



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Agenda Government Accountability and Oversight Committee

Councilmembers:
Pete von Reichbauer, Chair;
Reagan Dunn, Vice Chair;
Teresa Mosqueda, Sarah Perry

Lead Staff: Melissa Bailey (206-263-0114)
Co-Lead Staff: Gene Paul (206-477-9378)
Committee Clerk: Blake Wells (206-263-1617)

9:30 AM

Tuesday, June 10, 2025

Hybrid Meeting

Hybrid Meetings: Attend the King County Council committee meetings in person in Council Chambers (Room 1001), 516 3rd Avenue in Seattle, or through remote access. Details on how to attend and/or to provide comment remotely are listed below.

Pursuant to K.C.C. 1.24.035 A. and F., this meeting is also noticed as a meeting of the Metropolitan King County Council, whose agenda is limited to the committee business. In this meeting only the rules and procedures applicable to committees apply and not those applicable to full council meetings.

HOW TO PROVIDE PUBLIC COMMENT: The Government Accountability and Oversight Committee values community input and looks forward to hearing from you on agenda items.

There are three ways to provide public comment:

1. In person: You may attend the meeting and provide comment in the Council Chambers.
2. By email: You may comment in writing on current agenda items by submitting your email comments to kcccomitt@kingcounty.gov. If your email is received by 8:00 a.m. on the day of the meeting, your email comments will be distributed to the committee members and appropriate staff prior to the meeting.
3. Remote attendance at the meeting by phone or computer (see "Connecting to the Webinar" below).

You may provide oral comment on current agenda items during the meeting's public comment period.

	<p>Sign language and interpreter services can be arranged given sufficient notice (206-848-0355). TTY Number - TTY 711.</p> <p>Council Chambers is equipped with a hearing loop, which provides a wireless signal that is picked up by a hearing aid when it is set to 'T' (Telecoil) setting.</p>	
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You are not required to sign up in advance. Comments are limited to current agenda items.

You have the right to language access services at no cost to you. To request these services, please contact Language Access Coordinator, Tera Chea at 206 477 9259 or email tera.chea2@kingcounty.gov by 8:00 a.m. three business days prior to the meeting.

CONNECTING TO THE WEBINAR:

Webinar ID: 837 8133 8556

By computer using the Zoom application at <https://zoom.us/join> and the webinar ID above.

Via phone by calling 1 253 215 8782 and using the webinar ID above.

HOW TO WATCH/LISTEN TO THE MEETING REMOTELY: There are several ways to watch or listen in to the meeting:

- 1) Stream online via this link: <http://www.kingcounty.gov/kctv>, or input the link web address into your web browser.
- 2) Watch King County TV on Comcast Channel 22 and 322(HD) and Astound Broadband Channels 22 and 711(HD)
- 3) Listen to the meeting by telephone – See “Connecting to the Webinar” above.

To help us manage the meeting, if you do not wish to be called upon for public comment please use the Livestream or King County TV options listed above, if possible, to watch or listen to the meeting.

To show a PDF of the written materials for an agenda item, click on the agenda item below.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes** **p. 6**
May 13, 2025 meeting minutes
4. **Public Comment**



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TTY Number - TTY 711.
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Discussion and Possible Action

5. Proposed Motion No. 2025-0102 **p.10**

A MOTION confirming the executive's appointment of Crystal Goodwin, who resides in council district seven, to the King County Library System board of trustees.

Sponsors: von Reichbauer

Gene Paul, Council staff

6. Proposed Ordinance No. 2025-0085 **p. 15**

AN ORDINANCE relating to the personnel system; amending Ordinance 9088, Section 1, and K.C.C. 3.12.005, Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010, Ordinance 12014, Section 6, and K.C.C. 3.12.020, Ordinance 12014, Section 7, as amended, and K.C.C. 3.12.040, Ordinance 12014, Section 8, as amended, and K.C.C. 3.12.042, Ordinance 12014, Section 9, as amended, and K.C.C. 3.12.044, Ordinance 12014, Section 10, and K.C.C. 3.12.050, Ordinance 12014, Section 11, as amended, and K.C.C. 3.12.060, Ordinance 4324, Section 14, and K.C.C. 3.12.080, Ordinance 12014, Section 12, and K.C.C. 3.12.090, Ordinance 12014, Section 13, as amended, and K.C.C. 3.12.100, Ordinance 12014, Section 14, as amended, and K.C.C. 3.12.110, Ordinance 12014, Section 15, as amended, and K.C.C. 3.12.120, Ordinance 12014, Section 34, as amended, and K.C.C. 3.12.123, Ordinance 12077, Section 3, as amended, and K.C.C. 3.12.125, Ordinance 4324, Section 38, and K.C.C. 3.12.140, Ordinance 12014, Section 18, as amended, and K.C.C. 3.12.180, Ordinance 18572, Section 1, as amended, and K.C.C. 3.12.184, Ordinance 12014, Section 36, as amended, and K.C.C. 3.12.188, Ordinance 12014, Section 19, as amended, and K.C.C. 3.12.190, Ordinance 12052, Section 1, as amended, and K.C.C. 3.12.210, Ordinance 12014, Section 20, as amended, and K.C.C. 3.12.215, Ordinance 18408, Section 2, as amended, and K.C.C. 3.12.219, Ordinance 12014, Section 21, as amended, and K.C.C. 3.12.220, Ordinance 18191, Section 4, and K.C.C. 3.12.221, Ordinance 15558, Section 2, as amended, and K.C.C. 3.12.222, Ordinance 12014, Section 22, as amended, and K.C.C. 3.12.223, Ordinance 13743, Section 1, as amended, and K.C.C. 3.12.224, Ordinance 7956, Section 6, as amended, and K.C.C. 3.12.225, Ordinance 19563, Section 7, as amended, and K.C.C. 3.12.227, Ordinance 12014, Section 23, as amended, and K.C.C. 3.12.230, Ordinance 12077, Section 5, as amended, and K.C.C. 3.12.240, Ordinance 12014, Section 25, as amended, and K.C.C. 3.12.250, Ordinance 12014, Section 26, as amended, and K.C.C. 3.12.260, Ordinance 9967, Section 2, as amended, and K.C.C. 3.12.262, Ordinance 12014, Section 27, as amended, and K.C.C. 3.12.270, Ordinance 12014, Section 28, and K.C.C. 3.12.280, Ordinance 12014, Section 29, as amended, and K.C.C. 3.12.290, Ordinance 12014, Section 30, as amended, and K.C.C. 3.12.300, Ordinance 4324, Section 9, and K.C.C. 3.12.310, Ordinance 12014, Section 31, as amended, and K.C.C. 3.12.330, Ordinance 12498, Sections 1, 4-7, and K.C.C. 3.12.335, Ordinance 12014, Section 32, as amended, and K.C.C. 3.12.350, Ordinance 12014, Section 33, and K.C.C. 3.12.360, Ordinance 16640, Section 3, as amended, and K.C.C. 3.12.400, Ordinance 12943, Section 13, and K.C.C. 3.12A.010, Ordinance 12943, Section 14, as amended, and K.C.C. 3.12A.020, Ordinance 12943, Section 15, and K.C.C. 3.12A.030, Ordinance 12943, Section 16, and K.C.C. 3.12A.040, Ordinance 12943, Section 17, as amended, and K.C.C. 3.12A.050, Ordinance 12943, Section 18, and K.C.C.





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3.12A.060, Ordinance 18696, Section 2, and K.C.C. 3.12S.010, Ordinance 12014, Section 46, as amended, and K.C.C. 3.14.010, Ordinance 8179, Section 2, and K.C.C. 3.14.020, Ordinance 12014, Section 47, as amended, and K.C.C. 3.14.030, Ordinance 12014, Section 48, as amended, and K.C.C. 3.14.040, Ordinance 1282, Section 6, as amended, and K.C.C. 3.15.060, Ordinance 12014, Section 50, as amended, and K.C.C. 3.15.020, Ordinance 12014, Section 54, and K.C.C. 3.15.110, Ordinance 12014, Section 51, as amended, and K.C.C. 3.15.025, Ordinance 14233, Section 5, as amended, and K.C.C. 3.15.120, Ordinance 12014, Section 52, as amended, and K.C.C. 3.15.030, Ordinance 14233, Section 6, as amended, and K.C.C. 3.15.130, Ordinance 14233, Section 7, as amended, and K.C.C. 3.15.140, Ordinance 1780, Section 3, as amended, and K.C.C. 3.15.050, Ordinance 197, Section 1, as amended, and K.C.C. 3.16.010, Ordinance 11480, Section 5, and K.C.C. 3.16.012, Ordinance 10631, Section 2, as amended, and K.C.C. 3.16.015, Ordinance 197, Section 2, as amended, and K.C.C. 3.16.020, Ordinance 11480, Section 7, as amended, and K.C.C. 3.16.025, Ordinance 8658, Section 1, as amended, and K.C.C. 3.16.040, Ordinance 12014, Section 55, as amended, and K.C.C. 3.16.050, Ordinance 14287, Section 5, as amended, and K.C.C. 3.16.055, Ordinance 13000, Section 2, as amended, and K.C.C. 3.16.060, Ordinance 1902, Section 1, as amended, and K.C.C. 3.28.010, Ordinance 12077, Section 12, as amended, and K.C.C. 3.30.010, Ordinance 11183, Section 1, and K.C.C. 3.30.020, Ordinance 10930, Sections 3-4, as amended, and K.C.C. 3.30.030, Ordinance 12077, Section 14, as amended, and K.C.C. 3.30.050, Ordinance 12077, Section 15, as amended, and K.C.C. 3.30.060, Ordinance 10930, Section 11, as amended, and K.C.C. 3.30.070, Ordinance 8575, Section 1, as amended, and K.C.C. 3.36.010, Ordinance 8575, Section 2, as amended, and K.C.C. 3.36.020, Ordinance 8575, Section 3, as amended, and K.C.C. 3.36.030, Ordinance 17332, Section 4, and K.C.C. 3.36.035, Ordinance 16035, Section 5, as amended, and K.C.C. 3.36.045, Ordinance 16035, Section 6, as amended, and K.C.C. 3.36.055, Ordinance 16035, Section 7, as amended, and K.C.C. 3.36.065, Ordinance 16035, Section 8, as amended, and K.C.C. 3.36.075, adding new sections to K.C.C. chapter 3.15, adding a new section to K.C.C. chapter 3.30, recodifying K.C.C. 3.15.060, K.C.C. 3.15.110, K.C.C. 3.15.120, K.C.C. 3.15.130, K.C.C. 3.15.140, K.C.C. 3.15.145, and K.C.C. 3.15.135, repealing Ordinance 4324, Section 7, as amended, and K.C.C. 3.12.030, Ordinance 12014, Section 16, and K.C.C. 3.12.130, Ordinance 4324, Section 37, and K.C.C. 3.12.150, Ordinance 4324, Section 34, and K.C.C. 3.12.160, Ordinance 12014, Section 17, as amended, and K.C.C. 3.12.170, Ordinance 11149, Sections 1-4, as amended, and K.C.C. 3.12.187, Ordinance 14591, Section 2, as amended, and K.C.C. 3.12.218, Ordinance 12014, Section 24, as amended, and K.C.C. 3.12.247, Ordinance 4324, Section 33, as amended, and K.C.C. 3.12.320, Ordinance 4324, Section 4, and K.C.C. 3.12.340, Ordinance 9498, Section 14, and K.C.C. 3.12.365, Ordinance 1282, Section 5, as amended, and K.C.C. 3.15.040, Ordinance 1282, Section 7, as amended, and K.C.C. 3.15.070, Ordinance 8299, Section 1, and K.C.C. 3.15.080, Ordinance 12014, Section 53, as amended, and K.C.C. 3.15.100, Ordinance 16818, Section 1, and K.C.C. 3.15.150, Ordinance 16818, Section 2, as amended, and K.C.C. 3.15.160, Ordinance 16818, Section 3, and K.C.C. 3.15.170, and Ordinance 16818, Section 4, as amended, and K.C.C. 3.15.180, and establishing an expiration date.

Sponsors: von Reichbauer

Gene Paul, Council staff

	<p>Sign language and interpreter services can be arranged given sufficient notice (206-848-0355). TTY Number - TTY 711.</p> <p>Council Chambers is equipped with a hearing loop, which provides a wireless signal that is picked up by a hearing aid when it is set to 'T' (Telecoil) setting.</p>	
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7. Proposed Ordinance No. 2025-0090 **p. 281**

AN ORDINANCE relating to privacy rights, limiting the collection of gender information; and amending Ordinance 12550, Section 3, as amended, and K.C.C. 2.14.030.

Sponsors: Dembowski, Barón, Mosqueda and Zahilay

Gene Paul, Council staff

Briefing

8. Briefing No. 2025-B0088 **p. 288**

Audit Report: Jail Health Services

Brooke Leary, Audit Director, King County Auditor's Office

Basil Hariri, Auditor II, King County Auditor's Office

Mia Neidhardt, Supervising Auditor, King County Auditor's Office

9. Briefing No. 2025-B0089 **p. 289**

Audit Report: King County's Cybersecurity Program

Ben Thompson, Audit Director, King County Auditor's Office

Justin Anderson, Auditor III, King County Auditor's Office

Other Business

Adjournment



Sign language and interpreter services can be arranged given sufficient notice (206-848-0355).
TTY Number - TTY 711.
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Meeting Minutes Government Accountability and Oversight Committee

Councilmembers:

*Pete von Reichbauer, Chair;
Reagan Dunn, Vice Chair;
Teresa Mosqueda, Sarah Perry*

Lead Staff: Melissa Bailey (206-263-0114)

Co-Lead Staff: Gene Paul (206-477-9378)

Committee Clerk: Blake Wells (206-263-1617)

9:30 AM

Tuesday, May 13, 2025

Hybrid Meeting

DRAFT MINUTES

1. **Call to Order**

Chair von Reichbauer called the meeting to order at 9:31 AM.

2. **Roll Call**

Present: 4 - von Reichbauer, Dunn, Mosqueda and Perry

3. **Approval of Minutes**

*Councilmember Mosqueda moved approval of the March 11, 2025 meeting minutes.
There being no objections, the minutes were approved.*

Briefing

4. **[Briefing No. 2025-B0075](#)**

King County Sheriff's Office Fire Investigation Unit Update

Dustin Frederick, Business Manager, Public Safety Employees Union 519, and Patti Cole-Tindall, King County briefed the committee and answered questions from the members.

This matter was presented.

Discussion and Possible Action

5. [Proposed Ordinance No. 2025-0086](#)

AN ORDINANCE relating to King County district court electoral district boundaries for 2025; and amending Ordinance 16803, Section 1, as amended, and K.C.C. 1.12.050.

Erica Newman, Council staff, Julie Wise, Director, King County Elections, and the Honorable Rebecca Robertson, Chief Presiding Judge, King County District Court, briefed the committee and answered questions from the members.

A motion was made by Councilmember Perry that this Ordinance be recommended do pass consent. The motion carried by the following vote:

Yes: 4 - von Reichbauer, Dunn, Mosqueda and Perry

6. [Proposed Ordinance No. 2025-0085](#)

AN ORDINANCE relating to the personnel system; amending Ordinance 9088, Section 1, and K.C.C. 3.12.005, Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010, Ordinance 12014, Section 6, and K.C.C. 3.12.020, Ordinance 12014, Section 7, as amended, and K.C.C. 3.12.040, Ordinance 12014, Section 8, as amended, and K.C.C. 3.12.042, Ordinance 12014, Section 9, as amended, and K.C.C. 3.12.044, Ordinance 12014, Section 10, and K.C.C. 3.12.050, Ordinance 12014, Section 11, as amended, and K.C.C. 3.12.060, Ordinance 4324, Section 14, and K.C.C. 3.12.080, Ordinance 12014, Section 12, and K.C.C. 3.12.090, Ordinance 12014, Section 13, as amended, and K.C.C. 3.12.100, Ordinance 12014, Section 14, as amended, and K.C.C. 3.12.110, Ordinance 12014, Section 15, as amended, and K.C.C. 3.12.120, Ordinance 12014, Section 34, as amended, and K.C.C. 3.12.123, Ordinance 12077, Section 3, as amended, and K.C.C. 3.12.125, Ordinance 4324, Section 38, and K.C.C. 3.12.140, Ordinance 12014, Section 18, as amended, and K.C.C. 3.12.180, Ordinance 18572, Section 1, as amended, and K.C.C. 3.12.184, Ordinance 12014, Section 36, as amended, and K.C.C. 3.12.188, Ordinance 12014, Section 19, as amended, and K.C.C. 3.12.190, Ordinance 12052, Section 1, as amended, and K.C.C. 3.12.210, Ordinance 12014, Section 20, as amended, and K.C.C. 3.12.215, Ordinance 18408, Section 2, as amended, and K.C.C. 3.12.219, Ordinance 12014, Section 21, as amended, and K.C.C. 3.12.220, Ordinance 18191, Section 4, and K.C.C. 3.12.221, Ordinance 15558, Section 2, as amended, and K.C.C. 3.12.222, Ordinance 12014, Section 22, as amended, and K.C.C. 3.12.223, Ordinance 13743, Section 1, as amended, and K.C.C. 3.12.224, Ordinance 7956, Section 6, as amended, and K.C.C. 3.12.225, Ordinance 19563, Section 7, as amended, and K.C.C. 3.12.227, Ordinance 12014, Section 23, as amended, and K.C.C. 3.12.230, Ordinance 12077, Section 5, as amended, and K.C.C. 3.12.240, Ordinance 12014, Section 25, as amended, and K.C.C. 3.12.250, Ordinance 12014, Section 26, as amended, and K.C.C. 3.12.260, Ordinance 9967, Section 2, as amended, and K.C.C. 3.12.262, Ordinance 12014, Section 27, as amended, and K.C.C. 3.12.270, Ordinance 12014, Section 28, and K.C.C. 3.12.280, Ordinance 12014, Section 29, as amended, and K.C.C. 3.12.290, Ordinance 12014, Section 30, as amended, and K.C.C. 3.12.300, Ordinance 4324, Section 9, and K.C.C. 3.12.310, Ordinance 12014, Section 31, as amended, and K.C.C. 3.12.330, Ordinance 12498, Sections 1, 4-7, and K.C.C. 3.12.335, Ordinance 12014, Section 32, as amended, and K.C.C. 3.12.350, Ordinance 12014, Section 33, and K.C.C. 3.12.360, Ordinance 16640, Section 3, as amended, and K.C.C. 3.12.400, Ordinance 12943, Section 13, and K.C.C. 3.12A.010, Ordinance 12943, Section 14, as amended, and K.C.C. 3.12A.020, Ordinance 12943, Section 15, and K.C.C. 3.12A.030, Ordinance 12943, Section 16, and K.C.C. 3.12A.040, Ordinance 12943, Section 17, as amended, and K.C.C. 3.12A.050, Ordinance 12943, Section 18, and K.C.C. 3.12A.060, Ordinance 18696, Section 2, and K.C.C. 3.12S.010, Ordinance 12014, Section 46, as amended, and K.C.C. 3.14.010, Ordinance 8179, Section 2, and K.C.C. 3.14.020, Ordinance 12014, Section 47, as amended, and K.C.C. 3.14.030, Ordinance 12014, Section 48, as amended, and K.C.C. 3.14.040, Ordinance 1282, Section 6, as

amended, and K.C.C. 3.15.060, Ordinance 12014, Section 50, as amended, and K.C.C. 3.15.020, Ordinance 12014, Section 54, and K.C.C. 3.15.110, Ordinance 12014, Section 51, as amended, and K.C.C. 3.15.025, Ordinance 14233, Section 5, as amended, and K.C.C. 3.15.120, Ordinance 12014, Section 52, as amended, and K.C.C. 3.15.030, Ordinance 14233, Section 6, as amended, and K.C.C. 3.15.130, Ordinance 14233, Section 7, as amended, and K.C.C. 3.15.140, Ordinance 1780, Section 3, as amended, and K.C.C. 3.15.050, Ordinance 197, Section 1, as amended, and K.C.C. 3.16.010, Ordinance 11480, Section 5, and K.C.C. 3.16.012, Ordinance 10631, Section 2, as amended, and K.C.C. 3.16.015, Ordinance 197, Section 2, as amended, and K.C.C. 3.16.020, Ordinance 11480, Section 7, as amended, and K.C.C. 3.16.025, Ordinance 8658, Section 1, as amended, and K.C.C. 3.16.040, Ordinance 12014, Section 55, as amended, and K.C.C. 3.16.050, Ordinance 14287, Section 5, as amended, and K.C.C. 3.16.055, Ordinance 13000, Section 2, as amended, and K.C.C. 3.16.060, Ordinance 1902, Section 1, as amended, and K.C.C. 3.28.010, Ordinance 12077, Section 12, as amended, and K.C.C. 3.30.010, Ordinance 11183, Section 1, and K.C.C. 3.30.020, Ordinance 10930, Sections 3-4, as amended, and K.C.C. 3.30.030, Ordinance 12077, Section 14, as amended, and K.C.C. 3.30.050, Ordinance 12077, Section 15, as amended, and K.C.C. 3.30.060, Ordinance 10930, Section 11, as amended, and K.C.C. 3.30.070, Ordinance 8575, Section 1, as amended, and K.C.C. 3.36.010, Ordinance 8575, Section 2, as amended, and K.C.C. 3.36.020, Ordinance 8575, Section 3, as amended, and K.C.C. 3.36.030, Ordinance 17332, Section 4, and K.C.C. 3.36.035, Ordinance 16035, Section 5, as amended, and K.C.C. 3.36.045, Ordinance 16035, Section 6, as amended, and K.C.C. 3.36.055, Ordinance 16035, Section 7, as amended, and K.C.C. 3.36.065, Ordinance 16035, Section 8, as amended, and K.C.C. 3.36.075, adding new sections to K.C.C. chapter 3.15, adding a new section to K.C.C. chapter 3.30, recodifying K.C.C. 3.15.060, K.C.C. 3.15.110, K.C.C. 3.15.120, K.C.C. 3.15.130, K.C.C. 3.15.140, K.C.C. 3.15.145, and K.C.C. 3.15.135, repealing Ordinance 4324, Section 7, as amended, and K.C.C. 3.12.030, Ordinance 12014, Section 16, and K.C.C. 3.12.130, Ordinance 4324, Section 37, and K.C.C. 3.12.150, Ordinance 4324, Section 34, and K.C.C. 3.12.160, Ordinance 12014, Section 17, as amended, and K.C.C. 3.12.170, Ordinance 11149, Sections 1-4, as amended, and K.C.C. 3.12.187, Ordinance 14591, Section 2, as amended, and K.C.C. 3.12.218, Ordinance 12014, Section 24, as amended, and K.C.C. 3.12.247, Ordinance 4324, Section 33, as amended, and K.C.C. 3.12.320, Ordinance 4324, Section 4, and K.C.C. 3.12.340, Ordinance 9498, Section 14, and K.C.C. 3.12.365, Ordinance 1282, Section 5, as amended, and K.C.C. 3.15.040, Ordinance 1282, Section 7, as amended, and K.C.C. 3.15.070, Ordinance 8299, Section 1, and K.C.C. 3.15.080, Ordinance 12014, Section 53, as amended, and K.C.C. 3.15.100, Ordinance 16818, Section 1, and K.C.C. 3.15.150, Ordinance 16818, Section 2, as amended, and K.C.C. 3.15.160, Ordinance 16818, Section 3, and K.C.C. 3.15.170, and Ordinance 16818, Section 4, as amended, and K.C.C. 3.15.180, and establishing an expiration date.

Gene Paul, Council staff, briefed the committee and answered questions from the members. Jay Osborne, Director, Department of Human Resources, and Denise Pruitt, Chief of Policy & Legislation, Department of Human Resources, also answered questions from the members.

This matter was deferred.

Other Business

There was no other business to come before the committee.

Adjournment

The meeting was adjourned at 10:46 AM.

Approved this _____ day of _____

Clerk's Signature



King County

Metropolitan King County Council Government Accountability and Oversight Committee

STAFF REPORT

Agenda Item:	5	Name:	Gene Paul
Proposed No.:	2025-0102	Date:	June 10, 2025

SUBJECT

Proposed Motion 2025-0102 would confirm the Executive's appointment of Crystal Goodwin, who resides in Council District 7, to the King County Library System Board of Trustees for the remainder of the term expiring on January 1, 2029.

BACKGROUND

The King County Library System (KCLS) was established as a rural county library district following a vote of King County residents on November 3, 1942. Over the years, cities and towns throughout the county have voted to annex into KCLS. Currently, KCLS has 49 library branches and serves all of King County except Yarrow Bay and Hunts Point. The City of Seattle has a separate library system, but residents of Seattle are allowed to access KCLS collections under reciprocal agreements between the library systems.

The KCLS is governed by the Board of Trustees in accordance with state law. Trustees are appointed by the County Executive and confirmed by the County Council. No member may serve more than two consecutive terms and members of the Board must represent "the geographic diversity of the library district."¹

Some of the responsibilities of the Board include:

- Hiring and oversight of the KCLS Executive Director, who manages the system's operations;
- Adoption of the annual budget;
- Adoption of long-term strategic plans; and
- Adoption of a capital improvement plan.

The members of the Board serve without compensation.

¹ RCW 27.12.192 ([Link](#))

APPOINTEE INFORMATION

Crystal Goodwin is a curriculum developer for the Statewide Proficiency Initiative for Languages and Learning Program in Washington State's Office of Superintendent of Public Instruction. She has master's degrees in both instructional design and curriculum and instruction. According to her application materials, she is a huge proponent of the KCLS, the wealth of knowledge and information available through KCLS, and she expressed appreciation for KCLS's mission and vision. Ms. Goodwin has also served on several other boards for the Office of Superintendent of Public Instruction, the Association of Washington School Principals, and several other nonprofit organizations.

ANALYSIS

Proposed Motion 2025-0102 would confirm the Executive's appointment of Crystal Goodwin to the King County Library System Board of Trustees for the remainder of the term expiring on January 1, 2029.

Staff has not identified any issues with the proposed appointment. It appears to be consistent with the requirements of the KCLS Board of Trustees.

INVITED

- Crystal Goodwin, Appointee, King County Library System Board of Trustees
- Heidi Daniel, Executive Director, King County Library System
- John Sheller, Government Relations Manager, King County Library System

ATTACHMENTS

1. Proposed Motion 2025-0102
2. Transmittal Letter

**KING COUNTY**

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report**Motion****Proposed No. 2025-0102.1****Sponsors** von Reichbauer

- 1 A MOTION confirming the executive's appointment of
- 2 Crystal Goodwin, who resides in council district seven, to
- 3 the King County Library System board of trustees.
- 4 BE IT MOVED by the Council of King County:
- 5 The county executive's appointment of Crystal Goodwin, who resides in council
- 6 district seven, to the King County Library System board of trustees, for the remainder of

Motion

- 7 a five-year term to expire on January 1, 2029, is hereby confirmed.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Girmay Zahilay, Chair

ATTEST:

Melani Hay, Clerk of the Council

APPROVED this ____ day of _____, ____.

Shannon Braddock, County Executive

Attachments: Goodwin - Transmittal Letter



King County

Dow Constantine

King County Executive

401 Fifth Avenue, Suite 800

Seattle, WA 98104

206-477-3306 Fax 206-296-0194

TTY Relay: 711

www.kingcounty.gov

March 20, 2025

The Honorable Girmay Zahilay

Chair, King County Council

Room 1200

C O U R T H O U S E

Dear Councilmember Zahilay:

This letter transmits a proposed Motion confirming the appointment of Crystal Goodwin, who resides in council district seven, to the King County Library System Board of Trustees, for the remainder of a five-year term expiring January 1, 2029.

Ms. Goodwin's application, board profile, and appointment letter, are enclosed to serve as supporting and background information to assist the Council in considering confirmation.

Thank you for your consideration of the proposed legislation. If you have any questions about this appointment, please have your staff call Tala Mahmoud, External Affairs Coordinator, at (206) 477-3306.

Sincerely,

Dow Constantine

King County Executive

Enclosures

cc: King County Councilmembers

ATTN: Stephanie Cirkovich, Chief of Staff, King County Council

Melani Hay, Clerk of the Council

Karan Gill, Chief of Staff, Office of the Executive

Penny Lipsou, Council Relations Director, Office of the Executive

Tala Mahmoud, External Affairs Coordinator, Office of the Executive

Maria Bassett, Staff Liaison

Crystal Goodwin



King County

Metropolitan King County Council Government Accountability and Oversight Committee

STAFF REPORT

Agenda Item:	6	Name:	Gene Paul
Proposed No.:	2025-0085	Date:	June 10, 2025

SUBJECT

Proposed Ordinance 2025-0085 would amend nine of the 21 chapters in King County Code Title 3, which pertains to personnel.

SUMMARY

Article 5 of the King County Charter requires the County to "establish and maintain an effective personnel system."¹ The Charter further directs that the Executive shall administer the personnel system in accordance with the rules adopted by the Council by ordinance. These personnel rules shall provide for, among other things, the classification of employees, a pay plan, the methods for determining appointment and promotion, removal of employees, hours of work, vacation and sick leaves, and procedures for grievances and disciplinary actions.²

Title 3 of the King County Code contains 21 chapters that pertain to personnel. Proposed Ordinance (PO) 2025-0085 would make numerous policy and technical changes to the following nine chapters to align those chapters with current state and federal law as well as current County business practices:

- 3.12 Personnel System
- 3.12A Career Service Review
- 3.12S Voluntary Separation Program
- 3.14 Civil Service Commission
- 3.15 Pay Plan and Classification of Positions
- 3.16 Labor and Employee Relations
- 3.28 Compensation for Use of Privately Owned Vehicles
- 3.30 Use of County Vehicles to Commute
- 3.36 Charitable Contributions from County Employees

¹ Section 510, King County Charter

² Section 530, King County Charter

BACKGROUND

Article 5 of the King County Charter requires the County to "establish and maintain an effective personnel system."³ The Charter further directs that the Executive shall administer the personnel system in accordance with the rules adopted by the Council by ordinance. These personnel rules shall provide for, among other things, the classification of employees, a pay plan, the methods for determining appointment and promotion, removal of employees, hours of work, vacation and sick leaves, and procedures for grievances and disciplinary actions.⁴

Title 3 of the King County Code contains 21 chapters that pertain to personnel. Chapter 3.12, the Personnel System, and Chapter 3.15, Pay Plan and Classification of Positions, are two chapters that are particularly impactful. Much of the language used in the King County Personnel Guidelines, which implements personnel policies for employees assigned to Executive agencies, is quoted directly from these two chapters.⁵ Other chapters in Title 3 provide the rules for things such as the Employee Code of Conduct, the Personnel Board, the Civil Service Commission, labor relations, work-related travel, and employee charitable contributions.

Although there have been changes to Title 3 over time, such as to align the code with Coalition Labor Agreements⁶ or establish new policies like the County paid parental leave⁷ or the voluntary separation program,⁸ the Executive has transmitted a proposed ordinance that would more thoroughly update nine chapters in Title 3.⁹ Because portions of these chapters retain their original language from when they were enacted 30-40 years ago, the proposed ordinance would more holistically update these chapters to align with current state and federal law as well as current County business practices. Assuming passage of this proposed Title 3 update, the Personnel Guidelines, which became effective in April 2005, could then also be comprehensively updated.

ANALYSIS

Proposed Ordinance (PO) 2025-0085 would make numerous policy and technical changes to the personnel code found in King County Code Title 3. This staff report provides analysis of the proposed changes to each of the following chapters:

- 3.12 Personnel System
- 3.12A Career Service Review
- 3.12S Voluntary Separation Program
- 3.14 Civil Service Commission
- 3.15 Pay Plan and Classification of Positions

³ Section 510, King County Charter

⁴ Section 530, King County Charter

⁵ Introduction to King County Personnel Guidelines, page 1. [\[Link\]](#)

⁶ Ordinance 19563, File No. [2022-0313](#)

⁷ Ordinance 18408, File No. [2016-0463](#)

⁸ Ordinance 18696, File No. [2017-0373](#)

⁹ Proposed Ordinance 2024-0143, the first proposed update to Title 3 that was transmitted by the Executive, was introduced in May 2024 but lapsed in February 2025. Proposed Ordinance 2025-0085 is largely the same ordinance with a few technical updates. The technical updates are noted by highlighted text in the Summary of Proposed Changes, Attachment 4.

- 3.16 Labor and Employee Relations
- 3.28 Compensation for Use of Privately Owned Vehicles
- 3.30 Use of County Vehicles to Commute
- 3.36 Charitable Contributions from County Employees

The Title 3 Update Matrix, which is Attachment 5 to this staff report, provides a table that combines the summary of changes that was transmitted along with the proposed ordinance with the existing code and proposed changes to the code.

3.12 Personnel System. Chapter 3.12, which currently contains 57 sections, governs the personnel system. The chapter contains an extensive list of over 70 definitions that apply to the personnel system. The chapter also has provisions for, among other things, the selection and training of employees, employee benefits like holidays and leave, working conditions, the disciplinary process, and the general administration of the personnel system.

The PO includes about 140 proposed changes to Chapter 3.12, which amounts to roughly two-thirds of the total modifications in the Title 3 update. The following items are the more substantive changes proposed in the ordinance for this chapter.

Statement of Intent (Section 1 of PO, Change #1 in Attachment 5).¹⁰ The PO would update the statement of intent for Chapter 3.12 currently found in K.C.C. 3.12.005. The existing statement was written in 1989, and Executive staff indicated that the proposed version articulates a more positive statement about the County's commitment to equity and social justice, including that "King County is determined to be a leader in the implementation of equitable, and racially and socially just employment programs and policies." The updated language would also ensure compliance with state laws enacted after 1989 and with recent Supreme Court decisions that pertain to discrimination and preferential treatment.¹¹

Definitions (Section 2 of PO, Changes #2-37 in Attachment 5). The PO would update or add new entries for 35 definitions in the chapter. While the majority of these definition updates are technical in nature, there are also some substantive and clarifying changes proposed. These include:

- Updating "administrative interns" (Change #2) to add participants in the Lift Every Youth program and reflect the policy decision to extend ORCA card benefits to program participants.
- Updating definitions such as "appointing authority," "career service employee," "career service exempt employee," and "employee" to clarify that these terms

¹⁰ The Title 3 Update Matrix, Attachment 5, preserves the numbering system from the "Summary of Proposed Changes," Attachment 4, that the Executive transmitted with the PO. The Update Matrix, Attachment 5, also includes the line numbers in the PO, the code references, and the proposed changes to the current code in legislative markup.

¹¹ Revised Code of Washington (RCW) 49.60.400 requires that the state and public entities like King County "not discriminate against or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity or national origin in the operation of public employment..." ([Link](#)) Additionally, the 2023 Supreme Court decision in *Students for Fair Admissions v. Harvard* held that race-based affirmative action programs in college admissions violate the Equal Protection clause of the Fourteenth Amendment. ([Link](#))

only apply to the Executive branch. Executive staff have indicated that the rare inclusion of non-Executive branch personnel in specific portions of the Chapter 3.12 has created the misperception that other sections of the chapter may pertain to employees outside of the Executive branch. Executive staff indicated these updates are intended to address the potential confusion.

- Updating "employed at least half time or more," "part-time position," "part-time regular position, and "short-term temporary position" to use a rolling 12-month period instead of a calendar year when determining the hours worked threshold. According to Executive staff, the rolling 12-month period has been in use since 2007, and this change would reflect the current County business practice.

General Provisions – conflicts of interest (Section 3 of PO, Change #39). The PO would update the language in the conflicts of interest section to make it clear that it is not permissible for an employee to supervise or make employment-related decisions, including hiring decisions, about a family member or close relative.

Benefits (Section 5 of PO, Changes #42-44 in Attachment 5). The PO would update the language regarding back benefits to clarify that they would only apply to short-term temporary employees who exceed the working hours threshold in a rolling 12-month period. For those employees, the percentage of gross pay used in calculating back benefits would be 12.5 percent instead of the 15 percent in the current Code. Finally, the payments would be retroactive for three years unless there was a six-month break in service. In that situation, the payment would be retroactive to the most recent hire date. Executive staff have indicated that these changes clarify language to reflect the current County practice and the actual cost of lost benefits and align retroactive payments with the statute of limitations established from a Washington State Supreme Court decision.¹²

Probationary period (Section 12 of PO, Change #49 in Attachment 5). The PO would update language regarding probationary periods for career service positions by adding three instances when a probationary period is either not permitted or may be waived. These instances, which align with the current Coalition Labor Agreement (CLA) and current County practice, include following a reclassification, moving from a special duty capacity to a career service position doing substantially similar work, or moving from a temporary position into a career service position.¹³ According to Executive staff, a significant portion of County employees are already governed by this CLA and it has been a past practice to align the Code with the CLA.

Ruth Woo Emerging Leaders Fellowship (Section 21 of PO, Changes #68-70 in Attachment 5). The PO would make several updates to the Ruth Woo Fellowship. The first change would update language regarding how fellows are assigned to various County agencies throughout their one-year fellowship. The new language would no longer require a fellow to be reassigned to a new County agency every three to four months and would modify the assignments from "shall" include periods with the Council

¹² The Washington State Supreme Court decision was *Seattle Professional Engineering Employees Ass'n v. Boeing Co.*, from April 2000.

¹³ [Ordinance 19810](#) approved the memorandum of agreement that extended the 2021-2024 Coalition Labor Agreement through 2025. [Ordinance 19498](#) approved the 2021-2024 Coalition Labor Agreement.

and Executive branch agencies to "may." The second change would update the list of responsibilities for fellows during their tenure to allow for more flexibility. The third change would make agencies with fellows directly responsible for funding the fellowship instead of reimbursing the Department of Human Resources (DHR). Collectively, Executive staff indicated that these changes would support a more impactful experience for fellows and reflect current County practices.

Apprenticeship training programs (Section 22 of the PO, Changes #71-74 in Attachment 5). The PO would repeal the entirety of K.C.C. 3.12.187, which pertains to the apprenticeship training program. According to Executive staff, this program is not needed in the Code because Washington State regulates apprentice programs through RCW 49.04 and the State Apprenticeship and Training Council. The four existing County apprenticeship programs are managed according to these state rules. Moreover, the language in the current Code, which states that persons enrolled in apprenticeship programs and employed by the County shall be classified as temporary employees, is outdated and not reflective of current County business practices. Executive staff indicated that the current practice is that apprenticeship programs are part of bargaining and governed by labor contracts.

Vacation leave (Section 24 of PO, Changes #77-86 of Attachment 5). The PO would make several changes in the section governing vacation leave. The majority of these changes are technical in nature but there are a few substantive or clarifying proposed updates. The first clarifying update is that elected officials are not employees and therefore not entitled to vacation leave benefits. The second more substantive update is to eliminate a prohibition on filling a vacated nonrepresented position until the salary savings from any vacation cash out are achieved. Executive staff indicated that this is not the current County practice, that there is no similar requirement for represented employees, and that Executive staff in the Office of Performance, Strategy, and Budget support the proposed change. The next update removes the requirement for employees to take vacation in 15-minute increments as Executive staff consider it an outdated requirement that was put in place for a previous payroll system. Finally, the PO would add language that allows employees separated for nondisciplinary reasons to count their prior service towards vacation accrual rates if they return to County service within two years. Executive staff indicated that employees fitting these criteria are most often separated for medical reasons so they believe they should not be penalized if they are capable of returning to County service.

Leave – smallpox vaccinations (Section 27 of PO, Change #92 of Attachment 5). The PO would repeal K.C.C. 3.12.218 regarding leave for smallpox vaccinations. According to Executive staff, leave for medical reasons related to smallpox immunization is no longer utilized and Public Health—Seattle & King County supports removing the section.

Parental leave (Section 28 of PO, Changes #93-96 of Attachment 5). The PO would clarify language for the County parental leave program to reflect current County practices. These proposed clarifications include that:

- The program only applies for adoption or foster-to-adopt placement of a minor child;

- An employee whose employment ends involuntarily and cannot fulfill the required six months of work following paid parental leave is not required to reimburse the County for utilizing the program;
- If an employee takes paid parental leave intermittently, the required six months of work following the use of leave begins after the last day that employee used paid parental leave;
- If an employee's position is scheduled to end in a timeframe that would not enable them to return to work for six months following leave, that employee is not entitled to paid parental leave.

Sick leave and time off for medical and family reasons (Section 29 of PO, Changes #97-110 of Attachment 5). The PO would make multiple changes to the Code governing sick leave. Most of these edits are to align the Code with state law or for clarity. The first of these updates to comply with state law is that District Court judges shall accrue sick leave but judges pro-tem and commissioners shall not.¹⁴ The next proposed change would remove the requirement to take sick leave in 15-minute increments that was in place for the previous payroll system. Next, proposed language would update the Code governing the cancelation of sick leave when an employee separates or terminates and regarding sick leave restoration should an employee return to County service. An additional proposed change to comply with state law is the removal of language requiring an employee to use all sick leave before taking unpaid leave for selfcare reasons.¹⁵ After that, the subsection requiring an employee to choose between paid or unpaid leave at the start of caring for a family member would also be removed to comply with state law.¹⁶ Next, the eligible uses of sick leave would be adjusted to comply with state law to include when a County facility, school, or place of childcare is closed by a government declaration of emergency. The definition of "family member" would also be expanded to comply with state law and include any individual who regularly resides in the employee's home and depends on the employee for care. Finally, the PO would clarify the Code to align with state law that verification for absences exceeding three days only applies to hourly employees and that salaried employees may be asked to provide verification for any amount of leave at the discretion of the employee's supervisor.¹⁷

Emergency medical leave donation program (Section 35 of PO, Change #118 of Attachment 5). The PO would add language that permits the DHR Director to activate or deactivate the emergency medical leave donation program at their discretion based on the County's perceived need for a program. Executive staff have expressed that this proposed change would provide flexibility and efficiency to the program. The program, which is different than the program allowing employees to donate leave directly to specific individual employees, was created during the COVID-19 pandemic. Although heavily utilized during 2022, Executive staff have indicated that there are now only one or two employees donating to this specific program and that the administrative burden

¹⁴ RCW 3.34.100 requires that District Court judges accrue sick leave.

¹⁵ According to Executive staff, the practice of requiring an employee use all sick leave prior to unpaid leave for selfcare conflicted with both the Washington Paid Sick Leave Act and the Washington Paid Family Medical Leave Act.

¹⁶ The practice in Code currently conflicts with the Washington Paid Sick Leave Act.

¹⁷ The updated language would comply with the Washington Paid Sick Leave Act.

to maintain it is significant. The proposed change would allow DHR to keep the program for the future but minimize the administrative burden when it is not being utilized.

Limited duty assignment policy due to pregnancy (Section 38 of the PO, Changes 122 in Attachment 5) The PO would repeal the current Code governing limited duty assignments due to pregnancy. Executive staff have indicated that the current Code language, which largely dates back to 1995, is outdated and that both state and federal laws enacted since that time are more generous in accommodations for pregnant employees.¹⁸

Disciplinary action (Section 42 of the PO, Changes 125 in Attachment 5) The PO would expand the list of reasons for which an employee may be disciplined. These proposed additions include:

- Harassment, discrimination, inappropriate conduct, or retaliation in violation of federal, state, or local laws or county policy;
- Failing to be respectful to coworkers or the public;
- Fraudulent timekeeping;
- Drug or alcohol use or possession in violation of County policy;
- Use of County time, equipment or facilities for private gain or other non-County purpose;
- Committing an act of workplace violence, including but not limited to verbal assault, threatening behavior, or physical assault;
- Wearing, transporting, or storing firearms or other dangerous weapons within County facilities or vehicles, or on their person while on County business, except as authorized by County policy;
- Theft of County property.

According to Executive staff, almost all of these reasons were examples of just cause discipline that already existed in either labor contracts or personnel policies.

Personnel Board appeals (Section 44 of the PO, Changes 127 & 128 in Attachment 5) The PO would add language to clarify the employee grievance process, make timelines more consistent, and eliminate outdated language concerning attorney fees. The first proposed change would clarify the process by requiring an employee to go through the grievance process in the Personnel Guidelines, which is a distinct process from the grievance process in bargaining agreements, prior to appealing to the Personnel Board. Executive staff have expressed that this change would clarify the grievance process and increase the chances of issues being handled at lower levels. The PO would also standardize the three existing separate timelines of 10, 14, and 30 days currently in the Code to 30 days for consistency. Finally, an outdated subsection addressing the recovery of attorney's fees would be removed and allow state law to apply to the situation.¹⁹

¹⁸ The laws include the Washington State pregnancy accommodations found in RCW 43.10.005, first enacted in 2017, and the federal Pregnant Workers Fairness Act, which went into effect in June 2023.

¹⁹ The Washington Court of Appeals ruled in the 2008 decision *King County v. King County Personnel Board* that the existing Code language was unenforceable. RCW 49.48.030 governs the recovery of attorney's fees for employees succeeding in recovery of wages or salary owed to them.

Administration – Personnel Guidelines (Section 51 of the PO, Change 135 in Attachment 5) The PO would update to whom and how changes to the Personnel Guidelines would be communicated. The current Code requires Executive approval of the guidelines, 45-day notice of intent to change the Personnel Guidelines, and notification to the Council, Executive department directors, collective bargaining units, and specific Council staff. Executive staff have expressed that this level of oversight is difficult, and as a result the Personnel Guidelines have not been updated since 2005. In the proposed language, the DHR Director would be authorized to adopt Personnel Guidelines to implement the Code and Charter, without the existing prior notification. In the proposed language, only after changes to the Guidelines would the department post the updated Guidelines, notify departments and the Office of Labor Relations may notify bargaining units. Executive staff have expressed that this change would allow DHR the flexibility to be more responsive to the needs of employees and changing laws to make changes to the Personnel Guidelines more regularly. Executive staff also indicated a belief that the legislation that created DHR in 2018 provided DHR the authority to develop and administer policies like the Personnel Guidelines.

Technical changes for Chapter 3.12. The PO contains many other proposed changes for Chapter 3.12 that are solely technical. Because there are about 140 proposed changes, the majority of the technical changes are not described in this staff report. Every change, including the technical changes, are described in more detail in Attachment 5. For brevity, the proposed changes considered technical are those that include:

- Updates to reflect current County practices;
- Updates to modernize language or remove outdated terms and subsections that are no longer applicable;
- Clarifications to ensure the Code is explicit and understandable;
- Updates to make definitions consistent throughout the Code;
- Updates to make definitions and Code sections compliant with federal and state laws like the Fair Labor Standards Act and Washington Paid Sick Leave Act.

3.12A Career Service Review. Chapter 3.12A is a relatively brief chapter in K.C.C. Title 3 that pertains to an annual review on whether the work of part-time and temporary employees is determined to be ongoing and stable enough to be performed by career service employees. There is only one substantive proposed change for Chapter 3.12A. In Section 55 of the PO (and change 138 in Attachment 5), there is new proposed language for the findings and policy statement that clarifies that the policy statement is not meant to limit the number of employees employed in part-time regular positions nor to limit the contracting out of work in appropriate situations. Executive staff expressed that this proposed change would clear up the misconception that the Code prohibits Executive departments from hiring regular part-time employees or contracting out work when appropriate.

Technical changes for 3.12A. The remainder of the changes proposed for this chapter are technical in nature. These proposed changes include:

- Correcting the name of the Office of Performance, Strategy, and Budget;

- Making clarifying edits to ensure references for reports and chapters of Code are clear and that the previous calendar year timeframe for working-hour thresholds is updated to a rolling 12-month period to reflect County practice;
- Making technical changes for grammar such as changing "will" to "shall."

3.12S Voluntary Separation Program. Chapter 3.12A consists of only one section. The chapter provides for the program that incentivized retirement-eligible employees to voluntarily leave County employment and provide labor cost savings. There are only technical changes proposed for this chapter in the PO. Those technical changes include:

- Clarifying that the five years of service required for eligibility must be current and continuous to reflect County practice;
- Clarifying that prior retirees are not eligible to participate to reflect County practice;
- Correcting the name of the Seattle City Employees' Retirement System;
- Making technical changes for grammar such as changing "will" to "shall."

3.14 Civil Service Commission. Chapter 3.14 is another brief chapter in K.C.C. Title 3 that contains four sections and governs the Civil Service Commission. That commission helps ensure employment decisions in the King County Sheriff's Office (KCSO) are consistent with civil service rules.

The substantive changes proposed in the ordinance concern the rules and regulations for the Commission. The current Code requires that the rules and regulations to administer the civil service personnel system be adopted and amended by the Council through an ordinance. The current Code also requires that the Executive periodically review the rules and regulations for the commission and propose amendments to the Council when appropriate.

The PO would make changes that would allow the DHR Director to draft and amend the civil service personnel system rules without Council action. The PO would also remove the subsection requiring Executive review and proposal of amendments to the Council. Executive staff indicated that these changes would make the Code consistent with state law, which empowers the Civil Service Commission to make rules and regulations for the administration of the civil service personnel system.²⁰ Executive staff also provided that state law allows the Commission to assign the powers and duties of the commission to County agencies.²¹ In the existing Code, the powers of the commission, except for those pertaining to removals, suspensions, and demotions, have been assigned to DHR.²² Finally, Executive staff shared that Executive review of the rules has not been performed since the original code was adopted in 1995.

Technical changes for 3.14. Besides the changes to the rules and regulations, the PO would make several technical changes to the chapter. These include:

²⁰ RCW 41.14.060

²¹ RCW 41.14.065

²² K.C.C. 3.14.010

- Removing the word "sheriff's" when referring to the "sheriff's civil service commission" as the word "sheriff's" is redundant;
- Adding language and recommending a change to the subsection title to make it clear that the Civil Service Commission handles removal, suspensions, and demotions;
- Removing outdated language from 1995 that abolished the position of secretary/chief examiner and clarifies that the functions of the secretary/chief examiner are still performed by the DHR Director.

3.15 Pay Plan and Classification of Positions. Chapter 3.15 currently has 21 sections and governs the pay plan and classification of positions. The pay plan is not only the schedule of numbered pay ranges with their minimum, maximum, and intermediate steps of pay amounts but also the assignment of each classification to numbered pay ranges, and the rules for administering the plan.

The PO includes about 30 proposed changes to Chapter 3.15. This is the second largest proposed update to Title 3 after the updates to Chapter 3.12. As previously noted, most of the Personnel Guidelines are based on Chapters 3.12 and 3.15. The following items are the more substantive changes proposed in the ordinance for this chapter.

Reorganization of entire chapter (Sections 66, 68, 70, 73, 75, 77, 78, 80, 83, 85-87 of PO, Changes #149, 151, 156, 167, 172, 173, 177-181 in Attachment 5). The first substantive change proposed in the ordinance is a reorganization of the entire chapter. Executive staff indicated that these changes would provide more clarity and better flow by putting like items together. While the changes will subsequently be described in greater detail in this staff report, the following table provides the existing order of sections in Chapter 3.15 and the proposed new order after all proposed updates to the chapter.

Table 1.
Existing Section Order and Proposed Section Order for K.C.C. Chapter 3.15

Existing Section Order	New Proposed Section Order
3.15.005 Definitions	Definitions
3.15.020 Procedures—schedule of pay ranges—salary schedule— within-range pay increases	Administration
3.15.025 Classification plan	Applicability (New section)
3.15.030 Reclassification and resulting pay	Procedures—schedule of pay ranges— salary schedule— within-range pay increases
3.15.040 Classification changes	Salary limitations
3.15.050 Designations or professional licenses	Classification plan
3.15.060 Administration	Pay on initial employment
3.15.070 Confirmation	Merit increases (New section)

3.15.080 Court Commissioners and Administrators	Reclassification and resulting pay
3.15.100 Minimum wages	Pay on promotion
3.15.110 Salary limitations	Assignment to special duty
3.15.120 Pay on initial employment	Working out of classification
3.15.130 Pay on promotion	Designations or professional licenses
3.15.135 Reduction of salaried employee's salary during emergency budget crisis or financial emergency	Reduction of salaried employee's salary during emergency budget crisis or financial emergency.
3.15.140 Assignment to special duty	Effect of collective bargaining (New section)
3.15.145 Working out of classification	Chapter not a contract
3.15.150 Biweekly pay cycle - transition	
3.15.160 Biweekly pay cycle - transition payments	
3.15.170 Biweekly pay cycle - transition payment amount	
3.15.180 Biweekly pay cycle - transition payment amount – repayment by deductions - recourse	
3.15.200 Chapter not a contract	

Applicability (Section 68 of PO, Change #151 in Attachment 5). The PO would add a new section to Chapter 3.15 that would clarify that unless another branch of County government is specifically referenced, the chapter would only apply to employees and positions in the Executive branch. Executive have expressed that this change, like similar changes elsewhere in Title 3, is for clarity.

Classification plan (Section 72 of PO, Changes #157-162 in Attachment 5). The PO would make several changes to the section on the classification plan. While many of these changes are technical, there are a couple of more substantive proposed changes. The first of these changes would reorganize and update the language related to the DHR Director's authority and responsibilities around classifications. The new language would maintain the Director's ability to create, amend, or abolish classifications but it would remove the current Code requirement to review the classification plan on a continuing three-year cycle and remove the requirement for a review of market conditions, which is also required by Code on a three-year cycle. Instead, the Director would "periodically" review the plan and "should assess market conditions." Executive staff indicated that three-year review cycle is not the current practice nor is it feasible. The Executive staff has 2,300 classes and the 4-person team in DHR doesn't have the capacity to review them every three years. Instead, the business practice is that targeted reviews happen upon request. Additionally, the market conditions are assessed through the collective bargaining process for the 85% of the County workforce that is represented.

The second substantive change related to the classification plan would remove the current Code requirement for Council confirmation of specific classification changes. In the existing Code, creating a classification for a "regular exempt position or any pay

range adjustments for classifications exceeding Range 54 or movements of four or more pay ranges for an existing pay range or any pay range adjustment affecting two or more classifications in a classification series” are required to be confirmed by the “labor, operations, and technology committee, or its successor committee.”²³ The Government Accountability and Oversight Committee currently confirms these actions.²⁴ Executive staff expressed a belief that these committee briefings are neither necessary nor desired.

Pay on initial employment (Section 74 of PO, Changes #163-166 in Attachment 5). The PO would make several changes regarding the pay for an employee at the beginning of their employment. The list of reasons in Code which allow for an employee to begin at a step higher than the first step would be updated to remove the candidate’s current salary from consideration in order to comply with state law.²⁵ The list would also no longer include a competing higher offer as consideration for a higher step in the salary range. Executive staff expressed that removing this consideration would eliminate internal equity concerns and reflect current County practice.

In addition to these changes, the PO would also update the procedure for submitting notice to DHR when hiring an employee above the first step. Currently, the Code requires a department director to provide their reasoning to the DHR Director. It also requires the DHR Director to approve the hiring of an employee above step 5. The PO would update the language to require directors to provide their reasoning to the Compensation and Classification Services Manager in DHR as well as require the approval of the Compensation and Classification Services Manager before an employee could be hired above step 5. Executive staff indicated that these changes would increase efficiency and reflect current County practice. They also shared that in 2024, there were 4,158 new hires for the County. Roughly 2,300 new employees (55%) of these were hired at step 1, but 946 employees were hired between steps 2-5 and 907 were hired above step 5. The practice reflected for these hires was for the DHR Director to work with the Compensation and Classification Services Manager, who was considered the subject matter expert, for the roughly 1,850 employees hired above step 1.

Merit increases (Section 74 of PO, Changes #167-169 in Attachment 5). The PO would add a new section to Chapter 3.15 relating to merit increases. A merit increase is the term that would replace what was previously known as an “incentive increase” and it refers to an increase to an employee’s base salary that is supported by demonstrated performance. Most of this new section was existing Code that was reorganized into this new section but there are a few changes to the existing language. The first change would remove the requirement for departments to notify DHR when granting a probationary step increase above step 5. Executive staff indicated that this change would increase efficiency and reflect current County practice.

The second more substantive change regarding merit increases would remove the current language in the Code that prohibits department directors from receiving merit pay above the top step of the pay range. Executive staff have expressed that removing

²³ K.C.C. 3.15.040

²⁴ 2024-B0126 was the most recent compensation request briefing. [\[Link\]](#)

²⁵ The Washington Equal Pay and Opportunity Act

this language would eliminate potential pay compression issues within departments. Because deputy directors, division directors, and deputy division directors are currently eligible for this merit increase, it is theoretically possible that department directors could be paid the same or less than employees with less authority or responsibilities.

Court Commissioners and Administrators (Section 86 of PO, Change #178 in Attachment 5). Among the sections that the ordinance proposes to repeal is K.C.C. 3.15.080, the section that pertains to salaries for Superior Court Commissioners and Administrators for both the Superior and District Courts. Executive staff have indicated that the Courts have the authority to set salaries for Commissioners and Administrators and that the current Code is outdated and not reflective of the Courts' practice for setting salaries.

Bi-weekly pay cycle—transition (Section 86 of PO, Change #180 in Attachment 5). The PO would also repeal the four sections in the Code that pertain to transitioning to biweekly pay cycles. Since the County completed the transition to biweekly pay in 2011, these sections are no longer necessary.

Effect of collective bargaining (Section 86 of PO, Changes #180 in Attachment 5). The PO would add a new section related to collective bargaining. The proposed language would replicate language found in Chapter 3.12 which reiterates that collective bargaining agreements that are adopted by the Council take precedence over the Code in the event of any conflict.

Technical changes for 3.15. The remainder of the changes proposed for this chapter are technical in nature. These proposed changes include:

- Clarifying that the provisions only apply to employees of the Executive branch unless the chapter specifically says otherwise;
- Updating language for clarity and consistency;
- Removing a subsection that was intended to be removed in a previous amendment of the subsection;
- Making technical changes for grammar such as changing "will" to "shall."

3.16 Labor and Employee Relations. Chapter 3.16 contains 12 sections and governs labor and employee relations. Among the provisions in the chapter are the designation of the bargaining agent for the County and description of their authorized powers, a mission statement for relations, time limits for ratifying bargaining agreements, the labor policy committee, and the complaint process for negotiations.

The PO would make one primary substantive change for Chapter 3.16. The current language around time limits for transmitting a ratified bargaining agreement requires transmittal to the Council within seven days of the agreement being reached. The PO would amend this language to provide 14 days for the agreement to be transmitted to the Council once it has been signed by the union and received by the Office of Labor Relations (OLR). Executive staff expressed that this reflects current County practice and that seven days is usually not enough time to prepare all the necessary documentation.

Technical changes for 3.16. The remainder of the changes proposed for this chapter are technical in nature. These proposed changes include:

- Removing references to an outdated Council motion and a repealed section of the County Charter;
- Rearranging definitions to place them in alphabetical order;
- Clarifying that for the purpose of bargaining, the term “wages” includes leaves and employee benefits;
- Updating the name of the entity for complaints during the negotiation process from DHR to OLR.

3.28 Compensation for Use of Privately Owned Vehicles. Chapter 3.28 is an extremely brief chapter in Title 3. It consists of two sections, each composed of only one sentence. There is only one proposed change for this chapter. The first section currently provides that the branches of County government may reimburse for use of privately owned vehicles used for County business in lieu of "permanently assigned county vehicles."²⁶ The PO would remove the word "permanently" from this section to clarify that vehicles are not assigned on a permanent basis and that assignments can be changed or revoked by departments or agencies.

3.30 Use of County Vehicles to Commute. Chapter 3.30 contains seven sections and has the stated purpose of ensuring "the proper use of public funds with regard to the county's practice of allow employees to commute to and from work in county owned vehicles."²⁷ The following items are the more substantive changes proposed in the ordinance for this chapter.

Take-home vehicles assignment policies and criteria (Section 100 of PO, Changes #197-200 in Attachment 5). The PO would update language related to take-home vehicle assignments and the economic benefits to the County of such assignments. Specifically, the proposed update would remove the current language that excludes the cost of lost productivity and time to travel from designated parking facilities to an employee's work station. The PO would also eliminate the subsections currently in the Code related to taking home special equipment vehicles and clean transportation technology demonstration vehicles. Executive staff indicated that these updates are being requested for efficiency purposes, to enable departments to consider assigning a take-home vehicle if it would maximize an employee's productive time, and to eliminate subsections that are no longer needed.

Usage and reporting requirements (Section 101 of PO, Change #201 in Attachment 5). The PO would add a new section which states that commuting in a County-owned vehicle is a taxable benefit. While this is not a new policy, Executive indicated that adding a new section would align the Code with the Internal Revenue Service's taxable benefit regulations.

Semiannual reevaluation and update of take-home vehicle assignments (Section 103 of PO, Change #203 in Attachment 5). The PO would update the timing for reports from

²⁶ K.C.C. 3.28.010

²⁷ K.C.C. 3.30.010

the Fleet Services Division in the Code. Currently, a semi-annual evaluation of all take-home vehicles is required with a subsequent reporting of the vehicle assignments available to the Council and the public by June 30 and December 31 of each year. The proposed change would remove the June and December deadlines and allow the Fleet Services Division the flexibility to reevaluate the assignments "biannually." Executive staff have indicated that because take home vehicles tend to be seasonal, the Fleet Services Division tends to evaluate assignments in April and October. This change would allow them the flexibility to continue this practice and also prevent future Code updates to adjust dates.

Exemption (Section 104 of PO, Changes #204-205 in Attachment 5). The PO would update the exemptions for this chapter. First, the PO would remove the exemption for "commissioned police officers."²⁸ Executive staff have indicated that this exemption is no longer necessary because take-home provisions are covered in the collective bargaining agreements with King County Sheriff's Office. The PO would also clarify the existing exemption language around bargaining agreements to state that an "agreement that provides for take home vehicle assignments shall supersede this chapter."

Technical changes for 3.30. The remainder of the changes proposed for this chapter are technical in nature. These proposed changes are to update and clarify definitions and terms to conform with terminology used in other County vehicle and travel-related policies.

3.36 Charitable Contributions from County Employees. Chapter 3.36 establishes the guidelines for the administration of County employee charitable contributions to qualified nonprofit organizations. These contributions normally occur through the Employee Giving Program but may also occur during other charitable solicitations, such as natural disaster relief. The following items are the more substantive changes proposed in the ordinance for this chapter.

Employee giving program committee (Section 104 of PO, Change #210 in Attachment 5). The PO would update the existing subsection around committee membership and pay practices.²⁹ The proposed updates include making that content a new standalone subsection, that committee members serve voluntarily and with new addition of the approval of their department, and that committee members covered by the overtime requirements of the Fair Labor Standards Act shall ensure that their working hours, including hours worked for the committee, are approved by their supervisors in advance. Executive staff indicated that these changes reflect current County practices.

Technical changes for 3.36. The remainder of the changes proposed for this chapter are technical in nature. These proposed changes include:

- Updating terminology for clarity, consistency, and to reflect the year-round activities of the Employee Giving Program;
- Updating terms and charitable giving options to conform with existing language in K.C.C. 3.12.222 and 3.12.225;

²⁸ K.C.C. 3.30.080.A.

²⁹ K.C.C. 3.36.030.B.5.

- Adding the use of County resources "online" to allow employees who work remotely to participate in program events;
- Removing a subsection that restates the sections of the Revised Code of Washington.

UPDATE

At the May 13, 2025, meeting of the Government Accountability and Oversight Committee, the proposed ordinance was briefed by Council staff. Both Council staff and Executive staff answered questions from the Committee members. The proposed ordinance was then deferred until the next Committee meeting in June.

INVITED

- Jay Osborne, Director, Department of Human Resources
- Denise Pruitt, Chief of Policy & Legislation, Department of Human Resources

ATTACHMENTS

1. Proposed Ordinance 2025-0085
2. Transmittal Letter
3. Fiscal Note
4. Summary of Proposed Changes
5. Title 3 Update Matrix



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance

Proposed No. 2025-0085.1

Sponsors von Reichbauer

1 AN ORDINANCE relating to the personnel system;
2 amending Ordinance 9088, Section 1, and K.C.C. 3.12.005,
3 Ordinance 12014, Section 5, as amended, and K.C.C.
4 3.12.010, Ordinance 12014, Section 6, and K.C.C.
5 3.12.020, Ordinance 12014, Section 7, as amended, and
6 K.C.C. 3.12.040, Ordinance 12014, Section 8, as amended,
7 and K.C.C. 3.12.042, Ordinance 12014, Section 9, as
8 amended, and K.C.C. 3.12.044, Ordinance 12014, Section
9 10, and K.C.C. 3.12.050, Ordinance 12014, Section 11, as
10 amended, and K.C.C. 3.12.060, Ordinance 4324, Section
11 14, and K.C.C. 3.12.080, Ordinance 12014, Section 12, and
12 K.C.C. 3.12.090, Ordinance 12014, Section 13, as
13 amended, and K.C.C. 3.12.100, Ordinance 12014, Section
14 14, as amended, and K.C.C. 3.12.110, Ordinance 12014,
15 Section 15, as amended, and K.C.C. 3.12.120, Ordinance
16 12014, Section 34, as amended, and K.C.C. 3.12.123,
17 Ordinance 12077, Section 3, as amended, and K.C.C.
18 3.12.125, Ordinance 4324, Section 38, and K.C.C.
19 3.12.140, Ordinance 12014, Section 18, as amended, and
20 K.C.C. 3.12.180, Ordinance 18572, Section 1, as amended,

and K.C.C. 3.12.184, Ordinance 12014, Section 36, as amended, and K.C.C. 3.12.188, Ordinance 12014, Section 19, as amended, and K.C.C. 3.12.190, Ordinance 12052, Section 1, as amended, and K.C.C. 3.12.210, Ordinance 12014, Section 20, as amended, and K.C.C. 3.12.215, Ordinance 18408, Section 2, as amended, and K.C.C. 3.12.219, Ordinance 12014, Section 21, as amended, and K.C.C. 3.12.220, Ordinance 18191, Section 4, and K.C.C. 3.12.221, Ordinance 15558, Section 2, as amended, and K.C.C. 3.12.222, Ordinance 12014, Section 22, as amended, and K.C.C. 3.12.223, Ordinance 13743, Section 1, as amended, and K.C.C. 3.12.224, Ordinance 7956, Section 6, as amended, and K.C.C. 3.12.225, Ordinance 19563, Section 7, as amended, and K.C.C. 3.12.227, Ordinance 12014, Section 23, as amended, and K.C.C. 3.12.230, Ordinance 12077, Section 5, as amended, and K.C.C. 3.12.240, Ordinance 12014, Section 25, as amended, and K.C.C. 3.12.250, Ordinance 12014, Section 26, as amended, and K.C.C. 3.12.260, Ordinance 9967, Section 2, as amended, and K.C.C. 3.12.262, Ordinance 12014, Section 27, as amended, and K.C.C. 3.12.270, Ordinance 12014, Section 28, and K.C.C. 3.12.280, Ordinance 12014, Section 29, as amended, and K.C.C.

44 3.12.290, Ordinance 12014, Section 30, as amended, and
45 K.C.C. 3.12.300, Ordinance 4324, Section 9, and K.C.C.
46 3.12.310, Ordinance 12014, Section 31, as amended, and
47 K.C.C. 3.12.330, Ordinance 12498, Sections 1, 4-7, and
48 K.C.C. 3.12.335, Ordinance 12014, Section 32, as
49 amended, and K.C.C. 3.12.350, Ordinance 12014, Section
50 33, and K.C.C. 3.12.360, Ordinance 16640, Section 3, as
51 amended, and K.C.C. 3.12.400, Ordinance 12943, Section
52 13, and K.C.C. 3.12A.010, Ordinance 12943, Section 14, as
53 amended, and K.C.C. 3.12A.020, Ordinance 12943, Section
54 15, and K.C.C. 3.12A.030, Ordinance 12943, Section 16,
55 and K.C.C. 3.12A.040, Ordinance 12943, Section 17, as
56 amended, and K.C.C. 3.12A.050, Ordinance 12943, Section
57 18, and K.C.C. 3.12A.060, Ordinance 18696, Section 2,
58 and K.C.C. 3.12S.010, Ordinance 12014, Section 46, as
59 amended, and K.C.C. 3.14.010, Ordinance 8179, Section 2,
60 and K.C.C. 3.14.020, Ordinance 12014, Section 47, as
61 amended, and K.C.C. 3.14.030, Ordinance 12014, Section
62 48, as amended, and K.C.C. 3.14.040, Ordinance 1282,
63 Section 6, as amended, and K.C.C. 3.15.060, Ordinance
64 12014, Section 50, as amended, and K.C.C. 3.15.020,
65 Ordinance 12014, Section 54, and K.C.C. 3.15.110,
66 Ordinance 12014, Section 51, as amended, and K.C.C.

67 3.15.025, Ordinance 14233, Section 5, as amended, and
68 K.C.C. 3.15.120, Ordinance 12014, Section 52, as
69 amended, and K.C.C. 3.15.030, Ordinance 14233, Section
70 6, as amended, and K.C.C. 3.15.130, Ordinance 14233,
71 Section 7, as amended, and K.C.C. 3.15.140, Ordinance
72 1780, Section 3, as amended, and K.C.C. 3.15.050,
73 Ordinance 197, Section 1, as amended, and K.C.C.
74 3.16.010, Ordinance 11480, Section 5, and K.C.C.
75 3.16.012, Ordinance 10631, Section 2, as amended, and
76 K.C.C. 3.16.015, Ordinance 197, Section 2, as amended,
77 and K.C.C. 3.16.020, Ordinance 11480, Section 7, as
78 amended, and K.C.C. 3.16.025, Ordinance 8658, Section 1,
79 as amended, and K.C.C. 3.16.040, Ordinance 12014,
80 Section 55, as amended, and K.C.C. 3.16.050, Ordinance
81 14287, Section 5, as amended, and K.C.C. 3.16.055,
82 Ordinance 13000, Section 2, as amended, and K.C.C.
83 3.16.060, Ordinance 1902, Section 1, as amended, and
84 K.C.C. 3.28.010, Ordinance 12077, Section 12, as
85 amended, and K.C.C. 3.30.010, Ordinance 11183, Section
86 1, and K.C.C. 3.30.020, Ordinance 10930, Sections 3-4, as
87 amended, and K.C.C. 3.30.030, Ordinance 12077, Section
88 14, as amended, and K.C.C. 3.30.050, Ordinance 12077,
89 Section 15, as amended, and K.C.C. 3.30.060, Ordinance

90 10930, Section 11, as amended, and K.C.C. 3.30.070,
91 Ordinance 8575, Section 1, as amended, and K.C.C.
92 3.36.010, Ordinance 8575, Section 2, as amended, and
93 K.C.C. 3.36.020, Ordinance 8575, Section 3, as amended,
94 and K.C.C. 3.36.030, Ordinance 17332, Section 4, and
95 K.C.C. 3.36.035, Ordinance 16035, Section 5, as amended,
96 and K.C.C. 3.36.045, Ordinance 16035, Section 6, as
97 amended, and K.C.C. 3.36.055, Ordinance 16035, Section
98 7, as amended, and K.C.C. 3.36.065, Ordinance 16035,
99 Section 8, as amended, and K.C.C. 3.36.075, adding new
100 sections to K.C.C. chapter 3.15, adding a new section to
101 K.C.C. chapter 3.30, recodifying K.C.C. 3.15.060, K.C.C.
102 3.15.110, K.C.C. 3.15.120, K.C.C. 3.15.130, K.C.C.
103 3.15.140, K.C.C. 3.15.145, and K.C.C. 3.15.135, repealing
104 Ordinance 4324, Section 7, as amended, and K.C.C.
105 3.12.030, Ordinance 12014, Section 16, and K.C.C.
106 3.12.130, Ordinance 4324, Section 37, and K.C.C.
107 3.12.150, Ordinance 4324, Section 34, and K.C.C.
108 3.12.160, Ordinance 12014, Section 17, as amended, and
109 K.C.C. 3.12.170, Ordinance 11149, Sections 1-4, as
110 amended, and K.C.C. 3.12.187, Ordinance 14591, Section
111 2, as amended, and K.C.C. 3.12.218, Ordinance 12014,
112 Section 24, as amended, and K.C.C. 3.12.247, Ordinance

4324, Section 33, as amended, and K.C.C. 3.12.320,
Ordinance 4324, Section 4, and K.C.C. 3.12.340,
Ordinance 9498, Section 14, and K.C.C. 3.12.365,
Ordinance 1282, Section 5, as amended, and K.C.C.
3.15.040, Ordinance 1282, Section 7, as amended, and
K.C.C. 3.15.070, Ordinance 8299, Section 1, and K.C.C.
3.15.080, Ordinance 12014, Section 53, as amended, and
K.C.C. 3.15.100, Ordinance 16818, Section 1, and K.C.C.
3.15.150, Ordinance 16818, Section 2, as amended, and
K.C.C. 3.15.160, Ordinance 16818, Section 3, and K.C.C.
3.15.170, and Ordinance 16818, Section 4, as amended, and
K.C.C. 3.15.180, and establishing an expiration date.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 9088, Section 1, and K.C.C. 3.12.005 are hereby

amended to read as follows:

King County (~~recognizes that, in the past, employment and contracting practices~~
~~did not afford equal opportunities for women, minorities and persons with disabilities,~~
~~and that such practices have resulted in the underrepresentation of such persons in county~~
~~employment, in employment by county contractors, and in the utilization of minority-~~
~~owned and women-owned businesses in county contracts.~~ King County also recognizes
that many of the causes of this underrepresentation are societal in nature, and beyond the
scope and power of the county to remedy on its own. Nevertheless, King County is
determined to be a leader in the implementation of civil rights and compliance policies

136 ~~and programs which will remedy the effects of past discrimination and set the county on~~
137 ~~an affirmative action path))~~ is an equal opportunity employer committed to establishing
138 and nurturing a workforce that prioritizes equitable treatment for all employees and
139 residents. King County is determined to be a leader in the implementation of equitable,
140 and racially and socially just employment programs and policies. K.C.C. chapter 3.12
141 provides a framework for building such a workforce.

142 SECTION 2. Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010 are
143 each hereby amended to read as follows:

144 For the purposes of this chapter, all words shall have their ordinary and usual
145 meanings except those defined in this section which shall have, in addition, the following
146 meanings. In the event of conflict, the specific definitions set forth in this section shall
147 presumptively, but not conclusively, prevail.

148 A.1. "Administrative interns" means employees who are:

149 a. enrolled during the regular school year in a program of education,
150 internship, or apprenticeship;

151 b. legal interns who have graduated from law school but have not yet been
152 admitted to the Washington State Bar Association; ~~((or))~~

153 c. veterans temporarily working to gain practical workforce experience; or

154 d. participants in the Lift Every Youth program.

155 2. All administrative internships in executive departments shall be approved by
156 the director. Administrative interns are exempt from the career service under Section 550
157 of the charter.

158 B. "AmeriCorps" means those who apply for and are selected to serve in
159 positions at King County government through either AmeriCorps or Washington Service
160 Corps programs, or both.

161 C. "Appointing authority" means (~~((the county council, the county auditor,))~~) the
162 executive, chief officers of executive departments and administrative offices, or division
163 managers having authority to appoint or to remove persons from positions in the (~~((county~~
164 ~~service))~~) executive branch.

165 D. "Base rate of pay" means an employee's hourly rate of pay, which includes
166 longevity and merit pay, but does not include other premiums, special duty, or overtime
167 pay.

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

172 (~~((F.))~~) F. "Board" means the county personnel board established by Section 540 of
173 the charter.

174 (~~((F.))~~) G. "Budgetary furlough" means a circumstance in which projected county
175 revenues are determined to be insufficient to fully fund county agency operations and, in
176 order either to achieve budget savings or to meet unallocated budget reductions, which
177 are commonly known as contras, or both, cost savings may be achieved through
178 reduction in days or hours of service, resulting in placing an employee for one or more
179 days in a temporary furlough status without duties and without pay.

180 ~~((G.))~~ H. "Career service employee" means an ~~((county))~~ employee in the
181 executive branch who is appointed to a career service position as a result of the selection
182 procedure provided for in this chapter, and who has completed the probationary period in
183 the employee's current position.

184 I. "Career service exempt employee" means an employee employed in the
185 executive's office or in an executive department in a position that is not a career service
186 position under Section 550 of the charter. Career service exempt employees serve at the
187 pleasure of the appointing authority.

188 J. "Career service exempt position" means any position excluded as a career
189 service position by Section 550 of the charter. Career service exempt positions are
190 positions to which appointments may be made directly without a competitive hiring
191 process.

192 ~~((H.))~~ K. "Career service position" means all positions in the ~~((county service~~
193 ~~except for))~~ executive branch except those that are designated as exempt from career
194 service by Section 550 of the charter as follows: all elected officers; the county auditor,
195 the clerk, and all other employees of the county council; the county administrative
196 officer; the chief officer of each executive department and administrative office; the
197 members of all boards and commissions; ~~((the chief economist and other employees of~~
198 ~~the office economic and financial analysis;))~~ the chief economist and other employees of
199 the office of economic and financial analysis; administrative assistants for the executive
200 and one administrative assistant each for the county administrative officer, the county
201 auditor, the county assessor, the chief officer of each executive department and
202 administrative office, and for each board and commission; a chief deputy for the county

203 assessor; one confidential secretary each for the executive, the chief officer of each
204 executive department and administrative office, and for each administrative assistant
205 specified in this section; all employees of those officers who are exempted from the
206 provisions of this chapter by the state constitution; persons employed in a professional or
207 scientific capacity to conduct a special inquiry, investigation, or examination; ~~((part-time~~
208 ~~and))~~ temporary employees; administrative interns; election precinct officials; all persons
209 serving the county without compensation; physicians; surgeons; dentists; medical interns;
210 and student nurses and inmates employed by county hospitals, tuberculosis sanitariums
211 and health departments of the county. All part-time employees shall be exempted from
212 career service membership except, all part-time employees employed at least half time or
213 more, as defined by ordinance, shall be members of the career service.

214 For purposes of interpreting Section 550 of the charter, ((D))divisions in
215 executive departments and administrative offices as determined by the county council
216 shall be considered to be executive departments ~~((for the purpose of determining the~~
217 ~~applicability of Section 550 of the charter.~~

218 ~~All part-time employees shall be exempted from career service membership~~
219 ~~except, all part time employees employed at least half time or more, as defined by~~
220 ~~ordinance, shall be members of the career service)).~~

221 ~~((F))~~ L. "Charter" means the King County Charter, as amended.

222 ~~((J))~~ M. "Child" means a biological, adopted, or foster child, a stepchild, a legal
223 ward, or a child ~~((of an))~~ to whom the employee ((standing)) stands in loco parentis ~~((to~~
224 ~~the child, who is:~~

225 ~~1. Under eighteen years of age; or~~

226 ~~2. Eighteen years of age or older and incapable of self care because of a mental~~
227 ~~or physical disability)), is a legal guardian or is a de facto parent, regardless of age or~~
228 dependency status, unless otherwise specified herein.

229 ~~((K.))~~ N. "Class" or "classification" means a position or group of positions,
230 established under authority of this chapter and chapter 3.15, sufficiently similar in respect
231 to the duties, responsibilities, and authority thereof, that the same descriptive title may be
232 used to designate each position allocated to the class.

233 ~~((L.))~~ O. "Classification plan" means the arrangement of positions into
234 classifications together with specifications describing each classification.

235 ~~((M.))~~ P. "Compensatory time" means time off granted with pay in lieu of pay for
236 work performed ~~((either))~~ on an authorized overtime basis ~~((or work performed on a~~
237 ~~holiday that is normally scheduled as a day off. Such e))~~Compensatory time shall be
238 granted on the basis of time and one-half.

239 ~~((N. "Competitive employment" means a position established in the county~~
240 ~~budget and that requires at least twenty six weeks of service per year as the work~~
241 ~~schedule established for the position.~~

242 ~~Θ.))~~ Q. "Comprehensive leave benefits" means ~~((those))~~ all the leave benefits
243 described in and subject to this chapter, including leaves for vacations, promotional or
244 qualifying examinations, bereavement, life-giving or life-saving procedures, sickness,
245 volunteer service, parental leave, donated leave, and leaves of absence without pay.

246 ~~((P.))~~ R. "Council" means the county council as established by Article 2 of the
247 charter.

248 ~~((Q-))~~ S. "County" means King County and any other organization that is legally
249 governed by the county with respect to personnel matters.

250 ~~((R-))~~ T. "Demotion" means the voluntary or involuntary movement of an
251 employee from a position having a higher maximum pay step to a position having a lower
252 maximum pay step.

253 U. "Department" means the department of human resources or its successor
254 agency.

255 ~~((S-))~~ V. "Developmental disability" means a ~~((developmental))~~ disability, as
256 defined in RCW 71A.10.020~~((2))~~(6), as amended ~~((, attributable to mental retardation,~~
257 ~~cerebral palsy, epilepsy, autism or other neurological or other condition of an individual~~
258 ~~found by the secretary of the Washington state Department of Social and Health Services~~
259 ~~or the secretary's designee to be closely related to mental retardation or to require~~
260 ~~treatment similar to that required for individuals with mental retardation, which disability~~
261 ~~originates before the individual attains age eighteen, that has continued or can be~~
262 ~~expected to continue indefinitely and that constitutes a substantial handicap for the~~
263 ~~individual)).~~

264 ~~((T-))~~ W. "Direct cost" means the cost aggregate of the actual weighted average
265 cost of insured benefits, less any administrative cost therefor. Any payments to ~~((part-~~
266 ~~time and))~~ short-term temporary employees under this chapter shall not include any
267 administrative overhead charges applicable to administrative offices and executive
268 departments.

269 ~~((U-))~~ X. "Director" means the ~~((manager))~~ director of the department human
270 resources or its successor agency.

271 (~~(V-)~~) Y. "Domestic partners" are two people in a domestic partnership, one of
272 whom is a county employee.

273 (~~(W-)~~) Z. "Domestic partnership" is a relationship whereby two people:

- 274 1. Have a close personal relationship;
- 275 2. Are each other's sole domestic partner and are responsible for each other's
276 common welfare;
- 277 3. Share the same regular and permanent residence;
- 278 4. Are jointly responsible for basic living expenses which means the cost of
279 basic food, shelter, and any other expenses of a domestic partner that are paid at least in
280 part by a program or benefit for which the partner qualified because of the domestic
281 partnership. The individuals need not contribute equally or jointly to the cost of these
282 expenses as long as they agree that both are responsible for the cost;
- 283 5. Are not married to anyone;
- 284 6. Are each eighteen years of age or older;
- 285 7. Are not related by blood closer than would bar marriage in the state of
286 Washington;
- 287 8. Were mentally competent to consent to contract when the domestic
288 partnership began.

289 (~~(X-)~~) AA. "Employed at least half time or more" means employed in a regular
290 position that has an established work schedule of not less than one-half the number of
291 hours of the full-time positions in the work unit in which the employee is assigned, or
292 when viewed on a (~~(calendar year)~~) rolling twelve-month basis, nine hundred ten hours or
293 more in a work unit in which a work week of more than thirty-five but less than forty

hours is standard or one thousand forty hours or more in a work unit in which a forty hour work week is standard. If the standard work week hours within a work unit varies (employees working both thirty-five and forty hours) the director, in consultation with the department, is responsible for determining what hour threshold applies.

~~((Y.))~~ BB. "Employee" means any person who is employed in an executive-branch career service position or career service exempt position.

~~((Z.))~~ CC. "Employees eligible for comprehensive leave benefits" means full-time regular, part-time regular, provisional, probationary, and term-limited temporary employees.

~~((AA.))~~ DD. "Executive" means the county executive, as established by Article 3 of the charter.

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

~~CC. "Exempt position" means any position excluded as a career service position by Section 550 of the charter. Exempt positions are positions to which appointments may be made directly without a competitive hiring process.~~

~~DD.))~~ EE. "Full-time regular employee" means an employee employed in a full-time regular position and, for full-time career service positions, is not serving a probationary period.

~~((EE.))~~ FF. "Full-time regular position" means a regular position that has an established work schedule of not less than thirty-five hours per week in those work units

in which a thirty-five-hour week is standard, or of not less than forty hours per week in those work units in which a forty-hour week is standard.

~~((FF.))~~ GG. "Furlough day" means a day for which an employee shall perform no work and shall receive no pay due to an emergency budget crisis necessitating emergency budget furloughs.

~~((GG.))~~ HH. "Furloughed employee" means an employee who is placed in a temporary status without duties and without pay due to a financial emergency necessitating budget reductions.

~~((HH.))~~ II. "Grievance" means an issue raised by an employee relating to the interpretation of rights, benefits, or condition of employment as contained in either the administrative rules or procedures, or both, for the career service.

~~((II. "Immediate family" means spouse, child, parent, son-in-law, daughter-in-law, grandparent, grandchild, sibling, domestic partner and the child, parent, sibling, grandparent or grandchild of the spouse or domestic partner.~~

~~JJ. "Incentive increase" means an increase to an employee's base salary within the assigned pay range, based on demonstrated performance.~~

~~KK.))~~ JJ. "Insured benefits" means those insurance benefits described in and subject to this chapter, including medical, dental, life, disability, and vision benefits.

~~((LL.))~~ KK. "Integrated work setting" means a work setting in which the majority of people employed are individuals without disabilities and wages are paid at minimum wage or better.

~~((MM.))~~ LL. "King County family and medical leave" means a leave of absence taken under K.C.C. 3.12.221.

339 ~~((NN-))~~ MM. "Life-giving and life-saving procedures" means a medically-
340 supervised procedure involving the testing, sampling, or donation of blood, organs,
341 fluids, tissues and other human body components for the purposes of donation without
342 compensation to a person for a medically necessary treatment.

343 ~~((OO-))~~ NN. "Marital status" means the presence or absence of a marital
344 relationship and includes the status of being married, separated, divorced, ~~((engaged,))~~
345 widowed, or single ~~((or cohabiting))~~.

346 OO. "Merit increase" means an increase to an employee's base salary supported
347 by demonstrated performance.

348 PP. "Part-time employee" means an employee employed in a part-time position.
349 Under Section 550 of the charter, part-time employees are not members of the career
350 service.

351 QQ. "Part-time position" means ~~((an))~~ a position other than a regular position in
352 which the part-time employee is employed less than half time, that is less than nine
353 hundred ten hours in a ~~((calendar year))~~ rolling twelve-month period in a work unit in
354 which a thirty-five hour work week is standard or less than one thousand forty hours in a
355 ~~((calendar year))~~ rolling twelve-month period in a work unit in which a forty-hour work
356 week is standard, except as provided elsewhere in this chapter. Where the standard work
357 week falls between thirty-five and forty hours, the director, in consultation with the
358 department, is responsible for determining what hour threshold will apply. Part-time
359 position excludes administrative intern.

360 RR. "Part-time regular employee" means an employee employed in a part-time
361 regular position and, for part-time career service positions, is not serving a probationary

362 period. Under Section 550 of the charter, ~~((such))~~ part-time regular employees are
363 members of the career service.

364 SS. "Part-time regular position" means a regular position in which the part-time
365 regular employee is employed for at least nine hundred ten hours but less than a full-time
366 basis in a ~~((calendar year))~~ rolling twelve-month period in a work unit in which a thirty-
367 five hour work week is standard or for at least one thousand forty hours but less than a
368 full-time basis in a ~~((calendar year))~~ rolling twelve-month period in a work unit in which
369 a forty-hour work week is standard. Where the standard work week falls between thirty-
370 five and forty hours, the director, in consultation with the department, is responsible for
371 determining what hour threshold will apply.

372 TT. "Pay grade" means the numeric value assigned to each pay range in the pay
373 plan.

374 UU. "Pay plan" means a systematic schedule of ~~((numbered))~~ pay ranges ~~((with~~
375 ~~minimum, maximum and intermediate steps for each pay range, a schedule of assignment~~
376 ~~of each classification to a numbered pay range))~~ assigned to pay grades and rules for
377 administration.

378 ~~((UU.))~~ VV. "Pay range" means ~~((one or more pay rates representing the~~
379 ~~minimum, maximum and intermediate steps assigned to a classification))~~ the range of pay
380 rates consisting of minimum, maximum, and intermediate steps, established for each pay
381 grade.

382 ~~((VV.))~~ WW. "Pay range adjustment" means the adjustment ~~((of the numbered~~
383 ~~pay range of a classification to another numbered pay range in the schedule based on a~~
384 ~~classification change, competitive pay data or other significant factors))~~ to the pay range

of a classification to a higher or lower pay range, typically to appropriately reflect changes in classification content, internal equity considerations, or competitive market pay data, or any combination thereof.

~~((WW.))~~ XX. "Pay rate" means an individual dollar amount that is one of the steps in a pay range paid to an employee based on the classification of the position occupied.

YY. "Personnel guidelines" means ~~((only those))~~ operational procedures promulgated by the director ~~((necessary))~~ to implement personnel policies ~~((or requirements previously stipulated by ordinance or the charter))~~. ~~((Such))~~ The personnel guidelines shall be applicable only to employees assigned to executive departments and administrative agencies.

~~((XX.))~~ ZZ. "Position" means a group of current duties and responsibilities assigned by competent authority requiring the employment of one person.

~~((YY.))~~ AAA. "Probationary employee" means an employee serving a probationary period in a regular career service position. Probationary employees are temporary employees and excluded from career service under Section 550 of the charter.

~~((ZZ.))~~ BBB. "Probationary period" means a period of time, as determined by the director, for assessing whether an individual is qualified for a career service position to which the employee has been newly appointed or has moved from another position, whether through promotion, demotion or transfer, except as provided in K.C.C. 3.12.100 and 3.15.140.

406 ~~((AAA-))~~ CCC. "Probationary period salary increase" means a within-range
407 salary increase from one step to the next ~~((highest))~~ higher step upon satisfactory
408 completion of the probationary period.

409 ~~((BBB-))~~ DDD. "Promotion" means the movement of an employee to a position
410 in a classification having a pay range with a higher maximum salary.

411 ~~((CCC-))~~ EEE. "Provisional appointment" means an appointment made in the
412 absence of a list of candidates certified as qualified by the director. Only the director
413 may authorize a provisional appointment. An appointment to this status is limited to six
414 months.

415 ~~((DDD-))~~ FFF. "Provisional employee" means an employee serving by
416 provisional appointment in a regular career service position. Provisional employees are
417 temporary employees and excluded from career service under Section 550 of the charter.

418 ~~((EEE-))~~ GGG. "Qualifying event" means the birth of the employee's child, the
419 employee's adoption of a minor child, or the foster-to-adopt placement of a minor child
420 with the employee.

421 ~~((FFF- "Recruiting step" means the first step of the salary range allocated to a
422 class unless otherwise authorized by the executive.))~~

423 HHH. "Reclassification" means a change in the classification of a position
424 resulting from a review by the department of human resources where it is found that the
425 duties and responsibilities of the position have been changed permanently and
426 significantly over time or have changed due to a reorganization or council action. A
427 reclassification may result in the position being placed in a higher, lower, or the same pay
428 range.

429 ~~((GGG.))~~ III. "Regular position" means a position established in the county
430 budget and identified within a budgetary unit's authorized full time equivalent (FTE)
431 level as set out in the budget detail report.

432 ~~((HHH.))~~ JJJ. "Salary ~~((or pay rate))~~" means an individual dollar amount that is
433 one of the steps in a pay range paid to an employee based on the classification of the
434 employee's position ~~((occupied))~~.

435 ~~((HH.))~~ KKK. "Section" means an agency's budget unit comprised of a particular
436 project program or line of business as described in the budget detail plan for the previous
437 fiscal period as attached to the adopted appropriation ordinance or as modified by the
438 most recent supplemental appropriations ordinance. This definition is not intended to
439 create an organization structure for any agency.

440 ~~((JJJ.))~~ LLL. "Serious health condition" ~~((means an illness or injury, impairment
441 or physical or mental condition that involves one or more of the following:~~

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

446 ~~2. A chronic ailment continuing over an extended period of time that requires
447 periodic visits for treatment by a health care provider and that has the ability to cause
448 either continuous or intermittent episodes of incapacity;~~

449 ~~3. In-patient care in a hospital, hospice or residential medical care facility or
450 related out-patient follow-up care;~~

451 4. ~~An ailment requiring multiple medical interventions or treatments by a health~~
452 ~~care provider that, if not provided, would likely result in a period of incapacity for more~~
453 ~~than three consecutive calendar days;~~

454 5. ~~A permanent or long term ailment for which treatment might not be effective~~
455 ~~but that requires medical supervision by a health care provider; or~~

456 6. ~~Any period of incapacity due to pregnancy or prenatal care.))~~ has the same
457 meaning as under the federal Family and Medical Leave Act, 29 C.F.R. Sec. 825.113.

458 ~~((KKK.))~~ MMM. "Short-term temporary employee" means a temporary
459 employee who is employed in a short-term temporary position.

460 ~~((LLL.))~~ NNN. "Short-term temporary position" means a type of position in
461 which a temporary employee works less than nine hundred ten hours in a ~~((calendar~~
462 ~~year))~~ rolling twelve-month period in a work unit in which a thirty-five-hour work week
463 is standard or less than one thousand forty hours in a ~~((calendar year))~~ rolling twelve-
464 month period in a work unit in which a forty-hour work week is standard. Where the
465 standard work week falls between thirty-five and forty hours, the director, in consultation
466 with the department, is responsible for determining what hour threshold will apply. The
467 relevant measurement period shall begin anew for a short-term temporary employee after
468 twenty-six consecutive weeks in an unpaid status.

469 ~~((MMM.))~~ OOO. "Temporary employee" means an employee employed in a
470 temporary position and in addition, includes an employee serving a probationary period
471 or under provisional appointment. Under Section 550 of the charter, temporary
472 employees shall not be members of the career service.

473 (~~(NNN:))~~ PPP. "Temporary position" means a position that is not a regular
474 position as defined in this chapter and excludes administrative intern. Temporary
475 positions include both term-limited temporary and short-term temporary positions.

476 (~~(OOO:))~~ QQQ. "Term-limited temporary employee" means a temporary
477 employee who is employed in a term-limited temporary position. Term-limited
478 temporary employees are not members of the career service. Term-limited temporary
479 employees may not be employed in term-limited temporary positions longer than three
480 years beyond the date of hire, except that for grant-funded projects capital improvement
481 projects and information systems technology projects the maximum period may be
482 extended up to five years upon approval of the director. The director shall maintain a
483 current list of all term-limited temporary employees by department.

484 (~~(PPP:))~~ RRR. "Term-limited temporary position" means a temporary position
485 with work related to a specific grant, capital improvement project, information systems
486 technology project or other nonroutine, substantial body of work, for a period greater
487 than six months. In determining whether a body of work is appropriate for a term-limited
488 temporary position, the appointing authority (~~(will)~~) shall consider the following:

489 1. Grant-funded projects: These positions will involve projects or activities that
490 are funded by special grants for a specific time or activity. These grants are not regularly
491 available to or their receipt predictable by the county;

492 2. Information systems technology projects: These positions will be needed to
493 plan and implement new information systems projects for the county. Term-limited
494 temporary positions may not be used for ongoing maintenance of systems that have been
495 implemented;

496 3. Capital improvement projects: These positions will involve the management
497 of major capital improvement projects. Term-limited temporary positions may not be
498 used for ongoing management of buildings or facilities once they have been built;

499 4. Miscellaneous projects: Other significant and substantial bodies of work may
500 be appropriate for term-limited temporary positions. These bodies of work must be either
501 nonroutine projects for the department or related to the initiation or cessation of a county
502 function, project, or department;

503 5. Seasonal positions: These are positions with work for more than six
504 consecutive months, half-time or more, with total hours of at least nine hundred ten in a
505 calendar year in a work unit in which a thirty-five hour work week is standard or at least
506 one thousand forty hours in a calendar year in a work unit in which a forty hour work
507 week is standard, that due to the nature of the work have predictable periods of inactivity
508 exceeding one month. Where the standard work week falls between thirty-five and forty
509 hours, the director, in consultation with the department, is responsible for determining
510 what hour threshold will apply; and

511 6. Temporary placement in regular positions: These are positions used to back
512 fill regular positions for six months or more due to a career service employee's absence
513 such as extended leave or assignment on any of the foregoing time-limited projects.

514 ~~((All appointments to term-limited temporary positions will be made by the~~
515 ~~appointing authority in consultation with the director before the appointment of term-~~
516 ~~limited temporary employees.~~

517 ~~QQQ-))~~ SSS. "Volunteer for the county" means an individual who performs
518 service for the county for civic, charitable, or humanitarian reasons, without promise,

519 expectation, or receipt of compensation from the county for services rendered and who is
520 accepted as a volunteer by the county, except emergency service worker volunteers as
521 described by chapter 38.52 RCW. A "volunteer for the county" may receive reasonable
522 reimbursement of expenses or an allowance for expenses actually incurred without losing
523 status as a volunteer. "Volunteer for the county" includes, but is not limited to, a
524 volunteer serving as a board member, officer, commission member, volunteer intern, or
525 direct service volunteer.

526 ~~((PPP))~~ TTT. "Volunteer intern" means volunteers who are either:

527 1. Enrolled during the regular school year in a program of education, internship,
528 or apprenticeship and receiving scholastic credit or scholastic recognition for
529 participating in the internship; or

530 2. Legal interns who have graduated from law school but have not yet been
531 admitted to the Washington State Bar Association.

532 ~~((SSS))~~ UUU. "Washington state registered domestic partner" means persons
533 who have met the requirements for a valid state-registered domestic partnership as
534 established by RCW 26.60.030 and who have been issued a certificate of state-registered
535 domestic partnership by the Secretary of State's office.

536 ~~((TTT))~~ VVV. "Work study student" means a student enrolled or accepted for
537 enrollment at a post-secondary institution who, according to a system of need analysis
538 approved by the ~~((higher education coordinating board))~~ Washington student
539 achievement council, demonstrates a financial inability ~~((, either parental, familial or~~
540 ~~personal,))~~ to bear the total cost of education for any semester or quarter.

541 SECTION 3. Ordinance 12014, Section 6, and K.C.C. 3.12.020 are each hereby
542 amended to read as follows:

543 A. All employees shall hold their positions subject to the conditions stated in the
544 charter, this chapter, department of human resources policies, other applicable
545 ordinances, and the personnel guidelines.

546 B. No employee may engage in any occupation or outside activity which is
547 incompatible with the proper discharge of official county duties, or which would impair
548 independence of judgment or action in the performance of ~~((such))~~ official duties. All
549 employees are specifically referred to the conflict of interest provisions contained in
550 K.C.C. 3.04.

551 C. ~~((The employment of members of the same family or other close relatives of
552 employees shall not be limited except where required by business or job-related
553 necessity. For purposes of this section, "business or job-related necessity" includes those
554 circumstances where the county's actions are based upon a compelling and essential need
555 to avoid business or job-related conflicts of interest, or to avoid the reality or appearance
556 of improper influence or favor.))~~ An employee may not supervise a family member or
557 other close relative or make or influence employment-related decisions about a family
558 member or other close relative, including a hiring decision. For purposes of this section,
559 "~~((same))~~ family member or other close relative~~((s))~~" means the mother, father, child,
560 sister, brother, wife, husband, aunt, uncle, niece, nephew, grandparent, grandchild, in-
561 laws, domestic partner, ~~((children))~~ child of a domestic partner, and relatives of a
562 domestic partner to the same extent such relatives would be included in this paragraph if
563 the employee and the domestic partner were married. ~~((Nothing in this subsection shall~~

564 ~~be construed to prevent or impede the advancement or promotion of any person~~
565 ~~employed by the county prior to January 1, 1996.))~~

566 SECTION 4. Ordinance 4324, Section 7, as amended, and K.C.C. 3.12.030 are
567 hereby repealed.

568 SECTION 5. Ordinance 12014, Section 7, as amended, and K.C.C. 3.12.040 are
569 each hereby amended to read as follows:

570 A. Full-time regular, part-time regular, provisional, probationary, and term-
571 limited temporary employees shall receive the comprehensive leave benefits provided in
572 this chapter. Short-term temporary employees and administrative interns do not receive
573 comprehensive leave benefits and are only eligible for the sick leave benefits outlined in
574 K.C.C. 3.12.220.

575 B. Full-time regular, part-time regular, provisional, probationary, term-limited
576 temporary employees, and those employees who meet the definition of full time
577 employee under the Patient Protection and Affordable Care Act of 2010, as amended, and
578 including applicable regulations promulgated under the Patient Protection and Affordable
579 Care Act of 2010, as amended, and their spouses or Washington state registered domestic
580 partners, each of their dependent children under age twenty-six and each of the dependent
581 children under age twenty-six of their spouses or Washington state registered domestic
582 partners shall be eligible for medical, dental, life, disability, and vision benefits, except in
583 those instances where contrary provisions have been agreed to in the collective
584 bargaining process and to the extent such benefits are available through insurers selected
585 by the county. The director shall establish specific provisions governing eligibility for
586 these benefits as part of the personnel guidelines and consistent with budget

requirements. The provisions may include waiting periods for employees newly (-)
hired to the county.

C. (~~(Part-time and)~~) Short-term temporary employees (~~(, other than probationary, provisional and term-limited temporary employees,)~~) who in a rolling twelve-month period exceed the (~~(calendar year)~~) working hours threshold (~~((defined in this chapter))~~) shall receive compensation in lieu of leave benefits at the rate of (~~((fifteen))~~) twelve and one-half percent of gross pay for all hours worked (~~((less the value of any sick leave benefits provided under K.C.C. 3.12.220.A.2))~~), paid retroactive (~~((to the first hour of employment and for each hour worked thereafter))~~) back three years. If during that three-year period there has been at least a twenty-six consecutive week period in unpaid status, the payment is made retroactive to the most recent hire date after that break in service. If an employee has not previously received insured benefits provided under K.C.C. 3.12.040.B, the employee shall also receive a one-time only payment in an amount equal to the direct cost of three months of insured benefits, as determined by the director, and, in lieu of insured benefits, in an amount equal to the direct cost to the county for each employee for whom insured benefits are provided, prorated to reflect the affected employee's normal work week, for each hour worked thereafter. The additional compensation shall continue until termination of employment or hire into a full-time regular, part-time regular, or term-limited position. (~~((Further, employees receiving pay in lieu of insured benefits may elect to receive the medical component of the insured benefit plan, with the cost to be deducted from their gross pay, but an employee who so elects shall remain in the selected plan until: termination of employment; hire into a full-time regular, part-time regular or term-limited~~

position; or service of an appropriate notice of change or cancellation during the employee benefits annual open enrollment.

~~Part-time and~~) Short-term temporary employees (~~(, other than probationary, provisional and term limited temporary employees,))~~ who exceed the applicable threshold are also eligible for cash in lieu of the bus pass benefit provided to regular employees. The value shall be determined based on the average annual cost per employee as determined in the adopted budget, prorated to an hourly equivalent based on the employee's normal work week, and shall be paid retroactive to the first hour worked and for each hour worked thereafter until termination of employment or hire into a full-time regular, part-time regular, or term limited position.

SECTION 6. Ordinance 12014, Section 8, as amended, and K.C.C. 3.12.042 are each hereby amended to read as follows:

A. The county shall offer to those employees who are qualified to receive medical benefits the opportunity to participate in ~~((a))~~ qualifying Internal Revenue Code Sections 125 and 129 dependent care assistance programs. The department of human resources shall incorporate the dependent care assistance program in its employee flexible benefit program.

B. The costs of administering the dependent care assistance program shall be fully borne by the county and existing and future employee benefits shall not be reduced as a result of the cost of administering the program. Savings in county paid payroll taxes, if any, resulting from this program shall accrue to the county.

630 C. Non-represented employees who are qualified to receive medical benefits shall
631 be offered the dependent care assistance program whether or not represented employee
632 groups choose to participate in the program.

633 SECTION 7. Ordinance 12014, Section 9, as amended, and K.C.C. 3.12.044 are
634 each hereby amended to read as follows:

635 A. ~~((Employees))~~ An employee who receives medical, dental, life and disability
636 insurance, and vision benefits shall ~~((designate their))~~ show proof of the employee's spouse,
637 ~~((their))~~ the employee's Washington state registered domestic partner, ((their)) the
638 employee's dependent children under age twenty-six, and the dependent children under age
639 twenty-six of ((their)) the employee's spouse or Washington state registered domestic
640 partner ((in an Affidavit of Marriage/Domestic Partnership)) with a copy of a marriage
641 certificate or a certification of state-registered domestic partnership by the Washington
642 Secretary of State's Office in order for ((such)) the spouse, Washington state registered
643 domestic partner, ((and/)) or children to receive ((such)) the benefits, to the extent ((such))
644 the benefits are available to ((them)) the spouse, Washington state registered domestic
645 partner, or children. ((The director shall prescribe the form of the affidavit. In the
646 affidavit, the employee shall:

647 1. ~~Attest to the following:~~

648 a. ~~if married, that the employee is currently married to the individual identified~~
649 ~~by name on the affidavit, or~~

650 b. ~~if participating in a domestic partnership, that:~~

651 (1) ~~the employee is currently in a domestic partnership with the individual~~
652 ~~identified by name on the affidavit;~~

653 ~~(2) the employee meets all the qualifications of a domestic partnership, as~~
654 ~~defined by this chapter; and~~

655 ~~(3) any prior domestic partnership in which the employee or the employee's~~
656 ~~domestic partner participated with a third party was terminated at least ninety days prior to~~
657 ~~the date of said affidavit or by the death of that third party, and if such prior domestic~~
658 ~~partnership had been acknowledged pursuant to this chapter, that notice of the termination~~
659 ~~of the prior domestic partnership, whether by death of the domestic partner or otherwise,~~
660 ~~was provided to the county at least ninety days prior to the date of said affidavit;~~

661 ~~2. Agree to notify the county if there is a change of the circumstances attested to~~
662 ~~in the affidavit; and~~

663 ~~3. Affirm, under penalty of law, that the assertions in the affidavit are true.))~~

664 B. The employee shall provide the county with a notice of termination of marriage
665 or Washington state registered domestic partnership, on a form prescribed by the director,
666 upon dissolution of a marriage or termination of a Washington state registered domestic
667 partnership, within thirty days of termination of the marriage or domestic partnership. A
668 marriage or Washington state registered domestic partnership shall be deemed terminated
669 as provided under state law. ~~((A domestic partnership shall be deemed terminated:~~

670 ~~1. When the domestic partners no longer meet one or more of the qualifications of~~
671 ~~a domestic partnership, as defined by this chapter; or~~

672 ~~2. Upon the death of a domestic partner.))~~

673 C. ~~((All affidavits of marriage/domestic partnership;))~~ All marriage certificates,
674 certifications of Washington state registered domestic partnerships, and notices of
675 termination of marriage ~~((/))~~ or state-registered domestic partnership ~~((, and any~~

676 ~~information contained in said affidavits~~ submitted to the county shall be confidential and
677 subject to disclosure only upon express written authorization by the persons identified in
678 the forms or if otherwise required by law.

679 SECTION 8. Ordinance 12014, Section 10, and K.C.C. 3.12.050 are each hereby
680 amended to read as follows:

681 All career service employees shall be members of the county career service
682 mandated by Section 510 of the charter. The recruitment, selection, and promotion of
683 ~~((such))~~ career service employees shall be competitive and shall be based on merit. Career
684 service employees shall have ~~((such))~~ the rights, working conditions, and benefits as are
685 specified by this chapter.

686 SECTION 9. Ordinance 12014, Section 11, as amended, and K.C.C. 3.12.060 are
687 each hereby amended to read as follows:

688 If the functions of another governmental entity are assumed by the county, and if
689 former employees of that entity become county employees, then the director shall
690 determine whether ~~((such))~~ the employees will be members of or exempt from the career
691 service. In making this determination, the director shall apply the standards contained in
692 Section 550 of the charter. The career service status of each employee shall be equivalent
693 to that which the employee would have had, had the employee been a county employee
694 during the term of the former employment. Nothing in this section shall derogate from the
695 county's power to eliminate positions and lay off employees because of lack of work, lack
696 of funds, or considerations of operational efficiency.

697 SECTION 10. Ordinance 4324, Section 14, and K.C.C. 3.12.080 are each hereby
698 amended to read as follows:

699 Appointment of ~~((county))~~ executive-branch employees ~~((within the executive~~
700 ~~branch))~~ shall be accomplished by the executive, department directors, and division
701 managers. In all cases, the appointing authority shall have the power to remove employees.
702 The appointing authority shall be responsible for the merit evaluation of all employees
703 under ~~((that))~~ their authority.

704 SECTION 11. Ordinance 12014, Section 12, and K.C.C. 3.12.090 are each
705 hereby amended to read as follows:

706 A. The director shall establish ~~((examination))~~ selection procedures for filling
707 existing and anticipated vacant career service positions ~~((in the career service))~~.
708 ~~((Examinations))~~ Selection procedures may be open or promotional, depending upon which
709 will best serve the interests of the county.

710 B. All ~~((examinations))~~ selection procedures for career service positions shall be
711 competitive.

712 SECTION 12. Ordinance 12014, Section 13, as amended, and K.C.C. 3.12.100
713 are each hereby amended to read as follows:

714 A. ~~((There))~~ All employees in career service positions shall ~~((be))~~ serve a
715 probationary period, during which time ~~((a))~~ the appointing authority shall evaluate the
716 probationary employees ~~((shall be evaluated by the appointing authority))~~ to determine
717 qualification for entry into the career service. Except as otherwise provided in this section,
718 an individual's appointment, promotion, demotion, or transfer by competitive process to a
719 career service position is not final unless the employee successfully completes the
720 probationary period. The probationary period shall be determined by the director, but shall
721 be not less than six months or more than one year of actual service, and shall be served by

those employees who have been newly hired or reemployed or have moved from another ((career service)) position, whether through promotion, demotion, or transfer except:

1. There shall not be a probationary period following a reclassification;

2. If an employee is hired into a career service position and served in a special duty capacity in the same position or doing substantially similar work within one year of that hire, the employee shall receive credit towards the employee's probationary period for the time served in the special duty role;

3. An appointing authority who hires a temporary employee into a career service position, may count all prior continuous employment in the same position or time performing the same work toward satisfying the probationary period requirement;

4. A furloughed employee's probationary period shall not be extended as a result of a budgetary furlough; and

~~((2-))~~ 5. A career service employee who transfers to a position within the employee's same classification, pay range, and department or agency shall not be required to serve a probationary period unless the director of the department of human resources or its successor or the director's designee makes a written finding, in advance of the transfer, that the essential functions of the new position are substantially different from those of the employee's previous position, taking into consideration: the specific duties of the position; the work setting; the skills, training, and experience needed; the level of available support and supervision; and any other factors the director or designee deems relevant.

B. A probationary employee may be separated from county service at any time during the probationary period without right of appeal to the personnel board.

Notwithstanding any other provisions of this section, an employee who does not

745 successfully complete the probationary period in a position to which the employee had
746 been promoted or transferred may be restored to the employee's former position. Such
747 restoration is not mandatory, but is optional at the discretion of the former appointing
748 authority within the limits of available authorized positions. Such restoration shall include
749 restoration of the employee's former salary and all other benefits to which the employee
750 would have been entitled if the promotion or transfer had not occurred.

751 SECTION 13. Ordinance 12014, Section 14, as amended, and K.C.C. 3.12.110
752 are each hereby amended to read as follows:

753 A. It shall be the policy of the county to provide, within budgeted appropriations,
754 training opportunities for employees. The objective of the training policy shall be guided
755 by, but not limited to, the overall objectives of encouraging and motivating employees to
756 improve their personal capabilities in performance of their assigned job duties.

757 B. ~~((The director shall be responsible for planning and executing an adequate~~
758 ~~training program for employees.~~

759 ~~€))~~ The county shall pay for any training, certification, or license, except for a
760 driver's license, that is required by the county for the employee's position. ~~((This includes))~~
761 The county shall also provide necessary release time for training that is preapproved by the
762 employee's supervisor.

763 ~~((D:))~~ C. The county shall reimburse an employee for the cost of maintaining their
764 commercial driver's license endorsement or endorsements if they are required by the county
765 for the employee's position.

766 ~~((E:))~~ D. The county shall not reimburse employees for unauthorized training.

767 ~~((F:))~~ E. Employees wishing to complete educational programs may request a leave
768 of absence without pay for ~~((this))~~ that purpose.

769 SECTION 14. Ordinance 12014, Section 15, as amended, and K.C.C. 3.12.120
770 are each hereby amended to read as follows:

771 A. ~~((Nothing contained in this chapter shall prevent, relieve or otherwise excuse~~
772 ~~any county officer or employee from the performance of any duty imposed upon the officer~~
773 ~~or employee by any other law of this county, or from the rendering of service at such times~~
774 ~~and places as are necessary in order to properly perform the functions of the officer or~~
775 ~~employee's office or employment.~~

776 ~~B. Except as otherwise provided by ordinance, t))~~ The official workday shall
777 consist of eight hours of work for all full-time ~~((regular and full-time probationary))~~
778 employees. The ~~((lunch hour))~~ meal period shall not be considered ~~((as))~~ part of the
779 workday. ~~((The official workday for other employees shall be determined))~~ Alternative
780 workdays may be approved by the director. In the case of service reductions resulting in a
781 budgetary furlough, departments may reduce work hours or county offices may be closed.

782 ~~((C:))~~ B. ~~((Except as otherwise provided by ordinance, t))~~ The official
783 ~~((workweek))~~ work week shall consist of five working days for all full-time ~~((regular and~~
784 ~~full-time probationary))~~ employees. ~~((The official workweek))~~ Alternative work weeks for
785 ~~((other))~~ employees ~~((shall))~~ may be determined by the director. In the case of service
786 reductions resulting from a budgetary furlough, county offices may be closed, resulting in
787 the reduction of the ~~((workweek))~~ work week.

788 ~~((D. The county recognizes that there is an occasional need for an employee to~~
789 ~~return to work outside of the employee's normal workday. The personnel guidelines shall~~
790 ~~contain procedures relating to call duty.~~

791 ~~E. The county recognizes a responsibility for action regarding on the job injuries.~~
792 ~~The personnel guidelines shall contain procedures relating to on the job injury.~~

793 ~~F. A career service employee who accepts an appointment to an exempt position~~
794 ~~effective on or after January 1, 1996, and which position and appointment resulted from the~~
795 ~~reorganization of the executive branch as reflected in the creation of certain new positions~~
796 ~~contained in Attachment A to Ordinance 12013 shall retain the employee's career service~~
797 ~~status and rights while holding such exempt position and have the restoration rights set~~
798 ~~forth in this section. This provision is not intended to provide the career service employee~~
799 ~~with a right to the exempt position. But, such employee, if selected for the exempt position,~~
800 ~~could be terminated from the position only for just cause.~~

801 ~~G. A career service employee who accepts a transfer or promotion to an exempt~~
802 ~~position before December 1, 1979, shall, upon separation from the exempt position, be~~
803 ~~allowed to re-enter career service at a position comparable in terms of responsibilities and~~
804 ~~salary or wage (including normal cost of living increases) to the career service position~~
805 ~~formerly held by the employee.)) C. A career service employee accepting ((such)) a~~
806 ~~transfer or promotion ((on or after December 1, 1979)) to a career service exempt position,~~
807 ~~shall have ((such)) a right to ((restoration)) reenter career service, but only if:~~

808 1. The ~~((right to restoration))~~ reentry is exercised within four calendar years from
809 the effective date of the transfer or promotion to a~~((n-exempt))~~ position exempt from career
810 service; and

811 2.a. ~~((t))~~The former appointing authority, at the appointing authority's discretion,
812 approves the restoration within the limits of available authorized positions; or

813 b. a different appointing authority, having jurisdiction over comparable authorized
814 positions, and at the different appointing authority's discretion, approves the restoration
815 within the limits of available authorized positions.

816 ~~((H. Matters involving wages and hours, including but not limited to minimum
817 wage and overtime compensation, shall be determined in accordance with applicable state
818 and federal laws and regulations.~~

819 ~~I.))~~ D. A career service employee who resigns in good standing or accepts another
820 career service position may be rehired in the same classification or in a lower classification
821 in the same classification series without a competitive hiring process, if the employee is
822 rehired within two years after resignation and the employee meets the current education,
823 experience, and physical qualifications for the position. The employee must serve a
824 probationary period. Employees eligible for comprehensive leave benefits who are rehired
825 within two years may be eligible for restoration of their vacation accrual rate and previous
826 sick leave balances in accordance with K.C.C. 3.12.190 and 3.12.220.

827 E. Overtime work may be authorized by the ~~((department director))~~ appointing
828 authority where necessary to maintain or perform ~~((vital))~~ county services. ~~((and shall be~~
829 ~~paid in accordance with appropriate state and federal law.~~

830 ~~I.))~~ F. If ~~((a))~~ the county ~~((agency or the benefits, payroll and retirement operations~~
831 ~~section of the central employee services division))~~ has determined that an overpayment of
832 wages to a nonrepresented employee has occurred, the ~~((agency or the benefits, payroll and~~
833 ~~retirement operations section of the central employee services division))~~ county shall

834 provide written notice to the nonrepresented employee consistent with ~~((state law))~~ RCW
835 49.48.210.

836 ~~((K.))~~ G. The following adjudicative process is available~~((, subject to subsection K,~~
837 ~~1. through 12. of this section,))~~ after a decision regarding a nonrepresented employee's
838 challenge to an initial determination of an overpayment of wages:

839 1. A nonrepresented county employee who is dissatisfied with the decision
840 regarding the employee's challenge to the overpayment determination must submit to the
841 manager ~~((of the benefits, payroll and retirement operations section))~~ of the central
842 employee services division a written request for an adjudicative proceeding consistent with
843 RCW 49.48.210;

844 2. The request must comply with RCW 49.48.210;

845 3. A county agency's determination concerning an overpayment to a
846 nonrepresented employee shall be final if the nonrepresented employee fails to request an
847 adjudicative proceeding in the manner prescribed by RCW 49.48.210;

848 4. The manager of benefits, payroll and retirement operations section of the
849 central employee services division shall log the date and time of the request and forward
850 the request to the agency and to the manager of the central employee services division, who
851 shall be responsible for the adjudicative proceeding;

852 5. Within forty-five business days of receipt of the nonrepresented employee's
853 written request for an adjudicative hearing, the manager of the central employee services
854 division shall conduct an adjudicative hearing to review the decision regarding the
855 challenge to the overpayment determination and to determine the final amount of the
856 overpayment, if any, received by the nonrepresented employee. However, the manager of

the central employee services division may, under extenuating circumstances, schedule the adjudicative hearing at a time that is more than forty-five days after the receipt of the request for a hearing. The manager of the central employee services division shall set the time and place of the hearing and give not less than fifteen business days advance written notice to all parties; notice to the nonrepresented employee shall be by certified mail, return receipt requested;

6. At the hearing, evidence may be presented by the nonrepresented employee, the agency, and the benefits, payroll and retirement operations section of the central employee services division, but any documents must be provided to the other parties at least five business days before the hearing;

7. If the nonrepresented employee fails to attend or participate in the hearing, upon a showing of valid service, the manager of the central employee services division may enter an administrative order declaring the amount claimed, in the notice sent to the employee after the employer's review of the employee's challenge to the overpayment determination, to be assessed against the employee and subject to collection action by the employer as provided in RCW 49.48.200;

8. Within thirty business days after the hearing, the manager of the central employee services division shall issue an administrative order that determines the final amount of the overpayment, if any, received by the nonrepresented employee. The manager of the central employee services division shall send a copy of the administrative order, by certified mail, return receipt requested, to the nonrepresented employee at the employee's last known address, to the agency, and to the manager of benefits, payroll and retirement operations section of the central employee services division; however, the

880 manager of the central employee services division may, under extenuating circumstances,
881 issue an administrative order more than thirty days after the hearing;

882 9. The administrative order issued by the manager of the central employee
883 services division shall be final;

884 10. Once a final administrative order determining the final overpayment amount
885 owed by the nonrepresented employee has been entered, a payroll deduction to recover the
886 overpayment may begin as authorized by state law;

887 11. Nothing in this section precludes an agency or the benefits, payroll and
888 retirement operations section of the central employee services division from entering into a
889 voluntary agreement with a nonrepresented employee to repay any overpayment of wages,
890 consistent with state law; and

891 12. The manager of the central employee services division may be recused from
892 conducting an adjudicative hearing, at the manager's discretion, to avoid any real conflict of
893 interest. If this occurs, the director of the department of human resources or designee shall
894 assume responsibility for the hearing.

895 SECTION 15. Ordinance 12014, Section 34, as amended, and K.C.C. 3.12.123
896 are each hereby amended to read as follows:

897 ~~((The council desires to continue the weapons policy established by the~~
898 ~~Municipality of Metropolitan Seattle prior to assumption of metropolitan functions on~~
899 ~~January 1, 1994, by the county and continued by the council during the 1994–1995~~
900 ~~transition period.))~~ The council recognizes that employees in the Metro transit department
901 interact daily with the public in providing public transportation services, are expected to
902 avoid any potentially volatile situation or confrontation, and are required to contact the

903 appropriate authority for assistance when necessary. In conjunction with the behavior
904 expected of such employees, it is also the policy that the use, threatened use, or possession
905 of a weapon concealed, licensed or otherwise, by such an employee while in the
906 performance of the employee's official duties or while on county property is strictly
907 prohibited and ~~((will))~~ shall result in termination. This policy does not apply to
908 commissioned police officers under contract with or employed by the county for
909 investigatory, undercover or enforcement reasons.

910 SECTION 16. Ordinance 12077, Section 3, as amended, and K.C.C. 3.12.125 are
911 each hereby amended to read as follows:

912 A. Notwithstanding any other provision of this chapter, in the event the number of
913 hours in the standard work week of a position occupied by a full-time regular employee,
914 part-time regular employee, or ~~((;))~~ term-limited temporary employee is increased, the sick
915 leave and vacation leave accruals of such employee at the time of the increase shall be
916 adjusted upward so as to insure that the equivalent number of sick leave and vacation leave
917 days accrued does not change. For example, if the standard work week of such a position
918 is increased from thirty-five to forty hours, and if at the time of such change the employee
919 occupying the position had accrued seven hours of sick leave, the sick leave accrual of that
920 employee would be adjusted upward to eight hours. ~~((This section shall apply to all
921 employees eligible for comprehensive leave benefits occupying positions where the
922 standard work week of the position was increased on or after July 1, 1991.))~~ After such an
923 increase, such employees shall accrue vacation and sick leave in accordance with the
924 otherwise applicable provisions ~~((of K.C.C.))~~ this chapter ~~((3.12))~~.

925 B. Separate accounts shall be maintained for any vacation or sick leave accrued
926 before an increase in the number of work-week hours. The "adjusted leave account" shall
927 be used for leave accrued before an increase in the number of work-week hours. The
928 "unadjusted leave account" shall be used for leave accrued subsequent to an increase in the
929 number of work-week hours. Leave in the adjusted leave account shall be used first.

930 C. In the event the number of work-week hours is reduced for any employee whose
931 vacation and sick leave accruals have been adjusted upward under the terms of this section,
932 the remaining hours in the adjusted leave account shall be reduced in the same proportion
933 as the work-week hours are reduced. Under no circumstances shall the adjusted leave
934 account be reduced by a greater proportion than the proportion of the previous upward
935 adjustment. Any leave accrued in the unadjusted leave account shall not be affected by this
936 reduction.

937 D. No adjustment to reduce sick leave or vacation accruals for a furloughed
938 employee shall be made as a result of a budgetary furlough.

939 SECTION 17. Ordinance 12014, Section 16, and K.C.C. 3.12.130 are hereby
940 repealed.

941 SECTION 18. Ordinance 4324, Section 38, and K.C.C. 3.12.140 are each hereby
942 amended to read as follows:

943 (~~Cost of living~~) General wage increases as passed by the council annually for
944 county employees shall include elected officials whose salaries are not set by the state.

945 SECTION 19. The following are hereby repealed:

946 A. Ordinance 4324, Section 37, and K.C.C. 3.12.150;

947 B. Ordinance 4324, Section 34, and K.C.C. 3.12.160; and

948 C. Ordinance 12014, Section 17, as amended, and K.C.C. 3.12.170.

949 SECTION 20. Ordinance 12014, Section 18, as amended, and K.C.C. 3.12.180

950 are each hereby amended to read as follows:

951 A. For purposes of this section:

952 1. "County work force" means persons employed by King County executive
953 departments;

954 2. "Job group" means a grouping of jobs as defined by the United States
955 Department of Labor;

956 3. "Labor force availability rate" means the percentage of persons of color or
957 women with requisite job skills in King County as reported by the United States Census
958 Bureau;

959 4. "Persons of color" means persons in each of the following groups: Blacks;
960 Hispanics; Asian/Pacific Islanders; and Native Americans; and

961 5. "Placement goal" shall equal the labor force availability rate.

962 B. The county is an equal opportunity employer and shall carry out federal, state
963 and local laws and regulations prohibiting discrimination in employment on the basis of
964 race, color, religion, religious affiliation, creed, national origin, ancestry, sex, sexual
965 orientation, gender identity or expression, age (except by minimum age and retirement
966 provisions), marital status, honorably discharged veteran or military status, or the presence
967 of a sensory, mental or physical disability. Further, it is the intent of the county to ensure
968 that employment is based on the principle of equal opportunity and that such a principle
969 shall be implemented in all county personnel-related actions including, but not limited to,

970 recruitment, hiring, testing, training, promotion, compensation, transfer and all other terms
971 and conditions of employment in all job classifications.

972 C. In order to comply with federal contracting requirements and to ensure equal
973 opportunity for all persons, all county departments shall establish and maintain an
974 effective equal employment opportunity affirmative action plan, as adopted by the
975 council by ordinance. Such an equal employment opportunity affirmative action plan
976 shall promote the objectives of public policy set forth in applicable federal and state laws
977 relating to nondiscrimination, equal employment opportunity, affirmative action and civil
978 rights. Specifically, the plan shall promote the objectives of the State Law Against
979 Discrimination, chapter 49.60 RCW (applicable parts), and provisions of the Washington
980 Administrative Code adopted thereunder. As part of the county's equal employment
981 opportunity affirmative action plan, the executive shall submit by June 1 of every fourth
982 year, commencing with 2018, a proposed ordinance for the approval of an equal
983 employment opportunity affirmative action plan pertaining to executive county
984 departments and agencies to be approved, or modified, by the council by ordinance, or
985 rejected by the council, by January 1 following the plan's submittal to council. The equal
986 employment opportunity affirmative action plan shall include:

987 1. Information related to county work force statistics, which shall include:

988 a. a comparison of labor force availability for women and persons of color to
989 the county's actual labor force for women and persons of color as a summary across all
990 departments. The plan shall also compare labor force availability for women and persons
991 of color to the county's actual labor force for women and persons of color by departments

992 and job group. The plan shall also summarize the percentage of total goal setting areas
993 which meet or exceed the labor force availability rate;

994 b. a summary of the county work force by job group and by race and gender;

995 c. a discussion of the methodology by which the labor force availability and
996 county work force data is developed and a listing of the county job classifications that are
997 included in each job group;

998 d. the total number of persons with disabilities in each job group within the
999 county work force and the total number of persons with disabilities by department
1000 voluntarily reported by individuals for equal employment opportunity affirmative action
1001 purposes. The plan shall include the number of positions for which an accommodation is
1002 currently in effect;

1003 e. the total number and percentage of employees by salary range and by race
1004 and gender. Salary ranges shall be reported in a manner consistent with the equal
1005 employment opportunity data reported by the United States Census Bureau. The plan
1006 shall include data reported by the United States Census Bureau on the total number and
1007 percentage of the labor force working in King County by salary range and by race and
1008 gender;

1009 f. an analysis by race and gender of the positions filled by promotion during
1010 the prior plan period. For the purposes of this subsection, "promotions" means those
1011 instances in which an individual advances in salary level because the individual changed
1012 to a position with a higher pay range assignment either through a competitive process or
1013 through a reclassification;

1014 g. a summary by year for the prior plan period on executive_branch
1015 discrimination complaints by basis of complaint and complaint status. The summary
1016 shall also include data by department on the number of complaints filed by complaint
1017 type and the number of people filing complaints; and

1018 h. historical data on the county work force by race and gender. Historical data
1019 before 2014 is required only to the extent it is readily available;

1020 2. Placement goals for the plan period. For those job groups within departments
1021 where the actual number of women and persons of color employed is less than projected
1022 by labor force availability, a placement goal by race and gender shall be established for
1023 the entire plan period. A placement goal shall equal the labor force availability rate.
1024 Placement goals are used to measure progress toward achieving equal employment
1025 opportunity. Placement goals may not be quotas, which must be met, nor do they create
1026 set-asides for specific groups. Placement goals may not be used to supersede merit
1027 selection principles. Further, existence of a placement goals does not constitute evidence
1028 of discrimination. If a placement goal has been established, the plan shall identify the
1029 labor force availability rate;

1030 3. Implementation plans for departments. Each implementation plan shall:

1031 a. identify the activities proposed each year during the plan period to meet the
1032 department's placement goals. The plan shall discuss how the proposed activities will
1033 help the department achieve its placement goals;

1034 b. identify the activities proposed during the plan period by year to recruit,
1035 retain and promote women and persons of color in the work force; and

1036 c. identify the specific activities during the plan period, by year, that each
1037 department will undertake to increase its hiring, retention, and promotion of persons with
1038 disabilities; and

1039 4. A summary of the results of the prior equal employment opportunity
1040 affirmative action plan, which shall include:

1041 a. a description of the progress of each department in completing the activities
1042 listed in subsection C.3. a. through c. of this section proposed in the previous
1043 implementation plan. The outcomes of each activity shall be reported. The department
1044 of human resources shall provide an evaluation of the effectiveness of each department's
1045 implementation activities during the plan period;

1046 b. the status of each placement goal established in the prior equal employment
1047 opportunity affirmative action plan. For each identified placement goal, the status report
1048 shall report the:

1049 (1) labor force availability rate;

1050 (2) total number of positions filled for the corresponding job group within a
1051 department;

1052 (3) of the total number reported under subsection C.4.b.(2) of this section, the
1053 number of positions that were filled by each race and gender category; and

1054 (4) an actual hiring rate for each race and gender category calculated by
1055 dividing the number of positions filled by the number of positions filled by each race and
1056 gender category; and

1057 c. a separate listing of those placement goals for the plan period that were not
1058 achieved. Placement goals are considered not achieved when the actual hiring rate is less

than the availability rate for the overall plan period. For each placement goal not achieved, the plan shall provide an analysis of why the goals were not met including whether the planned implementation activities were completed. Placement goals shall only be considered not achieved in those instances in which the total number of hires is large enough such that it is statistically reasonable to expect under conditions of equal employment opportunity that the number of hires by race and gender will reflect work force availability.

D. The executive shall submit a proposed ordinance approving a new four-year equal employment opportunity affirmative action plan to the council within twelve months of the publication of the appropriate data from the ten-year United States Census.

SECTION 21. Ordinance 18572, Section 1, as amended, and K.C.C. 3.12.184 are each hereby amended to read as follows:

A. The Ruth Woo emerging leaders fellowship is hereby created. The fellowship shall be a paid, full-time, term-limited temporary position and shall be awarded to a person who has demonstrated a commitment to public service. Priority in selection will be given to economically disadvantaged college graduates from backgrounds that have historically lacked equitable access to education, employment, and professional development opportunities. There shall be at least five fellows at a time in county employment, who shall serve for a term of one year.

B. The fellow ~~((shall))~~ may be an employee of the department of human resources. The fellow ~~((shall))~~ may be assigned to work in various county agencies ~~((for periods of three to four months at a time))~~ during the one-year term with the written approval of the presiding elected official or designee of such agency. The assignments

1082 ((shall)) may include periods with the council and with executive_branch agencies.

1083 While assigned to an agency the fellow shall be subject to the administrative supervision
1084 of that agency.

1085 C. The Ruth Woo fellow ((shall)) may have the following responsibilities:

1086 1. Assignments may include following a piece of legislation through the
1087 legislative process, preparing briefings, correspondence, or other documents,
1088 communicating with constituents and other county departments, assisting in outreach, and
1089 executive_branch policy administration;

1090 2. The work in the branches and departments ((shall)) may include:

1091 a. ((working)) work on projects related to each branch or department and
1092 seeing them to completion;

1093 b. ((experiencing by directly)) experience working on how policies are
1094 developed and implemented and how they relate to the communities served by the
1095 county;

1096 c. ((participating)) participation in internship orientations, workshops, and
1097 policy exercises; and

1098 d. ((maintaining)) professional, nonpartisan conduct.

1099 D. Each agency shall ((reimburse the department of human resources)) be
1100 responsible for the cost of the fellow for the period assigned to the agency.

1101 E. Annually, a committee to review applicants for the fellowship shall be formed,
1102 composed of members appointed by the executive and the chair of the council. The
1103 committee shall recommend to the department of human resources criteria for the

1104 selection of applicants, shall screen, interview, and score the applicants and shall
1105 recommend to the department of human resources appointment of the fellow.

1106 SECTION 22. Ordinance 11149, Sections 1-4, as amended, and K.C.C. 3.12.187
1107 are hereby repealed.

1108 SECTION 23. Ordinance 12014, Section 36, as amended, and K.C.C. 3.12.188
1109 are each hereby amended to read as follows:

1110 A. Employees eligible for comprehensive leave benefits under this chapter,
1111 administrative interns, volunteer interns, work study students, AmeriCorps members, and
1112 eligible department of transportation or Metro transit department retirees shall be issued a
1113 ~~((transit))~~ transportation pass entitling the holder to ride without payment of fare on
1114 public transportation services operated by or under the authority of the county. In
1115 addition, those ~~((employees))~~ persons shall be entitled to use the ~~((transit))~~ transportation
1116 pass to ride without payment of fare on public transportation services operated by or
1117 under the authority of Pierce Transit, Kitsap Transit, Sound Transit, Everett Transit, and
1118 Community Transit, subject to agreements with such agencies as may be entered into by
1119 the executive. Use of ~~((transit))~~ transportation passes shall be restricted to such
1120 employees, administrative interns, volunteer interns, work study students, AmeriCorps
1121 members, and department of transportation or Metro transit department retirees and any
1122 unauthorized use shall, at a minimum, result in forfeiture of the passes. With the
1123 exception of administrative interns, volunteer interns, work study students, and
1124 AmeriCorps members, employees not eligible for comprehensive leave benefits under
1125 this chapter shall not receive ~~((transit))~~ transportation passes or any ~~((transit))~~
1126 transportation pass subsidy.

1127 B. The executive shall cause an appropriate survey to be conducted biennially of
1128 the use of public transportation services by county employees and volunteer interns.
1129 Based on the results of the survey, the projected usage of public transportation services
1130 by county employees, the county's commute trip reduction objectives and other factors
1131 determined appropriate by the executive, the executive shall recommend in the annual
1132 budget an amount to be paid to the public transportation operating account for ((~~transit~~))
1133 transportation passes. The amount recommended by the executive shall not include any
1134 payment for ((~~transit~~)) transportation passes for commissioned police officers, eligible
1135 department of transportation or Metro transit department retirees and employees whose
1136 positions are determined by the director of the Metro transit department to be dedicated
1137 exclusively to the public transportation function. The final amount to be transferred to
1138 the public transportation operating account for ((~~transit~~)) transportation passes shall be
1139 determined by the council as part of the annual budget and appropriation process
1140 consistent with the requirements of the King County Charter and applicable state law.

1141 C. For purposes of this section, "eligible department of transportation or Metro
1142 transit department retiree" means an employee eligible for comprehensive leave under
1143 this chapter who:

1144 1. Separates from employment with the county before January 1, 2019, while
1145 holding a position in the department of transportation determined by the director of the
1146 department of transportation to be dedicated exclusively to the public transportation
1147 function or separates from employment with the county on or after January 1, 2019, while
1148 holding a position in the Metro transit department determined by the director of the Metro
1149 transit department to be dedicated exclusively to the public transportation function; and

1150 2. On the date of the separation is eligible to receive benefits from a retirement
1151 system established pursuant to state law.

1152 SECTION 24. Ordinance 12014, Section 19, as amended, and K.C.C. 3.12.190
1153 are each hereby amended to read as follows:

1154 A. Employees eligible for comprehensive leave benefits shall accrue vacation
1155 leave benefits as described in and further qualified by this section. Elected officials are
1156 not employees and are therefore not entitled to vacation leave benefits.

Months of Service	Hourly Accrual Rate	Approximate Days/Year
0	0.04620	12.01200
60	0.05770	15.00200
96	0.06160	16.01600
120	0.07700	20.02000
192	0.08080	21.00800
204	0.08470	22.02200
216	0.08850	23.01000
228	0.09240	24.02400
240	0.09620	25.01200
252	0.10010	26.02600
264	0.10390	27.01400
276	0.10780	28.02800
288	0.11160	29.01600
300	0.11540	30.00400

1157 B. Vacation accrual rates for an employee who works other than the full-time
1158 schedule standard to the employee's work unit shall be prorated to reflect the employee's
1159 normally scheduled work week. No adjustment to vacation accrual rates for a furloughed
1160 employee shall be made as a result of a budgetary furlough.

1161 C. Employees eligible for ~~((vacation))~~ comprehensive leave benefits shall accrue
1162 vacation leave from their date of hire into a comprehensive leave benefit eligible position.

1163 D.1. Employees hired before December 31, 2017, who are eligible for vacation
1164 leave may accrue up to four hundred eighty hours of vacation leave, prorated to reflect
1165 their normally scheduled work ~~((schedule))~~ week.

1166 2. Employees hired January 1, 2018, or thereafter, who are eligible for vacation
1167 leave may accrue up to three hundred twenty hours of vacation leave, prorated to reflect
1168 their normally scheduled work ~~((schedule))~~ week.

1169 3. All employees shall use vacation leave beyond the employee's maximum
1170 accrual amount before the end of the pay period that includes December 31 ~~((of each))~~
1171 every year. Failure to use vacation leave beyond the employee's maximum accrual
1172 amount before the end of the pay period that includes December 31 shall result in
1173 forfeiture of the accrued vacation leave beyond the employee's maximum accrual amount
1174 unless the appointing authority has approved a carryover of the vacation leave because of
1175 cyclical workloads, work assignments, or other reasons ~~((as may be))~~ in the best interests
1176 of the county.

1177 E. Employees eligible for comprehensive leave benefits may use vacation leave
1178 hours in the pay period after they are accrued. Employees who leave county employment

1179 before successfully completing their first six months of county service shall forfeit their
1180 vacation leave hours and are excluded from the payout provisions in this section.

1181 ~~((F. A furloughed employee shall not be eligible to take or be paid for vacation in~~
1182 ~~lieu of taking a budgetary furlough day.~~

1183 ~~G. In lieu of the remuneration for fifty percent of unused accrued vacation leave~~
1184 ~~at retirement, the director may, with equivalent funds and in accordance with the~~
1185 ~~procedures in K.C.C. 3.12.220.G.2.b, provide eligible employees with a voluntary~~
1186 ~~employee beneficiary association plan that provides for reimbursement of retiree and~~
1187 ~~other qualifying medical expenses.~~

1188 ~~H.))~~ F. An employee who is eligible for comprehensive leave benefits shall be
1189 paid for accrued vacation leave to the employee's date of separation up to the employee's
1190 maximum accrual amount if the employee has successfully completed the employee's
1191 first six months of county service and is in good standing. ~~((Except with the written~~
1192 ~~approval of the executive, the position, if vacated by a nonrepresented employee, shall~~
1193 ~~not be filled until salary savings for the position are accumulated in an amount sufficient~~
1194 ~~to pay the cost of the cash out.))~~ Payment shall be the accrued vacation leave multiplied
1195 by the employee's base rate of pay in effect upon the date of leaving county employment
1196 less mandatory withholdings.

1197 ~~((F.))~~ G. In lieu of payment for fifty percent of unused accrued vacation leave at
1198 retirement, the director may, with equivalent funds and in accordance with the procedures
1199 in K.C.C. 3.12.220.E.2.b., provide eligible employees with a voluntary employee
1200 beneficiary association plan that provides for reimbursement of retiree and other

1201 qualifying medical expenses. The remaining fifty percent of eligible unused accrued
1202 vacation leave at retirement shall be paid as outlined in subsection F. of this section.

1203 H. Employees shall not work for compensation for the county in any capacity
1204 during the time that the employees are on vacation leave.

1205 ~~((J. For employees covered by the overtime requirements of the Fair Labor~~
1206 ~~Standards Act, vacation leave may be used in fifteen minute increments, at the discretion~~
1207 ~~of the appointing authority.~~

1208 ~~K. In cases of separation from county employment by death of an~~) I. When a
1209 current employee dies with accrued vacation leave and ~~((who))~~ the employee has
1210 successfully completed the employee's first six months of county service, payment of the
1211 unused vacation leave up to the employee's maximum accrual amount shall be made to
1212 the employee's estate, or, in applicable cases, as provided for by state law, Title 11 RCW.

1213 ~~((Except with the written approval of the executive, the position, if vacated by a~~
1214 ~~nonrepresented employee, shall not be filled until salary savings for the position are~~
1215 ~~accumulated in an amount sufficient to pay the cost of the cashout.~~

1216 ~~L.))~~ J. If an employee resigns, is laid off, or is separated for nondisciplinary
1217 reasons from a ~~((full-time))~~ regular or ~~((part-time regular))~~ term-limited temporary
1218 position with the county in good standing ~~((or is laid off))~~ and subsequently returns to
1219 county employment within two years from the resignation, ~~((or))~~ layoff, ((as applicable))
1220 or nondisciplinary separation, the employee's prior county service shall be counted in
1221 determining the vacation leave accrual rate under subsection A. of this section.

1222 SECTION 25. Ordinance 12052, Section 1, as amended, and K.C.C. 3.12.210 are
1223 each hereby amended to read as follows:

1224 A. Employees eligible for comprehensive leave benefits shall be entitled take to
1225 up to five working days of bereavement leave, with a maximum of forty hours, for each
1226 qualifying death of the employee's immediate family members. Part-time employees'
1227 bereavement leave benefits shall be prorated to reflect the employee's work week.

1228 Bereavement leave shall be used within eighteen months of the death. For purposes of
1229 this subsection, "immediate family members" are any of the following:

1230 1. The employee's spouse or domestic partner;

1231 2. The employee's ward, or any person whom the employee has legal
1232 guardianship or custody of; and

1233 3. The following family members of the employee, the employee's spouse, or
1234 the employee's domestic partner:

1235 a. a parent, be the person a biological parent, adoptive parent, foster parent,
1236 stepparent, legal guardian, or a person who stood or stands in loco parentis;

1237 b. a, grandparent;

1238 c. a child, including an unborn child lost due to a stillbirth or miscarriage;

1239 d. a child's spouse;

1240 e. a grandchild; or

1241 f. a sibling.

1242 B. ~~((A furloughed employee shall not be eligible to take or be paid for~~
1243 ~~bereavement leave in lieu of taking a budgetary furlough day.~~

1244 C.)) Employees who are not eligible for comprehensive leave benefits may be
1245 granted leave without pay or be allowed to use compensatory time, if available, for
1246 bereavement leave.

1247 ~~((D.))~~ C. ~~((In the application of subsections A. or B. of this section, h))~~ Holidays
1248 or regular days off falling within the prescribed period of absence shall not be charged
1249 against the bereavement leave entitlement.

1250 ~~((E.))~~ D. ~~((Any a))~~ Additional accrued paid leave to be used as bereavement leave
1251 may be approved by mutual agreement between the county and the employee.

1252 SECTION 26. Ordinance 12014, Section 20, as amended, and K.C.C. 3.12.215
1253 are each hereby amended to read as follows:

1254 ~~((A.1.))~~ The appointing authority shall allow an employee eligible for
1255 comprehensive leave benefits who is voluntarily participating as a donor in a life-giving
1256 or life-saving procedure such as, but not limited to, a bone marrow transplant, kidney
1257 transplant, or blood transfusion to take five days of paid organ donor leave ~~((without~~
1258 ~~having the leave charged to family leave, sick leave, vacation leave or leave of absence~~
1259 ~~without pay))~~, but only if the employee:

1260 ~~((a.))~~ A. ~~((g))~~ Gives the appointing authority reasonable advance notice of the
1261 need to take time off from work for the donation of bone marrow, a kidney, or other
1262 organs or tissue where there is a reasonable expectation that the employee's failure to
1263 donate may result in serious illness, injury, pain, or the eventual death of the identified
1264 recipient; and

1265 ~~((b.))~~ B. ~~((p))~~ Provides written proof from an accredited medical institution,
1266 organization, or individual as to the need for the employee to donate bone marrow, a
1267 kidney, or other organs or tissue, or to participate in any other medical procedure where
1268 the participation of the donor is unique or critical to a successful outcome.

1269 ~~((2. A furloughed employee shall not be eligible to take or be paid for an organ~~
1270 ~~donor leave in lieu of taking a budgetary furlough day.~~

1271 ~~B. Time off from work for the purposes set out above in excess of five working~~
1272 ~~days shall be subject to existing leave policies in this chapter or in any applicable~~
1273 ~~collective bargaining agreement.))~~

1274 SECTION 27. Ordinance 14591, Section 2, as amended, and K.C.C. 3.12.218 are
1275 hereby repealed.

1276 SECTION 28. Ordinance 18408, Section 2, as amended, and K.C.C. 3.12.219 are
1277 each hereby amended to read as follows:

1278 A. Employees eligible for comprehensive leave benefits who have been
1279 employed with the county for at least six months of continuous service at the time of a
1280 birth, adoption, or foster-to-adopt placement of a minor child, and are either
1281 nonrepresented or represented by a union that has signed a paid parental leave
1282 memorandum of agreement with the county, are eligible for up to twelve weeks of paid
1283 parental leave.

1284 B. If both parents work for King County, then each employee is entitled to up to
1285 twelve weeks of paid parental leave.

1286 C. An employee's supplemental paid parental leave benefit shall be calculated
1287 based on the employee's accrued paid leave balances at the time of the qualifying event.
1288 The employee shall receive the equivalent of the employee's full salary for up to a total of
1289 twelve weeks, when combined with the employee's accrued leaves, except for one week
1290 of sick leave and one week of vacation leave, or the equivalent for benefit time off. For
1291 example, if an employee has two weeks of accrued vacation and three weeks of accrued

1292 sick leave at the time of the qualifying event, the employee shall be granted nine weeks
1293 of supplemental paid leave, bringing the total available paid parental leave to twelve
1294 weeks.

1295 D. An employee may use supplemental paid leave and accrued paid leave in any
1296 order and is not required to use any of the accrued paid leave as paid parental leave.

1297 E. An employee on paid parental leave shall be compensated at the employee's
1298 base rate of pay.

1299 F. An employee should provide notice to the designated representative of the
1300 employee's department that the employee intends to participate in the program. The
1301 notice should meet the notice requirements for taking family and medical leave under
1302 federal law.

1303 G. Paid parental leave must begin and end within twelve months after the
1304 qualifying event. In the case of adoption or foster-to-adopt placement, leave must be
1305 taken within one year of the child's birth or placement in the employee's home. The
1306 department of human resources shall have the discretion to administer paid parental leave
1307 in a way that supports the employee and child, including allowing use of leave after more
1308 than one year of the child's birth or placement in the employee's home to address special
1309 circumstances in the case of adoption or foster-to-adopt placement.

1310 H. The employee and the employee's supervisor shall agree upon a schedule for
1311 taking paid parental leave that is consistent with the county's operational needs. An
1312 employee may use the paid parental leave on a part-time or intermittent basis as long as it
1313 is consistent with the county's operational needs and is approved in writing by the
1314 supervisor before the leave begins.

1315 I. Paid parental leave shall run concurrently with King County family and
1316 medical leave, as well as federal and state family and medical leave, to the extent
1317 permitted by law.

1318 J. During the time that an employee is on leave in the program, the employee's
1319 job shall be protected to the same extent that an employee's job is protected while the
1320 employee is on family or medical leave under federal or state law. No retaliatory action
1321 may be taken against an employee for participating or planning to participate in the
1322 program or for exercising the employee's rights under Ordinance 18408. In particular,
1323 permission to use accrued paid leave shall not be denied or delayed on the basis that the
1324 employee intends to participate in the program. This is a general statement of county
1325 policy that cannot form the basis of a private right of action.

1326 K. Taking leave under the paid parental leave program shall not affect an
1327 employee's health benefits or an employee's accrual of paid leave, which shall continue
1328 during the period of paid parental leave.

1329 L. Employees shall not be compensated in any manner for not using the
1330 supplemental paid parental leave.

1331 M. An employee who does not return to work for at least six months of
1332 continuous service following the paid parental leave, shall be required to reimburse King
1333 County for the supplemental paid parental leave funds received. This does not apply to
1334 an employee whose employment ends involuntarily, such as if the employee is laid off or
1335 medically separated.

1336 If an employee is taking paid parental leave intermittently, the six months begins
1337 after the last day the employee used paid parental leave. An employee whose position is

1338 scheduled to end in a timeframe that would not enable the employee to return to work for
1339 six months following the leave, is not entitled to take paid parental leave.

1340 SECTION 29. Ordinance 12014, Section 21, as amended, and K.C.C. 3.12.220
1341 are each hereby amended to read as follows:

1342 A.1. Except for employees covered by subsection A.3. of this section, employees
1343 eligible for comprehensive leave benefits and district court judges shall accrue sick leave
1344 ~~((benefits))~~ at the rate of 0.04616 hours for each hour in pay status exclusive of overtime
1345 up to a maximum of eight hours per month~~((; except that if an hourly employee works in~~
1346 ~~excess of seventy-four hours in one week, the employee shall accrue sick leave at the rate~~
1347 ~~of 0.025 hours for each hour worked in excess of seventy-four))~~. The monthly maximum
1348 for employees whose work schedule is less than a forty-hour work week shall be
1349 prorated. For example, the maximum for an employee with a thirty-five-hour work week
1350 would be seven hours per month. In limited circumstances, an employee may receive
1351 additional sick leave accruals at the rate of 0.025 hours for each hour in pay status to
1352 ensure compliance with Washington state's paid sick leave law. Except for district court
1353 judges, elected officials do not accrue sick leave. No adjustment to reduce sick leave
1354 accruals for furloughed employee shall be made as a result of a budgetary furlough.

1355 2. Short-term temporary employees and administrative interns shall accrue sick
1356 leave at the rate of 0.025 hours for each hour in pay status.

1357 3. Employees who are members of the Law Enforcement Officers and
1358 Firefighters (LEOFF) 1 retirement system, judges pro-tem, commissioners, and short-
1359 term temporary employees who are employed in social service programs designed to help
1360 youth gain basic work training skills, such as Work Experience (WEX) participants and

1361 Division of Youth Services (DYS) youth employment workers, shall not accrue sick
1362 leave.

1363 B. Employees are entitled to use sick leave after it is accrued.

1364 C. ~~((For employees covered by the overtime requirements of the Fair Labor~~
1365 ~~Standards Act, sick leave may be used in fifteen minute increments.~~

1366 ~~D.))~~ There shall be no limit to the number of sick leave hours accrued and carried
1367 over to the following year by employees eligible for comprehensive leave benefits.

1368 Short-term temporary employees and administrative interns may carry over forty hours of
1369 unused sick leave to the following year, all other unused accrued sick leave shall be
1370 forfeited.

1371 ~~((E. For employees covered by the overtime requirements of the Fair Labor~~
1372 ~~Standards Act, sick leave may be used in fifteen minute increments.~~

1373 ~~F.))~~ D.1. Separation from or termination of county employment except ~~((by~~
1374 ~~reason of retirement or layoff due to lack of work, funds, efficiency reasons or separation~~
1375 ~~for medical reasons))~~ for circumstances outlined in subsection E.1. of this section, shall
1376 cancel all sick leave accrued to employees ~~((eligible for comprehensive leave benefits))~~
1377 as of the date of separation or termination.

1378 ~~((2. Separation from, retirement from or termination of county employment~~
1379 ~~shall cancel all sick leave accrued to short term temporary employees and administrative~~
1380 ~~interns as of the date of the separation, retirement or termination.~~

1381 ~~—3.))~~ 2. Should an employee, other than an employee who cashed out sick leave
1382 under subsection E.1. of this section, return to county employment within two years,
1383 accrued sick leave shall be restored. If a retiree cashed out sick leave under subsection

1384 E.1. of this section and is rehired within one year, that employee is ((not)) entitled to have
1385 ((any)) the remaining sixty-five percent of their sick leave restored. If a retiree cashed
1386 out sick leave under subsection E.1. of this section and is rehired after one year, no sick
1387 leave is restored.

1388 ((G.)) E.1. Except for short-term temporary employees, administrative interns,
1389 and employees covered by the Law Enforcement Officers and Firefighters (LEOFF) 1
1390 retirement system, employees eligible to accrue sick leave who have successfully
1391 completed at least five years of county service and who retire as a result of length of
1392 service or who ~~((terminate by reason of death))~~ die while employed shall be paid, or their
1393 estates paid or as provided for by Title 11 RCW, as applicable, an amount equal to thirty-
1394 five percent of their unused, accumulated sick leave multiplied by the employee's base
1395 rate of pay in effect upon the date of leaving county employment less mandatory
1396 withholdings. ~~((This provision is predicated on the requirement that, except with the~~
1397 ~~written approval of the executive, the position, if vacated by a nonrepresented employee,~~
1398 ~~shall not be filled until salary savings for the position are accumulated in an amount~~
1399 ~~sufficient to pay the cost of the cash out.))~~ For the purposes of this subsection ((G.)) E.1.,
1400 "retire as a result of length of service" means an employee is eligible, applies for and
1401 begins drawing a pension from the Law Enforcement Officers and Firefighters (LEOFF),
1402 Public Employees' Retirement System (PERS), Public Safety Employees' Retirement
1403 System (PSERS), or the city of Seattle Retirement Plan immediately upon terminating
1404 county employment. An employee is only eligible to cash out thirty-five percent of the
1405 employee's sick leave balance one time, even if the employee subsequently returns to
1406 county employment.

1407 2.a. In lieu of ~~((the remuneration for unused sick leave at retirement))~~ payment
1408 for thirty-five percent of unused sick leave, the director may~~((, with equivalent funds,))~~
1409 also provide eligible employees with a voluntary employee beneficiary association plan
1410 that provides for reimbursement of retiree and other qualifying medical expenses. Under
1411 K.C.C. 3.12.190.G., in lieu of ~~((the remuneration))~~ payment for fifty percent of unused
1412 vacation leave at retirement, the director may also fund the voluntary employee
1413 beneficiary association plan.

1414 b. The director shall adopt procedures for the implementation of all voluntary
1415 employee beneficiary association plans. At a minimum, the procedures shall provide
1416 that:

1417 (1) each group of employees hold an election to decide whether to implement
1418 a voluntary employee beneficiary association plan for a defined group of employees. The
1419 determination of the majority of voting employees in a group shall bind the remainder
1420 consistent with regulatory requirements. Elections for represented employees shall be
1421 conducted by the appropriate bargaining representative. Elections for nonrepresented
1422 employees shall be conducted in accordance with procedures established by the director
1423 or designee;

1424 (2) the director or designee has discretion to determine the scope of employee
1425 groups voting on whether to adopt a voluntary employee beneficiary association plan.
1426 The director shall consult with bargaining representatives and elected officials in
1427 determining the scope of voting groups; and

1428 (3) any voluntary employee beneficiary association plan implemented in
1429 accordance with this subsection ~~((G.))~~ E.2. complies with federal tax law. Disbursements

1430 in accordance with this subsection ((G-)) E.2. shall be exempt from withholdings((;)) to
1431 the extent permitted by law((; and

1432 ~~(4) employees shall forfeit remuneration under subsection G.1. and 2. of this~~
1433 ~~section if the employee belongs to a group that has voted to implement a voluntary~~
1434 ~~employee beneficiary association plan and the employee fails to execute forms that are~~
1435 ~~necessary to the proper administration of the plan within twelve months of retirement by~~
1436 ~~reason of length of service, as defined in subsection G.1. of this section.~~

1437 ~~H.1. An employee must use all of the employee's accrued sick leave and any~~
1438 ~~donated sick leave before taking unpaid leave for the employee's own health reasons)).~~

1439 3. If the employee has an injury or illness that is compensable under the
1440 county's workers compensation program, then the employee has the option to augment or
1441 not augment wage replacement pay with the use of accrued sick leave. ~~((A furloughed~~
1442 ~~employee shall not be eligible to take or be paid for sick leave in lieu of taking a~~
1443 ~~budgetary furlough day.~~

1444 ~~2. For a leave for family reasons, the employee shall choose at the start of the~~
1445 ~~leave whether the particular leave would be paid or unpaid, but when an employee~~
1446 ~~chooses to take paid leave for family reasons the employee may set aside a reserve of up~~
1447 ~~to eighty hours of accrued sick leave.))~~

1448 4. A furloughed employee who is on county family medical leave as provided
1449 for in this section shall retain county benefits during furlough days.

1450 ~~((3-))~~ 5. An employee who has exhausted all of the employee's accrued sick
1451 leave may use accrued vacation leave before going on leave of absence without pay, if
1452 approved by the employee's appointing authority. ~~((A furloughed employee shall not be~~

1453 ~~eligible to take or be paid for vacation leave in lieu of sick leave in lieu of taking a~~
1454 ~~furlough day.))~~ If caring for a family member, use is at the employee's discretion and is
1455 not subject to approval by the appointing authority.

1456 ((F.)) F. Paid ((S.)) sick leave may be used for the following reasons:

1457 1. ((An absence)) For self-care or to care for a family member:

1458 a. ((resulting from the employee's)) due to a mental or physical illness, injury,
1459 or health condition;

1460 b. to ((accommodate the employee's need for)) obtain medical diagnosis, care,
1461 or treatment of a mental or physical illness, injury, or health condition; or

1462 c. ((for the employee's need for)) to receive preventive medical care;

1463 2. ((To allow the employee to provide care:

1464 a. ~~for a family member with a mental or physical illness, injury or health~~
1465 ~~condition;~~

1466 b. ~~for a family member who needs medical diagnosis, care or treatment of a~~
1467 ~~mental or physical illness, injury or health condition; or~~

1468 c. ~~for a family member who needs preventive medical care;~~

1469 3.)) When a King County facility is closed by order of public official for any
1470 health-related reason, or when an employee's child's school or place of care is closed by
1471 order of a public official for a health-related reason, by declaration of an emergency by a
1472 local or state government or agency, or by the federal government;

1473 ((4.)) 3. For absences that qualify for leave under the domestic violence leave
1474 act, chapter 49.76 RCW;

1475 ~~((5.))~~ 4. For absences to increase the safety of the employee or a family member
1476 when the employee or a family member has been a victim of trafficking under RCW
1477 9A.40.100;

1478 ~~((6.))~~ 5. For family and medical leave available under federal law, state law, or
1479 King County ordinance. Sick leave may not be used to supplement partial day wage
1480 replacement available under Washington state paid family and medical leave; and

1481 ~~((7.))~~ 6. When an employee has been exposed to a contagious disease and must
1482 quarantine.

1483 ~~((I.))~~ G. For purposes of sick leave, "family member" means any of the
1484 following:

1485 1. A child ~~((, including a biological, adopted or foster child, a stepchild or a child~~
1486 ~~to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent,~~
1487 ~~regardless of age or dependency status, or the child))~~ of the employee or of the
1488 employee's domestic partner;

1489 2. The parent of an employee, employee's spouse, or employee's domestic
1490 partner. Parent includes:

- 1491 a. a biological parent;
- 1492 b. an adoptive parent;
- 1493 c. a de facto parent;
- 1494 d. a foster parent;
- 1495 e. a stepparent;
- 1496 f. a legal guardian; or

1497 g. a person who stood or stands in loco parentis to the employee, employee's
1498 spouse, or employee's domestic partner;

1499 3. A spouse;

1500 4. A domestic partner;

1501 5. A grandparent;

1502 6. A grandchild; ~~((or))~~

1503 7. A sibling; or

1504 8. Any individual who regularly resides in the employee's home or where the
1505 relationship creates an expectation that the employee care for the person, and that
1506 individual depends on the employee for care.

1507 ~~((K-))~~ H.1. An employee injured on the job may not simultaneously collect sick
1508 leave and workers' compensation payments in a total amount greater than the net regular
1509 pay of the employee, though an employee who chooses not to augment the employee's
1510 workers' compensation wage replacement pay through the use of sick leave shall be
1511 deemed on unpaid leave status.

1512 2. An employee who chooses to augment workers' compensation payments with
1513 the use of accrued sick leave shall notify the safety and workers' compensation program
1514 office in writing at the beginning of the leave.

1515 3. An employee may not collect sick leave and workers' compensation wage
1516 replacement pay for physical incapacity due to any injury or occupational illness that is
1517 directly traceable to employment other than with the county;

1518 ~~((L-))~~ I. Management of the employee's department is responsible for the proper
1519 administration of sick leave benefits. Management of the employee's department may

1520 require an employee to provide reasonable notice of an absence from work, so long as the
1521 notice does not interfere with an employee's lawful use of sick leave.

1522 ~~((M-))~~ J. Verification that an hourly employee's use of sick leave is for an
1523 authorized purpose may be required for absences exceeding three days. Verification may
1524 not result in an unreasonable burden or expense on the hourly employee and may not
1525 exceed privacy or verification requirements otherwise established by law. A salaried
1526 employee may be asked to provide verification of the need for paid sick leave at the
1527 discretion of the employee's supervisor or department.

1528 SECTION 30. Ordinance 18191, Section 4, and K.C.C. 3.12.221 are each hereby
1529 amended to read as follows:

1530 A. An employee who has been employed by the county for twelve months or
1531 more and has worked a minimum of nine hundred ten hours for a thirty-five-hour
1532 employee and one thousand forty hours for a forty-hour employee in the preceding
1533 twelve-month period, may take a total of up to eighteen weeks of King County family
1534 and medical leave within a twelve-month period for ~~((either))~~:

1535 1. ~~((1))~~ The employee's own serious health condition ~~((or))~~;
1536 2. ~~((2))~~ To care for a family member with a serious health condition ~~((, if the~~
1537 ~~employee has been employed by the county for twelve months or more and has worked a~~
1538 ~~minimum of nine hundred ten hours for a thirty-five-hour employee and one thousand~~
1539 ~~forty hours for a forty-hour employee, and:))~~;

1540 3. To bond with a new minor child within the first twelve months following the
1541 child's birth or placement with the employee for adoption or foster care;

1542 4. For certain qualifying exigencies related to military service covered by the
1543 federal Family and Medical Leave Act, 29 U.S.C. Sec. 2601 et seq.; or

1544 5. Any qualifying reason under the federal Family and Medical Leave Act, 29
1545 U.S.C. Sec. 2601 et seq.

1546 ~~((1.))~~ B. ((The)) Qualifying family members ((is)) include the employee's spouse
1547 or domestic partner, the employee's child, a child of the employee's spouse or domestic
1548 partner, the parent of the employee or the employee's spouse or domestic partner, or an
1549 individual who stood in loco parentis to the employee or the employee's spouse or
1550 domestic partner. ~~((; and~~

1551 ~~2. The reason for the leave is one of the following:~~

1552 ~~a. the birth of a son or daughter and care of the newborn child, or placement~~
1553 ~~with the employee of a son or daughter for adoption or foster care, if the leave is taken~~
1554 ~~within twelve months of the birth, adoption or placement;~~

1555 ~~b. the care of the employee's child or child of the employee's spouse or~~
1556 ~~domestic partner whose illness or health condition requires treatment or supervision by~~
1557 ~~the employee;~~

1558 ~~c. the care of a family member with a serious health condition; or~~

1559 ~~d. any qualifying reason under federal family and medical leave law, 29 U.S.C.~~
1560 ~~Sec. 2601 et seq., or state family and medical leave law, chapter 49.78 RCW.~~

1561 ~~B.))~~ C. King County family and medical leave may be taken intermittently to the
1562 same extent permitted under federal ~~((and state))~~ family and medical leave laws.

1563 ~~((C.1.))~~ D. King County family and medical leave shall run concurrently with
1564 leave ~~((under 29 U.S.C. Sec. 2601 et seq., and chapter 49.78 RCW,))~~ taken in conjunction

1565 with an occupational injury or illness for which the employee is receiving workers'
1566 compensation wage replacement payments, and any other leaves ~~((that are))~~ available
1567 under federal or state law to the extent permissible by law.

1568 ~~((2. When leave is taken for the serious health condition of the employee in~~
1569 ~~conjunction with an occupational injury or illness for which the employee is receiving~~
1570 ~~workers' compensation wage replacement payments, the leave shall run concurrently with~~
1571 ~~leave under the federal and state family and medical leave and King County family and~~
1572 ~~medical leave.~~

1573 ~~D. The department is responsible for the proper administration of the King~~
1574 ~~County family and medical leave benefit.)) E. Verification from a health care provider~~
1575 may be required to certify the health condition of the employee or family member for
1576 King County family and medical leave or federal Family and Medical Leave Act, 29
1577 U.S.C. Sec. 2601 et seq. requests.

1578 ~~((F.))~~ F. The county shall continue its contribution toward health care benefits
1579 when an employee is on King County family and medical leave, regardless of whether
1580 the employee is in a paid or unpaid status during the leave.

1581 ~~((F.))~~ G. An employee who returns from King County family and medical leave
1582 within the time provided in this section is entitled to the same job protection as an
1583 employee returning from leave under the federal Family and Medical Leave Act, 29
1584 U.S.C. Sec. 2601 et seq., subject to reductions-in-force provisions as specified in K.C.C.
1585 3.12.300.

1586 ~~((G.))~~ H. Failure of an employee to return to work by the expiration date of a
1587 leave of absence may be cause for termination of the employee from county service.

1588 SECTION 31. Ordinance 15558, Section 2, as amended, and K.C.C. 3.12.222 are
1589 each hereby amended to read as follows:

1590 A. ~~((Annually, from the first business day in October through the last business~~
1591 ~~day in November))~~ During the annual giving drive, an employee eligible for
1592 comprehensive leave benefits may sign a written authorization subject to approval by the
1593 employee's department director to convert accrued vacation, benefit time off, or
1594 accumulated compensatory hours, or ~~((both))~~ any combination thereof, into cash to
1595 benefit up to three nonprofit organizations participating in the King County employee
1596 annual drive in accordance with K.C.C. chapter 3.36, of the employee's choice.

1597 B. Notwithstanding K.C.C. 3.12.190, an employee eligible for comprehensive
1598 leave benefits may convert accrued vacation, benefit time off, or accumulated
1599 compensatory hours, or ~~((both))~~ any combination thereof, into cash to benefit emergency
1600 or disaster relief efforts. Upon the occurrence of an emergency or disaster, such as fire,
1601 flood, explosion, storm, earthquake, or epidemic, that results in the loss of either life or
1602 property, or both, and with the exception of the employee annual drive-related period
1603 designated under subsection A. of this section, the executive may authorize a period of up
1604 to forty-five days ~~((opportunity))~~ for employees eligible for comprehensive leave benefits
1605 to sign a written authorization to convert accrued vacation, benefit time off, or
1606 accumulated compensatory hours, or ~~((both))~~ any combination thereof, into cash to
1607 benefit up to three nonprofit organizations designated by the executive. The employee's
1608 written authorization is subject to approval by the employee's department director. The
1609 designated nonprofit organization must be a King County employee annual drive

1610 participant in accordance with K.C.C. chapter 3.36. This section shall be administered in
1611 accordance with K.C.C. chapter 3.36.

1612 C. The hours converted under subsection A. or B. of this section must be in full-
1613 hour increments. The employee's donation must be a minimum of four hours and no
1614 more than forty hours per calendar year with the exception of the conditions described in
1615 subsection D. of this section.

1616 D. An employee eligible for comprehensive leave benefits who earned excess
1617 vacation leave, benefit time off, or compensatory hours, or ~~((both))~~ any combination
1618 thereof, beyond the amount that may be carried over into the next fiscal year may donate
1619 greater than forty hours under subsection A. or B. of this section with approval from the
1620 employee's department director.

1621 E. All King County employees eligible for comprehensive leave benefits may
1622 donate voluntarily in accordance with this section ~~((voluntarily))~~.

1623 F. The department of human resources shall value the hours donated under this
1624 section based on the employee's base rate of pay in effect at the time the approved
1625 conversion authorization is processed. The department of human resources shall process
1626 leave donations authorized under subsection A. of this section within the first two full
1627 weeks in December. The department of human resources shall process leave donations
1628 authorized under subsection B. of this section within the first two full weeks after the
1629 ~~((forty-five day))~~ period designated in accordance with subsection B. of this section.

1630 G. The net cash value of the accrued vacation, benefit time off, or accumulated
1631 compensatory hours, or ~~((both))~~ any combination thereof, after all mandatory
1632 withholdings, including, but not limited to, withholding in accordance with retirement

plans, federal income tax, and the Federal Insurance Contributions Act((;)) have been deducted must be distributed by the department of human resources to the designated nonprofit organization or organizations.

SECTION 32. Ordinance 12014, Section 22, as amended, and K.C.C. 3.12.223 are each hereby amended to read as follows:

A.1. An employee eligible for comprehensive leave benefits may donate a portion of the employee's accrued vacation leave to another employee eligible for comprehensive leave benefits to be used for any qualifying reason in accordance with King County family and medical leave under K.C.C. 3.12.221, or under the federal ((f))Family and ((m))Medical ((l))Leave ((law)) Act, 29 U.S.C. Sec. 2601 et seq. Such a donation may only occur upon written request to and approval of the donating and receiving employees' department director or directors.

2. The number of hours donated shall not exceed the donor's accrued vacation leave as of the date of the request. No donation of vacation hours shall be permitted where it would cause the employee receiving the transfer to exceed that employee's maximum vacation accrual.

3. ~~((A furloughed employee shall not be eligible to take or be paid for donated vacation in lieu of taking a furlough day, except as provided in K.C.C. 3.12F.040.~~

4.)) Donated vacation leave hours shall be converted to donated sick leave hours and remain with the recipient. Donated ((vacation)) sick leave hours shall be excluded from the ((vacation)) sick leave payoff provisions and sick leave restoration provisions contained in this chapter. Employees do not accrue additional leave hours while utilizing donated ((vacation)) sick leave hours.

1656 B.1. An employee eligible for comprehensive leave benefits may donate a portion
1657 of the employee's accrued sick leave to another employee eligible for comprehensive
1658 leave benefits to be used for any qualifying reason in accordance with King County
1659 family and medical leave under K.C.C. 3.12.221, or under the federal ~~((f))~~Family and
1660 ~~((m))~~Medical ~~((l))~~Leave ~~((law))~~ Act, 29 U.S.C. Sec. 2601 et seq. Such a donation may
1661 only occur upon written request to and approval of the donating and receiving employees'
1662 department director or directors.

1663 2. No donation of sick leave hours shall be permitted unless the donating
1664 employee's sick leave accrual balance immediately subsequent to the donation is one
1665 hundred hours or more. No employee may donate more than twenty-five hours of the
1666 employee's accrued sick leave in a calendar year.

1667 3. Donated sick leave hours remain with the recipient. Donated sick leave hours
1668 shall be excluded from the sick leave payoff provisions contained in this chapter, and sick
1669 leave restoration provisions contained in this chapter. Employees do not accrue
1670 additional leave hours while utilizing donated sick leave hours.

1671 C.1. Employees receiving donated leave must have exhausted all paid leave
1672 accruals before using donated leave.

1673 2. The leave for which the employee is requesting donations must be for a
1674 prolonged absence. A prolonged absence is three or more consecutive days. An
1675 employee may use donated leave intermittently after the employee's prolonged absence.

1676 D. All donations of vacation and sick leave made under this chapter are strictly
1677 voluntary. Employees shall not ask for anything of value, or offer or receive anything of
1678 value, in exchange for donation of vacation or sick leave hours.

1679 E. All vacation and sick leave hours donated shall be converted to a dollar value
1680 based on the donor's base rate of pay at the time of donation. ~~((Such))~~ The dollar value
1681 shall then be divided by the receiving employee's hourly rate to determine the actual
1682 number of hours received and placed in the receiving employee's donated leave bank.
1683 Vacation leave donated to a furloughed employee, who is designated by a department
1684 director and confirmed by the director of human resources as eligible to use donated
1685 leave on a furlough day, is donated on an hour-for-hour basis, without an hourly rate
1686 conversion.

1687 SECTION 33. Ordinance 13743, Section 1, as amended, and K.C.C. 3.12.224 are
1688 each hereby amended to read as follows:

1689 Notwithstanding K.C.C. 3.12.190, if an employee dies while engaged within the
1690 scope of the employee's employment, the executive may implement a process providing a
1691 one-time opportunity to allow employees eligible for comprehensive leave benefits to
1692 convert either accrued vacation or ~~((accumulated))~~ compensatory time hours, or both, to
1693 cash to benefit any children of the deceased employee who are under twenty-three years
1694 old at the time of the employee's death. This process must conform to the following
1695 requirements:

1696 A. The executive shall establish a forty-five-day period during which time
1697 employees may sign a written request, subject to approval by the executive, to convert
1698 either accrued vacation or ~~((accumulated))~~ compensatory time hours, or both, to cash and
1699 to authorize a payroll deduction of the cash to benefit the children of the deceased
1700 employee who are under twenty-three years old at the time of the employee's death. The
1701 hours must be in full-hour increments, with a minimum of four;

1702 B. The executive shall determine the maximum hours that any employee can
1703 convert to cash, but the maximum may not be greater than a total of forty by each
1704 employee;

1705 C. The value of the hours must be determined based on ~~((the regular hourly rate~~
1706 ~~of))~~ the employee's base rate of pay in effect at the time the approved conversion request
1707 is received by the county's payroll office;

1708 D. If employees elect to convert either accrued vacation or accumulated
1709 compensatory time hours, or both, to cash as set forth in this section, the executive shall
1710 identify one or more support accounts or programs to which the cash may be paid for the
1711 benefit of the children. Unless the executive determines that another support account or
1712 program is more suitable given the circumstances of the children, the executive shall first
1713 ~~((insure))~~ ensure the establishment of a Washington state college tuition prepaid
1714 program-guaranteed education tuition (GET) account with the state of Washington
1715 treasury to benefit the children of the deceased employee. In addition to or in lieu of the
1716 GET program, the executive may direct that some or all of the cash collected under this
1717 section be paid to other support accounts or programs that the executive has determined:

1718 1. Are established in the names of the children or their legal guardian for the
1719 benefit of the children;

1720 2. Are held by a governmental agency, nonprofit organization, bank, trust or
1721 lawful entity other than an individual;

1722 3. Contain adequate safeguards against theft, diversion, loss or wasting of the
1723 funds paid under this section; and

1724 4. Restrict the permissible use of funds paid under this section to paying for
1725 minimal, if any, administrative expenses and providing for the children's reasonable food,
1726 shelter, and educational expenses; and

1727 E. The cash resulting from converted accrued vacation or compensatory time
1728 hours, or both, net of all mandatory deductions, including, but not limited to, deductions
1729 for retirement plans, ~~((and))~~ federal income tax, and the Federal Insurance Contributions
1730 Act, must be transmitted to the Washington state college tuition prepaid program-
1731 guaranteed education tuition (GET) account established by the executive, or such other
1732 accounts or programs as may be determined by the executive, under subsection D. of this
1733 section~~((; and))~~.

1734 SECTION 34. Ordinance 7956, Section 6, as amended, and K.C.C. 3.12.225 are
1735 each hereby amended to read as follows:

1736 A. Division managers shall allow the division's employees who are eligible for
1737 comprehensive leave benefits the use of up to three days of accrued sick leave, not to
1738 include donated sick leave, each calendar year to perform volunteer services at a local
1739 school or at a nonprofit organization on the approved list for the employee giving program.
1740 During a calendar year, an employee may use accrued sick leave for volunteer service for
1741 both school and nonprofit organization participation. The aggregate number of sick leave
1742 days used for those purposes shall not exceed three ~~((days))~~ occasions in a calendar year.

1743 B. ~~((A furloughed employee shall not be eligible to take or be paid for volunteer~~
1744 ~~sick leave in lieu of taking a furlough day.~~

1745 ~~€))~~ Employees requesting to use accrued sick leave for this purpose shall submit
1746 ~~((such))~~ a request in writing specifying the name of the school or organization and the

1747 nature of the volunteer services to be performed. The employee's supervisor may request in
1748 advance that the employee obtain written proof of the service from the school or
1749 organization.

1750 SECTION 35. Ordinance 19563, Section 7, as amended, and K.C.C. 3.12.227 are
1751 each hereby amended to read as follows:

1752 A. There is hereby created a King County emergency medical leave donation
1753 program, which shall be activated or deactivated at the director's discretion based on the
1754 county's current need for such a program.

1755 B. Emergency medical leave donations may only occur upon the employee's
1756 request to the department of human resources with written approval of the donating and
1757 receiving employees' department director or directors.

1758 C.1. An employee eligible for comprehensive leave benefits may donate a portion
1759 of the employee's accrued vacation or sick leave hours to the emergency medical leave
1760 program.

1761 2. An employee is limited to donating no more than eighty hours of vacation
1762 leave to the program per calendar year unless the employee's department director approves
1763 a greater amount. The number of donated hours shall not exceed the donor's accrued
1764 vacation leave as of the date of the request.

1765 3. An employee is limited to donating no more than twenty-five hours of sick
1766 leave to the program per calendar year. A donation of sick leave hours shall not be
1767 permitted unless the donating employee's sick leave accrual balance immediately
1768 subsequent to the donation is one hundred hours or more.

1769 4. All vacation and sick leave hours donated shall be converted to a dollar value
1770 based on the donor's base rate of pay at the time of donation and transferred to the
1771 emergency medical leave program.

1772 D.1. Donated hours shall be distributed by the department of human resources on a
1773 first come first serve basis and shall only be awarded prospectively.

1774 2. The maximum donation that an employee eligible for comprehensive leave
1775 benefits may receive is eighty hours per calendar year, prorated to reflect the employee's
1776 normally scheduled work week.

1777 3. The number of donated hours distributed to the receiving employee and the
1778 receiving employee's base rate of pay shall determine the dollar value to withdraw from the
1779 emergency medical leave program.

1780 4. The receiving employee may only use emergency medical leave for a
1781 qualifying reason in accordance with King County family and medical leave under K.C.C.
1782 3.12.221, or under the federal ~~((f))~~Family and ~~((m))~~Medical ~~((l))~~Leave ~~((law))~~ Act, 29
1783 U.S.C. Sec. 2601 et seq.

1784 5. The leave for which the employee is requesting donations must be for a
1785 prolonged absence. "A prolonged absence" means three or more consecutive days. An
1786 employee may use donated leave intermittently after the employee's prolonged absence.

1787 6. The receiving employee must have exhausted all of the employee's paid leave
1788 accruals prior to utilizing emergency medical leave hours.

1789 7. Donated leave hours shall be excluded from the vacation and sick leave payoff
1790 provisions in this chapter.

1791 8. Employees do not accrue additional leave hours while utilizing emergency
1792 medical leave donated hours.

1793 9. If donated hours are not utilized by the donee within sixty calendar days of
1794 being awarded, the hours shall be returned to the emergency medical leave program and do
1795 not revert to the donor.

1796 SECTION 36. Ordinance 12014, Section 23, as amended, and K.C.C. 3.12.230
1797 are each hereby amended to read as follows:

1798 A. All employees eligible for comprehensive leave benefits shall be granted the
1799 following designated holidays with pay:

- 1800 1. January 1, New Year's Day;
- 1801 2. Third Monday in January, Martin Luther King, Jr. Day;
- 1802 3. Third Monday in February, President's Day;
- 1803 4. Last Monday in May, Memorial Day;
- 1804 5. June 19, Juneteenth;
- 1805 6. July 4, Independence Day;
- 1806 7. First Monday in September, Labor Day;
- 1807 8. Second Monday in October, Indigenous Peoples' Day;
- 1808 9. November 11, Veterans Day;
- 1809 10. Fourth Thursday in November, Thanksgiving Day;
- 1810 11. Friday after Thanksgiving, Day after Thanksgiving;
- 1811 12. December 25, Christmas Day; and
- 1812 13. Two personal holidays, for employees who are employed on February 1,
- 1813 which shall be added to the employee's vacation bank on the paycheck that includes

1814 February 1. New employees eligible for comprehensive leave benefits hired between
1815 February 2 and November 15 shall be awarded two personal holidays upon hire. New
1816 employees eligible for comprehensive leave benefits hired after November 15 shall not
1817 receive two personal holidays for that calendar year.

1818 B. For holidays falling on a Saturday, the Friday before shall be a paid holiday.
1819 For holidays falling on a Sunday, the Monday following shall be a paid holiday.

1820 C. An employee must be eligible for comprehensive leave benefits and in a pay
1821 status on the day before and the day following a holiday to be eligible for holiday pay.
1822 However, an employee who has successfully completed at least five years of county service
1823 and who retires at the end of a month in which the last regularly scheduled working day is
1824 observed as a holiday, shall be eligible for holiday pay if the employee is in a pay status the
1825 day before the day observed as a holiday. An employee otherwise eligible for holiday pay
1826 shall not be ineligible as a result of not being in a pay status on the day before or after the
1827 holiday due to budgetary furlough or for taking an unpaid holiday for religious purposes.

1828 D. When a holiday falls on the scheduled day off of a full time employee entitled
1829 to comprehensive leave benefits who works other than a five-day, eight-hour schedule, the
1830 employee shall be given a deferred holiday. The employee and the employee's supervisor
1831 shall jointly select another day, preferably within the same pay period, for the employee to
1832 take as holiday. Deferred holidays for a part-time hourly employee eligible for
1833 comprehensive leave benefits shall be prorated to the employee's schedule.

1834 SECTION 37. Ordinance 12077, Section 5, as amended, and K.C.C. 3.12.240 are
1835 each hereby amended to read as follows:

1836 A. An employee eligible for comprehensive leave benefits who is ordered on a jury
1837 shall be entitled to the employee's regular county pay but only if any fees received for jury
1838 duty are rejected by the employee when the employee is called to jury service or deposited,
1839 exclusive of mileage, with the finance and business operations division of the department
1840 of executive services.

1841 B. An employee who is not eligible for comprehensive leave benefits shall be
1842 released, unpaid, from work duties for the duration of the employee's jury duty, and may
1843 retain any fees paid for jury service.

1844 C. ~~((A furloughed employee shall not be eligible to take or be paid for jury duty~~
1845 ~~leave in lieu of taking a furlough day.~~

1846 ~~D.))~~ Employees shall report to their work supervisor when dismissed from jury
1847 service.

1848 SECTION 38. Ordinance 12014, Section 24, as amended, and K.C.C. 3.12.247
1849 are hereby repealed.

1850 SECTION 39. Ordinance 12014, Section 25, as amended, and K.C.C. 3.12.250
1851 are each hereby amended to read as follows:

1852 A. An employee eligible for comprehensive leave benefits may take a leave of
1853 absence without pay for thirty calendar days or less if authorized in writing by the
1854 employee's division manager.

1855 B. An employee eligible for comprehensive leave benefits may take a leave of
1856 absence without pay for more than thirty calendar days for nonmedical reasons if
1857 authorized in writing by the employee's division manager.

1858 C. An employee eligible for comprehensive leave benefits may take a leave of
1859 absence without pay for more than thirty days for medical reasons if authorized in writing
1860 by the director.

1861 D. An employee lawfully using Washington paid family and medical leave,
1862 including providing King County appropriate notice, does not need to request approval for
1863 the employee's unpaid leave of absence from King County.

1864 E. Leaves of absence without pay shall ~~((be for periods))~~ not ~~((to))~~ exceed one year
1865 except that the director may, in special circumstances, grant an extension beyond one year.

1866 ~~((E.))~~ E. Other employee benefits as provided in this chapter shall not be provided
1867 to or accrue to the employee while on leave of absence without pay, except as provided in
1868 K.C.C. 3.12.220 or K.C.C. 3.12.040.

1869 ~~((F.))~~ G. If a leave of absence without pay was granted for purposes of recovering
1870 health, the employee shall be required to submit a physician's statement concerning the
1871 employee's ability to resume duties prior to return to work.

1872 ~~((G.))~~ H. An employee on leave of absence without pay may return from the leave
1873 before its expiration date if the employee provides the division manager with a written
1874 request to that effect at least fifteen days prior to resuming duties.

1875 ~~((H.))~~ I. Failure to return to work by the expiration date of a leave of absence
1876 without pay shall be cause for removal and shall result in ~~((automatic))~~ termination of the
1877 employee from county service.

1878 ~~((I.))~~ J. A leave of absence without pay may be revoked by the employee's
1879 division manager or the director upon evidence submitted to the director by the division
1880 manager of the employee indicating that such leave was requested and granted under false

1881 pretenses, or that the need for such leave has ceased to exist.

1882 SECTION 40. Ordinance 12014, Section 26, as amended, and K.C.C. 3.12.260

1883 are each hereby amended to read as follows:

1884 A.1. A leave of absence shall be granted, in accordance with applicable provisions
1885 of state or federal law, to any employee who voluntarily or upon demand by ~~((the))~~
1886 Washington state or the United States government leaves the employee's position with the
1887 county, either to determine the employee's physical fitness to enter or to actually enter
1888 active duty or training in the United States Uniformed Services, which includes, but is not
1889 limited to, the Armed Services and their reserve components, the Washington National
1890 Guard and the United States Public Health Service Commissioned Corps and its reserve.
1891 Under the Uniform Services Employment and Reemployment Rights Act of 1994, 38
1892 U.S.C. Secs. 4301 through 4335, Uniformed Services may also include an appointee when
1893 the National Disaster Medical System is activated.

1894 2. The leave of absence shall continue until the employee has exhausted the
1895 employee's employment and reemployment rights under the Uniform Services
1896 Employment and Reemployment Rights Act of 1994, 38 U.S.C. Secs. 4301 through 4335,
1897 which is generally up to five years, subject to certain exceptions provided under federal
1898 law.

1899 B. Employees are required to give their employing county agency advance notice
1900 of the need for military leave, preferably in writing, though oral notification is sufficient.
1901 Notice should be provided as soon as is reasonable under the circumstances, and, if feasible
1902 to do so, service members should provide thirty days advance notice; however, advance
1903 notice is not required if prevented by military necessity or otherwise impossible or

1904 unreasonable under the circumstances, to the extent provided in federal law and
1905 regulations. Written notice should be accompanied by a validated copy of the military
1906 orders. Oral notice should be supplemented as soon as is reasonable with a validated copy
1907 of the military orders.

1908 C. An employee who is eligible for comprehensive leave benefits under K.C.C.
1909 3.12.040 and volunteers or is ordered to serve in the United States Uniformed Services, as
1910 described in subsection A.1. of this section, or to receive associated training that requires a
1911 leave of absence from the employee's county position, and has exhausted annual military
1912 leave provided pursuant to state and federal law or a collective bargaining agreement, shall
1913 be granted a paid leave of absence from the employee's county position at the employee's
1914 ~~((regular))~~ county base rate of ~~((county))~~ pay less the amount of the employee's regular
1915 base rate of military pay to which the employee is entitled. The paid leave of absence shall
1916 continue until the lesser of the conclusion of the employee's service in the United States
1917 Uniformed Services, or until the employee has exhausted the employee's employment and
1918 reemployment rights under the Uniform Services Employment and Reemployment Rights
1919 Act of 1994, 38 U.S.C. Secs. 4301 through 4335, which is generally up to five years,
1920 subject to certain exceptions provided under federal law.

1921 D. Receipt of the pay provided for in the preceding section is contingent upon the
1922 employee providing the employing county agency with supporting documentation
1923 verifying:

- 1924 1. The employee's rank;
1925 2. That the employee is on active duty; and

1926 3. The employee's military pay grade statement and military pay grade change
1927 statement.

1928 E. The employee is required to notify the employee's employing county department
1929 whenever there is a change to the employee's military rank or pay grade.

1930 SECTION 41. Ordinance 9967, Section 2, as amended, and K.C.C. 3.12.262 are
1931 each hereby amended to read as follows:

1932 A. An employee who is eligible for comprehensive leave benefits under K.C.C.
1933 3.12.040 and who volunteers or is ordered to serve in the United States Uniformed
1934 Services, as described in K.C.C. 3.12.260.A.1., or to receive associated training that
1935 requires a leave of absence from the employee's county position, shall continue to receive
1936 medical, dental, vision, and life insurance benefits, and shall continue to accrue vacation
1937 and sick leave. Receipt of medical, dental, vision, and life insurance benefits, and vacation
1938 and sick leave accruals shall continue until the lesser of the conclusion of the employee's
1939 service in the United States Uniformed Services, or until the employee has exhausted the
1940 employee's employment and reemployment rights under the Uniform Services
1941 Employment and Reemployment Rights Act of 1994, 38 U.S.C. Secs. 4301 through 4335,
1942 which is generally up to five years, subject to certain exceptions provided under federal
1943 law.

1944 B. Receipt of medical, dental, vision, and life insurance benefits, and leave accruals
1945 is contingent upon the employee providing the employing county agency with supporting
1946 documentation verifying that the employee is in service. The documentation shall be
1947 provided by the employee upon commencing military leave, annually in September and
1948 upon leaving military service.

1949 SECTION 42. Ordinance 12014, Section 27, as amended, and K.C.C. 3.12.270

1950 are each hereby amended to read as follows:

1951 A. A career service employee may be disciplined by the appointing authority for
1952 any of the following ~~((causes))~~ reasons, or for any other ~~((justifiable))~~ just cause:

1953 1. Dishonesty, including but not limited to dishonesty in securing appointment;

1954 2. Harassment, discrimination, inappropriate conduct, or retaliation in violation
1955 of federal, state, or local laws, or county policy;

1956 3. Failing to be respectful of coworkers or the public;

1957 4. Incompetency;

1958 ~~((3-))~~ 5. Inefficiency;

1959 ~~((4-))~~ 6. Unauthorized absence, including patterns of continual tardiness;

1960 7. Inaccurate or fraudulent timekeeping;

1961 ~~((5-))~~ 8. Neglect of duty;

1962 ~~((6-))~~ 9. Insubordination;

1963 ~~((7- Consumption of alcoholic beverages or use of illegal drugs while on duty~~

1964 ~~during the workday))~~ 10. Drug or alcohol use or possession in violation of county policy;

1965 11. Use of county time, equipment, or facilities for private gain or other

1966 noncounty purpose;

1967 12. Committing an act of workplace violence, including but not limited to

1968 verbal assault, threatening behavior, or physical assault;

1969 13. Wearing, transporting or storing firearms or other dangerous weapons

1970 within county buildings or facilities, in a county vehicle, or on their person while on

1971 county business, except as authorized by county policy;

1972 ~~((8-))~~ 14. Conviction of a crime;

1973 ~~((9-))~~ 15. Disorderly conduct while on duty;

1974 ~~((10-))~~ 16. Negligent, reckless, or knowing damage to or waste of public

1975 property;

1976 17. Theft of county property;

1977 ~~((11-))~~ 18. Violation of any of the provisions of applicable federal or state law

1978 relating to political activities;

1979 ~~((12-))~~ 19. Negligent, reckless, or knowing violation of any of the provisions of

1980 the personnel guidelines; or

1981 ~~((13-))~~ 20. Violation of any lawful order, directive, or policy, ~~((of a superior,~~

1982 ~~including but not limited to the executive, department directors, and division managers,))~~

1983 or a violation of the employee code of ethics, K.C.C. chapter 3.04.

1984 B. Prior to the disposition of any suspension or discharge, a career service

1985 employee shall be advised of the employee's right to seek assistance through the county's

1986 employee assistance program as described in the personnel guidelines.

1987 C. Disciplinary action shall be the primary responsibility of the appointing

1988 authority and may include, but is not limited to, reduction in rank or pay, suspension

1989 without pay, ~~((and/))~~ or discharge of the employee from county employment, or a

1990 combination thereof. The appointing authority shall consult with the director prior to the

1991 discharge of any career service or exempt employee.

1992 D. In any disciplinary action against a career service employee, pertinent

1993 information shall be reduced to written form by the appointing authority and a copy

1994 provided to the employee (~~and to the director~~). Such written notice shall state the
1995 following:

1996 1. The reason for discipline;
1997 2. The facts supporting the discipline;
1998 3. The form of discipline to be imposed;
1999 4. The effective date of the discipline;
2000 5. (~~Unless otherwise provided in an applicable collective bargaining agreement,~~
2001)The right of the employee to appeal the following disciplinary action to the personnel
2002 board:

2003 a. Suspension of more than sixty days;
2004 b. Reduction in rank or pay; or
2005 c. Discharge;
2006 6. (~~Unless otherwise provided in an applicable collective bargaining agreement,~~
2007)The right of the employee to appeal any disciplinary action to appropriate authorities
2008 through the initiation of grievance procedures, as authorized by or approved under this
2009 chapter.

2010 E. Written notice of the discipline shall be delivered to the career service
2011 employee, emailed to the employee's work or home address, mailed to the employee, or
2012 mailed to the employee's last known address by certified mail, return receipt requested.

2013 An employee shall be deemed notified of the disciplinary action on the date the notice
2014 was (~~delivered~~) sent to the employee (~~or the date on the return receipt, as applicable~~).

2015 SECTION 43. Ordinance 12014, Section 28, and K.C.C. 3.12.280 are each
2016 hereby amended to read as follows:

2017 A. The county recognizes the importance and desirability of settling grievances
2018 of career service employees promptly and fairly in the interest of continued good
2019 employee relations and morale. To accomplish this, every effort ~~((will))~~ shall be made to
2020 settle grievances at the lowest possible level of supervision.

2021 B. Employees shall be unimpeded and free from restraint, interference, coercion,
2022 discrimination, or reprisal in seeking adjudication of their grievances.

2023 C. Appropriate grievance procedures designed to accomplish the intent of this
2024 section shall be developed and incorporated by the director into the personnel guidelines
2025 authorized by this chapter. Such grievance procedures shall apply to career service
2026 employees only.

2027 SECTION 44. Ordinance 12014, Section 29, as amended, and K.C.C. 3.12.290
2028 are each hereby amended to read as follows:

2029 A. In the case of an appeal by a career service employee to the board following
2030 completion of the grievance appeal process outlined in the personnel guidelines, written
2031 notice of appeal shall be filed by the employee with the chair of the board and the
2032 director ~~((within thirty calendar days of the employee having been notified of the~~
2033 ~~disciplinary action as provided for by this chapter or))~~ within ~~((ten))~~ thirty calendar days
2034 of completion of the grievance or appeal process ~~((contained in this chapter or any~~
2035 ~~applicable collective bargaining agreement. For appeals not involving disciplinary~~
2036 ~~action, the applicable period shall be fourteen calendar days from the action from which~~
2037 ~~the appeal is taken, or fourteen calendar days from the time the employee should~~
2038 ~~reasonably have known of the action, whichever is longer))~~. The written notice of appeal
2039 shall contain a statement of the following:

1. The action or alleged action from which the appeal is taken;
2. The grounds for appeal; and
3. The relief requested.

The board may only hear appeals which are within its jurisdiction, as set forth by Section 540 of the charter.

B. All decisions of the personnel board shall be final unless appealed to a court of competent jurisdiction within fourteen calendar days of the board's decision.

~~C. ((The personnel board or the court shall award a career service employee reasonable attorney's fees incurred in any appeal in which the employee is the prevailing party, provided, that the employee shall be considered the prevailing party only where the county has a written settlement offer in effect thirty calendar days prior to the hearing of the personnel board or court and the award obtained by the employee exceeds the terms of that settlement offer; provided further, that such reasonable attorney's fees shall not exceed the actual fees paid by the employee.~~

~~D.))~~ Upon request, the director shall provide the council with a status report of appeals filed with the personnel board.

SECTION 45. Ordinance 12014, Section 30, as amended, and K.C.C. 3.12.300 are each hereby amended to read as follows:

In the event of a reduction in force due to lack of work, lack of funds, or considerations of efficiency, layoffs shall be conducted at a department, division, or section level. The order of layoff shall be conducted by ~~((class))~~ classification on the basis of merit. Where two or more career service employees within a class are of equal merit, county seniority shall determine the order of layoff as between those employees.

Where there is an applicable collective bargaining agreement, the order of layoff shall be determined by the collective bargaining agreement. In lieu of laying off a career service employee, the director may reassign the employee to a comparable, vacant position, when the director determines the reassignment to be in the best interests of the county.

SECTION 46. Ordinance 4324, Section 9, and K.C.C. 3.12.310 are each hereby amended to read as follows:

The tenure of each employee shall be subject to the rendering of efficient service. Career service employees may be removed ~~((only))~~ for just cause, as specified by this chapter~~((; provided, that such))~~, although the just cause need not be demonstrated where an employee is retired or is laid off in accordance with ~~((the provisions of))~~ this chapter.

Career service ~~((E))~~ exempt employees serve at the pleasure of the appointing authority.

Nothing in this section shall derogate from the county's power to abolish positions and lay off employees because of lack of work, lack of funds, or considerations of efficiency.

SECTION 47. Ordinance 4324, Section 33, as amended, and K.C.C. 3.12.320 are hereby repealed.

SECTION 48. Ordinance 12014, Section 31, as amended, and K.C.C. 3.12.330 are each hereby amended to read as follows:

The executive shall be responsible for the administration of the county personnel system in accordance with the policies and standards established by this chapter, which shall constitute the personnel rules of the county. The director as the executive's designee shall be responsible to administer the personnel system ~~((and directly related affairs of the county to include collective bargaining; provided, that such a role will not infringe on the authority of the county administrative officer to exercise supervisory authority on~~

those matters not directly relating to the formal administration of the county's personnel system; provided further, that the equal employment officer and program, to include the affirmative action program, shall be directly responsible to the county administrative officer in all applicable affairs in which there has not been a formally defined relationship, by virtue of council action or personnel guideline, between said office and the director)).

SECTION 49. Ordinance 12498, Sections 1, 4-7, and K.C.C. 3.12.335 are each hereby amended to read as follows:

A. It is the policy of King County to provide paid opportunities ((for paid, competitive employment)) for individuals with developmental disabilities, as defined in this chapter, in integrated work settings. The executive shall seek the cooperation, assistance, and participation of all county departments in the successful implementation of this policy.

B. Persons with developmental disabilities as defined in RCW 71A.10.020(((5)))(6), as amended, shall be eligible for supported employment pursuant to this section.

C. The department of human resources, or its successor agency, is designated as the lead agency responsible for the management of the supported employment program, with technical support provided by the developmental disabilities and early childhood supports division of the department of community and human services, or its successor agency.

((D. The executive is authorized to adopt administrative rules to implement this section pursuant to K.C.C. 3.12.350.))

2109 SECTION 50. Ordinance 4324, Section 4, and K.C.C. 3.12.340 are hereby
2110 repealed.

2111 SECTION 51. Ordinance 12014, Section 32, as amended, and K.C.C. 3.12.350
2112 are each hereby amended to read as follows:

2113 A. The director (~~((shall))~~) may adopt personnel guidelines for the purpose of
2114 implementing the directives, policies, and standards contained in this chapter and in
2115 Article 5 of the charter.

2116 (~~((Such personnel guidelines shall be subject to approval by the executive. Before
2117 adoption, amendment or repeal of any guideline, the department shall give at least forty-
2118 five days' notice of its intended action by filing notice with the clerk of the council and
2119 mailing notice of the intended action to each member of the council, each department
2120 director and agency head, each collective bargaining unit that has a collective bargaining
2121 agreement with the county, the chief of staff of the council and the council policy staff
2122 director, or their successors.))~~) After adoption, amendment, or repeal of (~~((the))~~) any
2123 guideline, the department shall post (~~((all))~~) the updated guidelines to the Internet, and the
2124 department will notify each department and the office of labor relations may notify the
2125 collective bargaining units.

2126 B. The personnel guidelines (~~((shall))~~) may include, but not be limited to, the
2127 following subjects:

- 2128 1. Purpose, objectives and intent;
- 2129 2. Definitions;
- 2130 3. Preemployment administration:
- 2131 a. role of the director and the department;

- 2132 b. recruitment procedures;
- 2133 c. application procedures;
- 2134 d. examinations;
- 2135 e. employment lists;
- 2136 f. ~~((certification;~~
- 2137 ~~g.))~~ appointment; and
- 2138 ~~((h.))~~ g. process requirements of equal employment opportunity;
- 2139 4. Postemployment administration:
- 2140 a. role of the department of human resources;
- 2141 b. probationary periods;
- 2142 c. classification system;
- 2143 d. employee performance evaluation;
- 2144 e. disciplinary procedures;
- 2145 f. separation, including reductions in force;
- 2146 g. employee relations; and
- 2147 h. process requirements of equal employment opportunity;
- 2148 5. Special duty;
- 2149 6. Grievance and appeals procedures:
- 2150 a. role of the department of human resources and other departments, including
- 2151 relationship and processes of the equal employment program;
- 2152 b. role of the director;
- 2153 c. grievance procedures;
- 2154 d. appeals procedures; and

- 2155 e. role of the personnel board;
- 2156 7. Conditions of employment;
- 2157 8. Employee benefits;
- 2158 9. Procedures for leaves of absence; and
- 2159 10. Procedures for salary and administration.

2160 SECTION 52. Ordinance 12014, Section 33, and K.C.C. 3.12.360 are each

2161 hereby amended to read as follows:

2162 A. When a collective bargaining agreement establishes a condition of employment,

2163 benefit, or procedure (~~((which conflicts))~~) that differs with a condition, benefit, or procedure

2164 established by this chapter (~~((or otherwise by ordinance))~~), the collective bargaining

2165 agreement shall take precedence with respect to those employees covered by the

2166 agreement, so long as the following conditions are met:

2167 ~~((A.))~~ 1. The condition of employment, benefit, or procedure created by the

2168 agreement is lawful; and

2169 ~~((B.))~~ 2. The agreement has been adopted by the council by ordinance.

2170 B. Adoption of the agreement by ordinance shall be deemed an amendment of this

2171 chapter only with respect to the affected employees and subject condition, benefit, or

2172 procedure.

2173 SECTION 53. Ordinance 9498, Section 14, and K.C.C. 3.12.365 are hereby

2174 repealed.

2175 SECTION 54. Ordinance 16640, Section 3, as amended, and K.C.C. 3.12.400 are

2176 each hereby amended to read as follows:

2177 A. It is the policy of the county to support the endeavors of volunteers for the
2178 county in a manner that benefits the community ~~((and))~~₂ is in the best interest of the county,
2179 and provides scope of work direction to its volunteers.

2180 B. Volunteers for the county are expected to act within the scope of assigned
2181 volunteer work responsibilities. Volunteers for the county are authorized agents of the
2182 county only when acting within the scope of their assigned volunteer work responsibilities.
2183 Volunteers for the county are entitled to defense and indemnification as provided in K.C.C.
2184 chapter 2.21.

2185 C. Volunteers for the county shall be administered as follows:

2186 1. A county employee may be a volunteer for the county only if the service as a
2187 volunteer for the county is not the same type of services that the employee is employed to
2188 perform for the county;

2189 2. A volunteer for the county may be asked by an agency to enter into a volunteer
2190 agreement, waiver₂ or other type of liability mitigation protection agreement;

2191 3. The county retains the sole right to accept, decline₂ or terminate the services of
2192 a volunteer for the county for any reason. A volunteer for the county is expected to comply
2193 with all federal, state₂ and local laws and to adhere to all county policies and procedures
2194 related to workplace conduct and use of county resources, including all those applicable to
2195 the specific department, division, section₂ and ~~((work place))~~ workplace that oversees their
2196 volunteer work. If the volunteer for the county violates any law, county policy or
2197 procedure, or any workplace expectation, including those related to workplace conduct or
2198 the use of county resources₂ the county, at its sole discretion, may impose corrective
2199 measures upon the volunteer for the county. Such corrective measures may include, but

2200 not be limited to, verbal counseling in an effort to achieve acceptable compliance, up to and
2201 including, dismissal of the volunteer for the county. Progressive measures are not required
2202 and there shall be no formal right of appeal for any corrective action taken by the county.

2203 The services of a volunteer for the county may be terminated at any time by either the
2204 volunteer for the county or by the county for any reason without cause or notice;

2205 4. The use of county resources and property by a volunteer for the county is
2206 limited to the conduct appropriately required to deliver the volunteer services within the
2207 scope of work identified for the volunteer and uses that are available to the general public
2208 as provided in K.C.C. 3.04.020;

2209 5. For each program that uses volunteers for the county, departments shall
2210 develop a code of conduct. The department shall provide volunteers for the county with a
2211 copy of the relevant code of conduct or post the code of conduct in an area where
2212 volunteers report for work. Codes of conduct shall include the principles of behaving with
2213 respect toward other volunteers for the county, behaving with respect toward members of
2214 the public, behaving with respect toward county employees and behaving with respect for
2215 individuals, animals or property that are the focus of the program using volunteers for the
2216 county. Individuals who violate the code of conduct shall be subject to the corrective
2217 measures in subsection C.3. of this section; and

2218 6. The departments, in consultation with the director of the department of human
2219 resources, shall be responsible for the administration of volunteer programs and the
2220 management of volunteers for the county in accordance with the policies and standards
2221 established by this chapter.

2222 SECTION 55. Ordinance 12943, Section 13, and K.C.C. 3.12A.010 are each
2223 hereby amended to read as follows:

2224 The council finds that both operational efficiency and fair and equitable
2225 employment practices are advanced by the use of regular, career service employees where
2226 appropriate. Therefore, it is the policy of King County to have ongoing, relatively stable,
2227 and predictable bodies of work necessary to the provision of services to the public
2228 performed by career service employees, and to minimize its use of part-time and temporary
2229 employees. This is not meant to limit the number of employees employed in part-time
2230 regular positions or to contract out work in appropriate situations. To achieve that goal, the
2231 council hereby adopts the procedures set forth in this chapter.

2232 SECTION 56. Ordinance 12943, Section 14, as amended, and K.C.C. 3.12A.020
2233 are each hereby amended to read as follows:

2234 The definitions set forth in K.C.C. chapter 3.12 are hereby incorporated in this
2235 chapter. Words not defined in K.C.C. chapter 3.12 or in this chapter shall have their
2236 ordinary and usual meanings. In the event of conflict, the specific definitions set forth in
2237 this chapter shall presumptively, but not conclusively, prevail.

2238 A. "Committee" means the career service review committee, which shall consist
2239 of:

2240 1. The following three permanent members:

2241 a. the county executive or designee;

2242 b. the chief officer of the office of performance, strategy, and budget or

2243 successor organizational unit or designee; and

2244 c. the director of the department of human resources or successor organizational
2245 unit or designee; and

2246 2. One member representing the department whose body of work or employees
2247 are then under review.

2248 SECTION 57. Ordinance 12943, Section 15, and K.C.C. 3.12A.030 are each
2249 hereby amended to read as follows:

2250 The executive shall conduct an annual review as described herein. By March 1 of
2251 each year, ~~((beginning March 1, 1999,))~~ each executive department and administrative
2252 office shall prepare and submit to the committee a comprehensive report documenting its
2253 use of part-time and temporary employees, other than probationary and provisional
2254 employees, in the preceding calendar year.

2255 Within ~~((60))~~ sixty days of submission of the ~~((above))~~ reports required under this
2256 section, the committee shall make a factual determination as to whether an ongoing,
2257 relatively stable, and predictable body of work on an annualized basis has been identified.
2258 If the committee determines that such a body of work exists, the committee may
2259 recommend: (1) the creation of any new part-time or full-time regular career service
2260 position(s); or (2) the filling of an existing vacant career service position in which the
2261 work is being performed by a temporary or part-time employee(s); or (3) the creation of a
2262 term-limited temporary employee position; or (4) the cessation of the work. If the
2263 committee identifies such a body of work, but the committee does not make any of the
2264 recommendations described ~~((above))~~ in this section, the department must discontinue the
2265 use of part-time or temporary employees to perform that work. If the committee
2266 recommends creation of a regular career service position, but the executive does not

2267 recommend or the council does not create such a position, the department shall discontinue
2268 performance of the pertinent body of work by temporary or part-time employees.

2269 Any regular career service position created as a result of this process ~~((will))~~ shall
2270 be filled by a competitive hiring process.

2271 The reports of each department and of the committee and the records of ~~((their))~~ the
2272 committee's proceedings shall be considered disclosable public records and shall also be
2273 made available to the council upon request.

2274 SECTION 58. Ordinance 12943, Section 16, and K.C.C. 3.12A.040 are each
2275 hereby amended to read as follows:

2276 Part-time and temporary employees, other than probationary, provisional, and term-
2277 limited temporary employees, who exceed the calendar year working hour thresholds set
2278 forth in the definitions contained in K.C.C. chapter 3.12 shall receive pay in lieu of benefits
2279 as provided in K.C.C. chapter 3.12. ~~((Provided, that))~~ However, exceeding the threshold
2280 hours does not confer career service status on any employee.

2281 SECTION 59. Ordinance 12943, Section 17, as amended, and K.C.C. 3.12A.050
2282 are each hereby amended to read as follows:

2283 A.1. Part-time and temporary employees, other than probationary and provisional
2284 employees, who exceed the ~~((calendar year))~~ working-hour thresholds set forth in the
2285 definitions contained in K.C.C. chapter 3.12 may seek conversion of a body of work ~~((in~~
2286 ~~which))~~ they perform into a part-time or full-time regular career service position by appeal
2287 to the committee. Conversion decisions shall be based on whether the work performed by
2288 the employee is an ongoing, relatively stable, and predictable body of work that is half time
2289 or more, even though the work was not perceived as such previously, and whether it should

2290 be performed by a regular part-time or full-time career service employee. The committee
2291 shall also decide, if the body of work does not warrant a career service position, whether
2292 the position should be converted to a term-limited temporary employee position. The
2293 committee shall determine whether the work performed by the employee shall:

2294 ~~((1-))~~ a. ~~((R))~~ remain outside career service as part-time or temporary;

2295 ~~((2-))~~ b. ~~((B))~~ be converted to a term-limited temporary employee position that
2296 receives benefits; or

2297 ~~((3-))~~ c. ~~((B))~~ be converted to a part-time or full-time regular career service
2298 position.

2299 B. The committee shall make its determination within forty-five days of the
2300 employee's request. In the event of a tie vote by the committee, where half the committee
2301 finds that the body of work should be converted, the appeal shall be deemed to have
2302 prevailed. The committee shall make a recommendation to the executive for
2303 recommendation to the council. The executive's recommendation shall be submitted to the
2304 council if the executive decides the body of work should be performed by a career service
2305 employee and that further position authority is required. If the council does not approve the
2306 additional position, the work shall promptly be discontinued and not performed by
2307 temporary or part-time employees.

2308 If the committee finds that the work performed by the employee should remain
2309 part-time or temporary, the employee may appeal within ten days from the date of receipt
2310 of the committee's finding by filing a notice of appeal with the committee. The committee
2311 shall direct the appeal to be considered by a hearing examiner of the county or, at its
2312 option, the committee may direct the appeal be considered by an independent, neutral

2313 arbitrator who ((will)) shall make a final determination. The arbitrator shall be chosen by
2314 the director and the appellant, and shall be paid by the employing department or
2315 administrative office.

2316 The hearing examiner's or arbitrator's decision shall be limited to either upholding
2317 the committee's finding or overturning the committee's finding. The decision shall be
2318 based on whether the work performed by the employee is an ongoing, relatively stable, and
2319 predictable body of work and is half-time or more, under the same standards applicable to
2320 the committee, or on whether the work meets the definition of term-limited temporary
2321 position. Employees covered by a grievance procedure contained in a collective bargaining
2322 agreement may elect either to use the grievance procedure, if the applicable collective
2323 bargaining agreement permits it, or to use the appeal procedure described above, but not
2324 both procedures.

2325 If the hearing examiner or arbitrator overturns the committee's findings, any new
2326 career service or term-limited temporary position must be absorbed by the department
2327 within its authorized position level, or within funds available for term-limited temporary
2328 position work, provided that the department may request additional position or budget
2329 authority. The appealing employee ((will)) shall be placed in the career service position as
2330 a provisional appointee, with insured benefits and comprehensive leave benefits, until a
2331 competitive hiring process, which substantially takes into account and weighs the
2332 experience of the employee performing the tasks of the position, is completed. If the
2333 appealing employee is selected for the position, the employee's start date ((will)) shall be
2334 the date of the provisional appointment for all purposes, including seniority and/or a
2335 probationary period, except that those employees covered by a collective bargaining

2336 agreement the date of the appointment shall be determined in accordance with the
2337 collective bargaining agreement or by the collective bargaining process. If the employee is
2338 placed in a term-limited temporary position, the employee's start date ~~((will))~~ shall be the
2339 date of the employee's appointment to the term-limited temporary position for all purposes,
2340 except for those employees covered by collective bargaining agreements, whose start date
2341 ~~((will))~~ shall be determined by the collective bargaining agreement or by the collective
2342 bargaining agreement process.

2343 ~~((B:))~~ C. Appeal Procedure ~~((F))~~ for Term-Limited Temporary Employees. A term-
2344 limited temporary employee who exceeds the employee's term may appeal to the
2345 committee to have the body of work converted to a career service position. The committee
2346 shall decide whether the body of work still warrants a term-limited temporary position
2347 designation or should be converted to a career service position. If a majority of the
2348 committee finds that the body of work should continue as a term-limited temporary
2349 position, the employee may appeal within ten days from the date of receipt of the
2350 committee's finding by filing a notice of appeal with the committee. In the event of a tie
2351 vote, the appeal shall be deemed to prevail. The appeal process shall be the same as for
2352 part-time and temporary employees ~~((F))~~₂ other than probationary and provisional
2353 employees~~((, provided,))~~₁; however, if the employee prevails in the appeal, the employee
2354 shall be placed in a career service position, not a provisional appointment, and the
2355 employee shall not be required to serve a probationary period.

2356 SECTION 60. Ordinance 12943, Section 18, and K.C.C. 3.12A.060 are each
2357 hereby amended to read as follows:

2358 Nothing in this chapter shall restrict King County's ability to terminate part-time
2359 and temporary employees who exceed the calendar year working hour thresholds or term-
2360 limited temporary employees who exceed the calendar years threshold set forth in the
2361 definitions contained in K.C.C. chapter 3.12; (~~((provided,))~~) however, (~~((that))~~) if an employee
2362 seeks conversion of (~~((their))~~) the employee's position by appeal to the committee,
2363 termination of that employee for reasons related to the appeal shall be deferred until the
2364 conclusion of the appeal process described (~~((herein))~~) in this chapter. If the employee's
2365 appeal is successful, the employee shall not be terminated but rather be assigned to a
2366 position as required by the appeal process described herein.

2367 SECTION 61. Ordinance 18696, Section 2, and K.C.C. 3.12S.010 are each
2368 hereby amended to read as follows:

2369 A. The executive is hereby authorized to establish a program in agencies
2370 identified by the executive that incentivizes retirement-eligible employees to voluntarily
2371 leave county employment, but only if:

2372 1. The voluntary separation program will enable the agency to avoid a budget
2373 shortfall that would result in program cuts or reductions in force, or the voluntary
2374 separation program will result in labor cost savings; and

2375 2. The agency will not fill the separating employee's position or will fill the
2376 position at a lower wage rate that is expected to result in a net twenty percent annual
2377 salary cost savings.

2378 B. The executive is further authorized to enter into or extend agreements with
2379 labor organizations to provide the same incentive program as provided for
2380 nonrepresented employees under this chapter. If such an agreement addresses no other

subject or additional terms, it shall have the force of law upon execution by the parties, without enactment by ordinance.

C.1. ~~((In order to))~~ To be eligible for the program, the employee must:

a. have at least five years of current continuous regular county service(~~(;~~
~~must))~~;

b. not be a temporary employee (~~(and must)~~);

c. be eligible to apply for a pension from the Law Enforcement Officers and Firefighters Retirement System, Public Employees Retirement System, Public Safety Employees Retirement System, or the ~~((city of Seattle Retirement Plan))~~ Seattle City Employees' Retirement System, before December 31 of the calendar year in which the employee applies for the program; and

d. have not previously retired from King County government.

2. While the employee must be retirement-eligible and must separate from the county, the employee need not actually begin drawing a pension to be considered eligible for the program. An employee who has resigned, retired, or submitted written notification of the employee's intent to do so before the employee's employing agency has announced its intention to participate in the program, is ineligible to participate in the program.

D. Participation in the program by employees is entirely voluntary.

E. As a financial incentive, the county shall pay to currently employed, retirement-eligible employees who request, and are authorized by the executive, to voluntarily separate from county service, a one-time payment equal to twenty-six-weeks of the Washington state employment security department's maximum weekly

2404 unemployment benefit amount in effect as of January 1 of each calendar year. This one-
2405 time payment amount issued to the eligible participant (~~((will))~~) shall be in the amount
2406 effective for the year the participant was approved for the program and separates from the
2407 county. For part-time employees, this one-time payment (~~((will))~~) shall be prorated based
2408 on the percentage that employee works as measured against a full-time employee.

2409 F. The program shall require that participating employees enter into a written
2410 agreement with King County that sets forth the terms and conditions of their voluntary
2411 separation, including but not limited to:

2412 1. Any employee approved to participate in the program must leave county
2413 employment by written resignation or retirement no later than December 31 of the year in
2414 which the employee applies for the program. Agencies may establish deadlines and
2415 procedures, which may vary by agency for employee participation in the program;

2416 2. The employee (~~((will))~~) shall not seek reemployment with the county in any
2417 county position;

2418 3. The employee agrees that the employee is not eligible for, and (~~((will))~~) shall
2419 not apply for, unemployment compensation and signs a waiver of any claim for
2420 unemployment compensation; and

2421 4. The employee must sign a waiver or release of any claim under the Age
2422 Discrimination in Employment Act and the Older Worker Benefit Protection Act.

2423 G. The executive's approval of any employee request to participate in the
2424 program is discretionary, and consideration will be given to the impact to service
2425 delivery, retention of a skilled employee or employees, cost of refilling a position or

2426 positions, short-term and long-term budget savings, and the employee's length of service
2427 with the county.

2428 H. All decisions to approve or deny the requests of individual employees to
2429 participate in the program shall be in writing and shall report the savings impacts, either
2430 short-term or long-term, or both, if the request is approved or denied. Decisions to
2431 approve or deny a request shall not be the subject of a grievance.

2432 I. The executive shall include, as part of the program, a clear designation of who
2433 is authorized in each agency to approve or deny employee requests to participate in the
2434 program. Employees of agencies headed by elected officials, other than the executive,
2435 are ineligible to participate in the program unless their request is approved by both the
2436 executive and the head of the applicable agency.

2437 SECTION 62. Ordinance 12014, Section 46, as amended, and K.C.C. 3.14.010 are
2438 each hereby amended to read as follows:

2439 The powers and duties of the ((sheriffs)) civil service commission under chapter
2440 41.14 RCW are hereby assigned to the department of human resources except those powers
2441 and duties set forth in RCW 41.14.120 and outlined in K.C.C. 3.14.020.

2442 SECTION 63. Ordinance 8179, Section 2, and K.C.C. 3.14.020 are each hereby
2443 amended to read as follows:

2444 The ((sheriffs)) civil service commission shall ((continue to)) hear and decide cases
2445 regarding removals, suspensions, and demotions as provided in RCW 41.14.120.

2446 SECTION 64. Ordinance 12014, Section 47, as amended, and K.C.C. 3.14.030
2447 are each hereby amended to read as follows:

2448 The ~~((position of secretary/chief examiner of the sheriff's civil service commission~~
2449 ~~is hereby abolished as of January 1, 1996. Any functions that have heretofore been~~
2450 ~~performed by)) functions of the secretary/chief examiner are ~~((hereby assigned to))~~
2451 performed by the director of the department of human resources.~~

2452 SECTION 65. Ordinance 12014, Section 48, as amended, and K.C.C. 3.14.040
2453 are each hereby amended to read as follows:

2454 ~~((A.)) Rules and regulations for the administration of the ~~((sheriffs))~~ civil service~~
2455 ~~personnel system shall be ~~((adopted))~~ drafted and amended by the ~~((county council by~~
2456 ~~ordinance. The director of the department of human resources is directed to promulgate~~
2457 ~~administrative guidelines for the purpose of implementing such rules and regulations and~~
2458 ~~the requirements of chapter 41.14 RCW.~~~~

2459 ~~B. Except to the extent they are inconsistent with the provisions of this chapter,~~
2460 ~~the current rules and regulations of the sheriff's civil service commission, which are on~~
2461 ~~file with the clerk of the council, are hereby incorporated by this reference and made a~~
2462 ~~part hereof and adopted for the administration of the sheriff's personnel system. The~~
2463 ~~executive shall review such rules and regulations and report periodically to the council~~
2464 ~~proposing such amendments thereto as may be appropriate to bring such rules into~~
2465 ~~substantial conformance with general county personnel rules insofar as permitted by~~
2466 ~~chapter 41.14 RCW)) director.~~

2467 SECTION 66. K.C.C. 3.15.060, as amended by this ordinance, is hereby
2468 recodified to follow K.C.C. 3.15.005.

2469 SECTION 67. Ordinance 1282, Section 6, as amended, and K.C.C. 3.15.060 are
2470 each hereby amended to read as follows:

2471 The administration of the pay provisions set forth herein ~~((will))~~ shall be the
2472 responsibility of the county executive and shall apply to all employees and positions in the
2473 executive branch.

2474 NEW SECTION. SECTION 68. There is hereby added to K.C.C. chapter 3.15 a
2475 new section to read as follows:

2476 Unless another branch of county government is specifically referenced, this chapter
2477 shall only apply to employees and positions in the executive branch.

2478 SECTION 69. Ordinance 12014, Section 50, as amended, and K.C.C. 3.15.020
2479 are each hereby amended to read as follows:

2480 ~~((This section applies to all positions in the executive branch, noncommissioned~~
2481 ~~positions in the office of the sheriff and the department of assessments allocated to a~~
2482 ~~classification approved by the council.~~

2483 ~~A.1.)~~ Except as otherwise provided by ordinance, the ~~((schedule of pay ranges))~~
2484 salary table shall consist of ninety-nine pay ranges, each containing ten steps as approved
2485 by ordinance annually.

2486 ~~((2. On a continuing three-year cycle, the executive shall assess market conditions~~
2487 ~~and determine whether to make adjustments, if any, to pay ranges assigned to existing~~
2488 ~~classifications.~~

2489 ~~B.1. The director may reassign pay ranges to existing classifications.~~

2490 ~~2. When the director adjusts the pay range of a classification, the incumbent~~
2491 ~~employee shall be placed at the same step in the new pay range as the employee was in the~~
2492 ~~previous pay range.~~

2493 3. ~~Implementation of any pay range adjustment shall be prospective and shall take~~
2494 ~~effect at the start of the pay period following the approval by the director or, if required by~~
2495 ~~K.C.C. 3.15.040, by the appropriate council committee.~~

2496 C. ~~Consistent with K.C.C. 3.12.350, the director shall establish guidelines for pay~~
2497 ~~increases in accordance with the following:~~

2498 1. ~~Employees may receive within range increases from one step to the next higher~~
2499 ~~step upon satisfactory completion of the probationary period. All probationary period pay~~
2500 ~~increases must be supported by documented performance appraisal. Probationary period~~
2501 ~~pay increases exceeding Step 5 must have prior written approvals by the department~~
2502 ~~director and the director. When a division of human resources employee completes the~~
2503 ~~employee's probationary period, the county administrative officer must provide prior~~
2504 ~~written approval for probationary period pay increases exceeding Step 5;~~

2505 2. ~~Employees may be eligible to receive increases annually in accordance with the~~
2506 ~~following principles:~~

2507 a. ~~An incentive increase must be supported by an annual documented~~
2508 ~~performance appraisal approved by the department director and the documented~~
2509 ~~performance appraisal must be maintained in the employee's personnel file. Incentive~~
2510 ~~increases shall be prospective only and shall be effective on January 1 following the year~~
2511 ~~on which the appraisal was based;~~

2512 b. ~~For employees currently in Steps 1 through 4 in the pay range, the appointing~~
2513 ~~authority may grant an increase of a single step for standard performance and may grant an~~
2514 ~~increase exceeding a single step for above standard or outstanding performance, as defined~~
2515 ~~by the director;~~

~~e. For employees currently in Steps 5 through 7 in the pay range, the appointing authority may grant an increase of one or more steps for above standard performance; and~~

~~d. For employees currently in Steps 8 through 9 in the pay range, the appointing authority may grant an increase of one step, not to exceed the top of the pay range, for outstanding performance;~~

~~3. An appointing authority may grant an employee incentive pay up to five percent above the top step of the range for a period of twelve months, if all of the following conditions are met:~~

~~a. the employee is not a department director;~~

~~b. the employee has been at the top step of the prior or current range for two years before the award of the increase; and~~

~~c. the employee has demonstrated continuous outstanding performance;~~

~~4. All incentive increases are subject to the availability of funds. Within range incentive increases are not automatic but shall be given only upon the written direction of the appointing authority, as defined in K.C.C. 3.12.010.B., within the guidelines established by the director.))~~

SECTION 70. K.C.C. 3.15.110, as amended by this ordinance, is hereby recodified to follow K.C.C. 3.15.020, as recodified by this ordinance.

SECTION 71. Ordinance 12014, Section 54, and K.C.C. 3.15.110 are each hereby amended to read as follows:

Except for annual step ~~((incentive))~~ merit increases provided for in this chapter or as otherwise provided by ordinance, no employee's salary shall be greater than the amount applicable to the top step of the pay range assigned to the employee's classification.

2539 SECTION 72. Ordinance 12014, Section 51, as amended, and K.C.C. 3.15.025
2540 are each hereby amended to read as follows:

2541 A. The director of the department of human resources shall develop and maintain a
2542 classification plan for all executive branch positions (~~((within the career service system))~~).
2543 The plan shall provide that all positions that are substantially similar as to kind, difficulty,
2544 and responsibility of work are included in the same classification.

2545 B. The classification plan should set forth for each career service classification a
2546 title, a (~~((definition))~~) summary of the work performed, distinguishing characteristics,
2547 representative examples of (~~((work))~~) duties, and the (~~((knowledge and skills))~~) requirements
2548 necessary to perform the work.

2549 C. The director of the department of human resources:

2550 1. May create, amend, or abolish classifications;

2551 2. (~~((§))~~) Should (~~((, on a continuing three-year cycle,))~~) periodically review the
2552 classification plan(~~((;))~~); and (~~((may add, combine, abolish or revise the specifications or~~
2553 ~~establish new classifications, as provided in K.C.C. 3.12.040))~~)

2554 3. Should assess market conditions and determine whether to make adjustments,
2555 if needed, to pay ranges assigned to existing classifications.

2556 D. (~~((Whenever reorganization, change in job content or council action causes the~~
2557 ~~duties of a position to change, or a position appears to have been incorrectly classified, the~~
2558 ~~director of the department of human resources may reclassify the position to a more~~
2559 ~~appropriate classification))~~) 1. The director may assign pay ranges to new classifications
2560 and change the pay ranges of existing classifications.

2561 2. Implementation of any pay range adjustment shall be prospective and shall take
2562 effect at the start of the pay period following the approval by the director.

2563 3. When the pay range of a classification is increased, the incumbent employee
2564 shall be placed at the same step in the new pay range as the employee was in the previous
2565 pay range.

2566 4. If the pay range of the classification decreases due to a pay range adjustment,
2567 and the pay is the same or less than the top step of the new range, the incumbent employee
2568 shall be placed at the step closest to their current pay rate that is not lower than their current
2569 pay rate. If the employee's pay rate is greater than the highest step of the new pay range,
2570 the incumbent employee shall be placed at the top step of the new range.

2571 SECTION 73. K.C.C. 3.15.120, as amended by this ordinance, is hereby
2572 recodified to follow K.C.C. 3.15.025, as recodified by this ordinance.

2573 SECTION 74. Ordinance 14233, Section 5, as amended, and K.C.C. 3.15.120 are
2574 each hereby amended to read as follows:

2575 A.1. New ((~~county~~)) employees shall start at the first step of the pay range. If
2576 necessary for recruitment, however, a department director may authorize an offer of a
2577 higher pay step.

2578 2. At least one of the following criteria must be met to hire an employee above
2579 the first step:

2580 a. The candidate's relevant education and experience are significantly above
2581 the minimum requirements for the position; or

2582 b. The candidate has an especially desirable relevant skill, talent, knowledge,
2583 or ability((;

e. ~~The candidate has a current salary that is above the first step of the of the salary range; or~~

d. ~~The candidate has a competing written, formal offer of employment that is above the first step of the salary range)).~~

3. If a department director determines it is necessary to hire an employee above the first step, ~~((a copy of the appointment letter, together with))~~ a statement of the reason for hiring the employee above the first step~~((s))~~ must be provided to the ~~((director of))~~ compensation and classification services manager in the department of human resources at the time of hire.

B. ~~((The director of))~~ The hiring of an employee above Step 5 requires approval by the compensation and classification services manager in the department of human resources ~~((may approve the hiring of an employee above Step 5. In such cases, the director of the department of human resources must issue prior written approval to the department director and send a copy of the written notification to the executive))~~ before the hire.

NEW SECTION. SECTION 75. There is hereby added to K.C.C. chapter 3.15 a new section to read as follows:

Consistent with K.C.C. 3.12.350, the director shall establish guidelines for pay increases in accordance with the following:

A. Employees may receive within-range increases from one step to the next higher step upon satisfactory completion of the probationary period. All probationary period pay increases must be supported by a documented performance appraisal.

2606 B. Employees may be eligible to receive increases annually in accordance with the
2607 following principles:

2608 1. A merit increase must be supported by an annual documented performance
2609 appraisal approved by the department director, and it must be maintained in the employee's
2610 personnel file. Merit increases shall be prospective only and shall be effective on January 1
2611 following the year that the appraisal was based;

2612 2. For employees currently in Steps 1 through 4 in the pay range, the appointing
2613 authority may grant an increase of a single step for standard performance, and may grant an
2614 increase exceeding a single step for above-standard or outstanding performance, as defined
2615 by the director;

2616 3. For employees currently in Steps 5 through 7 in the pay range, the appointing
2617 authority may grant an increase of one or more steps for above-standard performance; and

2618 4. For employees currently in Steps 8 or 9 in the pay range, the appointing
2619 authority may grant an increase of one step, not to exceed the top of the pay range, for
2620 outstanding performance.

2621 C. An appointing authority may grant an employee merit pay up to five percent
2622 above the top step of the range for a period of twelve months, if both of the following
2623 conditions are met:

2624 1. The employee has been at the top step of the prior or current range for two
2625 years before the award of the increase; and

2626 2. The employee has demonstrated continuous outstanding performance.

2627 D. All merit increases are subject to the availability of funds. Within-range merit
2628 increases are not automatic but shall be given only upon the written direction of the

2629 appointing authority, as defined in K.C.C. 3.12.010.C., within the guidelines established by
2630 the director.

2631 SECTION 76. Ordinance 12014, Section 52, as amended, and K.C.C. 3.15.030
2632 are each hereby amended to read as follows:

2633 A. The director may reclassify any position to an existing or new classification.

2634 B. An employee or a group of employees may request that a position or
2635 group of positions be reclassified for the following reasons:

2636 1. The employee's position is not assigned to the appropriate
2637 classification;

2638 2. A significant or gradual change has occurred in the employee's on-
2639 going duties or responsibilities over a period of at least one-year; or

2640 3. A departmental reorganization or council action has caused the duties
2641 of the position to change.

2642 C.1. An employee is not eligible to submit a reclassification request if:

2643 a. it has been less than twelve months since the date of a previous
2644 classification determination for the position;

2645 b. the employee is on probation;

2646 c. the employee is on a performance improvement plan; or

2647 d. the employee is asking for the reclassification of a special duty
2648 position.

2649 2. Temporary and term-limited temporary employees may not request a
2650 position reclassification, except as noted in subsection D. of this section.

2651 3. When an employee is no longer in the position for which the

2652 employee is seeking reclassification, the department of human resources shall
2653 either deny the employee's reclassification request or cancel the employee's
2654 appeal, or both.

2655 D. Group classifications may be submitted if all of the employees'
2656 positions are in the same classification in the same section of a division. Term-
2657 limited temporary employees may be reclassified as part of a group classification,
2658 but only if the group includes at least one regular employee. The director shall
2659 evaluate each position individually, reserving the right to place individual
2660 positions into different classifications.

2661 E. When the director reclassifies a position to a higher classification, the
2662 rate of pay of the incumbent employee shall be increased to the first step of the
2663 pay range of the new classification or the step that is at least five percent above
2664 the former rate of pay, whichever is greater.

2665 F. When the director reclassifies a position to a lateral classification, rate
2666 of pay of the incumbent employee shall remain at the same step of the pay range.

2667 G. When the director reclassifies a position to a lower classification, the
2668 rate of pay of the incumbent employee shall be the highest step in the new pay
2669 range that does not exceed the employee's current rate of pay.

2670 H. A pay increase as a result of a reclassification may not exceed the top
2671 step of the new range, unless the employee's former pay includes above-Step-10
2672 merit pay. If the employee's former pay includes above-Step-10 merit pay, the
2673 employee's new pay is calculated using the above-Step-10 amount. If the increase
2674 from reclassification results in pay that is above the top step of the new range, the

pay shall be reduced to the top step of the new range at the end of the incentive period, unless the employee requalifies for above-Step-10 merit award.

I. Implementation of a reclassification and any related pay change shall be effective at the start of the pay period following receipt of the completed reclassification request form at compensation and classification services in the department of human resources, except a reclassification to a lower pay grade shall be effective at the start of the pay period at least thirty calendar days after notification of the classification determination from the department of human resources.

J. A reclassified employee shall not serve a probationary period in the new classification.

K.1. When an employee's position is reclassified retroactively into a classification with a different Fair Labor Standards Act (~~of 1938~~) status, the change in status shall be prospective only.

2. When an employee's position is reclassified from a Fair Labor Standards Act (~~of 1938~~) exempt classification to a Fair Labor Standards Act (~~of 1938~~) non-exempt classification, the employee shall be paid overtime pay prospectively from the date of the reclassification decision.

3. When an employee's position is reclassified from a Fair Labor Standards Act (~~of 1938~~) non-exempt classification to a Fair Labor Standards Act (~~of 1938~~) exempt classification, the employee shall receive a cash out of all accrued compensatory time.

SECTION 77. The following are hereby repealed:

2698 A. Ordinance 1282, Section 5, as amended, and K.C.C. 3.15.040; and

2699 B. Ordinance 1282, Section 7, as amended, and K.C.C. 3.15.070.

2700 SECTION 78. K.C.C. 3.15.130, as amended by this ordinance, is hereby

2701 recodified to follow K.C.C. 3.15.030, as amended by this ordinance.

2702 SECTION 79. Ordinance 14233, Section 6, as amended, and K.C.C. 3.15.130 are

2703 each hereby amended to read as follows:

2704 A. If a promotion results from something other than a reclassification, the pay
2705 rate of the incumbent employee shall be increased to the first step of the pay range of the
2706 new classification or the step that is at least five percent above the former rate of pay,
2707 whichever is greater. The promoted employee may be placed at a higher step in the pay
2708 range if the employee's department director determines the action is warranted, if the
2709 criteria and procedures in K.C.C. 3.15.120, as recodified by this ordinance, are met and if
2710 funds are available in the agency.

2711 B. A pay increase as a result of a promotion may not exceed the top step of the new
2712 range, unless the employee's former pay includes an above-Step-10 amount as a result of an
2713 ~~((incentive))~~ merit increase. If the employee's former pay includes above-Step-10
2714 ~~((incentive))~~ merit pay, the employee's new pay is calculated upon the above-Step-10
2715 amount. If the increase from a promotion results in pay that is above the top step of the
2716 new range, the pay shall be reduced to the top step of the new range at the end of the
2717 ~~((incentive))~~ merit period unless the employee requalifies for an above-Step-10
2718 ~~((incentive))~~ merit award.

2719 C. Implementation of a promotion and any related pay change shall be prospective
2720 and is effective when the promotion is approved by the director.

2721 SECTION 80. K.C.C. 3.15.140, as amended by this ordinance, is hereby
2722 recodified to follow K.C.C. 3.15.130, as recodified by this ordinance.

2723 SECTION 81. Ordinance 19738, Section 10, is hereby expired.

2724 SECTION 82. Ordinance 14233, Section 7, as amended, and K.C.C. 3.15.140 are
2725 each hereby amended to read as follows:

2726 A.1. A department director and, when required, the director of the department of
2727 human resources, may assign an employee in a regular position to an existing
2728 classification for a limited term when the duties and responsibilities of the other
2729 classification comprise the majority of the work performed for a minimum of thirty
2730 calendar days. This is called a special duty assignment.

2731 2. Temporary employees, including term-limited temporary employees, are not
2732 eligible for special duty assignments.

2733 B.1. Depending upon the type of special duty assignments needed for business
2734 operations, special duty assignments may be made for up to a maximum of five years.

2735 2. Assignments may be approved for up to a term of twelve months if
2736 authorized in advance by the department director to backfill for a vacant regular position,
2737 or to provide additional staffing needed:

2738 a. due to work that exceeds either the volume or complexity, or both, than what
2739 is routinely expected, but the work is of a limited duration;

2740 b. due to work that is unanticipated due to unique circumstances that are not
2741 expected to reoccur; or

2742 c. to either develop or implement, or both, a new function, system, or proposal.

2743 3. Assignments may be approved for up to a term of up to three years if

2744 authorized in advance by the director to perform a significant or substantial body of
2745 work, such as a nonroutine project or work related to the initiation or cessation of a
2746 county function, project, or department.

2747 4. Assignments may be approved for up to a term of five years if authorized in
2748 advance in writing by the director:

2749 a. to backfill a regular position, when:

2750 (1) an employee is absent because of an extended leave of absence for a
2751 medical reason;

2752 (2) an employee is absent because of military service; or

2753 (3) an employee is absent because of a special duty or another assignment;

2754 and

2755 b. to staff or backfill staff on a clearly defined grant-funded, capital
2756 improvement or information systems technology project.

2757 5. A special duty backfill assignment may not exceed the term of the incumbent
2758 employee's absence.

2759 6. Special duty assignments to salaried classifications shall be made in full-
2760 week increments, from Saturday through Friday.

2761 7. An employee's special duty assignment shall end when management becomes
2762 aware that the employee's absence will exceed thirty calendar days or at the conclusion of
2763 a thirty-day absence, whichever occurs first.

2764 C. A special duty assignment must be made in writing to the employee before the
2765 beginning of the assignment. The written notice must provide the classification title and
2766 description and must list the specific duties that the employee is to perform and the

2767 duration of the assignment. The written notice must also include a statement that the
2768 assignment does not confer on the employee any new privilege, right of appeal, right of
2769 position, transfer, demotion, promotion, or reinstatement. A special duty assignment may
2770 be revoked at any time at the discretion of the appointing authority. Special duty pay
2771 may not be assigned retroactively.

2772 D. If the special duty assignment is to a higher-level classification, the pay
2773 increase shall be to the first step of the pay range of the higher-level job classification or
2774 a flat five percent above the base rate of pay, whichever is greater.

2775 E. If the employee was receiving above-Step-10 merit pay, the pay for the special
2776 duty assignment is calculated using the merit pay and may result in merit pay while in the
2777 special duty assignment.

2778 F. If an assignment is to a lateral or lower-paying classification, the
2779 employee shall continue to receive their current rate of pay for the assignment.

2780 G. While on special duty assignment, the employee shall continue to be
2781 eligible for step increases in the employee's regular position. If the employee is at
2782 Step-10 in the employee's regular position, the employee shall be eligible for step
2783 increases in the special duty classification.

2784 H. Any accrued compensatory time shall be cashed out before an hourly
2785 employee begins a salaried special duty assignment, and before an employee in an hourly
2786 special duty assignment returns to a salaried regular position.

2787 I. When the special duty assignment is completed, the employee's pay shall revert
2788 to the rate of pay the employee would have received if the employee had not been
2789 assigned to special duty.

2790 J. Special duty pay shall not be considered part of an employee's base rate of pay
2791 for purposes of placement within a salary range as a result of promotion or
2792 reclassification, for purposes of cashing out vacation or sick leave, or when making
2793 vacation or sick leave donations. If the special duty position is converted to a regular
2794 position while the employee is serving in the special duty assignment, and the employee
2795 is promoted into the regular position, the employee's rate of pay shall not be lower than
2796 the rate of pay the employee received during the special duty assignment. The promoted
2797 employee may be placed at a higher step in the pay range if the employee's department
2798 director determines the action is warranted based on the criteria in K.C.C. ~~((3.12.130))~~
2799 3.15.120, as recodified by this ordinance.

2800 K. When the special duty assignment is hourly, the employee's special
2801 duty pay shall be used for the computation of overtime and compensatory time.

2802 L. If the special duty position is converted to a regular position and the
2803 employee who served in the special duty position is hired into the regular position
2804 within one year of serving in the special duty assignment, the time served in the
2805 special duty position shall count toward any required probationary period. If the
2806 time served in the special duty position was longer than the required probationary
2807 period, the employee's probationary period shall be considered served.

2808 ~~((M. The executive shall notify the council each year in writing of the~~
2809 ~~total number of county employees on special duty assignment by department.~~
2810 ~~The executive shall file an electronic copy of each memorandum with the clerk of~~
2811 ~~the council, who shall retain a copy and provide an electronic copy to all~~
2812 ~~councilmembers and the lead staff for the government accountability and~~

~~oversight committee or its successor.))~~

SECTION 83. K.C.C. 3.15.145 is hereby recodified to follow K.C.C. 3.15.140, as recodified by this ordinance.

SECTION 84. Ordinance 1780, Section 3, as amended, and K.C.C. 3.15.050 are each hereby amended to read as follows:

An employee who has a valid Washington State Professional Civil Engineering license, a registered architect's license, or a professional designation of CPA, MAI, RM, SSA, CPM, or SR/WA, shall be paid an additional twenty-five dollars per month if such a designation or professional license is a requirement of the job assignment.

SECTION 85. K.C.C. 3.15.135, as amended by this ordinance, is hereby recodified to follow K.C.C. 3.15.050, as recodified by this ordinance.

SECTION 86. The following are hereby repealed:

- A. Ordinance 8299, Section 1, and K.C.C. 3.15.080;
- B. Ordinance 12014, Section 53, as amended, and K.C.C. 3.15.100;
- C. Ordinance 16818, Section 1, and K.C.C. 3.15.150;
- D. Ordinance 16818, Section 2, as amended, and K.C.C. 3.15.160;
- E. Ordinance 16818, Section 3, and K.C.C. 3.15.170; and
- F. Ordinance 16818, Section 4, as amended, and K.C.C. 3.15.180.

NEW SECTION. SECTION 87. There is hereby added to K.C.C. chapter 3.15 a new section to read as follows:

- A. When a collective bargaining agreement establishes a condition of employment, benefit, or procedure that differs with a condition, benefit, or procedure established by this chapter, the collective bargaining agreement shall take precedence

2836 with respect to those employees covered by the agreement, so long as the following
2837 conditions are met:

2838 1. The condition of employment, benefit, or procedure created by the agreement
2839 is lawful; and

2840 2. The agreement has been adopted by the council by ordinance.

2841 B. Adoption of the agreement by ordinance shall be deemed an amendment of
2842 this chapter only with respect to the affected employees and subject condition, benefit, or
2843 procedure.

2844 SECTION 88. Ordinance 197, Section 1, as amended, and K.C.C. 3.16.010 are
2845 each hereby amended to read as follows:

2846 In accordance with Section((s)) 890 ((and 898)) of the King County Charter, the
2847 King County executive is the designated bargaining agent for King County.

2848 SECTION 89. Ordinance 11480, Section 5, and K.C.C. 3.16.012 are each hereby
2849 amended to read as follows:

2850 The mission of the council and the bargaining agent shall be to develop labor
2851 relations policy and other policies affecting county employees in accordance with the
2852 following principles ((and consistent with the philosophy, objectives, and guidelines found
2853 in King County council Motion 9182)):

2854 A. Provide a positive climate in King County government where employees feel
2855 their contributions are valued, their ideas are heard, and their desires to serve the public are
2856 fulfilled((-));

2857 B. Help county employees view King County government as a desirable place to
2858 work and as a place where the public business is conducted in a cost-effective manner((-));

2859 C. Allow the council an adequate and meaningful opportunity to provide policy
2860 direction to the bargaining agent before the collective bargaining process begins(());

2861 D. Cause King County management to plan, prepare, and be accountable for
2862 obtaining agreements at the bargaining table concerning operating improvements necessary
2863 to best serve the public interest and improve the working conditions for employees(());

2864 E. Create and maintain a collective bargaining and employee relations climate in
2865 King County government that encourages cooperative efforts and joint problem-solving
2866 among bargaining representatives, the bargaining agent, employees, and management to
2867 address ways to better serve the public, increase productivity, reduce waste, improve safety,
2868 improve morale, and recruit and retain quality employees(()); and

2869 F. Acknowledge, encourage, and continue the efforts of bargaining units and
2870 management to engage in collaborative or interest-based bargaining, ~~((which))~~ that has had
2871 the positive effects of reducing the adversarial nature of traditional bargaining and
2872 enhancing consensus-making in labor relations.

2873 SECTION 90. Ordinance 10631, Section 2, as amended, and K.C.C. 3.16.015 are
2874 each hereby amended to read as follows:

2875 Unless the text clearly indicates otherwise, as used in this chapter, the following
2876 words shall have the meanings set forth in this section:

2877 A. ~~(("Corrections officer" means any full-time, fully compensated uniformed~~
2878 ~~correctional officer or sergeant who works for the department of adult detention (King~~
2879 ~~County jail).~~

2880 ~~B. "Bargaining representative" means any lawful organization which has as one of~~
2881 ~~its primary purposes the representation of employees in their employment relations with~~
2882 ~~King County.~~

2883 ~~€.)) "Bargaining agent" means the designated bargaining agent as determined~~
2884 ~~under K.C.C. 3.16.010.~~

2885 ~~((D. "Public employer" means King County.~~

2886 ~~E.)) B. "Bargaining representative" means any lawful organization which has as~~
2887 ~~one of its primary purposes the representation of employees in their employment relations~~
2888 ~~with King County.~~

2889 C. "Commission" means the Public Employment Relations Commission.

2890 D. "Corrections officer" means any full-time, fully compensated uniformed
2891 correctional officer or sergeant who works for the department of adult and juvenile
2892 detention.

2893 ~~((F.)) E. "Executive director" means the executive director of the ((€))commission.~~

2894 ~~((G. "911 operator" means any full time, fully compensated communications~~
2895 ~~specialist or communications specialist supervisor who works for the department of public~~
2896 ~~safety.~~

2897 ~~H. "Labor policy committee" or "policy committee" means the King County~~
2898 ~~council.~~

2899 ~~I.)) F. "Labor policy" or "policy" means those general principles that work to~~
2900 ~~implement the intent of this chapter and guide negotiations for wages, benefits, working~~
2901 ~~conditions, and other terms of employment.~~

2902 G. "Labor policy committee" or "policy committee" means the King County
2903 council.

2904 H. "911 operator" means any full-time, fully compensated communications
2905 specialist or communications specialist supervisor who works for the department of public
2906 safety.

2907 I. "Public employer" means King County.

2908 SECTION 91. Ordinance 197, Section 2, as amended, and K.C.C. 3.16.020 are
2909 each hereby amended to read as follows:

2910 The bargaining agent is authorized on behalf of King County to meet, confer, and
2911 negotiate with bargaining representatives of the public employees of King County for the
2912 purpose of collective bargaining as contemplated by chapter 41.56 RCW and Section 890
2913 of the King County Charter, and to timely recommend to the King County council
2914 proposed wages, hours, and ~~((employee benefits and))~~ other conditions of county
2915 employment for the purpose~~((s))~~ of ~~((county budgets and))~~ such a collective bargaining
2916 agreement or agreements as may be required and authorized by ordinance. For the purpose
2917 of this section, "wages" includes leaves and employee benefits. The bargaining agent shall
2918 not negotiate new collective bargaining agreements prior to preparing for bargaining and
2919 conferring with the labor policy committee as required in K.C.C. 3.16.012, 3.16.025, and
2920 3.16.050.

2921 SECTION 92. Ordinance 11480, Section 7, as amended, and K.C.C. 3.16.025 are
2922 each hereby amended to read as follows:

2923 A. The bargaining agent shall establish and conduct a process to prepare for
2924 negotiations that performs at least the following functions:

2925 1. The bargaining agent should continue to use collaborative or interest-based
2926 bargaining where both parties agree, and this chapter shall not be construed to restrict or
2927 inhibit such bargaining;

2928 2. The bargaining agent shall cause to be developed and maintained a database of
2929 information within King County government on wages, hours, employee benefits, vacation
2930 and other leave, job classifications, and substantial and factual information to provide
2931 knowledge of working conditions necessary to conduct effective negotiations. Such
2932 information shall be made available to the bargaining representatives to the extent provided
2933 by RCW 41.56.030(4), in the Public Employees' Collective Bargaining ((law of the state of
2934 ~~Washington)) Act((, as set forth by the collaborative process identified in King County~~
2935 ~~council Motion 9182))~~; and

2936 3. The labor policy committee shall confer with the bargaining agent to develop
2937 necessary guidelines for the implementation of this section, consistent with this chapter
2938 ~~((and King County council Motion 9182))~~.

2939 B. The bargaining agent shall be the sole negotiator for King County government
2940 and shall bargain in good faith as provided by law. The bargaining agent shall commence
2941 and complete collective bargaining negotiations in a timely manner and in accordance with
2942 the overall principles and intent of this chapter.

2943 SECTION 93. Ordinance 8658, Section 1, as amended, and K.C.C. 3.16.040 are
2944 each hereby amended to read as follows:

2945 A. Any collective bargaining agreement between King County and a recognized
2946 bargaining representative as defined in RCW 41.56.030 which has been ~~((ratified by both~~
2947 ~~parties))~~ signed by the union shall be transmitted to the King County council no later than

2948 ~~((seven))~~ fourteen days after ~~((the tentative agreement has been reached))~~ receipt by the
2949 office of labor relations.

2950 B. Failure to meet ~~((this))~~ the deadline in subsection A. of this section shall result
2951 in the payment of interest on the retroactive amount of any negotiated salary or wage
2952 increase equal to interest earned on ~~((F))~~federal ~~((90))~~ninety-day treasury bills from the
2953 first day following the deadline through the date the ~~((tentative))~~ signed agreement is
2954 transmitted to the King County council, unless the ~~((seven))~~ fourteen days have been
2955 extended by mutual agreement by both parties in writing.

2956 C. The interest accrued, if any, shall be divided among the county employees
2957 represented by the collective bargaining unit, based upon each employee's individual
2958 retroactive wage rate increase. The computed interest shall be included in the first ~~((pay~~
2959 ~~check which))~~ paycheck that pays out the rate of pay negotiated in the tentative collective
2960 bargaining agreement.

2961 SECTION 94. Ordinance 12014, Section 55, as amended, and K.C.C. 3.16.050
2962 are each hereby amended to read as follows:

2963 A. The labor policy committee shall meet as it deems necessary to obtain the
2964 testimony of members of the public, the bargaining agent, bargaining representatives or
2965 their designees, county department management, and others in order to consider such
2966 testimony in policy decisions before the committee. The labor policy committee shall not
2967 engage in bargaining with bargaining representatives or represented employees. The labor
2968 policy committee shall also meet to consider matters referred to it by the council in
2969 accordance with K.C.C. chapter 1.24.

2970 B. The labor policy committee shall provide an opportunity for bargaining
2971 representatives or their designees to address the committee before the adoption of overall
2972 policy. Overall policy, and all amendments to adopted policies, shall be established only
2973 upon an affirmative vote by a majority of the members of the labor policy committee.

2974 C. The bargaining agent shall recommend to the labor policy committee overall
2975 changes to adopted policies that would be required to implement the changes proposed in
2976 K.C.C. 3.16.055.C., and an overall estimate of the monetary value, if any, of these changes,
2977 including both costs and benefits.

2978 D. Following the establishment of overall policy, and before commencing
2979 negotiations, the labor policy committee shall meet to hear the bargaining agent's
2980 recommended strategies for implementing adopted policies. The labor policy committee
2981 shall confer with the bargaining agent as it deems necessary to ensure compliance with this
2982 chapter and good-faith collective bargaining. The bargaining agent's strategies shall be
2983 generally consistent with the principals contained in this chapter and the overall policy
2984 direction established by the labor policy committee.

2985 E. The bargaining agent may seek further clarification of adopted policies from the
2986 labor policy committee at any time during the negotiations.

2987 F. By June 30 of each year, the executive shall report to the labor policy committee
2988 regarding employment policies applicable to nonrepresented employees.

2989 G. For the purpose of maintaining an effective collective bargaining process, the
2990 strategies and related information presented by the bargaining agent shall be maintained as
2991 confidential. In addition, proposed or adopted policies designated as confidential shall be
2992 considered policy formulation documents and be maintained as confidential and exempt

2993 from public disclosure as provided in RCW 42.56.280. The labor policy committee shall
2994 develop guidelines to assist in accomplishing such confidentiality.

2995 H. Any councilmember may propose the adoption, amendment, or repeal of any
2996 labor policy by filing with the clerk of the council a memorandum that includes the
2997 proposed policy. Any proposed amendment shall set for the existing policy and show
2998 proposed changes as in the form required for ordinances by K.C.C. 1.24.075. The clerk
2999 shall provide a copy of the proposal to the executive, each councilmember, and the lead
3000 staff for the labor policy committee. The proposal shall be designated by the
3001 councilmember either as public or as confidential pending action by the committee on the
3002 policy. Adopted policies may be designated as confidential by an affirmative vote of a
3003 majority of the members of the policy committee.

3004 I. The clerk of the council shall maintain a compilation of adopted policies. The
3005 clerk shall make publicly available all public policies, and shall maintain as confidential all
3006 labor policies designated as confidential policy formulation documents.

3007 SECTION 95. Ordinance 14287, Section 5, as amended, and K.C.C. 3.16.055 are
3008 each hereby amended to read as follows:

3009 A.1. A bargaining representative may at any time during negotiations forward to
3010 the ~~((director))~~ manager of the ~~((department of human resources))~~ office of labor relations,
3011 or its successor, a written complaint that the collective bargaining process is not being
3012 conducted in a timely manner or is not being conducted in a manner consistent with good
3013 faith bargaining. The ~~((director))~~ manager of the office of labor relations shall, within
3014 fifteen calendar days, respond in writing to the complaint and propose such remedies as
3015 may address the complaint.

3016 2. If the bargaining representative is not satisfied with the written response of the
3017 director, or if a written response to the complaint is not received within fifteen calendar
3018 days, the bargaining representative may forward the written complaint to the King County
3019 executive, as the bargaining agent, who shall, within fifteen calendar days, respond to it in
3020 writing and propose such remedies as may address the complaint.

3021 3. If the bargaining representative is not satisfied with the written response of the
3022 bargaining agent, or if a written response is not received from the bargaining agent within
3023 fifteen calendar days, the bargaining representative may request that the bargaining agent
3024 forward the written complaint to the council.

3025 4. If the bargaining agent receives a written request to have the complaint
3026 forwarded to the council, including an explanation of reasons for the request, the
3027 bargaining agent shall forward the request, together with the bargaining agent's written
3028 response, to the council within five calendar days from the receipt of the request. These
3029 materials or any discussion thereof shall remain confidential to the extent allowed by law.

3030 5. The council may request that the bargaining agent meet with the council for
3031 the purpose of reviewing the status of negotiations with regard to the principles contained
3032 in this chapter and the overall policy direction established by the labor policy committee,
3033 but the council shall take no action that would interfere with the lawful role of the
3034 bargaining agent.

3035 B. By June 30 of each year, the prosecuting attorney, in conjunction with
3036 bargaining agent, shall report to the council on all pending unfair labor practice charges and
3037 all pending arbitration involving represented employees.

3038 C. By June 30 of each year, or, in the case of agreements expiring other than
3039 December 31, at least ninety days before the commencement of negotiations, in
3040 preparation for collective bargaining the bargaining agent shall report to the council the
3041 agreements expiring that calendar year. The bargaining agent shall also generally explain
3042 existing policies that, if changed, would further the principles and intent established by
3043 this chapter. County department management concerned with the collective bargaining
3044 process, with the advice of other relevant county departments, shall assist the bargaining
3045 agent in reporting to the ~~((implementation committee))~~ council.

3046 D. By June 30 of each year or, for agreements expiring other than December 31, at
3047 least ninety days before commencing negotiations, the ~~((implementation committee))~~
3048 council shall meet with the bargaining agent to review the schedule of collective bargaining
3049 agreements expiring in that calendar year and the key issues related to the collective
3050 bargaining process. Methods of consultation with unions, management rights, and
3051 eliminating the causes of employee grievances shall also be considered.

3052 E. For the purpose of maintaining an effective collective bargaining process, the
3053 strategies and related information presented by the bargaining agent shall be maintained
3054 as confidential. The council shall develop guidelines to assist in accomplishing such
3055 confidentiality.

3056 SECTION 96. Ordinance 13000, Section 2, as amended, and K.C.C. 3.16.060 are
3057 each hereby amended to read as follows:

3058 The chair of the King County council shall annually convene a summit between the
3059 county's elected officials ~~((and))~~, the local labor leadership, and the leadership of all
3060 collective bargaining units representing the county's work force. Such a labor summit shall

take place between January 1 and July 1 of each given year. The intent of convening an annual labor summit shall be to: increase communication between King County elected officials and the leadership and membership of local labor organizations and of all the county's collective bargaining units; identify issues and problems of mutual concern; identify solutions to problems affecting the memberships of the county's collective bargaining units; delineate ways in which the county's elected officials may more closely and effectively work with the county's collective bargaining units and local labor organizations to attain mutual goals; and foster a spirit of cooperation in working to serve the public.

Meeting minutes at the summit shall be recorded and adopted by the King County council at a subsequent regular meeting of the council.

SECTION 97. Ordinance 1902, Section 1, as amended, and K.C.C. 3.28.010 are each hereby amended to read as follows:

The executive, legislative, and judicial branches of county government may, at their individual option, establish a system of reimbursement on a monthly allotment basis for use of privately owned vehicles used in connection with county business in lieu of ~~((permanently))~~ assigned county vehicles.

SECTION 98. Ordinance 12077, Section 12, as amended, and K.C.C. 3.30.010 are each hereby amended to read as follows:

The purpose of this chapter is to ensure the proper use of public funds with regard to the county's practice of allowing employees to commute ~~((to and from work))~~ in county owned vehicles. The intent of this chapter is to:

A. Restrict the number of county owned vehicles being used by employees to

3084 commute (~~to and from work~~);

3085 B. Establish criteria and policies for evaluating and authorizing take-home vehicle
3086 assignments;

3087 C. Require the fleet services division of the department of executive services to
3088 document the number of current take-home vehicle assignments;

3089 D. Require the fleet services division of the department of executive services to
3090 develop administrative rules for implementing the provisions of this chapter; and

3091 E. Require the fleet services division of the department of executive services to
3092 reevaluate all take-home vehicle assignments in accordance with the policies and criteria
3093 established in this section.

3094 SECTION 99. Ordinance 11183, Section 1, and K.C.C. 3.30.020 are each hereby
3095 amended to read as follows:

3096 For purposes of this chapter, the following terms shall have the meanings set forth
3097 below:

3098 A. "Assigned take-home vehicle" means a county-owned vehicle which is used by
3099 a county employee for county business and for regularly commuting to and from the
3100 employee's home and (~~(work station)~~) their first and last workplace of the day.

3101 B. "Assigned vehicle" means a county-owned vehicle assigned to a department or
3102 county employee for county business, but not for employee commuting to and from the
3103 employee's home and (~~(work station)~~) workplace.

3104 C. "Commute" or "commuting" means the trip from an employee's home to their
3105 first workplace before the start of their workday, or the trip departing from the employee's
3106 last workplace following the end of the workday.

3107 D. "Emergency ~~((R))~~response" means when an employee ~~((response to an~~
3108 ~~emergency situation requiring immediate attention for the protection of))~~ has a primary
3109 responsibility to respond immediately to protect life or property, or both.

3110 ~~((D:))~~ E. "Motor pool dispatch vehicle" means a vehicle issued from a central
3111 motor pool for a single trip or for less than three working days.

3112 ~~((E:))~~ F. "Occasional overnight ~~((usage of county-owned))~~ vehicle~~((s))~~ use" means
3113 when a county employee~~((s taking home))~~ takes a county-owned vehicle~~((s))~~ home after
3114 attending night meetings or other county business activities that occur outside an
3115 employee's normally scheduled work hours. Occasional overnight ~~((usage of a county-~~
3116 ~~owned))~~ vehicle use shall mean no more than twelve times per quarter on average.

3117 ~~((F. "Work station"))~~ G. "Workplace" means the office or site a county employee
3118 reports to perform normally scheduled work.

3119 SECTION 100. Ordinance 10930, Sections 3-4, as amended, and K.C.C. 3.30.030
3120 are each hereby amended to read as follows:

3121 The ~~((C))~~council wishes to restrict the number of take-home vehicles provided to
3122 county employees. To accomplish this objective, the following policies and criteria shall
3123 be used as the basis for authorizing take-home vehicle assignments:

3124 A.1. For county business before or after normal working hours, providing short-
3125 term motor pool dispatch vehicles or travel reimbursement is preferred over the assignment
3126 of take-home vehicles.

3127 2. The assignment of a take-home vehicle is neither a privilege, nor a right of any
3128 county employee.

3129 3. Take-home vehicle assignments shall not be made based on employee merit or
3130 employee status.

3131 4. Wherever possible, county vehicles shall be picked up and dropped off at
3132 designated county parking areas, thereby avoiding the assignment of take-home
3133 vehicles~~((:)); and~~

3134 B. ~~((Take-home vehicle assignment criteria:))~~

3135 1.a. Take-home vehicles may be assigned to county employees who:

3136 (1) have primary responsibility to respond to emergency situations that require
3137 immediate response to protect life or property;

3138 (2) respond to emergencies at least twelve times per quarter;

3139 (3) cannot use alternative forms of transportation to respond to emergencies;

3140 and

3141 (4) cannot pick up county-owned assigned vehicles at designated sites.

3142 b. Emergency response assignments shall be supported by data demonstrating
3143 the actual number and nature of emergency responses in the prior year, and estimates of
3144 future emergency responses. In addition, there must be an explanation why an employee
3145 cannot use alternative forms of transportation to respond to the emergencies or pick up
3146 county owned assigned vehicles at designated parking areas.

3147 ~~((b.))~~ 2. Take-home vehicles may be assigned if employee travel reimbursement
3148 costs are consistently greater than the commuting costs associated with overnight vehicle
3149 usage. ~~((Lost productivity costs, the cost of the time it takes an employee to travel from a
3150 designated county parking facility to the employee's work station, shall not be included in
3151 the calculation of economic benefit to the county.))~~ In addition, there must be an

3152 explanation why an employee cannot use alternative forms of transportation or pick up
3153 county owned vehicles at designated parking areas.

3154 ~~((3. Take home vehicles may be assigned if an employee needs specialized
3155 equipment or a special vehicle to perform county work outside an employee's normally
3156 scheduled work day. Employees taking a county vehicle home must have primary
3157 responsibility to respond to emergencies. Special equipment vehicle assignments shall be
3158 supported by information describing the special equipment needed to perform the county
3159 work. The need for communication access, such as car radio, telephone and similar
3160 devices, shall not be considered adequate justification for a take home vehicle assignment.~~

3161 ~~4. Special clean transportation technology demonstration vehicles may be
3162 assigned to county employees for a limited duration in order to promote and demonstrate
3163 the viability of low emission, energy efficient technologies and fossil fuel alternatives. To
3164 encourage the maximum public visibility of clean technology demonstration vehicles,
3165 employees authorized to use the vehicles may also use them both before or after normal
3166 working hours, and may use them as a take home vehicle to encourage such visibility as an
3167 official public use. Incidental personal benefit or convenience from such a public use does
3168 not constitute personal use.))~~

3169 NEW SECTION. SECTION 101. There is hereby added to K.C.C. chapter 3.30 a
3170 new section to read as follows:

3171 Commuting in a county-owned vehicle, whether assigned or occasional use, is a
3172 taxable benefit for the employee.

3173 SECTION 102. Ordinance 12077, Section 14, as amended, and K.C.C. 3.30.050
3174 are each hereby amended to read as follows:

3175 The fleet services division of the department of executive services shall develop
3176 and maintain central records of all county take-home vehicle assignments. The records
3177 shall be maintained in one location and shall be readily available ~~((to the council and the~~
3178 ~~public))~~ upon request. At a minimum, the record-keeping should contain:

3179 A. Vehicle assignment by department, division, position title, and employee name;

3180 B. Mileage including a breakdown of commuting mileage and ~~((work-related))~~
3181 county business mileage based on a trip log;

3182 C. Number and nature of emergency ~~((related calls))~~ response assignments, if the
3183 take-home vehicle is assigned based on an emergency response justification; and

3184 D. A calculation of savings if take-home vehicle assignment is based on an
3185 economic justification.

3186 SECTION 103. Ordinance 12077, Section 15, as amended, and K.C.C. 3.30.060
3187 are each hereby amended to read as follows:

3188 The fleet services division of the department of executive services shall,
3189 semiannually, reevaluate and update all executive department take-home vehicle
3190 assignments. ~~((By June 30 and December 31 of each year))~~ Biannually, the fleet services
3191 division shall make available to the council and the public an updated list of take-home
3192 vehicle assignments. The updated list shall identify each take-home vehicle assignment by
3193 department, division, and position title. In addition, there should be written documentation
3194 for each take-home vehicle assignment which describes how each assignment meets the
3195 policies and criteria set forth in this chapter.

3196 SECTION 104. Ordinance 10930, Section 11, as amended, and K.C.C. 3.30.070
3197 are each hereby amended to read as follows:

3198 A. ~~((Commissioned Police Officers. All vehicles assigned to commissioned police~~
3199 ~~officers including commissioned roads use investigators, and arson investigators shall be~~
3200 ~~exempt from the provisions of this chapter.~~

3201 B.)) Occasional Overnight Usage. Occasional overnight usage of county-owned
3202 vehicles is permitted. Occasional overnight usage may involve:

3203 1. Taking a county vehicle home before or after attending a meeting away from
3204 the employee's ~~((normal place of work))~~ workplace; and

3205 2. Taking a county vehicle home when an employee has primary responsibility to
3206 respond to emergencies caused by inclement weather, such as, flooding or heavy ~~((snow~~
3207 ~~storms))~~ snowstorms.

3208 ~~((C.))~~ B. Collective Bargaining Agreement. ~~((AH))~~ The terms and conditions of a
3209 collective bargaining agreement that provide for take home vehicle assignments shall
3210 supersede this chapter for represented employees ~~((whose collective bargaining agreement~~
3211 ~~specifically provides for take home vehicle assignments are exempt from the provisions of~~
3212 ~~this chapter))~~.

3213 SECTION 105. Ordinance 8575, Section 1, as amended, and K.C.C. 3.36.010 are
3214 each hereby amended to read as follows:

3215 A. This chapter is intended to establish uniform guidance, consistent with state law
3216 governing salary and wage deductions, for the efficient administration of county employee
3217 charitable contributions and volunteering to qualified nonprofit organizations, donated via
3218 the annual drive, ~~((natural))~~ emergency or disaster relief solicitations, and other charitable
3219 solicitations. This chapter shall be liberally construed to accomplish this intention.

3220 B. The purpose of this chapter is to provide a convenient and effective channel
3221 through which county employees may contribute to qualified nonprofit organizations, while
3222 minimizing disruption to the county workplace and the costs to the taxpayer that multiple
3223 charitable fund drives cause; and to enhance government and community efforts to meet
3224 charitable needs.

3225 C. The program shall provide guidance, quality control, and disbursement of
3226 employee donations to qualified nonprofit organizations and federations as provided by this
3227 chapter, in accordance with rules for the program.

3228 SECTION 106. Ordinance 8575, Section 2, as amended, and K.C.C. 3.36.020 are
3229 each hereby amended to read as follows:

3230 The definitions in this section apply throughout this chapter unless the context
3231 clearly requires otherwise.

3232 A. "Annual drive" means the annual solicitation of contributions from county
3233 employees by representatives of qualified nonprofit organizations and federations through
3234 oral presentations, printed materials, audio or video media, or other similar means.

3235 B. "Committee" means the county employee giving program committee
3236 established under K.C.C. 3.36.030.

3237 C. "Emergency or disaster relief solicitation" means the opportunity to donate, in
3238 accordance with K.C.C. 3.12.222, in response to the occurrence of an emergency or
3239 disaster, such as fire, flood, explosion, storm, earthquake, or epidemic, that results in the
3240 loss of either life or property, or both.

3241 D. "Employee giving program" or "the program" means the year-round King
3242 County sanctioned, employee-based program that provides the process and infrastructure

for administration of employee-directed giving and volunteering to qualified nonprofit organizations and federations and is administered by the committee in accordance with this chapter and any rules adopted for the program.

~~((D.))~~ E. "Federation" means a nonprofit organization that solicits and distributes contributions on behalf of its member nonprofit organizations.

~~((E.))~~ F. "Qualified nonprofit organization" means a nonprofit organization or federation that applies to participate in the ~~((annual drive))~~ program and meets the eligibility criteria as provided in this chapter and any rules adopted for the program.

SECTION 107. Ordinance 8575, Section 3, as amended, and K.C.C. 3.36.030 are each hereby amended to read as follows:

A. A county employee giving program committee is established consisting of fifteen members nominated by the committee, appointed by the executive, and confirmed by the council.

1. The committee shall strive in its nominations to include members representing the diversity of the county work force, including union representation.

2. The term of committee members shall be two years.

3. A committee member who serves as a federation or nonprofit organization board member or director, or in a decision-making capacity for a federation or nonprofit organization, shall not vote on that federation or nonprofit organization's eligibility if that federation or nonprofit organization applies to participate in the program.

4. The committee shall annually elect a chair and other officers as established in the committee's bylaws.

B. In order to operate the program, the committee may:

- 3266 1. Adopt rules and bylaws consistent with this chapter that are necessary to the
3267 conduct of the program, based upon the following principles:
- 3268 a. seek operational efficiencies;
 - 3269 b. enhance program effectiveness;
 - 3270 c. use innovative best practices;
 - 3271 d. promote equitable access for nonprofit participation; and
 - 3272 e. maintain standards to ensure nonprofit fiscal responsibility and stability;
- 3273 2. Establish and apply eligibility rules by which a nonprofit organization may
3274 participate in the program;
- 3275 3. Coordinate and facilitate the program consistent with this chapter and any rules
3276 adopted for the program. If the committee determines that a federation or nonprofit
3277 organization is not eligible to participate in the program, the federation or nonprofit
3278 organization may apply to the committee for reconsideration of the eligibility decision;
- 3279 4. Guide fiscal stewardship of the program;
- 3280 5. ~~((Serve voluntarily without additional wages, including no additional~~
3281 ~~compensation for working beyond normal working hours, and shall be reimbursed by their~~
3282 ~~employing departments for travel, lodging and meals in accordance with county laws and~~
3283 ~~regulations. Committee members shall be given release time from regular work hours to~~
3284 ~~serve on the committee. Employees covered by the overtime requirements of the Fair~~
3285 ~~Labor Standards Act or state law who are serving as committee members should ensure~~
3286 ~~that their working hours, including hours worked for the committee, do not exceed~~
3287 ~~approved hours;~~

3288 ~~6.)~~) Assist the executive or the executive's designee in the selection of a program
3289 administrator; and

3290 ~~((7.))~~ 6. Solicit and accept from the general public and business communities and
3291 all other persons, gifts, bequests, and donations to the county in support of the program.

3292 C. Committee members serve voluntarily and with the approval of their employing
3293 department. Committee members shall be given release time from regular work hours to
3294 serve on the committee and shall be reimbursed by their employing department for any
3295 applicable travel, lodging, and meals in accordance with county laws and regulations.
3296 Employees covered by the overtime requirements of the Fair Labor Standards Act or state
3297 law who volunteer to serve as committee members shall track and submit all hours worked
3298 for the committee, and shall ensure that their working hours, including hours worked for
3299 the committee, are approved by their supervisors in advance.

3300 SECTION 108. Ordinance 17332, Section 4, and K.C.C. 3.36.035 are each
3301 hereby amended to read as follows:

3302 The program administrator shall be responsible for the operational details of the
3303 program, including the annual drive and ~~((natural))~~ emergency or disaster ~~((response))~~
3304 relief solicitations, under the general oversight of the committee. The cost of the program
3305 administrator shall be included as part of the administrative cost of the program.

3306 SECTION 109. Ordinance 16035, Section 5, as amended, and K.C.C. 3.36.045
3307 are each hereby amended to read as follows:

3308 A. A federation or nonprofit organization may participate in the ~~((annual drive))~~
3309 program if the federation or nonprofit organization submits a timely application for
3310 participation to the committee and meets all eligibility ~~((standards))~~ requirements as

3311 established by this chapter and any rules adopted for the program. An official of the
3312 federation or nonprofit organization must certify on the ~~((annual drive))~~ program
3313 application that the federation, each nonprofit organization represented by the federation,
3314 or the nonprofit organization:

3315 1. Is formally recognized by the United States Internal Revenue Service as
3316 complying with Section 501(c)(3) of the Internal Revenue Code of 1986 or is a
3317 governmental unit of the state of Washington, and for which all contributions to the
3318 nonprofit organization are eligible to be deductible for federal income tax purposes under
3319 Section 170 of the Internal Revenue Code of 1986;

3320 2. Is registered with the Washington state Secretary of State as provided by
3321 RCW 19.09.065 and is in compliance with Washington state laws governing charities to
3322 the best of the knowledge of the individual certifying the application;

3323 3.a. Does not discriminate against any person on the basis of race, color,
3324 religious affiliation, sex, age, national origin, marital status, sexual orientation, disability,
3325 or gender identity or expression or qualifies for an exemption under Title VII of the Civil
3326 Rights Act of 1964 as amended. An affirmation of a participating organization's
3327 adherence to this subsection A.3.a, or a statement of exemption from this subsection
3328 A.3.a, must be included in the organization's application. A federation must affirm in the
3329 federation's application the adherence to this subsection A.3.a, or a legal exception from
3330 this subsection A.3.a, for each nonprofit organization the federation represents.

3331 b. Nothing in this subsection A.3. denies eligibility to a federation or nonprofit
3332 organization that is otherwise eligible to participate in the ~~((annual drive))~~ program merely
3333 because the federation or nonprofit organization is organized by, on behalf of or to serve

3334 persons of a particular race, color, religious affiliation, sex, national origin, age, marital
3335 status, sexual orientation, disability, or gender identity or expression.

3336 B. Participating organizations' responses provided under subsection A. of this
3337 section may be noted in ~~((campaign))~~ program materials.

3338 SECTION 110. Ordinance 16035, Section 6, as amended, and K.C.C. 3.36.055
3339 are each hereby amended to read as follows:

3340 A. Employees may be solicited for program contributions in accordance with this
3341 chapter.

3342 B. Solicitations and events related to the program must be conducted on county
3343 property or online using county resources during normal county business hours.

3344 C. Employees may use county property for the purposes of solicitations for the
3345 promotion of the program.

3346 D. ~~((As provided in RCW 41.06.250(1) and 42.17.130, county property, county
3347 equipment and county employees' working time may not be used during a campaign for
3348 partisan political purposes, to assist in an individual's election to political office or for the
3349 promotion of or opposition to any ballot proposition.~~

3350 E.)) A county employee shall not be coerced or required to participate in any
3351 ~~((presentation))~~ program activities or to make any donation to a qualified nonprofit
3352 organization. A county employee shall not be penalized for failing to participate in the
3353 program. Departments and offices may authorize time for department employees to
3354 attend ~~((presentations about the))~~ program-related activities.

3355 SECTION 111. Ordinance 16035, Section 7, as amended, and K.C.C. 3.36.065
3356 are each hereby amended to read as follows:

3357 A. Donations under this chapter may include payroll deductions, checks, money
3358 orders, cash, electronic payments, and time donations in accordance with K.C.C.
3359 3.12.222.

3360 B. The county shall make deductions from county employees' salary warrants and
3361 pay the moneys collected to the qualified nonprofit organizations and federations
3362 designated by county employees when the deductions and payments are authorized by
3363 county employees in accordance with this chapter.

3364 SECTION 112. Ordinance 16035, Section 8, as amended, and K.C.C. 3.36.075
3365 are each hereby amended to read as follows:

3366 A. After program costs have been paid, all payroll deductions must be fully
3367 disbursed by the county to the designated qualified nonprofit organizations by the end of
3368 the first quarter following the deduction year. Federations shall make distributions to
3369 their member charitable organizations as designated by contributors.

3370 B. Any undesignated contributions shall be distributed proportionately to the
3371 participating organizations.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Girmay Zahilay, Chair

ATTEST:

Melani Pedroza, Clerk of the Council

APPROVED this ____ day of _____, ____.

Shannon Braddock, County Executive

Attachments: None



King County

Dow Constantine

King County Executive

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Seattle, WA 98104-1818

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February 28, 2025

The Honorable Girmay Zahilay
Chair, King County Council
Room 1200
C O U R T H O U S E

Dear Councilmember Zahilay:

This letter transmits a proposed Ordinance that, if enacted, will make changes to nine chapters of Title 3 and will update Section 10 of the recently passed Ordinance 19738.

These proposed updates to the language of Title 3 reflect our current and best practices, and address sections that are no longer applicable or restate state or federal law. These proposed changes provide clarifying language to make it easier for the public to understand the personnel section of the Code and assist King County staff better meet organizational needs.

Please see the attached crosswalk of proposed changes to Title 3.

Thank you for your consideration of this proposed Ordinance. If your staff have questions regarding this matter, please contact Denise Pruitt, Chief of Policy & Legislation, Department of Human Resources, at 206-477-3230.

Sincerely,

for

Dow Constantine
King County Executive

The Honorable Zahilay
February 28, 2025
Page 2

cc: King County Councilmembers

ATTN: Stephanie Cirkovich, Chief of Staff, King County Council
Melani Hay, Clerk of the Council

Karan Gill, Chief of Staff, Office of the Executive

Penny Lipsou, Council Relations Director, Office of the Executive

Dwight Dively, Chief Operating Officer, Office of the Executive

Whitney Abrams, Chief People Officer, Office of the Executive

Jay Osborne, Director, Department of Human Resources

Denise Pruitt, Chief of Policy & Legislation, Department of Human Resources

2025 FISCAL NOTE

Ordinance/Motion: Ordinance
 Title: Title 3 Code Changes
 Affected Agency and/or Agencies: Executive Branch agencies
 Note Prepared By: Denise Pruitt
 Date Prepared: 2/26/2025
 Note Reviewed By: Yan Gao
 Date Reviewed: 2/26/2025

Description of request:

Comprehensive overhaul of Title 3 (Personnel) of the King County Code.

Revenue to:

Agency	Fund Code	Revenue Source	2023-2024	2025-2026	2027-2028
DHR	10		0	0	0
TOTAL			0	0	0

Expenditures from:

Agency	Fund Code	Department	2023-2024	2025-2026	2027-2028
DHR	10		0	0	0
TOTAL			0	0	0

Expenditures by Categories

	2023-2024	2025-2026	2027-2028
None	0	0	0

Does this legislation require a budget supplemental? No**Notes and Assumptions:**

The proposed legislation does not have an anticipated revenue or expenditure impact.

King County Code Title 3 – Summary of Proposed Changes

3.12 PERSONNEL SYSTEM		
3.12.005 Statement of intent.		
#	Proposed update	Code section
1	Updates language in the statement of intent	3.12.005
3.12.010 Definitions.		
#	Proposed update	Code section
2	Adds “participants in the Lift Every Youth program” to the list of employees defined as administrative interns	3.12.010(A)(1)(d)
3	Updates the definition of “Appointing Authority” to apply to the executive branch only	3.12.010(C)
4	Adds a definition for “Base rate of pay”	3.12.010(D)
5	Updates the definition of “Career service employee” to make clear it only applies to the executive branch; and that to be career service you must have completed the probationary period in the current position	3.12.010(H)
6	Adds a definition for “Career service exempt employee”	3.12.010(I)
7	Adds a definition for “Career service exempt position”	3.12.010(J)
8	Updates the definition of “Career service position”	3.12.010(K)
9	Updates the definition of “Child” to not only encompass minor and disabled children and expands the types of children included	3.12.010(M)
10	Updates the definition of “Compensatory time”	3.12.010(P)
11	Removes the definition of “Competitive employment”	3.12.010(N)
12	Adds a definition for “Demotion”	3.12.010(T)
13	Updates the definition of “Developmental disability”	3.12.010(V)
14	Updates the definition of “Employed at least half time or more” to use a rolling 12-month period instead of a calendar year when determining the hours worked threshold	3.12.010(AA)
15	Updates the definition of “Employee”	3.12.010(BB)
16	Removes the definition of “Exempt employee”	3.12.010(BB)
17	Removes the definition of “Exempt position”	3.12.010(CC)
18	Removes the definition of “Immediate family”	3.12.010(II)
19	Removes the definition of “Incentive increase”	3.12.010(JJ)
20	Updates the definition of “Marital status”	3.12.010(NN)
21	Adds a definition for “Merit increase”	3.12.010(OO)
22	Updates the definition of “Part-time position” to use a rolling 12-month period instead of a calendar year when determining the hours worked threshold	3.12.010(QQ)
23	Updates the definition of “Part-time regular position” to use a rolling 12-month period instead of a calendar year when determining the hours worked threshold	3.12.010(SS)
24	Adds a definition for “Pay grade”	3.12.010(TT)
25	Cleans up the definition for “Pay plan”	3.12.010(UU)
26	Cleans up the definition for “Pay range”	3.12.010(VV)
27	Cleans up the definition for “Pay range adjustment”	3.12.010(WW)
28	Adds a definition for “Pay rate”	3.12.010(XX)
29	Cleans up the definition of “Personnel Guidelines”	3.12.010(YY)
30	Cleans up the definition of” Promotion”	3.12.010(DDD)
31	Updates the definition of “Qualifying event” to only apply to a minor child	3.12.010(GGG)
32	Removes the definition for “Recruiting step”	3.12.010(FFF)
33	Adds a definition for “Reclassification”	3.12.010(HHH)
34	Updates the definition for “Serious health condition”	3.12.010(LLL)

3.12.010 Definitions. (continued)		
#	Proposed update	Code section
35	Updates the definition for “Short-term temporary position” to use a rolling 12-month period instead of a calendar year when determining the hours worked threshold and clarifies practice of allowing employees to come back after a six-month break because some employees work more than a 40-hour week and with the rolling 12-month period would otherwise exceed the threshold	3.12.010(NNN)
36	Removes from the “Term-limited temporary position” definition the requirement that departments consult with the DHR director prior to making TLT appointments	3.12.010(RRR)
37	Updates the definition for “Work study student”	3.12.010(VVV)
3.12.020 General provisions – conflicts of interest.		
#	Proposed update	Code section
38	Adds complying with DHR policies to conditions of employment	3.12.020(A)
39	Updates the language to make clear that it is not permissible for an employee to supervise or make employment-related decisions, including hiring decisions, about a family member or other close relative	3.12.020(C)
3.12.030 Classes of employees. (Repealed)		
#	Proposed update	Code section
40	Removes section 3.12.030 related to classes of employees	3.12.030
3.12.040 Benefits.		
#	Proposed update	Code section
41	Adds language to make clear that it applies to dependent children under the age of twenty-six	3.12.040(B)
42	Clarifies that back benefits only apply to Short Term Temporary employees and that the hours threshold is assessed using a 12-month rolling period	3.12.040(C)
43	Updates the percentage of gross pay used in the calculation of back benefits from 15% to 12.5% and removes the subtraction of the value of sick leave benefits.	3.12.040(C)
44	Changes retroactive payments to be made back three years unless there was a six-month break-in-service, in which case the payment would be made retroactively to the most recent hire date after such a break-in-service	3.12.040(C)
45	Removes language about being able to purchase benefits if a Short-Term Temporary employee exceeds the hours threshold	3.12.040(C)
3.12.044 Benefits eligibility for spouse/domestic partner.		
#	Proposed update	Code section
46	Updates language related to benefits eligibility for spouses or domestic partners, and dependent children	3.12.044
3.12.080 Appointing authorities.		
#	Proposed update	Code section
47	Updates language regarding appointing authorities	3.12.080
3.12.090 Selection procedure.		
#	Proposed update	Code section
48	Updates language regarding selection procedures	3.12.090
3.12.100 Probationary period.		
#	Proposed update	Code section
49	Updates language and adds three instances when a probationary period is not permitted or when some or all of a probationary period is either not permitted or may be waived	3.12.100(A)
3.12.110 Training.		
#	Proposed update	Code section
50	Removes that the director shall be responsible for planning and executing an adequate training program for employees	3.12.110(B)

3.12.120 Working conditions.		
#	Proposed update	Code section
51	Removes subsection A	3.12.120(A)
52	Cleans up language regarding the meal period, workday, and workweek, including eliminating that an ordinance is required to vary from an 8-hour workday or 5-day workweek	3.12.120(B)&(C)
53	Removes subsection D regarding call back	3.12.120(D)
54	Removes subsection E	3.12.120(C)
55	Removes subsection F	3.12.120(F)
56	Updates language regarding career service return rights	3.12.120(G)
57	Adds language regarding rehire rights	3.12.120(H)
3.12.120 Working conditions (continued)		
#	Proposed update	Code section
58	Updates language regarding overtime authorization	3.12.120(I)
3.12.123 Weapons.		
#	Proposed update	Code section
59	Removes old language regarding Metro employees and weapons	3.12.123
3.12.125 Change in work week – adjustment to sick leave and vacation accruals.		
#	Proposed update	Code section
60	Removes old language that is no longer necessary	3.12.125
3.12.130 Salary ordinance. (Repealed)		
#	Proposed update	Code section
61	Removes section 3.12.130	3.12.130
3.12.140 Cost-of-living increase. (Change title to “General wage increase”)		
#	Proposed update	Code section
62	Updates the title of the section to “General wage increase”	3.12.140
63	Changes cost-of-living to general wage increase	3.12.140
3.12.150 Compensation other than salary and wages. (Repealed)		
#	Proposed update	Code section
64	Removes section 3.12.150	3.12.150
3.12.160 Unemployment compensation. (Repealed)		
#	Proposed update	Code section
65	Removes section 3.12.160	3.12.160
3.12.170 Equal pay for equal work – policy – findings. (Repealed)		
#	Proposed update	Code section
66	Removes section 3.12.170	3.12.170
3.12.180 Equality of county employment – reporting requirements.		
#	Proposed update	Code section
67	Updates the definition of “promotions”	3.12.180(C)(1)(f)
3.12.184 Ruth Woo emerging leaders fellowship.		
#	Proposed update	Code section
68	Updates language regarding fellowship employment	3.12.184(B)
69	Updates language regarding fellows’ responsibilities during tenure	3.12.184(C)
70	Updates language regarding fellows’ funding	3.12.184(D)
3.12.187 Apprenticeship training program. (Repealed)		
#	Proposed update	Code section
71	Removes subsection 3.12.187(A)	3.12.187(A)
72	Removes subsection 3.12.187(B)	3.12.187(B)
73	Removes subsection 3.12.187(C)	3.12.187(C)
74	Removes subsection 3.12.187(D)	3.12.187(D)

3.12.188 Transit passes.		
#	Proposed update	Code section
75	Changes “transit” to “transportation”	3.12.188
76	Changes “employees” to “persons”	3.12.188(A)
3.12.190 Vacation leave.		
#	Proposed update	Code section
77	Adds language about elected officials not being entitled to vacation leave accruals	3.12.190(A)
78	Clarifies that it applies to employees eligible for comprehensive leave benefits	3.12.190(C)
79	Updates language regarding vacation leave maximum accruals	3.12.190(D)
80	Clarifies that excess vacation leave must be used by the end of the pay period that includes December 31	3.12.190(D)(3)
81	Removes subsection 3.12.190(F)	3.12.190(F)
82	Moves location of VEBA language down	3.12.190(G)
83	Removes language requiring not filling a non-rep position until salary savings for the vacation payout are accrued	3.12.190(H)
84	Removes subsection 3.12.190(J)	3.12.190(J)
3.12.190 Vacation leave. (continued)		
#	Proposed update	Code section
85	Removes language requiring not filling a non-rep position until salary savings are accrued for the payout to the estate following a death; cleans up language	3.12.190(K)
86	Adds employees separated for nondisciplinary reasons to those eligible to have prior service counted towards vacation when they return within two years	3.12.190(L)
3.12.210 Leave – bereavement.		
#	Proposed update	Code section
87	Adds coverage for an unborn child lost due to a stillbirth or miscarriage	3.12.210(A)
88	Removes subsection 3.12.210(B) regarding not using bereavement leave on a furlough day	3.12.210(B)
3.12.215 Leave – organ donors.		
#	Proposed update	Code section
89	Updates language	3.12.215(A)(1)
90	Removes language regarding not using organ donor leave on a furlough day	3.12.215(A)(2)
91	Removes subsection 3.12.215(B) regarding taking time in excess of the five days of organ donor leave	3.12.215(B)
3.12.218 Leave – smallpox vaccinations. (Repealed)		
#	Proposed update	Code section
92	Removes section 3.12.218	3.12.218
3.12.219 Parental leave program.		
#	Proposed update	Code section
93	Adds language to make clear that it only applies to the adoption or foster-to-adopt placement of minor children	3.12.219(A)
94	Adds language that payback is not required when an employee’s employment ends involuntarily	3.12.219(M)
95	Adds language regarding when the 6 months of continuous service begins following intermittent PPL	3.12.219(M)
96	Clarifies that an employee whose position is scheduled to end in a timeframe that would not enable them to return to work for 6 mo. following the leave is not entitled to PPL	3.12.219(M)
3.12.220 Sick leave and time off for medical and family reasons.		
#	Proposed update	Code section
97	Updates language about accruals and clarifies that other than district court judges, elected officials do not accrue sick leave	3.12.220(A)(1)

3.12.220 Sick leave and time off for medical and family reasons. (continued)		
#	Proposed update	Code section
98	Adds language regarding pro-tem judges and commissioners not being eligible to accrue sick leave	3.12.220(A)(3)
99	Removes subsections 3.12.220(C)&(E)	3.12.220(C)&(E)
100	Updates language about the cancelation of sick leave when an employee separates or terminates, and regarding restoration of sick leave should an employee return to county employment	3.12.220(F)
101	Removes language requiring not filling a non-rep position until salary savings are accrued for the payout to the estate following a death	3.12.220(G)(1)
102	Adds language about employees only being able to cash out 35% of sick leave at retirement one time	3.12.220(G)(1)
103	Cleans up language regarding VEBA	3.12.220(G)(2)
104	Removes language that an employee must use all sick and donated sick leave prior to taking unpaid leave for selfcare	3.12.220(H)
105	Removes language regarding not using sick or vacation leave on a furlough day	3.12.220(H)
106	Removes language that an employee shall choose at the start of caring for a family member whether the leave will be paid or unpaid	3.12.220(H)
107	Adds language that when caring for a family member, an employee may use vacation leave without approval from the appointing authority	3.12.220(H)
108	Cleans up language regarding when sick leave may be used, and adds when an employee's child's school or place of care is closed after the declaration of an emergency; adds language clarifying that employees cannot use sick leave to supplement PFML	3.12.220(I)
109	Removes definition of "a child" since this is now provided in the definitions section of 3.12; adds individual who regularly resides in the employee's home	3.12.220(J)
110	Clarifies that the 3-day verification rule only applies to hourly employees and that salaried employees may be asked to provide verification at the discretion of the department	3.12.220(M)
3.12.221 Family and medical leave – up to eighteen weeks or certain circumstances.		
#	Proposed update	Code section
111	Significantly updates language	3.12.221
3.12.222 Donation of vacation or compensatory hours to nonprofit organizations.		
#	Proposed update	Code section
112	Updates language to include benefit time off (BTO)	3.12.222
3.12.223 Donation of vacation or compensatory hours to other employees.		
#	Proposed update	Code section
113	Removes section related to a furloughed employee taking or be paid for donated vacation leave hours	3.12.223(A)(3)
114	Clarifies that donated vacation leave hours are converted to donated sick leave hours	3.12.223(A)(4)
3.12.224 Leave – donation to an account or program to benefit children of deceased employee.		
#	Proposed update	Code section
115	Minor language updates	3.12.224
3.12.225 Leave for volunteer service.		

#	Proposed update	Code section
116	Clarifies that donated sick leave may not be used, and that an employee can use it for a maximum of three occasions	3.12.225
117	Removes language regarding not using volunteer sick leave on a furlough day	3.12.225(B)
3.12.227 Emergency medical leave donation program.		
#	Proposed update	Code section
118	Adds language that permits the DHR director to activate or deactivate the program based on the county's current need for such a program	3.12.227(A)

3.12.230 Holidays.		
#	Proposed update	Code section
119	Adds language to clarify that taking an unpaid religious holiday the day before or after a holiday will not result in not receiving holiday pay	3.12.230(C)
3.12.240 Leave – jury duty.		
#	Proposed update	Code section
120	Clarifies options to reject fees for jury duty to ensure regular county pay	3.12.240(A)
121	Removes language regarding not using jury duty leave on a furlough day	3.12.240(C)
3.12.247 Limited duty assignment policy due to pregnancy. (Repealed)		
#	Proposed update	Code section
122	Removes section 3.12.247	3.12.247
3.12.250 Leave of absence – without pay.		
#	Proposed update	Code section
123	Adds language to clarify that employees using PFML do not need to request approval for unpaid leave	3.12.250(D)
3.12.260 Leave of absence – United States Uniformed Services.		
#	Proposed update	Code section
124	Adds language to clarify that employees are required to notify the county whenever there are changes to their military rank or pay grade	3.12.260(E)
3.12.270 Disciplinary action.		
#	Proposed update	Code section
125	Adds the following reasons for which an employee may be disciplined: <ul style="list-style-type: none"> • harassment, discrimination, inappropriate conduct, or retaliation in violation of federal, state, or local laws or county policy; • failing to be respectful to coworkers or the public; • inaccurate or fraudulent timekeeping; • drug or alcohol use or possession in violation of county policy; • use of county time, equipment or facilities for private gain or other non-county purpose; • committing an act of workplace violence, including but not limited to verbal assault, threatening behavior, or physical assault; • wearing, transporting, or storing firearms or other dangerous weapons within county buildings or facilities, in a county vehicle, or on their person while on county business, except as authorized by county policy; • theft of county property 	3.12.270(A)
126	Updates how notice should be delivered to the employee	3.12.270(C)
3.12.290 Personnel board appeals.		
#	Proposed update	Code section
127	Adds language to require that an employee must go through the grievance process in the Personnel Guidelines before they can appeal to the Personnel Board	3.12.290(A)
128	Making timelines consistent	3.12.290(A)
129	Eliminates the previous restrictions on a grievant receiving attorney's fees	3.12.290(C)
3.12.320 Retirement. (Repealed)		
#	Proposed update	Code section
130	Removes section 3.12.320	3.12.320
3.12.330 Administration – responsibility.		
#	Proposed update	Code section
131	Removes language relating to the labor relations responsibilities of the CAO, and language that has the HR Director in charge of labor relations	3.12.330

3.12.335 Supported employment.		
#	Proposed update	Code section
132	Adds language to clarify who is providing technical support for supported employees (the Early Childhood Supports Division of DCHS)	3.12.335(C)
133	Removes subsection 3.12.335(D)	3.12.335(D)
3.12.340 Administration – employer-employee relations. (Repealed)		
#	Proposed update	Code section
134	Removes section 3.12.340	3.12.340
3.12.350 Administration – personnel guidelines.		
#	Proposed update	Code section
135	Updates to whom and how changes to the Personnel Guidelines will be communicated	3.12.350(A)
3.12.365 Effect of sheriff's civil service. (Repealed)		
#	Proposed update	Code section
136	Removes section 3.12.365	3.12.365
3.12.400 Volunteers for the county.		
#	Proposed update	Code section
137	Minor grammatical edits	3.12.400

3.12A CAREER SERVICE REVIEW		
3.12A.010 Findings and policy statement.		
#	Proposed update	Code section
138	Clarifies that language in the findings and policy statement is not meant to limit the number of employees employed in part-time regular positions; nor to limiting contracting out work in appropriate situations	3.12A.010
3.12A.020 Definitions.		
#	Proposed update	Code section
139	Includes the name of Performance, Strategy and Budget	3.12A.020
3.12A.050 Appeal procedure.		
#	Proposed update	Code section
140	Removes calendar year reference in the appeal procedure	3.12A.050

3.12S VOLUNTARY SEPARATION PROGRAM		
3.12S.010 Program authorized – requirements – eligibility.		
#	Proposed update	Code section
141	Clarifies that employees must work for five continuous years in order to be eligible for participation in the VSP	3.12S.010(C)
142	Clarifies that prior retirees are not eligible for participation in the VSP	3.12S.010(C)(4)

3.14 CIVIL SERVICE COMMISSION		
3.14 Civil service commission.		
#	Proposed update	Code section
143	Removes the word “sheriff’s” when referencing the “sheriff’s civil service commission”	Throughout 3.14
3.14.010 Powers assigned.		
#	Proposed update	Code section
144	Adds language to clarify that the civil service commission handles removals, suspensions, and demotions (not DHR)	3.14.010
3.14.020 Removals, suspensions, and demotions. (Change title to “Civil Service Commission - Removals, suspensions, and demotions.”)		
#	Proposed update	Code section
145	Updates title to make clear the Civil Service Commission handles removals, suspensions, and demotions (not DHR)	3.14.020
3.14.030 Secretary/chief examiner.		
#	Proposed update	Code section
146	Clarifies that the functions of the County Civil Service Commission’s secretary/chief examiner are performed by the DHR Director	3.14.030
3.14.040 Rules and regulations.		
#	Proposed update	Code section
147	Allows the Director of DHR to draft and amend civil service personnel system rules without Council action	3.14.040(A)
148	Removes section 3.14.040(B)	3.14.040(B)

3.15 PAY PLAN AND CLASSIFICATIONS OF POSITIONS		
#	Proposed update	Code section
149	Reorganizing entire chapter	Throughout 3.15
3.15.060 Administration.		
#	Proposed update	Code section
150	Clarifies that the pay provisions in this section only apply to employees of the executive branch	3.15.060
3.15.xxx Applicability. (New section)		
#	Proposed update	Code section
151	Adds section to clarify that the chapter only applies to the executive branch unless it specifically says otherwise	New 3.15.XXX
3.15.020 Procedures – schedule of pay ranges – salary schedule – within range pay increases. (Change title to “Salary table.”)		
#	Proposed update	Code section
152	Updates the title of the section to “Salary Table”	3.15.020
153	Replaces “schedule of pay ranges” with “salary table”	3.15.020(A)(1)
154	Removes language related to regular market condition assessments, reassignment of pay ranges to existing classifications, placement within an adjusted pay range, and the effective date of pay range adjustments	3.15.020(A)(2) &(B)
155	Removes language related to within-range pay increases and their corresponding procedures	3.15.020(C)
3.15.110 Salary limitations.		
#	Proposed update	Code section
156	Moves language related to salary limitations and updates the term “incentive increases” to “merit increases”	3.15.110

3.15.025 Classification plan.		
#	Proposed update	Code section
157	Adds language clarifying that it only applies to executive branch employees; and removed “within the career service system	3.15.025(A)
158	Updates the components that make up the classification plan	3.15.025(B)
159	Reorganizes and updates language related to the DHR Director’s authority and responsibilities around classification plans	3.15.025(C)(1) and (2)
160	Updates the language (formerly located in 3.15.020(A)(2)) related to regular market condition assessments	3.15.025(C)(3)
161	Removes section 3.15.025(D)	3.15.025(D)
162	Adds language from 3.15.020(B) and 3.15.040 (Classification changes)	New 3.15.025(D)
3.15.120 Pay on initial employment.		
#	Proposed update	Code section
163	Removes the candidate’s current salary from consideration when hiring an employee above the first step	3.15.120(A)(2)(c)
164	Removes a competing, higher offer of employment from consideration when hiring an employee above the first step	3.15.120(A)(2)(d)
165	Updates the procedure for submitting notice when hiring an employee above the first step	3.15.120(A)(3)
166	Updates the procedure for submitting notice when hiring an employee above step 5	3.15.120(B)
3.15.xxx Merit increases. (New section)		
#	Proposed update	Code section
167	Creates new section related to within-range pay increases and their corresponding procedures	New 3.15.xxx
168	Removes requirement to notify DHR when granting a probationary step increase above step 5	New 3.15.xxx(A)
169	Removes the prohibition against merit over the top for department directors	New 3.15.xxx(C)
3.15.030 Reclassification and resulting pay.		
#	Proposed update	Code section
170	Adds language to clarify that DHR can deny a reclassification request and/or cancel an appeal when the employee is no longer in the position for which they were seeking reclassification	3.15.030(C)
171	Adds language to clarify that the effective date is when it is received in CCS in DHR (to distinguish from department-level HR)	3.15.030(I)
3.15.040 Classification changes. (Repealed)		
#	Proposed update	Code section
172	Moves section 3.15.040	3.15.040
3.15.070 Confirmation. (Repealed)		
#	Proposed update	Code section
173	Removes section 3.15.070	3.15.070
3.15.130 Pay on promotion.		
#	Proposed update	Code section
174	Changes “incentive” to “merit” throughout	3.15.130(B)
3.15.140 Assignment to special duty.		
#	Proposed update	Code section
175	Removes subsection 3.15.140(M)	3.15.140(M)

3.15.050 Designations or professional licenses.		
#	Proposed update	Code section
176	Moves entire section toward end of 3.15	3.15.050
3.15.135 Reduction of salaried employee's salary during emergency budget crisis or financial emergency.		
#	Proposed update	Code section
177	Moves entire section to end of 3.15	3.15.135
3.15.080 Court Commissioners and Administrators. (Repealed)		
#	Proposed update	Code section
178	Removes section 3.15.080	3.15.080
3.15.100 Minimum wages. (Repealed)		
#	Proposed update	Code section
179	Removes section 3.15.100	3.15.100
3.15.150 Bi-weekly pay cycle – transition. (ALL Repealed) 3.15.160 Bi-weekly pay cycle – transition payments. 3.15.170 Bi-weekly pay cycle – transition payment amounts. 3.15.180 Bi-weekly pay cycle – transition payment amount – repayment by deductions – recourse.		
#	Proposed update	Code section
180	Removes all sections related to the transition to bi-weekly pay cycles	3.15.150-180
3.15.xxx Effect of collective bargaining. (New section)		
#	Proposed update	Code section
181	Creates a new section in 3.15 which replicates language stated in 3.12.360	New 3.15.xxx

3.16 LABOR AND EMPLOYEE RELATIONS		
3.16.010 Bargaining agent designated.		
#	Proposed update	Code section
182	Removes references to Charter section 898	3.16.010
3.16.012 Mission.		
#	Proposed update	Code section
183	Removes reference to Motion	3.16.012
3.16.015 Definitions.		
#	Proposed update	Code section
184	Rearranged definitions	3.16.015
3.16.020 Powers.		
#	Proposed update	Code section
185	Clarifies what the Executive bargains and that wages include leaves and employee benefits	3.16.020
3.16.025 General provisions.		
#	Proposed update	Code section
186	Removes reference to Motion	3.16.025
3.16.040 Time limit.		
#	Proposed update	Code section
187	Cleans up language regarding the time limit on transmitting CBAs to Council; changes it from seven to fourteen days after it is signed by the union and received by OLR	3.16.040
3.16.055 Complaints about conduct – procedures – reports – review of agreements – confidentiality and guidelines.		
#	Proposed update	Code section
188	Updates the entity to which union complaints must be sent	3.16.055(A)(1)

3.28 COMPENSATION FOR USE OF PRIVATELY OWNED VEHICLES		
3.28.010 Generally.		
#	Proposed update	Code section
189	Removes “permanently” from the term “permanently assigned county vehicles”	3.28.010

3.30 USE OF COUNTY VEHICLES TO COMMUTE		
3.30.010 Purpose.		
#	Proposed update	Code section
190	Removes “to and from work” when addressing commuting in the section’s purpose statement and in (A)	3.30.010
3.30.020 Definitions.		
#	Proposed update	Code section
191	Adds new language to the definition of “assigned take-home vehicle”	3.30.020(A)
192	Updates “assigned vehicle” definition	3.30.020(B)
193	Adds a definition for “commute” or “commuting”	3.30.020(C)
194	Updates the definition of “emergency response”	3.30.020(D)
195	Updates the definition of “occasional overnight vehicle use”	3.30.020(F)
196	Changes section references from “workstation” to “workplace”	3.30.020(G)

3.30.030 Take-home vehicles assignment policies and criteria.		
#	Proposed update	Code section
197	Adds “short-term” to the description of motor pool dispatch vehicle policy criteria	3.30.030(A)(1)
198	Updates language related to take-home vehicle assignments and the economic benefits to the county	3.30.030(B)(1)(b)
199	Eliminates subsection related to the need for specialized equipment or a special vehicle as a criterion for a take-home vehicle	3.30.030(B)(3)
200	Eliminates subsection related to demonstration vehicles	3.30.030(B)(4)
3.30.0XX Usage and taxable reporting requirements. (New section)		
#	Proposed update	Code section
201	Adds a section to state that commuting in a county-owned vehicle is a taxable benefit	New 3.30.XXX
3.30.050 Record-keeping. (Possibly renumbered)		
#	Proposed update	Code section
202	Updates record-keeping requirements related to take home vehicles	3.30.050
3.30.060 Semiannual reevaluation and update of take-home vehicle assignments. (Possibly renumbered)		
#	Proposed update	Code section
203	Updates the requirement to reevaluate take-home vehicle assignments from June 30 and December 31 to “biannually”	3.30.060
3.30.070 Exemption. (Possibly renumbered)		
#	Proposed update	Code section
204	Removes the exemption for “Commissioned Police Officers”	3.30.080(A)
205	Adds language related to collective bargaining agreements and take-home vehicle provisions	3.30.080(B)

3.36 CHARITABLE CONTRIBUTIONS FROM COUNTY EMPLOYEES		
#	Proposed update	Code section
206	Changes “campaign” and some instances of “annual drive” to “program”	Throughout 3.36
3.36.010 Intent and purpose.		
#	Proposed update	Code section
207	Adds “volunteering” as a program option	3.36.010(A)
208	Changes “natural disaster relief” to “emergency or disaster relief”	3.36.010(A)
3.36.020 Definitions.		
#	Proposed update	Code section
209	Adds a definition for “emergency or disaster relief solicitation”	3.36.020(C)
3.36.030 Employee giving program committee.		
#	Proposed update	Code section
210	Moves existing section 3.36.030(B)(5) to a new, stand-alone sub-section (C)	3.36.030(B)(5)
3.36.045 Campaign participants – requirements – notice in campaign materials. (Change title to “Program participants – requirements – notice in program materials.)		
#	Proposed update	Code section
211	Changes “campaign” to “program” in section title	3.36.045
212	Changes non-profit organization “eligibility standards” to “eligibility requirements”	3.36.045(A)

3.36.055 Solicitations of donations – limits on use of county property or equipment – promotional costs – voluntary employee participation.		
#	Proposed update	Code section
213	Adds “or online using county resources” to the limits on the use of county property for program events	3.36.055(B)
214	Removes subsection 3.36.055(D), related to partisan political activities	3.36.055(D)
3.36.065 Deductions from salary warrants for donations – one-time donations. (Change title to “Deductions from salary warrants for donations.”)		
#	Proposed update	Code section
215	Removes “one-time donations” from section title	3.36.065

Title 3 Update Matrix

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
Chapter 3.12 Personnel System					
3.12.010 Statement of Intent.					
1	126-141	3.12.005	3.12.005	<p>King County (recognizes that, in the past, employment and contracting practices did not afford equal opportunities for women, minorities and persons with disabilities, and that such practices have resulted in the underrepresentation of such persons in county employment, in employment by county contractors, and in the utilization of minority-owned and women-owned businesses in county contracts. King County also recognizes that many of the causes of this underrepresentation are societal in nature, and beyond the scope and power of the county to remedy on its own. Nevertheless, King County is determined to be a leader in the implementation of civil rights and compliance policies and programs which will remedy the effects of past discrimination and set the county on an affirmative action path)</p> <p><u>is an equal opportunity employer committed to establishing and nurturing a workforce that prioritizes equitable treatment for all employees and residents. King County is determined to be a leader in the implementation of equitable, and racially and socially just employment programs and policies. K.C.C. chapter 3.12 provides a framework for building such a workforce.</u></p>	Updates language in the statement of intent
3.12.010 Definitions.					
2	148-154	New	3.12.010.A.1.d.	<p>A.1. "Administrative interns" means employees who are:</p> <ul style="list-style-type: none"> a. enrolled during the regular school year in a program of education, internship, or apprenticeship; b. legal interns who have graduated from law school but have not yet been admitted to the Washington State Bar Association; ((or)) c. veterans temporarily working to gain practical workforce experience; 	Adds "participants in the Lift Every Youth program" to the list of employees defined as administrative interns

¹ Number from "King County Code Title 3 – Summary of Proposed Changes" document that was transmitted with the proposed ordinance.

² Description from "King County Code Title 3 – Summary of Proposed Changes" document that was transmitted with the proposed ordinance.

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<u>d. participants in the Lift Every Youth program.</u>	
3	161-164	3.12.010.C.	3.12.010.C.	"Appointing authority" means ((the county council, the county auditor,)) the executive, chief officers of executive departments and administrative offices, or division managers having authority to appoint or to remove persons from positions in the ((county service)) <u>executive branch.</u>	Updates the definition of "Appointing Authority" to apply to the executive branch only
4	165-167	New	3.12.010.D.	<u>"Base rate of pay" means an employee's hourly rate of pay, which includes longevity and merit pay, but does not include other premiums, special duty, or overtime pay.</u>	Adds a definition for "Base rate of pay"
5	180-183	3.12.010.G.	3.12.010.H.	<u>H. "Career service employee" means an ((county)) employee in the executive branch who is appointed to a career service position as a result of the selection procedure provided for in this chapter, and who has completed the probationary period in the employee's current position.</u>	Updates the definition of "Career service employee" to make clear it only applies to the executive branch; and that to be career service you must have completed the probationary period in the current position.
6	184-187	New	3.12.010.I.	<u>I. "Career service exempt employee" means an employee employed in the executive's office or in an executive department in a position that is not a career service position under Section 550 of the charter. Career service exempt employees serve at the pleasure of the appointing authority.</u>	Adds a definition for "Career service exempt employee"
7	188-191	New	3.12.010.J.	<u>J. "Career service exempt position" means any position excluded as a career service position by Section 550 of the charter. Career service exempt positions are positions to which appointments may be made directly without a competitive hiring process.</u>	Adds a definition for "Career service exempt position"
8	192-220	3.12.010.H.	3.12.010.K.	<u>K. "Career service position" means all positions in the ((county service except for)) executive branch except those that are designated as exempt from career service by Section 550 of the charter as follows: all elected officers; the county auditor, the clerk, and all other employees of the county council; the county</u>	Updates the definition of "Career service position"

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				<p>administrative officer; the chief officer of each executive department and administrative office; the members of all boards and commissions; the chief economist and other employees of the office of economic and financial analysis; ((the chief economist and other employees of the office of economic and financial analysis;)) administrative assistants for the executive and one administrative assistant each for the county administrative officer, the county auditor, the county assessor, the chief officer of each executive department and administrative office, and for each board and commission; a chief deputy for the county assessor; one confidential secretary each for the executive, the chief officer of each executive department and administrative office, and for each administrative assistant specified in this section; all employees of those officers who are exempted from the provisions of this chapter by the state constitution; persons employed in a professional or scientific capacity to conduct a special inquiry, investigation, or examination; ((part time and)) temporary employees; administrative interns; election precinct officials; all persons serving the county without compensation; physicians; surgeons; dentists; medical interns; and student nurses and inmates employed by county hospitals, tuberculosis sanitariums and health departments of the county. <u>All part-time employees shall be exempted from career service membership except, all part-time employees employed at least half time or more, as defined by ordinance, shall be members of the career service.</u></p> <p><u>For purposes of interpreting Section 550 of charter,</u> ((D)) divisions in executive departments and administrative offices as determined by the county council shall be considered to be executive departments ((for the purpose of determining the applicability of Section 550 of the charter.</p> <p>All part-time employees shall be exempted from career service membership except, all part-time employees employed at least half time or more, as defined by ordinance, shall be members of the career service)).</p>	
9	222-228	3.12.010.J.	3.12.010.M.	<p><u>M.</u> "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child ((of an)) <u>to whom the employee</u> ((standing)) <u>stands</u> in loco parentis ((to the child, who is:</p> <p>1. Under eighteen years of age; or</p>	Updates the definition of "Child" to not only encompass minor

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				2. Eighteen years of age or older and incapable of self care because of a mental or physical disability)), is a legal guardian or is a de facto parent, regardless of age or dependency status, unless otherwise specified herein.	and disabled children and expands the types of children included.
10	235-238	3.12.010.M.	3.12.010.P.	((M.)) <u>P.</u> "Compensatory time" means time off granted with pay in lieu of pay for work performed ((either)) on an authorized overtime basis ((or work performed on a holiday that is normally scheduled as a day off. Such e)) <u>Compensatory time shall be granted on the basis of time and one-half.</u>	Updates the definition of "Compensatory time"
11	239-241	3.12.010.N.	N/A	((N. "Competitive employment" means a position established in the county budget and that requires at least twenty-six weeks of service per year as the work schedule established for the position.	Removes the definition of "Competitive employment"
12	250-252	New	3.12.010.T.	<u>T.</u> "Demotion" means the voluntary or involuntary movement of <u>an employee from a position having a higher maximum pay step to a position having a lower maximum pay step.</u>	Adds a definition for "Demotion"
13	255-263	3.12.010.S.	3.12.010.V.	((S.)) <u>V.</u> "Developmental disability" means a ((developmental)) disability, as defined in RCW 71A.10.020 ((2)) <u>(6)</u> , as amended ((, attributable to mental retardation, cerebral palsy, epilepsy, autism or other neurological or other condition of an individual found by the secretary of the Washington state Department of Social and Health Services or the secretary's designee to be closely related to mental retardation or to require treatment similar to that required for individuals with mental retardation, which disability originates before the individual attains age eighteen, that has continued or can be expected to continue indefinitely and that constitutes a substantial handicap for the individual)).	Updates the definition of "Developmental disability"
In ordinance but not included in summary document	264-268	3.12.010.T.	3.12.010.W.	((T.)) <u>W.</u> "Direct cost" means the cost aggregate of the actual weighted average cost of insured benefits, less any administrative cost therefor. Any payments to ((part time and)) <u>short-term</u> temporary employees under this chapter shall not include any administrative overhead charges applicable to administrative offices and executive departments.	
14	289-297	3.12.010.X.	3.12.010.AA.	<u>AA.</u> "Employed at least half time or more" means employed in a regular position that has an established work schedule of not	Updates the definition of

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				less than one-half the number of hours of the full-time positions in the work unit in which the employee is assigned, or when viewed on a ((calendar year)) <u>rolling twelve-month</u> basis, nine hundred ten hours or more in a work unit in which a work week of more than thirty-five but less than forty hours is standard or one thousand forty hours or more in a work unit in which a forty hour work week is standard. If the standard work week hours within a work unit varies (employees working both thirty-five and forty hours) the director, in consultation with the department, is responsible for determining what hour threshold applies.	"Employed at least half time or more" to use a rolling 12-month period instead of a calendar year when determining the hours worked threshold
15	298-299	3.12.010.Y.	3.12.010.BB.	((Y-)) <u>BB. "Employee" means any person who is employed in an executive-branch career service position or career service exempt position.</u>	Updates the definition of "Employee"
16	305-307	3.12.010.BB.	N/A	((BB. "Exempt employee" means an employee employed in a position that is not a career service position under Section 550 of the charter. Exempt employees serve at the pleasure of the appointing authority.	Removes the definition of "Exempt employee"
17	308-310	3.12.010.CC.	N/A	CC. "Exempt position" means any position excluded as a career service position by Section 550 of the charter. Exempt positions are positions to which appointments may be made directly without a competitive hiring process.	Removes the definition of "Exempt position"
18	327-329	3.12.010.II.	N/A	((II. "Immediate family" means spouse, child, parent, son-in-law, daughter-in-law, grandparent, grandchild, sibling, domestic partner and the child, parent, sibling, grandparent or grandchild of the spouse or domestic partner.	Removes the definition of "Immediate family"
19	330-331	3.12.010.JJ.	N/A	JJ. "Incentive increase" means an increase to an employee's base salary within the assigned pay range, based on demonstrated performance.	Removes the definition of "Incentive increase"
20	343-345	3.12.010.OO.	3.12.010.NN.	((OO-)) <u>NN. "Marital status" means the presence or absence of a marital relationship and includes the status of being married, separated, divorced, ((engaged,)) widowed, or single ((or cohabiting)).</u>	Updates the definition of "Marital status"
21	346-347	New	3.12.010.OO.	<u>OO. "Merit increase" means an increase to an employee's base salary supported by demonstrated performance.</u>	Adds a definition for "Merit increase"

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
22	351-359	3.12.010.QQ.	3.12.010.QQ.	QQ. "Part-time position" means ((an)) <u>a position</u> other than a regular position in which the part-time employee is employed less than half time, that is less than nine hundred ten hours in a ((calendar year)) <u>rolling twelve-month period</u> in a work unit in which a thirty-five hour work week is standard or less than one thousand forty hours in a ((calendar year)) <u>rolling twelve-month period</u> in a work unit in which a forty-hour work week is standard, except as provided elsewhere in this chapter. Where the standard work week falls between thirty-five and forty hours, the director, in consultation with the department, is responsible for determining what hour threshold will apply. Part-time position excludes administrative intern.	Updates the definition of "Part-time position" to use a rolling 12-month period instead of a calendar year when determining the hours worked threshold
23	364-371	3.12.010.SS.	3.12.010.SS.	SS. "Part-time regular position" means a regular position in which the part-time regular employee is employed for at least nine hundred ten hours but less than a full-time basis in a ((calendar year)) <u>rolling twelve-month period</u> in a work unit in which a thirty-five hour work week is standard or for at least one thousand forty hours but less than a full-time basis in a ((calendar year)) <u>rolling twelve-month period</u> in a work unit in which a forty-hour work week is standard. Where the standard work week falls between thirty-five and forty hours, the director, in consultation with the department, is responsible for determining what hour threshold will apply.	Updates the definition of "Part-time regular position" to use a rolling 12-month period instead of a calendar year when determining the hours worked threshold
24	372-373	New	3.12.010.TT.	TT. <u>"Pay grade" means the numeric value assigned to each pay range in the pay plan.</u>	Adds a definition for "Pay grade"
25	374-377	3.12.010.TT.	3.12.010.UU.	<u>UU. "Pay plan" means a systematic schedule of ((numbered)) pay ranges ((with minimum, maximum and intermediate steps for each pay range, a schedule of assignment of each classification to a numbered pay range)) assigned to pay grades and rules for administration.</u>	Cleans up the definition for "Pay plan"
26	378-381	3.12.010.UU.	3.12.010.VV.	((UU-)) <u>VV. "Pay range" means ((one or more pay rates representing the minimum, maximum and intermediate steps assigned to a classification)) the range of pay rates consisting of minimum, maximum, and intermediate steps, established for each pay grade.</u>	Cleans up the definition for "Pay range"
27	382-387	3.12.010.VV.	3.12.010.WW.	((VV-)) <u>WW. "Pay range adjustment" means the adjustment ((of the numbered pay range of a classification to another numbered pay range in the schedule based on a classification change, competitive pay data or other significant factors)) to the pay</u>	Cleans up the definition for "Pay range adjustment"

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				<u>range of a classification to a higher or lower pay range, typically to appropriately reflect changes in classification content, internal equity considerations, or competitive market pay data, or any combination thereof.</u>	
28	388-390	New	3.12.010.XX.	((WWW-)) XX. "Pay rate" means an individual dollar amount that is <u>one of the steps in a pay range paid to an employee based on the classification of the position occupied.</u>	Adds a definition for "Pay rate"
29	391-395	3.12.010.WW.	3.12.010.YY.	YY. "Personnel guidelines" means ((only those)) operational procedures promulgated by the director ((necessary)) to implement personnel policies ((or requirements previously stipulated by ordinance or the charter)) . ((Such)) <u>The</u> personnel guidelines shall be applicable only to employees assigned to executive departments and administrative agencies.	Cleans up the definition of "Personnel Guidelines"
30	409-410	3.12.010.BBB.	3.12.010.DDD.	((BBB-)) DDD. "Promotion" means the movement of an employee to a position in a classification having a <u>pay range with a higher maximum salary.</u>	Cleans up the definition of "Promotion"
31	418-420	3.12.010.EEE.	3.12.010.GGG.	((EEE-)) GGG. "Qualifying event" means the birth of the employee's child, the employee's adoption of a <u>minor child</u> , or the foster-to-adopt placement of a <u>minor child</u> with the employee.	Updates the definition of "Qualifying event" to only apply to a minor child
32	421-422	3.12.010.FFF.	N/A	((FFF. "Recruiting step" means the first step of the salary range allocated to a class unless otherwise authorized by the executive.))	Removes the definition for "Recruiting step"
33	423-428	New	3.12.010.HHH.	HHH. "Reclassification" means a change in the classification of <u>a position resulting from a review by the department of human resources where it is found that the duties and responsibilities of the position have been changed permanently and significantly over time or have changed due to a reorganization or council action. A reclassification may result in the position being placed in a higher, lower, or the same pay range.</u>	Adds a definition for "Reclassification"
34	440-457	3.12.010.JJJ.	3.12.010.LLL.	((JJJ-)) LLL. "Serious health condition" ((means an illness or injury, impairment or physical or mental condition that involves one or more of the following: <ol style="list-style-type: none">1. An acute episode that requires more than three consecutive calendar days of incapacity and either multiple treatments by a licensed health care provider or at least one treatment plus follow-up care such as a course of prescription	Updates the definition for "Serious health condition"

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>medication; and any subsequent treatment or period of incapacity relating to the same condition;</p> <p>2. A chronic ailment continuing over an extended period of time that requires periodic visits for treatment by a health care provider and that has the ability to cause either continuous or intermittent episodes of incapacity;</p> <p>3. In-patient care in a hospital, hospice or residential medical care facility or related out-patient follow-up care;</p> <p>4. An ailment requiring multiple medical interventions or treatments by a health care provider that, if not provided, would likely result in a period of incapacity for more than three consecutive calendar days;</p> <p>5. A permanent or long-term ailment for which treatment might not be effective but that requires medical supervision by a health care provider; or</p> <p>6. Any period of incapacity due to pregnancy or prenatal care.) <u>has the same meaning as under the federal Family and Medical Leave Act, 29 C.F.R. Sec. 825.113.</u></p>	
35	460-468	3.12.010.LLL.	3.12.010.NNN.	<p>((LLL.)) <u>NNN. "Short-term temporary position" means a type of position in which a temporary employee works less than nine hundred ten hours in a ((calendar year)) <u>rolling twelve-month period</u> in a work unit in which a thirty-five-hour work week is standard or less than one thousand forty hours in a ((calendar year)) <u>rolling twelve-month period</u> in a work unit in which a forty-hour work week is standard. Where the standard work week falls between thirty-five and forty hours, the director, in consultation with the department, is responsible for determining what hour threshold will apply. <u>The relevant measurement period shall begin anew for a short-term temporary employee after twenty-six consecutive weeks in an unpaid status.</u></u></p>	<p>Updates the definition for "Short-term temporary position" to use a rolling 12-month period instead of a calendar year when determining the hours worked threshold and clarifies practice of allowing employees to come back after a six-month break because some employees work more than a 40-hour week and with the rolling 12-</p>

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					month period would otherwise exceed the threshold
36	484-516	3.12.010.PPP.	3.12.010.RRR.	<p>((PPP-)) <u>RRR</u>. "Term-limited temporary position" means a temporary position with work related to a specific grant, capital improvement project, information systems technology project or other nonroutine, substantial body of work, for a period greater than six months. In determining whether a body of work is appropriate for a term-limited temporary position, the appointing authority ((will)) <u>shall</u> consider the following:</p> <ol style="list-style-type: none"> 1. Grant-funded projects: These positions will involve projects or activities that are funded by special grants for a specific time or activity. These grants are not regularly available to or their receipt predictable by the county; 2. Information systems technology projects: These positions will be needed to plan and implement new information systems projects for the county. Term-limited temporary positions may not be used for ongoing maintenance of systems that have been implemented; 3. Capital improvement projects: These positions will involve the management of major capital improvement projects. Term-limited temporary positions may not be used for ongoing management of buildings or facilities once they have been built; 4. Miscellaneous projects: Other significant and substantial bodies of work may be appropriate for term-limited temporary positions. These bodies of work must be either nonroutine projects for the department or related to the initiation or cessation of a county function, project, or department; 5. Seasonal positions: These are positions with work for more than six consecutive months, half-time or more, with total hours of at least nine hundred ten in a calendar year in a work unit in which a thirty-five hour work week is standard or at least one thousand forty hours in a calendar year in a work unit in which a forty hour work week is standard, that due to the nature of the work have predictable periods of inactivity exceeding one month. Where the standard work week falls between thirty-five and forty hours, the director, in consultation 	Removes from the "Term-limited temporary position" definition the requirement that departments consult with the DHR director prior to making TLT appointments

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				with the department, is responsible for determining what hour threshold will apply; and 6. Temporary placement in regular positions: These are positions used to back fill regular positions for six months or more due to a career service employee's absence such as extended leave or assignment on any of the foregoing time-limited projects. ((All appointments to term-limited temporary positions will be made by the appointing authority in consultation with the director before the appointment of term-limited temporary employees.	
37	536-540	3.12.010.TTT.	3.12.010.VVV.	((TTT.)) <u>VVV.</u> "Work study student" means a student enrolled or accepted for enrollment at a post-secondary institution who, according to a system of need analysis approved by the ((higher education coordinating board)) <u>Washington student achievement council</u> , demonstrates a financial inability ((, either parental, familial or personal,)) to bear the total cost of education for any semester or quarter.	Updates the definition for "Work study student"
3.12.020 General provisions – conflicts of interest.					
38	543-545	3.12.020.A.	3.12.020.A.	A. All employees shall hold their positions subject to the conditions stated in the charter, this chapter, <u>department of human resources policies</u> , other applicable ordinances, and the personnel guidelines.	Adds complying with DHR policies to conditions of employment
39	551-565	3.12.020.C.	3.12.020.C.	C. ((The employment of members of the same family or other close relatives of employees shall not be limited except where required by business or job-related necessity. For purposes of this section, "business or job-related necessity" includes those circumstances where the county's actions are based upon a compelling and essential need to avoid business or job-related conflicts of interest, or to avoid the reality or appearance of improper influence or favor.)) <u>An employee may not supervise a family member or other close relative or make or influence employment-related decisions about a family member or other close relative, including a hiring decision.</u> For purposes of this section, " ((same)) family <u>member</u> or other close relative(((s)))" means the mother, father, child, sister, brother, wife, husband, aunt, uncle, niece, nephew, grandparent, grandchild, in-laws,	Updates the language to make clear that it is not permissible for an employee to supervise or make employment-related decisions, including hiring decisions, about a family member or other close relative

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				domestic partner, ((children)) <u>child</u> of a domestic partner, and relatives of a domestic partner to the same extent such relatives would be included in this paragraph if the employee and the domestic partner were married. ((Nothing in this subsection shall be construed to prevent or impede the advancement or promotion of any person employed by the county prior to January 1, 1996.))	
3.12.030 Classes of employees. (Repealed)					
40	566-567	3.12.030	3.12.030	3.12.030 Classes of employees. County employees shall either be members of the career service or be exempt from the career service. (Ord. 9498 § 3, 1990; Ord. 4324 § 7, 1979).	Removes section 3.12.030 related to classes of employees
3.12.040 Benefits.					
41	575-588	3.12.040.B.	3.12.040.B.	B. Full-time regular, part-time regular, provisional, probationary, term-limited temporary employees, and those employees who meet the definition of full time employee under the Patient Protection and Affordable Care Act of 2010, as amended, and including applicable regulations promulgated under the Patient Protection and Affordable Care Act of 2010, as amended, and their spouses or Washington state registered domestic partners, each of their dependent children <u>under age twenty-six</u> and each of the dependent children <u>under age twenty-six</u> of their spouses or Washington state registered domestic partners shall be eligible for medical, dental, life, disability, and vision benefits, except in those instances where contrary provisions have been agreed to in the collective bargaining process and to the extent such benefits are available through insurers selected by the county. The director shall establish specific provisions governing eligibility for these benefits as part of the personnel guidelines and consistent with budget requirements. The provisions may include waiting periods for employees newly (()) hired to the county.	Adds language to make clear that it applies to dependent children under the age of twenty-six
42, 43, 44, 45	589-618	3.12.040.C.	3.12.040.C.	C. ((Part-time and)) <u>Short-term</u> temporary employees ((, other than probationary, provisional and term-limited temporary employees,)) who <u>in a rolling twelve-month period</u> exceed the ((calendar year)) working hours threshold ((defined in this chapter)) shall receive compensation in lieu of leave benefits at	Clarifies that back benefits only apply to Short Term Temporary employees and

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				<p>the rate of ((fifteen)) <u>twelve and one-half</u> percent of gross pay for all hours worked ((less the value of any sick leave benefits provided under K.C.C. 3.12.220.A.2)), paid retroactive ((to the first hour of employment and for each hour worked thereafter)) <u>back three years</u>. <u>If during that three-year period there has been at least a twenty-six consecutive week period in unpaid status, the payment is made retroactive to the most recent hire date after that break in service.</u> If an employee has not previously received insured benefits provided under K.C.C. 3.12.040.B, the employee shall also receive a one-time only payment in an amount equal to the direct cost of three months of insured benefits, as determined by the director, and, in lieu of insured benefits, in an amount equal to the direct cost to the county for each employee for whom insured benefits are provided, prorated to reflect the affected employee's normal work week, for each hour worked thereafter. The additional compensation shall continue until termination of employment or hire into a full-time regular, part-time regular, or term-limited position. ((Further, employees receiving pay in lieu of insured benefits may elect to receive the medical component of the insured benefit plan, with the cost to be deducted from their gross pay, but an employee who so elects shall remain in the selected plan until: termination of employment; hire into a full-time regular, part-time regular or term-limited position; or service of an appropriate notice of change or cancellation during the employee benefits annual open enrollment.</p> <p>Part-time and)) <u>Short-term</u> temporary employees ((, other than probationary, provisional and term-limited temporary employees,)) who exceed the applicable threshold are also eligible for cash in lieu of the bus pass benefit provided to regular employees. The value shall be determined based on the average annual cost per employee as determined in the adopted budget, prorated to an hourly equivalent based on the employee's normal work week, and shall be paid retroactive to the first hour worked and for each hour worked thereafter until termination of employment or hire into a full-time regular, part-time regular, or term limited position.</p>	<p>that the hours threshold is assessed using a 12-month rolling period</p> <p>Updates the percentage of gross pay used in the calculation of back benefits from 15% to 12.5% and removes the subtraction of the value of sick leave benefits</p> <p>Changes retroactive payments to be made back three years unless there was a six-month break-in-service, in which case the payment would be made retroactively to the most recent hire date after such a break-in-service</p> <p>Removes language about being able to purchase benefits if a Short Term Temporary employee exceeds</p>

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					the hours threshold
3.12.044 Benefits eligibility for spouse/domestic partner.					
46	635-678	3.12.044	3.12.044	<p>A. ((Employees)) An <u>employee</u> who receives medical, dental, life and disability insurance, and vision benefits shall ((designate their)) show proof of the employee's spouse, ((their)) the <u>employee's Washington state registered domestic partner</u>, ((their)) the <u>employee's dependent children under age twenty-six</u>, and the dependent children <u>under age twenty-six</u> of ((their)) the <u>employee's spouse or Washington state registered domestic partner ((in an Affidavit of Marriage/Domestic Partnership)) with a copy of a marriage certificate or a certification of state-registered domestic partnership by the Washington Secretary of State's Office in order for ((such)) the spouse, Washington state registered domestic partner, ((and/)) or children to receive ((such)) the benefits, to the extent ((such)) the benefits are available to ((them)) the spouse, Washington state registered domestic partner, or children. ((The director shall prescribe the form of the affidavit. In the affidavit, the employee shall:</u></p> <p style="padding-left: 40px;">1. Attest to the following:</p> <p style="padding-left: 80px;">a. if married, that the employee is currently married to the individual identified by name on the affidavit, or</p> <p style="padding-left: 80px;">b. if participating in a domestic partnership, that:</p> <p style="padding-left: 120px;">(1) the employee is currently in a domestic partnership with the individual identified by name on the affidavit;</p> <p style="padding-left: 120px;">(2) the employee meets all the qualifications of a domestic partnership, as defined by this chapter; and</p> <p style="padding-left: 120px;">(3) any prior domestic partnership in which the employee or the employee's domestic partner participated with a third party was terminated at least ninety days prior to the date of said affidavit or by the death of that third party, and if such prior domestic partnership had been acknowledged pursuant to this chapter, that notice of the termination of the prior domestic partnership, whether by death of the domestic partner or otherwise, was provided to the county at least ninety days prior to the date of said affidavit;</p> <p style="padding-left: 40px;">2. Agree to notify the county if there is a change of the circumstances attested to in the affidavit; and</p>	Updates language related to benefits eligibility for spouses or domestic partners, and dependent children

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				<p>3. Affirm, under penalty of law, that the assertions in the affidavit are true.))</p> <p>B. The employee shall provide the county with a notice of termination of marriage or <u>Washington state registered</u> domestic partnership, on a form prescribed by the director, upon dissolution of a marriage or termination of a <u>Washington state registered</u> domestic partnership, within thirty days of termination of the marriage or domestic partnership. A marriage or <u>Washington state registered domestic partnership</u> shall be deemed terminated as provided under state law. ((A domestic partnership shall be deemed terminated:</p> <p style="padding-left: 40px;">1. When the domestic partners no longer meet one or more of the qualifications of a domestic partnership, as defined by this chapter; or</p> <p style="padding-left: 40px;">2. Upon the death of a domestic partner.))</p> <p>C. ((All affidavits of marriage/domestic partnership,)) <u>All marriage certificates, certifications of Washington state registered domestic partnerships, and notices of termination of marriage ((/)) or state-registered domestic partnership ((, and any information contained in said affidavits))</u> submitted to the county shall be confidential and subject to disclosure only upon express written authorization by the persons identified in the forms or if otherwise required by law.</p>	
3.12.080 Appointing authorities.					
47	699-703	3.12.080	3.12.080	<p>Appointment of ((county)) <u>executive-branch</u> employees ((within the executive branch)) shall be accomplished by the executive, department directors, and division managers. In all cases, the appointing authority shall have the power to remove <u>employees</u>. The appointing authority shall be responsible for the merit evaluation of all employees under ((that)) <u>their</u> authority.</p>	Updates language regarding appointing authorities
3.12.090 Selection procedure.					
48	706-711	3.12.090	3.12.090	<p>A. The director shall establish ((examination)) selection procedures for filling existing and anticipated vacant <u>career service</u> positions ((in the career service)). ((Examinations)) <u>Selection procedures</u> may be open or promotional, depending upon which will best serve the interests of the county.</p> <p>B. All ((examinations)) <u>selection procedures</u> for career service positions shall be competitive.</p>	Updates language regarding selection procedures

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3.12.100 Probationary period.					
49	714-741	3.12.100.A	3.12.100.A.	<p>A. ((There)) <u>All employees in career service positions shall ((be)) serve a probationary period, during which time ((a)) the appointing authority shall evaluate the probationary employees ((shall be evaluated by the appointing authority)) to determine qualification for entry into the career service. Except as otherwise provided in this section, an individual's appointment, promotion, demotion, or transfer by competitive process to a career service position is not final unless the employee successfully completes the probationary period. The probationary period shall be determined by the director, but shall be not less than six months or more than one year of actual service, and shall be served by those employees who have been newly hired or reemployed or have moved from another ((career service)) position, whether through promotion, demotion, or transfer except:</u></p> <p style="padding-left: 40px;">1. <u>There shall not be a probationary period following a reclassification;</u></p> <p style="padding-left: 40px;">2. <u>If an employee is hired into a career service position and served in a special duty capacity in the same position or doing substantially similar work within one year of that hire, the employee shall receive credit towards the employee's probationary period for the time served in the special duty role;</u></p> <p style="padding-left: 40px;">3. <u>An appointing authority who hires a temporary employee into a career service position, may count all prior continuous employment in the same position or time performing the same work toward satisfying the probationary period requirement;</u></p> <p style="padding-left: 40px;">4. A furloughed employee's probationary period shall not be extended as a result of a budgetary furlough; and</p> <p style="padding-left: 40px;">((2.)) 5. A career service employee who transfers to a position within the employee's same classification, pay range, and department or agency shall not be required to serve a probationary period unless the director of the department of human resources or its successor or the director's designee makes a written finding, in advance of the transfer, that the essential functions of the new position are substantially different from those of the employee's previous position, taking into consideration: the specific duties of the position; the work setting; the skills, training, and experience needed; the level of available</p>	Updates language and adds three instances when a probationary period is not permitted or when some or all of a probationary period is either not permitted or may be waived

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				support and supervision; and any other factors the director or designee deems relevant.	
3.12.110 Training.					
50	753-768	3.12.110	3.12.110	<p>A. It shall be the policy of the county to provide, within budgeted appropriations, training opportunities for employees. The objective of the training policy shall be guided by, but not limited to, the overall objectives of encouraging and motivating employees to improve their personal capabilities in performance of their assigned job duties.</p> <p>B. ((The director shall be responsible for planning and executing an adequate training program for employees.</p> <p>C.)) The county shall pay for any training, certification, or license, except for a driver's license, that is required by the county for the employee's position. ((This includes)) <u>The county shall also provide</u> necessary release time for training that is preapproved by the employee's supervisor.</p> <p>((D-)) <u>C.</u> The county shall reimburse an employee for the cost of maintaining their commercial driver's license endorsement or endorsements if they are required by the county for the employee's position.</p> <p>((E-)) <u>D.</u> The county shall not reimburse employees for unauthorized training.</p> <p>((F-)) <u>E.</u> Employees wishing to complete educational programs may request a leave of absence without pay for ((this)) <u>that purpose.</u></p>	Removes that the director shall be responsible for planning and executing an adequate training program for employees
3.12.120 Working conditions.					
51	771-775	3.12.120.A.	N/A	<p>A. ((Nothing contained in this chapter shall prevent, relieve or otherwise excuse any county officer or employee from the performance of any duty imposed upon the officer or employee by any other law 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 the officer or employee's office or employment.</p>	Removes subsection A
52	776-787	3.12.120.B.&C.	3.12.120.A.&B.	<p>B. Except as otherwise provided by ordinance, t)) <u>The official</u> workday shall consist of eight hours of work for all full-time ((regular and full-time probationary)) employees. The ((lunch hour)) <u>meal period</u> shall not be considered ((as)) part of the workday. ((The official workday for other employees shall be</p>	Cleans up language regarding the meal period, workday, and workweek,

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				<p>determined)) <u>Alternative workdays may be approved by the director. In the case of service reductions resulting in a budgetary furlough, departments may reduce work hours or county offices may be closed.</u></p> <p>((C-)) B. ((Except as otherwise provided by ordinance, t))<u>The official ((workweek)) work week shall consist of five working days for all full-time ((regular and full-time probationary)) employees. ((The official workweek)) Alternative work weeks for ((other)) employees ((shall)) may be determined by the director. In the case of service reductions resulting from a budgetary furlough, county offices may be closed, resulting in the reduction of the ((workweek)) work week.</u></p>	including eliminating that an ordinance is required to vary from an 8-hour workday or 5-day workweek
53	788-790	3.12.120.D.	N/A	<p>((D. The county recognizes that there is an occasional need for an employee to return to work outside of the employee's normal workday. The personnel guidelines shall contain procedures relating to call duty.</p>	Removes subsection D regarding call back
54	791-792	3.12.120.E.	N/A	<p>E. The county recognizes a responsibility for action regarding on-the-job injuries. The personnel guidelines shall contain procedures relating to on-the-job injury.</p>	Removes subsection E
55	793-800	3.12.120.F.	N/A	<p>F. A career service employee who accepts an appointment to an exempt position effective on or after January 1, 1996, and which position and appointment resulted from the reorganization of the executive branch as reflected in the creation of certain new positions contained in Attachment A to Ordinance 12013 shall retain the employee's career service status and rights while holding such exempt position and have the restoration rights set forth in this section. This provision is not intended to provide the career service employee with a right to the exempt position. But, such employee, if selected for the exempt position, could be terminated from the position only for just cause.</p>	Removes subsection F
56	801-815	3.12.120.G.	3.12.120.C.	<p>G. A career service employee who accepts a transfer or promotion to an exempt position before December 1, 1979, shall, upon separation from the exempt position, be allowed to re-enter career service at a position comparable in terms of responsibilities and salary or wage (including normal cost of living increases) to the career service position formerly held by the employee.) <u>C. A career service employee accepting ((such)) a transfer or promotion ((on or after December 1, 1979)) to a career service</u></p>	Updates language regarding career service return rights

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				<p><u>exempt position</u>, shall have ((such)) a right to ((restoration)) <u>reenter career service</u>, but only if:</p> <p>1. The ((right to restoration)) <u>reentry</u> is exercised within four calendar years from the effective date of the transfer or promotion to a ((non-exempt)) position <u>exempt from career service</u>; and</p> <p>2.a. ((t)) The former appointing authority, at the appointing authority's discretion, approves the restoration within the limits of available authorized positions; or</p> <p>b. a different appointing authority, having jurisdiction over comparable authorized positions, and at the different appointing authority's discretion, approves the restoration within the limits of available authorized positions.</p>	
57	816-826	3.12.120.H.	3.12.120.D.	<p>((H. Matters involving wages and hours, including but not limited to minimum wage and overtime compensation, shall be determined in accordance with applicable state and federal laws and regulations.</p> <p>1.)) <u>D. A career service employee who resigns in good standing or accepts another career service position may be rehired in the same classification or in a lower classification in the same classification series without a competitive hiring process, if the employee is rehired within two years after resignation and the employee meets the current education, experience, and physical qualifications for the position. The employee must serve a probationary period. Employees eligible for comprehensive leave benefits who are rehired within two years may be eligible for restoration of their vacation accrual rate and previous sick leave balances in accordance with K.C.C. 3.12.190 and 3.12.220.</u></p>	Adds language regarding rehire rights
58	827-829	3.12.120.I.	3.12.120.E.	<p><u>E.</u> Overtime work may be authorized by the ((department director)) <u>appointing authority</u> where necessary to maintain or perform ((vital)) county services. ((and shall be paid in accordance with appropriate state and federal law.</p>	Updates language regarding overtime authorization
In ordinance but not included in summary document	830-843	3.12.120.J.&K.	3.12.120.F. 3.12.120.G. 3.12.120.G.1.	<p>J.)) <u>F. If ((a)) the county ((agency or the benefits, payroll and retirement operations section of the central employee services division)) has determined that an overpayment of wages to a nonrepresented employee has occurred, the ((agency or the benefits, payroll and retirement operations section of the central employee services division)) county shall provide written notice to</u></p>	

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				<p>the nonrepresented employee consistent with ((state law)) <u>RCW 49.48.210</u>.</p> <p>((K-)) <u>G.</u> The following adjudicative process is available((, subject to subsection K. 1. through 12. of this section,)) after a decision regarding a nonrepresented employee's challenge to an initial determination of an overpayment of wages:</p> <p>1. A nonrepresented county employee who is dissatisfied with the decision regarding the employee's challenge to the overpayment determination must submit to the manager ((of the benefits, payroll and retirement operations section)) of the central employee services division a written request for an adjudicative proceeding consistent with RCW 49.48.210;</p>	
3.12.123 Weapons.					
59	897-909	3.12.123	3.12.123	<p>((The council desires to continue the weapons policy established by the Municipality of Metropolitan Seattle prior to assumption of metropolitan functions on January 1, 1994, by the county and continued by the council during the 1994 – 1995 transition period.)) The council recognizes that employees in the Metro transit department interact daily with the public in providing public transportation services, are expected to avoid any potentially volatile situation or confrontation, and are required to contact the appropriate authority for assistance when necessary. In conjunction with the behavior expected of such employees, it is also the policy that the use, threatened use, or possession of a weapon concealed, licensed or otherwise, by such an employee while in the performance of the employee's official duties or while on county property is strictly prohibited and ((will)) <u>shall</u> result in termination. This policy does not apply to commissioned police officers under contract with or employed by the county for investigatory, undercover or enforcement reasons.</p>	Removes old language regarding Metro employees and weapons
3.12.125 Change in work week – adjustment to sick leave and vacation accruals.					
60	912-924	3.12.125.A.	3.12.125.A.	<p>A. Notwithstanding any other provision of this chapter, in the event the number of hours in the standard work week of a position occupied by a full-time regular employee, part-time regular employee, or((,)) term-limited temporary employee is increased, the sick leave and vacation leave accruals of such employee at the time of the increase shall be adjusted upward so as to insure that the equivalent number of sick leave and vacation leave days</p>	Removes old language that is no longer necessary

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				accrued does not change. For example, if the standard work week of such a position is increased from thirty-five to forty hours, and if at the time of such change the employee occupying the position had accrued seven hours of sick leave, the sick leave accrual of that employee would be adjusted upward to eight hours. ((This section shall apply to all employees eligible for comprehensive leave benefits occupying positions where the standard work week of the position was increased on or after July 1, 1991.)) After such an increase, such employees shall accrue vacation and sick leave in accordance with the otherwise applicable provisions ((of K.C.C.)) <u>this</u> chapter ((3.12)).	
3.12.130 Salary ordinance. (Repealed)					
61	939-940	3.12.130	N/A	3.12.130 Salary ordinance. The executive shall prepare and submit a recommended salary ordinance to the council, which shall adopt a salary ordinance. The salary ordinance shall establish a standardized salary schedule for all classifications, excluding classifications for temporary employees other than provisional employees and probationary employees, part time employees, administrative interns, elected officials and employees of the council. (Ord. 12014 § 16, 1995).	Removes section 3.12.130
3.12.140 Cost-of-living increase. (Change title to "General wage increase")					
62 & 63	943-944	3.12.140	3.12.140	((Cost of living)) <u>General wage</u> increases as passed by the council annually for county employees shall include elected officials whose salaries are not set by the state.	Updates the title of the section to General wage increase Changes "cost-of-living" to "general wage increase"
3.12.150 Compensation other than salary and wages. (Repealed)					
64	946	3.12.150	N/A	3.12.150 Compensation other than salary and wages. Compensation may include items other than salary and wages, including but not limited to rent subsidized housing, utility costs, meals at reduced rates. (Ord. 4324 § 37, 1979).	Removes section 3.12.150
3.12.160 Unemployment compensation. (Repealed)					
65	947	3.12.160	N/A	3.12.160 Unemployment compensation. All services performed for the county by county employees subsequent to December 31, 1977, shall be deemed to be services in employment subject to the	Removes section 3.12.160

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				provisions of the State Unemployment Compensation Law, RCW Title 50, as amended. The unemployment compensation program of the county shall be administered, with respect to such services in employment, in accordance with the mandatory provisions of RCW Title 50, as amended. In the event that the mandatory coverage feature of state law ceases, through judicial decision or otherwise, to be in compliance with valid and constitutional federal law, the county may legislate a self-insured form of unemployment compensation. (Ord. 4324 § 34, 1979).	
3.12.170 Equal pay for equal work – policy – findings. (Repealed)					
66	948	3.12.170	N/A	3.12.170 Equal pay for equal work—policy—findings. It is the general policy of the county that compensation for all county employees shall be equitably provided on the basis of equal pay for equal work consistent with state and federal law. The council finds that federal, state and local laws against discrimination provide adequate and appropriate remedies for any pay that is unequal on the basis of unlawful discrimination. Consistent with state and federal law, the equal pay policy in this section is intended to set forth general county policy for equitable pay in county government. Pay for represented employees is determined in accordance with the collective bargaining procedures established by law. This section shall not affect the collective bargaining position of the exclusive bargaining representatives of any employee or of the county. This general equal pay policy does not constitute an express or implied contract; it is a general statement of county policy that cannot form the basis of a private right of action. (Ord. 14801 § 1, 2003; Ord. 12014 § 17, 1995).	Removes section 3.12.170
3.12.180 Equality of county employment – reporting requirements.					
67	1009-1013	3.12.180.C.1.f.	3.12.180.C.1.f.	f. an analysis by race and gender of the positions filled by promotion during the prior plan period. For the purposes of this subsection, "promotions" means those instances in which an individual advances in salary level because the individual changed to a position with a higher pay range assignment <u>either through a competitive process or through a reclassification;</u>	Updates the definition of "promotions"
3.12.184 Ruth Woo emerging leaders fellowship.					
68	1078-1084	3.12.184.B.	3.12.184.B.	B. The fellow ((shall)) <u>may</u> be an employee of the department of human resources. The fellow ((shall)) <u>may</u> be assigned to work	Updates language regarding

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				in various county agencies (((for periods of three to four months at a time))) <u>during the one-year term</u> with the written approval of the presiding elected official or designee of such agency. The assignments (((shall))) <u>may</u> include periods with the council and with executive-branch agencies. While assigned to an agency the fellow shall be subject to the administrative supervision of that agency.	fellowship employment
69	1085-1098	3.12.184.C.	3.12.184.C.	C. The Ruth Woo fellow (((shall))) <u>may</u> have the following responsibilities: 1. Assignments may include following a piece of legislation through the legislative process, preparing briefings, correspondence, or other documents, communicating with constituents and other county departments, assisting in outreach, and executive-branch policy administration; 2. The work in the branches and departments (((shall))) <u>may</u> include: a. (((working))) <u>work</u> on projects related to each branch or department and seeing them to completion; b. (((experiencing buy directly))) <u>experience</u> working on how policies are developed and implemented and how they relate to the communities served by the county; c. (((participating))) <u>participation</u> in internship orientations, workshops, and policy exercises; and d. (((maintaining))) professional, nonpartisan conduct.	Updates language regarding fellows' responsibilities during tenure
70	1099-1100	3.12.184.D.	3.12.184.D.	D. Each agency shall (((reimburse the department of human resources))) <u>be responsible</u> for the cost of the fellow for the period assigned to the agency.	Updates language regarding fellows' funding
3.12.187 Apprenticeship training program. (Repealed)					
71	1106-1107	3.12.187.A.	N/A	A. The King County council finds as a fact that minorities, women and disabled persons are underrepresented in the construction trades. The council also finds as a fact that a major reason for the underrepresentation of minorities, women and disabled persons in the construction trades is the lack of opportunity for those persons to serve apprenticeships in state-approved apprenticeship programs designed to have them earn the hours necessary to reach journey-level status. Further, the council finds that the traditional methods for persons to find	Removes subsection 3.12.187(A)

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				opportunities as apprentices in the construction trades serve as a barrier to minorities, women and disabled persons. Therefore, the council finds that the temporary employment of these individuals as construction trade apprentices enrolled in state-approved apprenticeship programs will serve to benefit the public by assisting minority, women and disabled persons gain entry to the construction trades by their earning a portion of the hours needed to reach the journey level while placed with King County.	
72	1106-1107	3.12.187.B.	N/A	B. Notwithstanding any King County ordinance to the contrary, persons who are enrolled in state approved apprenticeship programs and are employed by King County to earn hours to complete such apprenticeship programs, shall be classified as temporary employees. Such person shall be entitled to only such rights, working conditions and benefits as are granted by ordinance to other temporary employees of King County.	Removes subsection 3.12.187(B)
73	1106-1107	3.12.187.C.	N/A	C. All persons who are enrolled in state approved apprenticeship programs and who are employed by King County to earn hours towards completing such programs shall, prior to becoming a temporary employee of King County, sign a sworn statement, in substantially the same form contained in Attachment A to Ordinance 11149² and indicating an understanding as to the temporary nature of the employment, the absence of career service rights and entitlements, the right of the county to terminate employment at any time without just cause, the absence of appeal rights for any action pertaining to appointment, promotion, suspension, discipline, reduction in pay or rank, removal and the absence of the right to grieve under any collective bargaining agreement, and recognition and understanding that upon termination of temporary employment no right exists to any career service or other position with King County. It shall be the responsibility of the department of human resources to retain the originals of such sworn statements.	Removes subsection 3.12.187(C)
74	1106-1107	3.12.187.D.	N/A	D. If any provision of this section or its application to any person or circumstance is held invalid, the remainder of the section or the application of the provision to other persons or circumstances is not affected. (Ord. 18793 § 12, 2018; Ord. 11149 § 1-4, 1993).	Removes subsection 3.12.187(D)

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3.12.188 Transit passes.					
75 & 76	1110-1140	3.12.188.A.&B.	3.12.188.A.&B.	<p>A. Employees eligible for comprehensive leave benefits under this chapter, administrative interns, volunteer interns, work study students, AmeriCorps members, and eligible department of transportation or Metro transit department retirees shall be issued a ((transit)) <u>transportation</u> pass entitling the holder to ride without payment of fare on public transportation services operated by or under the authority of the county. In addition, those ((employees)) <u>persons</u> shall be entitled to use the ((transit)) <u>transportation</u> pass to ride without payment of fare on public transportation services operated by or under the authority of Pierce Transit, Kitsap Transit, Sound Transit, Everett Transit, and Community Transit, subject to agreements with such agencies as may be entered into by the executive. Use of ((transit)) <u>transportation</u> passes shall be restricted to such employees, administrative interns, volunteer interns, work study students, AmeriCorps members, and department of transportation or Metro transit department retirees and any unauthorized use shall, at a minimum, result in forfeiture of the passes. With the exception of administrative interns, volunteer interns, work study students, and AmeriCorps members, employees not eligible for comprehensive leave benefits under this chapter shall not receive ((transit)) <u>transportation</u> passes or any ((transit)) <u>transportation</u> pass subsidy.</p> <p>B. The executive shall cause an appropriate survey to be conducted biennially of the use of public transportation services by county employees and volunteer interns. Based on the results of the survey, the projected usage of public transportation services by county employees, the county's commute trip reduction objectives and other factors determined appropriate by the executive, the executive shall recommend in the annual budget an amount to be paid to the public transportation operating account for ((transit)) <u>transportation</u> passes. The amount recommended by the executive shall not include any payment for ((transit)) <u>transportation</u> passes for commissioned police officers, eligible department of transportation or Metro transit department retirees and employees whose positions are determined by the director of the Metro transit department to be dedicated exclusively to the public transportation function. The</p>	<p>Changes "transit" to "transportation"</p> <p>Changes "employees" to "persons"</p>

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				final amount to be transferred to the public transportation operating account for ((transit)) <u>transportation</u> passes shall be determined by the council as part of the annual budget and appropriation process consistent with the requirements of the King County Charter and applicable state law.	
3.12.190 Vacation leave.					
77	1154-1156	3.12.190.A.	3.12.190.A.	A. Employees eligible for comprehensive leave benefits shall accrue vacation leave benefits as described in and further qualified by this section. <u>Elected officials are not employees and are therefore not entitled to vacation leave benefits.</u>	Adds language about elected officials not being entitled to vacation leave accruals
78	1161-1162	3.12.190.C.	3.12.190.C.	C. Employees eligible for ((vacation)) <u>comprehensive</u> leave <u>benefits</u> shall accrue vacation leave from their date of hire into a <u>comprehensive leave</u> benefit eligible position.	Clarifies that it applies to employees eligible for comprehensive leave benefits
79	1163-1168	3.12.190.D.1. 3.12.190.D.2.	3.12.190.D.1. 3.12.190.D.2.	D.1. Employees hired before December 31, 2017, who are eligible for vacation leave may accrue up to four hundred eighty hours of vacation leave, prorated to reflect their normally scheduled work ((schedule)) <u>week</u> . 2. Employees hired January 1, 2018, or thereafter, who are eligible for vacation leave may accrue up to three hundred twenty hours of vacation leave, prorated to reflect their normally scheduled work ((schedule)) <u>week</u> .	Updates language regarding vacation leave maximum accruals
80	1169-1176	3.12.190.D.3.	3.12.190.D.3.	3. All employees shall use vacation leave beyond the employee's maximum accrual amount before <u>the end of the pay period that includes</u> December 31 ((of each)) <u>every</u> year. Failure to use vacation leave beyond the employee's maximum accrual amount <u>before the end of the pay period that includes December 31</u> shall result in forfeiture of the <u>accrued</u> vacation leave beyond the employee's maximum accrual amount unless the appointing authority has approved a carryover of the vacation leave because of cyclical workloads, work assignments, or other reasons ((as may be)) in the best interests of the county.	Clarifies that excess vacation leave must be used by the end of the pay period that includes December 31
81	1181-1182	3.12.190.F.	N/A	((F. A furloughed employee shall not be eligible to take or be paid for vacation in lieu of taking a budgetary furlough day.	Removes subsection 3.12.190(F)

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82	1183-1187 and 1197-1202	3.12.190.G.	3.12.190.G.	G. In lieu of the remuneration for fifty percent of unused accrued vacation leave at retirement, the director may, with equivalent funds and in accordance with the procedures in K.C.C. 3.12.220.G.2.b, provide eligible employees with a voluntary employee beneficiary association plan that provides for reimbursement of retiree and other qualifying medical expenses. ((+)) <u>G. In lieu of payment for fifty percent of unused accrued vacation leave at retirement, the director may, with equivalent funds and in accordance with the procedures in K.C.C. 3.12.220.E.2.b., provide eligible employees with a voluntary employee beneficiary association plan that provides for reimbursement of retiree and other qualifying medical expenses. The remaining fifty percent of eligible unused accrued vacation leave at retirement shall be paid as outlined in subsection F. of this section.</u>	Moves location of VEBA language down
83	1188-1196	3.12.190.H.	3.12.190.F.	H.)) <u>F. An employee who is eligible for comprehensive leave benefits shall be paid for accrued vacation leave to the employee's date of separation up to the employee's maximum accrual amount if the employee has successfully completed the employee's first six months of county service and is in good standing. ((Except with the written approval of the executive, the position, if vacated by a nonrepresented employee, shall not be filled until salary savings for the position are accumulated in an amount sufficient to pay the cost of the cash out.))</u> Payment shall be the accrued vacation leave multiplied by the employee's base rate of pay in effect upon the date of leaving county employment less mandatory withholdings.	Removes language requiring not filling a non-rep position until salary savings for the vacation payout are accrued
84	1205-1207	3.12.190.J.	N/A	((J. For employees covered by the overtime requirements of the Fair Labor Standards Act, vacation leave may be used in fifteen-minute increments, at the discretion of the appointing authority.	Removes subsection 3.12.190(J)
85	1208-1215	3.12.190.K.	3.12.190.I.	K. In cases of separation from county employment by death of an a)) <u>I. When a current employee dies with accrued vacation leave and ((who)) the employee has successfully completed the employee's first six months of county service, payment of the unused vacation leave up to the employee's maximum accrual amount shall be made to the employee's estate, or, in applicable cases, as provided for by state law, Title 11 RCW. ((Except with the written approval of the executive, the position, if vacated by a nonrepresented employee, shall not be filled until salary savings</u>	Removes language requiring not filling a non-rep position until salary savings are accrued for the payout to the estate following a

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				for the position are accumulated in an amount sufficient to pay the cost of the cashout.	death; cleans up language
86	1216-1221	3.12.190.L.	3.12.190.J.	L.)) <u>J. If an employee resigns, is laid off, or is separated for nondisciplinary reasons</u> from a ((full-time)) regular or ((part-time regular)) <u>term-limited temporary</u> position with the county in good standing ((or is laid off)) and subsequently returns to county employment within two years from the resignation, ((or)) layoff, ((as applicable)) or <u>nondisciplinary separation</u> , the employee's prior county service shall be counted in determining the vacation leave accrual rate under subsection A. of this section.	Adds employees separated for nondisciplinary reasons to those eligible to have prior service counted towards vacation when they return within two years
3.12.210 Leave – bereavement.					
87	1224-1241	3.12.210.A.	3.12.210.A.	A. Employees eligible for comprehensive leave benefits shall be entitled take to up to five working days of bereavement leave, with a maximum of forty hours, for each qualifying death of the employee's immediate family members. Part-time employees' bereavement leave benefits shall be prorated to reflect the employee's work week. Bereavement leave shall be used within eighteen months of the death. For purposes of this subsection, "immediate family members" are any of the following: <ol style="list-style-type: none"> 1. The employee's spouse or domestic partner; 2. The employee's ward, or any person whom the employee has legal guardianship or custody of; and 3. The following family members of the employee, the employee's spouse, or the employee's domestic partner: <ol style="list-style-type: none"> a. a parent, be the person a biological parent, adoptive parent, foster parent, stepparent, legal guardian, or a person who stood or stands in loco parentis; b. a, grandparent; c. a child, <u>including an unborn child lost due to a stillbirth or miscarriage;</u> d. a child's spouse; e. a grandchild; or f. a sibling. 	Adds coverage for an unborn child lost due to a stillbirth or miscarriage
88	1242-1244	3.12.210.B.	N/A	B. ((A furloughed employee shall not be eligible to take or be paid for bereavement leave in lieu of taking a budgetary furlough day.	Removes subsection 3.12.210(B)

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					regarding not using bereavement leave on a furlough day
3.12.215 Leave – organ donors.					
89	1254-1268	3.12.215.A.1	3.12.215.A.&B.	<p>((A.1.)) The appointing authority shall allow an employee eligible for comprehensive leave benefits who is voluntarily participating as a donor in a life-giving or life-saving procedure such as, but not limited to, a bone marrow transplant, kidney transplant, or blood transfusion to take five days of paid <u>organ donor</u> leave ((without having the leave charged to family leave, sick leave, vacation leave or leave of absence without pay)), but only if the employee:</p> <p style="padding-left: 40px;">((a.)) <u>A.</u> ((g)) Gives the appointing authority reasonable advance notice of the need to take time off from work for the donation of bone marrow, a kidney, or other organs or tissue where there is a reasonable expectation that the employee's failure to donate may result in serious illness, injury, pain, or the eventual death of the identified recipient; and</p> <p style="padding-left: 40px;">((b.)) <u>B.</u> ((p)) Provides written proof from an accredited medical institution, organization, or individual as to the need for the employee to donate bone marrow, a kidney, or other organs or tissue, or to participate in any other medical procedure where the participation of the donor is unique or critical to a successful outcome.</p>	Updates language
90	1269-1270	3.12.215.A.2	N/A	((2. A furloughed employee shall not be eligible to take or be paid for an organ donor leave in lieu of taking a budgetary furlough day.	Removes language regarding not using organ donor leave on a furlough day
91	1271-1273	3.12.215.B		B. Time off from work for the purposes set out above in excess of five working days shall be subject to existing leave policies in this chapter or in any applicable collective bargaining agreement.))	Removes subsection 3.12.215(B) regarding taking time in excess of the five days of organ donor leave

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3.12.218 Leave – smallpox vaccinations. (Repealed)					
92	1274-1275	3.12.218	N/A	<p>3.12.218 Leave – smallpox vaccinations.</p> <p>—— A. Any employee who is immunized for smallpox and who subsequently misses work for medical reasons related to the smallpox immunization shall be granted paid leave without having such charged to vacation or sick leave for the period the employee is unable to work due to medical complications from the immunization. Paid leave shall be granted if:</p> <p>—— 1. The employee is a member of one or more categories of individuals covered by a declaration by the United States Secretary of Health and Human Services specifying the administration of smallpox countermeasures.</p> <p>—— 2. The employee has been authorized by the county to receive the immunization in order to participate in the county's response under Section 304 of the Homeland Security Act.</p> <p>—— B. Any part of the leave that is covered by worker's compensation time loss shall be paid from that fund. If the amount of worker's compensation time loss payment is less than the employee's regular net pay, the county will supplement the time loss payment up to the level needed to equal the employee's regular net pay.</p> <p>—— C. A furloughed employee shall not be eligible to take or be paid for smallpox vaccination leave in lieu of taking a budgetary furlough day. However, any part of the leave that is covered by worker's compensation time loss shall be paid from that fund. (Ord. 16735 § 10, 2009; Ord. 16339 § 10, 2008; Ord. 14591 § 2, 2003).</p>	Removes section 3.12.218
3.12.219 Parental leave program.					
93	1278-1283	3.12.219.A.	3.12.219.A.	A. Employees eligible for comprehensive leave benefits who have been employed with the county for at least six months of continuous service at the time of a birth, adoption, or foster-to-adopt placement of a <u>minor</u> child, and are either nonrepresented or represented by a union that has signed a paid parental leave memorandum of agreement with the county, are eligible for up to twelve weeks of paid parental leave.	Adds language to make clear that it only applies to the adoption or foster-to-adopt placement of minor children
94, 95, 96	1331-1339	3.12.219.M.	3.12.219.M.	M. An employee who does not return to work for at least six months of continuous service following the paid parental leave, shall be required to reimburse King County for the supplemental	Adds language that payback is not required when an

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				<p>paid parental leave funds received. <u>This does not apply to an employee whose employment ends involuntarily, such as if the employee is laid off or medically separated.</u></p> <p><u>If an employee is taking paid parental leave intermittently, the six months begins after the last day the employee used paid parental leave. An employee whose position is scheduled to end in a timeframe that would not enable the employee to return to work for six months following the leave, is not entitled to take paid parental leave.</u></p>	<p>employee's employment ends involuntarily</p> <p>Adds language regarding when the 6 months of continuous service begins following intermittent PPL</p> <p>Clarifies that an employee whose position is scheduled to end in a timeframe that would not enable them to return to work for 6 mo. following the leave is not entitled to PPL</p>
3.12.220 Sick leave and time off for medical and family reasons.					
97	1342-1354	3.12.220.A.1	3.12.220.A.1	<p>A.1. Except for employees covered by subsection A.3. of this section, employees eligible for comprehensive leave <u>benefits and district court judges shall accrue sick leave ((benefits))</u> at the rate of 0.04616 hours for each hour in pay status exclusive of overtime up to a maximum of eight hours per month((; except that if an hourly employee works in excess of seventy-four hours in one week, the employee shall accrue sick leave at the rate of 0.025 hours for each hour worked in excess of seventy-four))). <u>The monthly maximum for employees whose work schedule is less than a forty-hour work week shall be prorated. For example, the maximum for an employee with a thirty-five-hour work week would be seven hours per month. In limited circumstances, an employee may receive additional sick leave accruals at the rate of 0.025 hours for each hour in pay status to ensure compliance with Washington state's paid sick leave law. Except for district court judges, elected officials do not accrue</u></p>	<p>Updates language about accruals and clarifies that other than district court judges, elected officials do not accrue sick leave</p>

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				<u>sick leave.</u> No adjustment to reduce sick leave accruals for furloughed employee shall be made as a result of a budgetary furlough.	
98	1357-1362	3.12.220.A.3.	3.12.220.A.3.	3. Employees who are members of the Law Enforcement Officers and Firefighters (LEOFF) 1 retirement system, <u>judges pro-tem, commissioners,</u> and short-term temporary employees who are employed in social service programs designed to help youth gain basic work training skills, such as Work Experience (WEX) participants and Division of Youth Services (DYS) youth employment workers, shall not accrue sick leave.	Adds language regarding pro-tem judges and commissioners not being eligible to accrue sick leave
99	1364-1372	3.12.220.C.&E.	N/A	C. ((For employees covered by the overtime requirements of the Fair Labor Standards Act, sick leave may be used in fifteen-minute increments. D.)) There shall be no limit to the number of sick leave hours accrued and carried over to the following year by employees eligible for comprehensive leave benefits. Short-term temporary employees and administrative interns may carry over forty hours of unused sick leave to the following year, all other unused accrued sick leave shall be forfeited. ((E. For employees covered by the overtime requirements of the Fair Labor Standards Act, sick leave may be used in fifteen-minute increments.	Removes subsections 3.12.220(C)&(E)
100	1373-1387	3.12.220.F.	3.12.220.D.	F.)) <u>D.1.</u> Separation from or termination of county employment except ((by reason of retirement or layoff due to lack of work, funds, efficiency reasons or separation for medical reasons)) <u>for circumstances outlined in subsection E.1. of this section,</u> shall cancel all sick leave accrued to employees ((eligible for comprehensive leave benefits)) as of the date of separation or termination. ((2. Separation from, retirement from or termination of county employment shall cancel all sick leave accrued to short-term temporary employees and administrative interns as of the date of the separation, retirement or termination. 3.)) <u>2.</u> Should an employee, other than an employee who cashed out sick leave under subsection E.1. of this section, return to county employment within two years, accrued sick leave shall be restored. If a retiree <u>cashed out sick leave under subsection E.1. of this section and is rehired within one year,</u> that employee is ((not)) entitled to have ((any)) <u>the remaining sixty-</u>	Updates language about the cancelation of sick leave when an employee separates or terminates, and regarding restoration of sick leave should an employee return to county employment

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				<u>five percent of their sick leave restored. If a retiree cashed out sick leave under subsection E.1. of this section and is rehired after one year, no sick leave is restored.</u>	
101 & 102	1388-1406	3.12.220.G.1.	3.12.220.E.1.	<p>((G-)) <u>E.1.</u> Except for short-term temporary employees, administrative interns, and employees covered by the Law Enforcement Officers and Firefighters (LEOFF) 1 retirement system, employees eligible to accrue sick leave who have successfully completed at least five years of county service and who retire as a result of length of service or who ((terminate by reason of death)) <u>die while employed</u> shall be paid, or their estates paid or as provided for by Title 11 RCW, as applicable, an amount equal to thirty-five percent of their unused, accumulated sick leave multiplied by the employee's base rate of pay in effect upon the date of leaving county employment less mandatory withholdings. ((This provision is predicated on the requirement that, except with the written approval of the executive, the position, if vacated by a nonrepresented employee, shall not be filled until salary savings for the position are accumulated in an amount sufficient to pay the cost of the cash out.)) For the purposes of this subsection ((G-)) <u>E.1.</u>, "retire as a result of length of service" means an employee is eligible, applies for and begins drawing a pension from the Law Enforcement Officers and Firefighters (LEOFF), Public Employees' Retirement System (PERS), Public Safety Employees' Retirement System (PSERS), or the city of Seattle Retirement Plan immediately upon terminating county employment. <u>An employee is only eligible to cash out thirty-five percent of the employee's sick leave balance one time, even if the employee subsequently returns to county employment.</u></p>	<p>Removes language requiring not filling a non-rep position until salary savings are accrued for the payout to the estate following a death</p> <p>Adds language about employees only being able to cash out 35% of sick leave at retirement one time</p>
103	1407-1436	3.12.220.G.2.	3.12.220.E.2.	<p>2.a. In lieu of ((the remuneration for unused sick leave at retirement)) <u>payment for thirty-five percent of unused sick leave</u>, the director may((, with equivalent funds,)) <u>also</u> provide eligible employees with a voluntary employee beneficiary association plan that provides for reimbursement of retiree and other qualifying medical expenses. Under K.C.C. 3.12.190.G., in lieu of ((the remuneration)) <u>payment</u> for fifty percent of unused vacation leave at retirement, the director may also fund the voluntary employee beneficiary association plan.</p>	Cleans up language regarding VEBA

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				<p>b. The director shall adopt procedures for the implementation of all voluntary employee beneficiary association plans. At a minimum, the procedures shall provide that:</p> <p>(1) each group of employees hold an election to decide whether to implement a voluntary employee beneficiary association plan for a defined group of employees. The determination of the majority of voting employees in a group shall bind the remainder <u>consistent with regulatory requirements</u>. Elections for represented employees shall be conducted by the appropriate bargaining representative. Elections for nonrepresented employees shall be conducted in accordance with procedures established by the director <u>or designee</u>;</p> <p>(2) the director <u>or designee</u> has discretion to determine the scope of employee groups voting on whether to adopt a voluntary employee beneficiary association plan. The director shall consult with bargaining representatives and elected officials in determining the scope of voting groups; <u>and</u></p> <p>(3) any voluntary employee beneficiary association plan implemented in accordance with this subsection ((G-)) <u>E.2.</u> complies with federal tax law. Disbursements in accordance with this subsection ((G-)) <u>E.2.</u> shall be exempt from withholdings((;)) to the extent permitted by law((; and</p> <p>(4) employees shall forfeit remuneration under subsection G.1. and 2. of this section if the employee belongs to a group that has voted to implement a voluntary employee beneficiary association plan and the employee fails to execute forms that are necessary to the proper administration of the plan within twelve months of retirement by reason of length of service, as defined in subsection G.1. of this section.</p>	
104	1437-1438	3.12.220.H.1.	N/A	<p>H.1. An employee must use all of the employee's accrued sick leave and any donated sick leave before taking unpaid leave for the employee's own health reasons)).</p>	Removes language that an employee must use all sick and donated sick leave prior to taking unpaid leave for selfcare
105	1439-1443	3.12.220.H.1.	3.12.220.E.3	<p><u>3.</u> If the employee has an injury or illness that is compensable under the county's workers compensation program, then the</p>	Removes language

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				employee has the option to augment or not augment wage replacement pay with the use of accrued sick leave. ((A furloughed employee shall not be eligible to take or be paid for sick leave in lieu of taking a budgetary furlough day.	regarding not using sick or vacation leave on a furlough day
106	1444-1447	3.12.220.H.2.	N/A	2. For a leave for family reasons, the employee shall choose at the start of the leave whether the particular leave would be paid or unpaid, but when an employee chooses to take paid leave for family reasons the employee may set aside a reserve of up to eighty hours of accrued sick leave.))	Removes language that an employee shall choose at the start of caring for a family member whether the leave will be paid or unpaid
107	1450-1455	3.12.220.H.3.	3.12.220.E.5.	((3.)) <u>5. An employee who has exhausted all of the employee's accrued sick leave may use accrued vacation leave before going on leave of absence without pay, if approved by the employee's appointing authority. ((A furloughed employee shall not be eligible to take or be paid for vacation leave in lieu of sick leave in lieu of taking a furlough day.))</u> <u>If caring for a family member, use is at the employee's discretion and is not subject to approval by the appointing authority.</u>	Adds language that when caring for a family member, an employee may use vacation leave without approval from the appointing authority
108	1456-1482	3.12.220.I.	3.12.220.F.	((1.)) <u>F. Paid ((S)) sick leave may be used for the following reasons:</u> <u>1. ((An absence)) For self-care or to care for a family member:</u> a. ((resulting from the employee's)) <u>due to a</u> mental or physical illness, injury, or health condition; b. to ((accommodate the employee's need for)) <u>obtain</u> medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or c. ((for the employee's need for)) <u>to receive</u> preventive medical care; 2. ((To allow the employee to provide care: a. for a family member with a mental or physical illness, injury or health condition;	Cleans up language regarding when sick leave may be used, and adds when an employee's child's school or place of care is closed after the declaration of an emergency; adds language clarifying that employees cannot use sick leave to supplement PFML

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				<p>b. for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or</p> <p>c. for a family member who needs preventive medical care;</p> <p>3.)) When a King County facility is closed by order of public official for any health-related reason, or when an employee's child's school or place of care is closed by order of a public official for a health-related reason, <u>by declaration of an emergency by a local or state government or agency, or by the federal government;</u></p> <p>((4.)) <u>3.</u> For absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW;</p> <p>((5.)) <u>4.</u> For absences to increase the safety of the employee or a family member when the employee or a family member has been a victim of trafficking under RCW 9A.40.100;</p> <p>((6.)) <u>5.</u> For family and medical leave available under federal law, state law, or King County ordinance. <u>Sick leave may not be used to supplement partial day wage replacement available under Washington state paid family and medical leave;</u> and</p> <p>((7.)) <u>6.</u> When an employee has been exposed to a contagious disease and must quarantine.</p>	
109	1483-1506	3.12.220.J.	3.12.220.G.	<p>((J.)) <u>G.</u> For purposes of sick leave, "family member" means any of the following:</p> <p>1. A child((, including a biological, adopted or foster child, a stepchild or a child to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status, or the child)) <u>of the employee or of the employee's domestic partner;</u></p> <p>2. The parent of an employee, employee's spouse, or employee's domestic partner. Parent includes:</p> <p>a. a biological parent;</p> <p>b. an adoptive parent;</p> <p>c. a de facto parent;</p> <p>d. a foster parent;</p> <p>e. a stepparent;</p> <p>f. a legal guardian; or</p>	Removes definition of "a child" since this is now provided in the definitions section of 3.12; adds individual who regularly resides in the employee's home

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				<p>g. a person who stood or stands in loco parentis to the employee, employee's spouse, or employee's domestic partner;</p> <p>3. A spouse;</p> <p>4. A domestic partner;</p> <p>5. A grandparent;</p> <p>6. A grandchild; ((or))</p> <p>7. A sibling; or</p> <p>8. Any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.</p>	
110	1522-1527	3.12.220.M.	3.12.220.J.	<p>((M-)) J. Verification that an <u>hourly</u> employee's use of sick leave is for an authorized purpose may be required for absences exceeding three days. Verification may not result in an unreasonable burden or expense on the <u>hourly</u> employee and may not exceed privacy or verification requirements otherwise established by law. <u>A salaried employee may be asked to provide verification of the need for paid sick leave at the discretion of the employee's supervisor or department.</u></p>	Clarifies that the 3-day verification rule only applies to hourly employees and that salaried employees may be asked to provide verification at the discretion of the department
3.12.221 Family and medical leave – up to eighteen weeks or certain circumstances.					
111	1530-1587	3.12.221	3.12.221	<p>A. An employee <u>who has been employed by the county for twelve months or more and has worked a minimum of nine hundred ten hours for a thirty-five-hour employee and one thousand forty hours for a forty-hour employee in the preceding twelve-month period,</u> may take a total of up to eighteen weeks of King County family and medical leave within a twelve-month period for ((either)):</p> <p>1. ((t))The employee's own serious health condition ((or));</p> <p>2. ((t))To care for a family member with a serious health condition((, if the employee has been employed by the county for twelve months or more and has worked a minimum of nine hundred ten hours for a thirty five hour employee and one thousand forty hours for a forty hour employee, and:));</p> <p>3. <u>To bond with a new minor child within the first twelve months following the child's birth or placement with the employee for adoption or foster care;</u></p>	Significantly updates language

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				<p><u>4. For certain qualifying exigencies related to military service covered by the federal Family and Medical Leave Act, 29 U.S.C. Sec. 2601 et seq.; or</u></p> <p><u>5. Any qualifying reason under the federal Family and Medical Leave Act, 29 U.S.C. Sec. 2601 et seq.</u></p> <p>((1.)) <u>B. ((The)) Qualifying family members ((is)) include</u> the employee's spouse or domestic partner, the employee's child, a child of the employee's spouse or domestic partner, the parent of the employee or the employee's spouse or domestic partner, or an individual who stood in loco parentis to the employee or the employee's spouse or domestic partner. ((; and</p> <p>2. The reason for the leave is one of the following:</p> <p>a. the birth of a son or daughter and care of the newborn child, or placement with the employee of a son or daughter for adoption or foster care, if the leave is taken within twelve months of the birth, adoption or placement;</p> <p>b. the care of the employee's child or child of the employee's spouse or domestic partner whose illness or health condition requires treatment or supervision by the employee;</p> <p>c. the care of a family member with a serious health condition; or</p> <p>d. any qualifying reason under federal family and medical leave law, 29 U.S.C. Sec. 2601 et seq., or state family and medical leave law, chapter 49.78 RCW.</p> <p>B.)) <u>C. King County family and medical leave may be taken intermittently to the same extent permitted under federal ((and state)) family and medical leave laws.</u></p> <p>((C.1.)) <u>D. King County family and medical leave shall run concurrently with leave ((under 29 U.S.C. Sec. 2601 et seq., and chapter 49.78 RCW,)) taken in conjunction with an occupational injury or illness for which the employee is receiving workers' compensation wage replacement payments, and any other leaves ((that are)) available under federal or state law to the extent permissible by law.</u></p> <p>((2. When leave is taken for the serious health condition of the employee in conjunction with an occupational injury or illness for which the employee is receiving workers' compensation wage replacement payments, the leave shall run</p>	

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				<p>concurrently with leave under the federal and state family and medical leave and King County family and medical leave.</p> <p>D. The department is responsible for the proper administration of the King County family and medical leave benefit.) <u>E.</u> Verification from a health care provider may be required to certify the health condition of the employee or family member for <u>King County family and medical leave or federal Family and Medical Leave Act, 29 U.S.C. Sec. 2601 et seq.</u> requests.</p> <p>((E-)) <u>F.</u> The county shall continue its contribution toward health care benefits when an employee is on King County family and medical leave, regardless of whether the employee is in a paid or unpaid status during the leave.</p> <p>((F-)) <u>G.</u> An employee who returns from King County family and medical leave within the time provided in this section is entitled to the same job protection as an employee returning from leave under <u>the federal Family and Medical Leave Act, 29 U.S.C. Sec. 2601 et seq.</u>, subject to reductions-in-force provisions as specified in K.C.C. 3.12.300.</p> <p>((G-)) <u>H.</u> Failure of an employee to return to work by the expiration date of a leave of absence may be cause for termination of the employee from county service.</p>	
3.12.222 Donation of vacation or compensatory hours to nonprofit organizations.					
112	1590-1635	3.12.222	3.12.222	<p>A. ((Annually, from the first business day in October through the last business day in November)) <u>During the annual giving drive,</u> an employee eligible for comprehensive leave benefits may sign a written authorization subject to approval by the employee's department director to convert accrued vacation, <u>benefit time off,</u> or accumulated compensatory hours, or ((both)) <u>any combination thereof,</u> into cash to benefit up to three nonprofit organizations participating in the King County employee annual drive in accordance with K.C.C. chapter 3.36, of the employee's choice.</p> <p>B. Notwithstanding K.C.C. 3.12.190, an employee eligible for comprehensive leave benefits may convert accrued vacation, <u>benefit time off,</u> or accumulated compensatory hours, or ((both)) <u>any combination thereof,</u> into cash to benefit emergency or disaster relief efforts. Upon the occurrence of an emergency or disaster, such as fire, flood, explosion, storm, earthquake, or epidemic, that results in the loss of either life or</p>	Updates language to include benefit time off (BTO)

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				<p>property, or both, and with the exception of the employee annual drive-related period designated under subsection A. of this section, the executive may authorize a <u>period of up to forty-five-days</u> ((opportunity)) for employees eligible for comprehensive leave benefits to sign a written authorization to convert accrued vacation, <u>benefit time off</u>, or accumulated compensatory hours, or ((both)) <u>any combination thereof</u>, into cash to benefit up to three nonprofit organizations designated by the executive. The employee's written authorization is subject to approval by the employee's department director. The designated nonprofit organization must be a King County employee annual drive participant in accordance with K.C.C. chapter 3.36. This section shall be administered in accordance with K.C.C. chapter 3.36.</p> <p>C. The hours converted under subsection A. or B. of this section must be in full-hour increments. The employee's donation must be a minimum of four hours and no more than forty hours per calendar year with the exception of the conditions described in subsection D. of this section.</p> <p>D. An employee eligible for comprehensive leave benefits who earned excess vacation leave, <u>benefit time off</u>, or compensatory hours, or ((both)) <u>any combination thereof</u>, beyond the amount that may be carried over into the next fiscal year may donate greater than forty hours under subsection A. or B. of this section with approval from the employee's department director.</p> <p>E. All King County employees eligible for comprehensive leave benefits may donate <u>voluntarily</u> in accordance with this section ((voluntarily)).</p> <p>F. The department of human resources shall value the hours donated under this section based on the employee's base rate of pay in effect at the time the approved conversion authorization is processed. The department of human resources shall process leave donations authorized under subsection A. of this section within the first two full weeks in December. The department of human resources shall process leave donations authorized under subsection B. of this section within the first two full weeks after the ((forty-five-day)) period designated in accordance with subsection B. of this section.</p>	

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				G. The net cash value of the accrued vacation, <u>benefit time off</u> , or accumulated compensatory hours, or ((both)) <u>any combination thereof</u> , after all mandatory withholdings, including, but not limited to, withholding in accordance with retirement plans, federal income tax, and the Federal Insurance Contributions Act((;)) have been deducted must be distributed by the department of human resources to the designated nonprofit organization or organizations.	
3.12.223 Donation of vacation or compensatory hours to other employees.					
113	1649-1650	3.12.223.A.3.	N/A	3. ((A furloughed employee shall not be eligible to take or be paid for donated vacation in lieu of taking a furlough day, except as provided in K.C.C. 3.12F.040.	Removes section related to a furloughed employee taking or be paid for donated vacation leave hours
114	1651-1655	3.12.223.A.4.	3.12.223.A.3.	4.)) Donated vacation leave hours <u>shall be converted to donated sick leave hours and</u> remain with the recipient. Donated ((vacation)) <u>sick</u> leave hours shall be excluded from the ((vacation)) <u>sick</u> leave payoff provisions <u>and sick leave restoration provisions contained</u> in this chapter. Employees do not accrue additional leave hours while utilizing donated ((vacation)) <u>sick</u> leave hours.	Clarifies that donated vacation leave hours are converted to donated sick leave hours
3.12.224 Leave – donation to an account or program to benefit children of deceased employee.					
115	1689-1733	3.12.224	3.12.224	Notwithstanding K.C.C. 3.12.190, if an employee dies while engaged within the scope of the employee's employment, the executive may implement a process providing a one-time opportunity to allow employees eligible for comprehensive leave benefits to convert either accrued vacation or ((accumulated)) compensatory time hours, or both, to cash to benefit any children of the deceased employee who are under twenty-three years old at the time of the employee's death. This process must conform to the following requirements: A. The executive shall establish a forty-five-day period during which time employees may sign a written request, subject to approval by the executive, to convert either accrued vacation or ((accumulated)) compensatory time hours, or both, to cash and to authorize a payroll deduction of the cash to benefit the	Minor language updates

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				<p>children of the deceased employee who are under twenty-three years old at the time of the employee's death. The hours must be in full-hour increments, with a minimum of four;</p> <p>B. The executive shall determine the maximum hours that any employee can convert to cash, but the maximum may not be greater than a total of forty by each employee;</p> <p>C. The value of the hours must be determined based on ((the regular hourly rate of)) the employee's <u>base rate of pay</u> in effect at the time the approved conversion request is received by the county's payroll office;</p> <p>D. If employees elect to convert either accrued vacation or accumulated compensatory time hours, or both, to cash as set forth in this section, the executive shall identify one or more support accounts or programs to which the cash may be paid for the benefit of the children. Unless the executive determines that another support account or program is more suitable given the circumstances of the children, the executive shall first ((insure)) <u>ensure</u> the establishment of a Washington state college tuition prepaid program-guaranteed education tuition (GET) account with the state of Washington treasury to benefit the children of the deceased employee. In addition to or in lieu of the GET program, the executive may direct that some or all of the cash collected under this section be paid to other support accounts or programs that the executive has determined:</p> <ol style="list-style-type: none"> 1. Are established in the names of the children or their legal guardian for the benefit of the children; 2. Are held by a governmental agency, nonprofit organization, bank, trust or lawful entity other than an individual; 3. Contain adequate safeguards against theft, diversion, loss or wasting of the funds paid under this section; and 4. Restrict the permissible use of funds paid under this section to paying for minimal, if any, administrative expenses and providing for the children's reasonable food, shelter, and educational expenses; and <p>E. The cash resulting from converted accrued vacation or compensatory time hours, or both, net of all mandatory deductions, including, but not limited to, deductions for retirement plans, ((and)) federal income tax, and the Federal</p>	

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				Insurance Contributions Act, must be transmitted to the Washington state college tuition prepaid program-guaranteed education tuition (GET) account established by the executive, or such other accounts or programs as may be determined by the executive, under subsection D. of this section((; and)).	
3.12.225 Leave for volunteer service.					
116, 117	1736-1749	3.12.225	3.12.225	<p>A. Division managers shall allow the division's employees who are eligible for comprehensive leave benefits the use of up to three days of <u>accrued</u> sick leave, <u>not to include donated sick leave</u>, each calendar year to perform volunteer services at a local school or at a nonprofit organization on the approved list for the employee giving program. During a calendar year, an employee may use <u>accrued</u> sick leave for volunteer service for both school and nonprofit organization participation. The aggregate number of sick leave days used for those purposes shall not exceed three ((days)) <u>occasions</u> in a calendar year.</p> <p>B. ((A furloughed employee shall not be eligible to take or be paid for volunteer sick leave in lieu of taking a furlough day.</p> <p>C.)) Employees requesting to use <u>accrued</u> sick leave for this purpose shall submit ((such)) a request in writing specifying the name of the school or organization and the nature of the volunteer services to be performed. The employee's supervisor may request in advance that the employee obtain written proof of the service from the school or organization.</p>	<p>Clarifies that donated sick leave may not be used, and that an employee can use it for a maximum of three occasions</p> <p>Removes language regarding not using volunteer sick leave on a furlough day</p>
3.12.227 Emergency medical leave donation program.					
118	1752-1754	3.12.227.A.	3.12.227.A.	<p>A. There is hereby created a King County emergency medical leave donation program, <u>which shall be activated or deactivated at the director's discretion based on the county's current need for such a program</u>.</p>	<p>Adds language that permits the DHR director to activate or deactivate the program based on the county's current need for such a program</p>
3.12.230 Holidays.					
119	1820-1827	3.12.230.C.	3.12.230.C.	<p>C. An employee must be eligible for comprehensive leave benefits and in a pay status on the day before and the day following a holiday to be eligible for holiday pay. However, an</p>	<p>Adds language to clarify that taking an unpaid religious</p>

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				employee who has successfully completed at least five years of county service and who retires at the end of a month in which the last regularly scheduled working day is observed as a holiday, shall be eligible for holiday pay if the employee is in a pay status the day before the day observed as a holiday. An employee otherwise eligible for holiday pay shall not be ineligible as a result of not being in a pay status on the day before or after the holiday due to budgetary furlough <u>or for taking an unpaid holiday for religious purposes.</u>	holiday the day before or after a holiday will not result in not receiving holiday pay
3.12.240 Leave – jury duty.					
120	1836-1840	3.12.240.A.	3.12.230.A.	A. An employee eligible for comprehensive leave benefits who is ordered on a jury shall be entitled to the employee's regular county pay but only if any fees received for jury duty are <u>rejected by the employee when the employee is called to jury service or</u> deposited, exclusive of mileage, with the finance and business operations division of the department of executive services.	Clarifies options to reject fees for jury duty to ensure regular county pay
121	1844-1845	3.12.240.C.	N/A	C. ((A furloughed employee shall not be eligible to take or be paid for jury duty leave in lieu of taking a furlough day.	Removes language regarding not using jury duty leave on a furlough day
3.12.247 Limited duty assignment policy due to pregnancy. (Repealed)					
122	1848-1849	3.12.247	N/A	3.12.247 Limited duty assignment policy due to pregnancy. A. The council finds that: 1. The county is committed to affirmative action in hiring and the full participation of pregnant county employees in all occupations throughout the county's work force. 2. Pregnancy is a normal occurrence. 3. The county has already established maternity and parental leaves for its employees. 4. It is desirable to establish a policy to reasonably accommodate pregnant county employees in a medically approved limited duty assignment. B. For the purpose of this section, "employee" means a full-time regular employee or a part-time regular employee. Promotional probation may be extended at the discretion of the director and after consultation with an employee's appointing	Removes section 3.12.247

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				<p>authority so an employee who utilizes the limited duty provisions of this section has the opportunity to perform for the established promotional probationary period.</p> <p>_____ C.1. It is the policy of the county to recognize that pregnancy is a normal event and that provisions shall be made to provide every employee the opportunity to continue to participate in the work force during and up to three months after the employee's pregnancy.</p> <p>_____ 2. An employee, who upon the advice of the employee's physician, cannot safely perform all of the normal duties of the employee's job due to pregnancy and who indicates a desire to continue working before taking sick or maternity leave for which the employee may otherwise be eligible, shall upon concurrence of the director receive consideration for temporary reassignment. The county shall, where reasonably possible, accommodate an employee's desire for medically approved continued employment during the employee's pregnancy and up to three months thereafter via one or more of the three alternatives listed. The first alternative shall have preference, and either assignments or reassignments, or both, shall be given within the employee's department where possible. The department of human resources shall be responsible for coordination of the following limited duty alternatives:</p> <p>_____ a. temporary assignment to limited duties within the employee's classification;</p> <p>_____ b. temporary reassignment of the employee to a similar classification with equal pay for which the employee is qualified;</p> <p>_____ c. only if the director concurs that an employee cannot reasonably be accommodated by subsection C.2.a. or b. of this section, temporary reassignment of the employee can be made to another classification for which the employee is qualified but with lesser pay, to be assigned at the pay step closest to that which the employee was receiving in the employee's normal job classification.</p> <p>_____ 3. The executive shall determine and facilitate any necessary interfund transfers when an employee is temporarily reassigned to another department.</p> <p>_____ 4. Because of the separate and unique retirement system for police, either the temporary assignment or temporary reassignment, or both, for pregnant police personnel shall be provided as in subsection C.2.a. and b. of this section for LEOFF I</p>	

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				<p>members. All three alternatives listed in subsection C.2. of this section can apply to LEOFF II members.</p> <p>_____ D.1. Temporary assignments or reassignments, or both, made pursuant to this section shall be limited to the period of temporary incapacity caused by pregnancy both before childbirth and upon return to work, all prior to the time when released by the employee's physician to return to full duty.</p> <p>_____ 2. For the purposes of this section, "temporary incapacity" means the period during which because of pregnancy the employee cannot perform all of the employee's regular duties but is capable of performing a temporary limited duty assignment provided by the county as listed in subsection C. of this section and, for purposes of this policy, in no instance shall such a temporary incapacity extend more than three months after termination of the pregnancy.</p> <p>_____ 3. Employees shall continue to be eligible for paid accrued vacation and sick leave and leave of absence without pay pursuant to the personnel rules during the period of temporary incapacity due to pregnancy, pregnancy related conditions, and parenting.</p> <p>_____ E. The director shall develop procedures to implement this policy, which shall include verification of the medical basis for the limited duty request.</p> <p>_____ F. Should any subsection, paragraph, sentence, clause or phrase of this section be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this chapter. (Ord. 18793 § 13, 2018: Ord. 18618 § 85, 2017: Ord. 12014 § 24, 1995).</p>	
3.12.250 Leave of absence – without pay.					
123	1861-1863	New	3.12.250.D.	<p>D. <u>An employee lawfully using Washington paid family and medical leave, including providing King County appropriate notice, does not need to request approval for the employee's unpaid leave of absence from King County.</u></p>	Adds language to clarify that employees using PFML do not need to request approval for unpaid leave
In ordinance but not included	1875-1877	3.12.250.H.	3.12.250.I.	<p>((H-)) <u>I. Failure to return to work by the expiration date of a leave of absence without pay shall be cause for removal and shall result in ((automatic)) termination of the employee from county service.</u></p>	

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in summary document					
3.12.260 Leave of absence – United States Uniformed Services.					
124	1928-1929	New	3.12.260.E.	<u>E. The employee is required to notify the employee's employing county department whenever there is a change to the employee's military rank or pay grade.</u>	Adds language to clarify that employees are required to notify the county whenever there are changes to their military rank or pay grade
3.12.270 Disciplinary action.					
125	1951-1983	3.12.270.A.	3.12.270.A.	<p>A. A career service employee may be disciplined by the appointing authority for any of the following ((causes)) <u>reasons</u>, or for any other ((justifiable)) <u>just</u> cause:</p> <ol style="list-style-type: none"> 1. Dishonesty, including but not limited to dishonesty in securing appointment; 2. <u>Harassment, discrimination, inappropriate conduct, or retaliation in violation of federal, state, or local laws, or county policy;</u> 3. <u>Failing to be respectful of coworkers or the public;</u> 4. Incompetency; ((3.)) 5. Inefficiency; ((4.)) 6. Unauthorized absence, including patterns of continual tardiness; 7. <u>Inaccurate or fraudulent timekeeping;</u> ((5.)) 8. Neglect of duty; ((6.)) 9. Insubordination; ((7. Consumption of alcoholic beverages or use of illegal drugs while on duty during the workday)) 10. <u>Drug or alcohol use or possession in violation of county policy;</u> 11. <u>Use of county time, equipment, or facilities for private gain or other noncounty purpose;</u> 12. <u>Committing an act of workplace violence, including but not limited to verbal assault, threatening behavior, or physical assault;</u> 	<p>Adds the following reasons for which an employee may be disciplined:</p> <ul style="list-style-type: none"> • harassment, discrimination, inappropriate conduct, or retaliation in violation of federal, state, or local laws or county policy; • failing to be respectful to coworkers or the public; • inaccurate or fraudulent timekeeping; • drug or alcohol use or

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				<p><u>13. Wearing, transporting or storing firearms or other dangerous weapons within county buildings or facilities, in a county vehicle, or on their person while on county business, except as authorized by county policy;</u></p> <p>((8-)) <u>14.</u> Conviction of a crime;</p> <p>((9-)) <u>15.</u> Disorderly conduct while on duty;</p> <p>((10-)) <u>16.</u> Negligent, reckless, or knowing damage to or waste of public property;</p> <p><u>17.</u> Theft of county property;</p> <p>((11-)) <u>18.</u> Violation of any of the provisions of applicable federal or state law relating to political activities;</p> <p>((12-)) <u>19.</u> Negligent, reckless, or knowing violation of any of the provisions of the personnel guidelines; <u>or</u></p> <p>((13-)) <u>20.</u> Violation of any lawful order, directive, or policy, ((of a superior, including but not limited to the executive, department directors, and division managers,)) or a violation of the employee code of ethics, K.C.C. <u>chapter</u> 3.04.</p>	<p>possession in violation of county policy;</p> <ul style="list-style-type: none"> • use of county time, equipment or facilities for private gain or other non-county purpose; • committing an act of workplace violence, including but not limited to verbal assault, threatening behavior, or physical assault; • wearing, transporting, or storing firearms or other dangerous weapons within county buildings or facilities, in a county vehicle, or on their person while on county business, expect as

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					authorized by county policy; <ul style="list-style-type: none"> theft of county property
126	1987-2014	3.12.270.C.&E.	3.12.270.C.&E.	<p>C. Disciplinary action shall be the primary responsibility of the appointing authority and may include, but is not limited to, reduction in rank or pay, suspension without pay, ((and/)) or discharge of the employee from county employment, <u>or a combination thereof</u>. The appointing authority shall consult with the director prior to the discharge of any career service or exempt employee.</p> <p>E. Written notice of the discipline shall be delivered to the career service employee, <u>emailed to the employee's work or home address, mailed to the employee</u>, or mailed to the employee's last known address by certified mail, return receipt requested. An employee shall be deemed notified of the disciplinary action on the date the notice was ((delivered)) <u>sent</u> to the employee ((or the date on the return receipt, as applicable)).</p>	Updates how notice should be delivered to the employee
3.12.290 Personnel board appeals.					
127 & 128	2029-2044	3.12.290.A.	3.12.290.A	<p>A. In the case of an appeal by a career service employee to the board <u>following completion of the grievance appeal process outlined in the personnel guidelines</u>, written notice of appeal shall be filed by the employee with the chair of the board and the director ((within thirty calendar days of the employee having been notified of the disciplinary action as provided for by this chapter or)) within ((ten)) <u>thirty</u> calendar days of completion of the grievance or appeal process ((contained in this chapter or any applicable collective bargaining agreement. For appeals not involving disciplinary action, the applicable period shall be fourteen calendar days from the action from which the appeal is taken, or fourteen calendar days from the time the employee should reasonably have known of the action, whichever is longer)). The written notice of appeal shall contain a statement of the following:</p> <ol style="list-style-type: none"> 1. The action or alleged action from which the appeal is taken; 2. The grounds for appeal; and 	<p>Adds language to require that an employee must go through the grievance process in the Personnel Guidelines before they can appeal to the Personnel Board</p> <p>Making timelines consistent</p>

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				3. The relief requested. The board may only hear appeals which are within its jurisdiction, as set forth by Section 540 of the charter.	
129	2047-2053	3.12.290.C.	N/A	C. ((The personnel board or the court shall award a career service employee reasonable attorney's fees incurred in any appeal in which the employee is the prevailing party, provided, that the employee shall be considered the prevailing party only where the county has a written settlement offer in effect thirty calendar days prior to the hearing of the personnel board or court and the award obtained by the employee exceeds the terms of that settlement offer; provided further, that such reasonable attorney's fees shall not exceed the actual fees paid by the employee.	Eliminates the previous restrictions on a grievant receiving attorney's fees
3.12.310 Tenure.					
In ordinance but not included in summary document	2069-2075	3.12.310	3.12.310	The tenure of each employee shall be subject to the rendering of efficient service. Career service employees may be removed ((only)) for <u>just</u> cause, as specified by this chapter ((; provided, that such)) , <u>although the just</u> cause need not be demonstrated where an employee is retired or is laid off in accordance with ((the provisions of)) this chapter. <u>Career service</u> ((E)) exempt employees serve at the pleasure of the appointing authority. Nothing in this section shall derogate from the county's power to abolish positions and lay off employees because of lack of work, lack of funds, or considerations of efficiency.	
3.12.320 Retirement. (Repealed)					
130	2076-2077	3.12.320	N/A	3.12.320 Retirement. Retirement from county employment shall be administered in accordance with the provisions set forth in state law, RCW Chapter 41.40. Former employees who have retired from county employment shall be eligible for temporary and part-time employment on the same basis as other applicants; provided that PERS Plan I retirees shall not be hired on such basis into retirement eligible positions. Per RCW 41.60.690, no PERS Plan II retiree shall be eligible to receive a monthly retirement allowance if the retiree is performing service for any nonfederal public employer in the state. (Ord. 8097, 1987; Ord. 4324 § 33, 1979).	Removes section 3.12.320
3.12.330 Administration – responsibility.					

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
131	2080-2091	3.12.330	3.12.330	The executive shall be responsible for the administration of the county personnel system in accordance with the policies and standards established by this chapter, which shall constitute the personnel rules of the county. The director as the executive's designee shall be responsible to administer the personnel system ((and directly related affairs of the county to include collective bargaining; provided, that such a role will not infringe on the authority of the county administrative officer to exercise supervisory authority on those matters not directly relating to the formal administration of the county's personnel system; provided further, that the equal employment officer and program, to include the affirmative action program, shall be directly responsible to the county administrative officer in all applicable affairs in which there has not been a formally defined relationship, by virtue of council action or personnel guideline, between said office and the director)).	Removes language relating to the labor relations responsibilities of the CAO, and language that has the HR Director in charge of labor relations
3.12.335 Supported employment.					
132	2102-2106	3.12.335.C.	3.12.335.C.	C. The department of human resources, or its successor agency, is designated as the lead agency responsible for the management of the supported employment program, with technical support provided by the developmental disabilities <u>and early childhood supports</u> division of the department of <u>community and human services</u> , or its successor agency.	Adds language to clarify who is providing technical support for supported employees (the Early Childhood Supports Division of DCHS)
133	2107-2108	3.12.335.D.	N/A	((D. The executive is authorized to adopt administrative rules to implement this section pursuant to K.C.C. 3.12.350.))	Removes subsection 3.12.335(D)
3.12.340 Administration – employer-employee relations. (Repealed)					
134	2109-2110	3.12.340	N/A	3.12.340 Administration – employer-employee relations. Employer-employee relations shall be maintained and conducted in a manner which will assure the rights of employees, through, or independent of, their organizations, to communicate their desires to the agencies and officers of county government, and at the same time, to insure the orderly process of governmental operations. (Ord. 4324 § 4, 1979).	Removes section 3.12.340
3.12.350 Administration – personnel guidelines.					

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
135	2113-2125	3.12.350.A.	3.12.350.A.	<p>A. The director ((shall)) <u>may</u> adopt personnel guidelines for the purpose of implementing the directives, policies, and standards contained in this chapter and in Article 5 of the charter.</p> <p>((Such personnel guidelines shall be subject to approval by the executive. Before adoption, amendment or repeal of any guideline, the department shall give at least forty five days' notice of its intended action by filing notice with the clerk of the council and mailing notice of the intended action to each member of the council, each department director and agency head, each collective bargaining unit that has a collective bargaining agreement with the county, the chief of staff of the council and the council policy staff director, or their successors.))</p> <p>After adoption, <u>amendment, or repeal</u> of ((the)) <u>any</u> guideline, the department shall post ((all)) <u>the updated</u> guidelines to the Internet, <u>and the department will notify each department and the office of labor relations may notify the collective bargaining units.</u></p>	Updates to whom and how changes to the Personnel Guidelines will be communicated
3.12.360 Effect of collective bargaining.					
In ordinance but not included in summary document	2162-2172	3.12.360	3.12.360	<p><u>A.</u> When a collective bargaining agreement establishes a condition of employment, benefit, or procedure ((which conflicts)) <u>that differs</u> with a condition, benefit, or procedure established by this chapter ((or otherwise by ordinance)), the collective bargaining agreement shall take precedence with respect to those employees covered by the agreement, so long as the following conditions are met:</p> <p>((A-)) <u>1.</u> The condition of employment, benefit, or procedure created by the agreement is lawful; and</p> <p>((B-)) <u>2.</u> The agreement has been adopted by the council by ordinance.</p> <p><u>B.</u> Adoption of the agreement by ordinance shall be deemed an amendment of this chapter only with respect to the affected employees and subject condition, benefit, or procedure.</p>	
3.12.365 Effect of sheriff's civil service. (Repealed)					
136	2173-2174	3.12.365	N/A	3.12.365 Effect on sheriff's civil service. In the event of a conflict between the provisions of this chapter and any statute or regulation governing members of the sheriff's civil service system, such statute or regulation shall take precedence. (Ord. 9498 § 14, 1990)	Removes section 3.12.365
3.12.400 Volunteers for the county.					

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137	2177-2204	3.12.400A.-C.3.	3.12.400A.-C.3.	<p>A. It is the policy of the county to support the endeavors of volunteers for the county in a manner that benefits the community ((and)), is in the best interest of the county, and provides scope of work direction to its volunteers.</p> <p>B. Volunteers for the county are expected to act within the scope of assigned volunteer work responsibilities. Volunteers for the county are authorized agents of the county only when acting within the scope of their assigned volunteer work responsibilities. Volunteers for the county are entitled to defense and indemnification as provided in K.C.C. chapter 2.21.</p> <p>C. Volunteers for the county shall be administered as follows:</p> <ol style="list-style-type: none"> 1. A county employee may be a volunteer for the county only if the service as a volunteer for the county is not the same type of services that the employee is employed to perform for the county; 2. A volunteer for the county may be asked by an agency to enter into a volunteer agreement, waiver, or other type of liability mitigation protection agreement; 3. The county retains the sole right to accept, decline, or terminate the services of a volunteer for the county for any reason. A volunteer for the county is expected to comply with all federal, state, and local laws and to adhere to all county policies and procedures related to workplace conduct and use of county resources, including all those applicable to the specific department, division, section, and ((work place)) <u>workplace</u> that oversees their volunteer work. If the volunteer for the county violates any law, county policy or procedure, or any workplace expectation, including those related to workplace conduct or the use of county resources, the county, at its sole discretion, may impose corrective measures upon the volunteer for the county. Such corrective measures may include, but not be limited to, verbal counseling in an effort to achieve acceptable compliance, up to and including, dismissal <u>of</u> the volunteer for the county. Progressive measures are not required and there shall be no formal right of appeal for any corrective action taken by the county. The services of a volunteer for the county may be terminated at any time by either the volunteer for the county or by the county for any reason without cause or notice; 	Minor grammatical edits

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3.12A CAREER SERVICE REVIEW					
3.12A.010 Findings and policy statement.					
138	2224-2231	3.12A.010	3.12A.010	The council finds that both operational efficiency and fair and equitable employment practices are advanced by the use of regular, career service employees where appropriate. Therefore, it is the policy of King County to have ongoing, relatively stable, and predictable bodies of work necessary to the provision of services to the public performed by career service employees, and to minimize its use of part-time and temporary employees. <u>This is not meant to limit the number of employees employed in part-time regular positions or to contract out work in appropriate situations.</u> To achieve that goal, the council hereby adopts the procedures set forth in this chapter.	Clarifies that language in the findings and policy statement is not meant to limit the number of employees employed in part-time regular positions; nor to limiting contracting out work in appropriate situations
3.12A.020 Definitions.					
139	2234-2247	3.12A.020	3.12A.020	The definitions set forth in K.C.C. chapter 3.12 are hereby incorporated in this chapter. Words not defined in K.C.C. chapter 3.12 or in this chapter shall have their ordinary and usual meanings. In the event of conflict, the specific definitions set forth in this chapter shall presumptively, but not conclusively, prevail. A. "Committee" means the career service review committee, which shall consist of: 1. The following three permanent members: a. the county executive or designee; b. the chief officer of the office of <u>performance, strategy, and budget</u> or successor organizational unit or designee; and c. the director of the department of human resources or successor organizational unit or designee; and 2. One member representing the department whose body of work or employees are then under review.	Includes the name of Performance, Strategy and Budget
3.12A.050 Appeal procedure.					
140	2283-2355	3.12A.050	3.12A.050	A.1. Part-time and temporary employees, other than probationary and provisional employees, who exceed the (calendar year) working-hour thresholds set forth in the definitions contained in K.C.C. chapter 3.12 may seek conversion of a body of work (in which) they perform into a part-time or full-time regular career	Removes calendar year reference in the appeal procedure

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				<p>service position by appeal to the committee. Conversion decisions shall be based on whether the work performed by the employee is an ongoing, relatively stable, and predictable body of work that is half time or more, even though the work was not perceived as such previously, and whether it should be performed by a regular part-time or full-time career service employee. The committee shall also decide, if the body of work does not warrant a career service position, whether the position should be converted to a term-limited temporary employee position. The committee shall determine whether the work performed by the employee shall:</p> <p style="padding-left: 40px;">((1-)) <u>a.</u> ((R)) remain outside career service as part-time or temporary;</p> <p style="padding-left: 40px;">((2-)) <u>b.</u> ((B)) be converted to a term-limited temporary employee position that receives benefits; or</p> <p style="padding-left: 40px;">((3-)) <u>c.</u> ((B)) be converted to a part-time or full-time regular career service position.</p> <p style="padding-left: 40px;"><u>B.</u> The committee shall make its determination within forty-five days of the employee's request. In the event of a tie vote by the committee, where half the committee finds that the body of work should be converted, the appeal shall be deemed to have prevailed. The committee shall make a recommendation to the executive for recommendation to the council. The executive's recommendation shall be submitted to the council if the executive decides the body of work should be performed by a career service employee and that further position authority is required. If the council does not approve the additional position, the work shall promptly be discontinued and not performed by temporary or part-time employees.</p> <p style="padding-left: 40px;">If the committee finds that the work performed by the employee should remain part-time or temporary, the employee may appeal within ten days from the date of receipt of the committee's finding by filing a notice of appeal with the committee. The committee shall direct the appeal to be considered by a hearing examiner of the county or, at its option, the committee may direct the appeal be considered by an independent, neutral arbitrator who ((will)) <u>shall</u> make a final determination. The arbitrator shall be chosen by the director and the appellant, and shall be paid by the employing department or administrative office.</p>	

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				<p>The hearing examiner's or arbitrator's decision shall be limited to either upholding the committee's finding or overturning the committee's finding. The decision shall be based on whether the work performed by the employee is an ongoing, relatively stable, and predictable body of work and is half-time or more, under the same standards applicable to the committee, or on whether the work meets the definition of term-limited temporary position. Employees covered by a grievance procedure contained in a collective bargaining agreement may elect either to use the grievance procedure, if the applicable collective bargaining agreement permits it, or to use the appeal procedure described above, but not both procedures.</p> <p>If the hearing examiner or arbitrator overturns the committee's findings, any new career service or term-limited temporary position must be absorbed by the department within its authorized position level, or within funds available for term-limited temporary position work, provided that the department may request additional position or budget authority. The appealing employee ((will)) <u>shall</u> be placed in the career service position as a provisional appointee, with insured benefits and <u>comprehensive</u> leave benefits, until a competitive hiring process, which substantially takes into account and weighs the experience of the employee performing the tasks of the position, is completed. If the appealing employee is selected for the position, the employee's start date ((will)) <u>shall</u> be the date of the provisional appointment for all purposes, including seniority and/or a probationary period, except that those employees covered by a collective bargaining agreement the date of the appointment shall be determined in accordance with the collective bargaining agreement or by the collective bargaining process. If the employee is placed in a term-limited temporary position, the employee's start date ((will)) <u>shall</u> be the date of the <u>employee's</u> appointment to the term-limited temporary position for all purposes, except for those employees covered by collective bargaining agreements, whose start date ((will)) <u>shall</u> be determined by the collective bargaining agreement or by the collective bargaining agreement process.</p> <p>((B-)) <u>C.</u> Appeal Procedure ((F)) for Term-Limited Temporary Employees. A term-limited temporary employee who</p>	

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				exceeds the employee's term may appeal to the committee to have the body of work converted to a career service position. The committee shall decide whether the body of work still warrants a term-limited temporary position designation or should be converted to a career service position. If a majority of the committee finds that the body of work should continue as a term-limited temporary position, the employee may appeal within ten days from the date of receipt of the committee's finding by filing a notice of appeal with the committee. In the event of a tie vote, the appeal shall be deemed to prevail. The appeal process shall be the same as for part-time and temporary employees ((t)) , other than probationary and provisional employees ((, provided,)) ; however, if the employee prevails in the appeal, the employee shall be placed in a career service position, not a provisional appointment, and the employee shall not be required to serve a probationary period.	
3.12S VOLUNTARY SEPARATION PROGRAM					
3.12S.010 Program authorized – requirements – eligibility.					
141 & 142	2283-2392	3.12S.010.C.	3.12S.010.C.1.	<p>C.1. ((In order to)) To be eligible for the program, the employee must:</p> <ul style="list-style-type: none"> a. have at least five years of <u>current continuous regular</u> county service ((, must)); b. not be a temporary employee ((and must)); c. be eligible to apply for a pension from the Law Enforcement Officers and Firefighters Retirement System, Public Employees Retirement System, Public Safety Employees Retirement System, or the ((city of Seattle Retirement Plan)) <u>Seattle City Employees' Retirement System</u>, before December 31 of the calendar year in which the employee applies for the program; <u>and</u> d. <u>have not previously retired from King County government.</u> 	<p>Clarifies that employees must work for five continuous years in order to be eligible for participation in the VSP</p> <p>Clarifies that prior retirees are not eligible for participation in the VSP</p>
3.14 CIVIL SERVICE COMMISSION					
3.14 Civil service commission.					
143		3.14	3.14	<i>This change, which would remove the word “sheriff’s” when referencing the civil service commission, occurs throughout the other updates to 3.14</i>	Removes the word “sheriff’s” when referencing the

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					"sheriff's civil service commission"
3.14.010 Powers assigned.					
144	2439-2441	3.14.010	3.14.010	The powers and duties of the ((sheriffs)) civil service commission under chapter 41.14 RCW are hereby assigned to the department of human resources except those powers and duties set forth in RCW 41.14.120 <u>and outlined in K.C.C. 3.14.020.</u>	Adds language to clarify that the civil service commission handles removals, suspensions, and demotions (not DHR)
3.14.020 Removals, suspensions, and demotions. (Change title to "Civil Service Commission - Removals, suspensions, and demotions.")					
145	2444-2445	3.14.020	3.14.020	The ((sheriffs)) civil service commission shall ((continue to)) hear and decide cases regarding removals, suspensions, and demotions as provided in RCW 41.14.120.	Updates title to make clear the Civil Service Commission handles removals, suspensions, and demotions (not DHR)
3.14.030 Secretary/chief examiner.					
146	2448-2451	3.14.030	3.14.030	The ((position of secretary/chief examiner of the sheriff's civil service commission is hereby abolished as of January 1, 1996. Any functions that have heretofore been performed by)) <u>functions of the secretary/chief examiner are ((hereby assigned to)) performed by the director of the department of human resources.</u>	Clarifies that the functions of the County Civil Service Commission's secretary/chief examiner are performed by the DHR Director
3.14.040 Rules and regulations.					
147 & 148	2454-2466	3.14.040.A.&B.	3.14.040	((A-)) Rules and regulations for the administration of the ((sheriffs)) civil service personnel system shall be ((adopted)) drafted and amended by the ((county council by ordinance. The director of the department of human resources is directed to promulgate administrative guidelines for the purpose of	Allows the Director of DHR to draft and amend civil service personnel system rules

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				implementing such rules and regulations and the requirements of chapter 41.14 RCW. B. Except to the extent they are inconsistent with the provisions of this chapter, the current rules and regulations of the sheriff's civil service commission, which are on file with the clerk of the council, are hereby incorporated by this reference and made a part hereof and adopted for the administration of the sheriff's personnel system. The executive shall review such rules and regulations and report periodically to the council proposing such amendments thereto as may be appropriate to bring such rules into substantial conformance with general county personnel rules insofar as permitted by chapter 41.14 RCW)) <u>director</u> .	without Council action Removes section 3.14.040(B)
3.15 PAY PLAN AND CLASSIFICATIONS OF POSITIONS					
149		Throughout 3.15	Throughout 3.15	<i>Please see Staff Report table for new organization of 3.15.</i>	Reorganizing entire chapter
3.15.060 Administration.					
150	2471-2473	3.15.060	3.15.xxx	The administration of the pay provisions set forth herein ((will)) <u>shall be the responsibility of the county executive and shall apply to all employees and positions in the executive branch.</u>	Clarifies that the pay provisions in this section only apply to employees of the executive branch
3.15.xxx Applicability. (New section)					
151	2476-2477	New	3.15.xxx	Unless another branch of county government is specifically referenced, this chapter shall only apply to employees and positions in the executive branch.	Adds section to clarify that the chapter only applies to the executive branch unless it specifically says otherwise
3.15.020 Procedures – schedule of pay ranges – salary schedule – within range pay increases. (Change title to “Salary table.”)					
152		3.15.020	3.15.020	Updates the title of the section to “Salary Table”	Updates the title of the section to “Salary Table”
153	2480-2485	3.15.020 & 3.15.020.A.1.	3.15.020	((This section applies to all positions in the executive branch, noncommissioned positions in the office of the sheriff and the	Replaces “schedule of pay

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				<p>department of assessments allocated to a classification approved by the council.</p> <p>A.1.)) Except as otherwise provided by ordinance, the ((schedule of pay ranges)) <u>salary table</u> shall consist of ninety-nine pay ranges, each containing ten steps as approved by ordinance annually.</p>	ranges” with “salary table”
154	2486-2495	3.15.020.A.2. & 3.15.020.B.	N/A	<p>((2. On a continuing three year cycle, the executive shall assess market conditions and determine whether to make adjustments, if any, to pay ranges assigned to existing classifications.</p> <p>B.1. The director may reassign pay ranges to existing classifications.</p> <p>2. When the director adjusts the pay range of a classification, the incumbent employee shall be placed at the same step in the new pay range as the employee was in the previous pay range.</p> <p>3. Implementation of any pay range adjustment shall be prospective and shall take effect at the start of the pay period following the approval by the director or, if required by K.C.C. 3.15.040, by the appropriate council committee.</p>	Removes language related to regular market condition assessments, reassignment of pay ranges to existing classifications, placement within an adjusted pay range, and the effective date of pay range adjustments
155	2496-2531	3.15.020.C.	N/A	<p>C. Consistent with K.C.C. 3.12.350, the director shall establish guidelines for pay increases in accordance with the following:</p> <p>1. Employees may receive within range increases from one step to the next higher step upon satisfactory completion of the probationary period. All probationary period pay increases must be supported by documented performance appraisal. Probationary period pay increases exceeding Step 5 must have prior written approvals by the department director and the director. When a division of human resources employee completes the employee's probationary period, the county administrative officer must provide prior written approval for probationary period pay increases exceeding Step 5;</p> <p>2. Employees may be eligible to receive increases annually in accordance with the following principles:</p> <p>a. An incentive increase must be supported by an annual documented performance appraisal approved by the department director and the documented performance appraisal must be maintained in the employee's personnel file. Incentive</p>	Removes language related to within-range pay increases and their corresponding procedures

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				<p>increases shall be prospective only and shall be effective on January 1 following the year on which the appraisal was based;</p> <p>b. For employees currently in Steps 1 through 4 in the pay range, the appointing authority may grant an increase of a single step for standard performance and may grant an increase exceeding a single step for above standard or outstanding performance, as defined by the director;</p> <p>c. For employees currently in Steps 5 through 7 in the pay range, the appointing authority may grant an increase of one or more steps for above standard performance; and</p> <p>d. For employees currently in Steps 8 through 9 in the pay range, the appointing authority may grant an increase of one step, not to exceed the top of the pay range, for outstanding performance;</p> <p>3. An appointing authority may grant an employee incentive pay up to five percent above the top step of the range for a period of twelve months, if all of the following conditions are met:</p> <p>a. the employee is not a department director;</p> <p>b. the employee has been at the top step of the prior or current range for two years before the award of the increase; and</p> <p>c. the employee has demonstrated continuous outstanding performance;</p> <p>4. All incentive increases are subject to the availability of funds. Within range incentive increases are not automatic but shall be given only upon the written direction of the appointing authority, as defined in K.C.C. 3.12.010.B., within the guidelines established by the director.))</p>	
3.15.110 Salary limitations.					
156	2536-2538	3.15.110	3.15.XXX	<p>Except for annual step ((incentive)) <u>merit</u> increases provided for in this chapter or as otherwise provided by ordinance, no employee's salary shall be greater than the amount applicable to the top step of the pay range assigned to the employee's classification.</p>	<p>Moves language related to salary limitations and updates the term "incentive increases" to "merit increases"</p>
3.15.025 Classification plan.					

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157	2541-2544	3.15.025.A.	3.15.025.A.	A. The director of the department of human resources shall develop and maintain a classification plan for all <u>executive branch positions</u> (((within the career service system))). The plan shall provide that all positions that are substantially similar as to kind, difficulty, and responsibility of work are included in the same classification.	Adds language clarifying that it only applies to executive branch employees; and removed “within the career service system
158	2545-2548	3.15.025.B.	3.15.025.B.	B. The classification plan should set forth for each career service classification a title, a ((definition)) <u>summary of the work performed</u> , distinguishing characteristics, representative examples of ((work)) <u>duties</u> , and the ((knowledge and skills)) <u>requirements</u> necessary to perform the work.	Updates the components that make up the classification plan
159	2549-2553	3.15.025.C.	3.15.025.C.1.& C.2.	C. The director of the department of human resources; 1. <u>May create, amend, or abolish classifications;</u> 2. ((s))Should((, on a continuing three-year cycle,)) <u>periodically review the classification plan((,;))</u> ; and ((may add, combine, abolish or revise the specifications or establish new classifications, as provided in K.C.C. 3.12.040))	Reorganizes and updates language related to the DHR Director’s authority and responsibilities around classification plans
160	2554-2555	New	3.15.025.C.3.	3. <u>Should assess market conditions and determine whether to make adjustments, if needed, to pay ranges assigned to existing classifications.</u>	Updates the language (formerly located in 3.15.020(A)(2)) related to regular market condition assessments
161	2556-2559	3.15.025.D.	N/A	D. ((Whenever reorganization, change in job content or council action causes the duties of a position to change, or a position appears to have been incorrectly classified, the director of the department of human resources may reclassify the position to a more appropriate classification))	Removes section 3.15.025(D)
162	2556-2570	New	3.15.025.D.	D. ((Whenever reorganization, change in job content or council action causes the duties of a position to change, or a position appears to have been incorrectly classified, the director of the department of human resources may reclassify the position to a more appropriate classification)) 1. <u>The director may assign pay ranges to new classifications and change the pay ranges of existing classifications.</u>	Adds language from 3.15.020(B) and 3.15.040 (Classification changes)

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				<p><u>2. Implementation of any pay range adjustment shall be prospective and shall take effect at the start of the pay period following the approval by the director.</u></p> <p><u>3. When the pay range of a classification is increased, the incumbent employee shall be placed at the same step in the new pay range as the employee was in the previous pay range.</u></p> <p><u>4. If the pay range of the classification decreases due to a pay range adjustment, and the pay is the same or less than the top step of the new range, the incumbent employee shall be placed at the step closest to their current pay rate that is not lower than their current pay rate. If the employee's pay rate is greater than the highest step of the new pay range, the incumbent employee shall be placed at the top step of the new range.</u></p>	
3.15.120 Pay on initial employment.					
163	2575-2585	3.15.120.A.1&A.2.	3.15.xxx.A.1. & A.2.	<p>A.1. New ((county)) employees shall start at the first step of the pay range. If necessary for recruitment, however, a department director may authorize an offer of a higher pay step.</p> <p>2. At least one of the following criteria must be met to hire an employee above the first step:</p> <p>a. The candidate's <u>relevant</u> education and experience are significantly above the minimum requirements for the position; <u>or</u></p> <p>b. The candidate has an especially desirable <u>relevant</u> skill, talent, knowledge, or ability((; </p> <p>c. The candidate has a current salary that is above the first step of the of the salary range; or</p>	Removes the candidate's current salary from consideration when hiring an employee above the first step
164	2586-2587	3.15.120.A.2.d.	N/a	<p>d. The candidate has a competing written, formal offer of employment that is above the first step of the salary range)).</p>	Removes a competing, higher offer of employment from consideration when hiring an employee above the first step
165	2588-2592	3.15.120.A.3.	3.15.xxx.A.3.	<p>3. If a department director determines it is necessary to hire an employee above the first step, ((a copy of the appointment letter, together with)) a statement of the reason for hiring the employee above the first step((;)) must be provided to the ((director of))</p>	Updates the procedure for submitting notice when hiring an

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<u>compensation and classification services manager in the department of human resources at the time of hire.</u>	employee above the first step
166	2593-2598	3.15.120.B.	3.15.xxx.B.	B. ((The director of)) <u>The hiring of an employee above Step 5 requires approval by the compensation and classification services manager in the department of human resources ((may approve the hiring of an employee above Step 5. In such cases, the director of the department of human resources must issue prior written approval to the department director and send a copy of the written notification to the executive)) before the hire.</u>	Updates the procedure for submitting notice when hiring an employee above step 5
3.15.xxx Merit increases. (New section)					
167, 168, 169	2601-2630	New	3.15.xxx	<p>Consistent with K.C.C. 3.12.350, the director shall establish guidelines for pay increases in accordance with the following:</p> <p>A. Employees may receive within-range increases from one step to the next higher step upon satisfactory completion of the probationary period. All probationary period pay increases must be supported by a documented performance appraisal.</p> <p>B. Employees may be eligible to receive increases annually in accordance with the following principles:</p> <ol style="list-style-type: none"> 1. A merit increase must be supported by an annual documented performance appraisal approved by the department director, and it must be maintained in the employee's personnel file. Merit increases shall be prospective only and shall be effective on January 1 following the year that the appraisal was based; 2. For employees currently in Steps 1 through 4 in the pay range, the appointing authority may grant an increase of a single step for standard performance, and may grant an increase exceeding a single step for above-standard or outstanding performance, as defined by the director; 3. For employees currently in Steps 5 through 7 in the pay range, the appointing authority may grant an increase of one or more steps for above-standard performance; and 4. For employees currently in Steps 8 or 9 in the pay range, the appointing authority may grant an increase of one step, not to exceed the top of the pay range, for outstanding performance. <p>C. An appointing authority may grant an employee merit pay up to five percent above the top step of the range for a period of twelve months, if both of the following conditions are met:</p>	<p>Creates new section related to within-range pay increases and their corresponding procedures</p> <p>Removes requirement to notify DHR when granting a probationary step increase above step 5</p> <p>Removes the prohibition against merit over the top for department directors</p>

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>1. The employee has been at the top step of the prior or current range for two years before the award of the increase; and</p> <p>2. The employee has demonstrated continuous outstanding performance.</p> <p>D. All merit increases are subject to the availability of funds. Within-range merit increases are not automatic but shall be given only upon the written direction of the appointing authority, as defined in K.C.C. 3.12.010.C., within the guidelines established by the director.</p>	
3.15.030 Reclassification and resulting pay.					
170	2642-2654	3.15.030.C.	3.15.030.C.	<p>C.1. An employee is not eligible to submit a reclassification request if:</p> <ul style="list-style-type: none"> a. it has been less than twelve months since the date of a previous classification determination for the position; b. the employee is on probation; c. the employee is on a performance improvement plan; or d. the employee is asking for the reclassification of a special duty position. <p>2. Temporary and term-limited temporary employees may not request a position reclassification, except as noted in subsection D. of this section.</p> <p><u>3. When an employee is no longer in the position for which the employee is seeking reclassification, the department of human resources shall either deny the employee's reclassification request or cancel the employee's appeal, or both.</u></p>	Adds language to clarify that DHR can deny a reclassification request and/or cancel an appeal when the employee is no longer in the position for which they were seeking reclassification
171	2677-2683	3.15.030.I.	3.15.030.I.	<p>I. Implementation of a reclassification and any related pay change shall be effective at the start of the pay period following receipt of the completed reclassification request form at <u>compensation and classification services</u> in the department of human resources, except a reclassification to a lower pay grade shall be effective at the start of the pay period at least thirty calendar days after notification of the classification determination from the department of human resources.</p>	Adds language to clarify that the effective date is when it is received in CCS in DHR (to distinguish from department-level HR)
3.15.040 Classification changes. (Repealed)					
172	2698	3.15.040	N/A	3.15.040 Classification changes. The director of the department of human resources may abolish, amend or create new	Removes section 3.15.040

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>classifications, except as provided in this section. The assignment or reassignment of pay ranges to a classification or classifications is subject to K.C.C. 3.15.020. A request for the creation of any classification applicable to regular exempt positions, as defined in K.C.C. 3.12.010, or any pay range adjustments for classifications exceeding Range 54 or movements of four or more pay ranges for an existing classification or any pay range adjustment affecting two or more classifications in a classification series, shall be filed with the clerk of the council for distribution to the chair of the labor, operations and technology committee, or its successor committee, and confirmed by the committee before implementation. (Ord. 18793 § 23, 2018: Ord. 14801 § 5, 2003: Ord. 7996 § 10, 1987: Ord. 7394 § 10, 1985: Ord. 6627 § 15, 1983: Ord. 6142 § 11, 1982: Ord. 5443 § 10, 1981: Ord. 4871 § 12, 1980: Ord. 4160 § 11, 1979: Ord. 3632 § 11, 1978: Ord. 3083 § 12, 1977: Ord. 2685 § 12, 1976: Ord. 2277 § 11, 1975: Ord. 2179 § 11, 1974: Ord. 1892 § 11, 1974: Ord. 1780 § 4, 1973: Ord. 1282 § 5, 1972).</p>	
3.15.070 Confirmation. (Repealed)					
173	2699	3.15.070	N/A	<p>3.15.070 Confirmation. Pay range assignments shall be subject to confirmation by ordinance by the King County council at least annually. (Ord. 7996 § 13, 1987: Ord. 7394 § 13, 1985: Ord. 6627 § 18, 1983: Ord. 6142 § 14, 1982: Ord. 5443 § 13, 1981: Ord. 4871 § 15, 1980: Ord. 4160 § 14, 1979: Ord. 3632 § 14, 1978: Ord. 3083 § 15, 1977: Ord. 2685 § 15, 1976: Ord. 2277 § 14, 1975: Ord. 2179 § 14, 1974: Ord. 1892 § 14, 1974: Ord. 1282 § 7, 1972).</p>	Removes section 3.15.070
3.15.130 Pay on promotion.					
174	2711-2718	3.15.130.B.	3.15.xxx.B.	<p>B. A pay increase as a result of a promotion may not exceed the top step of the new range, unless the employee's former pay includes an above-Step-10 amount as a result of an ((incentive)) <u>merit</u> increase. If the employee's former pay includes above-Step-10 ((incentive)) <u>merit</u> pay, the employee's new pay is calculated upon the above-Step-10 amount. If the increase from a promotion results in pay that is above the top step of the new range, the pay shall be reduced to the top step of the new range at the end of the ((incentive)) <u>merit</u> period unless the employee requalifies for an above-Step-10 ((incentive)) <u>merit</u> award.</p>	Changes "incentive" to "merit" throughout

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
3.15.140 Assignment to special duty.					
175	2808-2813	3.15.140.M.	N/A	((M. The executive shall notify the council each year in writing of the total number of county employees on special duty assignment by department. The executive shall file an electronic copy of each memorandum with the clerk of the council, who shall retain a copy and provide an electronic copy to all councilmembers and the lead staff for the government accountability and oversight committee or its successor.))	Removes subsection 3.15.140(M)
3.15.050 Designations or professional licenses.					
176	2814-2815	3.15.050	3.15.xxx	Moves entire section toward end of 3.15. <i>Please see Staff Report table for new organization of 3.15</i>	Moves entire section toward end of 3.15
3.15.135 Reduction of salaried employee's salary during emergency budget crisis or financial emergency.					
177	2822-2823	3.15.135	3.15.xxx	Moves entire section toward end of 3.15. <i>Please see Staff Report table for new organization of 3.15</i>	Moves entire section toward end of 3.15
3.15.080 Court Commissioners and Administrators. (Repealed)					
178	2825	3.15.080	N/A	3.15.080 Court Commissioners and Administrators. — A. Effective September 1, 1987 the annual salary for the Superior Court Commissioners shall be ninety-five (95%) per cent of that set by law for Superior Court Judges. The Superior Court Administrator's salary will be determined by the Superior Court Judges at ninety-five (95%) per cent of that set for Superior Court Commissioners. — B. Effective September 1, 1987, the annual salary for the District Court Administrator shall be 90 (90%) per cent of that set by law for the District Court Judges. (Ord. 8299, 1987).	Removes section 3.15.080
3.15.100 Minimum wages. (Repealed)					
179	2826	3.15.100	N/A	3.15.100 Minimum wages. — A. No employee of the county working full-time, part-time or temporary shall be paid at any rate less than that mandated by King County ordinance or federal or state law, whichever is higher. — B. No contractor or subcontractor doing business with the county or furnishing workers or services in connection thereof shall pay any employee performing any work for such business with the county less than that mandated by King County ordinance or state law, whichever is higher. (Ord. 17909 § 2, 2014; Ord. 12014 § 53, 1995).	Removes section 3.15.100

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
3.15.150	Bi-weekly pay cycle – transition. (ALL Repealed)				
3.15.160	Bi-weekly pay cycle – transition payments.				
3.15.170	Bi-weekly pay cycle – transition payment amounts.				
3.15.180	Bi-weekly pay cycle – transition payment amount – repayment by deductions – recourse.				
180	2827-2830	3.15.150 - 3.15.180	N/A	<p>3.15.150 Biweekly pay cycle – transition. County officers and employees currently paid on a semimonthly pay cycle shall be transitioned to a biweekly pay cycle in one or more groups on or after January 1, 2011. The biweekly payroll process shall provide that county officers and employees receive their compensation not later than thirteen days following the end of each two week pay period for services rendered during that pay period. (Ord. 16818 § 1, 2010).</p> <p>3.15.160 Biweekly pay cycle – transition payments.</p> <p> A. When a county officer or employee's payroll is transitioning from a semimonthly pay cycle to a biweekly pay cycle, the executive is authorized to allow county officers and employees the option to elect to receive a transition payment, as set forth in K.C.C. 3.15.170, if they meet the qualifications in subsection B. of this section.</p> <p> B. County officers and employees who meet the following qualifications, on the date or dates selected by the county administrative officer are eligible to elect a transition payment. Eligible county officers and employees are those who:</p> <p> 1. Are eligible for leave and insured benefits as provided for in K.C.C. 3.12.040;</p> <p> 2. Are not serving a probationary period, unless the probationary period is due to promotion, demotion or lateral transfer;</p> <p> 3. Are in a paid status;</p> <p> 4. Are employed in a position that is scheduled to be funded and filled for approximately one year after the date or dates selected by the county administrative officer;</p> <p> 5. Have elected to receive the transition payment by the date or dates selected by the county administrative officer; and</p> <p> 6. Have agreed and, if applicable, whose spouse or state registered domestic partner have agreed, in writing, to repay the county for the amount of the transition payment as set forth in K.C.C. 3.15.180. (Ord. 17174 § 1, 2011; Ord. 16818 § 2, 2010).</p>	Removes all sections related to the transition to bi-weekly pay cycles

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>3.15.170 Biweekly pay cycle – transition payment amount. The amount of the transition payment for an eligible employee shall be equivalent to the dollar amount reached by multiplying the employee's base rate of pay by the number of standard work hours in one work week, not inclusive of overtime. In calculating the transition payment, an employee's base rate of pay excludes any type of premium pay. Excluded premium payments include but are not limited to payments for shift differential, certification, merit, or any other type of additional pay. (Ord. 16818 § 3, 2010).</p> <p>3.15.180 Biweekly pay cycle – transition payment amount – repayment by deductions – recourse.</p> <p>A. Repayment of the transition amount shall be made to the county no later than the end of the fiscal year within which the transition amount was paid. The repayment shall be by deductions from the employee's paychecks in equal installments. If repayment by payroll deductions is insufficient, the outstanding balance shall be paid in full by a payment directly to the county by the employee, or if applicable, the employee's spouse or state registered domestic partner. If an employee leaves county employment before completion of repayment of the full transition payment amount, the outstanding balance shall be paid in full by the following methods:</p> <p>1. A deduction from the final paycheck owed to the employee when the employee leaves employment; and if further payment is owed, then by</p> <p>2. A deduction from any other payment owed to the employee; and if further payment is owed, then by</p> <p>3. A payment directly to the county by the employee or, if applicable, the employee's spouse or state registered domestic partner.</p> <p>B. If the deductions or payments under this section do not pay the full outstanding balance, the county reserves the right to refer any unpaid amount to a collection agency or to pursue other legal means for repayment. (Ord. 17174 § 2, 2011; Ord. 16818 § 4, 2010).</p>	
3.15.xxx Effect of collective bargaining. (New section)					

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
181	2833-2843	New	3.15.xxx	<p>A. When a collective bargaining agreement establishes a condition of employment, benefit, or procedure that differs with a condition, benefit, or procedure established by this chapter, the collective bargaining agreement shall take precedence with respect to those employees covered by the agreement, so long as the following conditions are met:</p> <ol style="list-style-type: none"> 1. The condition of employment, benefit, or procedure created by the agreement is lawful; and 2. The agreement has been adopted by the council by ordinance. <p>B. Adoption of the agreement by ordinance shall be deemed an amendment of this chapter only with respect to the affected employees and subject condition, benefit, or procedure.</p>	Creates a new section in 3.15 which replicates language stated in 3.12.360
3.16 LABOR AND EMPLOYEE RELATIONS					
3.16.010 Bargaining agent designated.					
182	2846-2847	3.16.010	3.16.010	In accordance with Section((s)) 890 ((and 898)) of the King County Charter, the King County executive is <u>the</u> designated bargaining agent for King County.	Removes references to Charter section 898
3.16.012 Mission.					
183	2850-2872	3.16.012	3.16.012	<p>The mission of the council and the bargaining agent shall be to develop labor relations policy and other policies affecting county employees in accordance with the following principles ((and consistent with the philosophy, objectives, and guidelines found in King County council Motion 9182)):</p> <ol style="list-style-type: none"> A. Provide a positive climate in King County government where employees feel their contributions are valued, their ideas are heard, and their desires to serve the public are fulfilled((-)); B. Help county employees view King County government as a desirable place to work and as a place where the public business is conducted in a cost-effective manner((-)); C. Allow the council an adequate and meaningful opportunity to provide policy direction to the bargaining agent before the collective bargaining process begins((-); D. Cause King County management to plan, prepare, and be accountable for obtaining agreements at the bargaining table concerning operating improvements necessary to best serve the 	Removes reference to Motion

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>public interest and improve the working conditions for employees((-));</p> <p>E. Create and maintain a collective bargaining and employee relations climate in King County government that encourages cooperative efforts and joint problem-solving among bargaining representatives, the bargaining agent, employees, and management to address ways to better serve the public, increase productivity, reduce waste, improve safety, improve morale, and recruit and retain quality employees((-)); <u>and</u></p> <p>F. Acknowledge, encourage, and continue the efforts of bargaining units and management to engage in collaborative or interest-based bargaining, ((which)) <u>that</u> has had the positive effects of reducing the adversarial nature of traditional bargaining and enhancing consensus-making in labor relations.</p>	
3.16.015 Definitions.					
184	2875-2907	3.16.015	3.16.015	<p>Unless the text clearly indicates otherwise, as used in this chapter, the following words shall have the meanings set forth in this section:</p> <p>A. ((("Corrections officer" means any full-time, fully compensated uniformed correctional officer or sergeant who works for the department of adult detention (King County jail).))</p> <p>B. "Bargaining representative" means any lawful organization which has as one of its primary purposes the representation of employees in their employment relations with King County.</p> <p>C.)) "Bargaining agent" means the designated bargaining agent as determined under K.C.C. 3.16.010.</p> <p><u>B. "Bargaining representative" means any lawful organization which has as one of its primary purposes the representation of employees in their employment relations with King County.</u></p> <p>((D. "Public employer" means King County.</p> <p>E.)) <u>C. "Commission" means the Public Employment Relations Commission.</u></p> <p><u>D. "Corrections officer" means any full-time, fully compensated uniformed correctional officer or sergeant who works for the department of adult and juvenile detention.</u></p> <p>((F.)) <u>E. "Executive director" means the executive director of the ((G))commission.</u></p>	Rearranged definitions

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>((G. "911 operator" means any full-time, fully compensated communications specialist or communications specialist supervisor who works for the department of public safety.</p> <p>H. "Labor policy committee" or "policy committee" means the King County council.</p> <p>I.) F. "Labor policy" or "policy" means those general principles that work to implement the intent of this chapter and guide negotiations for wages, benefits, working conditions, and other terms of employment.</p> <p><u>G. "Labor policy committee" or "policy committee" means the King County council.</u></p> <p><u>H. "911 operator" means any full-time, fully compensated communications specialist or communications specialist supervisor who works for the department of public safety.</u></p> <p><u>I. "Public employer" means King County.</u></p>	
3.16.020 Powers.					
185	2910-2920	3.16.020	3.16.020	<p>The bargaining agent is authorized on behalf of King County to meet, confer, and negotiate with bargaining representatives of the public employees of King County for the purpose of collective bargaining as contemplated by chapter 41.56 RCW and Section 890 of the King County Charter, and to timely recommend to the King County council proposed wages, hours, and ((employee benefits and)) other conditions of county employment for the purpose((s)) of ((county budgets and)) such a collective bargaining agreement or agreements as may be required and authorized by ordinance. <u>For the purpose of this section, "wages" includes leaves and employee benefits.</u> The bargaining agent shall not negotiate new collective bargaining agreements prior to preparing for bargaining and conferring with the labor policy committee as required in K.C.C. 3.16.012, 3.16.025, and 3.16.050.</p>	Clarifies what the Executive bargains and that wages include leaves and employee benefits
3.16.025 General provisions.					
186	2923-2938	3.16.025.A.	3.16.025.A.	<p>A. The bargaining agent shall establish and conduct a process to prepare for negotiations that performs at least the following functions:</p> <p>1. The bargaining agent should continue to use collaborative or interest-based bargaining where both parties</p>	Removes reference to Motion

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>agree, and this chapter shall not be construed to restrict or inhibit such bargaining;</p> <p>2. The bargaining agent shall cause to be developed and maintained a database of information within King County government on wages, hours, employee benefits, vacation and other leave, job classifications, and substantial and factual information to provide knowledge of working conditions necessary to conduct effective negotiations. Such information shall be made available to the bargaining representatives to the extent provided by RCW 41.56.030(4), <u>in the Public Employees' Collective Bargaining ((law of the state of Washington)) Act((, as set forth by the collaborative process identified in King County council Motion 9182))</u>; and</p> <p>3. The labor policy committee shall confer with the bargaining agent to develop necessary guidelines for the implementation of this section, consistent with this chapter ((and King County council Motion 9182)).</p>	
3.16.040 Time limit.					
187	2945-2960	3.16.040	3.16.040	<p>A. Any collective bargaining agreement between King County and a recognized bargaining representative as defined in RCW 41.56.030 which has been ((ratified by both parties)) <u>signed by the union</u> shall be transmitted to the King County council no later than ((seven)) fourteen days after ((the tentative agreement has been reached)) <u>receipt by the office of labor relations</u>.</p> <p>B. Failure to meet ((this)) <u>the deadline in subsection A. of this section</u> shall result in the payment of interest on the retroactive amount of any negotiated salary or wage increase equal to interest earned on ((F)) federal ((90))ninety-day treasury bills from the first day following the deadline through the date the ((tentative)) <u>signed</u> agreement is transmitted to the King County council, unless the ((seven)) fourteen days have been extended by mutual agreement by both parties in writing.</p> <p>C. The interest accrued, if any, shall be divided among the county employees represented by the collective bargaining unit, based upon each employee's individual retroactive wage rate increase. The computed interest shall be included in the first ((pay check which)) <u>paycheck that</u> pays out the rate of pay negotiated in the tentative collective bargaining agreement.</p>	<p>Cleans up language regarding the time limit on transmitting CBAs to Council; changes it from seven to fourteen days after it is signed by the union and received by OLR</p>

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
3.16.055 Complaints about conduct – procedures – reports – review of agreements – confidentiality and guidelines.					
188	3009-3055	3.16.055	3.16.055	<p>A.1. A bargaining representative may at any time during negotiations forward to the ((director)) <u>manager</u> of the ((department of human resources)) <u>office of labor relations</u>, or its successor, a written complaint that the collective bargaining process is not being conducted in a timely manner or is not being conducted in a manner consistent with good faith bargaining. The ((director)) <u>manager of the office of labor relations</u> shall, within fifteen calendar days, respond in writing to the complaint and propose such remedies as may address the complaint.</p> <p>2. If the bargaining representative is not satisfied with the written response of the director, or if a written response to the complaint is not received within fifteen calendar days, the bargaining representative may forward the written complaint to the King County executive, as the bargaining agent, who shall, within fifteen calendar days, respond to it in writing and propose such remedies as may address the complaint.</p> <p>3. If the bargaining representative is not satisfied with the written response of the bargaining agent, or if a written response is not received from the bargaining agent within fifteen calendar days, the bargaining representative may request that the bargaining agent forward the written complaint to the council.</p> <p>4. If the bargaining agent receives a written request to have the complaint forwarded to the council, including an explanation of reasons for the request, the bargaining agent shall forward the request, together with the bargaining agent's written response, to the council within five calendar days from the receipt of the request. These materials or any discussion thereof shall remain confidential to the extent allowed by law.</p> <p>5. The council may request that the bargaining agent meet with the council for the purpose of reviewing the status of negotiations with regard to the principles contained in this chapter and the overall policy direction established by the labor policy committee, but the council shall take no action that would interfere with the lawful role of the bargaining agent.</p> <p>B. By June 30 of each year, the prosecuting attorney, in conjunction with bargaining agent, shall report to the council on all pending unfair labor practice charges and all pending arbitration involving represented employees.</p>	Updates the entity to which union complaints must be sent

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>C. By June 30 of each year, or, in the case of agreements expiring other than December 31, at least ninety days before the commencement of negotiations, in preparation for collective bargaining the bargaining agent shall report to the council the agreements expiring that calendar year. The bargaining agent shall also generally explain existing policies that, if changed, would further the principles and intent established by this chapter. County department management concerned with the collective bargaining process, with the advice of other relevant county departments, shall assist the bargaining agent in reporting to the ((implementation committee)) <u>council</u>.</p> <p>D. By June 30 of each year or, for agreements expiring other than December 31, at least ninety days before commencing negotiations, the ((implementation committee)) <u>council</u> shall meet with the bargaining agent to review the schedule of collective bargaining agreements expiring in that calendar year and the key issues related to the collective bargaining process. Methods of consultation with unions, management rights, and eliminating the causes of employee grievances shall also be considered.</p> <p>E. For the purpose of maintaining an effective collective bargaining process, the strategies and related information presented by the bargaining agent shall be maintained as confidential. The council shall develop guidelines to assist in accomplishing such confidentiality.</p>	
3.28 COMPENSATION FOR USE OF PRIVATELY OWNED VEHICLES					
3.28.010 Generally.					
189	3074-3077	3.28.010	3.28.010	The executive, legislative, and judicial branches of county government may, at their individual option, establish a system of reimbursement on a monthly allotment basis for use of privately owned vehicles used in connection with county business in lieu of ((permanently)) assigned county vehicles.	Removes “permanently” from the term “permanently assigned county vehicles”
3.30 USE OF COUNTY VEHICLES TO COMMUTE					
3.30.010 Purpose.					
190	3080-3093	3.30.010	3.30.010	The purpose of this chapter is to ensure the proper use of public funds with regard to the county's practice of allowing employees to commute ((to and from work)) in county owned vehicles. The intent of this chapter is to:	Removes “to and from work” when addressing commuting in the

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>A. Restrict the number of county owned vehicles being used by employees to commute (to and from work);</p> <p>B. Establish criteria and policies for evaluating and authorizing take-home vehicle assignments;</p> <p>C. Require the fleet services division of the department of executive services to document the number of current take-home vehicle assignments;</p> <p>D. Require the fleet services division of the department of executive services to develop administrative rules for implementing the provisions of this chapter; and</p> <p>E. Require the fleet services division of the department of executive services to reevaluate all take-home vehicle assignments in accordance with the policies and criteria established in this section.</p>	section's purpose statement and in (A).
3.30.020 Definitions.					
191	3098-3100	3.30.020.A.	3.30.020.A.	A. "Assigned take-home vehicle" means a county-owned vehicle which is used by a county employee for county business and for regularly commuting to and from the employee's home and (work station) <u>their first and last workplace of the day.</u>	Adds new language to the definition of "assigned take-home vehicle"
192	3101-3103	3.30.020.B.	3.30.020.B.	B. "Assigned vehicle" means a county-owned vehicle assigned to a department or county employee for county business, but not for employee commuting to and from the employee's home and (work station) <u>workplace.</u>	Updates "assigned vehicle" definition
193	3104-3106	New	3.30.020.C.	C. " <u>Commute</u> " or " <u>commuting</u> " means the trip from an employee's home to their first workplace before the start of their workday, or the trip departing from the employee's last workplace following the end of the workday.	Adds a definition for "commute" or "commuting"
194	3107-3109	3.30.020.C.	3.30.020.D.	D. "Emergency ((R))response" means <u>when an employee ((response to an emergency situation requiring immediate attention for the protection of)) has a primary responsibility to respond immediately to protect life or property, or both.</u>	Updates the definition of "emergency response"
195	3112-3116	3.30.020.E.	3.30.020.F.	((E-)) E. "Occasional overnight ((usage of county owned)) vehicle((s)) use " means <u>when a county employee((s taking home)) takes a county-owned vehicle((s)) home</u> after attending night meetings or other county business activities that occur outside an employee's normally scheduled work hours.	Updates the definition of "occasional overnight vehicle use"

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				Occasional overnight (((usage of a county-owned))) vehicle <u>use</u> shall mean no more than twelve times per quarter on average.	
196	3117-3118	3.30.020.F.	3.30.020.G.	((F. "Work station")) G. "Workplace" means the office or site a county employee reports to perform normally scheduled work.	Changes section references from "workstation" to "workplace"
3.30.030 Take-home vehicles assignment policies and criteria.					
197	3124-3126	3.30.030.A.1	3.30.030.A.1	A.1. For county business before or after normal working hours, providing <u>short-term</u> motor pool dispatch vehicles or travel reimbursement is preferred over the assignment of take-home vehicles.	Adds "short-term" to the description of motor pool dispatch vehicle policy criteria
198	3134-3153	3.30.030.B.	3.30.030.B.	<p>B. (((Take-home vehicle assignment criteria:)))</p> <p>1.a. Take-home vehicles may be assigned to county employees who:</p> <p>(1) have primary responsibility to respond to emergency situations that require immediate response to protect life or property;</p> <p>(2) respond to emergencies at least twelve times per quarter;</p> <p>(3) cannot use alternative forms of transportation to respond to emergencies; and</p> <p>(4) cannot pick up county-owned assigned vehicles at designated sites.</p> <p><u>b.</u> Emergency response assignments shall be supported by data demonstrating the actual number and nature of emergency responses in the prior year, and estimates of future emergency responses. In addition, there must be an explanation why an employee cannot use alternative forms of transportation to respond to the emergencies or pick up county owned assigned vehicles at designated parking areas.</p> <p>((b.)) <u>2.</u> Take-home vehicles may be assigned if employee travel reimbursement costs are <u>consistently</u> greater than the commuting costs associated with overnight vehicle usage. (((Lost productivity costs, the cost of the time it takes an employee to travel from a designated county parking facility to the employee's work station, shall not be included in the calculation of economic benefit to the county.))) In addition, there must be an</p>	Updates language related to take-home vehicle assignments and the economic benefits to the county

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				explanation why an employee cannot use alternative forms of transportation or pick up county owned vehicles at designated parking areas.	
199	3154-3160	3.30.030.B.3.	N/A	((3. Take home vehicles may be assigned if an employee needs specialized equipment or a special vehicle to perform county work outside an employee's normally scheduled work day. Employees taking a county vehicle home must have primary responsibility to respond to emergencies. Special equipment vehicle assignments shall be supported by information describing the special equipment needed to perform the county work. The need for communication access, such as car radio, telephone and similar devices, shall not be considered adequate justification for a take-home vehicle assignment.	Eliminates subsection related to the need for specialized equipment or a special vehicle as a criterion for a take-home vehicle
200	3161-3168	3.30.030.B.4.	N/A	4. Special clean transportation technology demonstration vehicles may be assigned to county employees for a limited duration in order to promote and demonstrate the viability of low-emission, energy efficient technologies and fossil fuel alternatives. To encourage the maximum public visibility of clean technology demonstration vehicles, employees authorized to use the vehicles may also use them both before or after normal working hours, and may use them as a take home vehicle to encourage such visibility as an official public use. Incidental personal benefit or convenience from such a public use does not constitute personal use.))	Eliminates subsection related to demonstration vehicles
3.30.0XX Usage and taxable reporting requirements. (New section)					
201	3171-3172	New	3.30.xxx	Commuting in a county-owned vehicle, whether assigned or occasional use, is a taxable benefit for the employee.	Adds a section to state that commuting in a county-owned vehicle is a taxable benefit
3.30.050 Record-keeping. (Possibly renumbered)					
202	3175-3185	3.30.050	3.30.xxx	The fleet services division of the department of executive services shall develop and maintain central records of all county take-home vehicle assignments. The records shall be maintained in one location and shall be readily available ((to the council and the public)) upon request. At a minimum, the record-keeping should contain:	Updates record-keeping requirements related to take home vehicles

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>A. Vehicle assignment by department, division, position title, and employee name;</p> <p>B. Mileage including a breakdown of commuting mileage and ((work-related)) <u>county business</u> mileage based on a trip log;</p> <p>C. Number and nature of emergency ((related-calls)) <u>response assignments</u>, if the take-home vehicle is assigned based on an emergency response justification; and</p> <p>D. A calculation of savings if take-home vehicle assignment is based on an economic justification.</p>	
3.30.060 Semiannual reevaluation and update of take-home vehicle assignments. (Possibly renumbered)					
203	3188-3195	3.30.060	3.30.xxx	<p>The fleet services division of the department of executive services shall, semiannually, reevaluate and update all executive department take-home vehicle assignments. ((By June 30 and December 31 of each year)) <u>Biannually</u>, the fleet services division shall make available to the council and the public an updated list of take-home vehicle assignments. The updated list shall identify each take-home vehicle assignment by department, division, and position title. In addition, there should be written documentation for each take-home vehicle assignment which describes how each assignment meets the policies and criteria set forth in this chapter.</p>	Updates the requirement to reevaluate take-home vehicle assignments from June 30 and December 31 to "biannually"
3.30.070 Exemption. (Possibly renumbered)					
204	3198-3207	3.30.080.A.&B.	3.30.xxx.A.	<p>A. ((Commissioned Police Officers. All vehicles assigned to commissioned police officers including commissioned roads use investigators, and arson investigators shall be exempt from the provisions of this chapter.</p> <p>B.)) Occasional Overnight Usage. Occasional overnight usage of county-owned vehicles is permitted. Occasional overnight usage may involve:</p> <ol style="list-style-type: none"> 1. Taking a county vehicle home before or after attending a meeting away from the employee's ((normal place of work)) <u>workplace</u>; and 2. Taking a county vehicle home when an employee has primary responsibility to respond to emergencies caused by inclement weather, such as, flooding or heavy ((snow storms)) <u>snowstorms</u>. 	Removes the exemption for "Commissioned Police Officers"
205	3208-3212	3.30.080.C.	3.30.xxx.B.	<p>((C.)) <u>B. Collective Bargaining Agreement. ((All)) The terms and conditions of a collective bargaining agreement that provide for</u></p>	Adds language related to

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				take home vehicle assignments shall supersede this chapter for represented employees ((whose collective bargaining agreement specifically provides for take home vehicle assignments are exempt from the provisions of this chapter)).	collective bargaining agreements and take-home vehicle provisions
3.36 CHARITABLE CONTRIBUTIONS FROM COUNTY EMPLOYEES					
206		3.36	3.36	<i>Updates language by changing "campaign" and some instances of "annual drive" to "program"</i>	Changes "campaign" and some instances of "annual drive" to "program"
3.36.010 Intent and purpose.					
207 & 208	3215-3219	3.36.010.A.	3.36.010.A.	A. This chapter is intended to establish uniform guidance, consistent with state law governing salary and wage deductions, for the efficient administration of county employee charitable contributions <u>and volunteering</u> to qualified nonprofit organizations, donated via the annual drive, ((natural)) <u>emergency or disaster relief solicitations</u> , and other charitable solicitations. This chapter shall be liberally construed to accomplish this intention.	Adds "volunteering" as a program option Changes "natural disaster relief" to "emergency or disaster relief"
3.36.020 Definitions.					
209	33237-3240	New	3.36.020.C.	C. <u>"Emergency or disaster relief solicitation" means the opportunity to donate, in accordance with K.C.C. 3.12.222, in response to the occurrence of an emergency or disaster, such as fire, flood, explosion, storm, earthquake, or epidemic, that results in the loss of either life or property, or both.</u>	Adds a definition for "emergency or disaster relief solicitation"
3.36.030 Employee giving program committee.					
210	3253-3299	3.36.030.B.5.	3.36.030.C.	A. A county employee giving program committee is established consisting of fifteen members nominated by the committee, appointed by the executive, and confirmed by the council. 1. The committee shall strive in its nominations to include members representing the diversity of the county work force, including union representation. 2. The term of committee members shall be two years. 3. A committee member who serves as a federation or nonprofit organization board member or director, or in a decision-making capacity for a federation or nonprofit organization, shall not vote on that federation or nonprofit organization's eligibility if	Moves existing section 3.36.030(B)(5) to a new, stand-alone sub-section (C)

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<p>that federation or nonprofit organization applies to participate in the program.</p> <p>4. The committee shall annually elect a chair and other officers as established in the committee's bylaws.</p> <p>B. In order to operate the program, the committee may:</p> <p>1. Adopt rules and bylaws consistent with this chapter that are necessary to the conduct of the program, based upon the following principles:</p> <ul style="list-style-type: none"> a. seek operational efficiencies; b. enhance program effectiveness; c. use innovative best practices; d. promote equitable access for nonprofit participation; <p>and</p> <ul style="list-style-type: none"> e. maintain standards to ensure nonprofit fiscal responsibility and stability; <p>2. Establish and apply eligibility rules by which a nonprofit organization may participate in the program;</p> <p>3. Coordinate and facilitate the program consistent with this chapter and any rules adopted for the program. If the committee determines that a federation or nonprofit organization is not eligible to participate in the program, the federation or nonprofit organization may apply to the committee for reconsideration of the eligibility decision;</p> <p>4. Guide fiscal stewardship of the program;</p> <p>5. ((Serve voluntarily without additional wages, including no additional compensation for working beyond normal working hours, and shall be reimbursed by their employing departments for travel, lodging and meals in accordance with county laws and regulations. Committee members shall be given release time from regular work hours to serve on the committee. Employees covered by the overtime requirements of the Fair Labor Standards Act or state law who are serving as committee members should ensure that their working hours, including hours worked for the committee, do not exceed approved hours;</p> <p>6.)) Assist the executive or the executive's designee in the selection of a program administrator; and</p> <p>((7.)) <u>6.</u> Solicit and accept from the general public and business communities and all other persons, gifts, bequests, and donations to the county in support of the program.</p>	

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				<u>C. Committee members serve voluntarily and with the approval of their employing department. Committee members shall be given release time from regular work hours to serve on the committee and shall be reimbursed by their employing department for any applicable travel, lodging, and meals in accordance with county laws and regulations. Employees covered by the overtime requirements of the Fair Labor Standards Act or state law who volunteer to serve as committee members shall track and submit all hours worked for the committee, and shall ensure that their working hours, including hours worked for the committee, are approved by their supervisors in advance.</u>	
3.36.045 Campaign participants – requirements – notice in campaign materials. (Change title to “Program participants – requirements – notice in program materials.)					
211		3.36.045	3.36.045	<i>Changes "campaign" to "program" in section title</i>	Changes "campaign" to "program" in section title
212	3308-3314	3.36.045.A.	3.36.045.A.	A. A federation or nonprofit organization may participate in the ((annual drive)) <u>program</u> if the federation or nonprofit organization submits a timely application for participation to the committee and meets all eligibility ((standards)) <u>requirements</u> as established by this chapter and any rules adopted for the program. An official of the federation or nonprofit organization must certify on the ((annual drive)) <u>program</u> application that the federation, each nonprofit organization represented by the federation, or the nonprofit organization:	Changes non-profit organization “eligibility standards” to “eligibility requirements”
3.36.055 Solicitations of donations – limits on use of county property or equipment – promotional costs – voluntary employee participation.					
213	3342-3343	3.36.055.B.	3.36.055.B.	B. Solicitations and events related to the program must be conducted on county property <u>or online using county resources</u> during normal county business hours.	Adds “or online using county resources” to the limits on the use of county property for program events
214	3346-3349	3.36.055.D.	N/A	D. ((As provided in RCW 41.06.250(1) and 42.17.130, county property, county equipment and county employees' working time may not be used during a campaign for partisan political	Removes subsection 3.36.055(D),

Change Number ¹	Line number in P.O.	Existing Code Reference	New Code Reference	Proposed Change	Summary Description ²
				purposes, to assist in an individual's election to political office or for the promotion of or opposition to any ballot proposition.	related to partisan political activities
3.36.065 Deductions from salary warrants for donations – one-time donations. (Change title to “Deductions from salary warrants for donations.”)					
215		3.36.065	3.36.065	<i>Removes "one-time donations" from section title</i>	Removes "one-time donations" from section title



King County

Metropolitan King County Council Government Accountability and Oversight Committee

STAFF REPORT

Agenda Item:	7	Name:	Gene Paul
Proposed No.:	2025-0090	Date:	June 10, 2025

SUBJECT

Proposed Ordinance 2025-0090 would require County agencies to review their outward-facing communications that may collect data, eliminate unnecessary data collection on gender, and require the option for the state-recognized gender marker "X" when gender information is being collected.

SUMMARY

Motion 15162, adopted in 2018, established the King County Gender Identity and Sexual Orientation Inclusion (GISOI) Task Force ("the Task Force").¹ The County Council directed the Task Force to develop a recommended countywide inclusion strategy and workplan to implement administrative changes related to gender identity and sexual orientation in County government. After 16 meetings over 20 months, the Task Force provided its recommendation report, which the Council approved on July 11, 2023.² The report had one overarching recommendation and 27 specific recommendations across four categories. Two of the service delivery recommendations pertained to updating websites for terms and language, such as utilizing the state-recognized gender marker "X" and to revise countywide forms to eliminate unnecessary data collection on gender identity.

The proposed ordinance would update King County Code 2.14.030 to:

- Require County agencies to periodically review their outward facing communications, such as websites, signs, and forms, to ensure conformance with data collection policies;
- Limit County agencies to only collect gender information when necessary;
- Limit County agencies from collecting gender assigned at birth data when gender identity data would be sufficient for the agency's purpose; and
- Require County agencies to include the "X" gender designation option whenever collecting gender information.

¹ Motion 15162 ([Link](#))

² Motion 16389 approved the GISOI Task Force's report. ([Link](#))

BACKGROUND

The GISOI Task Force was established through Motion 15162 in June 2018 in response to the Washington State Board of Health ruling allowing for "X" as a third option for designation on birth certificates to indicate a gender other than male or female.³ The motion provided the Council's intent that "administrative processes be reviewed and revised to allow for the spectrum of gender identity and consideration of sexual orientation." The motion also outlined the responsibilities and objectives of the GISOI Task Force in greater detail.

In February 2020, the Council approved the initial framework for the Task Force.⁴ That framework outlined the goals, objectives, deliverables, milestones, approach, budget, and timeline. The goals of the Task Force stated in the initial framework were to:

1. Review and recommend revisions county administrative processes to allow for the spectrum of gender identity and consideration of sexual orientation.
2. Recommend revisions to county administrative processes to allow for more than two gender options.
3. Develop a recommended countywide gender identity and sexual orientation inclusion strategy and accompanying report with recommendations to implement the use of an additional gender designation or designations in all appropriate administrative processes in use by county departments.

Membership. Task Force membership consisted of representatives from fifteen community-based organizations that are led by and serve LGBTQIA+ community members, including specific groups cited in Motion 15162. Staff representing the Executive Office, County Council, Department of Human Resources, and Public Health – Seattle & King County also participated on the Task Force. Throughout the process, 34 individuals participated in the Task Force. The Task Force's recommendation report stated that due to high turnover at community-based organizations, the impacts of the COVID-19 pandemic, and the duration of the work, membership was fluid at times but there was consistency in membership from participating organizations.

Meetings and Recommendation Development. From May 2021 to December 2022, the Task Force met 16 times to identify issue areas, engage with both the community and County staff, develop recommendations, and draft the Task Force Report. Early in that process, the Task Force identified three primary strategy areas of internal culture, legislation and policy, and service delivery. The Task Force members self-selected into three workgroups to conduct a detailed review of each strategy area's key issues and develop their recommendations.

³ "X" means a gender that is not exclusively male or female, including, but not limited to, intersex, agender, amalgagender, androgynous, bigender, demigender, female-to-male, genderfluid, genderqueer, male-to-female, neutrois, nonbinary, pangender, third sex, transgender, transsexual, Two Spirit, and unspecified according to Washington Administrative Code (WAC) 246-490-075(1)(c) ([Link](#))

⁴ Motion 15603 ([Link](#))

Task Force Recommendations. The Task Force had one overarching recommendation, while the remainder of the recommendations generally aligned with the three strategy areas of internal culture, legislation and policy, and service delivery. There was also a fourth category of additional recommendations that did not fit within the three primary strategy areas.

There were ten recommendations under the topic of service delivery. These suggestions focused on how to ensure King County services are equitable and consider the lived experience of the LGBTQIA+ while also "removing barriers to accessing services experienced by the LGBTQIA+ community." The proposed actions included the following two items:

- Update websites countywide in coordination with King County Information Technology (KCIT) and all relevant departments and branches. This will ensure terms and language on County websites are welcoming of all gender identities and do not use gender-specific pronouns; at a minimum, utilize the state-recognized gender "X" marker.
- Revise forms countywide in coordination with all relevant County departments and branches to eliminate unnecessary data collection on gender identity.⁵

Ultimately, the Council approved the GISOI Task Force's report containing these recommendations on July 11, 2023.⁶ As directed by Section I of Motion 15162, the Executive was also directed to provide a report on the Task Force's work. The Executive's Update Report was transmitted to the Council in December 2023.

In the Executive's Update Report, the two service delivery recommendations had the following status update:

Table 2: Summarized Recommendations with Status as of December 2023

Summarized Recommendation	Status as of December 2023	Additional Comments
Update websites countywide.	Being acted upon but requires additional resources to complete.	Several departments are working to increase use of gender-inclusive language on County websites within existing resources. Further action on this recommendation is pending additional resources.
Revise forms to eliminate unnecessary data collection on gender identity.	On hold pending additional resources.	

The Council approved the Executive's Update Report on June 11, 2024.⁷

⁵ Service Delivery Recommendations #2 and #3 from page 11 of the GISOI Task Force Report

⁶ Motion 16389 approved the GISOI Task Force's report. ([Link](#))

⁷ Motion 16602 approved the Executive's Update Report ([Link](#))

Executive staff indicated in May 2025 that, since the June 2024 Executive's Update Report, the Department of Human Resources was able to incorporate the service delivery recommendations to revise forms to eliminate unnecessary data collection in the refresh of public-facing and intranet pages in the spring of 2025.

ANALYSIS

King County Code Chapter 2.14. Chapter 2.14 of the King County Code (K.C.C.) pertains to public records and the public's access to records. K.C.C 2.14.030 specifically pertains to the County's commitment to balance "public access to information with the privacy rights of its citizens."⁸

Proposed Ordinance 2025-0090. The proposed ordinance would update King County Code 2.14.030 to:

- Require County agencies to periodically review their outward facing communications, such as websites, signs, and forms, to ensure conformance with data collection policies;
- Limit County agencies to only collect gender information when necessary for the fulfillment of the agency's legitimate purpose or when otherwise required by federal, state, or local statute, rule, or regulation;
- Limit County agencies from collecting gender assigned at birth data when gender identity data would be sufficient for the agency's purpose; and
- Require County agencies to include the "X" gender designation option whenever collecting gender information.

The ordinance would also make technical changes to K.C.C 2.14.030. These technical changes include updating terminology (such as using "residents" instead of "citizens") and specifying that the existing annually required report on data collection is only required to be filed electronically and not in the form of a paper copy.

INVITED

- Monisha Harrell, Director, Office of Equity and Racial and Social Justice
- Jay Osborne, Director, Department of Human Resources

ATTACHMENTS

1. Proposed Ordinance 2025-0090

⁸ K.C.C. 2.14.030. The proposed ordinance would also update this phrase to insert "residents" for "citizens."



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance

Proposed No. 2025-0090.1

Sponsors Dembowski, Barón, Mosqueda
and Zabilay

1 AN ORDINANCE relating to privacy rights, limiting the
2 collection of gender information; and amending Ordinance
3 12550, Section 3, as amended, and K.C.C. 2.14.030.

4 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

5 SECTION 1. Ordinance 12550, Section 3, as amended, and K.C.C. 2.14.030 are
6 hereby amended to read as follows:

7 King County is committed to balancing the promotion of public access to
8 information with the privacy rights of its ((~~citizens~~)) residents by adhering to the
9 following guidelines:

10 A. Collection of personal data shall be lawful, fair, and to the extent possible with
11 the knowledge and consent of the individual;

12 B. Agencies shall establish procedures to ensure that data is accurate, complete,
13 current, and relevant to the agency's mandated functions;

14 C. Agencies shall periodically review their outward facing communications to
15 members of the public, including, but not limited to websites, signs, and forms to ensure
16 that they conform to county data collection policies;

17 D. When data can only be collected with the consent of the individual, the
18 purpose for the data shall be stated upon collection. Personal data should not be used by
19 the county for any purpose not stated upon collection without the consent of the data

subject or by the positive authorization of law. This is not intended to limit collection of personal data for purposes of investigative agencies or other functions which collect non-disclosable information according to chapter 42.56 RCW or any other federal, state, or local statute, rule, or regulation;

~~((D.))~~ E. Agencies shall only collect an individual's gender information, including gender identity or gender assigned at birth, when the information is necessary for the fulfillment of an agency's legitimate purpose or when otherwise required by federal, state, or local statute, rule, or regulation;

F. Agencies shall not collect gender assigned at birth when gender identity would be sufficient to fulfill the agency's legitimate purpose;

G. Whenever an agency collects gender information, in accordance with subsection E. of this section, the forms shall include an "X" gender designation option and the purpose for the information shall be stated upon collection;

H. Personal data shall be reasonably protected by the data collector;

~~((E.))~~ I. Agencies shall establish mechanisms for ~~((citizens))~~ residents to review information about themselves and to submit corrections of possible inaccuracies in that information; and

~~((F.))~~ J. The executive shall electronically file ~~((submit))~~ a report by October 1 of every year ~~((filed in the form of a paper original and an electronic copy to))~~ with the clerk of the council, who shall retain the original and provide an electronic copy to all councilmembers and committee coordinator for the government and accountability committee or its successor. The report shall list by category new and existing personal

- 42 data collected by county agencies, a description of the uses of this personal data, and its
- 43 public disclosure status.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Girmay Zahilay, Chair

ATTEST:

Melani Hay, Clerk of the Council

APPROVED this ____ day of _____, ____.

Shannon Braddock, County Executive

Attachments: None



King County

Government Accountability and Oversight Committee

June 10, 2025

**Agenda Item No. 8
Briefing No. 2025-B0088**

Audit Report: Jail Health Services

**Any materials for this item will be available after
the meeting.**



King County

Government Accountability and Oversight Committee

June 10, 2025

**Agenda Item No. 9
Briefing No. 2025-B0089**

Audit Report: King County's Cybersecurity Program

There are no materials for this item.