Title 359 WAC
PERSONNEL RESOURCES BOARD

Chapters
359-07 Public records.
359-09 Affirmative action.
359-39 Human resources training and development.
359-48 State internship program.

Chapter 359-07 WAC
PUBLIC RECORDS
(Effective January 1, 1996)

WAC
359-07-010 Purpose. (Effective January 1, 1996.) 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.

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WAC 359-07-020 Public records—Writings—Defined. (Effective January 1, 1996.) (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.

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WAC 359-07-030 General method of operation. (Effective January 1, 1996.) (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.

1995 Ed.)
WAC 359-07-050 Office hours. (Effective January 1, 1996.) 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.

WAC 359-07-055 Records index. (Effective January 1, 1996.) (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.

WAC 359-07-060 Records availability—Copies obtained. (Effective January 1, 1996.) (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 no more than actual cost to the department of personnel as determined by the director. Rules and regulations will be made available without charge.

WAC 359-07-070 Exemptions—Public records. (Effective January 1, 1996.) (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.

WAC 359-09-010 Purpose. (Effective January 1, 1996.) The purpose of this chapter is to provide guidance to state agencies, higher education institutions, and related boards to comply with the provisions of chapters 41.06, 49.60, and 49.74 RCW, and executive orders, which provide for affirmative action and equal employment opportunity. Equal employment opportunity is equal opportunity for all in employment matters; affirmative action is good faith efforts designed to correct the effects of past discrimination. Agencies, higher education institutions, and related boards will take measures to remove barriers to equal employment opportunity, to provide for affirmative action where underutilization exists, and to monitor progress toward achieving affirmative action goals through internal affirmative action programs.

WAC 359-09-015 Governor's affirmative action policy committee. (Effective January 1, 1996.) The
Affirmative Action 359-09-015

(6) Review the progress of state agencies, higher education institutions, and related boards, in meeting goals and addressing problems identified in affirmative action plans and programs.

(7) Review state-wide employment trends such as appointment, promotion, transfer, terminations, and formal disciplinary actions for adverse impact, as necessary.

WAC 359-09-050 Testing—Supplemental certification. (Effective January 1, 1996). (1) The department of personnel will make reasonable accommodations for persons with disabilities during test procedures.

(2) When a state agency, higher education institution, or related board has established affirmative action goals for classified employees in accordance with the applicable guidelines:

(a) Members of underutilized groups may be added anytime to registers and eligible lists as provided in chapter 359-26 WAC.

(b) When available, additional names of eligibles who meet applicable affirmative action criteria shall be certified in accordance with chapter 359-26 WAC.

WAC 359-09-040, filed 3/2/94, effective 1/1/95.]

Chapter 359-39 WAC

HUMAN RESOURCES TRAINING AND DEVELOPMENT

(Effective January 1, 1996)

WAC

359-39-010 Purpose.
359-39-030 Assignment of responsibilities.
359-39-040 Assignments for career development purposes.
359-39-140 Employee attendance at training.

(1) Career development. The progressive development of employee capabilities to facilitate productivity, job satisfaction, and upward mobility through work assignments as well as education and training that are both state-sponsored.
sored and are achieved by individual employee efforts, all of which shall be consistent with the needs and obligations of the state and its agencies, higher education institutions and related boards.

(2) Career planning. A process designed to provide opportunities for employee career growth through job experience, training and/or continuing education.

(3) Human resource training and development plan. Each organization's written methods or design that specifies opportunities for training and development of occupational or professional skills of employees to ensure the full utilization of the state’s human resources.

(4) Training. Activities designed to develop job-related knowledge and skills of employees.


WAC 359-39-030 Assignment of responsibilities. (Effective January 1, 1996.) The responsibility for human resource training and development is shared by the department of personnel, other agencies, higher education institutions, related boards, and employees.

(1) Each agency, higher education institution, and related board is responsible for:

(a) Developing a human resource training and development plan;
(b) Submitting a summary of the human resource training and development plan, including estimated costs, to the director or director's designee of the department of personnel; and
(c) Providing employee orientation, required job-related training, and assistance with career planning.

(2) Each employee is responsible for participating in training associated with maintenance of required licenses and certifications, required training, and, if desired, personal career planning.

(3) The director or director's designee of the department of personnel shall support human resource training and development by:

(a) Providing training which is interagency and/or intrasystem in scope;
(b) Consulting with agencies and higher education institutions and related boards in their human resource training and development activities, upon request;
(c) Providing guidelines for human resource training and development planning and evaluation; and
(d) Reviewing human resource training and development plans to promote intrasystem sharing of resources for training and career development.
(e) Providing for the evaluation of training and career development programs and plans based on the minimum standards established in WAC 359-39-050.

[Statutory Authority: RCW 41.06.150 and chapter 41.06 RCW. 94-23-136, § 359-39-030, filed 11/23/94, effective 1/1/96; 94-13-091, § 359-39-030, filed 6/14/94, effective 1/1/95.]

WAC 359-39-040 Assignments for career development purposes. (Effective January 1, 1996.) (1) Agencies, higher education institutions, and related boards may make the following planned training assignments for employee career development without incurring reallocation or compensation obligations:

(a) Performance of responsibilities outside the current job classification on a time-limited basis.
(b) Rotational or special project assignments.

(2) The employee and the employer(s) shall mutually agree in writing, including time limits, to assignments identified in (1)(a) and (b) of this section.

(3) Assignments of responsibilities outside of the current job classification for purposes other than identified in (1) of this section are subject to classification and compensation provisions elsewhere in these rules.

[Statutory Authority: RCW 41.06.150 and chapter 41.06 RCW. 94-23-136, § 359-39-040, filed 11/23/94, effective 1/1/96; 94-13-091, § 359-39-040, filed 6/14/94, effective 1/1/95.]

WAC 359-39-050 Human resource training and development plan—Criteria—Availability. (Effective January 1, 1996.) (1) Each agency, higher education institution, and related board shall prepare a human resource training and development plan, with revision as needed. The plan shall be based on an assessment of the organization’s human resource training and development needs. The plan shall state the policies and objectives for human resource training and development and the policies shall address, at a minimum, the following:

(a) Identification of the position(s) responsible for employee training and development.
(b) Criteria for employee eligibility.
(c) Criteria for employees’ leave, release time, or compensation while participating in human resource training and development activities.
(d) Criteria for educational leave.
(e) Provisions for the involvement of employees in training and development.
(f) Provisions for the assessment of employee training needs.
(g) Provisions for entry-level management/supervisory training.
(h) Provisions for the assessment of employee training and development needs.
(i) Provisions for the involvement of employees in the development of training policies and plans.
(j) Provisions for the evaluation of the training and development programs.
(k) Provisions for assignments for career development as described in WAC 359-39-040(1) and approval of such assignments by the immediate supervisor and the organization’s designee(s). The designee(s) shall be identified in the plan.

(2) Copies of the human resource training and development plan shall be made available to employees upon request.

[Statutory Authority: RCW 41.06.150 and chapter 41.06 RCW. 94-23-136, § 359-39-050, filed 11/23/94, effective 1/1/96; 94-13-091, § 359-39-050, filed 6/14/94, effective 1/1/95.]

WAC 359-39-090 Required entry-level management/supervisory training—Agency. (Effective January 1, 1996.) (1) Each agency shall require employees appointed to a supervisory or management position to successfully complete an entry-level supervisory or management training
course as approved by the director of the department of personnel. Employees shall be enrolled in this training within nine months of the date of their appointment, or if training is not available, as soon thereafter as it becomes available. When training opportunities are available, the agency may suspend the entry-level training requirement, for up to a maximum of an additional six months.

(2) The director or director's designee of the department of personnel shall establish criteria by which such training is approved or considered equivalent.

(3) An agency may waive the requirement for entry-level training in cases where an employee has occupied a designated supervisory or management position for at least one year, prior to the present appointment, and has demonstrated experience and competence as a substitute for training.

(a) The agency shall advise an affected employee in writing of waiver to this training.

(b) The record of such waiver shall be placed in the employee's personnel file and shall be reported following procedures outlined by the department of personnel.

(4) Each agency shall designate individual positions, or groups of positions, as being supervisory or entry-level management positions. Criteria for such designations shall be published by the department of personnel.

\[Statutory Authority: RCW 41.06.150 and chapter 41.06 RCW. 94-23-136, § 359-48-030, filed 11/23/94, effective 1/1/96; 94-02-033, § 359-48-010, filed 12/29/93, effective 1/1/95.\]

WAC 359-39-140 Employee attendance at training. (Effective January 1, 1996.) (1) Agencies, higher education institutions, and related boards may require employees to attend training which is job related or meets an identified employer need. Such required attendance during and/or outside of working hours shall be considered time worked and compensated in accordance with these rules.

(2) Employee attendance, either on approved leave or outside of working hours, at training that is not required shall be voluntary and not considered time worked.

(3) Employers may provide release time for non-required training.

\[Statutory Authority: RCW 41.06.150 and chapter 41.06 RCW. 94-23-136, § 359-39-140, filed 11/23/94, effective 1/1/96; 94-13-091, § 359-39-090, filed 6/14/94, effective 1/1/95.\]

Chapter 359-48 WAC
STATE INTERNSHIP PROGRAM
(Effective January 1, 1996)

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. (Effective January 1, 1996.) 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.

\[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-23-136, § 359-48-010, filed 11/23/94, effective 1/1/96; 94-02-033, § 359-48-010, filed 12/29/93, effective 1/1/95.\]

WAC 359-48-020 State internship program—Application of rules. (Effective January 1, 1996.) 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.

\[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-23-136, § 359-48-020, filed 11/23/94, effective 1/1/96; 94-02-033, § 359-48-020, filed 12/29/93, effective 1/1/95.\]

WAC 359-48-030 State internship program—General provisions. (Effective January 1, 1996.) (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.

\[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-23-136, § 359-48-030, filed 11/23/94, effective 1/1/96; 94-02-033, § 359-48-030, filed 12/29/93, effective 1/1/95.\]

WAC 359-48-040 State internship program—Eligibility—Duration of internship. (Effective January 1, 1996.) 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.

\[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. 94-23-136, § 359-48-040, filed 11/23/94, effective 1/1/96; 94-02-033, § 359-48-040, filed 12/29/93, effective 1/1/95.\]
政府或高等教育和相关机构的员工以及相关委员会要参与州实习计划时，应：

(a) 继续领取所有非薪福利，好像他们从未离开过他们的分类或豁免职位。此外，离职的员工在分类职位上应继续累积工龄。

(b) 在实习期间或实习结束后任何时候有权返回到他们的原职位。

(2) 参加本科实习生项目的学生在实习期前从未是州雇员的，应在实习期每累积病假或事假来与州雇员相同。

(3) 参加高级实习生项目的学生在实习期前从未是州雇员的，应：

(a) 累积病假和事假来与州雇员相同。

(b) 接受与雇用该员工的机构的其他员工相同的保险和退休信用。

【法定授权：41.06条和41.06.150条。11/23/94号令359-48-050，自1/1/96起生效；12/29/93号令359-48-050，自1/1/95起生效。】

WAC 359-48-060 状态实习计划—
完成实习期。 (自1996年1月1日起生效)

成功的完成一个在本科实习生计划或高级实习生计划中的实习应被视为工作经历，当时的实习生级别。

【法定授权：41.06条和41.06.150条。11/23/94号令359-48-060，自1/1/96起生效；12/29/93号令359-48-060，自1/1/95起生效。】