

VETOED BY K.C. EXEC. 4-6-73

Introduced by: JOHN T. O'BRIEN

73-135

SUBSTITUTE
ORDINANCE NO. 1597

1 AN ORDINANCE revising personnel
2 policies regarding retirement and
3 amending Ordinance No. 422, Section 7,
4 as amended, and K.C.C. 3.12.060.

5 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

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

8 (a) HOLIDAYS. The following days shall be considered
9 holidays for county employees. Thereby county employees will
10 be granted said days off with full pay: (Refer to Section
11 3.12.050 (d) (5), Overtime, for exceptions to this policy).

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

13 (2) February 12, Lincoln's Birthday;

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

15 (4) Last Monday in May, Memorial Day;

16 (5) July 4th, Independence Day;

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

18 (7) Second Monday in October, Columbus Day;

19 (8) Fourth Monday in October, Veterans' Day;

20 (9) Thanksgiving Day, as legally designated and the day
21 immediately following;

22 (10) December 25th, Christmas Day;

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

24 (12) Special or limited holidays as declared by the Presi-
25 dent or Governor, and as approved by the council;

26 (13) Such other days in lieu of holidays as the county
27 council may determine. When a holiday falls on Saturday, the
28 Friday before is a paid holiday. When a holiday falls on a
29 Sunday, the Monday following is a paid holiday.

30 Only regular employees, holding county positions on the
31 effective date of the holiday, will be eligible for holiday pay.

32 Administration of matters pertaining to holidays shall be
33 the responsibility of the personnel department.

Vetoed
April 6, 1973
[Signature]

(b) VACATIONS.

(1) Every regular full-time employee shall receive vacation benefits as indicated in the following table:

Years of Continuous Service	Monthly Vacation Credit	Equivalent Annual Vacation Credit	Maximum Vacation Accumulation Allowed
3 years or less	.833 days	10 days	(10 days) <u>20 days</u>
Less than 12 years but more than 3 years	1.25 days	15 days	30 days
12 years and up	1.66 days	20 days	40 days

(A) Any regular full-time employee with less than three years of continuous service, employed by the county on or before the effective date of the ordinance codified in this chapter, shall receive vacation benefits as though the employee had at least three years of continuous service.

(B) Employees hired after the effective date of the ordinance codified in this chapter shall accrue vacation benefits annually until said employees have earned ~~((three))~~ one annual vacation.

(2) Employees with ~~((three))~~ one or more continuous years of service shall accrue vacation benefits monthly ~~((=))~~ , effective January 1, 1974.

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

For example:

If a regular part-time employee normally works four hours per day in a department that normally works eight hours per day then the part-time employee would be granted four-eighths of

1 the vacation benefit allowed a full-time staff member with an
2 equivalent number of years service.

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

6 (5) Vacation shall not be in increments of less than four
7 hours.

8 (6) Upon termination, for any reason, the employee will
9 be paid for unused vacation credits. Payment will be based upon
10 the hourly equivalent of the employee's salary at the time of
11 termination (eight hours per day equals two thousand eighty
12 hours per year).

13 (7) Extra help employees will not be granted vacation
14 benefits.

15 (8) No employee shall earn the equivalent of a month's
16 vacation credit during a month when the employee is absent with-
17 out pay more than three working days.

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

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

28 (c) SICK LEAVE

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

32 (2) No employee shall earn sick leave credit during a
33 month in which the employee is absent without authorization or

1 absent without pay more than three days.

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

4 For example:

5 If a part-time employee normally works four hours per day
6 and the department's normal work day is eight hours, the em-
7 ployee will receive four hours of sick leave benefits for the
8 month.

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

10 (5) Elected county officials shall not be subject to the
11 limitations of this sick-leave policy.

12 (6) Sick leave shall accrue on a monthly basis starting
13 with the first of the month following the month the employee
14 commenced employment.

15 (7) Sick leave may be used in one hour increments, at the
16 discretion of the department manager.

17 (8) There shall be no limit to the hours of sick leave
18 benefits accrued by an employee.

19 (9) Sick leave benefits are provided in order that the
20 employee's wages may be protected in cases where health is poor
21 or medical attention is required. Department management is
22 responsible for the proper administration of this benefit.

23 (10) Separation from King County employment, except by
24 retirement or reason of temporary lay-off due to lack of work or
25 funds, shall cancel all sick leave currently accrued to the
26 employee. Should the employee resign in good standing and re-
27 turn to the county within one year, accrued sick leave shall be
28 restored.

29 (11) Sick leave because of an employee's physical in-
30 capacity will not be approved when the injury is directly trace-
31 able to simultaneous employment other than with the county of
32 King.

33

1 (12) King County will reimburse those employees who have
2 at least five (5) years' service and retire as a result of
3 length of service or who terminate by death twenty-five percent
4 (25%) of their unused, accumulated sick leave to a maximum of
5 thirty (30) days. All payments shall be made in cash, based on
6 the employee's base rate, and there shall be no deferred sick
7 leave reimbursement.

8 (d) TRAINING

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

17 (2) The county executive shall have responsibility for
18 planning and executing an adequate training program for the em-
19 ployees and management of King County.

20 (3) The county will not reimburse employees for voluntary
21 additional training.

22 (4) Employees wishing to complete educational programs may
23 request a leave of absence for this purpose. The manager, with
24 consultation with the appointing authority, may approve such
25 leave of absence without pay.

26 (e) LEAVE OF ABSENCE WITHOUT PAY.

27 (1) Leaves of absence without pay for a time span of up
28 to thirty calendar days may be granted to an employee by the
29 employee's department manager.

30 (2) Leaves of absence without pay for a time span of more
31 than thirty calendar days may be granted to an employee with
32 appropriate approvals tendered by the employee's manager and
33 the personnel department.

1 (3) A leave of absence without pay may be for a period not
2 to exceed one year; except in unusual instances, in which case
3 extension of the leave shall be reviewed by the personnel de-
4 partment.

5 (4) Other employee benefits shall not accrue to the employ-
6 ee while on leave of absence without pay.

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

11 (6) An employee on leave of absence without pay may return
12 from the leave before its expiration date, if subject employee
13 provides the affected department manager with written notice
14 fifteen days prior to resuming duties.

15 (7) Failure to return at the expiration date of a leave of
16 absence without pay shall be considered automatic termination.

17 (8) A leave of absence may be revoked upon evidence sub-
18 mitted by the department head to the personnel office that sub-
19 ject leave of absence was requested and granted under false
20 pretenses or that the need for such leave of absence has ceased
21 to exist.

22 (f) FAMILY CARE AND DEATH. Three sick leave days of
23 absence from the job may be granted due to a requirement to care
24 for immediate family members that are seriously ill. Three days
25 of absence from the job may be granted in each instance when a
26 death occurs to an immediate member of the employee's family.
27 All such leaves will be granted with pay and will be charged
28 against the employee's accumulated sick leave account. (~~Regular~~
29 ~~full-time-employees-with-no-accrued-sick-leave-shall-be-entitled~~
30 ~~to-not-more-than-three-(3)-days'-bereavement-leave-for-each~~
31 ~~absence-due-to-death-of-members-of-their-immediate-families-)~~)
32 Regular full-time employees shall be entitled to three (3) work-
33 ing days of bereavement leave a year due to death of members of

1 their immediate family. In cases of family care where no sick
2 leave benefit exists, the employee may be granted leave without
3 pay. A holiday or regular day off which falls within the said
4 three days shall not be charged to sick leave, but shall be
5 counted as part of the three days.

6 (g) TIME OFF FOR EXAMINATIONS. All persons in the career
7 service shall be entitled to necessary time off with pay for
8 the purpose of taking qualifying or promotional examinations
9 for the county of King. This shall include resulting hiring
10 interviews for which they may be eligible.

11 (h) MILITARY LEAVE OF ABSENCE.

12 (1) The appointing authority, with the approval of the
13 personnel manager, shall grant for a period not exceeding fif-
14 teen calendar days during each calendar year, a leave of absence,
15 with pay, to regular employees for the purpose of taking part in
16 active training duty as provided in RCW 38.40.060, provided that
17 such request for such leave shall be in writing and accompanied
18 with a validated copy of military orders ordering such active
19 training duty.

20 (2) The appointing authority, must abide by federal law
21 in granting military leave to those employees who enter the
22 military of the United States for regular service of more than
23 fifteen days.

24 (i) JURY DUTY. Any regular or probationary employee
25 ordered on a jury shall be entitled to his regular county pay
26 provided he deposits his fees for such service, exclusive of
27 mileage, with the director of finance. Inasmuch as the county is
28 paying the employee's salary, an employee will report back to his
29 working supervisor and to work if it is practicable, when an em-
30 ployee is dismissed from jury service early on a particular day.

31 (j) RETIREMENT. Effective with the passing the ordinance
32 codified in this chapter, retirement from county employment
33 shall occur on the first of the month following the occurrence

1 of the sixty-fifth birthday. There shall be no exceptions to this
2 policy.

3 Employees over age sixty-two on the date this ordinance
4 codified in this chapter becomes effective shall have an addi-
5 tional three years, if desired, to continue service with the
6 county. This three year period is offered as a special consider-
7 ation to those employees that had planned upon county income
8 beyond age sixty-five.

9 Employees who retire, with less than three years of service,
10 and before the completion of a full year beyond an anniversary
11 of their initial employment date, shall be entitled to receive
12 vacation benefits on a pro-rata basis for the portion of the
13 year worked. Such benefits shall not exceed a maximum of ten
14 days.

15 Elected officials are exempted from this subsection.

16 (k) UNEMPLOYMENT COMPENSATION. King County will implement
17 a self-insured form of unemployment compensation. The unemploy-
18 ment compensation will meet the following criteria:

- 19 1. Provide coverage for all full-time regular
20 employees who have completed their probationary
21 period, except that the foregoing does not include
22 limited-term employees.
- 23 2. Coverage will apply to those employees who are
24 laid off as a result of a reduction in work or funds.
- 25 3. Employees who are receiving compensation under
26 this program must provide evidence of actively
27 seeking employment.

1 4. The benefit will be the same as the State of
2 Washington unemployment compensation but shall be
3 good for twenty-six (26) weeks only (no extended
4 benefits).

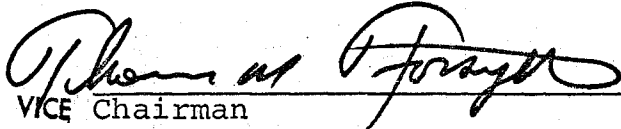
5 SECTION 2. NEW SECTION The provisions of this ordinance
6 shall be in effect as of January 1, 1973.

7 INTRODUCED AND READ for the first time this 26th
8 day of February, 1973.

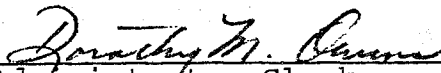
9 PASSED this 2nd day of April, 1973.

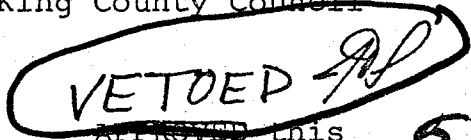
10 KING COUNTY COUNCIL

11 KING COUNTY, WASHINGTON

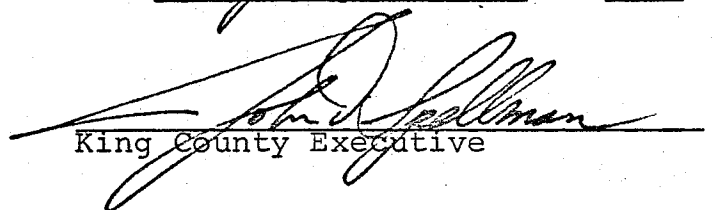
12 
13 VICE Chairman

14
15 ATTEST:

16
17 
18 Deputy Administrator-Clerk
19 King County Council

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21 APPROVED this 6th day of April, 1973.

22 
23 King County Executive