

**Title 357 WAC**  
**FINANCIAL MANAGEMENT, OFFICE OF—STATE HUMAN RESOURCES DIRECTOR**

**Last Update: 5/27/22**

**Chapters**

357-01	Definitions.
357-04	General provisions.
357-13	Classification.
357-16	Recruitment, assessment, and certification.
357-19	Appointment and reemployment.
357-22	Personnel files.
357-25	Affirmative action.
357-26	Reasonable accommodation.
357-28	Compensation.
357-31	Holidays and leave.
357-34	Employee training and development.
357-37	Performance management.
357-40	Discipline.
357-43	Employee business units.
357-46	Layoff and separation.
357-49	Director's review.
357-52	Appeals.
357-58	Washington management service.

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

**Chapter 357-07**  
**PUBLIC RECORDS**

357-07-005	What is the purpose of this chapter? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-005, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-005, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-010	What definitions apply to public records? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-010, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-010, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-015	How does the department index its records? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-015, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-015, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-020	How can I obtain a copy of the department's records index? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-020, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-020, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-025	How do I request to inspect or get a copy of a public record? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-025, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-025, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-030	How will the department respond to my request? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-030, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-030, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-035	What happens if the department determines that all or part of a requested public record is exempt from disclosure? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-035, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-035, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-040	When are public records available? [Statutory Authority: Chapter 41.06 RCW. WSR 05-01-202, § 357-07-040, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-045	Where can I inspect a public record? [Statutory Authority: Chapter 41.06 RCW. WSR 05-01-202, § 357-07-045, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-050	What is the fee to copy a public record? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-050, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-050, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-055	What restrictions apply when I come to inspect or get copies of public records? [Statutory Authority: Chapter 41.06 RCW. WSR 05-01-202, § 357-07-055, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
357-07-060	When is the department of personnel permitted to dispose of public records? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-060, filed 9/19/06, effective

- 10/20/06; WSR 05-01-202, § 357-07-060, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
- 357-07-065 How is the department of personnel organized? [Statutory Authority: Chapter 41.06 RCW. WSR 09-17-059, § 357-07-065, filed 8/13/09, effective 9/16/09; WSR 08-07-062, § 357-07-065, filed 3/17/08, effective 4/18/08; WSR 07-23-007, § 357-07-065, filed 11/8/07, effective 12/11/07; WSR 06-19-064, § 357-07-065, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-065, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
- 357-07-070 What is the department of personnel's general method of operation? [Statutory Authority: [Chapter 41.06 RCW.] WSR 06-19-064, § 357-07-070, filed 9/19/06, effective 10/20/06; WSR 05-01-202, § 357-07-070, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
- 357-07-075 How can I contact the department of personnel? [Statutory Authority: Chapter 41.06 RCW. WSR 05-01-202, § 357-07-075, filed 12/21/04, effective 7/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.

**Chapter 357-10  
CLASSIFICATION PLAN**

- 357-10-005 Definitions. [Statutory Authority: RCW 41.06.150. WSR 04-07-052, § 357-10-005, filed 3/11/04, effective 1/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
- 357-10-010 Classification plan—Framework and general direction. [Statutory Authority: RCW 41.06.150. WSR 04-07-052, § 357-10-010, filed 3/11/04, effective 1/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.
- 357-10-020 Classification plan—Implementation—Appeal. [Statutory Authority: RCW 41.06.150. WSR 04-07-052, § 357-10-020, filed 3/11/04, effective 1/1/05.] Repealed by WSR 11-23-054, filed 11/10/11, effective 12/13/11. Statutory Authority: Chapter 41.06 RCW.

**Chapter 357-55  
COMBINED FUND DRIVE**

- 357-55-010 What is the purpose of the combined fund drive rules? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-010, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-020 What is the intent of the combined fund drive rules? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-020, filed 3/17/08, effective 4/18/08; WSR 05-08-132, § 357-55-020, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-030 Is the combined fund drive campaign authorized to collect contributions in state workplaces? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-030, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-040 Do the combined fund drive rules apply to collection of gifts in kind? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-040, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-110 What definitions apply to this chapter of the civil service rules? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-110, filed 3/17/08, effective 4/18/08; WSR 05-08-132, § 357-55-110, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-210 What is the committee's name that is authorized in accordance with RCW 41.04.033 through 41.04.039 and RCW 41.04.230 and Executive Order EO 01-01? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-210, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-215 What does the CFD committee do? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-215, filed 3/17/08, effective 4/18/08; WSR 05-08-132, § 357-55-215, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-220 How are members of the CFD committee appointed? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-220, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-225 When will the CFD committee meet? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-225, filed 3/17/08, effective 4/18/08; WSR 05-08-132, § 357-55-225, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-230 What is a quorum for the CFD committee? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-230, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-235 What are the CFD committee's responsibilities for a charity drive? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-235, filed 3/17/08, effective 4/18/08; WSR 05-08-132, § 357-55-235, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-240 What are the CFD committee's responsibilities for standards and criteria to participate in the fund drive? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-240, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-245 Who completes, evaluates and approves the application printed and distributed by the CFD committee? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-245, filed

4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-250 Who develops the official CFD campaign and publicity materials? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-250, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-255 Who determines the CFD committee's administrative expenses and how are they recovered? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-255, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-260 Who establishes the process for handling and depositing employee contributions? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-132, § 357-55-260, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-265 Who establishes staff and volunteer positions and other groups? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-265, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-270 Who engages the CFD program manager and what are the responsibilities of the program manager? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-270, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-275 How may contributions intended for an organization or federation that is decertified be handled? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-275, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-280 Do members of the CFD committee receive a salary and expense reimbursement? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-280, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-285 When may the CFD committee enter into contracts? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-285, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-310 May state employees volunteer to serve as CFD campaign executives? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-310, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-320 May state agencies and higher education institutions use state resources to support the CFD campaign? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-320, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-330 What is the role of the department of personnel with the CFD committee? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-330, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-410 How may state employers establish a local CFD campaign? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-410, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-415 When does the annual CFD campaign occur? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-415, filed 3/17/08, effective 4/18/08; WSR 05-08-133, § 357-55-415, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-420 May state employers grant permission for participating organizations to share information during work hours? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-420, filed 3/17/08, effective 4/18/08; WSR 05-08-133, § 357-55-420, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-425 What campaign events may occur during work hours within the campaign calendar? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-425, filed 3/17/08, effective 4/18/08; WSR 05-08-133, § 357-55-425, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-430 Who may be solicited? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-430, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-510 How are campaign expenses recovered? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-510, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-515 May fund-raising expenses be deducted from donations? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-515, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-520 How are campaign expenses divided? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-520, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-610 How does the CFD committee determine eligibility? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-610, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

357-55-615 What notice does the CFD committee provide if an organization is not eligible? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-615, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.

- 357-55-620 What is the process to request reconsideration of noneligibility? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-620, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-625 May a participating organization be decertified or disqualified from participating in the combined fund drive? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-625, filed 3/17/08, effective 4/18/08; WSR 05-08-133, § 357-55-625, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-630 What notice does the CFD committee provide when a decertification decision is made? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-630, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-635 When is decertification of an organization effective? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-635, filed 3/17/08, effective 4/18/08; WSR 05-08-133, § 357-55-635, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-640 When will payments of contributions cease for a decertified organization? [Statutory Authority: Chapter 41.06 RCW. WSR 08-07-064, § 357-55-640, filed 3/17/08, effective 4/18/08; WSR 05-08-133, § 357-55-640, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.
- 357-55-645 May requests be made for reconsideration of a decertification decision? [Statutory Authority: Chapter 41.06 RCW. WSR 05-08-133, § 357-55-645, filed 4/6/05, effective 7/1/05.] Repealed by WSR 10-11-076, filed 5/14/10, effective 6/15/10. Statutory Authority: Chapter 41.06 RCW.