

12/6/95
CAJ:cj
3mor-cln

Introduced By: CYNTHIA SULLIVAN
BON SIMS
Proposed No.: 96-021

ORDINANCE NO. **12077**

AN ORDINANCE relating to the county's personnel policies and making revisions to K.C.C. Title 3 consistent with reorganization of the executive branch, repealing Ordinance 4324, Sections 12, 30, as amended, and 32, as amended, Ordinance 10379, Sections 1 through 3, Ordinance 9206, Sections 2, 6, 8, and 13, Ordinance 1902, Section 2, as amended, Ordinance 10930, Sections 1, 5, as amended, 9, and 10, Ordinance 3511, Sections 2, as amended, and 7, Ordinance 8753, Sections 1, as amended, and 5, as amended, and K.C.C. 3.12.070, K.C.C. 3.12.125, K.C.C. 3.12.200, K.C.C. 3.12.240; K.C.C. 3.24.020, K.C.C. 3.24.060, K.C.C. 3.24.080, K.C.C. 3.24.080, K.C.C. 3.24.130, K.C.C. 3.28.020, K.C.C. 3.30.010, K.C.C. 3.30.040, K.C.C. 3.30.050, K.C.C. 3.30.060, K.C.C. 3.32.010, K.C.C. 3.32.020, K.C.C. 3.32.055, and K.C.C. 3.32.060, and adding new sections to K.C.C. 3.12, K.C.C. 3.24, K.C.C. 3.28, K.C.C. 3.30, and K.C.C. 3.32.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 4324, Sections 12, 30, as amended, and 32, as amended, Ordinance 10379, Sections 1 through 3, Ordinance 9206, Sections 2, 6, 8, and 13, Ordinance 1902, Section 2, as amended, Ordinance 10930, Sections 1, 5, as amended, 9, and 10, Ordinance 3511, Sections 2, as amended, and 7, Ordinance 8753, Sections 1, as amended, and 5, as amended, and K.C.C. 3.12.070, K.C.C. 3.12.125, K.C.C. 3.12.200, K.C.C. 3.12.240; K.C.C. 3.24.020, K.C.C. 3.24.060, K.C.C. 3.24.080, K.C.C. 3.24.080, K.C.C. 3.24.130, K.C.C. 3.28.020, K.C.C. 3.30.010, K.C.C. 3.30.040, K.C.C. 3.30.050, K.C.C. 3.30.060, K.C.C. 3.32.010, K.C.C. 3.32.020, K.C.C. 3.32.055, and K.C.C. 3.32.060 are hereby repealed.

SECTION 2. There is added to K.C.C. 3.12 a new section to read as follows:

Classification of positions. A. The director shall develop and maintain a classification plan for all positions within the career service which shall provide that:

1. All positions which are substantially similar and comparable as to kind; difficulty, and responsibility of work are included in the same class;

1 2. Similar means of recruitment and appropriate examination methods are used in
2 filling positions within a class; and

3 3. Similar schedules of pay are applied with equity to all positions within a class.

4 B. The classification plan shall set forth for each career service class a title,
5 definition, distinguishing characteristics, representative examples of work, knowledge,
6 abilities, qualifications, and special requirements that are necessary for satisfactory
7 performance in the class.

8 C. The director shall periodically review the classification plan, and may add,
9 combine, abolish, or revise the specifications or establish new classes.

10 D. Whenever reorganization, change in job content or council action causes the
11 duties of a position to change, or such position appears to have been incorrectly classified,
12 the director shall, at the request of the appointing authority or a full-time regular employee
13 or part-time regular employee, investigate the duties of the position in question. After
14 conferring with the appointing authority and employee involved and reviewing
15 recommendations and suggestions, the director may reclassify the position to a class
16 deemed more appropriate by the director.

17 SECTION 3. There is added to K.C.C. 3.12 a new section to read as follows:

18 **Change in work week - Adjustment to sick leave and vacation accruals. A.**

19 Notwithstanding any other provision of this chapter, in the event the number of hours in the
20 standard work week of a regular position occupied by a full-time regular employee, part-
21 time regular employee or temporary employee who is employed at least half-time and
22 receives vacation and sick leave is increased, the sick leave and vacation leave accruals of
23 such employee at the time of the increase shall be adjusted upward so as to insure that the
24 equivalent number of sick leave and vacation leave accrued does not change. (For example,
25 if the standard work week of such a position is increased from 35 to 40 hours, and if at the
26 time of such change the employee occupying the position had accrued seven hours of sick
27 leave, the sick leave accrual of that employee would be adjusted upward to eight hours.)
28 This section shall apply to all full-time regular employees, part-time regular employees and
29 temporary employees who are employed at least half-time and receive vacation and sick
30 leave occupying positions where the standard work week of the position was increased on

1 or after July 1, 1991. After such increase, such employees shall accrue vacation and sick
2 leave in accordance with the otherwise applicable provisions of K.C.C. 3.12.

3 B. Separate accounts shall be maintained for any vacation or sick leave accrued prior
4 to an increase in the number of work-week hours. The "adjusted leave account" shall be
5 used for leave accrued prior to an increase in the number of work-week hours. The
6 "unadjusted leave account" shall be used for leave accrued subsequent to an increase in the
7 number of work-week hours. Leave in the adjusted leave account shall be used first.

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

14 SECTION 4. There is added to K.C.C. 3.12 a new section to read as follows:

15 **Leave - Examinations.** All full-time regular employees, part-time regular
16 employees, and temporary employees who are employed at least half-time shall be entitled
17 to necessary time off with pay for the purpose of taking county qualifying or promotional
18 examinations. This shall include time required to complete any required interviews.

19 SECTION 5. There is added to K.C.C. 3.12 a new section to read as follows:

20 **Leave - Jury duty.** Any full-time regular employees, part-time regular employees,
21 and temporary employees who are employed at least half-time ordered on a jury shall be
22 entitled to his or her regular county pay; provided, that fees for such jury duty are
23 deposited, exclusive of mileage, with the department of finance. Employees shall report
24 back to their work supervisor when dismissed from jury service.

25 SECTION 6. There is added to K.C.C. 3.12 a new section to read as follows:

26 **Transit bus passes.** Full-time regular employees, part-time regular employees,
27 provisional employees and probationary employees covered by Ordinance _____ (Proposed
28 Ordinance 96-020), Section 2.S, as amended, and who were assigned in the department of
29 metropolitan services as of December 31, 1995, shall be issued a transit bus pass entitling
30 the holder to ride without payment of fare on public transportation services operated by the

1 county. Use of such passes shall be restricted to the eligible employees and any
2 unauthorized use shall, at a minimum, result in forfeiture of the passes. The department to
3 which the employees are assigned shall reimburse the Public Transportation Operating
4 Account for such passes. The amount to be reimbursed shall be determined by the director
5 of the department of transportation as provided in Ordinance _____ (Proposed Ordinance
6 96-020), Section 2.S, as amended.

7 SECTION 7. There is added to K.C.C. 3.24 a new section to read as follows:

8 **Persons eligible for travel expense reimbursement.** Within budgetary constraints,
9 the following persons are eligible for travel expense reimbursement in conformance with this
10 chapter and are likewise responsible for compliance with terms of this chapter and any
11 implementing procedures:

12 A. County officials and employees;

13 B. Members of boards/commissions or uncompensated volunteers participating in
14 county business if authorized by the enabling legislation or appointing authority;

15 C. Candidates for county employment for any position above pay range fifty-four in
16 non-legislative branches governed by the county personnel system's pay range schedule or
17 as authorized by the council chair for legislative branch positions, subject to the following
18 restrictions:

19 1. For travel to a designated place from their place of residence to be
20 interviewed.

21 2. Maximum of five interview trips for a given position during any twelve month
22 period.

23 3. No person is eligible for more than two separate interview trips for a given
24 position.

25 4. Limited to the five highest-ranked candidates.

26 5. Approval required before invitation to interview is issued:

27 a. For positions at pay range fifty-five through eighty, approval is required of
28 the council's administration and justice committee or its successor.

29 b. For positions above pay range eighty, approval is required of the
30 appointing authority and the director of the office of human resources management.

1 D. Persons authorized by the respective elected official or department director to
2 incur travel and subsistence expense to partake in official county business provided that the
3 total of such costs shall not exceed \$200 per person and a complete description of the
4 county business purpose and necessity to incur the costs is provided with the reimbursement
5 claim. Authorization for such expenses in excess of \$200 shall, in addition, be approved by
6 the presiding elected official.

7 E. Persons otherwise authorized by law, grant or contract, given that any other travel
8 reimbursement policy specified by such authority would prevail.

9 SECTION 8. There is added to K.C.C. 3.24 a new section to read as follows:

10 **Transportation costs.** King County will pay the actual and necessary costs of
11 transportation in the course of official county business as follows:

12 A. Normal and usual means of conveyance are to be used. Public transportation
13 shall be used where practical. Where a private mode of transportation is used in lieu of
14 another more normal and usual form of transportation, travel reimbursement shall be the
15 lesser of the two costs.

16 B. Where automobile transportation is necessary, a county vehicle shall be used
17 where practical. Authorized use of a private automobile shall be reimbursed at the rate of
18 twenty-one cents per mile, except as provided by a collective bargaining agreement,
19 prevailing law or contract. This rate shall change annually on July 1st in increments of one
20 cent when the effect of compounded annual general county non-union cost-of-living
21 adjustments, as applied to this figure, results in the given amount reaching the next even
22 cent, subject to the limitation of never exceeding the current IRS tax-exempt mileage
23 reimbursement rate for business transportation paid by an employer to its employees. The
24 1989 COLA will be the initial factor considered. The department of finance shall be
25 responsible for administering and announcing such rate changes.

26 C. The excess cost of first class or business coach fare for a given mode of travel
27 shall not be reimbursed where less expensive fares are available.

28 D. If an indirect route is taken for personal reasons, all extra costs of such travel are
29 not reimbursable.

1 E. The starting and ending locations of official travel are the official work place or
2 the residence, depending on the work schedule at that point in time.

3 SECTION 9. There is added to K.C.C. 3.24 a new section to read as follows:

4 **Meal costs.** A. Meal cost allowances or reimbursements are payable for official
5 county business purposes only when:

- 6 1. The duration of travel exceeds three hours outside King County, or
- 7 2. Meals are necessary and integral to conducting official county business
8 including training, job candidate interviews, seminars or business meetings with non-county
9 employees, or
- 10 3. Performance of assigned duties by an overtime pay exempt employee requires
11 overtime, either extending at least three hours beyond the start or end of a scheduled
12 workday of at least seven hours or consisting of at least four hours call-out on an
13 unscheduled workday and unreasonably delaying access to normal subsistence, as approved
14 by the respective department director or elected official.

15 B. Meal costs are not payable when:

- 16 1. The expense of the respective meal is included in a registration fee, air fare or
17 another county expense, or
- 18 2. Meals are incurred in the normal course of the employee's job, including staff
19 meetings and consultation with subordinates or between employees, or
- 20 3. The meal occurs in the approximate location of the employee's normal place of
21 work where the employee's normal means of subsistence can be reasonably accommodated,
22 or
- 23 4. The county, at its option, provides a meal.

24 C. For partial day travel status, fixed amount allowances will be paid as payment in
25 full for authorized meals if in an eligible status during the designated times, as follows:
26 Breakfast (7:00 a.m.) - eight dollars, Lunch (12:00 noon) - nine dollars, Dinner (6:00
27 p.m.) - eighteen dollars. For full day travel status, a fixed amount allowance of thirty-five
28 dollars will be paid as payment in full for meals. These amounts shall change annually on
29 July 1st in increments of one dollar when the effect of compounded annual general county
30 non-union cost-of-living adjustments, as applied to these figures, results in the given amount

1 reaching the next even dollar. The 1989 COLA will be the initial factor considered. The
2 department of finance shall be responsible for administering and announcing such rate
3 changes.

4 D. An exception to these fixed rates shall be to reimburse actual restaurant or food
5 service costs, which may include service tips of up to 15% or a fixed rate established by the
6 restaurant for group billings, for:

7 1. County staff retreats or training programs which qualify under the criteria
8 cited in paragraphs A and B of this section and receive written justification relating to
9 county business and cost approval of the respective department director or elected official if
10 the director is a participant.

11 2. Approved participation in meals which are an integral activity on the agenda of
12 an external organizational function related to county business. This includes community
13 organization meetings, banquets, receptions and celebration events where the cost does not
14 exceed triple the respective fixed amount allowance cited in paragraph C. Any amount
15 exceeding that figure shall be treated as a contribution expense in its entirety.

16 3. Extenuating circumstances, where there exists: an uncontrollable business
17 necessity, a circumstance related to a particular meal or specific event that results in having
18 to significantly exceed the applicable fixed amount allowance cited in paragraph C., a
19 receipt detailing the expense accompanied by written justification explaining the necessity to
20 exceed the fixed amount allowance, and specific undelegated approval of the presiding
21 elected official.

22 E. Another exception to the above rules is that meal expenses incurred on behalf of
23 another agency which reimburses the county for the expense shall be reimbursed according
24 to the rules specified by the funding agency.

25 SECTION 10. There is added to K.C.C. 3.24 a new section to read as follows:

26 **Procedure for obtaining reimbursement.** A. Travel expense reimbursement claims
27 shall be submitted in detailed account citing time, place, business purpose and participants in
28 accordance with procedures established by and forms approved by the department of
29 finance.

1 B. Receipts prepared and issued by the service provider or copies of endorsed checks
2 are required wherever this policy provides for actual cost reimbursement, except that
3 receipts are not required for expenses of less than ten dollars.

4 SECTION 11. There is added to K.C.C. 3.28 a new section to read as follows:

5 **Amount.** The compensation provided for in K.C.C. 3.28.010 shall not exceed the
6 average monthly charge billed by the department of transportation for equivalent vehicles.

7 SECTION 12. There is added to K.C.C. 3.30 a new section to read as follows:

8 **Purpose.** The purpose of this chapter is to ensure the proper use of public funds with
9 regard to the county's practice of allowing employees to commute to and from work in
10 county owned vehicles. The intent of this chapter is to:

11 A. Restrict the number of county owned vehicles being used by employees to
12 commute to and from work;

13 B. Establish criteria and policies for evaluating and authorizing take-home vehicle
14 assignments;

15 C. Require the fleet administration division of the department of transportation to
16 document the number of current take-home vehicle assignments;

17 D. Require the fleet administration division of the department of transportation to
18 develop administrative rules for implementing the provisions of this chapter; and

19 E. Require the fleet administration division of the department of transportation to re-
20 evaluate all take-home vehicle assignments in accordance with the policies and criteria
21 established herein.

22 SECTION 13. There is added to K.C.C. 3.30 a new section to read as follows:

23 **Authority to approve take-home vehicle assignments.** The fleet administration
24 division of the department of transportation shall be the executive agency in charge of
25 implementing the provisions of this chapter. Fleet administration shall:

26 A. Develop the administrative rules to implement the provisions of this chapter.

27 B. Evaluate all take-home vehicle assignment requests from executive departments;
28 and

29 C. Approve and monitor take-home vehicle assignments including the take-home
30 vehicle assignments from or to the department of parks and cultural resources, the solid

1 waste division of the department of natural resources, and the airport division of the
2 department of construction and facility management.

3 SECTION 14. There is added to K.C.C. 3.30 a new section to read as follows:

4 **Record-keeping.** The fleet administration division of the department of
5 transportation shall develop and maintain central records of all county take-home vehicle
6 assignments. The records shall be maintained in one location and shall be readily available
7 to the council and the public upon request. At a minimum, the record-keeping should
8 contain:

9 A. Vehicle assignment by department, division, position title, and employee name;

10 B. Mileage including a breakdown of commuting mileage and work related mileage
11 based on a trip log;

12 C. Number and nature of emergency related calls, if the take-home vehicle is
13 assigned based on an emergency response justification; and

14 D. A calculation of savings if take-home vehicle assignment is based on an economic
15 justification.

16 SECTION 15. There is added to K.C.C. 3.30 a new section to read as follows:

17 **Semi-annual monitoring and re-authorization of take-home vehicle**

18 **assignments.** Beginning in 1994, the fleet administration division of the department of
19 transportation shall, on a semi-annual basis, re-evaluate and update all executive department
20 take-home vehicle assignments. By June 30 and December 31 of each year, the fleet
21 administration division shall make available to the council and the public an updated list of
22 take-home vehicle assignments. The updated list shall identify each take-home vehicle
23 assignment by department, division, and position title. In addition, there should be written
24 documentation for each take-home vehicle assignment which describes how each
25 assignment meets the policies and criteria set forth in this chapter.

26 SECTION 16. There is added to K.C.C. 3.32 a new section to read as follows:

27 **Administrative regulations.** Administrative regulations adopted by the department
28 of construction and facility management shall include, but not be limited to; the following
29 subjects:

30 A. Identification of positions eligible for reserved and unreserved parking;

1 B. Regulation of after-hours and weekend parking;

2 C. Enforcement procedures, including certification and monitoring of carpools and
3 the establishment of procedures for handling complaints;

4 D. Designation of the public parking area;

5 E. Prohibition of the resale of the parking stall assignment; and

6 F. Designation of reserved and unreserved parking areas.

7 SECTION 17. There is added to K.C.C. 3.32 a new section to read as follows:

8 **Parking fees - General.** A. All county employees and elected officials who are
9 assigned the regular use of a parking stall, or who are authorized the use of available
10 unassigned parking stalls on a regular basis while engaged in county business, within any of
11 the county-owned parking facilities, shall pay parking fees as provided in this chapter.
12 Parking fees shall not be paid by the county on behalf of any individual employee or elected
13 official who is assigned the regular use of a county parking stall regardless of whose vehicle
14 that person parks in the stall. Current county employees covered by existing collective
15 bargaining agreements shall be affected only in a manner consistent with state law. Any
16 exemptions to garage parking fees are subject to approval by council motion. A list of
17 county employees recommended for exemption and the reason for their exemption should
18 be presented annually by January 31st to the council for approval before exemptions are
19 granted.

20 B. Method of payment. Such parking fees shall be paid through monthly payroll
21 deductions from the wages of the employee or elected official who is assigned the regular
22 use of the county parking stall regardless of whether that person is assigned the use of a
23 county-owned vehicle, assigned a vehicle provided at county expense, or uses a privately-
24 owned vehicle.

25 C. Optional survey. The department of construction and facility management may
26 conduct a survey of the monthly parking rates charged for public parking in lots of ten or
27 more spaces within the area bounded by Jackson Street on the south, Sixth Avenue on the
28 east, Columbia Street on the north and Second Avenue on the west. Such survey and any
29 parking fee recommendations shall be forwarded to the council for consideration during the
30 budget process.

1 SECTION 18. There is added to K.C.C. 3.32 a new section to read as follows:

2 **Parking rates - parking stalls.** A. Effective January 1, 1994 monthly rates for
3 parking stalls in the King County automotive center, adult detention center, courthouse,
4 Yesler Building, open surface parking lots, and bicycle lockers shall be as follows:

	Parking Reserved	Parking Unreserved
5		
6	a. Vehicle Parking	\$110.00 \$100.00
7	b. Motorcycle Parking	\$ 10.00
8	c. Bicycle Lockers	\$ 5.00
9	d. Fifth and Jefferson Surface Lot	\$ 75.00
10	e. Other Surface Lots	\$ 20.00

11 The facilities maintenance division of the department of construction and facility
12 management shall identify surface parking lots for which it is reasonable and feasible to
13 charge employees for monthly parking, and to implement such charges. These surface
14 parking lots are located at county facilities outside the downtown Seattle metropolitan core
15 and include, but are not limited to, district courts, health centers, alcohol treatment facilities,
16 police precincts, youth service centers, and similar facilities.

17	f. Washington Center	Covered Parking	Uncovered Parking
18		\$50.00	\$40.00

19 B. For county employees with disabilities that make it difficult or impossible to use
20 public transit, and who display a disabled parking permit, the fee for covered parking shall
21 be 50 percent of the normal rate. Employees with disabilities shall receive first priority in
22 the assignment of available parking stalls.

23 C. Authorized second and third shift parking and interim use parking in the
24 automotive center shall be limited to floors four through seven. The executive will notify
25 second and third shift employees of the availability of escort service.

26 SECTION 19. There is added to K.C.C. 3.32 a new section to read as follows:

27 **Penalties.** The director of the department of construction and facility management is
28 authorized to issue overtime parking citations and to impound vehicles found to be in
29 violation of any of the provisions of this chapter or the regulations promulgated thereunder.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

The director may rescind the parking privilege of persons found to be in violation of this chapter or the regulations promulgated thereunder.

SECTION 20. Effective date. This ordinance shall take effect on January 1, 1996.

SECTION 21. Severability. The provisions of this ordinance shall be effective in all cases unless otherwise provided by federal law. The provisions of this ordinance are separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or other portion of this ordinance or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance or the validity of the application to other persons or circumstances.

SECTION 22. Continuation of ordinances. The provisions of this ordinance, so far as they are substantially the same as those of ordinances existing at the time of the enactment of this ordinance, shall be construed as continuations thereof.

INTRODUCED AND READ for the first time this 11th day of

December, 1995.

PASSED by a vote of 11 to 0 this 18th day of December

1995.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Kent Pullen
Chair

ATTEST:

Gerald A. Peterson
Clerk of the Council

APPROVED this 21st day of December, 1995

Ray Lube
King County Executive

Attachments:
None