

(2) Employee requests for review must be in writing and requested within fifteen calendar days of the action or notification or awareness (whichever was first) of the action to be reviewed.

(3) An agency shall conduct an informal review, at the employee's request, for the following actions:

(a) Salary adjustment (or lack thereof) when the responsibilities of the permanent employee's position have been changed.

(b) Placement actions following reversion of a permanent employee.

(c) Decisions about if a position is included in the Washington management service.

(i) The final agency-internal review shall be conducted by the agency director or designee.

(ii) If the incumbent disagrees with the agency director/designee's decision, he/she may request a review by the director of the department of personnel, provided that such request is made within fifteen calendar days of notification of the decision. Such review will be limited to relevant documents and information and will be final.

(4) Each agency is responsible for identifying and acting upon patterns or trends that signal problems or training needs among its managers.

(5) Each agency shall maintain a record of the number, nature, and outcome of informal reviews.

(6) The director of personnel retains the right to review any review decision rendered by agency heads or designees or any actions taken under the Washington management service.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.500. 94-01-126, § 356-56-610, filed 12/17/93, effective 1/18/94.]

WAC 356-56-630 Resignation. Washington management service employees may resign following the provisions of WAC 356-30-250 (1) through (4).

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.500. 94-01-126, § 356-56-630, filed 12/17/93, effective 1/18/94.]

WAC 356-56-650 Record keeping. Each agency will maintain records of employees in the Washington management service. The records will identify employees as members of the Washington management service, including position numbers and position titles, and track all personnel actions related to them. Agencies will be responsible for reporting statistical information to the department of personnel regarding diversity, applicant flow, and appointments following each selection.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.500. 94-01-126, § 356-56-650, filed 12/17/93, effective 1/18/94.]

WAC 356-56-660 Administrative procedures—Rule making. (1) The director of personnel will adopt rules as necessary and appropriate pursuant to RCW 41.06.500 and chapter 356-56 WAC. The director will hold a formal, public meeting to receive comments and a record of proceedings will be maintained.

(2) The meetings in which the director of personnel receives comments on rule proposals shall be conducted in a facility and manner that reasonably accommodates the needs of persons with disabilities.

(3) Interested parties may participate in the formulation of rules or amendments thereto by offering proposals for the director's consideration. As necessary, informal meetings of interested parties and department of personnel staff may be called prior to presenting rule proposals to the director.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.500. 94-01-126, § 356-56-660, filed 12/17/93, effective 1/18/94.]

Title 359 WAC PERSONNEL RESOURCES BOARD

Chapters

359-07 Public records.

359-48 State internship program.

Chapter 359-07 WAC PUBLIC RECORDS

WAC

359-07-010	Purpose.
359-07-020	Public records—Writings—Defined.
359-07-030	Description and location of departmental organization.
359-07-040	General method of operation.
359-07-050	Office hours.
359-07-055	Records index.
359-07-060	Records availability—Copies obtained.
359-07-070	Exemptions—Public records.

WAC 359-07-010 Purpose. The purpose of this chapter shall be to ensure compliance by the department of personnel with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25 through 32 of that act (RCW 42.17.250 through 42.17.350), dealing with public records.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-032, § 359-07-010, filed 12/29/93, effective 1/1/95.]

WAC 359-07-020 Public records—Writings—Defined. (1) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents and electronic records.

(3) Both "public records" and "writings" as described in subsections (1) and (2) of this section are the property of the state of Washington and, in accordance with chapter 40.14 RCW, require the authority of the state records committee before their disposal may be accomplished.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-032, § 359-07-020, filed 12/29/93, effective 1/1/95.]

WAC 359-07-030 Description and location of departmental organization. (1) The central office of the department of personnel is located at 521 Capitol Way S., Olympia, Washington.

(2) The staff is organized in five general areas:

(a) Recruitment division which provides for recruitment, examination, examination development, and certifications.

(b) Compensation and classification division which provides for salary surveys, compensation plan administration, classification, agency services and services to institutions of higher education and related boards.

(c) Human resource development division (located at 600 South Franklin Street, Olympia, Washington) which provides consultation on human resource development activities to agencies, training which is interagency in scope and guidelines for agency planning and evaluation of human resource development.

(i) Within the human resource development division, the employee advisory service offices are at the following locations: 3400 Capitol Boulevard, Olympia, Washington; 613 - 19th Avenue E., Suite 101, Seattle, Washington; and at Suite 604, Northtown Office Building, Spokane, Washington.

(d) Administrative division which provides departmental fiscal management, facilities, word processing support, agency personnel services, affirmative action, client relations, and labor relations services.

(e) Information systems division (located at Building #1, Rowsix, Lacey, Washington) which administers the central personnel/payroll and insurance eligibility computer systems.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-032, § 359-07-030, filed 12/29/93, effective 1/1/95.]

WAC 359-07-040 General method of operation. (1) The general conduct of agency business is pursuant to the charter established in chapters 41.06 and 41.05 RCW, and Title 359 WAC.

(2) Provisions for all interested parties to participate in formulation of rules governing administration of the law is assured by a twenty-day notice requirement prerequisite to formal personnel resources board action on any jurisdictional matter, except appeals.

(3) Special meetings may be called by the board subject to twenty-four hour notice, as required by law.

(4) Informal work sessions with interested parties are conducted by staff of the department of personnel as necessary to ensure representation from interested parties before proposals are made to the board.

(5) All business of the department of personnel will be conducted in facilities which are accessible and/or in a manner which reasonably accommodates the needs of persons of disability.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-032, § 359-07-040, filed 12/29/93, effective 1/1/95.]

WAC 359-07-050 Office hours. Public records shall be available for inspection and copying during the customary office hours of the department of personnel. For the

purposes of this chapter, the customary office hours shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-032, § 359-07-050, filed 12/29/93, effective 1/1/95.]

WAC 359-07-055 Records index. (1) A public records index shall be maintained for all records which fall within the requirements of RCW 42.17.260.

(2) The index shall include a short title, brief description, the time period covered, the physical location and the custodial division for each record.

(3) The index will be updated on a continual basis as needed.

(4) Copies of the index will be made available at no charge upon request to the public records officer for the agency.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-032, § 359-07-055, filed 12/29/93, effective 1/1/95.]

WAC 359-07-060 Records availability—Copies obtained. (1) Subject to WAC 359-07-070, copies of all public records defined in WAC 359-07-020 and identified in current indexes maintained in the Olympia office of the department of personnel shall be made available upon written request to the staff member designated by the director or his designee. Responses to such requests will be in the order received.

(2) No fee will be charged for inspection of public records. Inspection will be during office hours in a space provided by the director and must be accomplished without excessive interference with the essential functions of the agency.

(3) Copies of records will be made available at not more than actual cost to the department of personnel as determined by the director. Rules and regulations will be made available without charge.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-032, § 359-07-060, filed 12/29/93, effective 1/1/95.]

WAC 359-07-070 Exemptions—Public records. (1) The department of personnel shall determine which public records requested in accordance with these rules are exempt under the provisions of RCW 42.17.310.

(2) Pursuant to RCW 42.17.260, the department of personnel may delete identifying details when it makes available or publishes any public record and in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The public records officer or a designated staff member will fully justify such deletion in writing.

(3) Denials by the designated staff member of requests for public records must be accompanied by a written statement specifying the reason for the denial. A statement of the specific exemption in chapter 42.17 RCW authorizing withholding the record and a brief explanation of how the exemption applies to the record withheld will be included.

(4) Denials of requests for public records will be reviewed by the director or designee within two working days of the denial.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-032, § 359-07-070, filed 12/29/93, effective 1/1/95.]

Chapter 359-48 WAC STATE INTERNSHIP PROGRAM

WAC

359-48-010	State internship program—Purpose.
359-48-020	State internship program—Application of rules.
359-48-030	State internship program—General provisions.
359-48-040	State internship program—Eligibility—Duration of internship.
359-48-050	State internship program—Return rights—Benefits.
359-48-060	State internship program—Completion of internship.

WAC 359-48-010 State internship program—

Purpose. The purpose of the state internship program is to assist students and state employees in gaining valuable work experience and knowledge in various areas of state government. The program shall be administered by the office of the governor.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-033, § 359-48-010, filed 12/29/93, effective 1/1/95.]

WAC 359-48-020 State internship program—

Application of rules. With the exceptions noted in chapter 359-48 WAC, the remainder of the merit system rules do not apply to positions in the state internship program.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-033, § 359-48-020, filed 12/29/93, effective 1/1/95.]

WAC 359-48-030 State internship program—

General provisions. (1) No agency or institution of higher education or related boards shall be deemed to exceed any limitation or full-time equivalent staff positions on the basis of intern positions established under the state internship program.

(2) The provisions of chapter 359-48 WAC shall not limit the authority of state agencies or institutions of higher education and related boards to continue or establish other internship programs or positions.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-033, § 359-48-030, filed 12/29/93, effective 1/1/95.]

WAC 359-48-040 State internship program—

Eligibility—Duration of internship. The state internship program shall consist of two individual internship programs:

(1) An undergraduate internship program for students working toward an undergraduate degree. In addition, any state employee, whether working toward a degree or not, shall be eligible to participate in the program upon the written recommendation of the head of the employee's agency or head of the employee's department at institutions of higher education. Persons selected to participate in the undergraduate internship program shall serve internships of three to six months.

(2) An executive fellows program for students who have successfully completed at least one year of graduate-level work and have demonstrated a substantial interest in public sector management. In addition, any state employee, whether working toward an advanced degree or not, shall be

eligible to participate in the program upon the written recommendation of the head of the employee's agency or head of the employee's department at an institution of higher education. Positions in this program shall be as assistants or analysts at the mid-management level or higher. Persons selected to participate in the executive fellows program shall serve internships for one to two years.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-033, § 359-48-040, filed 12/29/93, effective 1/1/95.]

WAC 359-48-050 State internship program—

Return rights—Benefits. (1) Employees leaving classified or exempt positions in state government or institutions of higher education and related boards to participate in the state internship program shall:

(a) Continue to receive all fringe benefits as if they had never left their classified or exempt position. In addition, employees leaving classified positions shall continue to accrue seniority while in the state internship program.

(b) Have the right to return to their previous position at any time during the internship or upon completion of the internship.

(2) Participants in the undergraduate internship program who were not state employees prior to accepting a position in the program shall accrue sick leave credits commensurate with other state employees.

(3) Participants in the executive fellows program who were not state employees prior to accepting a position in the program shall:

(a) Accrue sick leave and vacation leave credits commensurate with other state employees; and

(b) Receive insurance and retirement credit commensurate with other employees of the employing agency.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-033, § 359-48-050, filed 12/29/93, effective 1/1/95.]

WAC 359-48-060 State internship program—

Completion of internship. Successful completion of an internship in the undergraduate internship program or the executive fellows program shall be considered as employment experience at the level at which the intern was placed.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-02-033, § 359-48-060, filed 12/29/93, effective 1/1/95.]

Title 365 WAC

COMMUNITY DEVELOPMENT, DEPARTMENT OF

(Formerly: Planning and Community Affairs
Agency)

Chapters

365-24 Uniform relocation assistance and real property acquisition.

365-135 Bond cap allocation.