

Attachment A

From: [Hathaway, Nathan \(HCA\)](#)
To: [Shayder, Laura \(HCA\)](#)
Bcc: [Sutton, Jordyn L \(HCA\)](#)
Subject: RE: Contracts Specialist 3 - Micaela Martinez
Date: Friday, July 8, 2022 8:25:00 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Laura,

You can direct them to this site: <https://www.hca.wa.gov/employee-retiree-benefits/public-employees>. It has links to the medical and dental benefits, and a page with plan costs. Dental has no premium so you only pay if you use the coverage.

Since their current employer does not appear to be a state agency, there shouldn't be any conflicts if they are still technically employed when they start with HCA, as long as they will not be doing any actual work after they start with us.

Let me know if you or your candidate have any further questions with which I can assist.

Nathan Hathaway

Employee Relations Manager
Office: 360-725-3794 | Fax: 360-586-0040
Pronouns: he/him/his

Washington State
Health Care Authority
hca.wa.gov | [Connect with us](#)

From: Shayder, Laura (HCA) <laura.shayder@hca.wa.gov>
Sent: Thursday, July 7, 2022 3:29 PM
To: Hathaway, Nathan (HCA) <nathan.hathaway@hca.wa.gov>
Subject: Fwd: Contracts Specialist 3 - Micaela Martinez

Hi Nathan,

Please see Micaela Maritnez's below email who has been hired as a Contracts Specialist 3 with an August 1 start date. She has a couple of questions I'm hoping you can help me answer.

She's hoping to get information on the benefits including their associated costs. She's also shared that her last day of work with the city Spokane is July 29 but that she has vacation time that will be running out and getting paid through September. Does that have an impact on her employment status with HCA?

Thanks,
Laura

From: Micaela Martinez <micaela.martinez29@gmail.com>

Sent: Thursday, July 7, 2022 5:36:19 PM

To: Shayder, Laura (HCA) <laura.shayder@hca.wa.gov>

Subject: Re: Contracts Specialist 3 - Micaela Martinez

External Email

Hey there Laura.

I know you are out of town but I thought I'd shoot you over these questions in case you took a peak at your emails.

Work schedule: Would you be open to me having a 4 tens schedule with Friday off? I understand there is going to be a learning curve. If it works better, maybe we can do a regular 8 hr day schedule for a set period of time and then transition to 4 tens?

Can I get a copy of the medical, dental, and vision packages and their cost?

Also, I am working with the City until the 29th of July. However, I am vacationing out so I will technically still be employed with them until the end September I believe. I can verify that. I wasn't sure how that would affect things with payroll with the state, if it had any affect at all.

I hope you are enjoying your time off.

Thank you,

Micaela Martinez

micaela.martinez29@gmail.com

Cell: 509.220.3354

On Thu, Jun 30, 2022 at 1:50 PM Shayder, Laura (HCA) <laura.shayder@hca.wa.gov> wrote:

Great, thank you Micaela! I'll be out of town through July 15 but if you come up with any more questions you can reach me on my work cell listed below.

Very excited for you to join us and looking forward to meeting you in person on August 1. Enjoy the rest of your vacation!

Laura Shayder

Contracts Manager

office: (360) 725-0948 | cell: (360) 643-7118

Washington State
Health Care Authority

www.hca.wa.gov



From: Micaela Martinez <micaela.martinez29@gmail.com>
Sent: Thursday, June 30, 2022 1:29 PM
To: Shayder, Laura (HCA) <laura.shayder@hca.wa.gov>
Cc: Amerine, Rachelle C (HCA) <rachelle.amerine@hca.wa.gov>
Subject: Re: Contracts Specialist 3 - Micaela Martinez

External Email

Good afternoon Laura,

Thank you for the phone call. I accept the Contracts Specialist 3 position you are offering me. I'm excited to come on board! Talk to you soon.

Thank you,

Micaela Martinez
micaela.martinez29@gmail.com
509.220.3354

On Thu, Jun 30, 2022, 1:06 PM Shayder, Laura (HCA) <laura.shayder@hca.wa.gov> wrote:

Hi Micaela,

Thank you for taking time to chat today. Based on our conversation you accepted the Contracts Specialist 3 position on the Operations Team at Range 59, Step I which as of 6/30/2022 is

\$72,756 and will be \$75,120.57 as of 7/1/2022 and your start date will be August 1, 2022.
Would you please confirm your acceptance?

Once your written acceptance is received, I will share this email with HR who will proceed to complete your appointment letter.

Laura Shayder

Contracts Manager

~~office: (360) 725-0948~~ | cell: (360) 643-7118

www.hca.wa.gov

-

-

Investigatory Interview Notes

Note taker name and title: Nathan Hathaway, Employee Relations Manager	Interview date and time: 9/26/2022 2:00 p.m.	Interview location (or MS Teams): MS Teams
Interviewee name and title: Micaela Martinez, Contracts Specialist 3	Name and title of others present (if applicable): Didi Thomas, HR Division Consultant	
Briefing read? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Union rep declined? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Report Attachment number: B

Notes section (identify who spoke by their initials):

Do you work for any other employers than the Health Care Authority currently? If so, which one(s)?

MM: Vacationing out of previous job with City of Spokane. No current work for them. On payroll but not active. Not currently in office with City of Spokane. Not actively working there today. That's what she's been doing so need to call and talk to them about it. Listed on City website because still technically employed by them. 272 hours of vacation left. Supposed to be used up at end of October. Decided to submit leave rather than be cashed out-made more sense from a tax purpose.

Do you recall telling your HCA supervisor in early July that you intended to work at City of Spokane through July 29 and then use vacation leave through the end of September? Did those plans change? Did you communicate that change with your supervisor?

MM: Last working day with the City was July 28, 2022.

Have you done work for the City of Spokane while being paid by the Health Care Authority? If so, did you take leave during that time or work with your supervisor to make-up the time?

MM: No.

Follow-ups, if applicable (documents received from interviewee, actions needed from investigator, etc.):

Will follow-up with something official from the City confirming she is doing no active work for them.

Investigatory Interview Notes

Note taker name and title: Didi Thomas, Division Consultant	Interview date and time: 9/26/2022 @2:00p	Interview location (or MS Teams): MS Teams
Interviewee name and title: Micaela Martinez, Contracts Specialist 3	Name and title of others present (if applicable): Nathan Hathaway, Employee Relations Manager	
Briefing read? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Union rep declined? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Report Attachment number: B

Notes section (identify who spoke by their initials):

Do you work for any other employers than the Health Care Authority currently? If so, which one(s)?

MM: *Vacationing out of her previous job. Disclosed when began working for HCA. City of Spokane. Not currently doing any work for them.*

(Nathan stated that he had spoken with City of Spokane and they say that you are still working for them. She said that she is vacationing from her job.)

City of Spokane said that she is currently working today (9/26/2022). Still shows up as active employee submitting working hours

What is your job title and working hours?

MM: *Same work hours for City of Spokane and HCA. 272 hours of vacation time left to drawn down with City of Spokane. Trying to not to be taxed on a lump sum of vacation payout, so she is using vacation leave from City of Spokane until exhausted.*

Did you speak with your supervisor to notify her of your outside employment?

MM: *I told them when I was hired that I was on leave from City of Spokane job.*

Have you done work for the City of Spokane while being paid by the Health Care Authority? If so, did you take leave during that time or work with your supervisor to make-up the time?

MM:

No

Follow-ups, if applicable (documents received from interviewee, actions needed from investigator, etc.):

Health Care Authority

Administrative Policy

No. 3-02

Chapter 3: Personnel Administration

Contact:	Ethics Advisor	Effective:	September 13, 2022
Reference:	Chapter 42.52 RCW HCA Administrative Policy 1-16, <i>Ethics: Conflict of Interest, Post-State Employment, and Obtaining Ethics Advice</i> HCA Administrative Policy 1-17, <i>Ethics: Use of State Resources</i> HCA Administrative Procedure 3-02-01, <i>Requesting Authorization to Engage in Outside Employment</i>	Supersedes:	HCA Administrative Policy 3-02, <i>Outside Employment</i> (August 17, 2021)
Forms Used:	Request for Authorization of Outside Employment (HCA 30-304)	Applies to:	All employees
		Approved by:	/s/ Jody Costello Administrative Services Director

Outside Employment**PURPOSE**

This policy defines when outside employment conflicts with an employee's official duties and establishes the process for requesting approval of outside employment.

DEFINITIONS

Beneficial Interest	The right to enjoy profit, benefit, or advantage from a contract
Compensation	Anything of economic value paid, loaned, granted, or transferred in consideration of personal services
Conflict of Interest	A situation in which an employee is in a position to derive personal benefit, financial or otherwise, direct or indirect, from actions or decisions made in the course of the performance of official duties, or when an employee's private or personal interest impairs their independent and impartial judgement in the exercise of official duties
Outside Employment	Employment with a private, nonprofit, or other governmental employer; employment as an independent contractor or consultant; or self-

employment (including consulting, sales, property rentals, etc.); held while employed with HCA

Person Any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit

POLICY REQUIREMENTS

1. An employee may receive compensation from outside employment only if all of the following conditions are met:
 - a. The outside employment does not create a conflict of interest.
 - b. The outside employment is bona fide and actually performed.
 - c. The outside employment is not within the course of the employee's official duties and is not under the employee's official supervision.
 - d. The outside employment is not prohibited by RCW 42.52.040 or HCA Administrative Policy 1-16, *Ethics: Conflicts of Interest, Post-State Employment, and Obtaining Ethics Advice*.
 - e. The outside employment is neither performed for nor compensated by any person from whom the employee is prohibited by RCW 42.52.150(4) from receiving a gift.
 - f. The employee did not create or authorize the outside employment in the course of the employee's official duties.
 - g. The employee does not reasonably expect that the outside employment would require or induce the employee to make an unauthorized disclosure of confidential information acquired by reason of the employee's official position.
2. If an employee does not receive compensation for the outside activity (for example, volunteering with a charity or non-profit), then they are not engaging in outside employment and this policy does not apply. However, employees are still responsible for ensuring they comply with other HCA ethics policies, such as Policy 1-16, *Ethics: Conflicts of Interest, Post-State Employment, and Obtaining Ethics Advice* and Policy 1-17, *Ethics: Use of State Resources*.
3. Employees must obtain approval from their Appointing Authority prior to engaging in outside employment as set forth in HCA Administrative Procedure 3-02-01.
4. A new employee engaged in outside employment must provide a completed Request for Authorization of Outside Employment form (HCA 30-304) to their supervisor within 30 calendar days of beginning HCA employment.
5. An employee engaged in approved outside employment must obtain re-approval from their Appointing Authority by submitting a completed Request for Authorization of Outside Employment form (HCA 30-304) to the employee's supervisor within 30 calendar days of a substantial change in the employee's outside employment duties or HCA duties.
6. Appointing Authorities may not authorize outside employment that creates a conflict of interest or creates overtime obligations for HCA.

7. Prior to disapproving outside employment, the Appointing Authority must determine whether reasonable conditions can be established to eliminate or prevent a conflict of interest, in consultation with the HCA Ethics Advisor, as appropriate.
8. If the outside employment will or does create a conflict of interest, the employee must eliminate the conflict to the satisfaction of the HCA Ethics Advisor and Appointing Authority within 30 calendar days of receiving the Appointing Authority's determination.
9. If an employee discontinues engaging in outside employment, the employee must notify their supervisor and Appointing Authority within 30 calendar days that they are no longer engaged in outside employment.
10. Employees may not use any state resources to support outside employment, including state paid time, materials, facilities, equipment, or telephones.
11. An employee may have a beneficial interest in a grant or contract with HCA or another state agency only if a., b., or c. is true and the employee complies with d.
 - a. The contract or grant is awarded or issued as a result of an open and competitive bidding process in which more than one bid or grant application was received.
 - b. The contract or grant is awarded or issued as a result of an open and competitive bidding or selection process in which the employee's bid or proposal was the only bid or proposal received and the employee has been advised by the Executive Ethics Board, before execution of the contract or grant, that the contract or grant would not be in conflict with the proper discharge of the employee's official duties.
 - c. The process for awarding the contract or issuing the grant is not open and competitive, but the employee has been advised by the Executive Ethics Board that the contract or grant would not be in conflict with the proper discharge of the employee's official duties.
 - d. The employee awarded a contract or issued a grant in compliance with b. or c. must file the contract or grant with the Executive Ethics Board within 30 days after the date of execution.

Health Care Authority

Administrative Policy

No. 3-53

Chapter 3: Personnel Administration

Contact:	Human Resources Operations Manager	Effective:	January 30, 2020
Reference:		Supersedes:	HCA Administrative Policy 1-25, <i>Personal Conduct</i> (February 15, 2017)
Forms Used:		Applies to:	All employees
		Approved by:	<u>/s/ Jody Costello</u> Administrative Services Director

Personal Conduct

PURPOSE

To establish standards and guidelines for personal conduct and behavior in the workplace.

POLICY REQUIREMENTS

1. All HCA employees must:
 - a. Act with honesty, respect, courtesy, and responsiveness.
 - b. Display a cooperative and positive work attitude, constructively participate in their work teams, and display communication and listening skills that encourage full participation by all team members.
 - c. Create an environment free from intimidation, retaliation, hostility, or unreasonable interference with an individual's work performance. HCA does not tolerate inappropriate behavior or abusive language. Abusive language includes any remark that can be construed as unreasonable or derogatory, particularly when those remarks concern race, ethnicity, gender, age, appearance, disability, sexual orientation, or marital status.
 - d. Exercise sound judgment in hostile situations by maintaining self-control and seeking appropriate assistance when necessary to defuse the situation.
 - e. Portray an image of professionalism and competence through their appearance, and maintain acceptable customs of personal hygiene.
2. Failure to comply with this policy may result in disciplinary action up to and including discharge from employment.

Attachment E

From: [Martinez, Micaela \(HCA\)](#)
To: [Shayder, Laura \(HCA\)](#)
Cc: [Hathaway, Nathan \(HCA\)](#); [Thomas, Didi \(HCA\)](#)
Subject: Follow Up
Date: Monday, September 26, 2022 2:59:22 PM

Hey Laura,

I just finished my investigative interview with Nathan and Didi, cc'd here. It did not go well.

Ever since accepting my job at HCA my full intention has been to resign and leave my post at the City of Spokane. The tenure and job position I hold with the City, made it harder than I anticipated to leave my job as swiftly as intended.

I regret not fully resigning sooner as it was never my intention to violate any ethics. I have dedicated myself and my time to HCA as required since accepting this position.

I did not know how to tell Nathan and Didi that I have not yet started vacationing from the City as intended. I honestly thought that I would be fine doing both jobs as I started working for HCA. I'm sorry for how this panned out. I really am.

Due to the expectations that the state has regarding employment, I would like to respectfully resign from HCA, effective immediately.

Please advise on how to return the provided equipment.

Sincerely,
Micaela Martinez

Attachment F

From: +13606437118@tmomail.net <+13606437118@tmomail.net>

Sent: Tuesday, September 27, 2022 7:26 AM

To: Shayder, Laura (HCA) <laura.shayder@hca.wa.gov>

Subject: Text from Micaela 9.27.22 @ 6:24am

