**This FAQ has been created for general government human resource professionals to assist them in answering questions about the Recognition and Retention, Retention and other lump sum payments. *It is not intended for COVID-19 up-to-date incentive payments.*** *Please refer to your respective collective bargaining agreement (CBA) for more specific information regarding the lump sum payments. If you have questions not covered by this FAQ or your CBA, please contact your agency’s HR labor relations manager.*

1. **Will my agency receive a list of employees receiving a lump sum and the amount of their lump sum?**

At this time, Office of Financial Management (OFM) does not anticipate providing a list of eligible employees. OFM will provide guidance to agencies in determining eligible employees as detailed as finalized.

1. **Will the lump sums require manual keying by the agency**?

It depends on agency preference. OFM is creating wage types for the various lump sum payments contained within the 2023-25 collective bargaining agreements and 2023-25 enacted operating budget. Agencies can manually enter or submit a Winshuttle request to OFM Help Desk.

To ask OFM to input the lump sum payments, please submit a [PA30\_IT0015\_Create-1.xlsx](https://support.hrms.wa.gov/sites/default/files/public/resources/Windshuttle/PA30_IT0015_Create-1.xlsx) or [PA30\_IT0015\_Create\_WithAssignment-1.xlsx](https://support.hrms.wa.gov/sites/default/files/public/resources/Windshuttle/PA30_IT0015_Create_WithAssignment-1.xlsx) Winshuttle Spreadsheet to OFM Help Desk no later than close of business on July 17, 2023.

1. **For a union entitled payment, does an employee have to be a dues-paying member of a Union to be eligible for a lump sum payment?**

An employee does not have to be a dues-paying member of a Union, but their position must be represented by a participating Union on July 1, 2023.

1. **Are part-time represented employees eligible for a union entitled lump sum payment?**

Yes, if they otherwise qualify; however, part-time employees may receive a pro-rated amount. Refer to the represented employee’s CBA for additional information.

1. **Are non-represented employees (in either Washington General Service or management positions) eligible for the recognition and retention lump sum payment?**

Yes, employee’s assigned to a non-represented general government position on July 1, 2023, are eligible for the recognition and retention lump sum payment.

1. **What is the amount of the recognition and retention lump sum for non-represented general government employees (in either Washington General Service or management positions)?**

The recognition and retention lump sum payment amount is an one-time $1,000 payment. The amount is prorated for part-time employment.

1. **What are the conditions for non-represented general government employees to receive the recognition and retention lump sum payment?**

Employees were hired on or before July 1, 2022 and still employed on July 1, 2023 and did not experience a break in service will receive the recognition and retention lump sum payment. General Government employees who meet the definition of career season are not considered to have a break in service. The employee will receive a lump sum amount based on their conditions of employment on July 1, 2023.

1. **Are part-time non-represented general government employees eligible for the recognition and retention lump sum payment?**

Yes, part-time general government non-represented employees are eligible and will receive a pro-rated amount.

1. **If an employee occupies more than one position within general government or higher education, will they receive multiple lump sum payments?**

No, general government employees will receive only one-time lump sum payment regardless of whether they occupy more than one position. Representation status of the position will not impact eligibility. Non-represented higher education positions are not a factor in determining eligibility for the recognition and retention lump sum payment.

1. **Who processes the recruitment and retention lump sum payment for employees who occupy more than one position within general government or higher education?**

The agency for the position for which an employee works the majority of their hours will be responsible for processing the lump sum payment. Payment eligibility is based on employee’s position on July 1, 2023. The lump sum payment will not exceed one thousand dollars ($1,000)**.** Non-represented higher education positions should not be considered when determining processing of the recognition and retention lump sum payment.

1. **When calculating the recognition and retention lump sum for part-time general government employees, how are the hours determined for employees who hold more than one part-time and/or on call position?**

The cumulative number of hours from all position are used. The lump sum payment will not exceed one thousand dollars ($1,000)**.** Refer to the represented employee’s CBA or non-represented rules for additional information. Hours worked within a non-represented higher education position are not considered when determining prorated payment amount.

1. **Will this lump sum be taxed?**

Yes

1. **Will this lump sum be included in my earning for retirement purposes?**

Yes

1. **Will union dues be deduction from my lump sum payment?**

Possibly, union dues are deducted from lump sum payments as proscribed by the union.

1. **Which amount will an employee receive if they were full-time on June 30, 2023, and became part-time (or vice versa)?**

An employee’s full-time or part-time status prior to July 1, 2023, is not a factor. The employee will receive a lump sum amount based on their conditions of employment on July 1, 2023.

1. **Is the lump sum payment amount between the various collective bargaining agreements the same?**

No,please refer to your respective collective bargaining agreement (CBA) for more specific information regarding lump sum payments.

1. **Will an employee receive a lump sum payment if they leave state service on or before July 1, 2023?**

No, because the employee is no longer employed on July 1, 2023.

1. **Will an employee receive a lump sum if they leave state service *after* July 1, 2023?**

Yes, employees who meet the criteria for a lump sum payment on July 1, 2023, will receive the lump sum.