

Chapter 357-01 WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

357-01-100 Department. [Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-100, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.

357-01-215 Occupational category/class series. [Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-215, filed 12/21/04, effective 7/1/05.] Repealed by WSR 09-11-063, filed 5/14/09, effective 6/16/09. Statutory Authority: Chapter 41.06 RCW.

WAC 357-01-005 Affected groups. Those groups that must be included in affirmative action plans and updates and who may be beneficiaries of affirmative action programs. Affected groups include: Blacks, Asians, Pacific Islanders, Hispanics/Latinos, American Indians/Alaska Natives, women, persons age 40 and over, persons with disabilities, Vietnam-era veterans and disabled veterans. Employers must use the most current federal definitions and categories in their plans and updates.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-005, filed 12/21/04, effective 7/1/05.]

WAC 357-01-010 Affirmative action program. A tool designed to ensure equal opportunity through procedures and active good faith efforts to correct underutilization of qualified affected group members. It shall not mean any sort of quota system.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-010, filed 12/21/04, effective 7/1/05.]

WAC 357-01-015 Affirmative action plan. Results-oriented programs to which employers commit their good faith efforts to attain and maintain equal employment opportunity. Guidelines for development of affirmative action plans are established by the director's office and are consistent with requirements set forth by federal Executive Order 11246 and Affirmative Action Guidelines issued by the U.S. Departments of Labor and Justice.

[Statutory Authority: Chapter 41.06 RCW. WSR 11-23-054, § 357-01-015, filed 11/10/11, effective 12/13/11; WSR 05-01-204, § 357-01-015, filed 12/21/04, effective 7/1/05.]

WAC 357-01-020 Allocation. The assignment of a position to a class.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-020, filed 12/21/04, effective 7/1/05.]

WAC 357-01-022 Anniversary date (higher education). For employees of higher education institutions or related higher education boards, anniversary date is the most recent date of hire into state service. The anniversary date is used to determine when vacation leave over two hundred forty (240) hours is lost. Higher education employers may make the anniversary date the first calendar day of the month in which the date of hire occurred. A higher education employee receives a new anniversary date when that employee is rehired following a break in state service, but not when the employee promotes, demotes, or transfers to another higher education employer.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-093, § 357-01-022, filed 5/27/05, effective 7/1/05.]

WAC 357-01-023 Anniversary date (general government). For employees of general government agencies, anniversary date is the unbroken service date plus prior state service minus leave without pay when it exceeds fifteen consecutive calendar days as provided in WAC 357-31-345. The anniversary date is used to determine when vacation leave over two hundred forty hours is lost and for computing the rate of vacation leave accrual beginning with the fifth year of total state employment.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-093, § 357-01-023, filed 5/27/05, effective 7/1/05.]

WAC 357-01-025 Appointing authority. An individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-025, filed 12/21/04, effective 7/1/05.]

WAC 357-01-035 Availability. An estimate of the percentage of qualified affected group members available for employment in a given job group. The determination of the availability of affected group members must be based on consideration of the following factors:

(1) The percentage of availability of affected group members with the requisite skills in the reasonable recruitment area.

(2) The percentage of affected group members among those promotable, transferable, and trainable within the employer's organization.

The availability estimates must be based on an analysis of the factors determined to be relevant to the particular job group.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-035, filed 12/21/04, effective 7/1/05.]

WAC 357-01-040 Base salary. The dollar amount of the salary within the salary range to which the employee is

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entitled, before any deductions, and exclusive of additional compensation of any kind, such as premiums.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-040, filed 12/21/04, effective 7/1/05.]

WAC 357-01-045 Board. The Washington personnel resources board.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-045, filed 12/21/04, effective 7/1/05.]

WAC 357-01-050 Career development. The progressive development of an employee's capabilities. Career development is meant to facilitate the employee's productivity, performance, job satisfaction, and advancement. Career development can happen through work assignments as well as education and training. The education and training may be state-sponsored or achieved by the individual employee's efforts. All career development must be consistent with the needs and obligations of the state and its employers.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-050, filed 12/21/04, effective 7/1/05.]

WAC 357-01-055 Career planning. A process designed to identify and provide opportunities for each employee's career growth through job experience, training, and/or continuing education.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-055, filed 12/21/04, effective 7/1/05.]

WAC 357-01-060 Certification. The act of referring eligible candidates to the employing official for further consideration.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-060, filed 12/21/04, effective 7/1/05.]

WAC 357-01-065 Certified pool. Those eligible candidates determined by the employer to be among the best qualified for a position, based on position-specific criteria, who are certified to the employing official.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-065, filed 12/21/04, effective 7/1/05.]

WAC 357-01-070 Charges. A detailed statement of the specific incidents alleging cause for disciplinary action.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-070, filed 12/21/04, effective 7/1/05.]

WAC 357-01-072 Child. A biological, adopted, or foster child, or a stepchild, a legal ward, or a child of a person standing in loco parentis.

[Statutory Authority: Chapter 41.06 RCW. WSR 07-17-124, § 357-01-072, filed 8/20/07, effective 9/20/07; WSR 07-03-054, § 357-01-072, filed 1/12/07, effective 2/15/07; WSR 06-19-063, § 357-01-072, filed 9/19/06, effective 10/20/06; WSR 05-12-093, § 357-01-072, filed 5/27/05, effective 7/1/05.]

WAC 357-01-075 Class. A level of work.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-075, filed 12/21/04, effective 7/1/05.]

WAC 357-01-080 Class series. A grouping of job functions having similar purpose and knowledge requirements, but different levels of difficulty and responsibility.

[Statutory Authority: Chapter 41.06 RCW. WSR 09-11-063, § 357-01-080, filed 5/14/09, effective 6/16/09; WSR 05-01-204, § 357-01-080, filed 12/21/04, effective 7/1/05.]

WAC 357-01-085 Classified service. All positions in state service not exempt from the provisions of chapter 41.06 RCW.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-085, filed 12/21/04, effective 7/1/05.]

WAC 357-01-090 Competencies. Those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-090, filed 12/21/04, effective 7/1/05.]

WAC 357-01-095 Demotion. Movement of an employee from a position in one class to a position in another class that has a lower salary range maximum.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-095, filed 12/21/04, effective 7/1/05.]

WAC 357-01-105 Developmental opportunities. Activities designed to develop employees' knowledge and skills for future job assignments.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-105, filed 12/21/04, effective 7/1/05.]

WAC 357-01-110 Director. State human resources director within the office of financial management.

[Statutory Authority: Chapter 41.06 RCW. WSR 11-23-054, § 357-01-110, filed 11/10/11, effective 12/13/11; WSR 05-01-204, § 357-01-110, filed 12/21/04, effective 7/1/05.]

WAC 357-01-115 Disabled veteran. For affirmative action purposes, a person:

(1) Entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap; or

(2) Whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-19-006, § 357-01-115, filed 9/8/05, effective 10/10/05; WSR 05-01-204, § 357-01-115, filed 12/21/04, effective 7/1/05.]

WAC 357-01-120 Dismissal. The termination of an individual's employment for disciplinary purposes.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-120, filed 12/21/04, effective 7/1/05.]

WAC 357-01-125 Eligible applicant. A job seeker who has successfully completed preliminary screening processes for a specific position.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-125, filed 12/21/04, effective 7/1/05.]

(11/18/15)

WAC 357-01-130 Eligible candidate. An individual who has successfully completed all assessment requirements for a specific position and is eligible to be considered for the certified pool.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-130, filed 12/21/04, effective 7/1/05.]

WAC 357-01-135 Elevation. An employer-initiated action that moves an employee to a position in either:

(1) A higher class in which the employee held permanent status prior to a demotion; or

(2) A class in the same class series which is between the current class and the class from which the employee demoted.

[Statutory Authority: Chapter 41.06 RCW. WSR 09-11-063, § 357-01-135, filed 5/14/09, effective 6/16/09; WSR 05-01-204, § 357-01-135, filed 12/21/04, effective 7/1/05.]

WAC 357-01-138 Emergency health condition. A sudden, generally unexpected occurrence or set of circumstances related to a person's health, which requires immediate action and is typically short-term in nature.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-093, § 357-01-138, filed 5/27/05, effective 7/1/05.]

WAC 357-01-140 Employee. An individual working in the classified service. Employee business unit members are covered by chapter 357-43 WAC and defined in WAC 357-43-001.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-140, filed 12/21/04, effective 7/1/05.]

WAC 357-01-145 Employer. A state agency, an institution of higher education, or a related higher education board.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-145, filed 12/21/04, effective 7/1/05.]

WAC 357-01-150 Employing official. An administrative or supervisory employee designated by the appointing authority to exercise responsibility for requesting certification, interviewing eligible candidates, and recommending appointment of individuals to classified positions.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-150, filed 12/21/04, effective 7/1/05.]

WAC 357-01-155 Employee performance management process. The systematic set of actions taken by a supervisor to maximize employee productivity, potential and satisfaction.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-155, filed 12/21/04, effective 7/1/05.]

WAC 357-01-160 Examination. A scored competitive written, oral, or performance test administered as part of a position-specific hiring process prior to certification.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-160, filed 12/21/04, effective 7/1/05.]

WAC 357-01-165 Examination process. The process used to administer and score an examination.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-165, filed 12/21/04, effective 7/1/05.]

WAC 357-01-170 Examination results. An eligible candidate's final score on an examination, plus any veterans scoring criteria or other applicable credits. Veterans scoring criteria is only added to passing scores.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-170, filed 12/21/04, effective 7/1/05.]

WAC 357-01-172 Family members. Individuals considered to be members of the family are parent, step-parent, sister, brother, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, minor/dependent child, and child. For the purpose of domestic violence, sexual assault, or stalking provisions within Title 357 WAC family member also includes a domestic partner as defined in RCW 26.60.-020 or a person with whom the employee has a dating relationship as defined in RCW 26.50.010.

[Statutory Authority: Chapter 41.06 RCW. WSR 09-17-057 and 09-18-112, § 357-01-172, filed 8/13/09 and 9/2/09, effective 12/3/09; WSR 09-03-013, § 357-01-172, filed 1/9/09, effective 2/13/09; WSR 08-15-043, § 357-01-172, filed 7/11/08, effective 10/1/08; WSR 05-12-093, § 357-01-172, filed 5/27/05, effective 7/1/05.]

WAC 357-01-173 Furlough. The temporary cessation of an employee's service in accordance with WAC 357-46-063.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-074, § 357-01-173, filed 5/27/05, effective 7/1/05.]

WAC 357-01-174 Full-time employee. An employee who is scheduled to work:

- Forty hours in one workweek;
- For hospital personnel assigned to a fourteen-day schedule, eighty hours over a fourteen-day period; or
- For law enforcement positions, one hundred sixty hours in the twenty-eight-day work period. For the purpose of this definition, time spent on temporary layoff will count towards the hourly requirement.

[Statutory Authority: Chapter 41.06 RCW. WSR 10-23-040, § 357-01-174, filed 11/10/10, effective 12/13/10; WSR 05-12-093, § 357-01-174, filed 5/27/05, effective 7/1/05.]

WAC 357-01-175 General government employer. Any agency as defined by RCW 41.06.020 who is not a higher education employer.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-175, filed 12/21/04, effective 7/1/05.]

WAC 357-01-180 Higher education employer. The University of Washington, Washington State University, Central Washington University, Eastern Washington University, Western Washington University, The Evergreen State College, the various state community colleges, the state board for community and technical colleges, the higher education coordinating board, and such other boards, councils,

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and commissions related to higher education as may be established.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-180, filed 12/21/04, effective 7/1/05.]

WAC 357-01-182 Household members. Persons who reside in the same home who have reciprocal duties to and provide financial support for one another. The term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-093, § 357-01-182, filed 5/27/05, effective 7/1/05.]

WAC 357-01-185 Job analysis. The process of gathering, analyzing, and synthesizing information about a position in order to identify the essential tasks, functions, roles and competencies required to perform the work of the position, and the written documentation of the results of the analysis.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-185, filed 12/21/04, effective 7/1/05.]

WAC 357-01-190 Job seeker. An individual who has indicated to the employer an interest in employment by submitting an application.

[Statutory Authority: Chapter 41.06 RCW. WSR 15-24-006, § 357-01-190, filed 11/18/15, effective 12/21/15; WSR 05-01-204, § 357-01-190, filed 12/21/04, effective 7/1/05.]

WAC 357-01-195 Layoff unit. A clearly identified structure within an employer's organization within which lay-off options are determined in accordance with the employer's layoff procedure. Layoff units may be a series of progressively larger units within an employer's organization.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-195, filed 12/21/04, effective 7/1/05.]

WAC 357-01-200 List. A list of eligible names established to be certified for vacancies in a class.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-200, filed 12/21/04, effective 7/1/05.]

WAC 357-01-202 Minor/dependent child. A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is:

- Under eighteen years of age, or
- Eighteen years of age or older and incapable of self-care because of a mental or physical disability.

Persons who are *in loco parentis* are those with day-to-day responsibilities to care for and financially support a child.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-093, § 357-01-202, filed 5/27/05, effective 7/1/05.]

WAC 357-01-205 Nonrepresented employee. A classified employee whose position is not part of a bargaining unit with a certified exclusive representative.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-205, filed 12/21/04, effective 7/1/05.]

WAC 357-01-210 Nonpermanent appointment. An appointment made by a general government employer under the provisions of WAC 357-19-360.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-210, filed 12/21/04, effective 7/1/05.]

WAC 357-01-220 Overtime eligible employee. An employee who is covered by the overtime provisions of the Fair Labor Standards Act.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-220, filed 12/21/04, effective 7/1/05.]

WAC 357-01-225 Overtime-exempt employee. An employee who is not covered by the overtime provisions of the Fair Labor Standards Act.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-225, filed 12/21/04, effective 7/1/05.]

WAC 357-01-227 Parent. A biological or adoptive parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a child. A person who had day-to-day responsibilities to care for and financially support the employee when he or she was a child is considered to have stood *in loco parentis* to the employee.

[Statutory Authority: Chapter 41.06 RCW. WSR 06-19-063, § 357-01-227, filed 9/19/06, effective 10/20/06; WSR 05-12-093, § 357-01-227, filed 5/27/05, effective 7/1/05.]

WAC 357-01-228 Parent-in-law. A biological or adoptive parent of an employee's spouse or an employee's registered domestic partner or an individual who stood *in loco parentis* to an employee's spouse or to an employee's registered domestic partner when the employee's spouse or the employee's registered domestic partner was a child. A person who had day-to-day responsibilities to care for and financially support the employee's spouse or the employee's registered domestic partner when he or she was a child is considered to have stood *in loco parentis* to the employee's spouse or to the employee's registered domestic partner.

[Statutory Authority: Chapter 41.06 RCW. WSR 10-17-061, § 357-01-228, filed 8/13/10, effective 9/15/10; WSR 09-17-057 and 09-18-112, § 357-01-228, filed 8/13/09 and 9/2/09, effective 12/3/09; WSR 05-12-093, § 357-01-228, filed 5/27/05, effective 7/1/05.]

WAC 357-01-229 Part-time employee. An employee who is scheduled to work less than that required for a full-time employee.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-093, § 357-01-229, filed 5/27/05, effective 7/1/05.]

WAC 357-01-230 Performance management confirmation. Approval granted by the director to an employer allowing the employer to link individual employee performance to compensation or layoff decisions.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-230, filed 12/21/04, effective 7/1/05.]

WAC 357-01-232 Periodic increment date (PID). The date upon which an employee is scheduled to move to a higher salary step within the salary range for the current class.

(11/18/15)

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-232, filed 12/21/04, effective 7/1/05.]

WAC 357-01-235 Persons with disabilities. For affirmative action purposes, an individual with a permanent physical, mental, or sensory impairment that substantially limits one or more major life activities. The impairment must be both permanent and material rather than slight, but not necessarily require a workplace accommodation. An impairment that is episodic or in remission is still a disability if it would substantially limit a major life activity when active. The determination of whether an impairment substantially limits a major life activity shall be made without considering temporary improvements made through mitigating measures such as medication, therapy, reasonable accommodation, prosthetics, technology, equipment, or adaptive devices (but not to include ordinary eyeglasses or contact lenses).

[Statutory Authority: Chapter 41.06 RCW. WSR 15-11-103, § 357-01-235, filed 5/20/15, effective 6/22/15; WSR 05-01-204, § 357-01-235, filed 12/21/04, effective 7/1/05.]

WAC 357-01-240 Position. A group of duties and responsibilities to be performed by an employee.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-240, filed 12/21/04, effective 7/1/05.]

WAC 357-01-245 Premium. Pay added to an employee's base salary on a contingent basis in recognition of special requirements, conditions, or circumstances associated with the job.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-245, filed 12/21/04, effective 7/1/05.]

WAC 357-01-250 Probationary period. The initial period of employment following certification and appointment to, or reemployment in, the classified service. The probationary period continues for six to twelve months as determined under the provisions of WAC 357-19-040.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-250, filed 12/21/04, effective 7/1/05.]

WAC 357-01-260 Promotion. The appointment to a class with a higher salary range maximum that results in a salary increase.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-260, filed 12/21/04, effective 7/1/05.]

WAC 357-01-265 Promotional organizational unit. A unit established by the employer based upon administrative and/or geographical relationships and used for promotional recruitment and hiring.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-265, filed 12/21/04, effective 7/1/05.]

WAC 357-01-270 Reallocation. The assignment of a position to a different class.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-270, filed 12/21/04, effective 7/1/05.]

WAC 357-01-275 Reassignment. An employer-initiated move of an employee within the employer from one position to another position in the same class.

[Statutory Authority: Chapter 41.06 RCW. WSR 09-23-056, § 357-01-275, filed 11/12/09, effective 12/15/09; WSR 05-01-204, § 357-01-275, filed 12/21/04, effective 7/1/05.]

WAC 357-01-280 Reemployment. Appointment of a former permanent employee who had permanent status in a class with the same or similar job duties.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-280, filed 12/21/04, effective 7/1/05.]

WAC 357-01-282 Registered domestic partner. An individual considered to be a registered domestic partner has met the requirements for a valid state registered domestic partnership as established by RCW 26.60.030 and who has been issued a certificate of state registered domestic partnership by the secretary of state's office.

[Statutory Authority: Chapter 41.06 RCW. WSR 09-17-057 and 09-18-112, § 357-01-282, filed 8/13/09 and 9/2/09, effective 12/3/09.]

WAC 357-01-285 Regular rate. All compensation (i.e. base salary plus any premiums) received by an employee for the performance of work in an assigned position.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-285, filed 12/21/04, effective 7/1/05.]

WAC 357-01-290 Reversion. 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 357-19-117.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-290, filed 12/21/04, effective 7/1/05.]

WAC 357-01-295 Salary range. The minimum and maximum dollar amount assigned to a class.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-295, filed 12/21/04, effective 7/1/05.]

WAC 357-01-300 Screening. Separate from a scored competitive examination, screening is the use of assessment tools including, but not limited to application or resume reviews, pass/fail skill tests, supplemental questionnaires, or identification of job-related competencies to narrow the field of job seekers that will be considered for inclusion within the certified pool.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-300, filed 12/21/04, effective 7/1/05.]

WAC 357-01-301 Separation. Separation from state employment for nondisciplinary purposes.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-092, § 357-01-301, filed 5/27/05, effective 7/1/05; WSR 05-08-134, § 357-01-301, filed 4/6/05, effective 7/1/05.]

WAC 357-01-303 Seniority date (general government). For a full-time general government employee, the seniority date is the employee's most recent date of hire into state service (including exempt service) as adjusted for any

period of leave without pay which exceeds fifteen consecutive calendar days except when the leave without pay is taken for reasons listed in WAC 357-46-055.

For a part-time general government employee, the seniority date is calculated by determining the number of actual hours worked and/or in paid status, excluding compensatory time off. Actual hours worked includes overtime hours regardless of whether or not the employee receives monetary payment or compensatory time for the hours worked. Time spent in leave without pay status is not credited unless the leave without pay is taken for reasons listed in WAC 357-46-055.

[Statutory Authority: Chapter 41.06 RCW. WSR 14-06-007, § 357-01-303, filed 2/20/14, effective 3/24/14.]

WAC 357-01-304 Seniority date (higher education).

For higher education employees, the seniority date is determined in accordance with the employer's layoff procedure. The employer's layoff procedure must specify a uniform method for determining the seniority date for employees of the higher education institution or related board who are covered by the civil service rules. Employees on military leave as provided in WAC 357-31-370 must not have their seniority date adjusted for the time spent on military leave without pay.

[Statutory Authority: Chapter 41.06 RCW. WSR 14-06-007, § 357-01-304, filed 2/20/14, effective 3/24/14.]

WAC 357-01-305 Shared employment. A voluntary arrangement whereby more than one employee jointly fill a single position as agreed between the employer and the employees.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-305, filed 12/21/04, effective 7/1/05.]

WAC 357-01-310 Special employment program. Special employment programs are those programs designated by the director which are designed and implemented to reduce unemployment and/or provide training opportunities to enable persons to become more employable. Special employment programs are funded in total, or in part, from sources other than the normal sources available to the employer.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-310, filed 12/21/04, effective 7/1/05.]

WAC 357-01-315 Special pay salary ranges. A unique salary range assigned to a position or class in accordance with WAC 357-28-025.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-315, filed 12/21/04, effective 7/1/05.]

WAC 357-01-320 Supplemental certification. Increasing the normal certification of names to incorporate persons with disabilities, Vietnam-era veterans, disabled veterans or persons over 40.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-320, filed 12/21/04, effective 7/1/05.]

WAC 357-01-325 Suspension. An absence without pay for disciplinary purposes.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-325, filed 12/21/04, effective 7/1/05.]

WAC 357-01-327 Temporary appointment. An appointment made by a higher education employer under the provisions of WAC 357-19-435.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-192, § 357-01-327, filed 12/21/04, effective 7/1/05.]

WAC 357-01-330 Training. Activities designed to develop employees' job-related knowledge and skills for present job assignments.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-330, filed 12/21/04, effective 7/1/05.]

WAC 357-01-335 Transfer. An employee-initiated move of that employee from a position to another position within or between employers in the same class or a different class with the same salary range maximum.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-335, filed 12/21/04, effective 7/1/05.]

WAC 357-01-340 Transition review period. The transition review period is a six-month evaluation period that allows the employer and employee to determine whether a placement into a position as a layoff option or appointment to a position from a layoff list or the general government transition pool is a good match.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-340, filed 12/21/04, effective 7/1/05.]

WAC 357-01-345 Trial service period. The initial period of employment following:

- (1) A promotional appointment to a position in a new class;
- (2) A transfer, voluntary demotion, or elevation when required by the employer under the provisions of WAC 357-19-030; or
- (3) An appointment within two years of separation due to layoff to a position with a higher salary range maximum than the position the employee was laid off from.

The trial service period will continue for six to twelve months as determined under the provisions of WAC 357-19-050.

[Statutory Authority: Chapter 41.06 RCW. WSR 14-24-025, § 357-01-345, filed 11/21/14, effective 12/22/14; WSR 05-01-204, § 357-01-345, filed 12/21/04, effective 7/1/05.]

WAC 357-01-348 Unbroken service date (general government). The date a general government employee began current continuous state service. This date is used for computing the rate of vacation leave accrual through and including the employee's fourth year of continuous service. The unbroken service date is adjusted by leave without pay when it exceeds fifteen consecutive calendar days as provided in WAC 357-31-345.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-093, § 357-01-348, filed 5/27/05, effective 7/1/05.]

(11/18/15)

WAC 357-01-350 Underutilization. Occurs when there are fewer affected group members in a particular job group than would reasonably be expected based on the affected group's availability.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-350, filed 12/21/04, effective 7/1/05.]

WAC 357-01-355 Vietnam era veteran. For affirmative action purposes, a person who served on active duty for more than one hundred eighty days, any part of which occurred between February 28, 1961, and May 7, 1975, in the Republic of Vietnam, or between August 5, 1964, and May 7, 1975, in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-204, § 357-01-355, filed 12/21/04, effective 7/1/05.]

WAC 357-01-360 Washington general service (WGS). 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.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-091, § 357-01-360, filed 5/27/05, effective 7/1/05.]

WAC 357-01-365 Washington management service (WMS). The system of personnel administration that applies to classified managerial employees or positions under the jurisdiction of RCW 41.06.022 and 41.06.500.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-091, § 357-01-365, filed 5/27/05, effective 7/1/05.]

WAC 357-01-370 Workweek. A regular recurring period of 168 hours beginning at a time determined by the appointing authority and continuing for seven consecutive 24-hour periods.

[Statutory Authority: Chapter 41.06 RCW. WSR 06-23-089, § 357-01-370, filed 11/14/06, effective 12/18/06.]