



Human Resources Quarterly Report

- Payroll
- Workforce Data and Trends
- Policy Updates
- Training
- Director's Notes



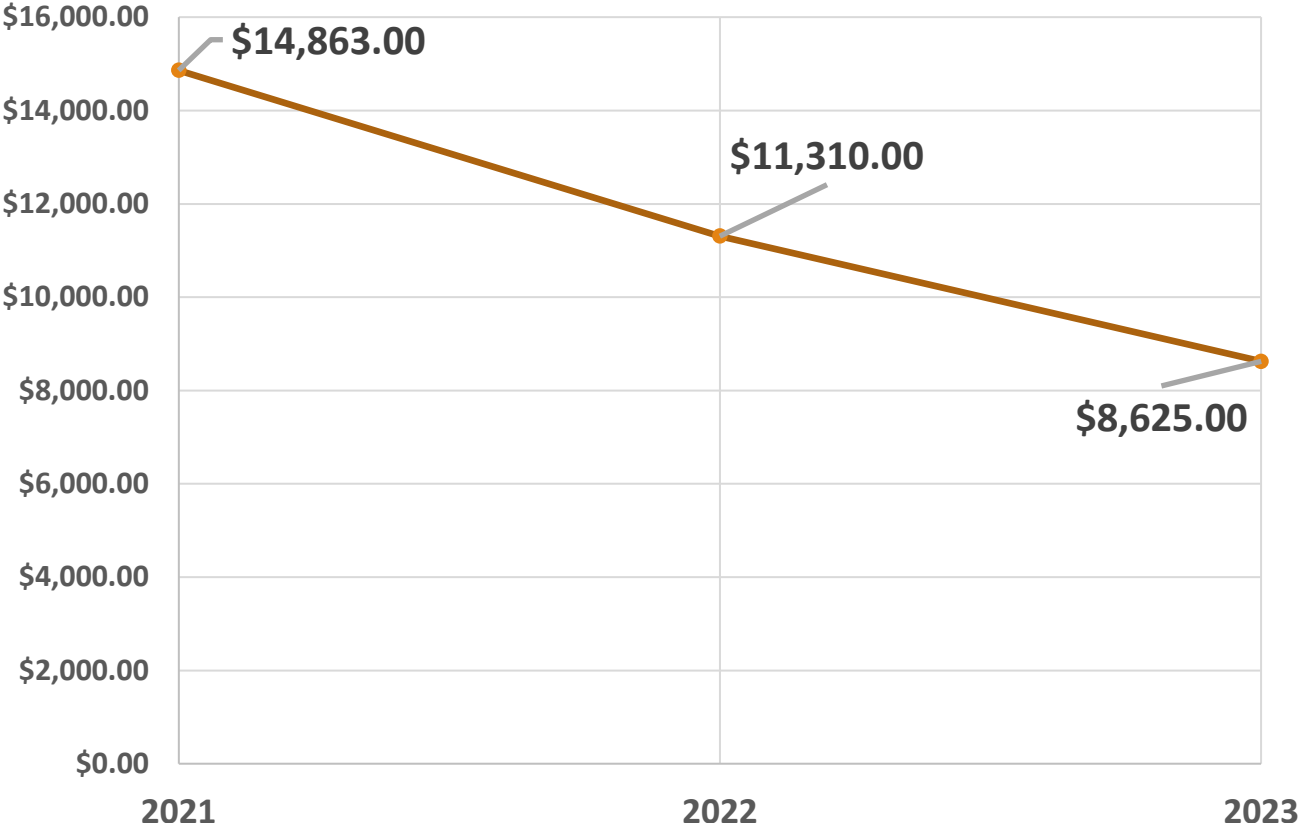
- July 1, 2024 – 3% general wage increase.
- June 6, 2024 – WAC 357.01.022, increases the annual cap on the accrual of unused vacation leave for state employees from 240 hours to 280 hours. Employees may not carry over 280 hours on their anniversary date.

Tuition Reimbursements Fiscal Years

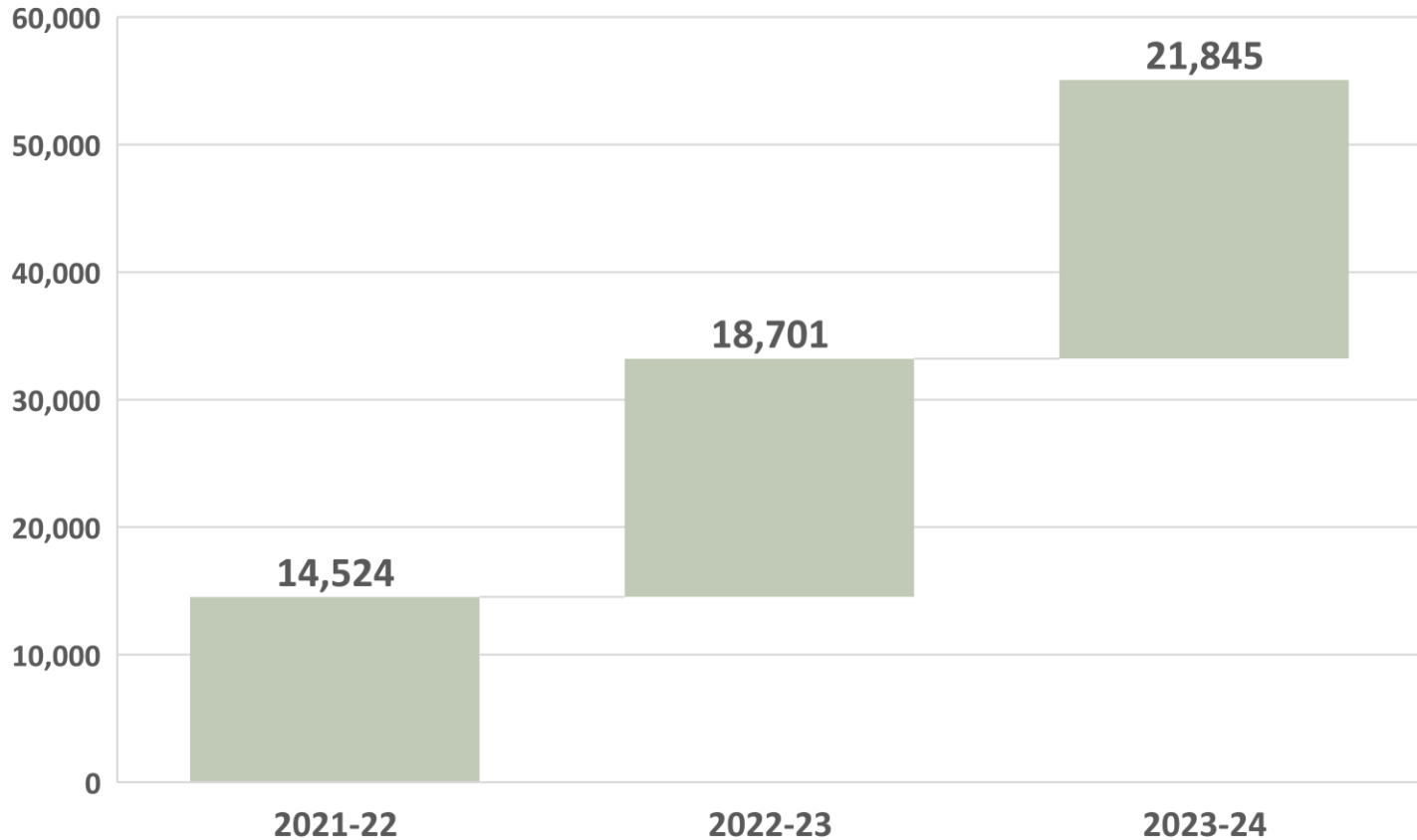


Sick Leave Buy-Out

Paid Annually in January

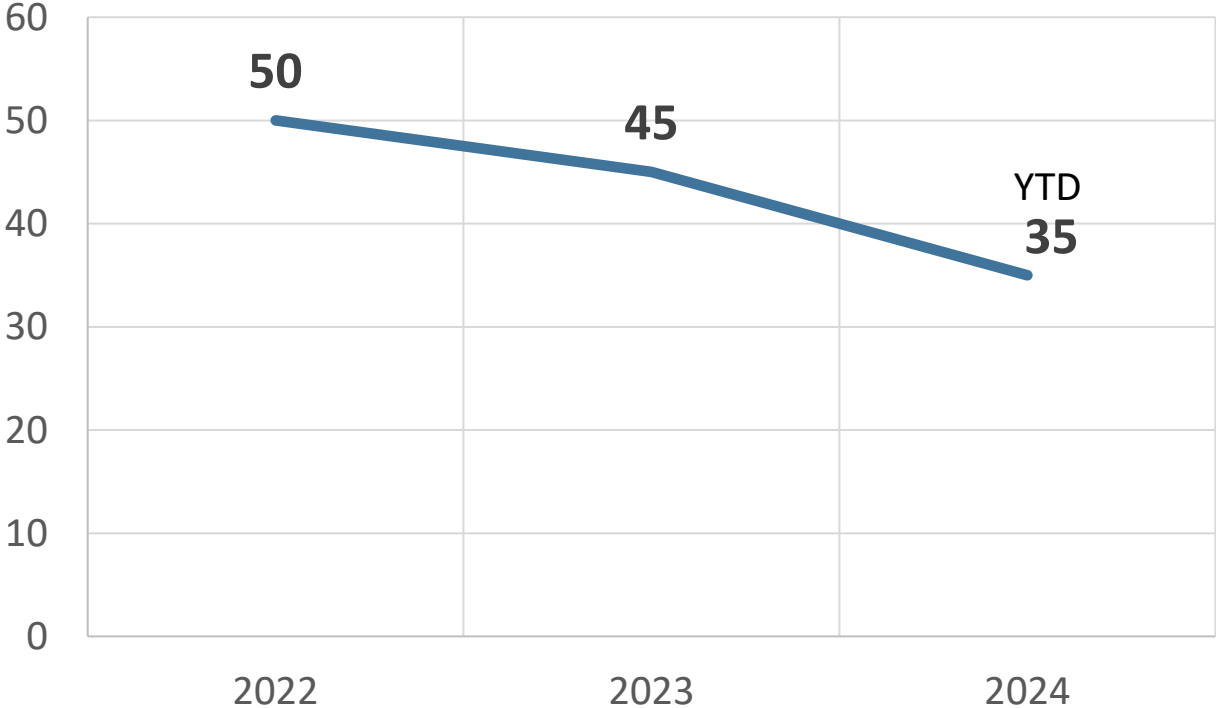


Sick Leave Usage – In Hours Fiscal Years



FMLA

Family Medical Leave Act Utilization



An illustration of ten diverse people of various ethnicities and ages, standing in a line. The title 'LCB's Candidates by Ethnicity' is overlaid on the center of the illustration.

LCB's Candidates by Ethnicity

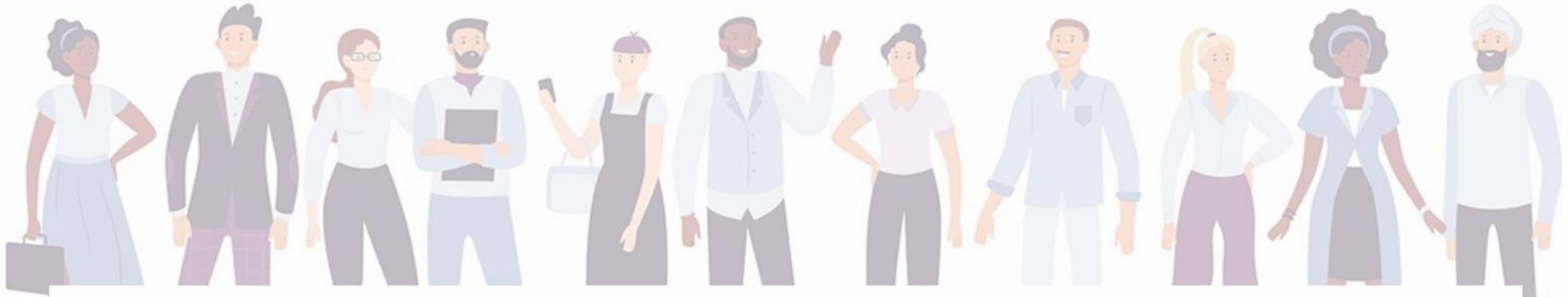
Percentage of Candidates By Ethnicity

January 01, 2023 - December 31, 2023

Ethnicity	Applied	Eligible	Referred	Interviewed	Offered	Hired
White	2635 (60%)	646 (62%)	646 (62%)	450 (63%)	83 (62%)	83 (63%)
Two or more races	552 (13%)	124 (12%)	124 (12%)	84 (12%)	14 (11%)	14 (11%)
Asian	448 (10%)	92 (8.8%)	92 (8.8%)	65 (9.1%)	15 (11%)	14 (11%)
Black or African American	312 (7.1%)	58 (5.5%)	58 (5.5%)	37 (5.2%)	5 (3.8%)	5 (3.8%)
Hispanic or Latino	295 (6.7%)	83 (7.9%)	83 (7.9%)	54 (7.5%)	7 (5.3%)	7 (5.3%)
Native Hawaiian or other Pacific Islander	63 (1.4%)	15 (1.4%)	15 (1.4%)	10 (1.4%)	4 (3%)	4 (3%)
Not Answered	60 (1.4%)	14 (1.3%)	14 (1.3%)	11 (1.5%)	3 (2.3%)	3 (2.3%)
American Indian or Alaska Native	40 (0.9%)	14 (1.3%)	14 (1.3%)	7 (1%)	2 (1.5%)	2 (1.5%)
Middle Eastern or North African New Category	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

Recruitment Notes 2024

- **Number of applicants and/or hires are low from these groups: Hispanic/Latino of any race (Applied - 6.7%, Hired – 5.3%), and Native American/Alaska Native (Applied – 0.9%, Hired – 1.5%) and with respect to their population in Washington state which is approximately 14%, and 2% respectively.**
- **Number of applicants and/or hires from Black (Applied- 7.1%, Hired – 3.8%), Native Hawaiian/Pacific Islander (Applied – 1.4%, Hired - 3%), Asian (Applied – 10%, Hired – 11%), and White (Applied – 60%, Hired - 63.0%) are more closely aligned to their population percentages in WA State which are approximately 4.5%, 0.8%, 10% and 66.0% respectively.**
- **It is important to note many applicants (13%) and hires (11%) have identified as “Two or more races,” and they could also be Hispanic, Black, etc.**





HB 2216



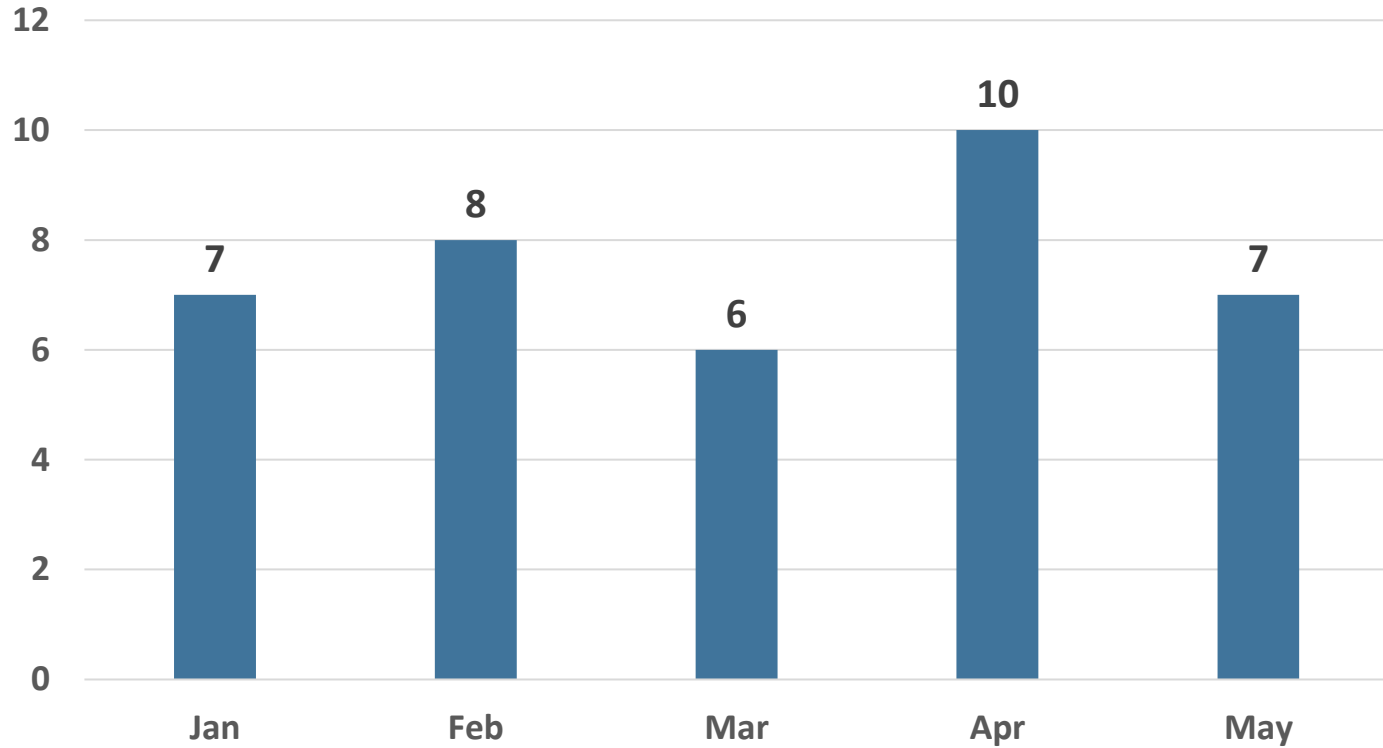
Reducing Barriers to State Employment

Effective June 6, 2024, job announcement posted on or after this date must be in compliance:

- May not require a two-or four-year college degree as the only way to demonstrate qualifications – unless it is required by law.
- Agency's have the responsibility to ensure job announcements meet the updated requirements.
- OFM is responsible for ensuring the classification plan is updated to meet the requirements.
- OFM will focus on: change management, building equity requirements and templates for competency based hiring/assessment.

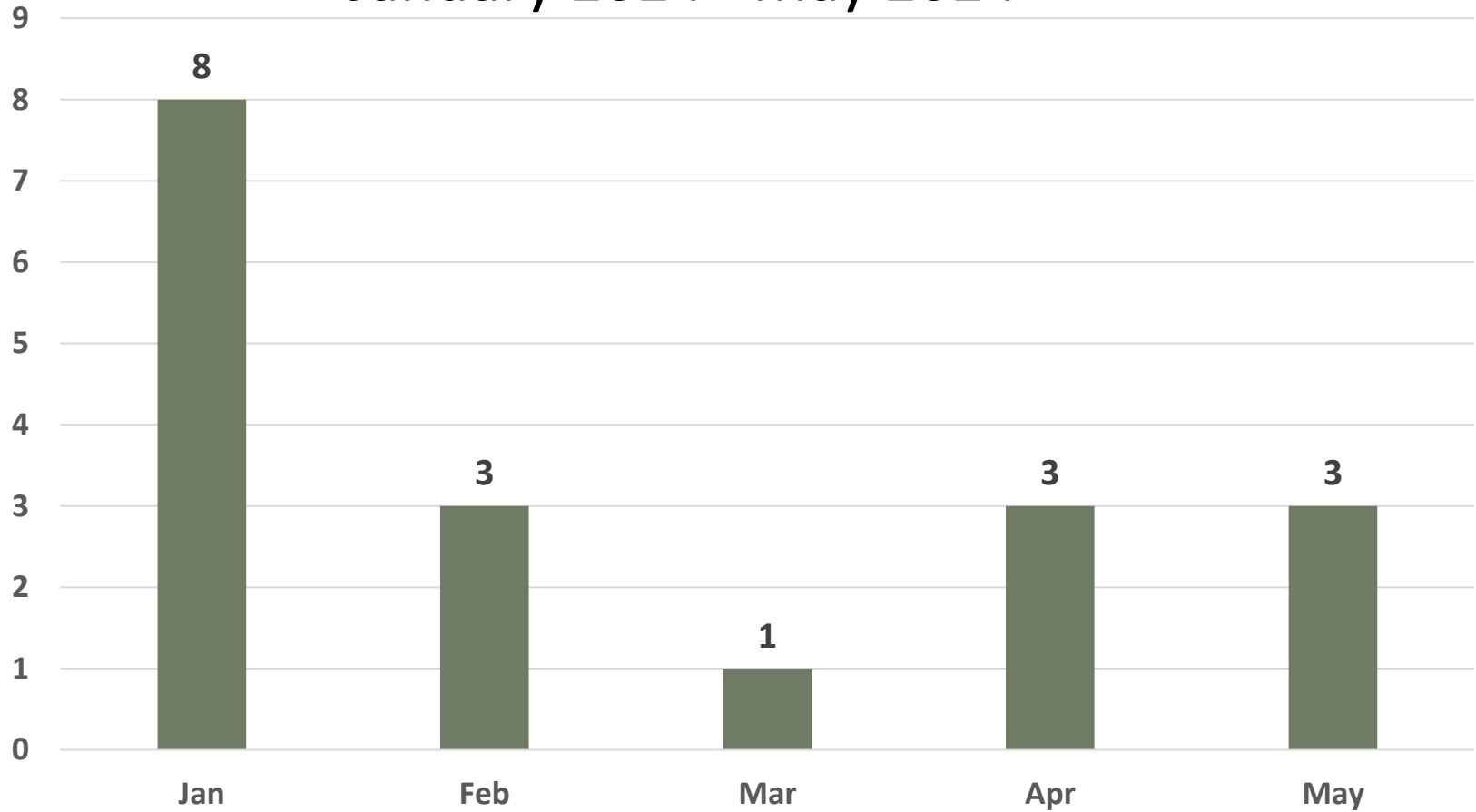
Appointments

January 2024– May 2024



Separations

January 2024– May 2024



Exit Interview

January 2024– May 2024
7 Accepted, 3 Declined, 2 No Response

1. Why did you start looking for another job and what makes your new job more attractive than your present job? (N/A for retirement)

Other job offer
Retirement

2. What might have been done to prevent you from leaving?

Promotional opportunities
Nothing - retirement

3. How would you describe our workplace environment to someone considering working here? Would you encourage them to work at LCB, why or why not?

Flexible hybrid schedules
Training to be an inclusive environment

4. What improvements do you suggest to make this job better, more challenging and/or more interesting?

Get involved with things that interest you
Create an environment where we can learn from our mistakes

5. Were you and your supervisor able to work together effectively?

Yes, very supportive
Definitely, I couldn't have asked for a better supervisor

6. What kind of feedback did you receive from your supervisor and how frequently?

Regularly, very balanced
Received feedback when needed

7. How could your supervisor have helped you more on the job?

Very balanced
Clearer on expectations

8. How would you describe the management style of your division director?

Very inclusive, open and supportive
Good grasp of the bigger picture

9. How would you describe the management style of the agency overall?

Very collaborative environment, clear communications
Seeks input from employees

10. What do you like most about working here?

Able to enjoy life and work, feels like family
Flexibility of schedule

11. What do you like least about working here?

Pay has been getting better
Not many opportunities for promotion

12. Did you feel like a valuable part of LCB? Did you feel safe being yourself, expressing yourself, or offering your feedback?

Yes to all
Not before, but do now

13. Do you have any other issues or comments you'd like to address?

Recruitment process is very smooth
Pleasant place to work for the past 26 years

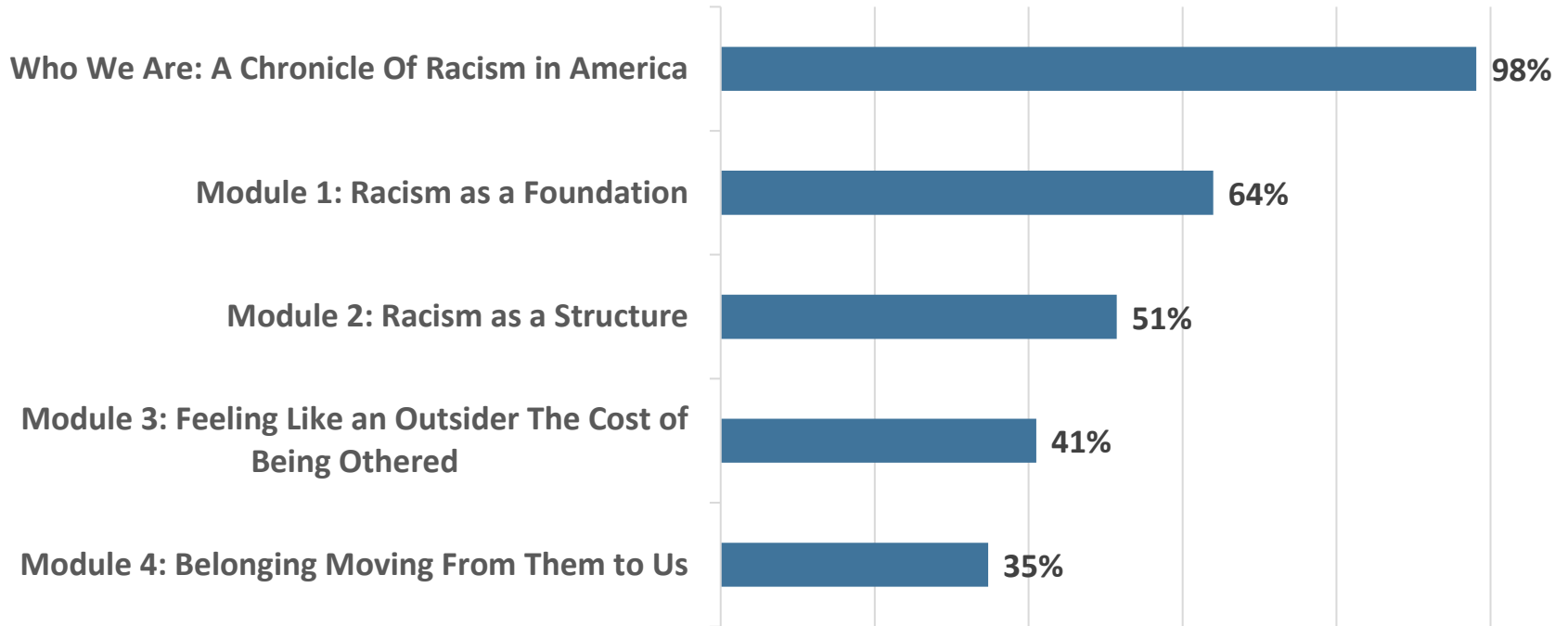
DES - IT Cyber Security Training Roll-Out Available July 1, 2024

- **Old IT Security Training will be retired on May 31, 2024**
- **No IT Training will be available for June**
- **July 1, all LCB employees will be assigned the new IT Security Training**
- **All employees 30 days to complete the new IT Security Training**
- **Going forward, content will be refreshed annually and assigned to staff**
- **Agencies are expected to have a completion rate of 85%**

Diversity, Equity and Inclusion Training

June 1, 2024

Percentage of Staff Completed Training



Policy Updates

#220 Employee Training and Education Policy

The purpose of this policy is to provide expectations for employee training and tuition reimbursement.

Revisions

Added allowance for an Appointing Authority to request a waiver of a required training for an employee if the employee has received training from a comparable source where the desired competencies and outcomes were achieved.

#216 Salary Determination for Non-Represented Employees Policy

The purpose of this policy is to provide direction for compensation and salary determination.

Revisions

- Added a definition for Step L
- Inserted and removed examples of salary situations
- Referenced the CBA versus the master agreement
- Made grammatical edits

#305 Promoting a Violence Free Workplace Policy

The purpose of this policy is to set forth expectations to prevent the occurrence of violence and its impact on the workplace.

Revisions

- Added cross-reference links and relevant laws
- Alphabetized definitions
- Updated approving authority and corrected agency name

Policy Updates

Agency Policy or Procedure	Overview
<u>#207 Allocating Non-WMS Positions Policy</u>	The purpose of this policy/procedure is to establish expectations for the development of job descriptions and the allocation and re-allocation of positions.
<u>#207A Allocating Non-WMS Positions Procedure</u>	Revisions <ul style="list-style-type: none">• Changed the title of the policy and procedure• Changed from Liquor Control Board to Liquor and Cannabis Board• Updated pronouns from his/her to their



Director's Notes June 2024

Arbitration – Settlement was reached

Arbitration – Opinion, LCB had just cause, grievance denied

WSLCB Arbitration – Pending





Washington State Liquor and Cannabis Board

Questions?