

Administrative Policy No. 18.04

Subject: Personnel Administration of General Government Employees

Information Contact: Human Resources Division

Authorizing Source: [Chapter 41.06 RCW State Civil Service Law](#)
[Title 357 WAC Civil Service Rules](#)

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Approved By: **Original signed by Wendy Long**
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Purpose

To provide Department of Social and Health Services (DSHS) appointing authorities and employees with a system of personnel administration for general government employees.

Scope

This policy applies to employees of DSHS who are not represented through a [collective bargaining agreement](#) (CBA).

Additional Guidance

[State human resource directive 14HR-02 governor's pool exempt position request procedure instructions](#)
[DSHS administrative policy 4.05 delegation of authority- personnel actions](#)
[DSHS administrative policy 18.58 Washington management services](#)

Definitions

Appointing authority: An individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees. [WAC 357-01-025](#)

Policy

A. General Provisions

1. DSHS operates a system of personnel administration to govern the appointment, promotion, transfer, layoff, recruitment, retention, classification and pay plan, removal, discipline, training and career development, and welfare of its civil employees in accordance with [Chapter 41.06 RCW](#)
2. The Washington State civil service rules in [Title 357 WAC](#) apply to all DSHS employees, except employees whose positions are exempted under [RCW 41.06.070](#) or [RCW 41.06.076](#).

B. Leadership

1. The secretary of DSHS (“secretary”) is the executive head charged with leadership and supervisory authority of DSHS’s general administration. [RCW 43.20A.040](#); [RCW 43.20A.050](#).
2. The secretary may appoint and employ personnel to carry on the work of DSHS. [RCW. 43.20A.610](#).
3. The secretary may delegate authority yet maintain ultimate responsibility for DSHS. [RCW.43.20A.110](#).
4. The secretary may delegate authority to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees to individuals by designating them as appointing authorities. WAC 357-04-090. (See [DSHS administrative policy 4.05 delegation of authority for personnel matters.](#))

C. Civil service employees

1. Civil service employees include Washington State general service (WGS) and Washington State management service (WMS).
 - a. WGS employees are non-managerial civil service employees. WGS is governed by [RCW 41.06](#) and [WAC 357](#). WGS includes those employees who are not exempt under [RCW 41.060.070](#) or [RCW 41.06.076](#), and do not have managerial responsibilities as outlined in [RCW 41.06.022](#). These positions are identified under the classified job listings and are on a set salary range. [WAC 357-01-360](#).
 - b. WMS employees meet the definition of manager in [RCW 41.06.022](#) and [WAC 357-58-035](#). See DSHS administrative policy 18.58 Washington management services.

D. Exempt employees

1. Exempt employees are those who are exempt from civil service rules.
2. A position can be designated as exempt by statute or by State Human Resources (SHR) at the request of the governor or other elected official.
3. DSHS exempt positions are those falling under [RCW 41.06.070](#) and [RCW 41.06.076](#).
4. The Office of Financial Management (OFM) approves the establishment of new exempt positions from the governor's exempt pool. SHR may provide additional exemptions for general government positions. See [SHR Directive 14HR-02](#).
5. Exempt employees serve at the pleasure of the appointing authority and generally have no return rights. However, an exempt employee who previously served in civil service has return rights if the termination from the exempt position was for reasons other than gross misconduct or malfeasance.
6. Exempt salaries are reviewed and approved within DSHS. Appointing authorities work with classification and compensation to establish. Actions taken to establish or revise exempt salaries must meet the provisions outlined in [RCW 41.06.152](#).

E. Movement from civil service to exempt

1. An employee holding a classified position has the following rights if their position is exempted from civil service rules following their appointment to the position:
 - a. If the employee previously held permanent status in another classified position, the employee has the right to return to a position in the highest class of position previously held, or to a position of similar nature and salary. [WAC 357-04-025](#).
 - b. Any employee with permanent status in a classified position who accepts an appointment in an exempt position has the right to return to classified service if the employee was not terminated from the exempt position for gross misconduct or malfeasance. The employee has the right to return to the highest class of position in which they previously held permanent status or to a position of similar nature and salary.
2. The right to return is suspended pending an investigation.

⁰¹ Housekeeping link updates