



Compensation and Reimbursement for Commission Duties

Introduction

The Washington Medical Commission (Commission) will compensate its members for performing the duties of the Commission in accordance with [RCW 43.03.265](#) and will reimburse its members for travel expenses in accordance with [RCW 43.03.050](#) and [RCW 43.03.060](#).

Compensation

1. Under [RCW 43.03.265](#), the Commission will compensate its members a maximum amount of \$250 for performing the duties of the Commission for eight hours or more in a single day.¹ The Commission will compensate its members at the prorated hourly rate of \$31.25 for performing the duties of the Commission for less than eight hours in a single day. The Commission will compensate its members for their time spent on Commission-related work that is incurred in the course of authorized business consistent with the responsibilities of the Commission as established by law including but not limited to:
 - Attending Commission meetings;
 - Traveling to and from official meetings;
 - Reviewing case files and preparing for case presentation, including journals and other research documents;
 - Participating in telephone calls and telephone conferences;
 - Reviewing complaints for the case management team meetings;
 - Reading the business meeting packet, the compliance packet, the Panel L packet, and other documents necessary to actively participate in Commission meetings;
 - Preparing for and participating in settlement conferences;
 - Participating on a hearing panel that does not occur at a regular Commission meeting;
 - Reviewing agreed orders, stipulations to informal disposition, final orders, notices of required examinations or denials, and other legal documents;
 - Administrative and organizational duties requested by the Commission Chair and by members designated by the Chair;
 - Administrative work by any commission member, including but not limited to e-mail or telephone correspondence; and

¹ However, if an individual “(a) occupies a position, normally regarded as full-time in nature, in any agency of the federal government, Washington state government, or Washington state local government; and (b) receives any compensation from such government for working that day”, they are ineligible for compensation as stated in RCW 43.03.265(2).

- Other duties expected of commissioners in the performance of their Commission role, including Commission approved talks and educational conferences.
2. Reading journals or articles or conducting research that is not directly related to case reviews may be done on the Commission member's own time and will not be compensated.
 3. Only Commission members appointed to specific regular and ad hoc committees will be compensated for attendance at those committee meetings.
 4. A pro-tem member may be compensated only for their time spent on duties stated in the appointment letter from the Commission's Executive Director.

Reimbursement

1. Pursuant to [RCW 43.03.050](#), expenses for lodging and meals will be compensated with a per diem rate in accordance with the Office of Financial Management (OFM) regulations.
2. Pursuant to [RCW 43.03.060](#), automobile mileage will be compensated at the rate set by the Director of OFM.
3. Other transportation costs will be compensated in accordance with OFM regulations.
4. To be eligible for reimbursement, airplane flights must be arranged through Commission staff, and hotel arrangements must not be made through a third-party vendor.
5. All requests for compensation or other reimbursable expenses including travel should be submitted to Commission staff within 30 calendar days. Any requests for compensation made after 90 calendar days following an otherwise eligible occurrence will be denied.

Date of Adoption: January 8, 2016
Updated: April 26, 2024
Supersedes: MD2016-02