

ORDINANCE NO. 7098

AN ORDINANCE providing for classes of regular part-time employees, amending Ordinance 4324, Sec. 2, as amended, and K.C.C. 3.12.010.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 4324, Section 2, as amended, and K.C.C. 3.12.010 are hereby amended to read as follows:

Definitions. 1. "Administrative guidelines" means only those operational procedures promulgated by the manager necessary to implement personnel policies or requirements previously stipulated by ordinance or the Charter.

2. "Appointing authority" means the county council, county executive, department heads, or division managers having lawful authority to appoint or to remove persons from positions in the county service, or persons designated by such appointing authority to perform those duties which legally may be delegated.

3. "Basis of merit" means the value, excellence or superior quality of an individual's work performance, as determined by a structured process comparing the employee's performance against defined standards and, where possible, the performance of other employees of the same or similar class.

4. "Board" means the King County Personnel Board established by Section 540 of the Charter.

5. "Career service employee" means a county employee employed in a career service position.

6. "Career service position" means all positions in the county service except for those which are designated by Section 550 of the Charter as follows:

1 All elected officers; the county auditor, the clerk and all
2 other employees of the county council; the county administrative
3 officer; the chief officer of each executive department and
4 administrative office; the members of all boards and commissions;
5 administrative assistants for the county executive and one
6 administrative assistant each for the county administrative
7 officer, the county auditor, the county assessor, the chief
8 officer of each executive department and administrative office
9 and for each board and commission; a chief deputy for the county
10 assessor; one confidential secretary each for the county
11 executive, the chief officer of each executive department and
12 administrative office, and for each administrative assistant
13 specified herein; all employees of those officers who are
14 exempted from the provisions of this chapter by the state
15 constitution; persons employed in a professional or scientific
16 capacity to conduct a special inquiry, investigation or
17 examination; part-time and temporary employees; administrative
18 interns; election precinct officials; all persons serving the
19 county without compensation; physicians; surgeons; dentists;
20 medical interns; and student nurses and inmates employed by
21 county hospitals, ((~~tuberculosis-sanitariums~~)) and heal
22 departments of the county.

23 A departmental division as determined by the county council
24 shall be considered to be executive departments for the purpose
25 of determining the applicability of Section 550 of the Charter.

26 7. "Charter" means the King County Charter, as amended.

27 8. "Class" means a position or group of positions,
28 established under authority of this chapter, sufficiently similar
29 in respect to the duties, responsibilities and authority thereof,
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1 that the same descriptive title may be used to designate each
2 position allocated to the class; that essentially similar
3 requirements as to education, experience, ability and other
4 qualifications should be required of the incumbents; that similar
5 tests of fitness may be used to choose qualified employees; and
6 that similar schedules of compensation can be made to apply with
7 equity.

8 9. "Compensatory time" means time off granted with pay in
9 lieu of pay for work performed either on an authorized overtime
10 basis or work performed on a holiday which is normally scheduled
11 as a day off. Such compensatory time shall be granted on the
12 basis of time and one-half.

13 10. "Council" means the King County Council as established
14 by Article 2 of the Charter.

15 11. "County" means the county of King and any other
16 organization that is legally governed by the county with respect
17 to personnel matters.

18 12. "Employee" means any person who is employed in a career
19 service position or exempt position. Employees may serve in a
20 regular full-time, regular part-time, or extra-help status.

21 13. "Executive" means the King County executive, as
22 established by Article 3 of the Charter, or his designee.

23 14. "Exempt employee" means an employee employed in an
24 exempt position. Exempt employees serve at the pleasure of the
25 appointing authority.

26 15. "Exempt position" means any position not included in the
27 career service. Exempt positions are positions to which
28 appointment may be made directly.

29 16. "Extra-help employee" means an employee employed in a
30 extra-help position.

1 17. "Extra-help position" means a position intended to be
2 occupied on less than a year-round basis (maximum duration of
3 four consecutive months unless specifically extended by the
4 manager for an additional thirty days with less than ninety hours
5 in the fifth month) to cover seasonal peak work loads, emergency
6 work loads of limited duration, necessary vacation relief and
7 other situations involving fluctuating staff.

8 18. "Grievance" means an issue raised by an employee
9 relating to the interpretation of rights, benefits, or condition
10 of employment as contained in the administrative rules and/or
11 procedures for the career service.

12 19. "Manager" means the manager of the personnel division of
13 King County or his designee.

14 20. "Position" means a group of current duties and
15 responsibilities assigned by competent authority requiring the
16 employment of one person.

17 21. "Probationary employee" means a potential career service
18 employee who is serving a probationary period.

19 22. "Probationary period" means a period of time
20 constituting the final step in the competitive screening process
21 for career service. An appointment to the career service as a
22 regular employee is not final unless the employee successfully
23 completes this period.

24 23. "Provisional appointment" means an appointment made in
25 the absence of a list of candidates certified as qualified by the
26 manager. Only the manager may authorize a provisional
27 appointment. An appointment to this status is limited to thirty
28 days after the manager certifies qualified candidates, or a
29 maximum of six months, whichever occurs sooner.

30 24. "Provisional employee" means an employee holding a
31 position under provisional appointment.
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1 25. "Recruiting step" means the first step of the salary
2 range allocated to a class unless otherwise authorized by the
3 executive.

4 26. "Regular employee" means an employee who is not on
5 probation and is employed in either a regular full-time or
6 regular part-time position.

7 27. "Regular full-time position" means a position
8 established on a permanent year-round basis requiring work on a
9 regular schedule of not less than thirty-five hours per week.

10 28. "Regular part-time position" means a position
11 established on a permanent year-round basis requiring work on a
12 regular schedule of less than thirty-five hours per week
13 provided, that persons hired on or after the effective date of
14 this ordinance as regular part-time employees shall be placed in
15 one of the two following part-time employment categories:

16 A. Part-time--20 or more hours per week: A position
17 established on year-round basis requiring work on a basis of 20
18 or more but less than 35 hours per week. Persons occupying such
19 positions will be entitled to pro-rated paid leaves provided for
20 in this chapter based upon the ratio of hours worked in the
21 previous calendar month to the full-time schedule in their work
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1 unit.

2 B. Part-time--less than 20 hours per week: A position
3 established on a year-round basis requiring work on a basis of
4 less than 20 hours per week or less than 80 hours per calendar
5 month. Persons occupying these positions will not be entitled to
6 paid leaves as provided for in this chapter.

7 INTRODUCED AND READ for the first time this 17th day
8 of December, 1984.

9 PASSED this 28th day of January, 1985.

10 KING COUNTY COUNCIL
11 KING COUNTY, WASHINGTON

12 Gary Grant
Chairman

13 ATTEST:

14 Dorothy M. Rouse
Clerk of the Council

15 APPROVED this 31st day of January, 1985.

16 Randy Ruler
17 King County Executive
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