



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
Non-represented Only

REVISION DATE  
7/10/20

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NUMBER  
**DOC 810.200**

**POLICY**

TITLE  
**WASHINGTON GENERAL SERVICE EMPLOYEE  
APPOINTMENTS**

**REVIEW/REVISION HISTORY:**

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**SUMMARY OF REVISION/REVIEW:**

I.C., II.A., II.H., II.I.2.a., II.I.3., II.I.3.a., III.A. & B., IV.B., IV.C.2.a., and V.C. - Adjusted language for clarification  
 IV.C.2.b., and V.D. - Removed unnecessary language

**APPROVED:**

Signature on file

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**STEPHEN SINCLAIR**, Secretary  
 Department of Corrections

6/5/20  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [WAC 357-16](#); [WAC 357-19](#); [WAC 357-46](#); [DOC 810.800 Recruitment, Selection, and Promotion](#); [DOC 810.810 Layoff - Washington General Service](#)

**POLICY:**

- I. Employee appointments will be made in accordance with WAC 357-19 for all non-bargaining unit Washington General Service positions.

**DIRECTIVE:**

- I. Probationary Appointments
  - A. An employee who does not have permanent state status must serve a probationary period when appointed to a permanent position, including open competitive candidates who are re-employed in job classes in which they previously held permanent status.
  - B. The purpose of the probationary period is to provide an opportunity to observe and 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.
  - C. The length of a probationary period will be 6 months, except for those classifications designated differently by the State Human Resources (SHR) Director. However, the Appointing Authority, following consultation with Human Resources, may extend the probationary period up to 12 months total for training purposes due to documented performance deficiencies.
  - D. Probationary periods will be extended day for day for employees on shared leave or leave without pay.
  - E. The Appointing Authority, in consultation with Human Resources, may credit up to 3 months of continuous non-permanent time worked in the same position toward completion of a subsequent probationary period.
  - F. The Appointing Authority may separate an employee serving a probationary period who fails to meet performance and/or competency standards. In situations requiring layoff, the Appointing Authority may separate employees serving probationary periods in order to provide layoff options for permanent status employees.
    1. An employee separated during a probationary period will receive at least one calendar day's written notice before being separated. A probationary

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employee may be separated immediately with pay in lieu of notice, if the situation warrants.

## II. Trial Service Appointments

- A. An employee who has gained permanent status and is subsequently appointed into a classification in which permanent status has not been previously attained, will serve a trial service period.
- B. The purpose of the trial service period is to provide an opportunity to observe and assess an employee's work, and to train and support the employee in adjusting to the position to determine if permanent status will be granted in the job classification.
- C. The length of a trial service period will normally be 6 months. However, the Appointing Authority may extend the trial service period up to 12 months total due to documented training requirements or correctable performance/competency deficiencies.
- D. Trial service periods will be extended day for day for employees on shared leave or leave without pay.
- E. The Appointing Authority, in consultation with Human Resources, may credit up to 3 months of continuous non-permanent time worked in the same classification or classification series toward completion of a trial service period.
- F. A permanent status employee who promotes, transfers, voluntarily demotes, or is reverted (i.e., returned to the former class) may be required to serve a trial service period as determined by the Appointing Authority, in consultation with Human Resources.
  1. Such determinations will be made based on factors such as:
    - a. The employee's previous performance in the classification,
    - b. Changes in job duties since the employee left the classification, or
    - c. Documented performance or competency concerns relevant to the employee's performance in the position.
  2. The employee will not serve a trial service period when reverted to a comparable position with the same job duties as the position in which the employee last held permanent status.



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- G. A permanent status employee who accepts an in-training appointment will normally serve the trial service period assigned to the job classification at each class level of the training plan.
- H. An employee referred from the General Government Transition Pool, who has not gained permanent status in the classification to which they are being appointed, must serve the trial service period normally required for the position.

I. Reversion from Trial Service

- 1. The Appointing Authority may revert an employee who fails to meet performance or competency standards during the trial service period.
  - a. The employee must receive 7 calendar days' notice of the reversion. However, if during the notice period the employee commits an act that warrants immediate reversion, the employee may be reverted without notice.
- 2. An employee will have the right to voluntarily revert within 30 calendar days from the date of appointment.
  - a. The employee must give 7 days' written notice of the intent to revert.
  - b. A voluntary reversion request made after 30 days in the position requires Appointing Authority approval.
- 3. An employee will have the right to be appointed to a vacant Department position in a classification in which permanent status has formerly been held and for which the competencies and other position requirements have been maintained.
  - a. If no vacancy exists, or the affected employee chooses not to exercise a reversion option, the employee may be placed on the Department layoff list for all classifications in which permanent status has been previously held, as well as into the General Government Transition Pool.

III. Appointments While in Probationary or Trial Service Status

- A. An employee who accepts a non-permanent appointment in a classification that is not closely related, or for a different Appointing Authority, will have the probationary/trial service period extended day for day for the time spent in non-permanent status.

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- B. If an employee accepts an appointment to another permanent position with the same Appointing Authority while serving a probationary/trial service period, credit for time worked in the prior appointment will be allotted if the Appointing Authority determines the positions or classes to which the positions are allocated are closely related. If the positions or classes to which the positions are allocated are not closely related, the employee will serve the entire probationary/trial service period for the new appointment.

#### IV. Non-Permanent Appointments

- A. The Appointing Authority may make a non-permanent appointment when the following occurs:
1. Absence of the permanent status employee in the position,
  2. During a short-term, immediate workload peak, or other short-term need,
  3. While recruitment is being conducted to fill a permanent position,
  4. The impending or actual layoff of a permanent status employee, or
  5. When the nature of the work is sporadic and does not fit a specific pattern.
- B. Non-permanent appointments will generally last no more than 12 months and cannot exceed 24 months without approval from the SHR Director.
- C. A permanent status employee may accept a non-permanent appointment.
1. A permanent status employee who accepts a non-permanent appointment, within or outside the Department, must give at least 14 calendar days' notice before beginning the non-permanent appointment, unless the Appointing Authority and employee agree to a shorter notice period.
  2. The Appointing Authority/designee must provide the employee written notice of return rights, if any, that will be available at the conclusion of the non-permanent appointment.
    - a. At a minimum, the employee will have the right to be placed on the Department layoff list at the conclusion of the non-permanent appointment.
    - b. If the Appointing Authority agrees to return the employee to a position, the employee must give the Department 14 calendar days' notice of intent to return. Failure to provide such notice may result in the forfeiture of any return rights.

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D. The Appointing Authority may set an end date for the non-permanent appointment in the appointment letter. If an end date is not set in the letter, the Appointing Authority must give 15 calendar days' written notice to the permanent status employee or one workday's written notice to the non-permanent employee.

1. Non-permanent appointments may be ended immediately with pay in lieu of notice, if the situation warrants.

E. The Appointing Authority, in consultation with Human Resources, may convert a non-permanent appointment to a probationary/trial service appointment, provided:

1. A competitive process was initially used to fill the position, and
2. The reason for the non-permanent appointment was the absence of the permanent incumbent or an anticipated layoff action.

V. Project Employment

A. Appointing Authorities may appoint employees to project positions for which the work is expected to be of limited duration with an anticipated end date.

1. Project positions will be filled in accordance with WAC 357-16 and DOC 810.800 Recruitment, Selection, and Promotion.
2. Appointing Authorities will provide employees appointed to project positions written notice of their project status and the expected end date of the position.
3. An employee appointed to a project position before gaining permanent status will serve a probationary period. An employee who has gained permanent status before appointment to the project position will serve a trial service period. Upon completion of the probationary/trial service period, the employee will gain permanent status.
4. An employee who has gained permanent status may transfer, demote, or promote into other positions, and may serve a trial service period per this policy.

B. At the conclusion of an appointment to a project position, the layoff provisions of WAC 357-46 and DOC 810.810 Layoff - Washington General Service will apply.



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- C. When a permanent status employee leaves a permanent position to accept a project appointment without a break in service, the Appointing Authority/designee will notify the employee in writing of return rights.
- D. The employee must give the Department 14 calendar days' notice of intent to return from project employment, unless the Appointing Authority and the employee agree otherwise. Failure to provide such notice may result in the forfeiture of return rights, other than access to the Department layoff list.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

None