



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**October 30, 2012**

**Ordinance 17450**

**Proposed No. 2012-0387.2**

**Sponsors Dunn, Ferguson, Lambert, Phillips,  
von Reichbauer, Gossett, Patterson, Hague  
and McDermott**

1 AN ORDINANCE relating to a veterans' internship  
2 program; and amending Ordinance 12014, Section 5, as  
3 amended, and K.C.C. 3.12.010.

4 BE IT ORDAINED BY THE COUNTY COUNCIL OF KING COUNTY:

5 SECTION 1. Findings:

6 A. The Iraq/Afghanistan conflict has been the longest military engagement in our  
7 country's history. Veterans from this era are struggling to reintegrate into civilian life and  
8 facing higher than average unemployment rates. The return home requires today's  
9 veteran to navigate cultural differences between military and civilian life, to translate  
10 military skills to gain employment, and to establish self-sufficiency.

11 B. In 2011, the United States Department of Labor reported that among veterans  
12 between the ages of eighteen and twenty-four, unemployment averaged thirty percent.  
13 While that rate improved to twenty percent in January 2012, that rate is still well above  
14 the corresponding rate for the country's general rate of eight and three-tenths percent.

15 C. Veterans are in need of employment opportunities that help mitigate the  
16 significant challenges they face when returning from war and re-entering the job market.  
17 A veterans' internship program in King County would afford veterans with on-the-job

18 training and work experience enhancing their ability to more effectively compete in the  
19 job market.

20 D. The existing code provision limits interns to full-time students seeking  
21 practical skills to augment their educational program. Broadening the definition of  
22 "administrative intern" to include those who are seeking to learn job skills with or  
23 without an accompanying education program, would allow the county to employ  
24 returning veterans as interns. Expanding the definition would also allow the county to  
25 provide on-the-job training experiences as part of a more general succession planning  
26 effort, needed as the county's workforce nears retirement in hard-to-fill positions.

27 SECTION 2. Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010 are  
28 each hereby amended to read as follows:

29 For the purposes of this chapter, all words shall have their ordinary and usual  
30 meanings except those defined in this section which shall have, in addition, the following  
31 meanings. In the event of conflict, the specific definitions set forth in this section shall  
32 presumptively, but not conclusively, prevail.

33 A.1. "Administrative interns" ~~((are))~~ means employees who are ~~((also))~~:

34 a. enrolled full-time during the regular school year in a program of education,  
35 internship or apprenticeship; or

36 b. veterans temporarily working to gain practical workforce experience.

37 2. All administrative internships in executive departments shall be approved by  
38 the manager. Administrative interns are exempt from the career service under Section  
39 550 of the charter.

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

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

47           D. "Board" means the county personnel board established by Section 540 of the  
48 charter.

49           E. "Budgetary furlough" means a circumstance in which projected county  
50 revenues are determined to be insufficient to fully fund county agency operations and, in  
51 order either to achieve budget savings or to meet unallocated budget reductions, which  
52 are commonly known as contras, or both, cost savings may be achieved through  
53 reduction in days or hours of service, resulting in placing an employee for one or more  
54 days in a temporary furlough status without duties and without pay.

55           F. "Career service employee" means a county employee appointed to a career  
56 service position as a result of the selection procedure provided for in this chapter, and  
57 who has completed the probationary period.

58           G. "Career service position" means all positions in the county service except for  
59 those that are designated by Section 550 of the charter as follows: all elected officers; the  
60 county auditor, the clerk and all other employees of the county council; the county  
61 administrative officer; the chief officer of each executive department and administrative  
62 office; the members of all boards and commissions; the chief economist and other

63 employees of the office economic and financial analysis; the chief economist and other  
64 employees of the office of economic and financial analysis; administrative assistants for  
65 the executive and one administrative assistant each for the county administrative officer,  
66 the county auditor, the county assessor, the chief officer of each executive department  
67 and administrative office and for each board and commission; a chief deputy for the  
68 county assessor; one confidential secretary each for the executive, the chief officer of  
69 each executive department and administrative office, and for each administrative assistant  
70 specified in this section; all employees of those officers who are exempted from the  
71 provisions of this chapter by the state constitution; persons employed in a professional or  
72 scientific capacity to conduct a special inquiry, investigation or examination; part-time  
73 and temporary employees; administrative interns; election precinct officials; all persons  
74 serving the county without compensation; physicians; surgeons; dentists; medical interns;  
75 and student nurses and inmates employed by county hospitals, tuberculosis sanitariums  
76 and health departments of the county.

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

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

83 H. "Charter" means the King County Charter, as amended.

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

- 86           1. Under eighteen years of age; or  
87           2. Eighteen years of age or older and incapable of self care because of a mental  
88 or physical disability.

89           J. "Class" or "classification" means a position or group of positions, established  
90 under authority of this chapter, sufficiently similar in respect to the duties, responsibilities  
91 and authority thereof, that the same descriptive title may be used to designate each  
92 position allocated to the class.

93           K. "Classification plan" means the arrangement of positions into classifications  
94 together with specifications describing each classification.

95           L. "Compensatory time" means time off granted with pay in lieu of pay for work  
96 performed either on an authorized overtime basis or work performed on a holiday that is  
97 normally scheduled as a day off. Such compensatory time shall be granted on the basis  
98 of time and one-half.

99           M. "Competitive employment" means a position established in the county budget  
100 and that ((with)) requires at least twenty-six weeks of service per year as the work  
101 schedule established for the position.

102           N. "Council" means the county council as established by Article 2 of the charter.

103           O. "County" means King County and any other organization that is legally  
104 governed by the county with respect to personnel matters.

105           P. "Developmental disability" means a developmental disability, as defined in  
106 RCW 71A.10.020(2), as amended, attributable to mental retardation, cerebral palsy,  
107 epilepsy, autism or other neurological or other condition of an individual found by the  
108 secretary of the Washington state Department of Social and Health Services, or the

109 secretary's designee, to be closely related to mental retardation or to require treatment  
110 similar to that required for individuals with mental retardation, which disability originates  
111 before the individual attains age eighteen, that has continued or can be expected to  
112 continue indefinitely and that constitutes a substantial handicap for the individual.

113 Q. "Direct cost" means the cost aggregate of the actual weighted average cost of  
114 insured benefits, less any administrative cost therefore. Any payments to part-time and  
115 temporary employees under this chapter shall not include any administrative overhead  
116 charges applicable to administrative offices and executive departments.

117 R. "Director" means the manager of the human resources division.

118 S. "Division" means the human resources division or its successor agency.

119 T. "Domestic partners" are two people in a domestic partnership, one of whom is  
120 a county employee.

121 U. "Domestic partnership" is a relationship whereby two people:

- 122 1. Have a close personal relationship;
- 123 2. Are each other's sole domestic partner and are responsible for each other's  
124 common welfare;
- 125 3. Share the same regular and permanent residence;
- 126 4. Are jointly responsible for basic living expenses which means the cost of  
127 basic food, shelter and any other expenses of a domestic partner that are paid at least in  
128 part by a program or benefit for which the partner qualified because of the domestic  
129 partnership. The individuals need not contribute equally or jointly to the cost of these  
130 expenses as long as they agree that both are responsible for the cost;
- 131 5. Are not married to anyone;

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

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

135           8. Were mentally competent to consent to contract when the domestic  
136 partnership began.

137           V. "Employed at least half time or more" means employed in a regular position  
138 that has an established work schedule of not less than one-half the number of hours of the  
139 full-time positions in the work unit in which the employee is assigned, or when viewed  
140 on a calendar year basis, nine hundred ten hours or more in a work unit in which a work  
141 week of more than thirty-five but less than forty hours is standard or one thousand forty  
142 hours or more in a work unit in which a forty hour work week is standard. If the standard  
143 work week hours within a work unit varies for instance employees working both thirty  
144 five and forty hours((+)), the manager, in consultation with the department, is responsible  
145 for determining what hour threshold ((will apply)) applies.

146           W. "Employee" means any person who is employed in a career service position  
147 or exempt position.

148           X. "Executive" means the county executive, as established by Article 3 of the  
149 charter.

150           Y. "Exempt employee" means an employee employed in a position that is not a  
151 career service position under Section 550 of the charter. Exempt employees serve at the  
152 pleasure of the appointing authority.

153           Z. "Exempt position" means any position excluded as a career service position by  
154 Section 550 of the charter. Exempt positions are positions to which appointments may be  
155 made directly without a competitive hiring process.

156           AA. "Full-time regular employee" means an employee employed in a full-time  
157 regular position and, for full-time career service positions, is not serving a probationary  
158 period.

159           BB. "Full-time regular position" means a regular position that has an established  
160 work schedule of not less than thirty-five hours per week in those work units in which a  
161 thirty-five hour week is standard, or of not less than forty hours per week in those work  
162 units in which a forty-hour week is standard.

163           CC. "Furlough day" means a day for which an employee shall perform no work  
164 and shall receive no pay due to an emergency budget crisis necessitating emergency  
165 budget furloughs.

166           DD. "Furloughed employee" means an employee who is placed in a temporary  
167 status without duties and without pay due to a financial emergency necessitating budget  
168 reductions.

169           EE. "Grievance" means an issue raised by an employee relating to the  
170 interpretation of rights, benefits, or condition of employment as contained in either the  
171 administrative rules or procedures, or both, for the career service.

172           FF. "Immediate family" means spouse, child, parent, son-in-law, daughter-in-  
173 law, grandparent, grandchild, sibling, domestic partner and the child, parent, sibling,  
174 grandparent or grandchild of the spouse or domestic partner.



175 GG. "Incentive increase" means an increase to an employee's base salary within  
176 the assigned pay range, based on demonstrated performance.

177 HH. "Integrated work setting" means a work setting with no more than eight  
178 persons with developmental disabilities or with the presence of a sensory, mental or  
179 physical handicap as specified in K.C.C. 3.12.180. This definition refers to all county  
180 offices, field locations and other work sites at which supported employees work  
181 alongside employees who are not persons with development disabilities employed in  
182 permanent county positions.

183 II. "Life-giving and life-saving procedures" means a medically-supervised  
184 procedure involving the testing, sampling, or donation of blood, organs, fluids, tissues  
185 and other human body components for the purposes of donation without compensation to  
186 a person for a medically necessary treatment.

187 JJ. "Manager" means the manager of the human resources division or its  
188 successor agency.

189 KK. "Marital status" means the presence or absence of a marital relationship and  
190 includes the status of married, separated, divorced, engaged, widowed, single or  
191 cohabiting.

192 LL. "Part-time employee" means an employee employed in a part-time position.  
193 Under Section 550 of the charter, part-time employees are not members of the career  
194 service.

195 MM. "Part-time position" means an other than a regular position in which the  
196 part-time employee is normally employed less than half time, that is less than nine  
197 hundred ten hours in a calendar year in a work unit in which a thirty-five hour work

198 week is standard or less than one thousand forty hours in a calendar year in a work unit in  
199 which a forty-hour work week is standard, except as provided elsewhere in this chapter.  
200 Where the standard work week falls between thirty-five and forty hours, the manager, in  
201 consultation with the department, is responsible for determining what hour threshold will  
202 apply. Part-time position excludes administrative intern.

203 NN. "Part-time regular employee" means an employee employed in a part-time  
204 regular position and, for part-time career service positions, is not serving a probationary  
205 period. Under Section 550 of the charter, such part-time regular employees are members  
206 of the career service.

207 OO. "Part-time regular position" means a regular position in which the part-time  
208 regular employee is employed for at least nine hundred ten hours but less than a full-time  
209 basis in a calendar year in a work unit in which a thirty-five hour work week is standard  
210 or for at least one thousand forty hours but less than a full-time basis in a calendar year in  
211 a work unit in which a forty-hour work week is standard. Where the standard work week  
212 falls between thirty-five and forty hours, the manager, in consultation with the  
213 department, is responsible for determining what hour threshold will apply.

214 PP. "Pay plan" means a systematic schedule of numbered pay ranges with ((a))  
215 minimum, maximum and intermediate steps for each pay range, a schedule of assignment  
216 of each classification to a numbered pay range and rules for administration.

217 QQ. "Pay range" means one or more pay rates representing the minimum,  
218 maximum and intermediate steps assigned to a classification.

219 RR. "Pay range adjustment" means the adjustment of the numbered pay range of  
220 a classification to another numbered pay range in the schedule based on a classification  
221 change, competitive pay data or other significant factors.

222 SS. "Personnel guidelines" means only those operational procedures promulgated  
223 by the manager necessary to implement personnel policies or requirements previously  
224 stipulated by ordinance or the charter. Such personnel guidelines shall be applicable only  
225 to employees assigned to executive departments and administrative agencies.

226 TT. "Position" means a group of current duties and responsibilities assigned by  
227 competent authority requiring the employment of one person.

228 UU. "Probationary employee" means an employee serving a probationary period  
229 in a regular career service. Probationary employees are temporary employees and  
230 excluded from career service under Section 550 of the charter.

231 VV. "Probationary period" means a period of time, as determined by the  
232 manager, constituting the final step in the competitive screening process for career  
233 service or for promotion from one career service position to another. An appointment to  
234 the career service, whether following successful completion of an initial probationary  
235 period of county employment or a promotional probationary period, shall not be final  
236 unless the employee successfully completes this probationary period.

237 WW. "Probationary period salary increase" means a within-range salary increase  
238 from one step to the next highest step upon satisfactory completion of the probationary  
239 period.

240 XX. "Promotion" means the movement of an employee to a position in a  
241 classification having a higher maximum salary.

242 YY. "Provisional appointment" means an appointment made in the absence of a  
243 list of candidates certified as qualified by the manager. Only the manager may authorize  
244 a provisional appointment. An appointment to this status is limited to six months.

245 ZZ. "Provisional employee" means an employee serving by provisional  
246 appointment in a regular career service. Provisional employees are temporary employees  
247 and excluded from career service under Section 550 of the charter.

248 AAA. "Recruiting step" means the first step of the salary range allocated to a  
249 class unless otherwise authorized by the executive.

250 BBB. "Regular position" means a position established in the county budget and  
251 identified within a budgetary unit's authorized full time equivalent (FTE) level as set out  
252 in the budget detail report.

253 CCC. "Salary or pay rate" means an individual dollar amount that is one of the  
254 steps in a pay range paid to an employee based on the classification of the position  
255 occupied.

256 DDD. "Section" means an agency's budget unit comprised of a particular project  
257 program or line of business as described in the budget detail plan for the previous fiscal  
258 period as attached to the adopted appropriation ordinance or as modified by the most  
259 recent supplemental appropriations ordinance. This definition is not intended to create an  
260 organization structure for any agency.

261 EEE. "Serious health condition" means an illness or injury, impairment or  
262 physical or mental condition that involves one or more of the following:

- 263 1. An acute episode that requires more than three consecutive calendar days of  
264 incapacity and either multiple treatments by a licensed health care provider or at least one

265 treatment plus follow-up care such as a course of prescription medication; and any  
266 subsequent treatment or period of incapacity relating to the same condition;

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

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

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

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

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

278           FFF. "Temporary employee" means an employee employed in a temporary  
279 position and in addition, includes an employee serving a probationary period or is under  
280 provisional appointment. Under Section 550 of the charter, temporary employees shall  
281 not be members of the career service.

282           GGG. "Temporary position" means a position that is not a regular position as  
283 defined in this chapter and excludes administrative intern. Temporary positions include  
284 both term-limited temporary positions as defined in this chapter and short-term (normally  
285 less than six months temporary positions in which a temporary employee works less than  
286 nine hundred ten hours in a calendar year in a work unit in which a thirty-five hour work  
287 week is standard or less than one thousand forty hours in a calendar year in a work unit in

288 which a forty hour work week is standard, except as provided elsewhere in this chapter.  
289 Where the standard work week falls between thirty-five and forty hours, the manager, in  
290 consultation with the department, is responsible for determining what hour threshold will  
291 apply.

292 HHH. "Term-limited temporary employee" means a temporary employee who is  
293 employed in a term-limited temporary position. Term-limited temporary employees are  
294 not members of the career service. Term-limited temporary employees may not be  
295 employed in term-limited temporary positions longer than three years beyond the date of  
296 hire, except that for grant-funded projects capital improvement projects and information  
297 systems technology projects the maximum period may be extended up to five years upon  
298 approval of the manager. The manager shall maintain a current list of all term-limited  
299 temporary employees by department.

300 III. "Term-limited temporary position" means a temporary position with work  
301 related to a specific grant, capital improvement project, information systems technology  
302 project or other nonroutine, substantial body of work, for a period greater than six  
303 months. In determining whether a body of work is appropriate for a term-limited  
304 temporary position, the appointing authority will consider the following:

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

308 2. Information systems technology projects: These positions will be needed to  
309 plan and implement new information systems projects for the county. Term-limited

310 temporary positions may not be used for ongoing maintenance of systems that have been  
311 implemented;

312           3. Capital improvement projects: These positions will involve the management  
313 of major capital improvement projects. Term-limited temporary positions may not be  
314 used for ongoing management of buildings or facilities once they have been built;

315           4. Miscellaneous projects: Other significant and substantial bodies of work may  
316 be appropriate for term-limited temporary positions. These bodies of work must be either  
317 nonroutine projects for the department or related to the initiation or cessation of a county  
318 function, project or department;

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

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

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

333            JJJ. "Volunteer for the county" means an individual who performs service for the  
334 county for civic, charitable or humanitarian reasons, without promise, expectation or  
335 receipt of compensation from the county for services rendered and who is accepted as a  
336 volunteer by the county, except emergency service worker volunteers as described by  
337 chapter 38.52 RCW. A "volunteer for the county" may receive reasonable  
338 reimbursement of expenses or an allowance for expenses actually incurred without losing  
339 his or her status as a volunteer. "Volunteer for the county" includes, but is not limited to,  
340 a volunteer serving as a board member, officer, commission member, volunteer intern or  
341 direct service volunteer.

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

345            LLL. "Work study student" means a student enrolled or accepted for enrollment  
346 at a post-secondary institution who, according to a system of need analysis approved by  
347 the higher education coordinating board, demonstrates a financial inability, either  
348 parental, familial or personal, to bear the total cost of education for any semester or  
349 quarter.

350            SECTION 3. Severability. If any provision of this ordinance or its application to

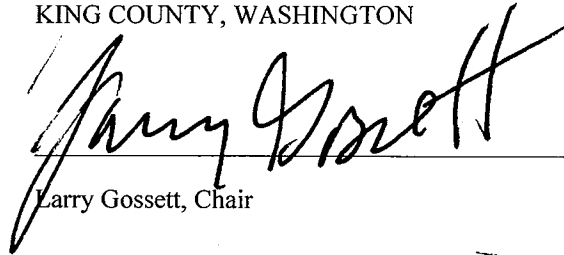


351 any person or circumstance is held invalid, the remainder of the ordinance or the  
352 application of the provision to other persons or circumstances is not affected.  
353

Ordinance 17450 was introduced on 9/24/2012 and passed by the Metropolitan King County Council on 10/29/2012, by the following vote:

Yes: 9 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,  
Ms. Patterson, Ms. Lambert, Mr. Ferguson, Mr. Dunn and Mr.  
McDermott  
No: 0  
Excused: 0

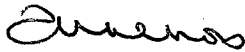
KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



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Larry Gossett, Chair

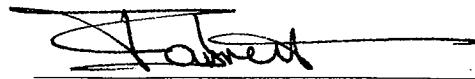
ATTEST:



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Anne Noris, Clerk of the Council

APPROVED this 9 day of November, 2012.



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Dow Constantine, County Executive

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2012 NOV -9 PM 3:49  
CLERK  
KING COUNTY COUNCIL

Attachments: None