



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**October 16, 2001**

**Ordinance 14233**

**Proposed No.** 2001-0270.2

**Sponsors** Gossett

1 AN ORDINANCE relating to the county's personnel policies;  
2 amending Ordinance 12014, Section 5, as amended, and K.C.C.  
3 3.12.010, Ordinance 12014, Section 32, and K.C.C. 3.12.350 and  
4 Ordinance 12014, Section 50, as amended, and K.C.C. 3.15.020  
5 and adding new sections to K.C.C. chapter 3.15.

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7

8 **PREAMBLE:**

9 In the fall of 2000, the King County auditor submitted a management audit  
10 of the office of human resources management (OHRM) (now the human  
11 resources division). In it, the auditor identified several serious problems  
12 related, but not limited to, the decision by the executive to relax hiring  
13 criteria, do away with promotional salary limitations and terminate  
14 restrictions on special duty pay. These changes lead to significant  
15 weakening of the essential safeguards necessary to maintain a fair and  
16 equitable personnel and fiscal management system.

17 To prevent these problems from manifesting themselves in the future and  
18 to ensure strict adherence to county personnel policies and procedures, this  
19 ordinance modifies the personnel requirements in the code. The basic  
20 goals of the ordinance are to:

21 Ensure better accountability from all of county personnel administrators  
22 and staff;

23 Clarify personnel policies and procedural requirements in areas identified  
24 as weak in the audit;

25 Guarantee fairer treatment of employees by standardizing initial hiring  
26 salaries; and strengthen fiscal responsibility. Personnel administrators and  
27 department heads will no longer be able to raise salaries, promote staff,  
28 give special duty or give out-of-class pay without either proper  
29 authorization or documentation, or both.

30 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

31 SECTION 1. Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010 are  
32 each hereby amended to read as follows:

33 **Definitions.** All words shall have their ordinary and usual meanings except those  
34 defined in this section which shall have, in addition, the following meanings. In the event  
35 of conflict, the specific definitions set forth in this section shall presumptively, but not  
36 conclusively, prevail.

37 A. ~~((General definitions:~~

38 ~~1-))~~ "Administrative interns" are employees who are also enrolled full-time  
39 during the regular school year in a program of education, internship or apprenticeship.

40 All administrative internships in executive departments shall be approved by the  
41 ~~((director))~~ manager. Administrative interns are exempt from the career service under  
42 Section 550 of the charter.

43 ~~((2-))~~ B. "Appointing authority" means the county council, the executive, chief  
44 officers of executive departments and administrative offices, or division managers having  
45 authority to appoint or to remove persons from positions in the county service.

46 ~~((3-))~~ C. "Basis of merit" means the value, excellence or superior quality of an  
47 individual's work performance, as determined by a structured process comparing the  
48 employee's performance against defined standards and, where possible, the performance  
49 of other employees of the same or similar class.

50 ~~((4-))~~ D. "Board" means the county personnel board established by Section 540  
51 of the charter.

52 ~~((5-))~~ E. "Career service employee" means a county employee appointed to a  
53 career service position as a result of the selection procedure provided for in this chapter,  
54 and who has completed the probationary period.

55 ~~((6-))~~ F. "Career service position" means all positions in the county service  
56 except for those which are designated by Section 550 of the charter as follows: All  
57 elected officers; the county auditor, the clerk and all other employees of the county  
58 council; the county administrative officer; the chief officer of each executive department  
59 and administrative office; the members of all boards and commissions; administrative  
60 assistants for the executive and one administrative assistant each for the county  
61 administrative officer, the county auditor, the county assessor, the chief officer of each  
62 executive department and administrative office and for each board and commission; a

63 chief deputy for the county assessor; one confidential secretary each for the executive, the  
64 chief officer of each executive department and administrative office, and for each  
65 administrative assistant specified herein; all employees of those officers who are  
66 exempted from the provisions of this chapter by the state constitution; persons employed  
67 in a professional or scientific capacity to conduct a special inquiry, investigation or  
68 examination; part-time and temporary employees; administrative interns; election  
69 precinct officials; all persons serving the county without compensation; physicians;  
70 surgeons; dentists; medical interns; and student nurses and inmates employed by county  
71 hospitals, tuberculosis sanitariums and health departments of the county.

72 Divisions in executive departments and administrative offices as determined by  
73 the county council shall be considered to be executive departments for the purpose of  
74 determining the applicability of Section 550 of the charter.

75 All part-time employees shall be exempted from career service membership  
76 except, all part-time employees employed at least half time or more, as defined by  
77 ordinance, shall be members of the career service.

78 ~~((7-))~~ G. "Charter" means the King County Charter, as amended.

79 ~~((8-))~~ H. "Child" means a biological, adopted or foster child, a stepchild, a legal  
80 ward or a child of an employee standing in loco parentis to the child, who is:

81 ~~((a-))~~ 1. ~~((u))~~ Under eighteen years of age; or

82 ~~((b-))~~ 2. ~~((e))~~ Eighteen years of age or older and incapable of self care because of  
83 a mental or physical disability.

84 ~~((9-))~~ I. "Class" or "classification" means a position or group of positions,  
85 established under authority of this chapter, sufficiently similar in respect to the duties,

86 responsibilities and authority thereof, that the same descriptive title may be used to  
87 designate each position allocated to the class.

88 ~~((10.))~~ J. "Classification plan" means the arrangement of positions into  
89 classifications together with specifications describing each classification.

90 ~~((11.))~~ K. "Compensatory time" means time off granted with pay in lieu of pay  
91 for work performed either on an authorized overtime basis or work performed on a  
92 holiday which is normally scheduled as a day off. Such compensatory time shall be  
93 granted on the basis of time and one-half.

94 ~~((12.))~~ L. "Competitive employment" means a position established in the county  
95 budget and which will require at least twenty-six weeks of service per year as the work  
96 schedule established for the position.

97 ~~((13.))~~ M. "Council" means the county council as established by Article 2 of the  
98 charter.

99 ~~((14.))~~ N. "County" means the county of King and any other organization that is  
100 legally governed by the county with respect to personnel matters.

101 ~~((15.))~~ O. "Developmental disability" means a developmental disability, as defined  
102 in RCW 71A.10.020(2), as amended, attributable to mental retardation, cerebral palsy,  
103 epilepsy, autism or other neurological or other condition of an individual found by the  
104 secretary of the Washington state department of social and health services, or designee to  
105 be closely related to mental retardation or to require treatment similar to that required for  
106 individuals with mental retardation, which disability originates before the individual  
107 attains age eighteen, which has continued or can be expected to continue indefinitely, and  
108 which constitutes a substantial handicap for the individual.

109           ~~((16.))~~ P. "Direct cost" means the cost aggregate of the actual weighted average  
110 cost of insured benefits, less any administrative cost therefor. Any payments to part-time  
111 and temporary employees under this chapter shall not include any administrative  
112 overhead charges applicable to administrative offices and executive departments.

113           ~~((17.))~~ Q. "Director" means the ~~((chief officer of the administrative office of))~~  
114 manager of the human resources ((management)) division.

115           ~~18.))~~ R. "Division" means the human resources division or its successor agency.

116           S. "Domestic partners" are two people in a domestic partnership, one of whom is  
117 a county employee.

118           ~~((19.))~~ T. "Domestic partnership" is a relationship whereby two people:

119           ~~((a.))~~ 1. ~~((h))~~Have a close personal relationship;

120           ~~((b.))~~ 2. ~~((a))~~Are each other's sole domestic partner and are responsible for each  
121 other's common welfare;

122           ~~((c.))~~ 3. ~~((s))~~Share the same regular and permanent residence;

123           ~~((d.))~~ 4. ~~((a))~~Are jointly responsible for basic living expenses which means the  
124 cost of basic food, shelter and any other expenses of a domestic partner which are paid at  
125 least in part by a program or benefit for which the partner qualified because of the  
126 domestic partnership. The individuals need not contribute equally or jointly to the cost  
127 of these expenses as long as they agree that both are responsible for the cost;

128           ~~((e.))~~ 5. ~~((a))~~Are not married to anyone;

129           ~~((f.))~~ 6. ~~((a))~~Are each eighteen years of age or older;

130           ~~((g.))~~ 7. ~~((a))~~Are not related by blood closer than would bar marriage in the state  
131 of Washington;

132           ~~((h.))~~ §. ~~((w))~~ Were mentally competent to consent to contract when the  
133 domestic partnership began.

134           ~~((20.))~~ U. "Employed at least half time or more" means employed in a regular  
135 position which has an established work schedule of not less than one-half the number of  
136 hours of the full-time positions in the work unit in which the employee is assigned, or  
137 when viewed on a calendar year basis, nine hundred ten hours or more in a work unit in  
138 which a work week of more than thirty-five but less than forty hours is standard or one  
139 thousand forty hours or more in a work unit in which a forty hour work week is standard.  
140 If the standard work week hours within a work unit varies (for instance, employees  
141 working both thirty five and forty hours), the ~~((director))~~ manager, in consultation with  
142 the department, is responsible for determining what hour threshold will apply.

143           ~~((21.))~~ V. "Employee" means any person who is employed in a career service  
144 position or exempt position.

145           ~~((22.))~~ W. "Executive" means the county executive, as established by Article 3 of  
146 the charter.

147           ~~((23.))~~ X. "Exempt employee" means an employee employed in a position that is  
148 not a career service position under Section 550 of the charter. Exempt employees serve  
149 at the pleasure of the appointing authority.

150           ~~((24.))~~ Y. "Exempt position" means any position excluded as a career service  
151 position by Section 550 of the charter. Exempt positions are positions to which  
152 appointment may be made directly without a competitive hiring process.

153            ~~((25-))~~ Z. "Full-time regular employee" means an employee employed in a full-  
154 time regular position and, for full-time career service positions, is not serving a  
155 probationary period.

156            ~~((26-))~~ AA. "Full-time regular position" means a regular position which has an  
157 established work schedule of not less than thirty-five hours per week in those work units  
158 in which a thirty-five hour week is standard, or of not less than forty hours per week in  
159 those work units in which a forty-hour week is standard.

160            ~~((27-))~~ BB. "Grievance" means an issue raised by an employee relating to the  
161 interpretation of rights, benefits, or condition of employment as contained in either the  
162 administrative rules ~~((and/))~~ or procedures, or both, for the career service.

163            ~~((28-))~~ CC. "Immediate family" means spouse, child, parent, son-in-law,  
164 daughter-in-law, grandparent, grandchild, sibling, domestic partner and the child, parent,  
165 sibling, grandparent or grandchild of the spouse or domestic partner.

166            ~~((29-))~~ DD. "Incentive increase" means an increase to an employee's base salary  
167 within the assigned pay range, based on demonstrated performance.

168            ~~((30-))~~ EE. "Integrated work setting" means a work setting with no more than  
169 eight persons with developmental disabilities or with the presence of a sensory, mental or  
170 physical handicap as specified in K.C.C. 3.12.180(~~(, as amended)~~). This definition refers  
171 to all county offices, field locations and other work sites at which supported employees  
172 work along side employees who are not persons with development disabilities employed  
173 in permanent county positions.

174            ~~((31-))~~ FF. "Life-giving and life-saving procedures" means a medically-  
175 supervised procedure involving the testing, sampling, or donation of blood, organs,



176 fluids, tissues and other human body components for the purposes of donation without  
177 compensation to a person for a medically necessary treatment.

178 ~~((32.))~~ GG. "Manager" means the manager of the human resources division or its  
179 successor agency.

180 HH. "Marital status" means the presence or absence of a marital relationship and  
181 includes the status of married, separated, divorced, engaged, widowed, single or  
182 cohabiting.

183 ~~((33.))~~ II. "Part-time employee" means an employee employed in a part-time  
184 position. Under Section 550 of the charter, part-time employees are not members of the  
185 career service.

186 ~~((34.))~~ JJ. "Part-time position" means an other than a regular position in which  
187 the part-time employee is employed less than half time, that is less than nine hundred ten  
188 hours in a calendar year in a work unit in which a thirty-five hour work week is standard  
189 or less than one thousand forty hours in a calendar year in a work unit in which a forty-  
190 hour work week is standard, except as provided elsewhere in this chapter. Where the  
191 standard work week falls between thirty-five and forty hours, the ~~((director))~~ manager, in  
192 consultation with the department, is responsible for determining what hour threshold will  
193 apply. Part-time position excludes administrative intern.

194 ~~((35.))~~ KK. "Part-time regular employee" means an employee employed in a part-  
195 time regular position and, for part-time career service positions, is not serving a  
196 probationary period. Under Section 550 of the charter, such part-time regular employees  
197 are members of the career service.

198           ((36.)) LL. "Part-time regular position" means a regular position in which the  
199 part-time regular employee is employed for at least nine hundred ten hours but less than a  
200 full-time basis in a calendar year in a work unit in which a thirty-five hour work week is  
201 standard or for at least one thousand forty hours but less than a full-time basis in a  
202 calendar year in a work unit in which a forty-hour work week is standard. Where the  
203 standard work week falls between thirty-five and forty hours, the ((director)) manager, in  
204 consultation with the department, is responsible for determining what hour threshold will  
205 apply.

206           ((37.)) MM. "Pay plan" means a systematic schedule of numbered pay ranges  
207 with a minimum, maximum and intermediate steps for each pay range, a schedule of  
208 assignment of each classification to a numbered pay range and rules for administration.

209           ((38.)) NN. "Pay range" means one or more pay rates representing the minimum,  
210 maximum and intermediate steps assigned to a classification.

211           ((39.)) OO. "Pay range adjustment" means the adjustment of the numbered pay  
212 range of a classification to another numbered pay range in the schedule based on a  
213 classification change, competitive pay data or other significant factors.

214           ((40.)) PP. "Personnel guidelines" means only those operational procedures  
215 promulgated by the ((director)) manager necessary to implement personnel policies or  
216 requirements previously stipulated by ordinance or the charter. Such personnel guidelines  
217 shall be applicable only to employees assigned to executive departments and  
218 administrative agencies.

219           ((41.)) QQ. "Position" means a group of current duties and responsibilities  
220 assigned by competent authority requiring the employment of one person.

221            ~~((42.))~~ RR. "Probationary employee" means an employee serving a probationary  
222 period in a regular career service. Probationary employees are temporary employees and  
223 excluded from career service under Section 550 of the charter.

224            ~~((43.))~~ SS. "Probationary period" means a period of time, as determined by the  
225 ~~((director))~~ manager, constituting the final step in the competitive screening process for  
226 career service or for promotion from one career service position to another. An  
227 appointment to the career service, whether following successful completion of an initial  
228 probationary period of county employment or a promotional probationary period, shall  
229 not be final unless the employee successfully completes this probationary period.

230            ~~((44.))~~ TT. "Probationary period salary increase" means a within-range salary  
231 increase from one step to the next highest step upon satisfactory completion of the  
232 probationary period.

233            UU. "Provisional appointment" means an appointment made in the absence of a  
234 list of candidates certified as qualified by the ~~((director))~~ manager. Only the ~~((director))~~  
235 manager may authorize a provisional appointment. An appointment to this status is  
236 limited to six months.

237            ~~((45.))~~ VV. "Provisional employee" means an employee serving by provisional  
238 appointment in a regular career service. Provisional employees are temporary employees  
239 and excluded from career service under Section 550 of the charter.

240            ~~((46.))~~ WW. "Recruiting step" means the first step of the salary range allocated to  
241 a class unless otherwise authorized by the executive.

242            ((47.)) XX. "Regular position" means a position established in the county budget  
243 and identified within a budgetary unit's authorized full time equivalent (FTE) level as set  
244 out in the budget detail report.

245            ((48.)) YY. "Salary or pay rate" means an individual dollar amount which is one  
246 of the steps in a pay range paid to an employee based on the classification of the position  
247 occupied.

248            ((49.)) ZZ. "Serious health condition" means an illness or injury, impairment or  
249 physical or mental condition that involves one or more of the following:

250            ((a.)) 1. ((a))An acute episode that requires more than three consecutive  
251 calendar days of incapacity and either multiple treatments by a licensed health care  
252 provider or at least one treatment plus follow-up care such as a course of prescription  
253 medication; and any subsequent treatment or period of incapacity relating to the same  
254 condition;

255            ((b.)) 2. ((a))A chronic ailment continuing over an extended period of time that  
256 requires periodic visits for treatment by a health care provider and that has the ability to  
257 cause either continuous or intermittent episodes of incapacity;

258            ((c.)) 3. ((i))In-patient care in a hospital, hospice or residential medical care  
259 facility or related out-patient follow-up care;

260            ((d.)) 4. ((a))An ailment requiring multiple medical interventions or treatments  
261 by a health care provider that, if not provided, would likely result in a period of  
262 incapacity for more than three consecutive calendar days;

263            ((e.)) 5. ((a))A permanent or long-term ailment for which treatment might not be  
264 effective but that requires medical supervision by a health care provider; or

265            ~~((f))~~ 6. ~~((a))~~ Any period of incapacity due to pregnancy or prenatal care.

266            ~~((50.))~~ AAA. "Temporary employee" means an employee employed in a  
267 temporary position and in addition, includes an employee serving a probationary period  
268 or is under provisional appointment. Under Section 550 of the charter, temporary  
269 employees shall not be members of the career service.

270            ~~((51.))~~ BBB. "Temporary position" means a position which is not a regular  
271 position as defined in this chapter and excludes administrative intern. Temporary  
272 positions include both term-limited temporary positions as defined in this chapter and  
273 short-term (normally less than six months) temporary positions in which a temporary  
274 employee works less than nine hundred ten hours in a calendar year in a work unit in  
275 which a thirty-five hour work week is standard or less than one thousand forty hours in a  
276 calendar year in a work unit in which a forty hour work week is standard, except as  
277 provided elsewhere in this chapter. Where the standard work week falls between thirty-  
278 five and forty hours, the ~~((director))~~ manager, in consultation with the department, is  
279 responsible for determining what hour threshold will apply.

280            ~~((52.))~~ CCC. "Term-limited temporary employee" means a temporary employee  
281 who is employed in a term-limited temporary position. Term-limited temporary  
282 employees are not members of the career service.

283            Term-limited temporary employees may not be employed in term-limited  
284 temporary positions longer than three years beyond the date of hire, except that for grant-  
285 funded projects, capital improvement projects~~((s))~~ and information systems technology  
286 projects the maximum period may be extended up to five years upon approval of the

287 ~~((director))~~ manager. The ~~((director))~~ manager shall maintain a current list of all term-  
288 limited temporary employees by department.

289 ~~((53-))~~ DDD. "Term-limited temporary position" means a temporary position  
290 with work related to a specific grant, capital improvement project, information systems  
291 technology project or other nonroutine, substantial body of work, for a period greater  
292 than six months. In determining whether a body of work is appropriate for a term-limited  
293 temporary position, the appointing authority will consider the following:

294 ~~((a-))~~ 1. ~~((g))~~ Grant-funded projects: These positions will involve projects or  
295 activities that are funded by special grants for a specific time or activity. These grants are  
296 not regularly available to or their receipt predictable by the county;

297 ~~((b-))~~ 2. ~~((i))~~ Information systems technology projects: These positions will be  
298 needed to plan and implement new information systems projects for the county. Term-  
299 limited temporary positions may not be used for on-going maintenance of systems that  
300 have been implemented;

301 ~~((c-))~~ 3. ~~((e))~~ Capital improvement projects: These positions will involve the  
302 management of major capital improvement projects. Term-limited temporary positions  
303 may not be used for on-going management of buildings or facilities once they have been  
304 built;

305 ~~((d-))~~ 4. ~~((m))~~ Miscellaneous projects: Other significant and substantial bodies  
306 of work may be appropriate for term-limited temporary positions. These bodies of work  
307 must be either nonroutine projects for the department or related to the initiation or  
308 cessation of a county function, project or department;

309            ~~((e.))~~ 5. ~~((s))~~ Seasonal positions: These are positions with work for more than  
310 six consecutive months, half-time or more, with total hours of at least nine hundred ten in  
311 a calendar year in a work unit in which a thirty-five hour work week is standard or at  
312 least one thousand forty hours in a calendar year in a work unit in which a forty hour  
313 work week is standard, that due to the nature of the work have predictable periods of  
314 inactivity exceeding one month. Where the standard work week falls between thirty-five  
315 and forty hours, the ~~((director))~~ manager, in consultation with the department, is  
316 responsible for determining what hour threshold will apply~~((t))~~; and

317            ~~((f.))~~ 6. ~~((t))~~ Temporary placement in regular positions: These are positions used  
318 to back fill regular positions for six months or more due to a career service employee's  
319 absence such as extended leave or assignment on any of the foregoing time-limited  
320 projects.

321            All appointments to term-limited temporary positions will be made by the  
322 appointing authority in consultation with the ~~((director prior to))~~ manager before the  
323 appointment of term-limited temporary employees.

324            SECTION 2. Ordinance 12014, Section 32, and K.C.C. 3.12.350 are each hereby  
325 amended as follows:

326            **Administration – ~~((P))~~personnel ~~((G))~~guidelines.** A. The ~~((director))~~ manager  
327 shall ~~((promulgate))~~ adopt personnel guidelines for the purpose of implementing the  
328 directives, policies and standards contained in this chapter and in Article 5 of the charter.

329            Such personnel guidelines shall be subject to approval by the executive. Before  
330 adoption, amendment or repeal of any guideline, the division shall give at least forty-five  
331 days' notice of its intended action by filing notice with the clerk of the council and

332 mailing notice of the intended action to each member of the council, each department  
333 director and agency head, each collective bargaining unit that has a collective bargaining  
334 agreement with the county, the chief of staff of the council and the council policy staff  
335 director, or their successors. After adoption of the guideline, the division shall post all  
336 guidelines to the Internet.

337 B. The personnel guidelines shall include, but not be limited to, the following  
338 subjects:

- 339 1. Purpose, objectives and intent;
- 340 2. Definitions;
- 341 3. Pre((-)employment administration:
  - 342 a. ((R))role of the ((director)) manager and the ((office of human resources
  - 343 management,)) division;
  - 344 b. ((R))recruitment procedures((;));
  - 345 c. ((A))application procedures((;));
  - 346 d. ((E))examinations((;));
  - 347 e. ((E))employment lists((;));
  - 348 f. ((C))certification((;));
  - 349 g. ((A))appointment((;)); and
  - 350 h. process requirements of ((E))equal employment opportunity((; process
  - 351 requirements));
- 352 4. Post((-)employment administration:
  - 353 a. ((R))role of the ((office of)) human resources ((management and appointing
  - 354 authority,)) division;



- 355 b. ~~((P))~~probationary periods~~((;))~~;
- 356 c. ~~((C))~~classification system~~((;))~~;
- 357 d. ~~((E))~~employee performance evaluation~~((;))~~;
- 358 e. ~~((D))~~disciplinary procedures;
- 359 f. ~~((S))~~separation, including reductions in force~~((;))~~;
- 360 g. ~~((E))~~employee relations~~((;))~~; and
- 361 h. process requirements of ~~((E))~~equal employment opportunity~~((; process~~
- 362 requirements));
- 363 5. Special duty;
- 364 6. Grievance and appeals procedures:
- 365 a. ~~((R))~~role of the ~~((office of))~~ human resources ~~((management))~~ division and
- 366 departments, including relationship and processes of the equal employment program~~((;))~~;
- 367 b. ~~((R))~~role of the ~~((director,))~~ manager;
- 368 c. ~~((G))~~grievance procedures~~((;))~~;
- 369 d. ~~((A))~~appeals procedures~~((;))~~; and
- 370 e. ~~((R))~~role of the personnel board;
- 371 ~~((6-))~~ 7. Conditions of employment;
- 372 ~~((7-))~~ 8. Employee benefits;
- 373 ~~((8-))~~ 9. Procedures for leaves of absence; and
- 374 ~~((9-))~~ 10. Procedures for salary and administration.

375 NEW SECTION. SECTION 3. There is hereby added to K.C.C. chapter 3.15 a

376 new section to read as follows:

377 **Definitions.** The definitions in K.C.C. 3.12.010 apply to this chapter.

378            SECTION 4. Ordinance 12014, Section 50, as amended, and K.C.C. 3.15.020 are  
379 each hereby amended to read as follows:

380            **Procedures.** The provisions of this section shall be applicable to all positions in  
381 the executive branch, noncommissioned positions in the office of the sheriff and the  
382 department of assessments allocated to a classification assigned a pay range in Ordinance  
383 7996, Sections 3(~~(5)~~) and 4, as amended, and (~~(10, as amended)~~) K.C.C. 3.15.040.

384            A. Except as otherwise provided by ordinance, the schedule of pay ranges shall  
385 consist of ninety-nine pay ranges, each containing ten steps as approved in the annual cost-  
386 of-living ordinance.

387            B. Employees may receive within-range increases from one step to the next higher  
388 step, upon satisfactory completion of the probationary period and annually thereafter as  
389 provided (~~(below:)~~) in 1. through 3. of this subsection B. The manager shall adopt  
390 guidelines and criteria for salary advancement for satisfactory work consistent with K.C.C.  
391 3.12.350.

392            1. (~~(Upon completion of the probationary period, an employee's salary shall be~~  
393 ~~advanced to Step 2, if the rate currently paid is Step 1; if the employee's initial salary is at~~  
394 ~~Step 2, or higher, it may be advanced at the discretion of the appointing authority to the~~  
395 ~~next higher step.)) All probationary period salary increases must be supported by  
396 performance appraisal. Probationary period salary (~~(1)~~) increases exceeding Step 5 must  
397 (~~(be approved)~~) have prior written approvals by the department director and the manager of  
398 the human resources division. In the event of the completion of the probationary period by  
399 a division of human resources employee, in addition to the manager of the human resource  
400 division, the county administrative officer must provide prior written approval for~~

401 probationary period salary increases exceeding Step 5. A written report listing the number  
402 of employees who have received probationary increases above Step 5 must be made  
403 semiannually to the council management, labor and customer services committee or its  
404 successor.

405           2. Annual step incentive increases shall be prospective and given on January 1  
406 ((of the year following the prior year fall performance appraisal)) with prior written  
407 approval and justification by the department in which the employee works. The manager  
408 of the human resources division shall establish guidelines consistent with this chapter for  
409 incentive pay increases.

410           3. Employees are eligible for a step increase on the basis of performance and  
411 current step position as authorized in the incentive pay program step increase ((guide.))  
412 guidelines, in accordance with the following, as applicable:

413           a. In recognition of above-standard or exceptional performance, the appointing  
414 authority may grant an annual increase exceeding a single step ((.));

415           b. Increases beyond Step 5 must be based upon above standard performance and  
416 must be supported by performance appraisal ((-.));

417           c. Increases beyond Step 8 must be based upon outstanding performance and  
418 must be supported by performance appraisal ((-.)); or

419           d. Employees receiving incentive increases whose current salary does not  
420 coincide with a step on the pay plan shall be advanced to a step on the pay plan which shall  
421 be the next higher step after such an incentive increase.

422           C.1. An appointing authority may grant to an employee ((.)) an increase to a salary  
423 above the top step of the range if all of the following conditions are met:

424 ~~((1-))~~ a. The employee is not a department director~~((-))~~;

425 ~~((2-))~~ b. The employee must have been at the top step of the range for at least two  
426 consecutive years~~((-))~~; and

427 ~~((3-))~~ c. The employee must have demonstrated continuous outstanding  
428 performance, which must be supported by performance appraisal.

429 ~~((4-))~~ 2. Incentive increases must have prior written approval by the department  
430 director, which must be maintained in the employee's personnel file;

431 3. Incentive increases above the top step may not exceed five percent.

432 ~~((5-))~~ 4. Incentive increases above the top step will be in effect for twelve months  
433 only. Such increases must be justified each year by ~~((meeting the above specified~~  
434 ~~conditions))~~ subsection C.1. through 3. of this section.

435 D. All incentive increases are subject to the availability of funds. Within-range  
436 incentive increases are not automatic but shall be given only upon the affirmative action of  
437 the appointing authority within the guidelines established by the ~~((director))~~ manager.

438 NEW SECTION. SECTION 5. There is hereby added to K.C.C. chapter 3.15 a  
439 new section to read as follows:

440 **Salary upon initial employment.** A. New county employees shall normally  
441 start at the first step of the salary range. If necessary for recruitment, however, the  
442 department director on occasion may authorize an offer of a higher salary step in order to  
443 attract an exceptionally qualified candidate. In the event that a department director  
444 determines it is necessary to hire above the first step, a copy of the appointment letter,  
445 together with a statement of the reason for hiring above the first step, must be provided to

446 the manager of the human resources division at the time of hire. The following are  
447 criteria, one of which must be met, in order to hire above the first step:

- 448 1. The candidate's education and experience are significantly above the  
449 minimum requirements for the position;
- 450 2. The candidate has an especially desirable skill, talent, knowledge or ability;
- 451 3. The candidate has a current salary that is above the first step of the of the  
452 salary range; or
- 453 4. The candidate has a competing written, formal offer of employment that is  
454 above the first step of the salary range.

455 B. The county administrative officer or his or her designee then may give  
456 approval to hire an applicant above Step 5. In such cases, the county administrative  
457 officer or his or her designee must issue prior written approval to the department director  
458 and send a copy of the written notification to the executive.

459 C. The executive shall report in writing on a semiannual basis to the council's  
460 management, labor and customer services committee or its successor on the number of  
461 instances where persons are hired above Step 5.

462 NEW SECTION. SECTION 6. There is hereby added to K.C.C. chapter 3.15 a  
463 new section to read as follows:

464 **Salary on promotion.** A.1. If an appointing authority promotes an employee,  
465 the employee must be placed the greater of:

- 466 a. step 1 of the new salary range; or
- 467 b. the step that constitutes a two-step increase or approximately five percent  
468 above the former rate of pay.

469           2. A promotional salary increase may not exceed the top step of the new range,  
470 except if the former salary step includes an above-Step-10 amount as a result of an  
471 incentive increase. If the former salary step includes an above-Step-10 amount as a result  
472 of an incentive increase, the employee's new salary is based upon the above-Step-10  
473 amount. If the promotional increase results in a salary that is above the top step of the  
474 new range, the salary shall be reduced to the top step at the end of the merit period unless  
475 the employee requalifies for an above-Step-10 merit award. The promotional salary  
476 increase may not exceed five percent above the top step in any case.

477           B. If a promotion results from other than a reclassification, the promoted  
478 employee may be placed at a higher step in the salary range when the department director  
479 determines this action is warranted, if the criteria and procedures in section 5 of this  
480 ordinance are met and if funds are available in the agency.

481           NEW SECTION. SECTION 7. There is hereby added to K.C.C. chapter 3.15 a  
482 new section to read as follows:

483           **Assignment to special duty.** A. An appointing authority, with the prior written  
484 approval of the department director, may temporarily assign an employee to special duty  
485 under either of the following conditions:

486           1. Temporarily assigning the work of a higher level classification to the  
487 employee. This work must comprise the majority of the work performed; or

488           2. The employee is designated as a lead worker, if both of the following  
489 conditions exist:

490           a. There is a need for limited supervisory authority to perform certain duties,  
491 for example, to assign and distribute work or to maintain a balanced workload among

492 employees who are in the same classification or a classification that has the same salary  
493 range. Such an assignment does not preclude lower level positions from being in the  
494 work group being led and does not preclude employees in lower level job classifications  
495 from serving as the lead for a work group in which there are employees in higher level  
496 positions; and

497           b. The duties listed in subsection A.2.a. of this section do not justify  
498 reclassifying the position.

499           B. An appointing authority may assign an employee to special duty for a  
500 maximum of six months. A special duty assignment may be extended to a maximum of  
501 twelve months if authorized in advance in writing by the department director prior to the  
502 expiration of the initial six-month period. Special duty assignments may be extended for  
503 a total of eighteen months if authorized in advance in writing by the department director  
504 and the manager of the human resources division prior to the expiration of the one-year  
505 period. Any further extensions must be authorized in writing in advance by the county  
506 administrative officer or his or her designee, based upon a specific determination that a  
507 special duty assignment continues to meet the requirements stated in this chapter and that  
508 a position reclassification is not appropriate. Such cases shall only include back-filling  
509 for a regular position where an incumbent employee is absent because of an extended  
510 leave of absence for a medical disability, as required under reasonable accommodation  
511 provisions of applicable state or federal law, military reserve duty or performance of a  
512 project where a higher level of work has a definite termination date. Extensions beyond  
513 eighteen months are limited to a maximum of six months and must be authorized only by

514 the county administrative officer. Special duty assignments may not exceed two years in  
515 duration.

516 C. A special duty assignment must be made in writing to the employee before the  
517 beginning of the assignment. The written notice must list the specific duties that the  
518 employee is to perform and the duration of the assignment. It must also include a  
519 statement that the assignment will not confer on the employee any new privilege, right of  
520 appeal, right of position, transfer, demotion, promotion or reinstatement. A special duty  
521 assignment may be revoked at any time at the discretion of the appointing authority.

522 D. An employee who is assigned to special duty based upon lead worker  
523 responsibilities must receive an increase to a salary step that most closely approximates a  
524 five percent increase within the employee's current salary range. If the special duty  
525 assignment involves working in a higher job classification, the increase shall be to the  
526 first step of the salary range of the higher level job classification or to a salary step in the  
527 higher classification that most closely approximates five percent over the employee's  
528 current rate of pay, whichever is greater.

529 E. Special duty compensation may not exceed the top step of the new range  
530 except in the following two situations:

531 1. For a lead worker assignment where compensation may exceed the maximum  
532 of the pay range by no more than five percent; or

533 2. Where the employee was receiving above-Step-10 merit pay, the pay may  
534 exceed the maximum of the new salary range by no more than five percent and it shall  
535 continue only as long as the merit pay would have remained in effect.



536 F. When the special duty assignment is completed, the employee's salary shall  
537 revert to the salary rate at which the employee would have been if the employee had not  
538 been assigned to special duty.

539 G. Special duty pay may not be awarded retroactively.

540 SECTION 8. All special duty assignments in effect on December 31, 2001, shall  
541 terminate on or before December 31, 2002. This ordinance governs any special duty

542 assignments made on or after the effective date of this ordinance.

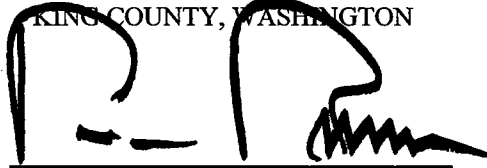
543 SECTION 9. This ordinance takes effect January 1, 2002.

544

Ordinance 14233 was introduced on 5/7/01 and passed as amended by the Metropolitan King County Council on 10/15/01, by the following vote:

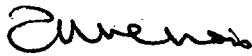
- Yes: 11 - Mr. von Reichbauer, Ms. Fimia, Mr. Phillips, Mr. McKenna, Ms. Sullivan, Mr. Nickels, Mr. Pullen, Mr. Gossett, Ms. Hague, Mr. Thomas and Mr. Irons
- No: 0
- Excused: 2 - Ms. Miller and Mr. Pelz

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



Pete von Reichbauer, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 26 day of October 2001.



Ron Sims, County Executive

Attachments None