Active Shooter Awareness Workshop and when traveling out of the country, obtain a security brief prior to travel.

As part of the Washington Military Department's (WMD) Antiterrorism Force Protection program, all WMD facilities are impacted by the Force Protection Conditions for safety and security. There are five progressive levels for increasing the Force Protection Conditions (FPCONs) and the associated security measures established for each level. The Adjutant General and his staff determine what the minimum force protection level will be for all the Military Department facilities, based on current intelligence.

- **FPCON NORMAL** describes a situation of no current terrorist activity.
- **FPCON ALPHA** describes a situation where there is a small and general terrorist activity that is not predictable.
- **FPCON BRAVO** describes a situation with somewhat predictable terrorist threat.
- **FPCON CHARLIE** describes a situation when an instance occurs or when intelligence reports that there is terrorist activity imminent.
- **FPCON DELTA** describes a situation when a terrorist attack is taking place or has just occurred.

Please follow the appropriate actions at each FPCON, this may include support for facility protection measures, limited access, preplanning for meeting coordination, etc. In addition to the baseline FPCON, statewide facilities may implement higher FPCON measures as part of the overall Random Antiterrorism Measure Program (RAMP), under the auspice of the Antiterrorism Officer.

When circumstances arise, Force Protection Advisories (FPA) are sent via email by the Garrison Command sharing key information across the Agency. It is important as an employee that you read these notices.



Benefits

Most state employees and their families are eligible for medical, dental, basic life and basic long-term disability insurance plans offered by the Public Employees Benefits Board (PEBB). Your appointment letter indicates whether you are eligible for benefits. If eligible for benefits you may choose the available plan that will best suit your needs.

State Holidays

The following is a list of state paid holidays. You must work 80 hours in the month, and be employed before and after the holiday to be entitled to holiday pay.

- The first day of January (commonly called New Year's Day)
- The third Monday of January (celebrated as the anniversary of the birth of Rev. Dr. Martin Luther King, Jr.)
- The third Monday of February (commonly referred to as Presidents' Day and celebrated as the anniversary of the births of Abraham Lincoln and George Washington)
- The last Monday of May (commonly known as Memorial Day)
- The nineteenth day of June (recognized as Juneteenth, honoring the day the last enslaved African Americans learned of emancipation)
- The fourth day of July (commonly known as Independence Day)
- The first Monday in September (commonly known as Labor Day)
- The eleventh day of November (commonly known as Veterans' Day)
- The fourth Thursday in November (commonly known as Thanksgiving Day)
- The Friday immediately following the fourth Thursday in November (commonly known as Native American Heritage Day)
- The twenty-fifth day of December (commonly known as Christmas Day)

Health Insurance

Employees and families are covered by medical insurance, including vision. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state. Visit hca.wa.gov to learn more information about the plan choices.

Dental Insurance

The State offers three dental plans to choose from. Visit hca.wa.gov to learn more about your options.

Life Insurance

PEBB's full employee benefits package includes basic life insurance at no cost to you. It provides \$35,000 for basic life insurance, and an additional \$5,000 in case of accidental death or dismemberment.

You may elect for a higher-level coverage. For more information, visit hca.wa.gov.

Long Term Disability

The PEBB Program offers employer-paid and employee-paid long-term disability (LTD) insurance to employees enrolled in the full benefits package. These benefits are provided through the Standard Insurance Company.

If you are eligible for PEBB benefits, you will be automatically enrolled in employer-paid LTD insurance coverage, even if you waive PEBB medical coverage.

Beginning January 1, 2022, you will also be automatically enrolled in employee-paid LTD coverage. Note: Your PEBB long-term disability benefit is different from the state's new long-term care benefit, called The WA Cares Fund. Learn more at hca.wa.gov.

Retirement Systems

Retirement benefits are administered by the Department of Retirement Systems (DRS). For more information and plan options go to drs.wa.gov/choice/.

Dependent Care Assistance Plan

This program provides a simple, efficient, and inexpensive way to help you pay for dependent care expenses. It reduces your taxable income, your income tax liability, and your Social Security taxes. A new employee may enroll within 60 days of becoming a state employee. Learn more at hca.wa.gov.

Flexible Spending Account

An FSA or Flexible Spending Account, allows you to set aside pre-tax dollars from each paycheck for deductibles, copays, coinsurance, dental, vision, and other out-of-pocket medical expenses.

The full amount you set aside for your calendar FSA contribution is available on your first day of the plan year for expenses.

You can use your FSA for you or your dependent's health care expenses, even if they are not enrolled in your PEBB medical or dental plan.

For more information, visit hca.wa.gov.

Ridesharing

Visit RideShareOnline.com to travel where you need to go more affordably.

- Find a carpool or vanpool with the interactive ride match tool
- Create a one-time carpool or organize carpools for your office or group event
- Connect to information about riding the bus or train, bicycle, teleworking and more

- Track your trips to log saved money, fuel, and reduced greenhouse gas emissions
- Earn rewards and incentives

Orca Cards

An Orca Card is a contactless card to pay for public transit in the Puget Sound region of Washington.

Every state employee with an official duty station in King, Pierce, or Snohomish county is eligible to receive an Orca Card. It doesn't matter where the employee lives. Eligible employees are defined as individuals who receive compensation and benefits (insurance, paid holidays, and paid leave) from a state agency. This includes part-time, seasonal, and temporary employees.

The Orca Card allows unlimited, fare-free access to:

- Bus services provided by Community Transit, Everett Transit, King County Metro Transit, Kitsap Transit, Pierce Transit, and Sound Transit
- Sound Transit Link Light Rail, Sounder Commuter Rail, and Seattle Streetcar
- King County Water Taxi, and Kitsap Transit Foot Ferries (Port Orchard-Bremerton and Annapolis Bremerton routes) and Fast Ferries (Bremerton-Seattle route)
- Paratransit services

Orca Cards are distributed to eligible employees upon request.

Employee Assistance Program

The Employee Assistance Program (EAP) helps WA State Government employees and their family members resolve personal or work-related problems. EAP is available at no cost to the employee. For more information, visit <https://des.wa.gov/services/employee-assistance-program>.

To access EAP counseling services, complete an [Online Referral Request](#) at des.eapintake.com, or call 877-313-4455.

To access Legal and Financial Services, visit [Work/Life Resources](#) with **organization code, MIL**.



Time and Attendance

Meal Periods

The Department follows Department of Labor and Industries Employment Standards Administrative Policy entitled: [Meals and Rest Periods for Nonagricultural Workers Age 18 and Over](#) for meals and rest periods.

You are allowed an unpaid meal period of at least 30 minutes, which begins no less than 2 hours and no more than 5 hours from the beginning of your shift.

When your unpaid meal period is interrupted by work duties, you will be allowed to resume your unpaid meal period following the interruption, if possible, to complete the unpaid period.

In the event that you are unable to complete the unpaid meal period (overtime eligible only) due to operational necessity, you will be entitled to compensation, which will be computed based on the actual number of minutes worked within the unpaid meal period. **You are required to immediately notify your supervisor of your inability to take an unpaid meal period. You must accurately record the number of minutes worked on your timesheets for the time period submitted.**

Rest Periods

You are also allowed a rest period, on the employer's time, of not less than 10 minutes, not to exceed 15 minutes, for each four (4) hours of working time. Where the nature of the work allows employees to take equivalent intermittent rest periods, scheduled rest periods are not required.

Meal periods and breaks may not be used for late arrival or early departure.

Timesheets

It is extremely important that time sheets are **accurate, complete, and on time.**

An **Accurate** time sheet has all hours appropriately documented.

A **Complete** timesheet has all boxes completed and corresponding leave slips (if applicable) submitted.

An **On Time** timesheet is submitted to the payroll office on the due date.

In your appointment letter, you were notified whether your position was overtime eligible or overtime exempt. If your position is overtime eligible the provisions of the Fair Labor Standards Act (FLSA) require you to complete, sign and submit timesheets to your immediate supervisor for approval each pay period. Overtime exempt employees may be required to complete timesheets based on the position's funding source.

To ensure compliance with the FLSA and the Ethics law it is extremely important that you are timely and accurate in reporting and accounting for all hours worked. Leave slips must be submitted for hours not worked. When filling out your timesheets (for those required) you must enter the actual hours that you worked not what your schedule is. If it is a Holiday, you will put down your shift. You will be asked on your timesheet to certify that the information contained on the timesheet is true and accurate to the best of your knowledge. With this certification, you are indicating that your timesheets are accurate.

If you ever have concerns you are being asked to report hours incorrectly, you have a responsibility to refuse to sign the timesheet and discuss the concerns with your chain of command and/or the Payroll Office. If you fail to properly account for time worked, it will lead to corrective and/or disciplinary action up to dismissal from your position and an ethics violation (gift of state funds).

Leave

Leave benefits constitute another valuable part of your total compensation. There are two major types of leave: Vacation and Sick leave. The leave benefits available to you depend on a number of factors including your bargaining unit, your pay basis, whether you're hourly or salaried, your work schedule, and your length of service, breaks in service, etc.

The following outlines the rates in which you will accrue vacation leave based on your length of state service for full time employees:

Full Years of Service	New Hours Per Year	Days Per Year	Average Hours Per Month
During first and second years of current continuous employment	112	14	9.333
During the third year of current continuous employment	120	15	10
During the fourth year of current continuous employment	128	16	10.667
During the fifth and sixth year of total employment	136	17	11.333
During the seventh, eight, and ninth years of total employment	144	18	12
During the 10th, 11th, 12th, 13th and 14th years of total employment	160	20	13.333
During the 15th, 16th, 17th, 18th, 19th, years of total employment	176	22	14.667
During the 20th, 21st, 22nd, 23rd, and 24th years of total employment	192	24	16
During the 25th and succeeding years of total employment	200	25	16.667

Sick leave will accrue at 8 hours per month.

Anniversary Date

Your anniversary date is used for computing the rate of vacation leave accrual, as well as determining when vacation leave over two hundred forty hours is lost. Vacation leave accruals for the first four years will be based on your unbroken service date. Beginning your fifth year of service, your leave accrual will include prior state service. For example: If you worked for the state for seven years and left state service, when you return to state service you will accrue at the rate of a new employee. When you start your fifth year of service in your new appointment, you will pick up the other seven years you worked for the state and therefore your accrual will be based on your eleventh year of service. Your anniversary date will be affected by leave without pay when it exceeds fifteen consecutive calendar days as provided in [WAC 357-46-055](#).

Requesting Leave

- Employees shall submit leave requests using [MyPortal](#). Leave requests should reflect the appropriate dates, amount of time, and type of leave for the absence. Leave requests that impact multiple time reporting periods must be submitted in segments for each period unless the dates are consecutive.
- Leave requests are to be submitted in advance when the absence is foreseeable. If a leave request cannot be submitted prior to the absence (due to illness or other emergent need), the request should be submitted no later than the beginning of the first day that employees return to work.
- When advance notice cannot be given because of emergencies or unforeseen circumstances such as domestic violence, sexual assault, or stalking, employees or their designee must notify their supervisor no later than the end of the first day of the related absence.
- When employee absences make them unable to submit leave request by the processing deadlines, supervisors must submit the requests on behalf of the employees.
- Employees should identify the general reason for leave.
- Employee will not be authorized to take scheduled vacation leave if they would not have sufficient leave credits to cover the absence at the time the leave would commence.
- An employee must promptly notify their supervisor on the first day of sick leave and each day after, unless there is a mutual agreement to do otherwise. In addition to the general guidance provided in this section, employees should also review the leave-specific guidance provided in this procedure for the leave type they are requesting.

Types of Leave

Department Procedure No. [HR 281a-10](#) lists the types of leave available. Represented employees should following their collective bargaining agreement. For additional instructions on how to request leave, see [MyPortal](#).

Inclement Weather and Emergency Conditions

As a public Safety Agency, the WMD will never close. There may be times, however, when it is necessary to reduce staffing to essential personnel or temporarily close a specific work site or facility due to severe weather or other emergency conditions. The actions of the Military Department are not determined by – and may be inconsistent with – the actions of other state agencies and other federal work sites such as Fort Lewis, McChord AFB or Fairchild AFB. With Executive level advice and counsel, The Adjutant General (TAG) or his designee will determine if there is cause to invoke the agency inclement weather/modified operations policy and invoke a non-operational delay in start times or provide early releases. In the case of non-operational/early dismissal decisions affecting state employees, The Adjutant General will also customarily notify the Office of the Governor.

Inclement Weather Leave Policy

All employees are encouraged to become familiar with the Inclement Weather Policy and Matrix:

- Inclement Weather Policy [HR-220-10](#)
- Inclement Weather [Matrix](#)

When a Division Director has authorized an inclement weather event and the weather has prevented an employee from reporting to work on time, the employee may request up to one hour of inclement weather leave. This leave should be requested with code 9021. The hour will not be charged against the employee's leave balances. This leave is not available to depart work early due to weather conditions.

Employees who are unable to work are not entitled to the hour of inclement weather late arrival leave. As such, when they submit a leave slip, it should include the full shift.

Additional types of leave employees can utilize for inclement weather are listed below. Please see the Inclement Weather [Matrix](#) to determine the order in which the leave may be taken. The appropriate process does depend on the type of employee (non-represented, WPEA Represented, or WFSE Represented).

- 9019 – Exchange Time
- 9016 – Comp Time Inclement Weather
- 9007 – Vacation Inclement Weather
- 9057 – Sick Inclement Weather
- 9030 – LWOP Inclement Weather
- 9061 – Sick Leave – Emergency Family Care (only 3X per year) To be used if schools or day cares close

Power Outage

In the event of a power outage, employees should be in communication with their supervisors related to their status. They may relocate to somewhere that has power, perform work they can do without their computer, adjust their work hours (if allowed by their supervisor and completed in the same work week) and/or take leave.

Mass Warning Notification System (MWNS)

In the event of a serious incident, inclement weather emergency, or other disaster that poses a threat to the health and/or safety of employees, WMD is committed to ensuring communication of this emergency information by means of a Timely Warning Notification. To support this commitment, the WMD has ensured there are systems, equipment and procedures in place to support a robust MWNS capability and has invested in a Communication System which allows administrators to distribute notices in the event of a critical incident, dangerous situation, or severe inclement weather emergency.

Testing of the MWNS is required to ensure functionality and to familiarize new recipients with the system's features. All tests must be evaluated, and corrective actions implemented as necessary. All testing will be done during normal business hours.

During onboarding of new employees, the database will be loaded with your state email address and work desk phone if listed in the directory. You may contact HR to update your profile with any additional information (e.g., personal cell phone, personal e-mail, etc.) you wish to add. Adding additional contact information is voluntary.

Lean

“Lean energizes everyone in the organization and looks at the way we do business.”

Lean provides proven principle to help Washington State Government:

- Create a culture that encourages respect, creativity, and innovative problem solving
- Continuously improve and eliminate waste from government processes
- Align efforts across state agencies
- Deliver results that matter to Washingtonians

Lean Overview

Lean is a strategy to continuously improve the delivery of value to customers. It is a systematic approach to identifying and eliminating waste through continuous improvement.

A Lean Daily Management (LDM) system allows us to deliver customer value through proper support and leadership to those who are closest to the process (customers and process owners) using the following fundamentals:

- **Standard Work:** Agreed upon set of work procedures and best practices by the people who do the work
 - Maximizes performance and minimizes waste
 - Provides a basis for continuous improvement
 - *Benefit:* When everyone is doing the process the same way, the expected results can be achieved.
- **Visual Control Boards:** Allow anyone to see instantly the status of a project, product, or service
 - Show the amount of work completed and work in the queue
 - Display goals for different products or services
 - Manage who is currently in and out of the office or building
 - *Benefit:* At all levels, everyone immediately sees the problem and takes the necessary corrective action.
- **Daily Accountability – Huddles:** Huddles are brief information-sharing events that are conducted by teams or work groups to promote communication and transparency
 - Typically occur in the morning and are 15 minutes or less in duration with team members sharing first and supervisors sharing last
 - *Benefit:* Enables the team to raise and address issues as they occur, preventing larger problems from developing.

WMD State Lean Program Administrator: Bernadette Petruska

253.512.8108 | bernadette.petruska@mil.wa.gov



Safety doesn't happen by accident.

Safety and Health

All employees have a responsibility to perform their duties in accordance with all safety procedures and practices.

Employee Safety Manual

The Employee Safety Manual is available [online \(Internal SharePoint\)](#). This document includes:

- Unified Safety Policy
- Safety Manual Overview
- Safety Procedures
- Fall Protection (Construction)
- Fall Protection (Maintenance and Operations)
- Forklift Operator Safety
- Chemical Hazard Communication (HAZCOM)
- Hearing Conservation
- Lockout Tag Out
- Personal Protective Equipment
- Safe Driving Program
- Claims Management Program
- Forms

How to Report a Safety Concern

Hazards and Near Misses can only be corrected if they are reported or acted upon. If you have a Safety Concern:

- First, try to resolve using your chain of command
- If the situation is not resolved, submit Form [WMDF 6008-19](#), Near Miss / Safety Hazard Report Form
 - Submit to the Safety Officer, State HRO Building 33 or online to safety@mil.wa.gov
- Outcome will be reported in the Safety Council minutes

If you are Injured at Work

Report all accidents, injuries or exposures within 24 hours to your supervisor.

After an injury:

- Injured staff or their supervisor initiates [MIL WMDF 6007-19](#), State Employee Accident/On-the-Job Injury/Illness Report.
- Staff should complete Part 1 of the form, however, if you are unable to fill out your portion of the form, your supervisor will complete the form.
- Supervisor will conduct an accident investigation and complete Part 2 of MIL WMDF6007-19 to:
 - Verify accuracy of Part 1 and confirm injury is work-related
 - Identify contributing factors to prevent reoccurrence and improve unsafe conditions
 - Submit the completed form to the Safety Officer (State HRO, Building 33)
- Seek first aid or medical follow up as needed
 - Notify your provider that the injury is work-related
 - Provider will complete form LIFE 242-130-00, Report of Industrial Injury of Occupational Disease, which the provider will send to L&I to open a claim for you.
- Claim Management
 - Your WMDF 6007-19 must be on file with the Safety Officer to facilitate timely claims handling.
 - Full-time, temporarily disabled state employees are eligible for “Light Duty” or “Modified Duty” until:
 - They are released to full duty
 - Two years has elapsed since date of temporary disability
 - They are permanently disabled
 - The Claims Coordinator works to find a modified job assignment and seeks your medical provider’s approval before placing you in the assignment.

Ergonomic Work State Assistance

The WMD HR Office is available to provide ergonomic assessments of your workstation. **Prior to requesting an assessment**, please complete the [online self-assessment](#) provided by LNI. This training contains information on adjusting your chair, armrests, keyboard height, monitor height, etc. Additionally, there is information on controlling repetitive hand and wrist tasks. If you have concerns regarding the safety of your workstation, contact the Safety Office at safety@wa.mil.gov, or 253-512-7217.

Smart Health

SmartHealth is Washington State's voluntary wellness program that supports you on your journey toward living well. The secure, easy-to-use, mobile-friendly website offers tips and tools through fun activities such as sleeping better, eating healthier, and planning for retirement. Whether you are trying something new or adding to what you already do, SmartHealth has something for everyone. As you progress on your wellness journey, you can also qualify for rewards. Learn more by watching the SmartHealth [stories video](#) or visit their website at hca.wa.gov.

Travel

Find Travel Regulations at <https://des.wa.gov/services/fleet-vehicles-parking>.

Fleet Vehicle Information

To drive a state vehicle, you will need access to the INVERS system. To access the Inverse System:

- Take the required Washington State Defensive Driving course, offered through the [Washington State Learning Center](#).
- Submit a [Driver Information Form](#) to the Agency Transportation Officer, Kristin.ritter@mil.wa.gov, to create your account.
- Once you are confirmed, a PIN number will be emailed to you within 24 hours with complete instructions on how to use the system and fuel cards. Please read the instructions carefully and completely.
 - Keep your PIN in a safe place and do not share it with others.

It is recommended to complete the [INVERS TRAINING](#).

To make reservations

- Visit <https://fleet.invers.com/wsm>. The Department of Enterprise Services (DES) requires the person driving the vehicle makes the reservation.
- Click on the box that says “New Reservation”
- Type your name in the Driver box and search. Once your name comes up, choose Tacoma in the drop down “City” box for vehicles on Camp Murray.
- Click “category” and select the preferred vehicle type from the available options.
- If your destination does not require an SUV, please consider taking another vehicle type, as these vehicles are limited and need to be available for employees driving over the mountain passes, etc.
- Fully complete the next page, including destination, Master index fund code, and whether you hold a valid driver’s license.
- The last page will provide you with confirmation; a copy will be sent to your email.
- The key kiosk is in front of Bldg. 36 on Camp Murray. Fleet vehicles are across the Field Artillery Trail, west of Bldg. 36.

If you are unable to make a reservation, please contact:

Kristin Ritter, Agency Transportation Officer Kristin.ritter@mil.wa.gov | 253.512.8275

Department of Enterprise Services | 360-664-9207, option 1

To Fuel the Vehicle

To fuel the vehicle, use a WEX Card in the blue card holder attached to the vehicle keys.

The WEX Card can be used at most major fuel stations, such as Chevron and Shell. It cannot be used at club fuel stations like Safeway, Costco and Fred Meyer. In advance of using the vehicle, [check for merchants who accept the Wex Card](#).

When using the WEX Card, input your personalized PIN number. If you enter information for the card incorrectly three times, the card will lock. If you have difficulty while at the pump, contact the DES Fleet Operations at 360-664-9207.

You are required to return the vehicle with a full tank of gas, no exceptions.

Important Information

- If you find any issues with the maintenance or operation of a vehicle, write down the license number and contact Kristin Ritter, Monday-Thursday, 6 a.m. to 4:30 p.m.
- If the vehicle takes chains, they will be in the back of vehicle.
- The vehicles are checked regularly for dead batteries. However, if you are on Camp Murray outside office hours (i.e., before 6 a.m. and after 5 p.m.), and your requested vehicle does not start, you must return keys to the box, cancel the reservation, and reschedule with a different car. If a dead battery is discovered during business hours, contact Kristin Ritter to schedule a jump.

For Roadside Assistance

Call Fleet Rescue Road Service at 1-800-356-9316, twenty-four hours a day, seven days a week. If keys are lost or stolen, the vehicle will need to be towed – Call DES at 1-800-542-6840.

In case of an accident

- Read the information in policy [BR.01.01.P2](#)
- Complete state accident form [SF137](#) and on the job injury report Form [WMD6007-19](#) and submit to the Safety Officer.
- Additionally, please notify:
 - Motor Pool Office within 24 hours – 1-800-542-6840
 - Kristin Ritter – 253-512-8275; kristin.ritter@mil.wa.gov.

There is an information packet found in every vehicle; please familiarize yourself with it.



Camp Murray Wildlife, by Bob Wherrett 1

Environmental Awareness

The Washington Military Department Environmental Program works to support mission readiness by ensuring compliance of all Washington Army National Guard and Washington Military Department facilities, activities and operations with all appropriate federal, state, local and military environmental laws and regulations.

The Adjutant General's Unified Environmental Policy applies to all state and federal civilian employees of the WMD and to all members of the Washington National Guard. As part of an ongoing effort to conform to the International Organization for Standardization ([ISO 14001](#)), the policy is implemented through an Environmental Management System (EMS). As noted in the policy statement, the Washington Military Department is committed to:

- Complying with all environmental regulations, policies and procedures
- Identifying and implementing pollution prevention
- Continually improving environmental programs
- Communicating our policy to all employees

If you have questions about these policies or other environmental issues, please call the Environmental Program at 253-512-8717 or find the [Environmental Program](#) page on the WMD SharePoint site or [website](#).

Policies and Procedures

This section provides a general description of some of the major policies that affect you as an employee of the WMD. The full list of WMD policies can be found [online](#). Employees have a responsibility to know and adhere to all Department policies and procedures. The guide provides a brief overview. To review the full policies, click on the link with the policy name.

Ethics

[HR-207-03](#)

All WMD employees are responsible for knowing and adhering to the State Ethics Law ([RCW 42.52](#)) and regulations ([WAC 292-110](#)) applicable policies/procedures and for making choices that exemplify an adherence to high ethical standards.

Employees are to avoid actions that create even the appearance of using their position for personal gain or private advantage for themselves or another person.

Employees shall not:

- Have a financial, other interest or engage in any business or professional activity that conflicts with their official duties.
- Use their official position to secure special privileges for themselves or any other person.
- Receive any compensation from a source, except the state, for performing or deferring the performance of any official duty.
- Accept any gifts. The following items are excluded from the gift restriction:
 - Items from family, friends, or other employees not intended to influence the employee's performance or non-performance of their official duties.
 - Unsolicited plaques and awards of appreciation.
 - Items of nominal value, regularly and normally offered by an organization to customers, potential customers, or the general public as samples or for public relations or advertising purposes.
 - Food and beverages on infrequent occasions in the ordinary course of meals, when related to official duties.
 - Awards, prizes, scholarships or other items provided in recognition of academic or scientific achievement.
- Disclose confidential information to an unauthorized person or use confidential information for personal benefit or to benefit another.
- Use state resources for personal benefit or to benefit another, except as required during the execution of their official duties.
- Use state resources for political campaigns.
- Assist another person in a transaction involving the state if they participated in that transaction or the transaction was part of their job responsibilities within the past 2 years, except as required during the execution of their official duties.

Employees should notify their supervisors of any actual or potential violations of this policy. When in doubt, employees should consult with their supervisors and/or the Human Resources Office.

Equal Opportunity / Affirmative Action

[HR-209-02](#)

The WMD is committed to equal employment opportunity and access to its programs and services for all persons without regard to race, color, sex, religion, creed, age, marital status, national origin, sexual orientation or gender identity, disabled and Vietnam-Era veteran, veteran or military status, or the presence of any physical, sensory or mental disability or any other legally protected status. Equal

employment opportunity and affirmative action are vital responsibilities that are equally important within all functions of the agency. It is the responsibility of each employee to comply with and promote this policy and for maintaining a work environment that encourages and promotes diversity and inclusion. The Military Department will provide an environment free from all forms of discrimination. Employees are prohibited from engaging in any form of racial, religious, and sexual harassment behavior including jokes, slurs, and innuendoes. This behavior is inappropriate in the work environment and may be grounds for corrective or disciplinary action in accordance with Washington State Collective Bargaining Agreements and Washington Administrative Code. Employees that believe they have been subjected to unlawful discrimination should file a complaint with the Human Resource Director.

Diversity, Equity, and Inclusion

[HR-265-21](#)

The WMD will embed the values of diversity, equity and inclusion (DEI) in all aspects of our work to achieve our mission and vision in service of Washington residents. The State of Washington is diverse, and our agency must reflect that diversity to better address disparities in outcomes of our services for marginalized and underrepresented communities through purposeful, tailored and equitable use of resources and programs. To ensure a more diverse workforce, the WMD will foster a work environment that is respectful, brave and safe and will address realities such as individual biases (both conscious and unconscious) and discrimination, recognizing that the actions and impacts of institutions, laws and policies can sometimes reinforce discrimination and oppression. DEI work necessitates confronting discrimination and bias. A focus on DEI is needed to address systems and structures that can discriminate against marginalized communities.

Respectful Work Environment

[HR-266-21](#)

A respectful work environment is an integral part of workforce inclusion. All WMD employees will treat their coworkers with dignity, civility and respect.

Employees shall:

- Treat all their coworkers with dignity, civility and respect.
- Recognize both the intent and impact of their behaviors in creating a respectful work environment.
- Ask their supervisor for advice or support if they are not sure whether they are following this policy so they can uphold the values described here.
- Speak up when they see disrespectful behavior or report it so it can be addressed.
- Take care of each other and create a safe space.
- Learn and grow through engagement and availing themselves to workforce trainings on this and related topics.
- Review this policy annually.

Supervisors, managers and leaders at WMD shall:

- Advise employees on how to uphold the values described in this policy and support their efforts to learn. Managers, supervisors or leaders, who require assistance can contact Human Resources.
- Lead by example. Create and maintain a workplace that demonstrates respect and professionalism.
- Listen to employees when issues are raised. Do not condone or ignore violations of this policy or give employees the impression that you are.

- Address behaviors and incidents that violate this policy quickly and at the lowest appropriate level.
- Ensure any employee in a supervisory, manager, or leadership position has expectations and is evaluated on annual evaluations for leaders as a specific competency required for satisfactory job performance. Leaders will be expected to explain how they worked to comply, achieve and exceed the goals identified in this policy.

Anti-Discrimination, Harassment, and Sexual Harassment Policy

HR208-01

Discrimination, harassment, and sexual harassment of any kind are prohibited by law and will not be tolerated. It is the responsibility of all employees, contractors, and volunteers to foster and maintain a welcoming, inclusive, professional and safe workplace.

Ensuring equal employment opportunity is a vital responsibility for all of us at the WMD. Therefore, it is a violation of policy to:

- Discriminate in the provision of employment opportunities, benefits, or privileges,
- Create discriminatory work conditions; or
- Use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, based on membership in a protected class, or retaliation for assisting in the investigation of a complaint.

In addition to the conduct outlined in our respectful work environment policy (Respectful Work Environment HR-266-21), harassment based on a protected class is prohibited. Harassment is when, based on membership in a protected class, an employee must endure offensive conduct as a condition of continued employment, or when the conduct is severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Types of harassment that fall within this category include, but are not limited to the following:

- Sexual Harassment
- Gender-based Harassment
- Racial and/or Ethnic Harassment
- Age-based Harassment
- Disability-based Harassment
- Sexual Orientation Harassment
- National Origin Harassment
- Religion-based Harassment

Sexual harassment is an unlawful employment practice prohibited by Title VII of the Civil Rights Act of 1964 and RCW 49.60. Sexual harassment can occur in a variety of circumstances. The victim as well as the harasser may be any gender. The harasser can be the victim's supervisor, a supervisor in another area, a coworker, a contractor or other agent of the employer, or a nonemployee such as a client or a customer. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct even if unintended by the perpetrator. Behaviors leading to sexual harassment can include, but is not limited to, gestures, innuendos, jokes, inappropriate comments of a sexual nature, unwelcome or unwanted attention, or playful banter. WMD has established a process for reporting discrimination, harassment, and sexual harassment complaints, and will ensure that all individuals are protected and provided relief from any form of discrimination or sexual harassment in the workplace.

The responsibilities indicated here are not optional and failure to follow them may lead to discipline, up to and including termination.

Reasonable Accommodation

HR-211-05

The WMD affirms its commitment to equal opportunity and access to employment, facilities, programs and services offered to individuals with disabilities. WMD will not discriminate against any qualified individual with a disability, or anyone perceived or believed to have a disability, in any aspect of the employment process.

Qualified individuals with disabilities have the right to request and receive reasonable accommodation in all aspects of employment, so that they may enjoy the benefits, rights and privileges of equal employment opportunity afforded to other applicants, candidates and, employees; and access to WMD programs, facilities and services, consistent with applicable laws, regulations, WMD policies and labor contracts. New Employees, who have not previously notified the WMD of the need for reasonable accommodation, shall do so at the time of New Employee Orientation.

Outside Employment

HR-241-02

Employees shall not participate in outside employment that conflicts with the performance of their assigned duties. Employees' outside employment must be consistent with the provisions of [RCW 42.52](#), which establishes a code of ethics for public officers and employees. Outside employment regardless of hours worked, includes, but is not limited to:

- Employment by another unit of government (federal government, state agencies, or local jurisdictions)
- Private employment
- Owning or operating a private business
- Employment as a consultant or advisor
- Work under personal service contracts with another unit of government (federal government, state agency, or local jurisdiction)
- Volunteer (paid or unpaid) work on a regularly scheduled basis that coincides with or overlaps assigned work time. This does not include National Guard, State Active Guard, or any of the Armed Forces Reserve components.

Employees must complete a [Disclosure of Outside Employment Form](#) for any outside employment. A new disclosure form is required if the duties change for either the outside employment, or the assigned duties within the WMD.

Whistleblower

DIR-010-11

The WMD believes in, and will comply with and support the Whistleblower Program as described in RCW 42.40:

It is the policy of the legislature that employees should be encouraged to disclose to the extent not expressly prohibited by law, improper governmental actions and it is the intent of the legislature to protect the right of state employees making these disclosures.

Employees may submit Whistleblower assertions on the designated [Whistleblower Form](#) by two methods described below:

1. To the department Whistleblower Designee, Intergovernmental Affairs and Policy Director, who will forward the assertions to the State Auditor's Office within 15 calendar days at whistleblower@mil.wa.gov
2. Directly to the State Auditor's Office
Fax (360) 586-3519

Email: whistleblower@sao.wa.gov

Web: <https://sao.wa.gov/report-a-concern/how-to-report-a-concern/whistleblower-program/>

Mail: Washington State Auditor's Office

Attn: State Employee Whistleblower Program

P.O. Box 40031

Olympia, WA 98504-0031

Department Whistleblower Designee contact information can be found on the Department's SharePoint site.

Drug and Alcohol Free Workplace

HR-201-08

This policy applies to all state employees of the WMD. This policy does not apply to federal personnel, to include Active Guard and Reserves (AGRs) and traditional guardsmen in a federal military status or military technicians.

General Rules for All WMD Employees

Must report to work in a professional manner in a condition fit to perform their assignments unimpaired by alcohol or drugs.

- Employees are responsible for consulting their physician and/or pharmacist as to any limits on their ability to perform the duties of their position as a result of taking physician prescribed drugs or medical marijuana. Employees shall report any such limitations to their supervisor or other designated official before resuming their official work duties.
- The use or possession of marijuana while on duty, during work hours which include lunchbreaks and rest periods, or in stand by status, by an employee is prohibited in state vehicles, on agency premises, or other governmental or private worksites where employees are assigned to conduct official state business.
- The unlawful use, possession, delivery, dispensation, distribution, manufacture or sale of drugs in state vehicles or agency premises or on official business is prohibited.
- Employees may not use or possess alcohol while on duty, during work hours which include lunchbreaks and rest periods, or in standby status, in state vehicles or on WMD premises or other government or private worksites where employees are assigned to conduct official state business.
- An employee must remove themselves from performing any safety-sensitive function and report the situation to their supervisor if they are experiencing any impairment from prescription or non-prescription medicines or if there is the potential for impairment.
- An employee shall not perform safety sensitive functions within four (4) hours after using alcohol.
- Any employee charged with or convicted of a controlled substance statute violation, or charged with Driving Under the Influence (DUI), must notify his/her Assistant Director or Director within 48 hours of the conviction.
- Any employee arrested for DUI while driving during the course of state business for a controlled substance statute violation or DUI must notify his/her Assistant Director or Director and the HR Director immediately or as soon as reasonably possible.
- An employee must notify their supervisor immediately or as soon as reasonably possible that their driver's license is suspended, revoked, or canceled. Department Policy No. HR-201-08
- No employee shall refuse to submit to a post-accident or reasonable suspicion test.

- An employee required to take a post-accident alcohol test under this policy shall not use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- Employees who violate this policy may be subject to disciplinary action up to and including dismissal from employment.
- The WMD Human Resources (HR) Office provides information to all employees on a drug and alcohol-free workplace program.
- WMD encourages employees to voluntarily seek treatment for drug and alcohol abuse. Employees may seek confidential, professional help with personal or work-related problems through the Employee Assistance Program (EAP). There is no charge for assessment or assistance. EAP services are available statewide.

Addendum



A-1 Timesheet Instructions

INFORMATION TAB

Employee will fill out their information tab with their name, work schedule, day and time regular shift starts, pay category (OT exempt/OT eligible or WMS), personnel number and charge codes. EMD staff, your admin staff will fill out your information tab.

TIMESHEET

Work shift: (column C) – enter actual hours you are in pay status, including leave and paid holidays.
Example: 8:00 – 4:30

Hours worked: (column D) – enter number of actual hours you worked. This does not include leave and holiday example: 8.

Do not enter your OT hours in this column. If you are over your 40 hours for the week your hours are recorded in column G** if you click on cell C9 it has minutes to tenths place chart that is very useful when calculating your hours.

Leave taken: (column E) – If you took leave, use the drop-down box to select a leave type. If more than one leave type was used for example you took 4 hrs. AL and 4hrs SL select one of the types of leave you took from the drop down and then go up to the formula bar and add a “/” and manually type in the other leave type abbreviation such as SL. Input the total number of leave hours taken under Hours (column F).

The Total: (column G) will auto populate. (Blue column)

Overtime: (column H) this is where you record the hours you worked over your 40 for the week. This column should match your OT slip.

Activation: (columns I&J) enter the work shift when you were working on the disaster in the EOC or JFO. Example 12:10-19:00 (column H) and the total hours 7.2 (column I).

Call back: (column K) enter an X in this column; all call back is 3 hours.

Funding: (column N-V) Enter the hours worked under the appropriate program Index code you should be charging your hours to. Please code all your hours to the 10ths place and do not code LWOP hours. The intermittent boxes can be keyed on the actual timesheet, but make sure you use the same codes for the whole month.

Totals to be paid at regular rate (column W) will auto populate.

Overtime Earned: (column X-Z) code your overtime hours from column H here and make sure you manually type in a program index code.

EMD; during an activation you record your overtime daily in this section, any hours over your regular workday shift should get recorded here.

Sign and date at the bottom.

Email: Attach the whole excel workbook to an email and email it to your supervisor each payroll cutoff. EMD- admis will email each employee signed PDF's to the leave slip box. All emails need to have the correct subject lines.

Subject Line Requirements:

Timesheet: TS-Doe, Jane MM/DD/Y (date is the last day of the pay period)

Revised Timesheet: REVISED TS- Doe, Jane MM/DD/YY

Cancelled Timesheet: CANCELLED TS- Doe, Jane MM/DD/YY

If your emails are sent without the correct subject line, they will be returned.

A-2 Camp Murray Map

