

Chapter 22 *Appointments*

This chapter applies to employees not represented by a Collective Bargaining Agreement (CBA). For employees represented by a bargaining agreement, please refer to the specific CBA for more information. You should also contact the appropriate Human Resources (HR) consultant for assistance.

22-1 Purpose

The purpose of this chapter is to provide information on different types of appointments used by the department.

The information provided in this chapter is based upon [WAC 357-19](#), Appointment and Reemployment. If you require information that is not contained in this chapter, please refer to [WAC 357-19](#). For information about most WMS appointments, refer to HR Desk Manual [Chapter 13, Washington Management Service](#).

This chapter also contains information about project employment; employment of retired state employees, which applies to general service and WMS appointments; and information about volunteer service.

22-2 Policy

Employee appointments will be made in accordance with [WAC 357-19](#) for all non-bargaining unit general service positions.

The appointing authority must authorize all appointment and transfer actions. Appointments must be made on the basis of the appointee's ability to meet the competencies and other position requirements identified in the position description.

To ensure compliance with state and federal hiring laws, rules, and regulations, as well as agency collective bargaining agreements (CBAs), all appointments, including any services contracted through employment or staffing agencies, shall be processed, and approved through the applicable Human Resources (HR) Office. At a minimum, the hiring authority will present a resume and/or a [Washington State Employment Application](#) for any candidate being considered to the local HR Office.

Employee actions are strongly encouraged to be effective on the 1st or the 16th of the month to reduce the risk of errors and reduce payroll complications.

22-3 General Service Review Periods

The purpose of a review period is to provide managers and supervisors the opportunity to observe and evaluate an employee's skills, abilities, work subject knowledge, and future potential; to assess the employee's work; and to train and support the employee in adjusting to the position to determine if permanent status will be granted.

22-3.1 Probation

The probationary period is the initial period of employment following certification and appointment, or reemployment in the classified service.

Upon successful completion of a probationary period, the employee will gain permanent state status and permanent status in the job classification.

- A. **Requirement** – Any employee who does not have permanent status must serve a probationary period when appointed to a permanent position.
- B. **Length of Probation** – The length of a probationary period will be six (6) months, with the exception of positions in the Bridge Engineer class series, which will be twelve (12) months.

The probationary period may be extended as long as the total period does not exceed twelve (12) months. Managers/supervisors, in consultation with their HR Consultant, can decide whether or not to extend a probationary period. Flexibility allows for the ability to accommodate various circumstances and to provide an employee additional training, mentoring, or direction in order to meet the performance expectations of the position. If a probationary period is extended, the employee must be notified in writing.

Time worked in a nonpermanent appointment may count towards the probationary period when an employee is subsequently appointed to the same or a similar position.

An employee's probationary period will be extended on a day for day basis for leave without pay taken for an entire work shift in accordance with [WAC 357-31-355](#).

22-3.2 **Trial Service**

The trial service period is the initial period of employment following a promotional appointment to a position in a new job classification, or appointment within two years of separation due to layoff, to a position with a higher salary range maximum than the position the employee was laid off from.

A trial service period may be applied following a transfer, demotion, or elevation.

Upon successful completion of the trial service period, the employee will gain permanent status in the job classification.

- A. **Requirements** – Any permanent employee must serve a trial service period upon promotion to a job classification in which they have not held permanent status. The trial service period is also required following an appointment within two years of separation due to a layoff to a position with a higher salary range maximum than the position the employee was laid off from.

A permanent employee may be required to serve a trial service period following a transfer, demotion, elevation, or reversion when the position does not have comparable or similar job duties as the position in which the employee gained permanent status or when the employee is moving between agencies. Factors which may be considered include:

1. The employee's previous performance in the classification;
2. Changes in job duties since the employee left the classification; or
3. Documented performance or competency concerns relevant to the employee's performance in the position..

- B. **Length of Trial Service** – The length of a trial service period will be six (6) months, except for positions in the Bridge Engineer class series, which will be twelve (12) months.

The trial service period may be extended as long as the total period does not exceed twelve (12) months. Managers/supervisors, in consultation with their HR Consultant, can decide whether or not to extend a trial service period. Flexibility allows for the ability to accommodate various circumstances and to provide an employee additional training, mentoring, or direction in order to meet the performance expectations of the position. If the trial service period is extended, the employee must be notified in writing.

Time worked in a nonpermanent appointment may count towards the trial service period when an employee is subsequently appointed to the same or a similar position.

An employee's trial service period will be extended on a day for day basis for leave without pay taken for an entire work shift in accordance with [WAC 357-31-355](#).

22-3.3 **Transition Review**

The transition review period is the initial period following an appointment to a position as a layoff option from the internal or statewide layoff list or the general government transition pool (GGTP).

Upon successful completion of the transition review period, the employee will gain permanent status in the job classification.

- A. **Requirements** – Managers/supervisors, in consultation with their Human Resource Consultant, will decide if a transition review period will be required. A transition review period cannot be required when an employee is being appointed to a comparable position with the same job duties as the position the employee held permanent status in prior to layoff.

If a transition review period is required, the employee must be notified in writing. Additionally, the manager/supervisor must provide the employee with instruction and/or training in the duties of the new position.

- B. **Length of Transition Review** – Positions are assigned a transition review period of six (6) months in length. An employee's transition review period may be extended on a day for day basis for leave without pay taken for an entire work shift in accordance with [WAC 357-31-355](#).

22-4 **General Service Appointment Types**

22-4.1 **Nonpermanent**

A nonpermanent appointment is an appointment that does not result in either status as a state employee or status in a job classification. Non-permanent appointments may be used only when certain conditions exist.

A nonpermanent appointment may be used when any of the following occurs:

1. A permanent employee is absent from the position;
2. A recruitment is being conducted to fill a vacant position with a permanent appointment;

3. There is a need to address a short-term, immediate workload peak or other short-term needs;
4. There is an impending or actual layoff of a permanent employee(s); or
5. The nature of the work is sporadic and does not fit a particular pattern.

If, during the nonpermanent appointment, the short-term workload peak or other short-term need becomes ongoing and permanent in nature, action must be taken to fill the position on a permanent basis.

- A. **Position Specific Qualifications** – Nonpermanent appointees must meet the position specific qualifications of the position to which they are appointed.
- B. **Eligibility for Nonpermanent Appointments** – Nonpermanent appointment candidates may be internal WSDOT employees, employees from other state agencies, or candidates from outside state service. Nonpermanent appointments may be filled through a competitive recruitment process.
- C. **Duration of Nonpermanent Employment** – A nonpermanent appointment should be limited to twelve months; however, a nonpermanent appointment may last as long as 24 months in accordance with [WAC 357-19-370](#).
- D. **Extensions of Nonpermanent Employment** – Extensions beyond 24 months may be considered if it is due to the continued absence of a permanent employee. Extension requests must be discussed with the assigned HR Consultant. The assigned HR Consultant will then submit a request for extension to the Classification and Compensation Manager to submit to the State Human Resources (SHR) Director. The request must be submitted a minimum of four weeks prior to the legal limit of the appointment.

If a nonpermanent appointment goes beyond 24 months without approval by the State Human Resources Director, remedial action, such as permanent status for the incumbent, may be taken by the State Human Resources Director per [WAC 357-19-430](#).

E. **Notification**

1. **Beginning Appointment** – An appointment notification shall be sent to the employee confirming the date of the nonpermanent appointment, the reason for the nonpermanent appointment, the anticipated length or sporadic nature of the appointment, hours of work, compensation, the receipt or nonreceipt of benefits and information about which benefits, if any, are to be received, the right to request remedial action as provided in [WAC 357-19-425](#), and any other relevant information.
2. **Ending the Appointment** – At the conclusion of the nonpermanent appointment, managers must notify the appropriate Human Resources Office so that steps can be taken to either separate the employee or return them to their permanent position.
3. If the end date was not set in the appointment letter, written notice of the end date must be provided to the employee. If the employee is a permanent state employee, written notice of at least fifteen (15) calendar days' must be provided. If the employee is not a permanent state employee, written notice of at least one (1) workday must be provided.

F. Permanent Employee Return Rights

Permanent employees who accept a nonpermanent appointment must be provided access to the department's internal layoff list at the conclusion of the nonpermanent appointment. Return rights to a position may be agreed upon and the employee will be notified in writing of any return rights. Upon return to a permanent position, the employee's salary will be determined in accordance with Chapter 21 - Compensation.

If a permanent employee accepts a nonpermanent appointment to another state agency, the employee must notify WSDOT at least fourteen (14) calendar days before beginning the appointment. WSDOT and the employee may agree to waive or shorten the notification period.

22-4.2 *In-Training*

In-training positions are permanent positions for which the employer identifies and utilizes defined training steps to train employees to successfully perform the duties and responsibilities of the goal class.

A. Rules Designating Positions for In-Training

1. Designating positions as in-training can assist in retaining employees in high turnover positions, recruiting college graduates, filling hard-to-fill positions, and changing the career path of an employee.
2. Unless other staffing methods have been exhausted, positions with primary responsibility for supervision should not be designated as in-training positions.

22-4.3 *Elevation*

An elevation is an employer-initiated action to move an employee to a position in a higher class in which the employee held permanent status prior to a demotion; or to a class in the same class series which is between the current class and the class from which an employee demoted.

An appointing authority may elevate an employee as long as the employee meets the competencies and other position requirements.

22-4.4 *Reassignment*

A reassignment is an employer-initiated move of an employee from one position to another position in the same class.

An appointing authority may reassign an employee as long as the employee meets the competencies and other position requirements. If the employee is reassigned to a new official duty station located beyond a reasonable commuting distance (35 miles one-way) of the employee's present duty station, the employee may opt to initiate a layoff in lieu of the reassignment.

22-4.5 Reversion

A reversion is voluntary or involuntary movement of an employee during the trial service period resulting in placement in a position or on the internal layoff list and general government transition pool. Employees will be reverted to a position in accordance with [WAC 357-19-115](#).

For appointment changes within WSDOT, an employee may voluntarily revert within thirty (30) calendar days from the date of appointment by providing seven (7) calendar days written notice. After thirty (30) calendar days from the date of appointment, the employee's request for reversion requires appointing authority approval.

For appointment changes where the employee is entering WSDOT from, or leaving WSDOT to, another general government employer, refer to [WAC 357-19-110](#) for voluntary reversion options.

For an involuntary reversion during a trial service, the employee must receive seven (7) calendar days written notice, unless the employee commits an egregious act which warrants immediate reversion.

22-4.6 Seasonal

Seasonal positions are permanent positions for which the work is cyclical in nature, recurs at approximately the same time each year, and lasts for a minimum of five (5) months but less than twelve (12) months in duration during any consecutive twelve-month period.

Seasonal appointments must be made in accordance with the [Chapter 10 Recruitment, Assessment, and Certification](#) and [WAC 357-16](#).

Seasonal appointments are subject to probationary periods to gain permanent status as indicated in Section 22-3.

22-4.7 Transfer

A transfer is an employee-initiated move from one position to another position within or between employers in the same class or a different class with the same salary range maximum.

A permanent employee may request, and an appointing authority may approve, a transfer as long as they meet the competencies and other position requirements.

22-4.8 **Project Employment (WMS and/or General Service)**

1. Project positions are general service and/or WMS positions established for the purpose of a defined project for which the agency expects the work to be of a time-limited nature and with an expected end date.

To request a project designation, submit the Request for Project Designation Employment form ([DOT Form 730-003](#)) to your assigned Human Resource Consultant.

2. Project appointments must be made in accordance with [Chapter 10 Recruitment, Assessment, and Certification](#) and [WAC 357-16](#).
3. An employee appointed to a project position must be notified in writing of the status of the appointment and the expected end date of the position.
4. Project appointments are subject to a review period to gain permanent status within the project as indicated in Section 22-3.

22-5 Other Appointments

22-5.1 *Employment of Retired State Employees*

Employees who have retired from the state are typically not interested in permanent employment and, despite their extensive knowledge of state government and our business, should not be the focus of our recruitment efforts when seeking nonpermanent employees.

Return to work regulations for retirees are specific to their retirement plan. Returning to work can impact a retirees' retirement benefit and healthcare benefits when they return to work for an employer covered by a state retirement system.

Retirees should contact Department of Retirement Systems (DRS) for further information on the impact of re-employment on their retirement benefits.

A. Retiree Rehire Requests

Supervisors seeking to rehire a retiree should consult with their local Human Resource Consultant on eligibility, possible impacts, and limitations. Any appointment of a DRS retiree returning to work at WSDOT requires approval of the Director of the Office of Human Resources and Safety. Requests to rehire retired state employees must include compelling justification, such as:

1. The difficulty the department has recently experienced locating individuals who are willing to accept work on a contingency or "on call" basis.
2. The need to appoint an individual who can step in with little or no training to fill in for an absent permanent employee.
3. The need for specialized skills or expertise not available from other employees.

B. Rules for PERS Retiree Rehires ([WAC 415-108-710](#))

1. Retirees who wait at least thirty (30) calendar days after their effective retirement date, may work up to 867 hours in a calendar year in a retirement benefit eligible position and continue to receive full retirement. If the employee works more than the maximum number of hours allowed, their retirement benefit will be suspended for the remainder of the calendar year or until the employee terminates employment.
2. All hours for which an employee receives compensation will count towards the limit. This includes paid holidays, compensatory time, sick leave or annual leave taken in lieu of normal work hours. Annual leave that is cashed out at the end of an employment period does not count toward the limit. Cashed out compensatory time is factored toward the limit.
3. Rules for PERS 2 and 3 Retiree Rehires under the 2008 Early Retirement Factor (ERF):

If the retiree chose to retire under the 2008 Early Retirement Factor (ERF), and has not yet reached the age of 65, they will not receive monthly pension benefits for any month in which they are paid by a DRS-covered employer. Pension benefits will restart the first day of the month after the retiree stops working. Once the retiree reaches the age of 65, they can work under the rules previously described.

C. **Rules for other DRS administered retirement plans (including TRS, SERS, PSERS, LEOFF, WSPRS)**

Rules for other retirement plans vary as outlined in [WAC 415](#) and are available at [drs.wa.gov](#).

22-6 Volunteer Service Rules

Volunteer experiences can provide valuable contributions to the agency and provide, in return, on-the-job training, work experience, employment references, and the opportunity to service the community.

Appointing authorities are responsible for approving each volunteer position within their organization.

A. **Documentation**

The supervisor will compose a duties description outline in the memorandum format. The supervisor may include the volunteer's purpose (e.g., college credit, career experience, etc.) and anticipated work hours as appropriate. The volunteer employee will read and sign the acknowledging agreement with defined duties and complete a Volunteer Worker Registration Form ([Appendix 22-1](#)).

B. **Human Resource Office**

The supervisor will forward a copy of the completed paperwork to their HR Consultant. The HR Consultant will review the documentation and consult with the supervisor as needed. Once the HR Consultant has reviewed the information, the supervisor will retain the original for future reference with the volunteer.

C. **Worker's Compensation**

While performing voluntary service, the volunteer is entitled to full coverage for medical treatment necessitated by a service-related injury or illness under the Medical Aid Provisions of the Worker's Compensation Act, which is administered by the Department of Labor and Industries. A volunteer is not covered for loss of time due to injury or illness, permanent disability, or death.

D. **Documentation of Volunteer Work**

The supervisor must document the volunteer's work hours by submitting a Volunteer Worker Time Sheet ([Appendix 22-2](#)) to Payroll. The time sheet must include the name, employee identification number or social security number, and number of hours volunteered. The supervisor or timekeeper will forward the total amount of hours for each volunteer to the Headquarters Payroll Office L&I Payments Processor. The class code used for calculation of the medical aid premium for Worker's Compensation will be 6901 as per WAC 296-17A-6901.

E. Orientation for New Volunteers

A new volunteer in many ways is treated like any new employee. If the volunteer is scheduled on a regular basis, the supervisor should follow the new employee orientation check list and:

1. Provide a safety overview of all potential safety issues for the position.
2. Review appropriate policies from the Policy Agreement and confirm understanding. If needed, the Policy Agreement is available from your Human Resource Consultant.
3. Administer ethics training available from the Executive Ethics Board at <https://ethics.wa.gov/training>.

F. Security and Access for New Volunteers

Supervisors must:

1. Contact IT Service Desk to request access for the volunteer to MS Outlook and any other systems required for the volunteer to conduct business.
2. Arrange for key cards, keys, parking, and other access needs.

G. Confidentiality Agreement

A confidentiality agreement must be completed when the volunteer may encounter confidential information. For an example, please refer to the Human Resource Management System (HRMS) Confidentiality Agreement [DOT Form 730-060](#).

22-7 Appendices

Appendix 22-1	Volunteer Worker Registration Form DOT Form 730-020
Appendix 22-2	Volunteer Worker Time Sheet DOT Form 730-021
Appendix 22-3	Post-Retirement Justification Memo DOT Form 730-023
Appendix 22-4	Post Retirement Employment Agreement DOT Form 740-010
Appendix 22-5	Non-Permanent Employee Extension Request DOT Form 740-011
Appendix 22-6	Appointments Procedure Guide

Appendix 22-1 Volunteer Worker Registration Form

DOT Form 730-020



**Washington State
Department of Transportation**

Volunteer Worker Registration

Personal Information		
Name	Telephone	
Mailing Address		
In Case of Emergency, Please Notify		
Name	Telephone	
Address		
Volunteer Work Information		
Initial Volunteer Title	Volunteer Location	Anticipated Volunteer Duration

Supervisor (Please Print)

Supervisor Signature

Supervisor's Telephone

Pursuant to RCW 51.12.035, Volunteers, I hereby register as a volunteer worker for the State of Washington, Department of Transportation. I acknowledge by my signature below that I will accept my responsibility as a WSDOT volunteer, and that I will comply with all policies and procedures outlined by WSDOT. I understand that I will not receive compensation for services rendered. I further understand that it is my obligation to obtain and maintain insurance if I use my private motor vehicle while serving as a WSDOT volunteer. Finally, I understand that monthly I must submit a Volunteer Worker Time Sheet with my hours worked as a WSDOT volunteer. Submitting hours worked for WSDOT is a requirement for medical aid coverage through the Department of Labor and Industries. Failure to document my time and submit monthly time sheets may make me ineligible to receive such medical aid coverage.

Signed

Dated

Parental Signature (Required if under 18 years)

Dated

Appendix 22-2 Volunteer Worker Time Sheet

DOT Form 730-021



Volunteer Worker Time Sheet

Month: _____ Year: _____

Project Title								Project Location							
<i>Please list number of hours worked each day.</i>															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Volunteer Name								SSN/Employee ID							
Supervisor Name & Signature												Date			

Please complete all sections of this form and submit monthly.

DOT Form 730-021
Revised 01/2022

Appendix 22-3 Post-Retirement Justification Memo

DOT Form 730-023



Memorandum - Request to Hire Retiree

Date: _____

TO: Jeff Pelton

FROM: _____

SUBJECT: Request to Hire Retiree - (_____)

Justification for Request: *Identify the justifiable need.*
[Please include factors such as: exceptional expertise or specialized certification needed to complete the work or critical phase of a project; public safety, department-wide hiring freeze, etc.; and, include a brief description of the ramifications to the department's completion of a critical project should the retiree not be rehired at this time.]

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Region / HQ Division	Name of Retiree	Job Class Title
Position Number	Expected Start Date	Expected End Date

HR Section:

Retirement Date	Retirement Plan	Is WSDOT position DRS eligible?	Is appointment anticipated to be PEBB Benefits Eligible?
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Has retiree been separated from state employment for the required number of days per applicable DRS retiree return-to-work reporting chart?	Hours eligible to work per calendar year before their pension is terminated <input type="checkbox"/> PERS Plan 1/2/3 = 867 <input type="checkbox"/> Other DRS Plan: Hours when benefit stops _____
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cc: Personnel File
 HR Representative

Concur:

Jeff Pelton	Date	Senior Staff	Date
Director, Office of Human Resources & Safety			

DOT Form 730-023
 Revised 02/2022

Appendix 22-4 Post Retirement Employment Agreement DOT Form 740-010



**Washington State
Department of Transportation**

Post-Retirement Employment Agreement Public Employees Retirement System (PERS) Plans 1, 2 and 3

As a retiree returning to work in a retirement eligible position, I understand the following:

- After a 30-day separation, I may work for a public employer 867 hours per calendar year while receiving a pension. If I work beyond 867 hours in a year my benefit is suspended through the remainder of the year or until I terminate employment.

As a retiree returning to work in a retirement eligible position, I understand that it is my responsibility to:

- Contact the Department of Retirement Systems (DRS);
- Review the DRS [return to work](#) rules for my PERS plan;
- Watch a live or recorded DRS webinar, "[Working After Retirement](#);" AND
- Track my return-to-work hours, which can be done in my DRS Online account.

Agreed to by: _____
(Print Name)

Signature: _____

Date: _____

cc: Personnel File
[HR Representative](#)

Appendix 22-5 Non-Permanent Employee Extension Request *DOT Form 740-011*



Memorandum - Non-permanent Employee Extension Request

DATE: _____

TO: Heidi Mabbott, Classification and Compensation Manager

FROM: _____

SUBJECT: Non-permanent Employee Extension Request - _____
(Employee Name)

Region/HQ Division	Employee Name	Employee ID
Original Start Date	Scheduled End Date	Number of hours that employee has occupied the position:
Length of Non-permanent Appointment Needed		Requested End Date
Position Number	Job Class	
Description of the knowledge, skills, and abilities that the position requires:		
Justification for the Request		
1. Plan for filling the position permanently (recruitment status):		
2. Justification of backfill or extension:		
3. Statement as to why the position cannot be filled on a regular basis:		
4. Ramifications to the agency if the extension request is not approved:		

cc: Personnel File
 HR Representative

DOT Form 740-011
 Revised 04/2022

Appendix 22-6 Appointments Procedure Guide

Below are supplemental procedures for use by Human Resource Consultants in conjunction with the HR Desk Manual, Chapter 22, Appointments. The outlined procedures are applicable for employees in non-represented positions. Please refer to the appropriate collective bargaining agreement for represented positions.

Extensions of Nonpermanent Employees beyond 24 months

Requests for extensions of nonpermanent appointments beyond twenty-four (24) months must be discussed with the assigned Human Resource Consultant. The assigned HR Consultant will then submit a request for extension to the Classification and Compensation Manager to submit to the State Human Resources (SHR) Director. The request to SHR must be made proactively, and as such, should be submitted a minimum of four weeks prior to the legal limit of the appointment. The following information must be included in the request:

- Employee's name, personnel identification number, and last scheduled date of employment;
- Number of hours that the employee has occupied the position, which includes the original nonpermanent appointment date;
- Length of non-permanent appointment needed and requested end date;
- Job class and a description of the knowledge, skills, and abilities that the position requires;
- Recruitment needs if appropriate (i.e., where the recruitment process is to fill the position on a permanent basis);
- Justification of backfill or extension (i.e., medical leave);
- Statement as to why the position cannot be filled on a regular basis; and
- Ramifications to the agency if the extension request is not approved.

Note: If a non-permanent appointment goes beyond 24 months without SHR approval, remedial action such as permanent status for the incumbent may be taken by the Director per [WAC 357-19-430](#).

In-Training Position and Plan

To designate a position as in-training, the supervisor must submit an updated [General Services Classified Position Description \(CPD\)](#) or [IT Position Description Form](#) and the [in-training plan](#)¹ to their Human Resource Consultant for approval by Classification and Compensation through the General Service Coordinator.

For consistency purposes, managers should consult with their HR Consultant on the time frames and training courses for similar positions. An in-training step shall last a minimum of six months. Upon demonstration that the employee has satisfactorily achieved the training objectives in less than six months, the department may waive the remainder of the time required at that training step. While in-training, the salary for the employee will be the class to which they are assigned.

¹ Ensure that the correct in-training plan has been submitted. There are statewide in-training plan templates for [Highway Maintenance Worker \(HMW\) 2 in-training](#) and [Transportation Technician \(TT\) 3 in-training](#).

An employee in an in-training position must satisfactorily complete each step and the required review period—advancement is not automatic. The supervisor is responsible for evaluating the performance, verifying the required training has been completed, and providing the necessary counseling and coaching for the employee.

Any request for alteration of an approved in-training plan should be made in consultation with the assigned Human Resource Consultant and submitted for approval by Classification and Compensation through the General Service Coordinator.

At minimum the in-training plan must document:

- The title of the goal class;
- The duties and responsibilities of the goal class;
- The training steps and job classes that will be used to reach the goal class;
- The training content for each step of the in-training plan. The training must include at least one of the following components:
 - on-the job training (knowledge and skill developed through experience);
 - classroom or field instruction, courses conducted by an educational institution, vocational school, or professional training organization; and
 - written, verbal and/or practical examinations;
- The length of the training step(s) that are being used to reach the goal class;
- The competencies that must be acquired by the employee while in training to the goal class; and
- The method(s) that will be used to determine if the employee has successfully completed the requirements of the in-training plan.

Retiree Rehire Process

The Appointing Authority must complete a [Post-Retirement Justification Memo](#) and submit it to their HR Consultant for review and processing. This applies to any DRS retiree, regardless of their prior DRS plan.

Examples of compelling justifications for offering appointments to retired state employees include:

- The difficulty the department has recently experienced locating individuals who are willing to accept work on a contingency or “on call” basis.
- The need to appoint an individual who can step in with little or no training to fill in for an absent permanent employee.
- The need for specialized skills or expertise not available from other employees.

The Employee Relations HR Consultant will verify the retiree’s eligibility to return to work will be verified with the Department of Retirement Systems (DRS).

The local HR Consultant should:

- Verify the retiree’s retirement date;
- Verify the retiree’s DRS plan. Review the applicable DRS Retiree return-to-work reporting chart ([Employer Handbook Chapter 5 Special Conditions – Department of Retirement Systems \(wa.gov\)](#));
- Verify if the WSDOT position is DRS eligible;
- Verify if the appointment is anticipated to be PEBB eligible;

- Verify the employee has been separated from state employment for the required number of days:
 - PERS: at least 30 calendar days
 - Other DRS plans: confirm with appropriate [DRS Retiree return-to-work reporting chart](#); and
- Verify the hours the retiree is eligible to work per calendar year before their pension is terminated.
 - PERS Plan 1, 2, and 3 retirees are limited to 867 hours per calendar year.
 - Other DRS plans – confirm with appropriate [DRS Retiree return-to-work reporting chart](#)

The retiree is responsible for tracking their actual hours worked each year.

A summary of the of the retiree's employment history and justification for the hire using the Post-Retirement Justification Memo will be submitted via email to the Human Resource Director.

Information regarding the status of the request will then be routed back to the Appointing Authority and Human Resource Consultant.

The retiree must sign the Post-Retirement Employment Agreement. Both the final approved Post-Retirement Justification Memo and Post-Retirement Employment Agreement are scanned into ILINX/ECM.

