# Necessary Agency Policies and other Requirements

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| Human Resources | References and Resources |
| Affirmative Action & Equal Employment Opportunity Statement | [357-25-025](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-25-025) |
| Certification | [357-16-120](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-120) |
| Call Back (Emergency Response & DOC) | [357-28-185](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-28-185) |
| Combined Fund Drive | [357-55-260](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-55-260) |
| Discrimination | [Chapter 49.60 RCW](http://app.leg.wa.gov/RCW/default.aspx?cite=49.60)  [Chapter 357-25 WAC](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-25)  [EO 89-01](http://www.governor.wa.gov/sites/default/files/exe_order/eo_89-01.pdf) |
| Domestic Violence and the Workplace | [EO 96-05](http://www.governor.wa.gov/execorders/eoarchive/eo96-05.htm) |
| Employee Grievance | Represented Agencies |
| Employee Training and Development | [357-34-030](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-34-030) |
| Family and Medical Leave | [357-31-560](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-560) |
| Higher Education Temporary Employee Monitoring | [357-19-440](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-440) |
| Investigation | Investigative Agencies |
| Layoff | [357-46-015](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-46-015) |
| Leave | [357-31-100](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-100) |
| Performance Management Process | [357-37-015](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-37-015) |
| Performance Based Increments | [357-28-075](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-28-075) |
| PERS 1 Return to Work Retirees | [SHB 1262](http://apps.leg.wa.gov/billinfo/summary.aspx?bill=1262) |
| Probationary and Trial Service Period | [357-19-090](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-090) |
| Promotional | [357-16-150](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-150) |
| Reallocation Review | [357-13-060](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-13-060) |
| Relocation Compensation (Written Criteria) | [357-28-320](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-28-320) |
| Requesting Reasonable Accommodation | [357-16-090](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-090) |
| Return to Work | [357-19-525](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-525) |
| Review Exam Results/Name Removal | [357-16-177](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-177) & [357-46-147](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-46-147) |
| Salary Determination | [357-28-030](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-28-030) |
| Sexual Harassment and Reasonable Accommodation | [357-25-025](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-25-025) [357-26-020](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-26-020) |
| Sexual Harassment Awareness and Prevention Training | [357-25-025](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-25-025) |
| Sick Leave Pool (If participating) | [357-31-575](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-575) |
| Suspended Operations | [357-31-275](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-275) |
| Training and Development Plan | [357-34-030](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-34-030) |
| Uniformed Service Shared Leave Pool | [357-31-655](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-655) |
| WMS Lump Sum Relocation Compensation (Written Criteria) | [357-58-155](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-58-155) |
| WMS Layoff | [357-58-455](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-58-455) |
| WMS Reconsider Agency Action | [357-58-515](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-58-515) |
| WMS Recruitment and Retention | [357-58-180](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-58-180) |
| WMS Recruitment and Selection | [357-58-185](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-58-185) |
| WMS Salary Administration | [357-58-075](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-58-075) |
| Corrective Discipline  (Optional/Recommended) | [357-40-015](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-40-015) |
| Drug Testing  (Optional/Recommended) | [Chapter 46.25 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=46.25&full=true)  [EO 92-01](http://www.governor.wa.gov/sites/default/files/exe_order/eo_92-01.pdf) |
| Ethics  (Optional/Recommended) | [www.ethics.wa.gov](http://www.ethics.wa.gov/) |
| Exchange Time (Optional/Recommended) | DOP Compensation Plan |
| Overtime  (Optional/Recommended) | [State HR Compensation Administration](http://www.hr.wa.gov/CompClass/Compensation/Pages/default.aspx) |
| Leave Sharing (Optional/Recommended) | [Chapter 357-31 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=357-31) |
| Voluntary Employee’s Beneficiary Association (VEBA) & Medical Expense Plan (MEP) | [357-31-375](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-375) |
| Whistleblower (Optional/Recommended) | [RCW 42.40.070](http://apps.leg.wa.gov/RCW/default.aspx?cite=42.40.070) |
| WMS Additional Compensation (Optional/Recommended) | [357-58-170](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-58-170) |
| Capitol Assets | [30.10.40](http://www.ofm.wa.gov/policy/30.40.htm) |
| Small and Attractive Assets | [30.40.20](http://www.ofm.wa.gov/policy/30.40.htm) |
| Disposition of Capitol Assets | [30.40.45](http://www.ofm.wa.gov/policy/30.40.htm) |
| Receivables | [85.54.60](http://www.ofm.wa.gov/policy/85.54.htm) |
| Expenditures/Expenses/Disbursements | [85.32](http://www.ofm.wa.gov/policy/85.32.htm)  [85.36](http://www.ofm.wa.gov/policy/85.36.htm)  [85.38](http://www.ofm.wa.gov/policy/85.38.htm)  [85.90](http://www.ofm.wa.gov/policy/85.90.htm) |
| Petty Cash | [85.50](http://www.ofm.wa.gov/policy/85.50.htm) |
| Credit/Debit Card Acceptance | [40.20](http://www.ofm.wa.gov/policy/40.20.htm) |
| Purchase/Credit Card Use | [Chapter 45](http://www.ofm.wa.gov/policy/45.htm)  [85.36](http://www.ofm.wa.gov/policy/85.36.htm) |
| Coffee and Light Refreshments | [70.10](http://www.ofm.wa.gov/policy/70.10.htm) |
| Warrants. Checks and Checking Accounts | [85.38](http://www.ofm.wa.gov/policy/85.38.htm)  [85.36](http://www.ofm.wa.gov/policy/85.38.htm) |
| Travel | [Chapter 10](http://www.ofm.wa.gov/policy/10.htm) |
| Transportation | [12.10](http://www.ofm.wa.gov/policy/12.10.htm)  [12.20](http://www.ofm.wa.gov/policy/12.20.htm) |
| Designate a Public Records Officer | [RCW 42.56.580](http://app.leg.wa.gov/rcw/default.aspx?cite=42.56.580) |
| Model Public Records Rules for agencies | [Chapter 44-14 WAC](http://apps.leg.wa.gov/WAC/default.aspx?cite=44-14) |
| Public Records & Open Public Meeting Requirements | [ATG Open Government](http://www.atg.wa.gov/open-government) |
| Office of the Code Reviser |  |
| Designate a Rules Coordinator | [RCW 34.05.312](http://app.leg.wa.gov/RCW/default.aspx?cite=34.05.312) |
| Rule making requirements | [Office of the Code Reviser](http://leg.wa.gov/CodeReviser/Pages/Washington_State_Register.aspx) |
| Designate a records officer | [RCW 40.14.040](http://app.leg.wa.gov/rcw/default.aspx?cite=40.14.040)  [Chapter 434-626 WAC](http://apps.leg.wa.gov/WAC/default.aspx?cite=434.626) |
| Records management requirements | [SAO Records Mgmt](http://www.sos.wa.gov/archives/RecordsManagement/records_state.aspx) |
| Healthy Food and Beverage | [EO 13-06](http://www.governor.wa.gov/sites/default/files/exe_order/eo_13-06.pdf) |
| Social Media (Optional/Recommended) | [Guidelines and Best Practices for Social Media Use in Washington State](http://www.governor.wa.gov/sites/default/files/documents/GuidelinesAnd%20BestPracticesForSocialMedia.pdf) |
| Telework and Flexible Work Hours Policy | [EO – 14-02](http://www.governor.wa.gov/sites/default/files/exe_order/eo_14-02.pdf) |
| Continuity of Operations Plan (COOP) | [Directive 13-02](http://www.governor.wa.gov/sites/default/files/directive/dir_13-02.pdf) |
| Four year rule review schedule | [EO 80-20](http://www.governor.wa.gov/sites/default/files/exe_order/eo_80-20.pdf) |
| Service Delivery Standards | [EO 03-01](http://www.governor.wa.gov/sites/default/files/exe_order/eo_03-01.pdf) |
| Plain Talk principles and practices | [EO 05-03](http://www.governor.wa.gov/sites/default/files/exe_order/eo_05-03.pdf) |
| Workplace Safety (Optional/Recommended) | [EO 96-05](http://www.governor.wa.gov/execorders/eoarchive/eo96-05.htm) |
| Software piracy policies and procedures | [EO 00-02](http://www.governor.wa.gov/sites/default/files/exe_order/eo_00-02.pdf) |
| Sustainability Plan with objectives | [EO 02-03](http://www.governor.wa.gov/sites/default/files/exe_order/eo_02-03.pdf) |
| Designate a clearly identified point of contact to assist the public and businesses | [EO 03-01](http://www.governor.wa.gov/sites/default/files/exe_order/eo_03-01.pdf) |
| Service delivery complaint tracking procedures | [EO 03-01](http://www.governor.wa.gov/sites/default/files/exe_order/eo_03-01.pdf) |
| Proposed rules approved by the AAG | [EO 80-20](http://www.governor.wa.gov/sites/default/files/exe_order/eo_80-20.pdf) |
| Appoint an ADA Coordinator | [EO 96-04](http://www.governor.wa.gov/sites/default/files/exe_order/eo_96-04.pdf) |
| Domestic violence in the workplace policy | [EO 96-05](http://www.governor.wa.gov/sites/default/files/exe_order/eo_96-05.pdf) |
| Email policy | [EO 91-10](http://www.governor.wa.gov/sites/default/files/exe_order/eo_91-10.pdf) |
| Drug and alcohol free workplace policy | [EO 92-01](http://www.governor.wa.gov/sites/default/files/exe_order/eo_92-01.pdf) |
| Sexual harassment policy and training | [EO 89-01](http://www.governor.wa.gov/sites/default/files/exe_order/eo_89-01.pdf) |
| Automobile Policy | [EO 74-07](http://www.governor.wa.gov/sites/default/files/exe_order/eo_74-07.pdf) |
| Appoint a senior staff employee as agency transportation officer who shall administer the agency automobile policy | [EO 74-07](http://www.governor.wa.gov/sites/default/files/exe_order/eo_74-07.pdf) |
| Maintain current policies on diversity, inclusion, and equal opportunity policies | [EO – 12-02](http://www.governor.wa.gov/sites/default/files/exe_order/eo_12-02.pdf) |
| OCIO | OCIO Policy No. |
| IT project oversight policies, and procedures | [132](https://ocio.wa.gov/policies/132-providing-quality-assurance-information-technology-projects) |
| Strategic Vision for use of IT | [111](https://ocio.wa.gov/policies/111-planning-it-portfolios) |
| Document agency investment, acquisition, and use of IT via an IT portfolio | [112](https://ocio.wa.gov/policies/112-managing-information-technology-portfolios) |
| IT security program and related policy and procedures | [141](https://ocio.wa.gov/policies/141-securing-information-technology-assets) |
| Submit annual, signed security verification letter | [141](https://ocio.wa.gov/policies/141-securing-information-technology-assets) |
| Require state employees to no longer use employee-owned Office 2003 or XP PCs to perform work duties or conduct state business. | [142](https://ocio.wa.gov/policies/142-windows-xp-end-life) |
| Develop disaster recovery/business resumption plans | [151](https://ocio.wa.gov/policies/151-planning-it-disaster-recovery-and-business-resumption) |
| Cellular Devices | [191](https://ocio.wa.gov/policies/191-cellular-device-policy) |
| General |  |
| Delegation of Authority |  |