

5/12/77

Introduced by:
PAUL BARDEN

NO. 77-436

ORDINANCE NO. 3234

AN ORDINANCE relating to personnel; providing for a modified work week for employees of the Department of Assessments not represented by a labor organization; amending Ordinance 422, Section 6(D) and KCC 3.12.050(d).

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 422, Section 6(D) and KCC 3.12.050(d) are hereby amended as follows:

(d) WORK CONDITIONS

(1) GENERAL. Nothing contained in this chapter shall prevent, relieve, or otherwise excuse any county officer or employee from the performance of any duty imposed upon him by law or ordinance of this county, or from the rendering of service at such times and places as are necessary in order to properly perform the functions of his office or employment.

(2) WORKWEEK. Except as may be otherwise provided, the official workweek shall be five working days ((-)); PROVIDED THAT, the executive may establish a workweek for employees of the department of assessments which provides for a four day workweek; PROVIDED HOWEVER, such provisions shall include appropriate sick leave, vacation, holiday and overtime provisions as may be required to insure benefits equitable to other county employees.

(3) WORKDAY. Except as may be otherwise provided, by the county council, eight hours of work shall constitute a day's work for all regular and probationary full-time employees ((-)); PROVIDED, the executive is authorized to exempt the department of assessments from workday provisions herein specified. The lunch period shall not be considered part of the eight hours of work.

(4) FAIR LABOR STANDARDS ACT. The county shall be governed by the provisions of the Federal Fair Labor Standards Act.

(5) OVERTIME.

(A) Overtime is recognized as work performed beyond a normal workday or workweek. Overtime work shall be compensated

1 as may be hereinafter provided for in appropriate ordinances or
2 personnel rules.

3 (B) Overtime accrued by employees who are required to
4 work on a paid holiday, in order that vital county services may
5 be maintained, shall be paid at the rate of one and one-half the
6 regular rate, in addition to the holiday pay normally due. An
7 exception to this provision is those departments which normally
8 work holidays, in which case compensatory time off will be
9 granted.

10 (C) Off-duty time spent as a witness in court in
11 connection with regular duties as a county employee shall be
12 considered overtime.

13 (D) Overtime shall not be compensated unless it has
14 been specifically ordered or authorized in writing, except in
15 emergencies, by the department head or his deputy.

16 (E) Any employee separating from the county service
17 shall be paid for accumulated overtime at the time of such
18 separation.

19 (F) Time worked as overtime shall not be used to earn
20 employee benefits or to serve out probation or merit increase
21 periods. Compensatory time off may be used as part of the
22 established workweek to earn employee benefits and to serve out
23 probation and merit increase periods.

24 (G) Regular part-time employees required to work in
25 excess of a regular work schedule during any week to cover
26 seasonal peak workloads, emergency extra workloads of limited
27 duration, necessary vacation relief, and other similar situations
28 shall not be paid overtime. Regular part-time employees become
29 eligible for overtime pay upon completion of a regular workday or
30 workweek.

31 (H) Employees in extra help positions are not
32 considered to have a regular work schedule but shall be paid
33 overtime pursuant to paragraph (A) of this subdivision.

1 (I) No department head may employ a person from
2 outside the department as a substitute for an employee who is on
3 compensatory time off. No department head shall assign an
4 employee within the department as a substitute for another
5 employee who is on compensatory time off where such employee
6 assigned receives an increase in pay as a result of such
7 assignment.

8 (6) CALL DUTY. The county recognizes that there is an
9 occasional need for an employee to return to work outside his
10 normal workday. This circumstance shall be covered with
11 appropriate personnel rules.

12 (e) ON-THE-JOB INJURY. The County recognizes a
13 responsibility for action regarding on-the-job injuries. This
14 circumstance shall be covered by appropriate personnel rules.

15 (f) DISCIPLINE, SEPARATIONS AND APPEALS. Discipline
16 is the responsibility of management. Disciplinary action
17 guidelines and procedures for appeals will be established through
18 the adoption of personnel rules. Notice of appeal shall be filed
19 with the King County personnel office within fourteen calendar
20 days of the employee's being notified of any action deemed
21 appropriate for hearing by the personnel board. At the time of
22 disciplinary action, the employee shall be notified in writing of
23 his right to appeal and the applicable time limit.

24 (g) EQUAL EMPLOYMENT OPPORTUNITY. King County is an
25 equal employment opportunity employer, as defined in the
26 provisions of RCW Chapter 49.60, as amended.
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1 (h) RESTORATION RIGHTS. Any career service employee
2 who accepts a transfer or promotion to exempt service shall be
3 assured re-entry to career service, in a position with a
4 comparable salary or wage, if the employee desires to return to
5 the career service.

6 INTRODUCED AND READ for the first time this 23rd day of
7 May, 1977.

8 PASSED this 31st day of May, 1977.

9
10 KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

11
12 Mike Lowry
13 Chairman

14 ATTEST:

15 [Signature]
16 Clerk of the Council

17 APPROVED this 1st day of June, 1977.

18 [Signature]
19 King County Executive