

ORDINANCE NO. 1976

AN ORDINANCE revising employee benefits and amending Ordinance No. 422, Section 7, as amended, and K.C.C. 3.12.060, and repealing Ordinance No. 1618, Section 2, K.C.C. 3.12.110.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance No. 422, Section 7, as amended, and K.C.C. 3.12.060 are hereby amended to read as follows:

(a) HOLIDAYS. The following days shall be considered holidays for county employees. Thereby county employees will be granted said days off with full pay: (Refer to Section 3.12.060

(d) (5), Overtime, for exceptions to this policy.)

(1) January 1st, New Year's Day;

(2) February 12, Lincoln's Birthday;

(3) Third Monday in February, Washington's Birthday;

(4) ((~~East-Monday-in-May~~)) Thirtieth day of May, Memorial Day;

(5) July 4th, Independence Day;

(6) First Monday in September, Labor Day;

(7) Second Monday in October, Columbus Day;

(8) ((~~Fourth-Monday-in-October~~)) Eleventh day of November, Veteran's Day;

(9) Thanksgiving Day, as legally designated and the day immediately following;

(10) December 25th, Christmas Day;

(11) Any day upon which a state-wide election is held;

(12) Special or limited holidays as declared by the President or Governor, and as approved by the Council;

(13) Such other days in lieu of holidays as the county council may determine. When a holiday falls on Saturday the Friday before is a paid holiday. When a holiday falls on a Sunday, the Monday following is a paid holiday.

Only regular employees, holding county positions on the effective date of the holiday, will be eligible for holiday pay.

Administration of matters pertaining to holidays shall be the responsibility of the personnel department.

(b) VACATIONS.

(1) ~~((Every))~~ Regular full-time employees shall receive vacation benefits as indicated in the following table:

Years of Continuous Service	Monthly Vacation Credit	Equivalent Annual Vacation Credit	Maximum Vacation Accumulation Allowed
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Upon Completion

of one (1) year

of service

((3-years-or-less))

(80 hrs.)  
10 days

More than one (1)

but less than

(three (3) years of

continuous service

(6.66 hrs.)  
.833 days

(80 hrs.)  
10 days

(160 hrs.)  
20 days

Less than twelve (12)

years of continuous

service

More than three (3)

years of continuous

service

(10 hrs.)  
1.25 days

(120 hrs.)  
15 days

(240 hrs.)  
30 days

Twelve (12) years or more years of continuous service and ((up))

over

(13.33 hrs)  
1.66 days

(160 hrs.)  
20 days

(320 hrs.)  
40 days

For purposes of this section, one (1) day of vacation pay shall be computed as 1/261 of the employee's annual salary in effect at the time of vacation or upon termination, and for Payroll purposes a year shall be considered to contain 2088 hrs. (Thereby annual salary divided by 2088 will result in the hourly rate for purposes of this section.

1           ((A)-Any-regular-full-time-employee-with-less-than-three  
2 years-of-continuous-service,-employed-by-the-county-on-or-before  
3 the-effective-date-of-the-ordinance-codified-in-this-chapter,shall  
4 receive-vacation-benefits-as-though-the-employee-had-at-least-three  
5 years-of-continuous-service))

6           ((B)-Employees-hired-after-the-effective-date-of-the-ordi-  
7 nance-codified-in-this-chapter-shall-accrue-vacation-benefits-  
8 annually-until-said-employees-have-earned-one-annual-vacation.))

9           (2) Employees with one or more continuous years of service  
10 shall accrue vacation benefits monthly, effective January 1, 1974.

11           (3) Vacation benefits for regular part-time employees will  
12 be established based upon the ratio of hours actually worked  
13 (less overtime) to a standard work year.

14           For example:

15           If a regular part-time employee normally works four hours  
16 per day in a department that normally works eight hours per day  
17 then the part-time employee would be granted four-eighths, of  
18 the vacation benefit allowed a full-time staff member with an  
19 equivalent number of years service.

20           (4) No person shall be permitted to work for compensation  
21 for the county in any capacity during the time when vacation  
22 benefits are being drawn.

23           (5) Vacation may ((shall not)) be used in one hour incre-  
24 ments ((of-less-than-four-hours)), at the discretion of the  
25 department director or his appointed designee.

26           (6) Upon termination, for any reason, the employee will be  
27 paid for unused vacation credits ((?)) up to maximum allowable  
28 accumulated vacation. ((Payment-will-be-based-upon-the-hourly  
29 equivalent-of-the-employee's-salary-at-the-time-of-termination  
30 (eight-hours-per-day-equals-two-thousand-eight-hours-per-year.))

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1 (7) Extra help employees will not be granted vacation  
2 benefits.

3 (8) No employee shall earn the equivalent of a month's vaca-  
4 tion credit during a month when the employee is absent without  
5 pay more than three working days, and an employee shall not be  
6 granted vacation benefits if not previously accrued by the  
7 employee.

8 (9) In cases of separation by death, payment of unused vaca-  
9 tion benefits shall be made to the employee's estate, or in  
10 applicable cases, as provided by RCW Title 11.

11 (10) Employees may continue to accrue additional vacation  
12 beyond the maximum specified herein if as a result of cyclical  
13 workloads or work assignments accrued vacation will be lost.  
14 Employees who leave King County employment for any reason will be  
15 paid for their unused vacation up to the maximum specified herein.  
16 Employees shall use or forfeit the excess accrual prior to  
17 December 31st of each year.

18 (c) SICK LEAVE

19 (1) Every regular full-time employee shall accrue sick leave  
20 benefits at the rate of one work day for each month in county  
21 service.

22 (2) No employee shall earn sick leave credit during a month  
23 in which the employee is absent without authorization or absent  
24 without pay more than three days.

25 (3) Every regular part-time employee shall receive sick leave  
26 benefits proportionate to the employee's regular work day.

27 For example:

28 If a part-time employee normally works four hours per day and  
29 the department's normal work day is eight hours, the employee will  
30 receive four hours of sick leave benefits for the month.

31 (4) Extra help employees receive no sick leave benefits.

32 (5) After six months of full-time service a regular employee  
33 may,

1 at his division manager's discretion, be permitted to use up to one-half of  
 2 of his accruing vacation (5 days) as an essential extension of used sick leave.

3 If an employee does not work a full 12 months, any vacation credit used for  
 4 sick leave must be reimbursed to the County upon termination.

5 ~~((5))~~ (6) Elected county officials shall not be subject to the  
 6 limitations of this sick-leave policy.

7 ~~((6))~~ (7) Sick leave shall accrue on a monthly basis starting with  
 8 the first of the month following the month the employee commenced employ-  
 9 ment. An employee is not entitled to sick leave if not previously earned.

10 ~~((7))~~ (8) Sick leave may be used in one hour increments, at the  
 11 discretion of the department manager.

12 ~~((8))~~ (9) There shall be no limit to the hours of sick leave bene-  
 13 fits accrued by an employee.

14 ~~((9))~~ (10) Sick leave benefits are provided in order that the  
 15 employee's wages may be protected in cases where health is poor or medi-  
 16 cal attention is required. Department management is responsible for the  
 17 proper administration of this benefit.

18 ~~((10))~~ (11) Separation from King County employment, except by  
 19 retirement or reason of temporary lay-off due to lack of work or funds, shall  
 20 cancel all sick leave currently accrued to the employee. Should the employee  
 21 resign in good standing and return to the County within ~~((one))~~ two years accrued  
 22 sick leave shall be restored.

23 (12) Accrued sick leave may be used for absence due to temporary  
 24 disability caused or contributed by pregnancy.

25 ~~((11))~~ (13) Sick leave because of an employee's physical inca-  
 26 pacity will not be approved when the injury is directly traceable to simul-  
 27 taneous employment other than with the county of King.

28 ~~((12))~~ (14) King County will reimburse those employees who  
 29 have at least five (5) years service and retire as a result of length of ser-  
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1 vice or who terminate by death twenty-five percent (25%) of their  
 2 unused, accumulated sick leave to maximum of thirty (30) days. All  
 3 payments shall be made in cash, based on the employee's base rate,  
 4 and there shall be no deferred sick leave reimbursement.

5 (15) Employees injured on the job cannot simultaneously col-  
 6 lect sick leave and workman's compensation payments greater than net  
 7 regular pay of the employee. Administrative rules will be establi-  
 8 shed to allow for payments equal to net regular pay of employees  
 9 qualifying under workmens compensation.

10 (16) Sick leave taken will be exempt from Social Security taxes.

11 ~~((f+))~~ (d) FAMILY CARE AND DEATH

12 (1) Regular full-time employees shall be entitled to three (3)  
 13 working days of bereavement leave a year due to death of members  
 14 of their immediate family.

15 (2) Regular full-time employees, who have exhausted their  
 16 bereavement leave, shall be entitled to use sick leave in the  
 17 amount of three (3) days for each instance when death occurs to a  
 18 member of the employee's immediate family.

19 (3) Three (3) sick leave days of absence from the job may be  
 20 granted to an employee due to a requirement to care for immediate  
 21 family members that are seriously ill.

22 (4) In cases of family care where no sick leave benefit  
 23 exists, the employee may be granted leave without pay.

24 (5) In the application in any of the foregoing provisions,  
 25 when a holiday or regular day off falls within the prescribed  
 26 period of absence it shall not be charged.

27 (e) LEAVE OF ABSENCE WITHOUT PAY

28 (1) Leaves of absence without pay for a ~~((time-span-of-up-to))~~  
 29 period of thirty calendar days or less may be ~~((granted))~~ authorized  
 30 in writing to an employee by the employee's department manager.

31 (2) Leaves of absence without pay for a ~~((time-span-of-more~~  
 32 than)) period of more than thirty calendar days may be ~~((granted-to~~  
 33 an-employee

1 with appropriate approvals tendered)) authorized in writing by the employee's  
2 manager and the personnel department.

3 (3) A leave of absence without pay may be for a period not to exceed  
4 one year; except in unusual instances, in which case extension of the leave  
5 shall be reviewed by the personnel department.

6 (4) Other employee benefits shall not accrue to the employee while  
7 on leave of absence without pay.

8 (5) If the leave of absence without pay was granted for purposes of  
9 recovering health, the employee may be required to submit a physicians  
10 statement concerning the employee's ability to resume duties prior to return  
11 to work.

12 (6) An employee on leave of absence without pay may return from the  
13 leave before its expiration date, <sup>or</sup> is subject employee provides ~~((the-affected))~~  
14 his department manager with written notice fifteen days prior to resuming  
15 duties.

16 (7) Failure to return ~~((at))~~ to work by the expiration date of a leave  
17 of absence without pay shall be considered automatic termination.

18 (8) A leave of absence may be revoked upon evidence submitted by  
19 the department head to the personnel office that ~~((subject))~~ the leave of  
20 absence was requested and granted under false pretenses or that the need  
21 for such leave of absence has ceased to exist.

22 ~~((d-))~~ (e) TRAINING

23 (1) It is the policy of the county to provide, within budgeted appro-  
24 priations, training opportunities for its eligible employees. The training  
25 policy shall be guided by, but not limited to, the overall objectives of en-  
26 couraging and motivating employees, supervisors and management to improve  
27 their personal capabilities in performance of specific tasks, public relations,  
28 employee relations, various management techniques, communication skills,  
29 as well as orientation of new employees.  
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1 (2) The county executive shall have responsibility for planning and  
2 executing an adequate training program for the employees and management  
3 of King County.

4 (3) The county will not reimburse employees for voluntary additional  
5 training.

6 (4) Employees wishing to complete educational programs may request  
7 a leave of absence for this purpose. The manager, with consultation with  
8 the appointing authority, may approve such leave of absence without pay.

9 (g) TIME OFF FOR EXAMINATIONS. All persons in the career  
10 service shall be entitled to necessary time off with pay for the purpose  
11 of taking King County qualifying or promotional examinations. (~~for the-~~  
12 ~~county of-King~~) This shall include resulting hiring interviews for which they  
13 may be eligible.

14 (h) MILITARY LEAVE OF ABSENCE

15 (1) The appointing authority, with the approval of the personnel  
16 manager, shall grant for a period not exceeding fifteen calendar days during  
17 each calendar year, a leave of absence, with pay, to regular employees for  
18 the purpose of taking part in active training duty as provided in RCW 38.40.  
19 060, provided that such request for such leave shall be in writing and  
20 accompanied with a validated copy of military orders ordering such active  
21 training duty.

22 (2) The appointing authority must abide by the federal law in granting  
23 military leave to those employees who enter the military of the United States  
24 for regular service of more than fifteen days.

25 (i) JURY DUTY. Any regular or probationary employee ordered on  
26 a jury shall be entitled to his regular county pay provided he deposits his  
27 fees for such service, exclusive of milage, with the (~~director of finance~~)  
28 Comptroller. Inasmuch as the county is paying the employee's salary, an  
29 employee will report back to his working supervisor and to work if it is  
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1 practicable, when an employee is dismissed from jury service early on a  
2 particular day.

3 (j) RETIREMENT. (~~Effective with the passing the ordinance codi-~~  
4 ~~fied in this chapter, )~~ Retirement from county employment shall occur on  
5 the first of the month following the occurrence of the sixty-fifth birthday.

6 (~~Employees hired prior to May 1, 1970, and after May 1, 1968, who~~  
7 ~~attain age sixty-five prior to the completion of five years of service, and as~~  
8 ~~a result thereof lose vesting rights in the retirement program, shall be~~  
9 ~~allowed to continue employment with the county until the completion of five~~  
10 ~~years of service, or until vested in the Public Employees' Retirement Sys-~~  
11 ~~tem, whichever shall occur sooner.~~

12  
13 Employees over age sixty-two on the date this ordinance codified in  
14 this chapter becomes effective shall have an additional three years, if de-  
15 sired, to continue service with the county. -- This three-year period is offered  
16 as a special consideration to those employees that had planned upon county-  
17 income beyond age sixty-five.

18  
19 (~~Employees who retire with less than three years of service, and~~  
20 ~~before the completion of a full year beyond an anniversary of their initial~~  
21 ~~employment date, shall be entitled to receive vacation benefits on a pro-rata~~  
22 ~~basis for the portion of the year worked. -- Such benefits shall not exceed a~~  
23 ~~maximum of ten days. )~~

24 Elected officials are exempted from this subsection.

25  
26 (k) UNEMPLOYMENT COMPENSATION. King County will implement  
27 a self-insured form of unemployment compensation. The unemployment com-  
28 pensation will meet the following criteria:

29 (1) Provide coverage for all full-time regular employees who have  
30 completed their probationary period, except that the foregoing does not  
31 include limited term employees.

32 (2) Coverage will apply to those employees who are laid off as a  
33

1 result of a reduction in work or funds.

2 (3) Employees who are receiving compensation under this program  
3 must provide evidence of actively seeking employment.

4 (4) The benefit will be the same as the State of Washington unemploy-  
5 ment compensation but shall be good for twenty-six (26) weeks only (no  
6 extended benefits).  
7

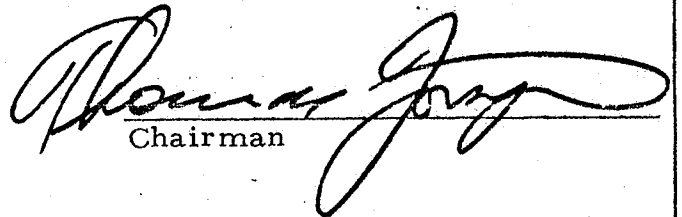
8 SECTION 2. Ordinance 1618, Section 2, and K. C. C. 3.12.110  
9 are each repealed.

10 INTRODUCED AND READ for the first time this 21<sup>st</sup> day of

11 January, 19 74.

12 PASS PASSED this 22<sup>nd</sup> day of April, 19 74.

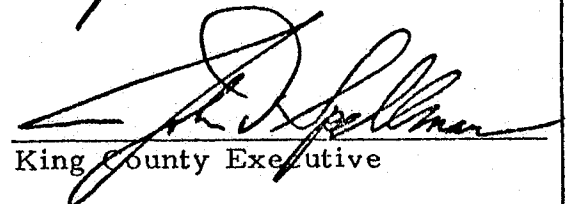
13  
14 KING COUNTY COUNCIL  
15 KING COUNTY, WASHINGTON

16  
17   
18 Chairman

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20 ATTEST:

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22   
23 Clerk of the Council

24 APPROVED this 24<sup>th</sup> day of April, 1974

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26   
27 King County Executive