

# Title 82 WAC

## FINANCIAL MANAGEMENT, OFFICE OF

(Formerly: Office of Program Planning and Fiscal Management)

<b>Chapters</b>	
<b>82-05</b>	<b>Petition process for adoption, repeal or amendment of an agency rule.</b>
<b>82-06</b>	<b>General provisions.</b>
<b>82-10</b>	<b>Public funds cash flow.</b>
<b>82-12</b>	<b>Payment of assessments against state-owned land.</b>
<b>82-20</b>	<b>Electronic deposit of salaries and state funded benefits.</b>
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<b>82-32</b>	<b>Investment of retained percentages on state contracts for public works.</b>
<b>82-48</b>	<b>Disclosure of public records.</b>
<b>82-50</b>	<b>Pay dates for state employees.</b>
<b>82-54</b>	<b>Shared leave program.</b>

82-16-110	Moneys available for claims. [Order II, Regulation 11, filed 12/7/64.] Repealed by Order 5, filed 4/28/69, effective 5/30/69 and Emergency Order 4, filed 3/27/69.
82-16-900	Appendix A—Certificate of tort claim settlement. [Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-900, filed 8/24/79; Order 5, Appendix A, (codified as WAC 82-16-900), filed 4/28/69, effective 5/30/69; Emergency Order 4, filed 3/27/69.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-9001	Appendix B—Attorney general's certificate on tort judgment. [Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-9001, filed 8/24/79; Order 5, Appendix B (codified as WAC 82-16-9001), filed 4/28/69, effective 5/30/69; Emergency Order 4, filed 3/27/69.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.

### Chapter 82-24 MOVING EXPENSES

#### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 82-16

#### PAYMENT OF TORT CLAIMS AGAINST THE STATE

82-16-001	Promulgation. [Order II, § 82-16-001, filed 12/7/64.] Repealed by Order 5, filed 4/28/69, effective 5/30/69 and Emergency Order 4, filed 3/27/69.
82-16-010	Director—Agency head—Defined. [Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-010, filed 8/24/79; Order 32, § 82-16-010, filed 7/19/76; Order II, Regulation 1, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-020	Directors' authority to pay exclusive—Certification of claims and judgment. [Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-020, filed 8/24/79; Order 32, § 82-16-020, filed 7/19/76; Order 5, § 82-16-020, filed 4/28/69, effective 5/30/69; Emergency Order 4, filed 3/27/69; Order II, Regulation 2, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-030	Forwarding settlements and judgments for payment—Forms. [Order II, Regulation 3, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-040	Payments, to whom made—Satisfaction of judgments. [Order II, Regulation 4, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-050	Agencies and funds charged. [Order 32, § 82-16-050, filed 7/19/76; Order II, Regulation 5, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-060	Charge where more than one agency involved. [Order II, Regulation 6, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-070	Reimbursements to tort claims account. [Order 5, § 82-16-070, filed 4/28/69, effective 5/30/69; Emergency Order 4, filed 3/27/69; Order II, Regulation 7, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-080	Relief from obligation to reimburse. [Order II, Regulation 8, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-090	Reports to legislature. [Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-090, filed 8/24/79; Order 5, § 82-16-090, filed 4/28/69, effective 5/30/69; Emergency Order 4, filed 3/27/69; Order II, Regulation 9, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.
82-16-100	Additional records to provide supporting information. [Order II, Regulation 10, filed 12/7/64.] Repealed by 98-01-022, filed 12/8/97, effective 1/8/98.

82-24-010	Purpose. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-010, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-010, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-020	Definitions. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-020, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-020, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-030	Per diem and mileage expenses. [Order 3, § 82-24-030, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-040	Transferred employees qualified to receive allowable moving expenses. [Order 3, § 82-24-040, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-050	New employees qualified to receive allowable moving expenses. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-050, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-050, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-060	Responsibilities of agency head. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-060, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-060, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-070	Responsibilities of state traffic manager, division of purchasing. [Order 3, § 82-24-070, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-080	Moving household goods by common carrier. [Statutory Authority: RCW 43.03.110 and 43.03.120. 87-06-012 (Order 87-64), § 82-24-080, filed 2/20/87. Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-080, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-080, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-090	Moving household goods in rental equipment. [Statutory Authority: RCW 43.03.110 and 43.03.120. 87-06-012 (Order 87-64), § 82-24-090, filed 2/20/87. Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-090, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-090, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-100	Moving household goods in state-owned vehicles. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-100, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-100, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
82-24-110	Mobile home moves. [Statutory Authority: RCW 43.03.110 and 43.03.120. 87-06-012 (Order 87-64), §

- 82-24-110, filed 2/20/87. Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-110, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-110, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
- 82-24-120 Damage claim procedure. [Order 3, § 82-24-120, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
- 82-24-130 Payment of moving expenses. [Statutory Authority: RCW 43.03.110 and 43.03.120. 87-06-012 (Order 87-64), § 82-24-130, filed 2/20/87. Statutory Authority: RCW 43.03.120. 81-10-021 (Order 52), § 82-24-130, filed 4/28/81, effective 6/1/81; 79-09-056 (Order 42), § 82-24-130, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-130, filed 4/4/68, effective 5/6/68.] Repealed by 98-18-017, filed 8/21/98, effective 9/21/98.
- Chapter 82-28**  
**TRAVEL REGULATIONS**
- 82-28-010 Control of travel. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-010, filed 12/2/83; 79-04-010 (Order 41), § 82-28-010, filed 3/12/79, effective 4/15/79; Order 30, § 82-28-010, filed 6/1/76; Order 14, § 82-28-010, filed 7/27/71; Order 8, § 82-28-010, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-020 Conventions and conferences. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-020, filed 12/2/83; Order 30, § 82-28-020, filed 6/1/76; Order 8, § 82-28-020, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-030 Applicability of regulations. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-030, filed 12/2/83; Order 8, § 82-28-030, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-040 Basis for reimbursement. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-040, filed 12/2/83; 79-04-010 (Order 41), § 82-28-040, filed 3/12/79, effective 4/15/79; Order 30, § 82-28-040, filed 6/1/76; Order 14, § 82-28-040, filed 7/27/71; Order 8, § 82-28-040, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-050 Per diem allowance in lieu of actual expenses for subsistence and lodging. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-050, filed 12/2/83; 81-10-020 (Order 50), § 82-28-050, filed 4/28/81; 79-04-010 (Order 41), § 82-28-050, filed 3/12/79, effective 4/15/79; Order 37, § 82-28-050, filed 12/1/77, effective 1/1/78; Emergency Order 36, § 82-28-050, filed 10/1/77; Order 35, § 82-28-050, filed 9/1/77, effective 10/1/77; Order 30, § 82-28-050, filed 6/1/76; Order 18, § 82-28-050, filed 6/24/74; Order 15, § 82-28-050, filed 2/16/72; Order 14, § 82-28-050, filed 7/27/71; Order 8, § 82-28-050, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-060 Reimbursable transportation expenses. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-060, filed 12/2/83; Order 10, § 82-28-060, filed 7/17/70, effective 8/17/70; Order 8, § 82-28-060, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-06001 Special allowances for higher than usual subsistence and lodging cost locations. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-06001, filed 12/2/83; 81-10-020 (Order 50), § 82-28-06001, filed 4/28/81; 79-04-010 (Order 41), § 82-28-06001, filed 3/12/79, effective 4/15/79; Order 37, § 82-28-060 (codified as WAC 82-28-06001), filed 12/1/77, effective 1/1/78; Emergency Order 36, § 82-28-060 (codified as WAC 82-28-06001), filed 10/1/77; Order 35, § 82-28-060 (codified as WAC 82-28-06001), filed 9/1/77, effective 10/1/77.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-070 Official transportation request (SF 6855). [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-070, filed 12/2/83; Order 14, § 82-28-070, filed 7/27/71; Order 10, § 82-28-070, filed 7/17/70, effective 8/17/70; Order 8, § 82-28-070, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-080 Reimbursement for use of privately-owned motor vehicles. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-080, filed 12/2/83; 81-10-020 (Order 50), § 82-28-080, filed 4/28/81; 80-06-074 (Order 49), § 82-28-080, filed 5/22/80; 80-04-021 (Order 46), § 82-28-080, filed 3/14/80; 79-04-010 (Order 41), § 82-28-080, filed 3/12/79, effective 4/15/79; 78-06-027 (Order 39), § 82-28-080, filed 5/18/78, effective 7/1/78; Order 35, § 82-28-080, filed 9/1/77; Order 30, § 82-28-080, filed 6/1/76; Order 18, § 82-28-080, filed 6/24/74; Order 8, § 82-28-080, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-090 Miscellaneous travel expenses. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-090, filed 12/2/83; Order 8, § 82-28-090, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-100 Leave of absence during travel. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-100, filed 12/2/83; Order 8, § 82-28-100, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-110 Travel for convenience of employee. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-110, filed 12/2/83; Order 14, § 82-28-110, filed 7/27/71; Order 8, § 82-28-110, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-120 Submission of travel expense vouchers. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-120, filed 12/2/83; Order 8, § 82-28-120, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-130 Receipts and information required in support of travel expense vouchers. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-130, filed 12/2/83; 79-04-010 (Order 41), § 82-28-130, filed 3/12/79, effective 4/15/79; Order 15, § 82-28-130, filed 2/16/72; Order 14, § 82-28-130, filed 7/27/71; Order 8, § 82-28-130, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-135 Direct payment to vendors supplying subsistence or lodging. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-135, filed 12/2/83; Order 35, § 82-28-135, filed 9/1/77.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-140 Purpose of travel expense advances. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-140, filed 12/2/83; Order 8, § 82-28-140, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-150 How to obtain travel expense advances. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-150, filed 12/2/83; Order 8, § 82-28-150, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-160 Subsequent accounting for travel advances. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-160, filed 12/2/83; Order 8, § 82-28-160, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-170 Default by employee. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-170, filed 12/2/83; Order 8, § 82-28-170, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-180 Limitation of use of travel expense advance monies. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-180, filed 12/2/83; Order 8, § 82-28-180, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-190 Use of privately-owned motor vehicle. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-190, filed 12/2/83; 79-04-010 (Order 41), § 82-28-190, filed 3/12/79, effective 4/15/79; Order 30, § 82-28-190, filed 6/1/76; Order 8, § 82-28-190, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-200 Use of state motor vehicles—General requirements. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-200, filed 12/2/83; Order 30, § 82-28-200, filed 6/1/76; Order 8, § 82-28-200, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.
- 82-28-210 Passenger motor vehicle accident reports. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-210, filed 12/2/83; Order 30, §

82-28-210, filed 6/1/76; Order 8, § 82-28-210, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.

82-28-220 Use of rental motor vehicles. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-220, filed 12/2/83; Order 8, § 82-28-220, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.

82-28-230 Prospective employee interview expenses. [Statutory Authority: RCW 43.03.050 and 43.03.060. 83-24-047 (Order 83-60), § 82-28-230, filed 12/2/83; 79-04-010 (Order 41), § 82-28-230, filed 3/12/79, effective 4/15/79; Order 37, § 82-28-230, filed 12/1/77, effective 1/1/78; Emergency Order 36, § 82-28-230, filed 10/1/77; Order 35, § 82-28-230, filed 9/1/77, effective 10/1/77; Order 18, § 82-28-230, filed 6/24/74; Order 14, § 82-28-230, filed 7/27/71; Order 8, § 82-28-230, filed 6/16/70.] Repealed by 98-18-018, filed 8/21/98, effective 9/21/98.

**Chapter 82-36**

**UTILIZATION OF PASSENGER MOTOR VEHICLES**

82-36-010 Purpose. [Order 27, § 82-36-010, filed 11/20/75; Order 23, § 82-36-010, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-020 Intent. [Order 27, § 82-36-020, filed 11/20/75; Order 23, § 82-36-020, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-030 Definitions. [Statutory Authority: RCW 43.41.130. 83-03-003 (Order 56), § 82-36-030, filed 1/7/83; 80-02-162 (Order 45), § 82-36-030, filed 2/6/80; Order 27, § 82-36-030, filed 11/20/75; Order 23, § 82-36-030, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-033 Management. [Order 28, § 82-36-033, filed 12/30/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-035 Acquisition of passenger motor vehicles. [Order 27, § 82-36-035, filed 11/20/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-040 Criteria for permanently assigned vehicle. [Order 28, § 82-36-040, filed 12/30/75; Order 27, § 82-36-040, filed 11/20/75; Order 23, § 82-36-040, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-050 Criteria for use of state-owned or operated passenger motor vehicles between duty station and official residence. [Order 28, § 82-36-050, filed 12/30/75; Order 23, § 82-36-050, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-060 Travel and passenger vehicle operating records and reports. [Order 28, § 82-36-060, filed 12/30/75; Order 27, § 82-36-060, filed 11/20/75; Order 23, § 82-36-060, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-070 Use of privately-owned automobiles. [Order 28, § 82-36-070, filed 12/30/75; Order 27, § 82-36-070, filed 11/20/75; Order 23, § 82-36-070, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-080 Use of state-owned or operated passenger motor vehicles. [Order 28, § 82-36-080, filed 12/30/75; Order 27, § 82-36-080, filed 11/20/75; Order 23, § 82-36-080, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-090 Passenger motor vehicle accident reports. [Order 28, § 82-36-090, filed 12/30/75; Order 23, § 82-36-090, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-100 Use of commercial rental cars. [Order 23, § 82-36-100, filed 6/2/75.] Repealed by Order 28, filed 12/30/75.

82-36-110 Confidential license plates. [Order 23, § 82-36-110, filed 6/2/75.] Repealed by Order 28, filed 12/30/75.

82-36-120 Noncompliance. [Order 28, § 82-36-120, filed 12/30/75; Order 23, § 82-36-120, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-130 Conservation. [Order 28, § 82-36-130, filed 12/30/75; Order 23, § 82-36-130, filed 6/2/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-140 Maintenance and repair. [Order 28, § 82-36-140, filed 12/30/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

82-36-150 Disposal of passenger motor vehicles. [Order 27, § 82-36-150, filed 11/20/75.] Repealed by 98-18-014, filed 8/21/98, effective 9/21/98.

**Chapter 82-40**

**FINANCING OF HISTORIC PRESERVATION GRANTS**

82-40-010 Scope of chapter. [Order 26, § 82-40-010, filed 8/19/75.] Repealed by 98-18-016, filed 8/21/98, effective 9/21/98.

82-40-020 Entities eligible for funding assistance. [Order 26, § 82-40-020, filed 8/19/75.] Repealed by 98-18-016, filed 8/21/98, effective 9/21/98.

82-40-030 Projects eligible for funding. [Order 26, § 82-40-030, filed 8/19/75.] Repealed by 98-18-016, filed 8/21/98, effective 9/21/98.

82-40-040 Matching requirements. [Order 26, § 82-40-040, filed 8/19/75.] Repealed by 98-18-016, filed 8/21/98, effective 9/21/98.

82-40-050 Procedural detail. [Order 26, § 82-40-050, filed 8/19/75.] Repealed by 98-18-016, filed 8/21/98, effective 9/21/98.

82-40-060 Administrative costs. [Order 26, § 82-40-060, filed 8/19/75.] Repealed by 98-18-016, filed 8/21/98, effective 9/21/98.

82-40-070 Joint rules. [Order 26, § 82-40-070, filed 8/19/75.] Repealed by 98-18-016, filed 8/21/98, effective 9/21/98.

**Chapter 82-44**

**STATE ENVIRONMENTAL POLICY ACT REGULATIONS**

82-44-010 Exempt activities. [Order 31, § 82-44-010, filed 7/19/76.] Repealed by 98-18-015, filed 8/21/98, effective 9/21/98.

82-44-020 Capital budget defined. [Order 31, § 82-44-020, filed 7/19/76.] Repealed by 98-18-015, filed 8/21/98, effective 9/21/98.

82-44-030 Application of environmental considerations to the capital budgeting process. [Order 31, § 82-44-030, filed 7/19/76.] Repealed by 98-18-015, filed 8/21/98, effective 9/21/98.

82-44-040 Capital budget—Lead agency. [Order 31, § 82-44-040, filed 7/19/76.] Repealed by 98-18-015, filed 8/21/98, effective 9/21/98.

82-44-050 Lead agency determines timing of the environmental impact statement (EIS) process. [Order 31, § 82-44-050, filed 7/19/76.] Repealed by 98-18-015, filed 8/21/98, effective 9/21/98.

82-44-060 Project checklists. [Order 31, § 82-44-060, filed 7/19/76.] Repealed by 98-18-015, filed 8/21/98, effective 9/21/98.

82-44-070 Exempt project requests. [Order 31, § 82-44-070, filed 7/19/76.] Repealed by 98-18-015, filed 8/21/98, effective 9/21/98.

82-44-080 Project checklist to legislature. [Order 31, § 82-44-080, filed 7/19/76.] Repealed by 98-18-015, filed 8/21/98, effective 9/21/98.

82-44-090 Compliance with State Environmental Policy Act (SEPA). [Order 31, § 82-44-090, filed 7/19/76.] Repealed by 98-18-015, filed 8/21/98, effective 9/21/98.

**Chapter 82-05 WAC**

**PETITION PROCESS FOR ADOPTION, REPEAL OR AMENDMENT OF AN AGENCY RULE**

**WAC**

- 82-05-010 Purpose.
- 82-05-020 What information must I include in a petition?
- 82-05-030 How do I submit a petition?
- 82-05-040 What happens after a petition is submitted?
- 82-05-050 How can I appeal agency denial of a petition?

**WAC 82-05-010 Purpose.** This chapter describes the requirements and process for petitioning an agency to adopt, repeal, or amend a rule under RCW 34.05.330.

[Statutory Authority: 1995 c 403 § 703. 96-03-048, § 82-05-010, filed 1/12/96, effective 2/12/96.]

**WAC 82-05-020 What information must I include in a petition?** (1) Every petition for adoption, repeal, or amendment of a rule must include the following:

- (a) The name of the agency responsible for administering the rule, and
  - (b) The rationale for adoption of a new rule or amendment or repeal of an existing rule.
  - (c) In addition to any other concerns, you, the petitioner, are encouraged to address whether:
    - (i) The rule is authorized
    - (ii) The rule is needed
    - (iii) The rule conflicts with or duplicates other federal, state, or local laws
    - (iv) Alternatives to the rule exist that will serve the same purpose at less cost
    - (v) The rule applies differently to public and private entities
    - (vi) The rule serves the purposes for which it was adopted
    - (vii) The rule imposes unreasonable costs
    - (viii) The rule is clearly and simply stated, and
    - (ix) The rule differs, without adequate justification, from a federal law which applies to the same activity or subject matter.
- (2)

When you are:	Petition should include:
Proposing a new rule	Text of proposed rule or description of its provisions
Requesting amendment of existing agency rule	Name, title, number of rule, and text or description of amendment
Requesting repeal of existing agency rule	Name, title, number of rule, and description of effects of repeal

The petition should contain sufficient information so that the agency and public can understand the proposal.

(3) You, the petitioner, can obtain a standard petition form from the office of financial management or any state agency involved in rule making. Agencies must accept petitions submitted using the standard form or in any other format that provides the information described in (1) or (2) of this section.

[Statutory Authority: 1995 c 403 § 703. 96-03-048, § 82-05-020, filed 1/12/96, effective 2/12/96.]

**WAC 82-05-030 How do I submit a petition?** (1) Petitions for adoption, repeal, or amendment of a rule must be sent to the rules coordinator of the agency responsible for administration of the rule.

(2) Submission of a petition is defined as receipt of the petition by the administering agency.

[Statutory Authority: 1995 c 403 § 703. 96-03-048, § 82-05-030, filed 1/12/96, effective 2/12/96.]

**WAC 82-05-040 What happens after a petition is submitted?** (1) Within a reasonable time, the administering agency will send you, the petitioner, acknowledgement of receipt of the petition, including the name and telephone number of a contact person.

(2) No later than sixty days after receipt of a petition, the agency must either

(a) Initiate rule-making proceedings in accordance with chapter 34.05 RCW, or

(b) Deny the petition in writing, stating its reasons for the denial and specifically addressing the concerns stated in the petition. Where appropriate, the agency must indicate alternative means by which the agency will address the concerns raised in the petition.

[Statutory Authority: 1995 c 403 § 703. 96-03-048, § 82-05-040, filed 1/12/96, effective 2/12/96.]

**WAC 82-05-050 How can I appeal agency denial of a petition?** (1) Within thirty days of the denial, you, the petitioner, may appeal the denial to the governor.

(2) The governor will process the appeal according to RCW 34.05.330(2).

[Statutory Authority: 1995 c 403 § 703. 96-03-048, § 82-05-050, filed 1/12/96, effective 2/12/96.]

**Chapter 82-06 WAC  
GENERAL PROVISIONS**

**WAC 82-06-010** Waiver of interest on past due receivables.

**WAC 82-06-010 Waiver of interest on past due receivables.** (1) Under RCW 43.17. (section 2, chapter 85, Laws of 1991), state agencies may waive the mandatory one percent per month interest charge on past due receivables if any of the following criteria apply:

(a) It would not be cost effective to charge interest on an individual debt or a class of debts. This includes, but is not limited to, the following:

(i) Situations where the cost of charging interest is expected to exceed the amount of interest received;

(ii) Situations where the cost of developing systems to charge interest is expected to exceed the amount of interest received. The word "systems" in this context refers to both computer systems and general systems of managing and processing receivables.

(b) Late payment was caused by the state, such as by providing incorrect information or instructions, or by providing necessary forms and instructions too late for timely payment when the forms or instructions had been ordered timely.

(c) The delinquency was caused by the death or serious illness of:

(i) The person responsible for paying the debt; or  
(ii) A person whose assistance was vital to the payment, such as the accountant; or

(iii) A person in the immediate family of a person in (i) or (ii) of this subsection.

(d) Payment was made on time, but to the wrong governmental agency.

(e) The delinquency was caused by the destruction by fire or other casualty of the debtor's place of business, home, or records.

(f) Late payment was caused by natural disasters, disruptions in postal or delivery service, power failures, work stop-

pages due to labor disputes, or any other cause resulting from circumstances clearly beyond the control of the debtor.

(g) The account is subject to good faith dispute when, before the date of timely payment, notice of the dispute is:

- (i) Sent by certified mail; or
- (ii) Personally delivered; or
- (iii) Sent in accordance with procedures in the contract.

(h) The debt is for public assistance or food stamp overpayments to individuals, where the overpayments were not in whole or in part caused by the recipients.

(i) Late payment on the debt is the result of late payment by another payor, such as when a person damages state property but does not know the amount of his or her personal obligation to the state until the portion covered by the person's liability insurance is known.

(j) The charging of interest would damage international relations.

(2) Requests for waivers of interest under criteria in subsection (1)(b), (c), (d), (e), and (f) of this section must be in letter form, must contain all pertinent facts, must be accompanied by such proof as is available, and must be received by the department within sixty days of the incident. The burden of proving the facts is on the debtor.

Waivers under the remaining criteria in subsection (1) of this section must be documented for the purpose of audits by the state auditor's office.

(3) Each agency must apply the criteria in subsection (1) of this section consistently.

[Statutory Authority: 1991 c 85 § 2. 91-18-028, § 82-06-010, filed 8/28/91, effective 9/29/91.]

### Chapter 82-10 WAC

#### PUBLIC FUNDS CASH FLOW

##### WAC

82-10-010	Estimate of cash flow.
82-10-020	Agency to provide information.
82-10-030	Purview of state treasurer.

**WAC 82-10-010 Estimate of cash flow.** This rule is promulgated pursuant to RCW 43.41.110(13). The office of financial management (OFM) is the primary agency responsible to estimate the cash flow of the state general fund and accounts in the general fund. OFM has the responsibility to manage funds to enhance the cash flow position of the general fund and accounts in the general fund after consultation with any affected agency, council, commission, department or office.

[Statutory Authority: RCW 43.41.110(13). 82-20-028 (Order 1982-1), § 82-10-010, filed 9/30/82.]

**WAC 82-10-020 Agency to provide information.** In order to carry out the provision of WAC 82-10-010, state agencies, councils, commissions, departments, or offices depositing, transferring or disbursing funds from the general fund or accounts in the general fund will provide such information as deemed necessary by OFM to estimate and manage the cash flow of the general fund.

[Statutory Authority: RCW 43.41.110(13). 82-20-028 (Order 1982-1), § 82-10-020, filed 9/30/82.]

(1999 Ed.)

**WAC 82-10-030 Purview of state treasurer.** The state treasurer's office is the state agency responsible to oversee daily cash management operations of all treasury and trust funds in the state treasury. Where permitted by state law, this responsibility includes the monitoring and estimation of all funds in the treasury, the collection and processing of all receipts into the treasury, the issuance of payments and the investment of temporarily surplus funds.

[Statutory Authority: RCW 43.41.110(13). 82-20-028 (Order 1982-1), § 82-10-030, filed 9/30/82.]

### Chapter 82-12 WAC

#### PAYMENT OF ASSESSMENTS AGAINST STATE-OWNED LAND

##### WAC

82-12-001	Promulgation.
82-12-010	"Director," "agency head," defined.
82-12-020	Notice of intention to make improvements.
82-12-030	Agency head to determine benefit and validity.
82-12-040	Exceptions and action based thereon.
82-12-050	Inclusion of proposed assessment in capital budget.
82-12-060	Statement of assessment—Delivery—Certification.
82-12-070	Reimbursement to general fund.
82-12-080	Basis for director's action in paying assessments.
82-12-090	Procedure for payment from appropriated or local funds.
82-12-100	Improvements in harbor areas and state tidelands.
82-12-110	Liens and sales for unpaid assessments.
82-12-120	Additional records to provide supporting information.

**WAC 82-12-001 Promulgation.** I, Warren A. Bishop, director of central budget agency of the state of Washington, by virtue of the authority vested in me under chapters 79.44 RCW, after due notice as provided under chapters 34.04 and 42.32 RCW, at a public hearing held in Olympia on December 4, 1964, do promulgate the following regulations.

[Order I, Promulgation, filed 12/7/64.]

**WAC 82-12-010 "Director," "agency head," defined.** For the purposes of these rules "the director" means the director of the central budget agency of the state of Washington. The chief administrative officer or the person or persons as charged by law with ultimate responsibility for administration of the agency of state government occupying, using or having jurisdiction over state-owned lands will be referred to as "agency head."

[Order I, Regulation 1, filed 12/7/64.]

**WAC 82-12-020 Notice of intention to make improvements.** Assessing district officials will submit a notice of intention to make improvements, together with an estimate of the amount to be charged to each lot, tract or parcel of land or other properties owned by the state to be assessed for such improvements, and such notice shall be forwarded by registered or certified mail to the director and to the agency head of state government occupying or having jurisdiction over such lands at least thirty days prior to the date fixed for the hearing of the resolution or petition initiating such improvements. In the case of irrigation districts where state lands are situated in or to be taken into an irrigation district, the commissioner of public lands shall be served with a copy of the petition proposing to include such lands as is prescribed by RCW 87.03.025.

[Order I, Regulation 2, filed 12/7/64.]

**WAC 82-12-030 Agency head to determine benefit and validity.** It shall be the responsibility of the agency head having jurisdiction over lands to be assessed, or his duly authorized representative, to appear for the state of Washington in all assessment district hearings or otherwise insure that proposed improvements will specially benefit state-owned lands, that the proposed costs are just and equitable, and that the improvement is within the intent of the statutes governing that land.

[Order I, Regulation 3, filed 12/7/64.]

**WAC 82-12-040 Exceptions and action based thereon.** If the agency head determines that the proposed improvements are not specially beneficial to state-owned lands or are not authorized by law or that the amount assessed against state-owned lands is not the just and equitable portion of the cost of the improvements which the state should pay as specified in WAC 82-12-030 and RCW 79.44.020, then it shall be his responsibility to initiate formal action commensurate with his exceptions to said improvements. The agency head shall immediately notify the assessing district and the director by registered or certified mail of his exceptions. When necessary, the agency head shall utilize all legal remedies available to property owners to challenge the amount or validity of any assessment.

[Order I, Regulation 4, filed 12/7/64.]

**WAC 82-12-050 Inclusion of proposed assessment in capital budget.** When a state agency is the sole or principal beneficiary of a local improvement district assessment, and has some voice in determining the timing of the project, it shall include the proposed assessments in its regular capital budget.

[Order I, Regulation 5, filed 12/7/64.]

**WAC 82-12-060 Statement of assessment—Delivery—Certification.** When an assessment roll has been approved and confirmed, the assessing district, or in the case of an irrigation district the county treasurer, shall forward the statement of assessment to the director and to the agency head. The agency head shall investigate the assessment and submit a certification to the director that:

- (1) The assessment claim is correct and properly chargeable to the state;
- (2) No funds were specifically appropriated to his agency or budgeted from local fund sources for payment of assessment claims, or that such funds have been expended;
- (3) If interest is to be charged, that it is the same rate as for other property situated in the same assessing district:
  - (a) Statutory authority governing the interest rate charged will be referenced;
  - (b) Agency heads may request that such information be provided by the county treasurer submitting the assessment claim;
- (4) It is a proper charge to the program(s) and fund(s) named, and the reasons therefor; and

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(5) The certification statement shall identify the payee and the amount due.

[Order I, Regulation 6, filed 12/7/64.]

**WAC 82-12-070 Reimbursement to general fund.** In accordance with the provisions of section 2, chapter 21, Laws of 1963 ex. sess., or a similar section in subsequent appropriation bills, the director will reimburse the general fund for any assessment expenditures on behalf of an agency which is financed by other than general fund moneys, if any balance remains in the fund or funds which finance such agency, prior to the end of the state biennial fiscal period.

[Order I, Regulation 7, filed 12/7/64.]

**WAC 82-12-080 Basis for director's action in paying assessments.** The director's action in making payment of assessment or reimbursing the general fund for such payment will be based upon an analysis of statements (2), (3), and (4) of WAC 82-12-060. Agency determinations will be considered conclusive for statements (1) and (5).

[Order I, Regulation 8, filed 12/7/64.]

**WAC 82-12-090 Procedure for payment from appropriated or local funds.** The agency head of an agency that has available appropriated or local fund sources for the payment of assessment claims shall make such payments in accordance with the provisions of these regulations and the state budget and accounting procedures; and shall maintain such records as deemed necessary to provide certification to fulfill the requirements of chapter 79.44 RCW and these regulations.

[Order I, Regulation 9, filed 12/7/64.]

**WAC 82-12-100 Improvements in harbor areas and state tidelands.** Assessing districts shall not order local improvements that relate to the interest of the state in harbor areas and state tidelands until the written consent of the commissioner of public lands to the making of such improvements has been obtained; and/or the other conditions of RCW 79.44.040 have been complied with.

[Order I, Regulation 10, filed 12/7/64.]

**WAC 82-12-110 Liens and sales for unpaid assessments.** No lands of the state shall be subject to a lien for unpaid assessments, nor shall the interest of the state in any land be sold for unpaid assessments where assessment liens were attached to the lands prior to state ownership.

[Order I, Regulation 11, filed 12/7/64.]

**WAC 82-12-120 Additional records to provide supporting information.** The director may direct assessing districts and state agencies to maintain additional records to provide supporting information to fulfill the procedural requirements of certification as promulgated by this order.

[Order I, Regulation 12, filed 12/7/64.]

**Chapter 82-20 WAC**  
**ELECTRONIC DEPOSIT OF SALARIES AND STATE FUNDED BENEFITS**

**WAC**

82-20-010	Purpose.
82-20-020	Payroll system requirements.
82-20-030	Agency requirements.
82-20-040	Recipient requirements.
82-20-050	Financial institution requirements.
82-20-060	Subsequent transactions.
82-20-070	Failure to comply.

**WAC 82-20-010 Purpose.** (1) RCW 43.08.085, as amended, makes provisions for the electronic deposit of salaries and state funded benefit payments into financial institutions subject to regulations adopted by the office of financial management.

(2) The policies and procedures contained in chapter 82-20 WAC for the deposit of salaries are consistent with the statutory authority cited in WAC 82-20-010(1).

(3) The term "recipient" means any state employee or any person to whom state funded public employees' retirement benefits, industrial insurance benefits, or state public assistance benefits are being paid.

[Statutory Authority: RCW 43.08.085. 82-05-030 (Order 53), § 82-20-010, filed 2/11/82.]

**WAC 82-20-020 Payroll system requirements.** Before any electronic fund transfer program may be implemented by a payroll system, the program is to be approved by the office of financial management. The payroll system is to develop a standard procedure to be followed by its using agencies. Such procedures are to include a provision for "notice of deposit" in lieu of warrant to be delivered to the affected recipient which is to contain at least:

- (1) The name of the institution receiving the deposit;
- (2) The recipient's account number;
- (3) The recipient's name; and
- (4) The amount of deposit.

[Statutory Authority: RCW 43.08.085. 82-05-030 (Order 53), § 82-20-020, filed 2/11/82.]

**WAC 82-20-030 Agency requirements.** (1) The agency is to establish controls to prevent loss of state funds. Controls are to include a positive system of validating the amounts to be transferred and verifying that the amounts to be transferred for a recipient are actually due for work performed or benefits due.

(2) The agency is to limit approval for participation to those recipients who meet the requirements defined in WAC 82-20-040.

[Statutory Authority: RCW 43.08.085. 82-05-030 (Order 53), § 82-20-030, filed 2/11/82.]

**WAC 82-20-040 Recipient requirements.** To be eligible for participation in the program, a recipient must be an individual who:

- (1) Is paid through a payroll system which is participating in an approved program;
- (2) Is a recipient who is paid on a regularly scheduled payroll;

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(3) Has completed the appropriate portion of the standard authorization form SF 6952, "Electronic funds transfer of salary authorization," or other form approved by the office of financial management;

(4) Has an account at a financial institution which is a member of an automated clearing house; and

(5) Will not create an unnecessary risk to the state.

[Statutory Authority: RCW 43.08.085. 82-05-030 (Order 53), § 82-20-040, filed 2/11/82.]

**WAC 82-20-050 Financial institution requirements.**

(1) Each participating financial institution must be a member of an automated clearinghouse, and observe all automated clearinghouse rules and regulations.

(2) Each participating financial institution must observe the requirements of Regulation E of the Federal Reserve System.

(3) Each participating financial institution must provide, when requested by the participating payroll system, positive confirmations on all prenotification requests transmitted for verification of a recipient's account number. If a positive means of confirmation is not required, the financial institution must provide a means by which the payroll system is notified of discrepancies on a timely basis. Deposits are not to be processed without a valid account number.

(4) Each participating financial institution is to complete the lower portion of the standard authorization form SF 6952, "Electronic funds transfer of salary authorization," or other form approved by the office of financial management when presented by a recipient. The form is to be returned to the recipient or agency payroll office upon completion.

(5) If a financial institution is presented an SF 6952 "Electronic funds transfer of salary authorization," or other form approved by the office of financial management by a recipient for processing, and the institution is not a member of an automated clearinghouse or is otherwise ineligible to participate in this program, it is the responsibility of the financial institution to notify the recipient of this fact.

(6) Subject to the approval of the office of financial management, a financial institution may reproduce form SF 6952, "Electronic funds transfer of salary authorization" for the sole purpose of preprinting the institution's name, address, and transit routing indicator. Any other alterations to the format or content of the form are not allowed and will not be honored by state agencies.

(7) Each participating financial institution is responsible for adherence to the applicable federal and state statutes and regulations regarding the electronic transfer of funds.

(8) Financial institutions serving as a "payable through" bank will be considered the receiving institution for electronic fund transfers of the recipient's salaries or benefits if their American Bankers Association-Transit Routing Indicator is used as part of the recipient's account code.

(9) Financial institutions are to provide each participating recipient with a notice of initial disclosure as required by Regulation E. This notice is to include the mechanism to be used by the recipient for verification that the deposit by electronic funds transfer has been made.

[Statutory Authority: RCW 43.08.085. 82-05-030 (Order 53), § 82-20-050, filed 2/11/82.]

**WAC 82-20-060 Subsequent transactions.** The state assumes no responsibility for transfers made subsequent to the deposit of the recipient's net pay at the receiving institution designated on the authorization form SF 6952 "Electronic funds transfer of salary authorization," or other form approved by the office of financial management.

[Statutory Authority: RCW 43.08.085. 82-05-030 (Order 53), § 82-20-060, filed 2/11/82.]

**WAC 82-20-070 Failure to comply.** The state reserves the right to exclude or discontinue any financial institution from participation in the program if a history of chronic failure to comply with the requirements of this chapter, automated clearinghouse rules and regulations, or the requirements of Regulation E of the Federal Reserve Bank is present.

[Statutory Authority: RCW 43.08.085. 82-05-030 (Order 53), § 82-20-070, filed 2/11/82.]

### Chapter 82-30 WAC COUNTY INDIGENT DEFENSE COSTS

#### WAC

82-30-010	Purpose.
82-30-020	Definitions.
82-30-030	Request for reimbursement.
82-30-040	Reimbursement rates.
82-30-050	Department financial responsibility.
82-30-060	Implied consent to audit.

**WAC 82-30-010 Purpose.** It is the purpose of this chapter to identify the procedures for reimbursing counties for the cost of legal defense services provided indigent offenders detained solely for violating a condition of postrelease supervision.

[Statutory Authority: RCW 9.94A.175. 90-12-009 (Order 90-71), § 82-30-010, filed 5/25/90, effective 6/25/90.]

**WAC 82-30-020 Definitions.** As used in this chapter, the following words shall have the following meanings:

- (1) "Department" shall mean the department of corrections.
- (2) "Secretary" shall mean the secretary of the department of corrections or the secretary's designee.
- (3) "Director" shall mean the director of the office of financial management or the director's designee.
- (4) "Offender" shall mean a person who has committed a felony established by state law and is eighteen years of age or older or is less than eighteen years of age but whose case has been transferred by the appropriate juvenile court to a criminal court pursuant to RCW 13.40.110.
- (5) "Indigent" shall have the same meaning as set forth in chapter 10.101 RCW.

[Statutory Authority: RCW 9.94A.175. 90-12-009 (Order 90-71), § 82-30-020, filed 5/25/90, effective 6/25/90.]

**WAC 82-30-030 Request for reimbursement.** (1) A county requesting reimbursement, under this chapter, of costs incurred in the legal defense of an indigent offender must have adopted standards for the delivery of public defense services pursuant to chapter 10.101 RCW. The county shall sub-

mit to the department a copy of such standards or an affidavit swearing that such standards have been adopted.

(2) The county shall submit to the department with its request for reimbursement an affidavit swearing that the offender has been determined by the court to be indigent pursuant to chapter 10.101 RCW.

(3) The county shall submit documentation on such forms as may be prescribed by the department indicating the offender's name, the dates service was provided, and the amount of reimbursement requested.

(4) All requests for reimbursement and required documentation shall be filed with the Administrator, Office of Contracts and Regulations, Department of Corrections, P.O. Box 9699, Olympia, Washington 98504.

(5) All such requests should be filed within thirty days after the costs for which reimbursement is requested were incurred, but in no event later than ten days after the close of the state fiscal biennium during which such costs were incurred.

[Statutory Authority: RCW 9.94A.175. 90-12-009 (Order 90-71), § 82-30-030, filed 5/25/90, effective 6/25/90.]

**WAC 82-30-040 Reimbursement rates.** (1) Reimbursement shall be restricted to fully documented defense costs for indigent offenders.

(2) The director shall set the rate of reimbursement based on the average per case cost of all county indigent defense costs. The director shall determine to what extent, if any, reimbursement shall be reduced or eliminated because of contribution by the indigent offender receiving the services.

[Statutory Authority: RCW 9.94A.175. 90-12-009 (Order 90-71), § 82-30-040, filed 5/25/90, effective 6/25/90.]

**WAC 82-30-050 Department financial responsibility.** (1) Defense costs of any county in connection with hearings conducted pursuant to RCW 9.94A.175 for offenders who are detained by the county solely for violating a condition of post-release supervision shall be the financial responsibility of the department and shall be reimbursed by the department in accordance with this chapter upon receipt and verification by the department of the county's request.

(2) Such reimbursement shall be made to the extent funds allotted by the department for such purpose are available. If the costs of reimbursement to counties exceed the available funds, the secretary shall request the legislature to appropriate additional funds to enable the department to make full reimbursement.

[Statutory Authority: RCW 9.94A.175. 90-12-009 (Order 90-71), § 82-30-050, filed 5/25/90, effective 6/25/90.]

**WAC 82-30-060 Implied consent to audit.** By submitting a request for reimbursement under this chapter, the requesting county agrees to maintain for a period of five years after the date of the request records which would support such request, and to make such records available for review or audit by the department or the director.

[Statutory Authority: RCW 9.94A.175. 90-12-009 (Order 90-71), § 82-30-060, filed 5/25/90, effective 6/25/90.]



## Chapter 82-32 WAC

## INVESTMENT OF RETAINED PERCENTAGES ON STATE CONTRACTS FOR PUBLIC WORKS

## WAC

82-32-010	Contractor's option regarding retained percentages.
82-32-020	Change of election under options.
82-32-030	Selection of escrow agent.
82-32-040	Escrow agreement.
82-32-050	Escrow costs and fees.
82-32-060	Escrow investments.
82-32-070	Selection of an interest bearing account.
82-32-080	Withdrawal of interest bearing account.
82-32-090	Distribution of interest.

**WAC 82-32-010 Contractor's option regarding retained percentages.** On all contracts for public improvements or work for which retained percentages are required to be reserved under the provisions of RCW 60.28.010, state agencies shall require the contractor to exercise his option in writing on whether or not monies reserved from amounts due the contractor shall be retained by the public body, deposited by the public body in an interest bearing account in a bank, mutual savings bank, or savings and loan association, or placed in escrow by the public body. State agencies shall prescribe a procedure for informing the contractor of the options available and the method for exercising the option selected. Said option must be exercised prior to or at time of submission of invoices for the first progress payment to be made under the contract. No progress payment shall be made until the contractor has exercised his option in writing.

[Order 33, § 82-32-010, filed 7/19/76; Order 12, § 82-32-010, filed 10/28/70.]

**WAC 82-32-020 Change of election under options.** If, during the course of work under a contract for public improvements or work for which amounts are required to be reserved under RCW 60.28.010, the contract completion date is changed, and said change will work an undue hardship upon the contractor when compared to the increased costs to the state agency if a change in election is allowed, said agency may, in its discretion, allow the contractor to change his election under the available options.

[Order 33, § 82-32-020, filed 7/19/76; Order 12, § 82-32-020, filed 10/28/70.]

**WAC 82-32-030 Selection of escrow agent.** When an election is made to place amounts reserved under chapter 38, Laws of 1970 1st ex. sess. (RCW 60.28.010), in escrow, the contractor and the agency shall select a bank or trust company, agreeable to both, to act as an escrow agent.

[Order 12, § 82-32-030, filed 10/28/70.]

**WAC 82-32-040 Escrow agreement.** When an election is made to place amounts reserved under chapter 38, Laws of 1970 1st ex. sess. (RCW 60.28.010), in escrow, the state agency jointly with the contractor and the escrow agent shall execute an escrow agreement according to Form A-39, Budget and Accounting Manual, or some other form approved by the attorney general's office. A copy of the completed escrow agreement shall be provided to the escrow agent, the contractor and the state agency prior to the time the first progress payment is made.

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[Order 12, § 82-32-040, filed 10/28/70.]

**WAC 82-32-050 Escrow costs and fees.** The escrow agreement executed pursuant to chapter 38, Laws of 1970 1st ex. sess. (RCW 60.28.010), in addition to other requirements, must provide for payment of all escrow costs and fees by the contractor.

[Order 12, § 82-32-050, filed 10/28/70.]

**WAC 82-32-060 Escrow investments.** The escrow agent holding funds pursuant to chapter 38, Laws of 1970 1st ex. sess. (RCW 60.28.010), shall invest such funds in bonds and securities selected by the contractor and approved by the state agency. In approving investments, the state agency shall consider the probable safety of the investments, and their liquidity. The agency may approve investments in the following bonds and securities:

- (1) Bills, certificates, notes or bonds of the United States;
- (2) Other obligations of the United States or its agencies;
- (3) Obligations of any corporation wholly-owned by the government of the United States;
- (4) Indebtedness of the Federal National Mortgage Association; and
- (5) Time deposits in commercial banks, mutual savings banks or savings and loan associations.

Other bonds or securities may be approved by the agency providing that it has the staff assistance and expertise which will permit it to exercise sound judgment in assessing the probable safety and liquidity of such investments. In no event shall the state agency approve of investments in stock of any company, association or corporation. In all cases, including those enumerated above, the investments selected must mature on or prior to the date set for completion of the contract, including extensions thereof or thirty days following the final acceptance of said improvement or work as completed.

[Order 12, § 82-32-060, filed 10/28/70.]

**WAC 82-32-070 Selection of an interest bearing account.** When an election is made to deposit amounts reserved under RCW 60.28.010, in an interest bearing account in a bank, mutual savings bank, or savings and loan association, the contractor and the agency shall select an institution agreeable to both. Any bank selected must be a qualified public depository under RCW 39.58.010. Deposits in mutual savings banks are subject to RCW 32.12.100 and deposits in savings and loan associations to RCW 33.52.010.

[Order 33, § 82-32-070, filed 7/19/76.]

**WAC 82-32-080 Withdrawal of interest bearing account.** Deposits made pursuant to WAC 82-32-070 shall be in the name of the agency and cannot be withdrawn without the agency's written authorization. The amounts deposited shall not be subject to withdrawal until after final acceptance of said improvement or work as completed, or until agreed to by both parties. In no case shall the agency allow withdrawal unless the conditions of RCW 60.28.020 are met.

[Order 33, § 82-32-080, filed 7/19/76.]

**WAC 82-32-090 Distribution of interest.** Interest earned on deposits made pursuant to WAC 82-32-070 shall be paid to the contractor as said interest becomes payable under the terms of the deposit. The agency shall notify the institution to withhold all further payments of interest in the event claims are filed against the contractor. After such notice all unpaid interest shall be subject to the conditions of RCW 60.08.020. The account shall be appropriately noted by the bank, savings bank or savings and loan association to enable that institution to report interest payments made to the contractor to the Internal Revenue Service in the proper format.

[Order 33, § 82-32-090, filed 7/19/76.]

## Chapter 82-48 WAC DISCLOSURE OF PUBLIC RECORDS

### WAC

82-48-010	Purpose.
82-48-020	Definitions.
82-48-030	Description of the office of program planning and fiscal management.
82-48-040	Responsibilities.
82-48-050	Method of operation.
82-48-060	Public records available.
82-48-070	Commercial purposes.
82-48-080	Public records officer.
82-48-090	Availability of records.
82-48-100	Inspection of public records.
82-48-110	Copying of public records.
82-48-120	Commercial purposes.
82-48-130	Agency rules for inspection and copying of public records.
82-48-140	Exemptions—Court protection.
82-48-150	Review of denial of public records request.
82-48-160	Records index.
82-48-170	Communications with the agency.

**WAC 82-48-010 Purpose.** The purpose of this chapter shall be to ensure compliance by the office of program planning and fiscal management with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and in particular, with RCW 42.17.250 through 42.17.340 dealing with public records.

[Order 34, § 82-48-010, filed 9/16/76.]

**WAC 82-48-020 Definitions.** (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.

(3) The abbreviation, OPP&FM, as used hereinafter shall mean the office of program planning and fiscal management. Where appropriate, the abbreviation OPP&FM also refers to the staff and employees of the office of program planning and fiscal management.

[Order 34, § 82-48-020, filed 9/16/76.]

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**WAC 82-48-030 Description of the office of program planning and fiscal management.** OPP&FM is the agency having primary responsibility for the fiscal affairs of state government in accordance with chapters 43.41 and 43.88 RCW. It is organized into a budgeting division, an accounting division, and other divisions which support and augment these activities.

[Order 34, § 82-48-030, filed 9/16/76.]

**WAC 82-48-040 Responsibilities.** The responsibilities of OPP&FM include preparation of the governor's budget for presentation to the legislature, operation of the budget allotment system, and maintenance of central books of account containing timely records of changes in the financial status of the state. OPP&FM also provides technical assistance to the governor and legislature by preparing notes and recommendations, based on information it has obtained, concerning needs and policies recommended for meeting these needs through state programs. In addition, the Revised Code of Washington contains a body of statutes which assign specific duties of an advisory, supervisory, regulatory or similar nature to OPP&FM. All of these relate either directly or indirectly to the financial affairs of the state of agencies thereof. A summary of statutes under which the agency operates is maintained in the office of the deputy director of OPP&FM. This summary is hereby designated as a portion of this chapter.

[Order 34, § 82-48-040, filed 9/16/76.]

**WAC 82-48-050 Method of operation.** In carrying out its responsibilities, OPP&FM receives information about the management and operation of state agencies and their programs. This information includes, but is not limited to: Budget proposals, short and long-range goals and the plans developed to meet them, present and projected workloads, capital and operating resource requirements, detailed and summary reports of current expenditures, financial commitments, etc. This information is obtained both on a routine basis and in response to requests from the executive and legislative branches. It is recorded and evaluated by OPP&FM and becomes the basis for reports, recommendations, approval of expenditures and, in certain cases, for the establishment of firm criteria for the disbursement of state funds. An example of the latter use is the annual determination of the population of all cities and towns in the state, required by RCW 43.62.030, which is the basis for distribution of tax revenues to these communities.

In obtaining the necessary data to perform these functions, OPP&FM employs numerous methods of communication including, but not limited to: Reports submitted by state agencies, meetings with agency representatives, memoranda and informal contacts between its personnel and that of respondent agencies.

When necessary for the timely and uniform execution of its duties, OPP&FM exercises its statutory power to place standardized reporting requirements upon other agencies of state government.

OPP&FM has published and currently maintains a manual of "Policies and regulations" for the guidance of state agencies in fiscally-related matters.

[Order 34, § 82-48-050, filed 9/16/76.]

**WAC 82-48-060 Public records available.** All public records of this agency, as defined in WAC 82-48-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.260 and 42.17.310.

[Order 34, § 82-48-060, filed 9/16/76.]

**WAC 82-48-070 Commercial purposes.** No provisions of any regulation contained in this chapter 82-48 WAC shall be construed as giving authority to any officer or employee of OPP&FM to give, sell, or provide access to lists of individuals requested for commercial purposes.

[Order 34, § 82-48-070, filed 9/16/76.]

**WAC 82-48-080 Public records officer.** The public records officer, designated by the agency director, shall be in charge of the public records of OPP&FM. The person so designated shall be located in the office of the deputy director. The public records officer shall be responsible for the following: Implementation of the agency's rules and regulations regarding release of public records for inspection and copying, coordinating the staff of the agency in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of RCW 42.17.250 - 42.17.340. In the absence of the public records officer when a request for public records is made, a designated representative shall act on his behalf in carrying out the above-described responsibilities.

[Order 34, § 82-48-080, filed 9/16/76.]

**WAC 82-48-090 Availability of records.** Public records of OPP&FM shall be made available for inspection and the preparation of requested copies in the office of the deputy director during normal office hours. For the purposes of this chapter, normal office hours of OPP&FM shall be from 8:00 a.m. until noon and from 1:00 p.m. until 5:00 p.m., Monday through Friday, excluding legal holidays.

[Order 34, § 82-48-090, filed 9/16/76.]

**WAC 82-48-100 Inspection of public records.** Public records of OPP&FM required by any person to be disclosed in accordance with the provisions of chapter 42.17 RCW, shall be provided by the public records officer for inspection in the office of the deputy director. Persons requesting such records may not remove them from the office of the deputy director. Public records requested will be made available as promptly as is possible without excessive interference with the other essential functions of the agency, and in accordance with rules provided to protect the records so requested from damage or disorganization.

[Order 34, § 82-48-100, filed 9/16/76.]

**WAC 82-48-110 Copying of public records.** No fee shall be charged for the inspection of public records. The agency may impose a charge for providing copies of public records. Such charges shall not exceed the amount necessary to reimburse the agency for its actual costs incident to such

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copying. No person shall be provided a copy of a public record which has been copied by the agency at the request of such person until and unless such person has tendered payment of the charge for such copying.

[Order 34, § 82-48-110, filed 9/16/76.]

**WAC 82-48-120 Commercial purposes.** No provisions of any regulation contained in this chapter 82-48 WAC shall be construed as giving authority to any officer or staff member of OPP&FM to give, sell, or provide access to lists of individuals requested for commercial purposes.

[Order 34, § 82-48-120, filed 9/16/76.]

**WAC 82-48-130 Agency rules for inspection and copying of public records.** In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions, OPP&FM has established rules under which public records may be inspected and copies of such records obtained. The text of these rules is available to all persons in the office of the deputy director, and is designated as a part of this chapter.

[Order 34, § 82-48-130, filed 9/16/76.]

**WAC 82-48-140 Exemptions—Court protection.** OPP&FM reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 82-48-110 is exempt from disclosure under the provisions of RCW 42.17.310.

In addition, pursuant to RCW 42.17.260, OPP&FM reserves the right to delete identifying details when it makes available any public record in 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.

Responses by OPP&FM refusing, in whole or in part, inspection of any public record shall be in writing and shall include a statement of the specific exemption authorizing the withholding of the public record or part and a brief explanation of how the exemption applies to the record withheld.

Pursuant to RCW 42.17.330, OPP&FM reserves the right to seek to enjoin the examination of any record, the examination of which the agency determines would clearly not be in the public interest and would substantially and irreparably damage vital government functions.

[Order 34, § 82-48-140, filed 9/16/76.]

**WAC 82-48-150 Review of denial of public records request.** Upon denial of any request for public records based on the exemptions contained in RCW 42.17.310, the written record of such denial shall be submitted to the director of OPP&FM or his designee for review. The results of such review shall be delivered in writing to the public records officer before the end of the second business day following the denial. The public records officer shall make the results of such review immediately available to the person whose request was denied. This review shall constitute final agency action for purposes of judicial review.

[Order 34, § 82-48-150, filed 9/16/76.]

**WAC 82-48-160 Records index.** The office of program planning and fiscal management shall maintain and make available for public inspection and copying an appropriate index in accordance with RCW 42.17.260.

[Order 34, § 82-48-160, filed 9/16/76.]

**WAC 82-48-170 Communications with the agency.** All communications with OPP&FM for the purpose of obtaining information, making submittals or requests, or making inquiries concerning the agency's rules for compliance with chapter 42.17 RCW shall be addressed as follows:

Office of Program Planning  
and Fiscal Management  
Public Records Officer  
House Office Building  
Olympia, WA 98504

The telephone number of the public records officer is (206) 753-5460.

[Order 34, § 82-48-170, filed 9/16/76.]

### Chapter 82-50 WAC

#### PAY DATES FOR STATE EMPLOYEES

##### WAC

82-50-011	Purpose.
82-50-021	Official lagged, semimonthly pay dates established.
82-50-031	Exceptions.
82-50-032	Termination of exceptions.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

82-50-010	Purpose. [Statutory Authority: RCW 42.16.017. 82-21-003 (Order 55), § 82-50-010, filed 10/8/82.] Repealed by 83-17-118 (Order 83-59), filed 8/24/83, effective 1/11/84.
82-50-020	Pay dates established. [Statutory Authority: RCW 42.16.017. 82-21-003 (Order 55), § 82-50-020, filed 10/8/82.] Repealed by 83-17-118 (Order 83-59), filed 8/24/83, effective 1/11/84.
82-50-030	Exceptions. [Statutory Authority: RCW 42.16.017. 82-21-003 (Order 55), § 82-50-030, filed 10/8/82.] Repealed by 83-17-118 (Order 83-59), filed 8/24/83, effective 1/11/84.
82-50-040	Effective date. [Statutory Authority: RCW 42.16.017. 82-21-003 (Order 55), § 82-50-040, filed 10/8/82.] Repealed by 83-17-118 (Order 83-59), filed 8/24/83, effective 1/11/84.
82-50-041	Effective date. [Statutory Authority: RCW 42.16.010 and 42.16.017. 83-17-118 (Order 83-59), § 82-50-041, filed 8/24/83.] Repealed by 88-16-027 (Order 88-66), filed 7/27/88. Statutory Authority: RCW 42.16.010(1) and 42.16.017.

**WAC 82-50-011 Purpose.** The purpose of this chapter is to implement RCW 42.16.010(1) which mandates the director of the office of financial management to establish pay dates through the administrative hearing process. The chapter establishes pay dates, exceptions to the mandatory pay dates, and a mechanism whereby exceptions may be terminated.

[Statutory Authority: RCW 42.16.010 and 42.16.017. 83-17-118 (Order 83-59), § 82-50-011, filed 8/24/83.]

**WAC 82-50-021 Official lagged, semimonthly pay dates established.** Unless exempted otherwise under the pro-

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visions of WAC 82-50-031, the salaries of all state officers and employees are paid on a lagged, semimonthly basis for the official twice-a-month pay periods established in RCW 42.16.010(1). The following are the official lagged, semimonthly pay dates for calendar years 1998 and 1999:

CALENDAR YEAR 1998	CALENDAR YEAR 1999
Friday, January 9, 1998	Monday, January 11, 1999
Monday, January 26, 1998	Monday, January 25, 1999
Tuesday, February 10, 1998	Wednesday, February 10, 1999
Wednesday, February 25, 1998	Thursday, February 25, 1999
Tuesday, March 10, 1998	Wednesday, March 10, 1999
Wednesday, March 25, 1998	Thursday, March 25, 1999
Friday, April 10, 1998	Friday, April 9, 1999
Friday, April 24, 1998	Monday, April 26, 1999
Monday, May 11, 1998	Monday, May 10, 1999
Friday, May 22, 1998	Tuesday, May 25, 1999
Wednesday, June 10, 1998	Thursday, June 10, 1999
Thursday, June 25, 1998	Friday, June 25, 1999
Friday, July 10, 1998	Friday, July 9, 1999
Friday, July 24, 1998	Monday, July 26, 1999
Monday, August 10, 1998	Tuesday, August 10, 1999
Tuesday, August 25, 1998	Wednesday, August 25, 1999
Thursday, September 10, 1998	Friday, September 10, 1999
Friday, September 25, 1998	Friday, September 24, 1999
Friday, October 9, 1998	Friday, October 8, 1999
Monday, October 26, 1998	Monday, October 25, 1999
Tuesday, November 10, 1998	Wednesday, November 10, 1999
Wednesday, November 25, 1998	Wednesday, November 24, 1999
Thursday, December 10, 1998	Friday, December 10, 1999
Thursday, December 24, 1998	Thursday, December 23, 1999

[Statutory Authority: RCW 42.16.010(1) and 42.16.017. 98-14-079, § 82-50-021, filed 6/30/98, effective 6/30/98; 97-13-064, § 82-50-021, filed 6/17/97, effective 7/18/97; 96-15-039, § 82-50-021, filed 7/11/96, effective 8/11/96; 95-15-031, § 82-50-021, filed 7/11/95, effective 8/11/95; 94-13-097, § 82-50-021, filed 6/15/94, effective 7/16/94; 93-24-041, § 82-50-021, filed 11/23/93, effective 12/24/93; 92-20-038, § 82-50-021, filed 9/29/92, effective 10/30/92; 91-20-061 (Order 91-73), § 82-50-021, filed 9/24/91, effective 10/25/91; 90-17-017 (Order 90-72), § 82-50-021, filed 8/7/90, effective 9/7/90; 89-17-090 (Order 89-70), § 82-50-021, filed 8/22/89, effective 9/22/89; 89-03-063 (Order 89-67), § 82-50-021, filed 1/18/89; 88-16-027 (Order 88-66), § 82-50-021, filed 7/27/88; 87-16-060 (Order 87-65), § 82-50-021, filed 7/30/87; 86-17-001 (Order 86-63), § 82-50-021, filed 8/8/86; 85-16-014 (Order 85-62), § 82-50-021, filed 7/26/85; 84-14-046 (Order 84-61), § 82-50-021, filed 6/29/84; 83-17-118 (Order 83-59), § 82-50-021, filed 8/24/83.]

**WAC 82-50-031 Exceptions.** The salaries of all state officers and employees shall be paid on a schedule consistent with the provisions of WAC 82-50-021 with the following exceptions:

(1) Schedules for the payment of compensation on dates other than those established in WAC 82-50-021 are authorized for those state officers and employees with written contracts currently in force which explicitly specify payroll dates other than those established in WAC 82-50-021 until the contracts in effect on September 23, 1983, expire or are renegotiated. After that date, no state agency, office, or institution may contract or agree to any payroll dates other than as specified in WAC 82-50-021 and no state agency, office, or institution may agree to any extension of a contract specifying payroll dates other than those set in WAC 82-50-021 without

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amending the contract to delete any reference to payroll dates other than those established by WAC 82-50-021.

(2) Schedules for the payment of compensation on pay dates other than those established in WAC 82-50-021 may be authorized in writing by the director of the office of financial management, or the director's designee, in the following instances:

(a) For short-term, intermittent, noncareer state employees;

(b) For student employees of institutions of higher education; and

(c) For liquor control agency managers who are paid a percentage of monthly liquor sales.

(3) Schedules for the payment of compensation on pay dates other than those established in WAC 82-50-021 may be authorized by the director of the office of financial management, or the director's designee, only upon the written request of the agency head, or the agency head's designee, and only for the purpose of maintaining a lagged, semimonthly pay date schedule of shorter duration than the official lagged, semimonthly pay date schedule established in WAC 82-50-021. However, the official pay periods established by RCW 42.16.010(1) are in effect.

[Statutory Authority: RCW 42.16.010(1) and 42.16.017. 88-16-027 (Order 88-66), § 82-50-031, filed 7/27/88. Statutory Authority: RCW 42.16.010 and 42.16.017. 83-17-118 (Order 83-59), § 82-50-031, filed 8/24/83.]

**WAC 82-50-032 Termination of exceptions.** Pursuant to the approval authority over granting of exceptions provided in RCW 42.16.010(2) and pursuant to the approval authority over all agency and state payroll systems provided in RCW 42.16.017, the director of the office of financial management, or the director's designee, may, terminate any exceptions granted under the provisions of WAC 82-50-031 (2) and (3). The director shall give written notice to the affected agency head by July 1 of the intent to terminate an exception, and the affected agency shall conform to WAC 82-50-021 on January 1 of the following year.

[Statutory Authority: RCW 42.16.010 and 42.16.017. 83-17-118 (Order 83-59), § 82-50-032, filed 8/24/83.]

[Statutory Authority: RCW 41.04.650 and 41.04.670. 96-22-031, § 82-54-010, filed 10/30/96, effective 11/30/96. Statutory Authority: 1989 c 93. 89-17-089 (Order 89-69), § 82-54-010, filed 8/22/89, effective 9/22/89.]

**WAC 82-54-020 Value of leave transferred.** The value of leave transferred is to be based upon the current salary rate of the person receiving the leave. The receiving employee will continue to be paid his or her regular rate while on shared leave. Therefore, one hour of donated leave may cover more than or less than one hour of the recipient's salary. Detailed procedures for the transfer of funds under this are prescribed in the accounting procedures manual pursuant to RCW 43.88.160(1).

[Statutory Authority: 1989 c 93. 89-17-089 (Order 89-69), § 82-54-020, filed 8/22/89, effective 9/22/89.]

**Chapter 82-54 WAC**

**SHARED LEAVE PROGRAM**

**WAC**

- 82-54-010 Transfer of shared leave.
- 82-54-020 Value of leave transferred.

**WAC 82-54-010 Transfer of shared leave.** The Washington state leave sharing program as established in RCW 41.04.650 through 41.04.670 provides that employees may donate annual, sick, and personal holiday leave to other employees for sick leave purposes. The purpose of the shared leave program is to permit state employees to aid fellow state employees who are suffering from, or have a relative or household member suffering from, extraordinary or severe illness, injury, impairment, or physical or mental condition which have caused or are likely to cause the employees to take leave without pay or terminate their employment.