



Meeting agenda

Date: 06/20/2019

Time: 10:00am – 12:00pm

Location: DES 1500 Jefferson Building - Conference Center Room 2331

Attendees: Open to all Small Agency HR Liaison's

<i>Time</i>	<i>Topic</i>
10:00 am – 10:10 am	<ul style="list-style-type: none"> • Announcements: <ul style="list-style-type: none"> ○ HR Service Level Update ○ New Small Agency HR Business Partner: Christopher Shock ○ New Recruiter: Jennifer McWaid ○ New HR Specialist: Molly Wharton
10:10am – 10:25am	<ul style="list-style-type: none"> • OFM Class and Comp Updates Presenter: Tina Cooley
10:25am – 10:40am	<ul style="list-style-type: none"> • OFM Modern Work Environment Updates Presenter: Cherie Willhide
10:40am – 10:50am	<i>Wellness Break</i>
10:50am – 11: 20am	<ul style="list-style-type: none"> • I-9 Training Presenter: Casey Kiser
11:20am – 11:50am	<ul style="list-style-type: none"> • Trainings For Small Agencies Presenter: Jennifer Carter
11:50am – 12:00pm	<i>Roundtable/Questions</i>

NOTES

Announcements:

- Effective July 1, our small agencies will receive full HR support from DES HR. There no longer will be the tiered support; rather everyone will be supported at what was formerly known as level three.
- July 1, there will be a new small agency HR Business Partner to help provide small agency HR support with me. Christopher Shock is transferring from WaTech to join our

team! The HR Business Partner team will work on ensuring it is a smooth transition as he takes over agencies. Going forward, Christopher and I will be providing HR Support to you all.

- On July 1, Jennifer McWaid will be supporting you in a different way with recruitment. She will be leaving the HR Specialist team and will be joining the recruitment team. She will be supporting the HR Specialist team on a part time basis through August to provide training for her replacement and backup for summer vacations.
- Effective July 1, there will be a new HR Specialist; Molly Wharton. Molly is coming from DSHS to join our team and brings a plethora of knowledge with her!

OFM Class and Comp Updates – no handouts:

Q&A session

ITPS structure is approved and will be implemented on July 1, 2019. Currently, OFM are developing in-training plans for each IT job family. These in-training plans will be very bare bones allowing agencies to fill in information but will give the structure of what the in-training plan should look like for the job family.

OFM Modern Work Environment Updates - handouts- Telework Determination, Telework Arrangement Sample:

There is a [telework suitability tool](#) (attachment) that OFM has developed on their [modern work environment](#) website that is great for supervisors to determine if a position and a person are suitable for teleworking. This tool has a checklist that allows the supervisor to go through and answer questions about the employee to help determine if teleworking is appropriate for them and a checklist for the employee who is seeking a telework arrangement. This checklist will ensure that the supervisor has conducted a thoughtful process of allowing the employee & position telework and did not show any favoritism. After the checklist has been completed, it can be placed in the supervisory file.

OFM provided a sample telework agreement that they use (attachment). The highlighted yellow sections allows employers to fill in the blanks and cover bases such as location of telework work station, communication issues, and other considerations like safeguards.

There is also a LMS learning module labeled WA-State Mobile Work for Supervisors that teaches supervisors how to set expectations for telework employees and how to manage remote employees.

On the [modern work environment](#) website, there are 3 different boxes labeled [People](#), [Place](#), and [Connectivity](#). These different boxes will take you to different pages that include information on how to build a modern work environment, how to create the right climate in your workplace, and mobility myths.

Contact Cherie Willhide, Organizational Culture Consultant at State HR for more information. She can be reached at (360) 407-4176 or Cherie.willhide@ofm.wa.gov

I-9 Training – PowerPoint attachment:

If you have incomplete I-9, you can go back and fix them by doing an audit. Please be aware, that older I-9's fell under different rules. Collaborate with your assigned [HR Business Partner](#) to ensure you are using the right rules when analyzing your I-9s.

Trainings for Small Agencies – handouts - Vital Smarts and Franklin Covey Pricing, Small Agency HR Meeting_WLP Training Handout_June 2019:

Jennifer Carter shared trainings that are available and may be of interest to small agencies (attachment). She shared that leading others and leading teams fulfill [WAC 357-34-055](#) requirement that new supervisors must attend management training within their first 6 months of assignment. On the handout, if you click learn more under leading others or leading teams, there is an assessment tool that will help you determine which class is more appropriate for you. Generally, if you are a manager of managers, leading teams is more appropriate for you and for supervisors should attend leading others.

There is a distribution list that you can be added to that has fellow state employees meet quarterly to network and DES will market new classes through this distribution list also.

DES has purchased materials in large bulk so agencies can purchase the kits (curriculum) of the class. This helps reduce the cost of the material.

Our training and development team can do single agency training where we bring the material to your agency at the cost of the kit prices or if your agency doesn't have a lot of people needing the training, we can open it up to other small agencies to ensure the focus of the training is still small agencies but that the cost remains low.

Contact Jennifer Carter, Learning and Performance Operations Manager at DES for more information. She can be reached at (360) 407-8062 or Jennifer.carter@des.wa.gov

Future topics:

Diversity, equity, and inclusion in recruitment.

A question was raised what language is used in other agencies in their recruitments. DES uses the following language in our postings:

The Department of Enterprise Services celebrates our differences and we are committed to a workplace that supports equal opportunity employment and inclusion regardless of race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity diversity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We will also consider qualified applicants with criminal histories, consistent with applicable federal, state and local laws.

We use this same language, tailored to your small agency, unless you tell us differently in your postings also.

Denise Ross at PSP shared that their agency does blind recruiting. Denise redacts all pronouns in the applicants resume and attachments, the name, dates of schooling and address of the applicant so the hiring manager only sees the skills of the applicant. Their agency requires that their hiring managers watch "WA-State Interview Skills for Panelists" to reduce any biases in the interview. Denise has provided their agencies guidelines for interview panelists (attached – PSP Guidelines for Interview Panelists (1)).

Form I-9

<https://www.uscis.gov/i-9>

The purpose of this form is document verification of the identity and employment authorization of each new employee whether they are a citizen or a noncitizen hired after November 6, 1986 to work in the United States.

When Do I Fill an I-9 Out?

This form needs to be completed whenever you are hiring someone into your agency

- ▶ Transfer from one agency to your agency
- ▶ Rehire
- ▶ New Hire

Does Form I-9 Expire?



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Every few years Form I-9 gets updated. Be sure to confirm which form you are using to check you are in compliance with your new hire.

Current Employee Form I-9's do not need to be updated to the newest version unless there is reverification then only Section 3 needs to be updated.

Instructions for Employees



Instructions for Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047

Expires 08/31/2019

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

All pages of the instructions and Lists of Acceptable Documents must be available, in either print or electronically, to all employees completing this form.

The Lists of Acceptable Documents is located at the end of Form I-9.

The Instructions are located at www.uscis.gov/i-9

Section 1. Employee Information and Attestation

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?		State ? ▼
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?		Employee's Telephone Number ?	

- Employee must complete section 1 no later than their first day and never before they have accepted a job offer
- Use a pen or a pencil
- Every box must have something in it

Section 1. Employee Information and Attestation Cont.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?
Address (Street Number and Name) ?			Apt. Number ?	City or Town ?	State ? ▼
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?		Employee's Telephone Number ?	

- ▶ Last Name (Family Name) field: Enter full legal last name (ex: De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen)
- ▶ First Name (Given Name) field: Enter full legal first name (ex: Jessica, John-Paul, Tae Young, D'Shaun, Mai)
- ▶ Middle Initial field: First letter of the middle name, if any. If multiple middle names, enter the first letter of the first middle name. Put N/A if no middle name.

Section 1. Employee Information and Attestation Cont.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?		State ? ZIP Code ?
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?		Employee's E-mail Address ?		Employee's Telephone Number ?

- Other Last Name (If Any) field: Provide all other last names used, if any (maiden names). Enter N/A if no other last names.
- Address (street number and Name) field: Enter the street name and number of their current residence. PO Box's cannot be used.
- Apt. Number field: Enter apartment number. If they do not live in an apartment, enter N/A

Section 1. Employee Information and Attestation Cont.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?		State ? ZIP Code ?
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?		Employee's Telephone Number ?	

- ▶ City or Town field: Enter city, town, or village in this field. If the residence is not located in a city, town, or village, enter the county, reservation, etc. in this field.
- ▶ State field: Enter the abbreviation of the state in this field
- ▶ Zip code field: Enter the 5-digit ZIP code
- ▶ Date of Birth field: Enter the date of birth as a 2-digit month, 2-digit date, and 4 digit year (mm/dd/yyyy)

Section 1. Employee Information and Attestation Cont.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?		State ? ▼
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?		Employee's Telephone Number ?	

- U.S. Social Security Number field: Providing the 9-digit social security number is voluntary unless the employer participates in E-Verify. E-Verify is a web based system that allows enrolled employers to confirm eligibility of their employees to work in the US.
- Employee's E-Mail Address field: This is an optional field. This can be a personal email or a work email or N/A.
- Employee's Telephone Number field: This is an optional field. This can be a personal phone number or a work phone number or N/A.

Section 1. Signing, Dating & Preparing/Translator

Signature of Employee ?		Today's Date (mm/dd/yyyy) ?	
Preparer and/or Translator Certification (check one): ?			
<input type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)			
I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.			
Signature of Preparer or Translator ?		Today's Date (mm/dd/yyyy) ?	
Last Name (Family Name) ?		First Name (Given Name) ?	
Address (Street Number and Name) ?		City or Town ?	State ? ZIP Code ?

- After Section 1 is complete, the employee will sign their name and place the date they completed the form in the date field
- They will also check the box of whether they used a preparer and/or translator or not



Presenting Form I-9 Documents

- ▶ Within 3 business days from hire
- ▶ Unexpired
- ▶ Either 1 document from List A or 1 document from List B and 1 document from List C
- ▶ Review the documents presented and confirm they reasonably appear to be genuine
- ▶ Whoever reviews the documents must complete Section 2
- ▶ Copies can be made and kept with the I-9 but are not required
- ▶ Documents must be reviewed in front of the employee

Oddities to be Aware Of

- ▶ Social Security Card does not need to be signed
- ▶ Social Security Card cannot be laminated
- ▶ Social Security Card does not need to have current last name on it
- ▶ Passport cannot be expired
- ▶ Tribal Document must be from a recognized tribe (www.bia.gov)
- ▶ No photocopies (except for certified copies of birth certificates)

Acceptable Documents for I-9

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		



Section 2. Employer or Authorized Representative Review and Verification

- Make sure all parts of Form I-9 are properly completed by the employee in Section 1 before starting Section 2
- If any errors are found, have the employee make the correction, initial, and date any corrections made

Section 2. Employer or Authorized Representative Review and Verification Cont.

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1?	Last Name (Family Name) ?	First Name (Given Name) ?	M.I. ?	Citizenship/Immigration Status ?
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- ▶ You will enter the employee's last name, first name, middle initial and citizenship/immigration status number that they placed on page 1 here
 - ▶ The immigration status number is number 1-4 next to the checkbox of which type of citizen/immigration status they are

<input type="checkbox"/>	1. A citizen of the United States ?
<input type="checkbox"/>	2. A noncitizen national of the United States (See instructions) ?
<input type="checkbox"/>	3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ?
<input type="checkbox"/>	4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ? Some aliens may write "N/A" in the expiration date field. (See instructions)

- ▶ If they do not have a middle initial or a first name you will put N/A copying what the employee put
- ▶ This ensures that the two pages of the form remain together

Section 2. Employer or Authorized Representative Review and Verification Cont.

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title ?		Document Title ?		Document Title ?
Issuing Authority ?		Issuing Authority ?		Issuing Authority ?
Document Number ?		Document Number ?		Document Number ?
Expiration Date (if any)(mm/dd/yyyy) ?		Expiration Date (if any)(mm/dd/yyyy) ?		Expiration Date (if any)(mm/dd/yyyy) ?
Document Title ?		Additional Information ?		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority ?				
Document Number ?				
Expiration Date (if any)(mm/dd/yyyy) ?				
Document Title ?				
Issuing Authority ?				
Document Number ?				
Expiration Date (if any)(mm/dd/yyyy) ?				

Section 2. Employer or Authorized Representative Review and Verification

Cont.

- ▶ Only an unexpired document from List A can be captured on the I-9 under List A.
- ▶ You will need to capture what the document is (ex: U.S. Passport) under “Document Title”
- ▶ You will need to capture who issued the document (ex: US Dept. of State) under Issuing Authority
- ▶ You will need capture what the document number (ex: 31195855) is under Document Number
- ▶ You will need to indicate the expiration date

List A Identity and Employment Authorization	
Document Title ?	U.S. Passport <input type="text"/>
Issuing Authority ?	U.S. Department of State <input type="text"/>
Document Number ?	31195855 <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) ?	01/01/2020 <input type="text"/>
Document Title ?	N/A <input type="text"/>
Issuing Authority ?	N/A <input type="text"/>
Document Number ?	N/A <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) ?	N/A <input type="text"/>
Document Title ?	N/A <input type="text"/>
Issuing Authority ?	N/A <input type="text"/>
Document Number ?	N/A <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) ?	N/A <input type="text"/>

LIST A Documents that Establish Both Identity and Employment Authorization	
1.	U.S. Passport or U.S. Passport Card
2.	Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3.	Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4.	Employment Authorization Document that contains a photograph (Form I-766)
5.	For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ul style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ul style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6.	Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

Section 2. Employer or Authorized Representative Review and Verification

Cont.

List B Identity	AND	List C Employment Authorization
Document Title [?] Driver's license issued by state/territory <input type="text"/>		Document Title [?] Social Security Card (Unrestricted) <input type="text"/>
Issuing Authority [?] Washington <input type="text"/>		Issuing Authority [?] Social Security Administration <input type="text"/>
Document Number [?] Doeijane123o5 <input type="text"/>		Document Number [?] 123-45-6789 <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) [?] 01/01/2020 <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) [?] N/A <input type="text"/>

- If an employee does not bring a document from List A, they will need to provide a document from **both** List B and List C.
- Capture what the document is under Document Title
- Who issued it, for example – Washington for a WA drivers license or SSA (Social Security Administration) for a newer social security card
- Document number and expiration date
- Social Security cards do not have an expiration date – N/A can be placed here

LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Voter's registration card		4. Native American tribal document
5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
8. Native American tribal document		
9. Driver's license issued by a Canadian government authority		
For persons under age 18 who are unable to present a document listed above:		
10. School record or report card		
11. Clinic, doctor, or hospital record		
12. Day-care or nursery school record		

Section 2. Employer or Authorized Representative Review and Verification Cont.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Title of Employer or Authorized Representative ?		
Last Name of Employer or Authorized Representative ?	First Name of Employer or Authorized Representative ?	Employer's Business or Organization Name ?		
Employer's Business or Organization Address (Street Number and Name) ?		City or Town ?	State ?	ZIP Code ?

- Put the employee's day of employment (this is not necessarily the first day in paid status)
- Sign your name once the form is complete, the date, and your title
- Write your last name, first name, and the agency you work for
- List the organization's physical address (if multiple, use the most appropriate address that identifies the location of the agency)

Section 3. Reverification and Rehires

Section 3. Reverification and Rehires <i>(To be completed and signed by employer or authorized representative.)</i>			
A. New Name (if applicable) ?			B. Date of Rehire (if applicable)
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title ?	Document Number ?	Expiration Date (if any) (mm/dd/yyyy) ?	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?	

- This section applies to name changes, reverification from expired documents that require reverification, and rehires to your agency
- Part A is only required if there is a name change

Section 3. Reverification and Rehires Cont.

Section 3. Reverification and Rehires <i>(To be completed and signed by employer or authorized representative.)</i>			
A. New Name (if applicable) ?			B. Date of Rehire (if applicable)
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title ?	Document Number ?	Expiration Date (if any) (mm/dd/yyyy) ?	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?	

- ▶ Part B is only required if the employee is rehired to your agency
 - ▶ Rehired in 3 years from the date the Form I-9 was previously executed, you may rely on either the employee's previously executed Form I-9 or complete a new Form I-9. After 3 years, a new Form I-9 is required
- ▶ If the employee's previous documents are not expired yet, provide the employee's rehire date, any name changes if applicable, and sign and date the form
- ▶ If the employee's previous documents are expired, then reverification is required in Section 3 in addition to providing the rehire date. If the Form I-9 is not the most current version of the form, you must complete section 3 on the current form

Section 3. Reverification and Rehires Cont.

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)			
A. New Name (if applicable) ?			B. Date of Rehire (if applicable)
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title ?	Document Number ?	Expiration Date (if any) (mm/dd/yyyy) ?	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?	

- ▶ Part C is only required if the previous employment authorization has expired and is required to be verified upon expiration
 - ▶ You should not verify U.S. citizen and noncitizen nationals, or lawful permanent residents (including conditional residents) who presented a Permanent Resident Card. Reverification does not apply to List B documents.
 - ▶ An employee must present an unexpired document(s) (or a receipt) from either List A or List C showing they are still authorized to work. The employee is not required to show the same type of document that they presented previously.
- ▶ If anything is added into Section 3, sign at the bottom

Retention of Form I-9

1. Enter date employee began work for pay: 07/17/16

Add three years to Line 1 A. 07/17/19

2. Termination date: 01/01/18

Add one year to Line 2 B. 01/01/19

Which date is later: A or B?

Enter the later date here. C. 07/17/19 **Store Form I-9 until this date.**

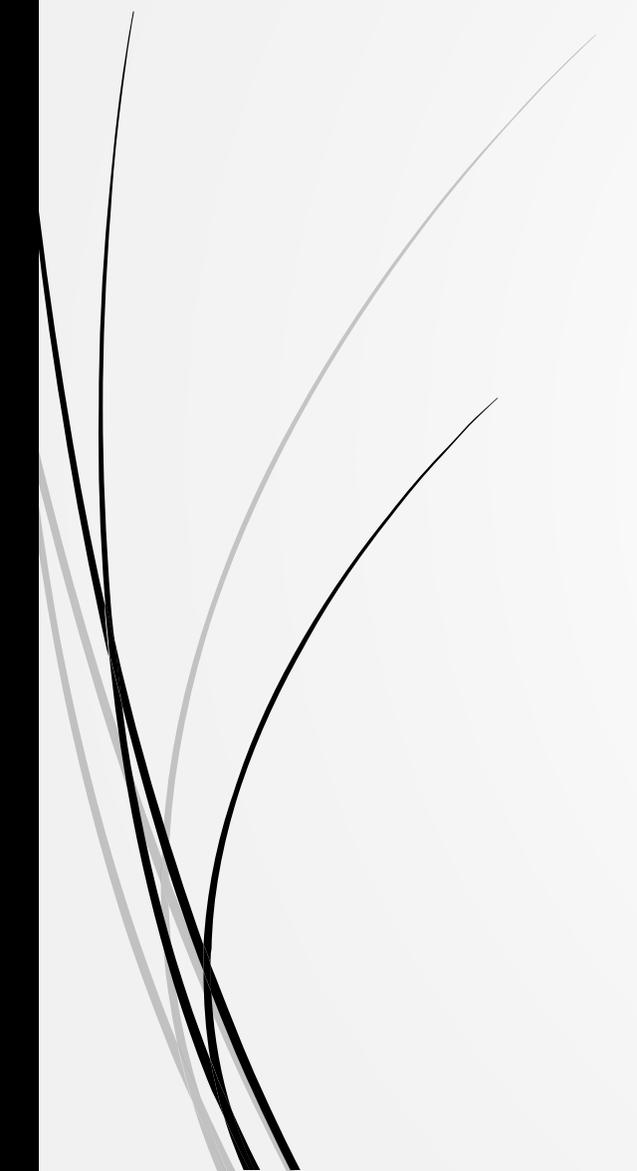
- Employers are required to retain the pages of the form on which the employee and employer entered data on
- If copies of documentation presented by the employee are made, those copies must be retained with the individual's Form I-9 in a secure location that can be presented within 3 days of an inspection request
- Once the individual's employment ends, the employer must retain Form I-9 and any applicable attachments for either 3 years after the date of hire or 1 year after the date of employment ended, whichever is later.

Commonly Asked Questions

- ▶ **Q. May I fire an employee who fails to produce the required documents within three business days of their start date?**
- ▶ A. Yes. You may terminate an employee who fails to produce the required document or documents, or an acceptable receipt for a document, within three business days of the date employment begins.
- ▶ **Q. May I accept a photocopy of a document presented by an employee?**
- ▶ A. No. Employees must present original documents. The only exception is that an employee may present a certified copy of a birth certificate.
- ▶ **Q. My new employee presented two documents to complete Form I-9, each containing a different last name. One document matches the name she entered in Section 1. The employee explained that she had just gotten married and changed her last name, but had not yet changed the name on the other document. Can I accept the document with the different name?**
- ▶ A. You may accept a document with a different name than the name entered in Section 1 provided that you resolve the question of whether the document reasonably relates to the employee. You also may wish to attach a brief memo to Form I-9 stating the reason for the name discrepancy, along with any supporting documentation the employee provides. An employee may provide documentation to support their name change, but is not required to do so. If, however, you determine that the document with a different name does not reasonably appear to be genuine and to relate to her, you may ask her to provide other documents from the Lists of Acceptable Documents on Form I-9.

Commonly Asked Questions

- ▶ **Q. My employee entered a compound last name in Section 1 of Form I-9. The documents she presented contain only one of these names. Can I accept this document?**
- ▶ A. DHS does not require employees to use any specific naming standard for Form I-9. If a new employee enters more than one last name in Section 1, but presents a document that contains only one of those last names, the document they present for Section 2 is acceptable as long as you are satisfied that the document reasonably appears to be genuine and to relate to the employee. It is helpful for individuals attesting to lawful permanent resident status who have more than one name to enter their name on Form I-9 as it appears on their Permanent Resident Card (Form I-551)
- ▶ **Q. The name on the document my employee presented to me is spelled slightly differently than the name they entered in Section 1 of Form I-9. Can I accept this document?**
- ▶ A. If the document contains a slight spelling variation, and the employee has a reasonable explanation for the variation, the document is acceptable as long as you are satisfied that the document otherwise reasonably appears to be genuine and to relate to the employee.



Questions?
Comments?



Interview Panel Briefing Information

Interviews begin with a brief presentation of the job duties and office. The candidates are prepared to spend the remaining time responding to your questions and may also have some questions for you. Breaks are built in between candidates so that you can finish notes, raise any concerns, and of course, take a break for yourself if needed!

Comments and Observations

For your convenience, note pages have been included in your packets. Be sure to write your name and the candidate's name at the top of the first page. Please limit your comments/observations to the skills, knowledge or attributes relevant to the candidate's ability to perform in the position. At the conclusion of the interview process INSERT ADMIN NAME HERE will collect your packets, including all notes you've taken because they are considered public records.

It's a Two-Way Street

Remember: Although you are interviewing these candidates, keep in mind that they are also interviewing you. Be prepared to answer questions pertaining to the position, unit, and agency.

Structured Interviewing

To ensure that candidates are being evaluated consistently, the interview panel should apply the same evaluation criteria to each interviewee.

It's a fact of the interview process: You cannot make a decision to hire a candidate without asking a lot of questions. But if your questions are not worded properly, or if you ask applicants potentially sensitive questions, you could open yourself up to legal trouble.

The Equal Employment Opportunity Commission (EEOC) and most courts assume that every pre-employment question is asked for a purpose, and any answer will then be used to influence hiring decisions. Thus, the simple act of asking about an applicant's age or national origin could be used as evidence of discrimination, unless you have a legitimate job-related reason for asking.

If an interviewer asks questions that are not clearly job-related, or that tend to reveal an applicant's membership in a protected class, they are risking a potential discrimination claim. Therefore, be sure that all questions are related to an applicant's ability to perform the job and suitability for the position.

Topics to Avoid

- Race and ethnic origin
- National origin

- Disability – See below
- Gender – Do not ask about a person’s maiden name or gender; marital status; spouse; preference for “Miss,” “Mrs.,” or “Ms.”; pregnancy; family plans/obligations; or childcare arrangements. You can ask if an applicant has ever been known by another name, in order to facilitate accurate background checks.
- Age – Do not inquire about the year of completion of high school or higher education. These inquiries may indicate the applicant’s age.
- Religion – Do not inquire about religious holidays observed. You may ask about the ability to work on weekends or holidays, if such availability is job-related.
- Union membership
- Military status – You may not ask what type of discharge the applicant received from military service. You may ask whether or not the applicant has served in the military, period of service, rank at time of discharge, and type of training and work experience received while in the service.
- Arrest or criminal record – Please note this information will be made available to the hiring authority.
- Legal off-duty activities
- Economic Status – Do not ask applicants if they own a home or car or if the applicant has ever declared bankruptcy, unless financial considerations exist for the job in question.
- Equal employment opportunity information – Do not ask about prior equal opportunity claims, sexual orientation, or nonprofessional memberships, since these inquiries may indicate the applicant’s protected class.
- Inquiring about a person’s immigration status in order to determine whether that person has complied with immigration law per Governor Inslee’s [Executive Order 17-01](#)

Even a question that appears to be neutral can reveal an applicant’s protected class or be considered to screen out certain individuals improperly.

Additional Information about Disabilities

The Americans with Disabilities Act (ADA) prohibits employers from asking disability-related questions to employment applicants. A "disability-related question" is any question that is likely to draw out information about a disability. Under the ADA, an employer cannot lawfully ask an applicant whether they have a particular disability nor ask questions that are closely related to a disability.

Relating to disability, an employer may not ask applicants:

- Whether the applicant will need reasonable accommodations for the job.
- How many sick days he or she took with a previous employer; this question directly relates to possible disabilities.
- Worker's compensation history, a question of this nature is viewed as relating directly to the severity of the applicant's impairments.

An employer may ask an applicant whether he or she can perform the essential functions of the job for which the individual is applying, with or without reasonable accommodation. An employer may ask an applicant to describe how they would perform any and all job functions, as long as all applicants in the job category are asked to do the same thing.

If the applicant has an obvious disability or voluntarily discloses a hidden disability to the employer, the employer may ask the applicant whether they need a reasonable accommodation and what type.

An employer may also ask about an applicant's attendance record with a prior employer. This question is not considered to be disability-related, because there may be many reasons unrelated to disability why a person may not have met the attendance requirements of a previous job.

I certify that I have read this briefing in its entirety and agree to participate in the interview process using the guidelines outlined above. I will consult with the Human Resource Liaison for the Puget Sound Partnership, Denise Ross (360) 464-1233, if I have questions.

Print Name

Signature

Date

DRAFT – Sample - Confirmation of a Telework Arrangement

This is to document the telework arrangement I have approved.

Your telework arrangement is approved effective **(date)**.

As we discussed/agreement and in accordance with (Agency Name) Telework Policy, we will formally review this arrangement on **(date)** and assess its effectiveness as it relates to your productivity, service delivery, (other elements as appropriate) and to determine if the arrangement can continue. If the arrangement is to continue, we will review it annually thereafter.

In addition to the formal reviews, we have agreed to regularly check in with each other to make any necessary adjustments and to ensure continued productivity and quality service delivery.

Details of the arrangement:

- Frequency: **(every other Friday)**
- Telework schedule: **(8 – 5; hour lunch 12-1; and am/pm breaks)**
- In office schedule (if different from telework schedule): **(7–3:30; 30 min. lunch 12:30–1:00...)**
- Description of telework work station: **(home office, quiet, separate room with door, desk, office type chair and technology (PC, Internet, phone))**
- Location of telework work station: **(address, city, state, zip)**
- Equipment considerations: **(will use OFM Revolve no other equipment needs)**
- Software considerations: **(will require collaboration software)**

Agreement/Understanding - You have read and agree to comply with the provisions of:

- OFM Mobile Work Policy 2.22
- Ethics Policy 2.01
- Disclosure of Public Records Policy 1.04
- Records Management Policy 1.09
- Preservation of Documents Related to Litigation Policy 1.12
- Acceptable Use – Networks and Computer Systems Policy 3.02
- Wireless Devices Policy 1.11
- Overtime, Exchange Time and Compensation Policy 2.08
- OFM CTR Program

Tasks/Deliverables While Teleworking:

Tasks/duties you indicated you will work on while teleworking include:

- **(Administration of agency Lean activities - report development, project planning, SharePoint site administration, Lean Awareness Event planning, Lean Training, etc.)**
- **(Strategic planning development materials)**
- Respond to emails and voice mails

We agreed that our on-going communication and review work products will allow us to assess your level of productivity and service delivery when teleworking.

DRAFT – Sample - Confirmation of a Telework Arrangement

You agreed to check in with me on the following Monday to review your work and to catch up on any issues you may have missed while teleworking. You also agreed to check in on Monday with your coworker.

Communication Issues – You agreed to the following:

- Your work phone will ring to your cell phone number and you will answer your cell phone with the same greeting you would use if you were answering your phone at work.
- You will inform all of your stakeholders (coworker, Lean Team members, etc.) that you will be teleworking every other Friday and that they should feel free to contact you as if you were in the office.
- You will update your calendar, email, voice mail, etc. to ensure transparency of your telework arrangement.
- You will respond to emails and voice mails as soon as possible similar to how you do so when working in the office.
- When taking an am/pm break or lunch or when unavailable due to phone meetings or doing research, you agreed to mark those activities on your outlook calendar.

Other considerations: (this is a place to address safeguards, unexpected circumstances, expectations for overtime eligible employees, managing public perception, needed training/support, etc.)

- You understand your responsibilities for and agree to maintain public records, safeguard equipment and sensitive/confidential information.
- You understand that OFM and/or L&I may need to and you agree to provide access to your telework work station
- You agreed that in the unlikely event your physical presence was needed in the office, you would report to the office as soon as practical.
- We agreed that occasionally, due to work considerations, you may need to adjust/switch your telework day. In those instances, you agreed to inform me as soon as practical of any changes.
- We discussed and you understand that while teleworking you continue to be a professional representative of OFM and the Governor's Office and that you will ensure you project a professional image at all times. For example, you will not mow your lawn during normal work hours while teleworking.

If I've missed anything that you think should be included in this document or if you have any questions please let me know.

Cc: (Assistant Director)



Telework Suitability Tool

Office of Financial Management
April 2018



How to Determine Telework Suitability

This document will help you determine whether telework for a particular position is suitable. Once a determination is made, employees should be made aware of the reasons for the determination.

Telework determinations can be made at three levels: the potential at the job classification level, the suitability of the position for telework and the approval of the employee.

Follow the guidance below to make determinations at the position level and for an employee.

Step 1

A suitable position is defined as a position that has responsibilities that can be, at any given time, conducted from a remote location without affecting service quality or organizational operations. This analysis is based on the work to be done, not on the employee.

Determine suitability of a position by asking:

Can any of the job duties be done anywhere other than the office?

Yes = Suitable

No = Unsuitable

OR

Does the position require daily 100% on-site performance of work?

Yes = Unsuitable

No = Suitable

Examples of responsibilities that are suitable for teleworking:

- ✓ accounting
- ✓ analyzing data
- ✓ auditing reports
- ✓ calculating
- ✓ computer programming
- ✓ phone work
- ✓ data entry
- ✓ design work
- ✓ drafting
- ✓ editing
- ✓ evaluations
- ✓ graphics
- ✓ work planning
- ✓ preparing budgets
- ✓ programming and monitoring contracts
- ✓ project management
- ✓ reading
- ✓ report writing
- ✓ research
- ✓ software development
- ✓ spreadsheet analysis
- ✓ typing
- ✓ word processing
- ✓ web training
- ✓ writing

If the position is classified “*unsuitable*” consult with the appointing authority of the division for concurrence. If the decision remains, inform your Human Resource consultant. (This process can also be conducted by HR.)

Step 2

This analysis is based on the employee if the employee works in a position that is suitable for teleworking. Employees in suitable positions can volunteer to participate in the telework program.

Once the position has been determined suitable, an interested employee working in that position can take a self-assessment (example below) before making a request for teleworking to see if they are a good candidate for the arrangement.

The supervisor approves the teleworking arrangement for the employee. Supervisors should review the characteristics of a successful teleworker, listed below. Have a conversation with the employee with a “start from yes” or “let’s try it” approach.

Base approval on performance. The employee should have no active, formal disciplinary and/or corrective actions on file for the current or immediately preceding appraisal period. Act upon the request within two weeks or whatever you agency policy suggests.

Characteristics of a good teleworker:

- ✓ Requires minimal supervision
- ✓ Requires minimal social interaction
- ✓ High level of job knowledge and skill
- ✓ Prefer alternative office environments at least sometime
- ✓ Is self-motivated
- ✓ Wants to telework
- ✓ Is well organized
- ✓ Demonstrates a high level of productivity
- ✓ Comfortable working alone
- ✓ Has a reliable work history
- ✓ Has a full understanding of the operations of the organization
- ✓ Trusts supervisors
- ✓ Establishes priorities and manages time
- ✓ Likes to work independently
- ✓ Writes a to-do list for each workday
- ✓ Schedules/plans work ahead
- ✓ Knows job goals and objectives
- ✓ Keeps in touch with supervisor
- ✓ Informs supervisor when a deadline can’t be met

If the employee will be approved for telework, ask the employee to follow the agency approval processes defined in agency policy or directed by management.

If an employee will not be approved for telework for reasons other than performance, it is recommended you consult with your HR consultant before talking to the employee. If the nonapproval is due to performance, it is recommended the supervisor consult with their direct manager for concurrence. If the decision is affirmed, it is then recommended you inform the appointing authority and consult with your HR consultant before talking to the employee.

Telework Employee Determination Checklist Tool (to be completed by supervisor)

This tool will assist in determining whether telework is appropriate for an employee. If the answer to any of the following questions is “no,” it is suggested that telework is not an appropriate option. Please consult the HR consultant if a “no” is selected. Attach all documents to support your “no” answer(s).

- | | | | |
|-----|---|------------------------------|-----------------------------|
| 1. | The employee is self-motivated and responsible. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The employee is able to work independently. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The employee is familiar with the job requirements. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Many of the employee’s duties may be performed remotely. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. | The employee is aware of the agency’s procedures. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. | The employee meets standards in his/her current position. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. | The employee is an effective communicator. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. | The employee is not currently serving a probationary trial or service or transition review. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. | The employee has not received corrective or disciplinary action in the last year. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. | The supervisor is committed to discussing expectations of the telework day with the employee. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Telework Employee Self-Assessment Tool

(to be completed by employee seeking telework arrangement)

A successful telework employee has a job suitable for telework and a telework-ready office.

Read each of the sections below and check the box that most accurately describes you or your situation. Your self-assessment will help you decide whether telework is right for you.

1. Successful telework employees develop regular routines and are able to set and meet deadlines. Are you self-motivated, self-disciplined and able to work independently? Can you complete projects on time with minimal supervision and feedback? Are you productive when no one is checking on you or watching you work?

Always Usually Sometimes Not really

2. Telework employees have strong organizational and time-management skills. Are you results-oriented? Will you remain focused on your work while teleworking and not be distracted by television, housework or visiting neighbors? Do you manage your time and workload well, solve many of your own problems and find satisfaction in completing tasks on your own? Are you comfortable setting priorities and deadlines? Do you keep your sights on results?

Always Usually Sometimes Not really

3. Telework employees are comfortable working alone. Can you adjust to the relative isolation of working at home? Will you miss the social interaction at the central office on your telework days? Do you have the self-control to work neither too much nor too little; can you set a comfortable and productive pace while working at home?

Yes No

4. Telework employees should have a good understanding of the organization's "culture." Are you knowledgeable about your organization's procedures and policies? Have you been on the job long enough to know how to do your job in accordance with your organization's procedures and policies? Do you have well-established work, communication and social patterns at the office?

Yes No

5. Telework employees should have effective working relationships with coworkers. Have you determined how to support coworkers while working at home? Have you and your supervisor evaluated the effects of your telework days and those of your coworkers in maintaining adequate in-office communication?

Yes No

6. Telework employees need to be adaptable to changing routines and environments. Have you demonstrated an ability to be flexible about work routines and environments? Are you willing to come into the central office on a regularly scheduled telework day if your supervisor, coworkers or customers need you there?

Yes No

7. Telework employees need to be effective communicators and team players. Do you communicate well with your supervisor and c-workers? Are you able to express needs objectively and develop solutions? Have you developed ways to communicate regularly with your supervisor and coworkers that you can use when you telework?

Yes No

8. Current job performance is a strong indicator of your potential success as a telework employee. Consider how any problems or developmental needs might affect your telework experience. Are you successful in your current position? Do you know your job well? Do you have a track record of performance?

Yes No

9. Do you have the right job for telework?

- Job responsibilities that can be arranged so there is no difference in the level of service provided to the customer.
- Minimal requirements for direct supervision or contact with the customer.
- Few face-to-face communication requirements with the ability to arrange days when communication can be handled by telephone or email.
- Minimal requirements for special equipment.
- Ability to define tasks and work products with measurable work activities and objectives.
- Ability to control and schedule workflow.

10. Do you have an appropriate telework environment?

- A safe, comfortable workspace where it is easy to concentrate on work.
- The level of security required by the agency.
- The necessary office equipment and software that meet agency standards.
- A telephone, with a separate home office line if required, and an answering machine or voicemail.
- Household members who will understand you are working and will not disturb you.

Are you the right kind of worker? If your answers to Questions 1 through 8 are “Always,” “Usually” or “Yes,” you’re the kind of employee likely to be successful at telework.

Do you have the right kind of job? You should be able to check every bulleted item under Question 9.

Do you have the right home environment? You should be able to check every bulleted item under Question 10.

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For more information, please contact:

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360-407-8441

Current pricing as of May 2019