

Administrative Policy No. 18.95

Subject: Redeployment

Information Contact: Human Resources Division

Authorizing Source: [RCW 38.52.010](#) Definitions
[Chapter 41.06 RCW](#) State Civil Service Law
[WAC 357-01-277](#) Redeployment WGS
[WAC 357-04-124](#) General Government Employer May Request Director Approval to Deploy Employee During Emergency/Disaster
[Chapter 357-19 WAC](#) Appointment and Reemployment
[WAC 357-28-148](#) General Government Salary Determination when Redeployed
[Chapter 357-58 WAC](#) Washington Management Services

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Approved By: **Original approved by Wendy Long**
Senior Director, Human Resources Division

Purpose

When there is an emergency or disaster as defined by [RCW 38.52.010\(13\)\(a\)](#), Department of Social and Health Services (DSHS) Washington General Service (WGS) or Washington Management Service (WMS) employees may be redeployed within or between state government agencies for a limited duration to support staffing shortages for the preservation of public health, safety, or general welfare.

Scope

This policy applies to appointing authorities or their designees, WGS, and WMS employees. To the extent any [collective bargaining agreement](#) (CBA) is in conflict with this policy, the CBA supersedes the policy.

Additional Guidance

Administrative Policies:

- 18.28 Compensation
- 18.46 Layoff and Separation
- 18.58 Washington Management Services

Definitions:

Emergency or disaster: Event or set of circumstances which:

- a. Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences; or
- b. Reaches such a dimension or degree of destructiveness as to warrant the governor proclaiming a state of emergency pursuant to [RCW 43.06.010](#).

WGS redeployment: An employer-initiated movement of a WGS employee within or between general government employers in the same or different job class with the same or different salary range maximum for a limited duration to support staffing shortages during an emergency or disaster in accordance with [WAC 357-04-124](#). See [WAC 357-01-277](#).

WMS redeployment. An employer-initiated movement of a WMS employee within or between general government employers to a position in the same or different salary standard and/or evaluation points for a limited duration to support staffing shortages during an emergency or disaster in accordance with [WAC 357-04-124](#). See [WAC 357-58-065](#).

Policy:

A. Initiating redeployment of an employee during an emergency or disaster

1. During an emergency or disaster, a state government agency may request approval from the State Human Resources (SHR) director to redeploy an employee within or between state government agencies for the preservation of public health, safety, or general welfare.
2. Once the SHR director has given approval to redeploy an employee, the state agency may fill a position with a nonpermanent appointment in accordance with [WAC 357-04-124](#) and, [WAC 357-19-360](#).

B. WGS employee redeployment

1. To redeploy a WGS employee, the employee must have the knowledge skills and abilities for the non-permanent appointment being filled. [WAC 357-04-124](#)
2. A nonpermanent WGS redeployment appointment **must not** exceed three months unless a longer duration is mutually agreed upon between the employee and both DSHS and the receiving state agency, and conditions continue to exist in accordance with [WAC 357-04-124](#).

3. When a WGS employee in classified service is redeployed to a position in a different geographic area, the following applies ([WAC 357-19-179](#)):
 - a. If the redeployment is within a reasonable commute of the employee's home, they may be redeployed without the employee's agreement.
 - b. If the redeployment is outside of a reasonable commute of the employee's home, they may only be redeployed with the employee's consent.
 - c. The state agency requesting the employee for redeployment defines what is within a reasonable commute.

C. A WGS employee's salary during redeployment [WAC 357-28-148](#)

1. An employee who is redeployed to a position with the same salary range keeps the same base salary.
2. An employee who is redeployed to a position with a lower salary range maximum must be placed within the new range at a salary equal to the employee's previous base salary. If the employee's previous base salary exceeds the new salary range, the employee's base salary may be set higher than step M but not exceed their prior base salary.
3. An employee who is redeployed to a position with a higher salary range must have their salary set in accordance with [WAC 357-28-110](#).

D. A WGS employee's status after returning from redeployment

1. If a WGS employee who is serving a probationary period is redeployed into a nonpermanent appointment, DSHS must return the employee to the same position held prior to the redeployment at the conclusion of the redeployment. Upon return to their previous position, the employee's base salary must be set at the step the employee would be at if they had not left the position. [WAC 357-19-073](#)
2. Upon return from a nonpermanent appointment, the employee will resume their probationary period. If DSHS determines the position the employee was serving a probationary period in and the position the employee was appointed to on a nonpermanent basis are allocated to classes which are closely related, DSHS may count the time worked in the nonpermanent appointment towards the probationary period. [WAC 357-19-073](#)
3. If a permanent WGS employee is redeployed into a nonpermanent position because of redeployment during a trial service period, DSHS must return the employee to the same position held prior to the redeployment at the conclusion of the redeployment and DSHS must count time worked in the nonpermanent appointment towards the trial

service period for the permanent position. Upon return to their previous position, the employee's base salary must be set at the step the employee would be at if they had not left the position. [WAC 357-19-080](#)

4. If a WGS employee in a nonpermanent redeployment appointment is subsequently appointed permanently to the same or similar position, DSHS may count time worked in the nonpermanent redeployment appointment towards the probationary period and must count time worked in the nonpermanent appointment towards the trial service period for the permanent position. [WAC 357-19-085](#)
5. For nonpermanent redeployment appointments, a WGS employee must be returned to the same position held prior to the redeployment at the conclusion of the redeployment. Upon return to their previous position, the employee's base salary must be set at the step the employee would be at if they had not left the position. [WAC 357-19-395](#)
6. DSHS must return an employee in an acting WMS appointment who was redeployed to the same WGS position prior to redeployment at the conclusion of the redeployment. Upon return to their previous position, the employee's base salary is set at the step the employee would be at if they had not left the position. [WAC 357-19-353](#)

E. WMS employee redeployment appointments [WAC 357-58-265](#)

1. A state agency may make a nonpermanent WMS redeployment appointment or acting WMS appointment, when the agency has the approval of the SHR director to redeploy the employee under [WAC 357-04-124](#).
2. Prior to the acting WMS redeployment appointment, the receiving agency must communicate to the employee, in writing, the anticipated length, intent, salary, and other conditions of the appointment.

F. A WMS employee's salary during redeployment [WAC 357-58-128](#)

A WMS employee who is redeployed to a position with a higher salary standard must receive a salary increase closest to five percent or up to the minimum of the new salary standard, whichever is greatest, not to exceed the new management band maximum.

G. WMS employee status after returning from a redeployment appointment

1. For an acting WMS redeployment appointment, the employee must be returned to the same position held prior to the redeployment at the conclusion of the acting appointment. Upon return to their previous position, the employee's base salary is set as if the employee had not left the position. [WAC 357-58-225](#)

2. If a WMS employee who was serving a review period is redeployed into a WGS nonpermanent position, DSHS must return the employee to the same position held prior to the redeployment at the conclusion of the redeployment. DSHS must count time worked in the nonpermanent appointment towards the completion of the review period for the permanent position. [WAC 357-58-226](#)
3. When a WMS employee has been redeployed into an acting WMS position, the employee must be returned to the same position held prior to the redeployment at the conclusion of the acting appointment. Upon return to their previous position, the employee's base salary is set as if they had not left the position. [WAC 357-58-275](#)
4. When an individual who is in an acting WMS redeployment appointment is subsequently appointed to a permanent WMS position, time spent in the acting redeployment appointment **may** count towards the review period for the permanent WMS position at the discretion of the appointing authority. [WAC 357-58-270](#)
5. When an individual who is in an acting WMS redeployment appointment is subsequently appointed to the same or similar permanent WMS position, time spent in the acting appointment **must** count towards the review period for the permanent WMS position. [WAC 357-58-270](#)