

ORDINANCE NO. 2894

1 AN ORDINANCE amending Ordinance No. 422,
2 Section 7, and K.C.C. 3.12.060, Employee
3 Benefits, amending the holiday schedule;
4 declaring an emergency.

5 PREAMBLE: The Legislature of the State of Washington
6 changed the legal holidays of the State allowing the
7 State and its subdivisions to remain "open for business"
8 on certain days previously considered holidays. King
9 County agrees the purpose of that change will better
10 meet the needs of King County.

11 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

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

14 (a) HOLIDAYS. The following days shall be considered holi-
15 days for county employees. Thereby, county employees will be
16 granted said days off with full pay: (Refer to Section 3.12.060
17 (d)(5), Overtime, for exceptions to this policy.)

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

19 (2) February 12th, Lincoln's Birthday;

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

21 (4) (~~Thirtieth-day-of-May~~) Last Monday in May, Memorial
22 Day;

23 (5) July 4th, Independence Day;

24 (6) First Monday in September, Labor Day;

25 (~~(7)-Second-Monday-in-October-Columbus-Day~~)

26 (~~(8)~~) (7) Eleventh Day of November, Veteran's Day;

27 (~~(9)~~) (8) Thanksgiving Day, as legally designated and the
28 day immediately following;

29 (~~(10)~~) (9) December 25th, Christmas Day;

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

31 (~~(12)~~) (10) Special or limited holidays as declared by

32 the President or Governor, and as approved by the Council;

33

1 ((~~13~~)) (11) Such other days in lieu of holidays as the
2 county council may determine. When a holiday falls on
3 Saturday, the Friday before is a paid holiday. When a
4 holiday falls on a Sunday, the Monday following is a paid
5 holiday.

6 Employees shall be granted two (2) personal holidays to be
7 administered through the vacation plan. One (1) day shall be
8 granted on the first of October and one (1) day on the first of
9 November.

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

12 Administration of matters pertaining to holidays shall be
13 the responsibility of the personnel ((~~department~~)) division.

14 Effective January 1, 1978, the schedule of legal holidays
15 recognized by King County shall be in conformance with the
16 provisions of R.C.W. 1.16.050, as amended.

1 (b) VACATIONS.

2 (1) Regular full time employees shall receive vacation
3 benefits as indicated in the following table:

4	YEARS OF CONTINUOUS SERVICE	MONTHLY VACATION CREDIT	EQUIVALENT ANNUAL VACATION CREDIT (80 hrs.) 10 days	MAXIMUM VACATION ACCUMULATION ALLOWED
5	Upon completion of one 6 year of service			
7	More than one but less 8 than three years of continuous service	(6.66 hrs) .833 days	(80 hrs.) 10 days	(160 hrs.) 20 days
9	Less than twelve years 10 of continuous service			
11	More than three years of continuous service	(10 hrs.) 1.25 days	(120 hrs.) 15 days	(240 hrs.) 30 days
12	Twelve years or more 13 years of continuous service and over	(13.33 hrs.) 1.66 days	(160 hrs.) 20 days	(320 hrs.) 40 days

14
15 For purposes of this section, one day of vacation pay shall
16 be computed as 1/261 of the employee's annual salary in effect
17 at the time of vacation or upon termination, and for payroll
18 purposes a year shall be considered to contain 2088 hours.
19 Thereby, annual salary divided by 2088 will result in the hourly
20 rate of purposes of this section.

21 (2) Employees with one or more continuous years of service
22 shall accrue vacation benefits monthly, effective January 1,
23 1974.

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

27 For example:

28 If a regular part time employee normally works four hours
29 per day in a department that normally works eight hours per day
30 then the part time employee would be granted four-eighths of the
31 vacation benefit allowed a full time staff member with an equi-
32 valent number of years of service.

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

4 (5) Vacation may be used in one hour increments, at the
5 discretion of the department director or his appointed designee.

6 (6) Upon termination, for any reason, the employee will
7 be paid for unused vacation credits up to maximum allowable
8 accumulated vacation.

9 (7) Extra help employees will not be granted vacation
10 benefits.

11 (8) No employee shall earn the equivalent of a month's
12 vacation credit during a month when the employee is absent
13 without pay more than three working days, and an employee shall
14 not be granted vacation benefits if not previously accrued by
15 the employee.

16 (9) In cases of separation by death, payment of unused
17 vacation benefits shall be made to the employee's estate, or in
18 applicable cases, as provided by RCW Title 11.

19 (10) Employees may continue to accrue additional vacation
20 beyond the maximum specified herein if as a result of cyclical
21 workloads or work assignments accrued vacation will be lost.
22 Employees who leave King County employment for any reason will
23 be paid for their unused vacation up to the maximum specified
24 herein. Employees shall use or forfeit the excess accrual
25 prior to December 31st of each year.

26 (c) SICK LEAVE

27 (1) Every regular full time employee shall accrue sick
28 leave benefits at the rate of one work day for each month in
29 county service.

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

4 (3) Every regular part time employee shall receive sick
5 leave benefits proportionate to the employee's regular work
6 day.

7 For example:

8 If a part time employee normally works four hours per day
9 and the department's normal work day is eight hours, the
10 employee will receive four hours of sick leave benefits for
11 the month.

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

13 (5) After six months of full time service a regular
14 employee may, at his division manager's discretion, be per-
15 mitted to use up to one-half of his accruing vacation (five
16 days) as an essential extension of used sick leave. If an
17 employee does not work a full twelve months any vacation credit
18 used for sick leave must be reimbursed to the county upon ter-
19 mination.

20 (6) Elected county officials shall not be subject to the
21 limitations of this sick leave policy.

22 (7) Sick leave shall accrue on a monthly basis starting
23 with the first of the month following the month the employee
24 commenced employment. An employee is not entitled to sick
25 leave if not previously earned.

26 (8) Sick leave may be used in one hour increments, at
27 the discretion of the department manager.

28 (9) There shall be no limit to the hours of sick leave
29 benefits accrued by an employee.

1 (10) Sick leave benefits are provided in order that the
2 employee's wages may be protected in cases where health is
3 poor or medical attention is required. Department management is
4 responsible for the proper administration of this benefit.

5 (11) Separation from King County employment, except by
6 retirement or reason of temporary lay off due to lack of work
7 or funds, shall cancel all sick leave currently accrued to the
8 employee. Should the employee resign in good standing and
9 return to the county within two years, accrued sick leave shall
10 be restored.

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

13 (13) Sick leave because of an employee's physical incapacity
14 will not be approved when the injury is directly traceable to
15 simultaneous employment other than with the county of King.

16 (14) King County will reimburse those employees who have
17 at least five years' service and retire as a result of length
18 of service or who terminate by death, twenty-five percent of
19 their unused, accumulated sick leave, to maximum of thirty days.
20 All payments shall be made in cash, based on the employee's
21 base rate, and there shall be no deferred sick leave
22 reimbursement.

23 (15) Employees injured on the job cannot simultaneously
24 collect sick leave and workmen's compensation payments greater
25 than net regular pay of the employee. Administrative rules will
26 be established to allow for payments equal to net regular pay
27 of employees qualifying under workmens' compensation.

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

1 (d) FAMILY CARE AND DEATH.

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

5 (2) Regular full time employees who have exhausted their
6 bereavement leave shall be entitled to use sick leave in the
7 amount of three days for each instance when death occurs to a
8 member of the employee's immediate family.

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

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

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

17 (e) LEAVE OF ABSENCE WITHOUT PAY.

18 (1) Leaves of absence without pay for a period of thirty
19 calendar days or less may be authorized in writing to an
20 employee by the employee's department manager.

21 (2) Leaves of absence without pay for a period of more
22 than thirty calendar days may be authorized in writing by the
23 employee's manager and the personnel department.

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

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

30 (5) If the leave of absence without pay was granted for
31 purposes of recovering health, the employee may be required to
32 submit a physician's statement concerning the employee's ability
33 to resume duties prior to return to work.

1 (6) An employee on leave of absence without pay may
2 return from the leave before its expiration date, if subject
3 employee provides his department manager with written notice
4 fifteen days prior to resuming duties.

5 (7) Failure to return to work by the expiration date of
6 a leave of absence without pay shall be considered automatic
7 termination.

8 (8) A leave of absence may be revoked upon evidence sub-
9 mitted by the department head to the personnel office that
10 the leave of absence was requested and granted under false
11 pretenses or that the need for such leave of absence has ceased
12 to exist.

13 (f) TRAINING.

14 (1) It is the policy of the county to provide, within
15 budgeted appropriations, training opportunities for its eligible
16 employees. The training policy shall be guided by, but not
17 limited to the overall objectives of encouraging and motivating
18 employees, supervisors and management to improve their per-
19 sonal capabilities in performance of specific tasks, public
20 relations, employee relations, various management techniques,
21 communication skills, as well as orientation of new employees.

22 (2) The county executive shall have responsibility for
23 planning and executing an adequate training program for the
24 employees and management of King County.

25 (3) The county will not reimburse employees for voluntary
26 additional training.

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

1 (g) TIME OFF FOR EXAMINATIONS.

2 All persons in the career service shall be entitled to
3 necessary time off with pay for the purpose of taking King
4 County qualifying or promotional examinations. This shall
5 include resulting hiring interviews for which they may be
6 eligible.

7 (h) MILITARY LEAVE OF ABSENCE.

8 (1) The appointing authority, with the approval of the
9 personnel manager, shall grant for a period not exceeding
10 fifteen calendar days during each calendar year, a leave of
11 absence, with pay, to regular employees for the purpose of
12 taking part in active training duty as provided in RCW 38.40.060;
13 provided, that such request for such leave shall be in writing
14 and accompanied with a validated copy of military orders order-
15 ing such active training duty.

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

20 (i) JURY DUTY.

21 Any regular or probationary employee ordered on a jury
22 shall be entitled to his regular county pay provided he
23 deposits his fees for such service, exclusive of mileage, with
24 the comptroller. Inasmuch as the county is paying the employee's
25 salary, an employee will report back to his working supervisor
26 and to work if it is practicable, when an employee is dismissed
27 from jury service early on a particular day.

28 (j) RETIREMENT.

29 Retirement from regular county employment shall occur on
30 the first of the month following the occurrence of the sixty-
31 fifth birthday.

1 Elected officials are exempted from this subsection.

2 Former employees over sixty-five shall be eligible for
3 extra-help employment on the same basis as other applicants,
4 but in no event to exceed five hundred twenty hours in any one
5 calendar year.

6 (k) UNEMPLOYMENT COMPENSATION.

7 King County will implement a self-insured form of unemploy-
8 ment compensation. The unemployment compensation will meet the
9 following criteria:

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

13 (2) Coverage will apply to those employees who are laid
14 off as a result of a reduction in work or funds.

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

17 (4) The benefit will be the same as the state of Wash-
18 ington unemployment compensation but shall be good for twenty-
19 six weeks only (no extended benefits).

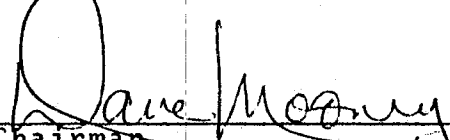
20 SECTION 2. The County Council finds as a fact and declares
21 that an emergency exists and that this ordinance is necessary

1 for the immediate preservation of public peace, health or
2 safety or for the support of county government and its existing
3 public institutions.

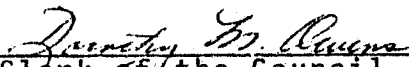
4 INTRODUCED AND READ this 27th day of
5 September, 1976.

6 PASSED this 27th day of September, 1976.

7 KING COUNTY COUNCIL
8 KING COUNTY, WASHINGTON

9 
10 Chairman

11 ATTEST:

12 
13 Deputy Clerk of the Council

14 APPROVED this 1st day of October, 1976.

15 
16 King County Executive