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PERSONEL.ORD/kc:hlm

Introduced by: Ron Sims

Proposed No: 90-87

ORDINANCE NO. **9498**

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AN ORDINANCE relating to career service employees and benefits; establishing definitions; repealing Ordinance 1780, Section 5 and K.C.C. 3.15.010; amending Ordinance 4324, Sections 2, 3, 7, 22, 23, 25, 26, 27, 30, 31, and 32; Ordinance 9257, Sections 1 - 6; Ordinance 422, Section 8; and K.C.C. 3.12.010, 3.12.030, 3.12.040, 3.12.120, 3.12.130, 3.12.190, 3.12.200, 3.12.210, 3.12.220, 3.12.223, 3.12.240 and 3.12.260; and adding new sections.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 4324, Sections 2 and 3, as amended, and K.C.C. 3.12.010 are hereby amended to read as follows:

Definitions. A. General 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. "Administrative interns" are persons participating in employment sponsored, supported in whole or in part, or maintained in conjunction with, an educational institution in the State of Washington.

~~((2-))~~ 3. "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-))~~ 4. "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-))~~ 5. "Board" means the King County Personnel Board established by Section 540 of the Charter.

1 ((5-)) 6. "Career service employee" means a county
2 employee ((employed-in)) appointed to a career service position
3 as a result of the selection procedure provided for in K.C.C.
4 3.12.090, and who has completed the probationary period.

5 ((6-)) 7. "Career service position" means all positions
6 in the county service except for those which are designated by
7 Section 550 of the Charter as follows: All elected officers;
8 the county auditor, the clerk and all other employees of the
9 county council; the county administrative officer, the chief
10 officer of each executive department and administrative office;
11 the members of all boards and commissions; administrative
12 assistants for the county executive and one administrative
13 assistant each for the county administrative officer, the
14 county auditor, the county assessor, the chief officer of each
15 executive department and administrative office and for each
16 board and commission; a chief deputy for the county assessor;
17 one confidential secretary each for the county executive, the
18 chief officer of each executive department and administrative
19 office, and for each administrative assistant specified herein;
20 all employees of those officers who are exempted from the
21 provisions of this chapter by the state constitution; persons
22 employed in a professional or scientific capacity to conduct a
23 special inquiry, investigation or examination; ((part-time
24 and)) temporary employees; administrative interns; election
25 precinct officials; all persons serving the county without
26 compensation; physicians; surgeons; dentists; medical interns;
27 and student nurses and inmates employed by county hospitals,
28 tuberculosis sanitariums and health departments of the county.

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

32 All part-time employees shall be exempted from career
33 service membership except, effective January 1, 1989, all
34 part-time employees employed at least half time or more, shall
35 be members of the career service.

1 ((7+)) 8. "Charter" means the King County Charter, as
2 amended.

3 ((8+)) 9. "Class" or "classification" means a position
4 or group of positions, established under authority of this
5 chapter, sufficiently similar in respect to the duties,
6 responsibilities and authority thereof, that the same
7 descriptive title may be used to designate each position
8 allocated to the class; that essentially similar requirements
9 as to education, experience, ability and other qualifications
10 should be required of the incumbents; that similar tests of
11 fitness may be used to choose qualified employees; and that
12 similar schedules of compensation can be made to apply with
13 equity.

14 10. "Classification plan" means the arrangement of
15 positions into classifications together with specifications
16 describing each classification.

17 ((9+)) 11. "Compensatory time" means time off granted
18 with pay in lieu of pay for work performed either on an
19 authorized overtime basis or work performed on a holiday which
20 is normally scheduled as a day off. Such compensatory time
21 shall be granted on the basis of time and one-half.

22 ((10+)) 12. "Council" means the King County council as
23 established by Article 2 of the Charter.

24 ((11+)) 13. "County" means the county of King and any
25 other organization that is legally governed by the county with
26 respect to personnel matters.

27 ((12+)) 14. "Employee" means any person who is employed
28 in a career service position or exempt position. ((Employees
29 may serve in a regular full-time, part-time, or temporary
30 status.))

31 15. "Employed at least half time" means employed in a
32 permanent position which has an established work schedule of
33 not less than seventy hours every four weeks, or of not less
34 than eighty hours in those work units in which a forty-hour
35 week is standard.

1 16. "Established in the county budget" means a position
2 identified within a budgetary unit's authorized full-time
3 equivalent (FTE) level and set out by position description in
4 the budgetary unit's organizational budget detail report as
5 amended in the adopted budget.

6 ~~((13-))~~ 17. "Executive" means the King County
7 executive, as established by Article 3 of the Charter, or his
8 designee.

9 ~~((14-))~~ 18. "Exempt employee" means an employee
10 employed in an exempt position. Exempt employees serve at the
11 pleasure of the appointing authority.

12 ~~((15-))~~ 19. "Exempt position" means any position not
13 included in the career service. Exempt positions are positions
14 to which appointment may be made directly.

15 20. "Full-time employee" means an employee who is not
16 on probation and is employed in a full-time position.

17 21. "Full-time position" means a permanent position
18 which has an established work schedule of not less than
19 thirty-five hours per week, or of not less than forty hours per
20 week in those work units where a forty-hour week is standard.

21 ~~((16-))~~ 22. "Grievance" means an issue raised by an
22 employee relating to the interpretation of rights, benefits, or
23 conditions of employment as contained in the administrative
24 rules and/or procedures for the career service.

25 23. "Incentive increase" means an increase to an
26 employee's base salary within the assigned pay range, based on
27 demonstrated performance.

28 ~~((17-))~~ 24. "Manager" means the manager of the
29 personnel division of King County or his designee.

30 ~~((18-))~~ 25. "Part-time employee" means an individual
31 employed in a part-time position. ~~((Individuals employed in a~~
32 ~~part-time status for 910 or more hours within any consecutive~~
33 ~~12-month period (or 1040 or more hours in those departments in~~
34 ~~which a 40-hour week is standard) shall, for that period and~~
35 ~~thereafter until at least a one-month break in service occurs,~~

1 ~~receive either compensation in lieu of all benefits except~~
 2 ~~medical, dental, life, and vision for each hour worked, or with~~
 3 ~~departmental approval, prorated paid benefits with the~~
 4 ~~exception of those set forth above based upon the ratio of~~
 5 ~~hours worked to the full-time schedule in their work unit)).~~

6 ((19.)) 26. "Part-time position" means a permanent
 7 position established for a portion of or throughout a calendar
 8 year and which ((requires less than 848 hours of service in a
 9 six consecutive month period (less than 969 hours in those
 10 departments in which a 40-hour week is standard))) has an
 11 established work schedule of less than thirty-five hours per
 12 week, or of less than forty hours per week in those work units
 13 where a forty-hour week is standard.

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

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

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

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

30 24. "Provisional employee" means an employee holding a
 31 position under provisional appointment.

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

1 26. ~~"Regular employee" means an employee who is not on~~
2 ~~probation and is employed in a regular full-time position.~~

3 27. ~~"Regular full-time position" means a position~~
4 ~~established on a year-round basis requiring work on a regular~~
5 ~~schedule of not less than thirty-five hours per week with not~~
6 ~~less than 1820 hours of service throughout the calendar year~~
7 ~~(or not less than 2080 hours in those departments in which a~~
8 ~~40-hour week is standard).~~

9 28. ~~"Temporary employee" means an individual employed~~
10 ~~for a short term (179 consecutive days or less in any twelve~~
11 ~~(12) month period).~~

12 29. ~~"Temporary position" means employment which~~
13 ~~requires 179 consecutive days or less of service in any twelve~~
14 ~~(12) month period.)~~

15 27. "Pay plan" means a systematic schedule of numbered
16 pay ranges with minimum, maximum and intermediate steps for
17 each pay range, a schedule of assignment of each classification
18 to a numbered pay range and rules for administration.

19 28. "Pay range" means one or more pay rates
20 representing the minimum, maximum and intermediate steps
21 assigned to a classification.

22 29. "Pay range adjustment" means the adjustment of the
23 numbered pay range of a classification to another numbered pay
24 range in the schedule based on a classification change,
25 competitive pay data or other significant factors.

26 30. "Permanent position" means a position established
27 in the county budget and which will require at least twenty-six
28 weeks of service per year at the work schedule established for
29 the position. A position shall be permanent if the position is
30 established to begin after January 1 of any year, and would
31 have required at least twenty-six weeks of service per year had
32 the position been established on January 1.

33 31. "Position" means a group of current duties and
34 responsibilities assigned by competent authority requiring the
35 employment of one person.

1 32. "Probationary employee" means a potential career
2 service employee who is serving a probationary period.

3 33. "Probationary period" means a period of time
4 constituting the final step in the competitive screening
5 process for career service. An appointment to the career
6 service is not final unless the employee successfully completes
7 this period.

8 34. "Provisional appointment" means an appointment
9 made in the absence of a list of candidates certified as
10 qualified by the manager. Only the manager may authorize a
11 provisional appointment. An appointment to this status is
12 limited to thirty days after the manager certifies qualified
13 candidates, or a maximum of six months, whichever occurs
14 sooner.

15 35. "Provisional employee" means an employee holding a
16 position under provisional appointment.

17 36. "Recruiting step" means the first step of the
18 salary range allocated to a class unless otherwise authorized
19 by the executive.

20 37. "Salary or pay rate" means an individual dollar
21 amount which is one of the steps in a pay range paid to an
22 employee based on the classification of the position occupied.

23 38. "Temporary employee" means an individual employed
24 in a temporary position and for purposes of being a part of
25 career service, includes a provisional or probationary
26 employee.

27 39. "Temporary position" means a position which is not
28 a permanent position as defined in this ordinance.

29 40. "Y-Rate" means a pay rate that is in excess of the
30 maximum of the pay range assigned to the classification of a
31 position.

32 B. Definitions related to family leave. Unless the
33 context clearly requires otherwise, the following terms have
34 the following meanings:

1 1. "Child" means a biological, adopted, or foster
2 child, a stepchild, a legal ward, or a child of a person
3 standing in loco parentis, who is:

- 4 a. Under eighteen years of age, or
5 b. Eighteen years of age or older and incapable of
6 self-care because of mental or physical disability.

7 2. "Employee" means a person employed in a permanent
8 position on a full-time or part-time basis and who is not on an
9 initial period of probation. The term "employee" shall not
10 include part-time workers employed less than twenty hours per
11 week, or intermittent, seasonal, or temporary workers.

12 3. "Serious health condition" means an illness, injury,
13 impairment, or physical or mental condition, whether or not
14 preexisting, which requires:

- 15 a. Inpatient care in a hospice or residential
16 medical care facility, or
17 b. Continuing treatment or continuing supervision by
18 a health care provider.

19 4. "Health care provider" means a person whose services
20 are of a type which are compensated under any county health
21 care plan.

22 5. "Reduced leave schedule" means leave scheduled for
23 fewer than an employee's usual number of hours per workweek or
24 hours per workday.

25 SECTION 2. Ordinance 1780, Section 5 and K.C.C. 3.15.010
26 is repealed.

27 SECTION 3. Ordinance 4324, Section 7, and K.C.C. 3.12.030
28 are hereby amended to read as follows:

29 Classes of employees. County employees shall either be
30 members of the career service or be exempt from the career
31 service. (~~All employees shall serve in a regular full-time,~~
32 ~~regular part-time, or extra help status. Potential career~~
33 ~~service employees shall serve a probationary period.))~~

1 NEW SECTION. SECTION 4. Ordinance 4324, Section 23, as
 2 amended, and K.C.C. 3.12.040 are hereby repealed, and the
 3 following is substituted: Benefits.

4 A. All employees of the county except temporary employees
 5 and administrative interns shall receive the leave benefits
 6 provided in this chapter, except temporary employees employed
 7 in a position for 910 or more hours within any consecutive
 8 12-month period (or 1040 or more hours in those work units in
 9 which a 40-hour week is standard) shall receive either
 10 compensation in lieu of the leave benefits provided in this
 11 chapter for each hour worked or, at the discretion of the
 12 manager, pro-rated leave benefits based upon the ratio of hours
 13 worked to the full-time schedule in their work unit.

14 B. The manager shall establish provisions governing
 15 eligibility for medical, dental, life insurance and vision
 16 benefits as part of the administrative guidelines and
 17 consistent with budget requirements.

18 SECTION 5. Ordinance 4324, Section 25 and K.C.C. 3.12.190
 19 are hereby amended to read as follows:

20 Vacations. A. All (~~regular full-time and part-time~~)
 21 employees except temporary employees and administrative interns
 22 shall accrue vacation benefits according to the following table
 23 on the basis that one "day" equals .00384615 times the normally
 24 scheduled annual hours of the employee's position.

25 Examples of conversions from yearly hours to hours per day
 26 are as follows:

27 40.0 hours/week, 2080 hours/year .00384615 x 2080 = 8.0
 28 hours/day

29 37.5 hours/week, 1950 hours/year .00384615 x 1950 = 7.5
 30 hours/day

31 35.0 hours/week, 1820 hours/year .00384615 x 1820 = 7.0
 32 hours/day

	Monthly Vacation Credit	Equivalent Annual Vacation Credit	Maximum Vacation Accumulation Allowed
1 2 3 4	Years of Service		
5 6	Upon completion of one year service	10 days (80 hours)	
7 8 9	More than one but less than three years service	.833 days (6.66 hours)*	10 days (80 hours)
10 11 12	More than three but less than twelve years of service	1.25 days (10 hours)	20 days (160 hours)
13 14 15	More than twelve years service	1.66 days (13.33 hours)	30 days (240 hours)
		20 days (160 hours)	40 days (320 hours)

16 *The table includes examples in parentheses of hours
17 accrued for an employee working 2080 hours per year. In the
18 first "Monthly Vacation Credit" example,
19 .833 days x 8 hours/day = 6.66 hours.

20 B. Employees with one or more years of continuous service
21 shall accrue vacation benefits monthly. Employees shall be
22 granted vacation credit for one year of service at the end of
23 their first year of continuous service. For purposes of this
24 section, employees who leave county employment in good standing
25 and are rehired within two years shall have their service date
26 adjusted to reflect previous county service.

27 C. No employee shall work for compensation for the county
28 in any capacity during the time that the employee is on
29 vacation.

30 D. Vacation may be used in one-half hour increments, at
31 the discretion of the department director or division manager.

32 E. Upon termination for any reason, an employee shall be
33 paid for unused vacation up to the maximum allowed
34 accumulation.

35 F. No employee shall earn the equivalent of a month's
36 vacation credit during a month when the employee is absent
37 without pay more than three working days. An employee shall
38 not be granted vacation benefits if not previously accrued.

1 G. In cases of separation by death, payment of unused
2 vacation benefits shall be made to the employee's estate, or,
3 in applicable cases, as provided for by state law, RCW Title
4 11.

5 H. Employees may accrue additional vacation beyond the
6 maximum specified herein when, as a result of cyclical
7 workloads or work assignments, accrued vacation will be lost.
8 Otherwise employees shall use or forfeit the excess accrual
9 prior to December 31st of the year in which the excess was
10 accrued.

11 SECTION 6. Ordinance 4324, Section 30 and K.C.C. 3.12.200
12 are hereby amended to read as follows:

13 Leave - Examinations. All ((~~career-service~~)) employees
14 except temporary employees and administrative interns shall be
15 entitled to necessary time off with pay for the purpose of
16 taking county qualifying or promotional examinations. This
17 shall include time required to complete any required
18 interviews.

19 SECTION 7. Ordinance 4324, Section 27, as amended and
20 K.C.C. 3.12.210 are hereby amended to read as follows:

21 Leave - Bereavement. A. ((~~Regular full-time~~)) All
22 employees except temporary employees and administrative interns
23 shall be entitled to three working days of bereavement leave a
24 year due to death of members of their immediate family. For
25 purposes of this section, "immediate family" shall be limited
26 to the children, parents, siblings and spouse of the employee.
27 B. ((~~Regular full-time-e~~)) Employees who have exhausted
28 their bereavement leave shall be entitled to use sick leave in
29 the amount of three days for each instance when death occurs to
30 a member of the employee's immediate family.

31 C. In cases of family death where no sick leave benefit is
32 authorized or exists, an employee may be granted leave without
33 pay.

1 D. In the application of any of the foregoing provisions,
2 holidays or regular days off falling within the prescribed
3 period of absence shall not be charged.

4 SECTION 8. Ordinance 4324, Section 26, as amended, and
5 K.C.C. 3.12.220 are hereby amended to read as follows:

6 Sick leave. A. Every employee (~~in a regular full-time or~~
7 ~~regular part-time position~~) except temporary employees and
8 administrative interns and those covered by subsection L. of
9 this section, shall accrue sick leave benefits at a monthly
10 rate equal to .00384615 times the normally scheduled annual
11 hours of the employee's position; except that sick leave shall
12 not begin to accrue until the first of the month following the
13 month in which the employee commenced employment. The employee
14 is not entitled to sick leave if not previously earned.

15 As an example of the above formula, an employee whose
16 annual work schedule is 2080 hours shall accrue sick leave
17 monthly at the rate of .00384615 times 2080, or 8 hours per
18 month.

19 B. No employee shall earn sick leave credit during a month
20 in which the employee is absent without authorization or absent
21 without pay more than three days.

22 C. After the first six months of full-time service, an
23 (~~regular~~) employee may, at the division manager's discretion,
24 be permitted to use up to five days of vacation as an essential
25 extension of used sick leave. If an employee does not work a
26 full twelve months, any vacation credit used for sick leave
27 must be reimbursed to the county upon termination.

28 D. Sick leave may be used in one-half hour increments, at
29 the discretion of the division manager or department director.

30 E. There shall be no limit to the hours of sick leave
31 benefits accrued by an employee.

32 F. Department management is responsible for the proper
33 administration of the sick leave benefit. Verification of
34 illness from a licensed physician may be required for any
35 requested sick leave absence.

1 G. Separation from county employment except by reason of
2 retirement or layoff due to lack of work or funds or efficiency
3 reasons, shall cancel all sick leave currently accrued to the
4 employee. Should the employee resign in good standing or be
5 laid off and return to the county within two years, accrued
6 sick leave shall be restored.

7 H. Accrued sick leave may be used for absence due to
8 temporary disability caused by pregnancy.

9 I. Sick leave because of an employee's physical incapacity
10 shall not be approved where the injury is directly traceable to
11 employment other than with the county.

12 J. County employees who have at least five years county
13 service and who retire as a result of length of service or who
14 terminate by reason of death shall be paid an amount equal to
15 twenty-five percent of their unused, accumulated sick leave, to
16 a maximum of thirty days. All payments shall be based on the
17 employee's base rate.

18 K. Employees injured on the job may not simultaneously
19 collect sick leave and workers' compensation payments in a
20 total amount greater than the net regular pay of the employee.

21 L. Uniformed employees covered under the LEOFF Retirement
22 System-Plan I shall apply for disability retirement under the
23 provisions of RCW 41.26.120.

24 M. Employees are eligible for payment on account of their
25 own illness for the following reasons:

- 26 1. Personal illness;
- 27 2. Noncompensable injury (e.g., those injuries generally
28 not eligible for worker's compensation payments);
- 29 3. Disability due to pregnancy or childbirth;
- 30 4. Exposure to contagious diseases and resulting
31 quarantine;
- 32 5. Keeping medical, dental, or optical appointments.

33 N. Employees may use accrued sick leave to care for their
34 child under the age of 18 who suffers from a health condition
35 that requires medical treatment or supervision. For purposes

1 of this section, "child" means the natural or adoptive child of
 2 the employee or the employee's spouse, or any child under the
 3 employee's legal guardianship, legal custody or foster care.
 4 Employees are eligible to use sick leave on account of their
 5 child's suffering any of the conditions listed in subsection M
 6 of this section. Verification of the child's health condition
 7 from a licensed physician may be required for any requested
 8 sick leave absence used to care for a child.

9 O. (~~Regular full time and regular part time~~) Employees
 10 shall be entitled to use sick leave in the maximum amount of
 11 three days for each instance where such employee is required to
 12 care for immediate family members who are seriously ill, except
 13 as provided for in subsection N.

14 P. Up to one day of sick leave may be used by an (~~regular~~
 15 ~~full time or regular part time~~) employee for the purpose of
 16 being present at the birth of his child.

17 SECTION 9. Ordinance 9257, Sections 1 through 6, as
 18 amended, and K.C.C. 3.12.223 are hereby amended to read as
 19 follows:

20 Transfer of vacation hours and donation of sick leave hours.

21 A. Vacation hours.

22 1. Any (~~regular~~) full-time or part-time employee (~~in~~
 23 ~~a position established in the county budget,~~) who has
 24 completed at least one year of service, may transfer a portion
 25 of his or her accrued vacation to a (~~regular~~) full-time or
 26 (~~regular~~) part-time employee of an equal or lesser hourly
 27 rate of pay (~~in a position established in the county budget,~~)
 28 who has completed at least one year of service, upon written
 29 request to and approval of the transferring and receiving
 30 employees' department director(s). Vacation hour transfers are
 31 strictly voluntary. Employees are prohibited from offering or
 32 receiving monetary or any other compensation in exchange for
 33 transferring vacation hours.

34 2. Vacation hour transfers shall be in twenty-five
 35 (25)-hour increments. The number of hours transferred shall

1 not exceed the transferring employee's accrued vacation credit
2 as of the date of the request. No transfer of vacation hours
3 shall be permitted where it would cause the employee receiving
4 the transfer to exceed his or her maximum vacation accrual.

5 3. Transferred vacation hours must be used within ninety
6 (90) calendar days following the date of transfer. Transferred
7 vacation hours are excluded from vacation payoff provisions
8 contained in K.C.C. 3.12.190 (E and G). For purposes of this
9 section, the first hours used shall be accrued vacation hours.

10 B. Sick leave hours.

11 1. Any ((regular)) full-time or part-time employee ((in
12 a position established in the county budget)) may donate a
13 portion of his or her accrued sick leave to a ((regular))
14 full-time or part-time employee of an equal or lesser hourly
15 rate of pay ((in a position established in the county budget)),
16 who has completed at least six months of service, upon written
17 notice to the transferring and receiving employees' department
18 director(s). Sick leave hour donations are strictly voluntary.
19 Employees are prohibited from offering or receiving monetary or
20 any other compensation in exchange for donating sick leave
21 hours.

22 2. Sick leave hour donations shall be in increments of
23 five (5) hours. No donation shall be permitted unless the
24 donating employee's sick leave accrual balance immediately
25 subsequent to the donation is one hundred (100) hours or more.
26 No employee may donate more than twenty-five (25) hours in a
27 calendar year.

28 3. Donated sick leave hours must be used within ninety
29 (90) calendar days. Donated sick leave hours are exempt from
30 sick leave payoff provisions contained in K.C.C. 3.12.220 (J),
31 and sick leave restoration provisions contained in
32 K.C.C. 3.12.220 (G). For purposes of this section, the first
33 hours used shall be accrued sick leave hours.

34 SECTION 10. Ordinance No. 4324, Section 32, as amended,
35 and K.C.C 3.12.240 are hereby amended as follows:

1 Leave - Jury duty. Any ((regular)) employee except temporary
2 employees and administrative interns ordered on a jury shall be
3 entitled to his or her regular county pay; provided, that fees
4 for such jury duty are deposited, exclusive of mileage, with
5 the county comptroller. Employees shall report back to their
6 work supervisor when dismissed from jury service.

7 SECTION 11. Ordinance 4324, Section 31, as amended, and
8 K.C.C. 3.12.260 are hereby amended as follows:

9 Leave of absence - Military. A. The appointing authority,
10 with the approval of the manager, shall grant, for a period not
11 exceeding fifteen days during each calendar year, leaves of
12 absence with pay to ((regular)) employees except temporary
13 employees and administrative interns for the purpose of taking
14 part in active military training duty as provided by state law,
15 RCW 38.40.060; provided, that a request for such leave shall be
16 submitted in writing by the employee and accompanied by a
17 validated copy of military orders ordering such active training
18 duty.

19 B. The appointing authority and the manager shall abide by
20 applicable federal law in granting any military leave of
21 absence for a period in excess of fifteen consecutive calendar
22 days.

23 SECTION 12. Ordinance 4324, Section 22, and
24 K.C.C. 3.12.120 are hereby amended to read as follows:

25 Working conditions. A. General. Nothing contained in
26 this chapter shall prevent, relieve, or otherwise excuse any
27 county officer or employee from the performance of any duty
28 imposed upon him or her by any other law of this county, or
29 from the rendering of service at such times and places as are
30 necessary in order to properly perform the functions of his or
31 her office or employment.

32 B. Workday. Except as otherwise provided by ordinance,
33 the official workday shall consist of eight hours of work for
34 all ((regular and probationary)) full-time and full-time

1 probationary employees. The lunch hour shall not be considered
2 as part of the workday.

3 C. Workweek. Except as otherwise provided by ordinance,
4 the official workweek shall consist of five working days for
5 all (~~regular and probationary~~) full-time and full-time
6 probationary employees.

7 D. Call Duty. The county recognizes that there is an
8 occasional need for an employee to return to work outside his
9 or her normal workday. The administrative guidelines shall
10 contain procedures relating to call duty.

11 E. On-the-Job Injury. The county recognizes a
12 responsibility for action regarding on-the-job injuries. The
13 administrative guidelines shall contain procedures relating to
14 on-the-job injury.

15 F. (~~Discipline and Appeals. Discipline and appeals to~~
16 ~~the board shall be administered in accordance with the~~
17 ~~provisions of this chapter.~~)

18 ((G)) Restoration to Career Service. Any career service
19 employee who accepts a transfer or promotion to an exempt
20 position prior to (~~the effective date of the ordinance~~
21 ~~codified in this chapter~~) December 1, 1979 shall, upon
22 separation from the exempt position, be allowed to re-enter
23 career service at a position comparable in terms of
24 responsibilities and salary or wage (including normal
25 cost-of-living increases) to the career service position
26 formerly held by the employee. Employees accepting such a
27 transfer or promotion on or after (~~the effective date of the~~
28 ~~ordinance codified in this chapter~~) December 1, 1979 shall
29 have such a right to restoration; provided, that:

30 1. The right to restoration is exercised within four
31 calendar years from the effective date of the transfer or
32 promotion to an exempt position; and

33 2. The former appointing authority, at his or her
34 discretion, approves such restoration within the limits of
35 available authorized positions; or

1 3. A different appointing authority, having
2 jurisdiction over comparable authorized positions, at his or
3 her discretion approves such restoration within the limits of
4 available authorized positions.

5 G. ((H-)) Wages and Hours. Matters involving wages and
6 hours, including but not limited to minimum wage and overtime
7 compensation, shall be determined according to the State
8 Minimum Wage Act, RCW Chapter 49.46.

9 H. ((F-)) Overtime.

10 1. Overtime work may be authorized by the department
11 director or division manager where necessary to maintain or
12 perform vital county services;

13 2. Overtime accrued by employees on official holidays
14 shall be compensated at the rate of one and one-half the
15 regular rate, in addition to the holiday pay normally due.
16 Exceptions to this provision are those departments which
17 normally work holidays, in which case compensatory time off
18 shall be granted;

19 3. Off-duty time spent as a witness in court in
20 connection with regular duties as a county employee shall be
21 compensated as overtime;

22 4. Any employee separating from the county service
23 shall be paid for any accumulated overtime at the time of such
24 separation;

25 5. Time worked as overtime shall not be used to earn
26 employee benefits or to serve out a probationary period.
27 Compensatory time off may be used as part of the established
28 work week to earn employee benefits and to serve out a
29 probationary period;

30 6. ((Regular-p)) Part-time employees and ((extra-help))
31 temporary employees shall be eligible for overtime on the same
32 basis as ((regular)) full-time employees;

33 7. No appointing authority may employ a person from
34 outside the department as a substitute for an employee who is
35 on compensatory time off. No appointing authority shall assign

an employee who is on compensatory time off where such employee assigned receives an increase in pay as a result of such assignment.

SECTION 13. Ordinance 422, Section 8, and K.C.C. 3.12.130 are hereby amended to read as follows:

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 (~~regular-county~~) employees, excluding temporary employees, administrative interns, elected officials and employees of the council.

NEW SECTION. SECTION 14. There is added to K.C.C. 3.12 a new section to read as follows:

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.

INTRODUCED AND READ for the first time this 29th day of January, 1990.

PASSED this 12th day of June, 1990.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Lois North
Chairman

ATTEST:

Gerald A. Felt
Clerk of the Council

APPROVED this 22nd day of June, 1990.

Jim Hill
King County Executive