
SUBSTITUTE SENATE BILL 5160

State of Washington

63rd Legislature

2013 Regular Session

By Senate Commerce & Labor (originally sponsored by Senators Holmquist Newbry, Becker, Braun, Carrell, Sheldon, Schoesler, Honeyford, and Roach)

READ FIRST TIME 02/18/13.

1 AN ACT Relating to administrative reassignment to home; and adding
2 new sections to chapter 41.04 RCW.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 NEW SECTION. **Sec. 1.** A new section is added to chapter 41.04 RCW
5 to read as follows:

6 (1) Each agency shall develop a home assignment policy or procedure
7 that, at a minimum, complies with section 2 of this act. These
8 policies or procedures must comply with any applicable collective
9 bargaining agreements.

10 (2) Agencies shall review their policies or procedures annually to
11 ensure compliance with section 2 of this act.

12 NEW SECTION. **Sec. 2.** A new section is added to chapter 41.04 RCW
13 to read as follows:

14 (1) An employee may be placed on home assignment if the employee's
15 appointing authority determines that home assignment is necessary.

16 (2) The appointing authority must notify the agency governing
17 officer or designee and the agency human resources director in writing
18 of the home assignment and the reasons for the home assignment.

1 (3) A home assignment may last up to fifteen calendar days. The
2 fifteen-day home assignment may be extended in thirty-day increments
3 upon a determination by the governing officer or designee that
4 additional time is needed.

5 (4) Before extending the home assignment, the governing officer or
6 designee must receive an update of activities since the initial home
7 assignment or previous extension and the reason additional time is
8 necessary. If the extension is necessary, the governing officer or
9 designee shall document the reason for the extension and the estimated
10 time the home assignment is expected to end. The governing officer or
11 designee must notify the agency human resources director of any
12 extensions.

13 (5) When the home assignment ends, the governing officer or
14 designee must document whether the employee returned to work and the
15 date the home assignment ended.

16 (6) If the governing officer is responsible to the governor, the
17 agency must notify the state human resources director of all home
18 assignments, extensions, and any other information the state human
19 resources director requests.

20 (7) Beginning March 1, 2014, and each March 1st thereafter, the
21 state human resources director shall submit an annual report to the
22 appropriate committees of the legislature regarding the use of home
23 assignments during the preceding year.

24 (8) The definitions in this subsection apply throughout this
25 section.

26 (a) "Agency" has the definition in RCW 41.06.020.

27 (b) "Home assignment" means administratively reassigning an
28 employee to home during scheduled work hours.

29 (c) "Employee" includes all employees of an agency, whether or not
30 covered by civil service.

31 (d) "Governing officer" means the person, or combination of persons
32 such as a commission, board, or council, by law empowered to operate
33 the agency.

34 (e) "Appointing authority" means an individual lawfully authorized
35 to appoint, transfer, layoff, reduce, dismiss, suspend, or demote
36 employees.

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