



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

April 8, 2008

Ordinance 16054

Proposed No. 2008-0122.1

Sponsors Phillips

1 AN ORDINANCE allowing for the issuance of transit bus
2 passes to administrative interns, unpaid interns, and work
3 study students; and amending Ordinance 12014, Section 5,
4 as amended and K.C.C. 3.12.010 and Ordinance 12014,
5 Section 36, as amended, and K.C.C. 3.12.188.

6

7 STATEMENT OF FACTS:

8 1. King County has long embraced workplace programs that provide
9 students in our community the opportunity to gain work experience.

10 2. Many working students live on very meager incomes in general and
11 those paying educational costs may be burdened by the escalating costs of
12 education.

13 3. Working students might rely on public transit more than most
14 employees during the school year because they need to commute to both
15 school and an administrative internship.

16 4. King County is committed to promoting the use of public
17 transportation among its employees and the public.

18 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

19 SECTION 1. Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010 are
20 each hereby amended to read as follows:

21 All words shall have their ordinary and usual meanings except those defined in
22 this section which shall have, in addition, the following meanings. In the event of
23 conflict, the specific definitions set forth in this section shall presumptively, but not
24 conclusively, prevail.

25 A. "Administrative interns" are employees who are also enrolled full-time during
26 the regular school year in a program of education, internship or apprenticeship. All
27 administrative internships in executive departments shall be approved by the manager.
28 Administrative interns are exempt from the career service under Section 550 of the
29 charter.

30 B. "Appointing authority" means the county council, the executive, chief officers
31 of executive departments and administrative offices, or division managers having
32 authority to appoint or to remove persons from positions in the county service.

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

37 D. "Board" means the county personnel board established by Section 540 of the
38 charter.

39 E. "Career service employee" means a county employee appointed to a career
40 service position as a result of the selection procedure provided for in this chapter, and
41 who has completed the probationary period.

42 F. "Career service position" means all positions in the county service except for
43 those which are designated by Section 550 of the charter as follows: All elected officers;
44 the county auditor, the clerk and all other employees of the county council; the county
45 administrative officer; the chief officer of each executive department and administrative
46 office; the members of all boards and commissions; administrative assistants for the
47 executive and one administrative assistant each for the county administrative officer, the
48 county auditor, the county assessor, the chief officer of each executive department and
49 administrative office and for each board and commission; a chief deputy for the county
50 assessor; one confidential secretary each for the executive, the chief officer of each
51 executive department and administrative office, and for each administrative assistant
52 specified herein; all employees of those officers who are exempted from the provisions of
53 this chapter by the state constitution; persons employed in a professional or scientific
54 capacity to conduct a special inquiry, investigation or examination; part-time and
55 temporary employees; administrative interns; election precinct officials; all persons
56 serving the county without compensation; physicians; surgeons; dentists; medical interns;
57 and student nurses and inmates employed by county hospitals, tuberculosis sanitariums
58 and health departments of the county.

59 Divisions in executive departments and administrative offices as determined by
60 the county council shall be considered to be executive departments for the purpose of
61 determining the applicability of Section 550 of the charter.

62 All part-time employees shall be exempted from career service membership
63 except, all part-time employees employed at least half time or more, as defined by
64 ordinance, shall be members of the career service.

65 G. "Charter" means the King County Charter, as amended.

66 H. "Child" means a biological, adopted or foster child, a stepchild, a legal ward
67 or a child of an employee standing in loco parentis to the child, who is:

68 1. Under eighteen years of age; or

69 2. Eighteen years of age or older and incapable of self care because of a mental
70 or physical disability.

71 I. "Class" or "classification" means a position or group of positions, established
72 under authority of this chapter, sufficiently similar in respect to the duties, responsibilities
73 and authority thereof, that the same descriptive title may be used to designate each
74 position allocated to the class.

75 J. "Classification plan" means the arrangement of positions into classifications
76 together with specifications describing each classification.

77 K. "Compensatory time" means time off granted with pay in lieu of pay for work
78 performed either on an authorized overtime basis or work performed on a holiday which
79 is normally scheduled as a day off. Such compensatory time shall be granted on the basis
80 of time and one-half.

81 L. "Competitive employment" means a position established in the county budget
82 and which will require at least twenty-six weeks of service per year as the work schedule
83 established for the position.

84 M. "Council" means the county council as established by Article 2 of the charter.

85 N. "County" means King County and any other organization that is legally
86 governed by the county with respect to personnel matters.

87 O. "Developmental disability" means a developmental disability, as defined in
88 RCW 71A.10.020(2), as amended, attributable to mental retardation, cerebral palsy,
89 epilepsy, autism or other neurological or other condition of an individual found by the
90 secretary of the Washington state Department of Social and Health Services, or designee
91 to be closely related to mental retardation or to require treatment similar to that required
92 for individuals with mental retardation, which disability originates before the individual
93 attains age eighteen, which has continued or can be expected to continue indefinitely, and
94 which constitutes a substantial handicap for the individual.

95 P. "Direct cost" means the cost aggregate of the actual weighted average cost of
96 insured benefits, less any administrative cost therefor. Any payments to part-time and
97 temporary employees under this chapter shall not include any administrative overhead
98 charges applicable to administrative offices and executive departments.

99 Q. "Director" means the manager of the human resources division.

100 R. "Division" means the human resources division or its successor agency.

101 S. "Domestic partners" are two people in a domestic partnership, one of whom is
102 a county employee.

103 T. "Domestic partnership" is a relationship whereby two people:

- 104 1. Have a close personal relationship;
- 105 2. Are each other's sole domestic partner and are responsible for each other's
106 common welfare;
- 107 3. Share the same regular and permanent residence;

108 4. Are jointly responsible for basic living expenses which means the cost of
109 basic food, shelter and any other expenses of a domestic partner which are paid at least in
110 part by a program or benefit for which the partner qualified because of the domestic
111 partnership. The individuals need not contribute equally or jointly to the cost of these
112 expenses as long as they agree that both are responsible for the cost;

113 5. Are not married to anyone;

114 6. Are each eighteen years of age or older;

115 7. Are not related by blood closer than would bar marriage in the state of
116 Washington;

117 8. Were mentally competent to consent to contract when the domestic
118 partnership began.

119 U. "Employed at least half time or more" means employed in a regular position
120 which has an established work schedule of not less than one-half the number of hours of
121 the full-time positions in the work unit in which the employee is assigned, or when
122 viewed on a calendar year basis, nine hundred ten hours or more in a work unit in which
123 a work week of more than thirty-five but less than forty hours is standard or one thousand
124 forty hours or more in a work unit in which a forty hour work week is standard. If the
125 standard work week hours within a work unit varies (for instance, employees working
126 both thirty five and forty hours), the manager, in consultation with the department, is
127 responsible for determining what hour threshold will apply.

128 V. "Employee" means any person who is employed in a career service position or
129 exempt position.

130 W. "Executive" means the county executive, as established by Article 3 of the
131 charter.

132 X. "Exempt employee" means an employee employed in a position that is not a
133 career service position under Section 550 of the charter. Exempt employees serve at the
134 pleasure of the appointing authority.

135 Y. "Exempt position" means any position excluded as a career service position by
136 Section 550 of the charter. Exempt positions are positions to which appointment may be
137 made directly without a competitive hiring process.

138 Z. "Full-time regular employee" means an employee employed in a full-time
139 regular position and, for full-time career service positions, is not serving a probationary
140 period.

141 AA. "Full-time regular position" means a regular position which has an
142 established work schedule of not less than thirty-five hours per week in those work units
143 in which a thirty-five hour week is standard, or of not less than forty hours per week in
144 those work units in which a forty-hour week is standard.

145 BB. "Grievance" means an issue raised by an employee relating to the
146 interpretation of rights, benefits, or condition of employment as contained in either the
147 administrative rules or procedures, or both, for the career service.

148 CC. "Immediate family" means spouse, child, parent, son-in-law, daughter-in-
149 law, grandparent, grandchild, sibling, domestic partner and the child, parent, sibling,
150 grandparent or grandchild of the spouse or domestic partner.

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

153 EE. "Integrated work setting" means a work setting with no more than eight
154 persons with developmental disabilities or with the presence of a sensory, mental or
155 physical handicap as specified in K.C.C. 3.12.180. This definition refers to all county
156 offices, field locations and other work sites at which supported employees work along
157 side employees who are not persons with development disabilities employed in
158 permanent county positions.

159 FF. "Life-giving and life-saving procedures" means a medically-supervised
160 procedure involving the testing, sampling, or donation of blood, organs, fluids, tissues
161 and other human body components for the purposes of donation without compensation to
162 a person for a medically necessary treatment.

163 GG. "Manager" means the manager of the human resources division or its
164 successor agency.

165 HH. "Marital status" means the presence or absence of a marital relationship and
166 includes the status of married, separated, divorced, engaged, widowed, single or
167 cohabiting.

168 II. "Part-time employee" means an employee employed in a part-time
169 position. Under Section 550 of the charter, part-time employees are not members of the
170 career service.

171 JJ. "Part-time position" means an other than a regular position in which the part-
172 time employee is employed less than half time, that is less than nine hundred ten hours in
173 a calendar year in a work unit in which a thirty-five hour work week is standard or less
174 than one thousand forty hours in a calendar year in a work unit in which a forty-hour
175 work week is standard, except as provided elsewhere in this chapter. Where the standard

176 work week falls between thirty-five and forty hours, the manager, in consultation with the
177 department, is responsible for determining what hour threshold will apply. Part-time
178 position excludes administrative intern.

179 KK. "Part-time regular employee" means an employee employed in a part-time
180 regular position and, for part-time career service positions, is not serving a probationary
181 period. Under Section 550 of the charter, such part-time regular employees are members
182 of the career service.

183 LL. "Part-time regular position" means a regular position in which the part-time
184 regular employee is employed for at least nine hundred ten hours but less than a full-time
185 basis in a calendar year in a work unit in which a thirty-five hour work week is standard
186 or for at least one thousand forty hours but less than a full-time basis in a calendar year in
187 a work unit in which a forty-hour work week is standard. Where the standard work week
188 falls between thirty-five and forty hours, the manager, in consultation with the
189 department, is responsible for determining what hour threshold will apply.

190 MM. "Pay plan" means a systematic schedule of numbered pay ranges with a
191 minimum, maximum and intermediate steps for each pay range, a schedule of assignment
192 of each classification to a numbered pay range and rules for administration.

193 NN. "Pay range" means one or more pay rates representing the minimum,
194 maximum and intermediate steps assigned to a classification.

195 OO. "Pay range adjustment" means the adjustment of the numbered pay range of
196 a classification to another numbered pay range in the schedule based on a classification
197 change, competitive pay data or other significant factors.

198 PP. "Personnel guidelines" means only those operational procedures promulgated
199 by the manager necessary to implement personnel policies or requirements previously
200 stipulated by ordinance or the charter. Such personnel guidelines shall be applicable only
201 to employees assigned to executive departments and administrative agencies.

202 QQ. "Position" means a group of current duties and responsibilities assigned by
203 competent authority requiring the employment of one person.

204 RR. "Probationary employee" means an employee serving a probationary period
205 in a regular career service. Probationary employees are temporary employees and
206 excluded from career service under Section 550 of the charter.

207 SS. "Probationary period" means a period of time, as determined by the manager,
208 constituting the final step in the competitive screening process for career service or for
209 promotion from one career service position to another. An appointment to the career
210 service, whether following successful completion of an initial probationary period of
211 county employment or a promotional probationary period, shall not be final unless the
212 employee successfully completes this probationary period.

213 TT. "Probationary period salary increase" means a within-range salary increase
214 from one step to the next highest step upon satisfactory completion of the probationary
215 period.

216 UU. "Promotion" means the movement of an employee to a position in a
217 classification having a higher maximum salary.

218 VV. "Provisional appointment" means an appointment made in the absence of a
219 list of candidates certified as qualified by the manager. Only the manager may authorize
220 a provisional appointment. An appointment to this status is limited to six months.

221 WW. "Provisional employee" means an employee serving by provisional
222 appointment in a regular career service. Provisional employees are temporary employees
223 and excluded from career service under Section 550 of the charter.

224 XX. "Recruiting step" means the first step of the salary range allocated to a class
225 unless otherwise authorized by the executive.

226 YY. "Regular position" means a position established in the county budget and
227 identified within a budgetary unit's authorized full time equivalent (FTE) level as set out
228 in the budget detail report.

229 ZZ. "Salary or pay rate" means an individual dollar amount which is one of the
230 steps in a pay range paid to an employee based on the classification of the position
231 occupied.

232 AAA. "Serious health condition" means an illness or injury, impairment or
233 physical or mental condition that involves one or more of the following:

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

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

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

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

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

248 6. Any period of incapacity due to pregnancy or prenatal care.

249 BBB. "Temporary employee" means an employee employed in a temporary
250 position and in addition, includes an employee serving a probationary period or is under
251 provisional appointment. Under Section 550 of the charter, temporary employees shall
252 not be members of the career service.

253 CCC. "Temporary position" means a position which is not a regular position as
254 defined in this chapter and excludes administrative intern. Temporary positions include
255 both term-limited temporary positions as defined in this chapter and short-term (normally
256 less than six months) temporary positions in which a temporary employee works less than
257 nine hundred ten hours in a calendar year in a work unit in which a thirty-five hour work
258 week is standard or less than one thousand forty hours in a calendar year in a work unit in
259 which a forty hour work week is standard, except as provided elsewhere in this chapter.
260 Where the standard work week falls between thirty-five and forty hours, the manager, in
261 consultation with the department, is responsible for determining what hour threshold will
262 apply.

263 DDD. "Term-limited temporary employee" means a temporary employee who is
264 employed in a term-limited temporary position. Term-limited temporary employees are
265 not members of the career service.

266 Term-limited temporary employees may not be employed in term-limited
267 temporary positions longer than three years beyond the date of hire, except that for grant-
268 funded projects capital improvement projects and information systems technology
269 projects the maximum period may be extended up to five years upon approval of the
270 manager. The manager shall maintain a current list of all term-limited temporary
271 employees by department.

272 EEE. "Term-limited temporary position" means a temporary position with work
273 related to a specific grant, capital improvement project, information systems technology
274 project or other nonroutine, substantial body of work, for a period greater than six
275 months. In determining whether a body of work is appropriate for a term-limited
276 temporary position, the appointing authority will consider the following:

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

280 2. Information systems technology projects: These positions will be needed to
281 plan and implement new information systems projects for the county. Term-limited
282 temporary positions may not be used for on-going maintenance of systems that have been
283 implemented;

284 3. Capital improvement projects: These positions will involve the management
285 of major capital improvement projects. Term-limited temporary positions may not be
286 used for on-going management of buildings or facilities once they have been built;

287 4. Miscellaneous projects: Other significant and substantial bodies of work may
288 be appropriate for term-limited temporary positions. These bodies of work must be either

289 nonroutine projects for the department or related to the initiation or cessation of a county
290 function, project or department;

291 5. Seasonal positions: These are positions with work for more than six
292 consecutive months, half-time or more, with total hours of at least nine hundred ten in a
293 calendar year in a work unit in which a thirty-five hour work week is standard or at least
294 one thousand forty hours in a calendar year in a work unit in which a forty hour work
295 week is standard, that due to the nature of the work have predictable periods of inactivity
296 exceeding one month. Where the standard work week falls between thirty-five and forty
297 hours, the manager, in consultation with the department, is responsible for determining
298 what hour threshold will apply; and

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

302 All appointments to term-limited temporary positions will be made by the
303 appointing authority in consultation with the manager before the appointment of term-
304 limited temporary employees.

305 FFF. "Volunteer intern" means volunteers who are also enrolled full-time during
306 the regular school year in a program of education, internship or apprenticeship who are
307 receiving scholastic credit or scholastic recognition for participating in the internship.

308 GGG. "Work study student" means a student enrolled or accepted for enrollment
309 at a post-secondary institution who, according to a system of need analysis approved by
310 the higher education coordinating board, demonstrates a financial inability, either

311 parental, familial or personal, to bear the total cost of education for any semester or
312 quarter.

313 SECTION 2. Ordinance 12014, Section 36, as amended, and K.C.C. 3.12.188 are
314 each hereby amended to read as follows:

315 A. Employees eligible for leave and insured benefits under this chapter,
316 administrative interns, volunteer interns and work study students and eligible department
317 of transportation retirees as defined in this section shall be issued a transit bus pass
318 entitling the holder to ride without payment of fare on public transportation services
319 operated by or under the authority of the county. In addition, such employees shall be
320 entitled to use the transit bus pass to ride without payment of fare on public transportation
321 services operated by or under the authority of Pierce Transit, Kitsap Transit and
322 Community Transit, subject to agreements with such agencies as may be entered into by
323 the executive. Use of transit bus passes shall be restricted to such employees,
324 administrative interns, volunteer interns, work study students and department of
325 transportation retirees, and any unauthorized use shall, at a minimum, result in forfeiture
326 of the passes. With the exception of administrative interns, volunteer interns and work
327 study students, ~~((E))~~ employees not eligible for leave and insured benefits under this
328 chapter shall not receive transit bus passes or any transit bus pass subsidy.

329 B. The executive shall cause an appropriate survey to be conducted biennially of
330 the use of public transportation services by county employees ~~((to be conducted~~
331 ~~biennially))~~ and volunteer interns. Based on the results of the survey, projected usage of
332 public transportation services by county employees, the county's ~~((C))~~ commute ~~((F))~~ trip
333 ~~((R))~~ reduction objectives, and other factors determined appropriate by the executive, the

334 executive shall recommend in the annual budget an amount to be paid to the ~~((P))~~public
335 ~~((T))~~transportation ~~((O))~~operating ~~((A))~~account for transit bus passes. The amount
336 recommended by the executive shall not include any payment for transit bus passes for
337 commissioned police officers, eligible department of transportation retirees~~((s))~~ and
338 employees whose positions are determined by the director of the department of
339 transportation to be dedicated exclusively to the public transportation function. The final
340 amount to be transferred to the ~~((P))~~public ~~((T))~~transportation ~~((O))~~operating
341 ~~((A))~~account for transit bus passes shall be determined by the council as part of the
342 annual budget and appropriation process consistent with the requirements of the King
343 County Charter and applicable state law.

344 C. For purposes of this section, "eligible department of transportation retiree"
345 means an employee eligible for leave and insured benefits under this chapter who:

346 1. ~~((i-s))~~Separates from employment with the county while holding a position
347 in the department of transportation determined by the director of the department of
348 transportation to be dedicated exclusively to the public transportation function; and

349 2. ~~((ii)-e))~~ On the date of ~~((said))~~ the separation is eligible to receive benefits
350 from a retirement system established pursuant to state law.
351


Ordinance 16054 was introduced on 3/3/2008 and passed by the Metropolitan King County Council on 4/7/2008, by the following vote:

Yes: 6 - Ms. Patterson, Mr. Dunn, Ms. Lambert, Mr. von Reichbauer, Mr. Ferguson and Mr. Gossett

No: 0

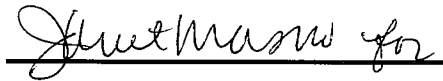
Excused: 3 - Mr. Constantine, Mr. Phillips and Ms. Hague

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



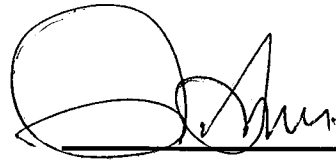
Julia Patterson, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 20 day of APRIL, 2008.



Ron Sims, County Executive

Attachments None

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CLERK
KING COUNTY COUNCIL