

August 8, 1986
9238A/hdm

Introduced by: RON SIMS

Proposed No.: 86-170

ORDINANCE NO. 7723

AN ORDINANCE providing for the redefinition of regular full time, part-time, and temporary employees, amending Ordinance 7098, Section 1, as amended, and K.C.C. 3.12.010.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 7098, Section 1, as amended, and K.C.C. 3.12.010 are hereby amended to read as follows:

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

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

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

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

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

6. "Career service position" means all positions in the county service except for those which are designated by Section 550 of the Charter as follows: All elected officers; the county auditor, the clerk and all other employees of the county council; the county administrative officer; the chief officer of each executive department and administrative office; the members of all

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

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

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

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

32 9. "Compensatory time" means time off granted with pay in
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1 lieu of pay for work performed either on an authorized over time
2 basis or work performed on a holiday which is normally scheduled
3 as a day off. Such compensatory time shall be granted on the
4 basis of time and one-half.

5 10. "Council" means the King County council as established by
6 Article 2 of the Charter.

7 11. "County" means the county of King and any other
8 organization that is legally governed by the county with respect
9 to personnel matters.

10 12. "Employee" means any person who is employed in a career
11 service position or exempt position. Employees may serve in a
12 regular full-time, ((regular)) part-time, or ((extra-help))
13 temporary status.

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

16 14. "Exempt employee" means an employee employed in an exempt
17 position. Exempt employees serve at the pleasure of the
18 appointing authority.

19 15. "Exempt position" means any position not included in the
20 career service. Exempt positions are positions to which
21 appointment may be made directly.

22 ((16--"Extra-help-employee"-means-an-individual-employed-in-a-
23 part-time-position))

24 ((17--"Extra-help-position"-means-a-position-intended-to-be
25 occupied-on-less-than-a-year-round-basis-(maximum-duration-of-four
26 consecutive-months-unless-specifically-extended-by-the-manager-for
27 an-additional-thirty-days-with-less-than-ninety-hours-in-the-fifth
28 month)-to-cover-seasonal-peak-work-loads, emergency-work-loads-of
29 limited-duration, necessary-vacation-relief-and-other-situations-
30 involving-fluctuating-staff))

31 ((18)) 16. "Grievance" means an issue raised by an employee
32 relating to the interpretation of rights, benefits, or condition
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1 of employment as contained in the administrative rules and/or
2 procedures for the career service.

3 ~~((197))~~ 17. "Manager" means the manager of the personnel
4 division of King County or his designee.

5 18. "Part-time employee" means an individual employed in a
6 part-time position. Individuals employed in a part-time status
7 for 910 or more hours within any consecutive 12-month period (or
8 1040 or more hours in those departments in which a 40-hour week is
9 standard) shall for that period and thereafter until at least a
10 one month break in service occurs receive either compensation in
11 lieu of all benefits except medical, dental, life, vision for each
12 hour worked, or with departmental approval, prorated paid benefits
13 with the exception of those set forth above based upon the ratio
14 of hours worked to the full time schedule in their work unit.

15 19. "Part-time position" means a position established for a
16 portion of or throughout a calendar year which requires (~~more~~
17 than-90-days-of-service-but)) less than ((1020)) 848 hours of
18 service ((per-calendar-year-for)) in a six consecutive month
19 period (less than ((2000)) 969 hours in those departments in which
20 a 40-hour week is standard).

21 20. "Position" means a group of current duties and
22 responsibilities assigned by competent authority requiring the
23 employment of one person.

24 21. "Probationary employee" means a potential career service
25 employee who is serving a probationary period.

26 22. "Probationary period" means a period of time constituting
27 the final step in the competitive screening process for career
28 service. An appointment to the career service as a regular
29 employee is not final unless the employee successfully completes
30 this period.

1 23. "Provisional appointment" means an appointment made in the
2 absence of a list of candidates certified as qualified by the
3 manager. Only the manager may authorize a provisional
4 appointment. An appointment to this status is limited to thirty
5 days after the manager certifies qualified candidates, or a
6 maximum of six months, whichever occurs sooner.

7 24. "Provisional employee" means an employee holding a
8 position under provisional appointment.

9 25. "Recruiting step" means the first step of the salary range
10 allocated to a class unless otherwise authorized by the executive.

11 26. "Regular employee" means an employee who is not on
12 probation and is employed in ~~((either))~~ a regular full-time ~~((or~~
13 ~~regular-part-time))~~ position.

14 27. "Regular full-time position" means a position established
15 on a ~~((permanent))~~ year-round basis requiring work on a regular
16 schedule of not less than thirty-five hours per week with not less
17 than 1820 hours of service throughout the calendar year (or not
18 less than 2080 hours in those departments in which a 40-hour week
19 is standard).

20 28. ~~(("Regular-part-time-position" means a position established~~
21 ~~on a permanent year-round basis requiring work on a regular~~
22 ~~schedule of less than thirty-five hours per week provided, that~~
23 ~~persons hired on or after the effective date of this ordinance as~~
24 ~~regular-part-time employees shall be placed in one of the two~~
25 ~~following part-time employment categories:~~

26 a. ~~--Part-time-20-or-more-hours-per-week--A position~~
27 ~~established on year-round basis requiring work on a basis of 20 or~~
28 ~~more but less than 35 hours per week.--Persons occupying such~~
29 ~~positions will be entitled to pro-rated paid leaves provided for~~
30 ~~in this chapter based upon the ratio of hours worked in the~~
31 ~~previous calendar month to the full-time schedule in their work~~
32 ~~unit.~~

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

"Temporary employee" means an individual employed for a short term ((90)) 179 consecutive days or less ((per-calendar-year.)) in any twelve (12) month period.)

29. "Temporary position" means employment which requires ((90)) 179 consecutive days or less of service ((per-calendar year.)) in any twelve (12) month period.

INTRODUCED AND READ for the first time this 24th day of March, 1986.

PASSED this 11th day of August, 1986.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Audrey Dreyer
Chair

ATTEST:

Donald C. Pelt
Deputy Clerk of the Council

APPROVED this 21st day of August, 1986.

Jim Hill
King County Executive