

**POLICY NUMBER:** 2.01.000**EFFECTIVE DATE:** 12/12/24**TITLE:** Human Resources**SUPERSEDES:** 12/16/21**BOARD ADOPTION:** 12/12/24**REVIEWED:**

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**PURPOSE**

The role of the Board, with respect to the Washington State Investment Board's (WSIB) human resources, is to approve broad policy guidelines and objectives within which the Chief Executive Officer (CEO) manages the WSIB's human resource function (e.g., hiring, promotion, development, termination, setting compensation). The personnel matters in which the Board will be actively involved are the appointment, evaluation, compensation, and termination of the CEO. As per the Internal Audit Charter 1.00.190, the Audit Director reports functionally to the Audit Committee and administratively to the CEO. As indicated in RCW [43.33A.100](#), compensation levels for the CEO and Confidential Secretary, as well as salary ranges for all Investment Officers, shall be established by the Board.

**General Principles**

The Board has established the following fundamental guidelines for the management of the WSIB's human resources. All WSIB policies and programs must be consistent with these guidelines. The WSIB's goal is to be a destination employer. The WSIB strives to set itself apart from other state agencies and public pension funds as an employer of choice. It works to recruit, develop, recognize, and retain the best employees who are passionate about the work they do. The WSIB is committed to a diverse, equitable, inclusive, and welcoming workplace culture that is based upon respectful treatment of each employee as an individual and as a member of the WSIB team. In order to achieve the WSIB's goals, WSIB human resources programs, policies, and procedures must be equitable, inclusive, and non-discriminatory, following all applicable state and federal laws, rules, and regulations.

**GUIDELINES**

The WSIB shall be an equal opportunity employer and will comply with all federal and state laws and regulations regarding discrimination. In its treatment of employees and in its hiring practices, the WSIB shall not discriminate on the basis of race; color; creed; religion; age; sex; honorably discharged veteran or military status; marital status; sexual orientation; the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability; national origin; citizenship or immigration status; or lawful business relationship.

The WSIB is committed to maintaining a working environment that is free from all forms of harassment.

The WSIB shall expect of its employees a high standard of ethical conduct, honesty, and integrity.

Exempt employment with the WSIB is terminable at will.

The WSIB shall pursue a fair and equitable policy of compensation and recognition for all of its employees, which:

1. Is aimed at attracting and retaining quality employees.
2. Recognizes the merit of individual employees.
3. Operates within the financial constraints of the WSIB.

The WSIB shall support ongoing employee training and skills development. Promotion from within the organization shall serve as a part of WSIB's overall development and retention plans.

The WSIB shall require annual and meaningful employee performance reviews. Such reviews can significantly improve employee performance, development, job satisfaction, and morale.

The Board recognizes the importance of periodic succession planning aimed at providing continuity among the WSIB's senior management. The CEO shall be responsible for implementing such planning on a regular basis.

The Board recognizes the importance of transparency in human resource policy. Accordingly, personnel rules, regulations, procedures, salary ranges, job classifications, and bonus plans shall be clearly documented and available to all employees. Specific rules, regulations, and procedures are set forth in the WSIB's series of human resource Personnel Policies and Procedures.

#### **POLICY REVIEW**

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.

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Policy Adopted 7/20/06

Reviewed 4/16/09

Revised 6/21/12

Reviewed 6/18/15

Revised 11/15/18

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