**Where can I find the rules that are included in the letter templates?**

[Civil service rules](https://ofm.wa.gov/state-human-resources/civil-service-rules) apply to all **non-represented** employees and employers under the jurisdiction of Chapter 41.06 RCW except those positions or employees exempted under the provisions of Chapter 357-04 WAC.

The [Collective Bargaining Agreement](https://www.ofm.wa.gov/state-human-resources/labor-relations/collective-bargaining-agreements/2017-19-collective-bargaining-agreements) is the contractual agreement between an employer and a Labor Union that governs wages, hours, and working conditions for **represented** employees.

Your agency may also have written policy that can be cited in an appointment letter.

**How do I know if I use a trial service or probationary letter?**

A **probationary period** is the initial period of employment following certification and appointment to, or reemployment in, the classified service. **An employee who does not have permanent status must serve a probationary period when appointed to a permanent position.**

A **trial service period** applies if an employee already holds permanent state status. A permanent employee must serve a trial service period upon promotional appointment to a position in a class in which the employee has not held permanent status. A permanent employee who transfers, voluntarily demotes, is elevated, or is reverted to a position **may** be required by the employer to serve a trial service period. Refer to WAC or CBA to determine if a review period is required or optional.

If you need assistance determining what type of review period is to be served or if the review period can be waived, reach out to Small Agency Assistance.

**Is there information that should be included in the letter if an employee is currently represented and moving into a position that is not represented by a union and vice versa?**

Yes. If an employee is moving into or out of a position that was represented by a union, it is important to provide information to the employee regarding automatic dues deduction. The below blurb can be added to an appointment letter if this circumstance applies.

“Employees moving from a position represented by a Labor Union to a position not represented by a Labor Union are responsible for initiating the termination of any automatic dues deductions to former Unions.  If you are moving into a position represented by a Labor Union, you are responsible to fill out the dues deductions card.  **Failure to take these steps will require you to resolve any dues overage or shortage directly with the Union.**”

**Should I document in the letter if a Washington Management Service (WMS) employee will receive accelerated leave accruals?**

Yes, an appointment letter would be a great place to document accelerated leave accruals. The below sample wording can be added to an appointment letter if this circumstance applies.

“In accordance with WAC 357-58-175, you have been authorized to receive an accelerated accrual rate of thirteen hours, twenty minutes of vacation days per month.”

“In accordance with WAC 357-58-175, you have been authorized to receive an accelerated accrual rate of 15 vacation days per year.”

“As part of your employment offer, you will receive an acculturated leave accrual of 15 days per year while employed with “agency name.”

**What if I need a different type of letter?**

Contact the Small Agency Assistance team if you need assistance with a different type of appointment letter.