



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**March 17, 2015**

**Motion 14329**

**Proposed No. 2015-0126.1**

**Sponsors Phillips**

1           A MOTION relating to the organization of the council; and  
2           amending Motion 10651, Section V, as amended, and OR  
3           2-030, Motion 11122, and Motion 11122, Section H, as  
4           amended, and OR 2-050.

5           WHEREAS, the council has specified by motion the members of council  
6           committees and provided for any changes to these positions to be made by adoption of a  
7           formal legislative motion, and

8           WHEREAS, the council desires to specify committee membership;

9           NOW, THEREFORE, BE IT MOVED by the Council of King County:

10          I. Motion 10651, Section V, as amended, and OR 2-030 are each hereby  
11          amended to read as follows:

12          **A. Membership requirements.** The employment and administration committee  
13          shall consist of ((three)) four members. The chair of the employment and administration  
14          committee shall issue, upon recommendation of the employment and administration  
15          committee and with the approval of a majority of the council, all employment decisions  
16          for legislative branch employees except interns and the councilmembers' personal and  
17          district support and constituent services staff, other than employment decisions that are  
18          made by the chair of the employment and administration committee as provided in this  
19          section.

20           **B. Duties and process.**

21           1. Administrative committee. The employment and administration committee is  
22 an administrative committee of the council. The employment and administration  
23 committee shall consult with councilmembers, the chief of staff and policy staff director  
24 on a continuing basis in order to review council operations under the staffing structure  
25 defined in this motion.

26           2. Personnel decisions. The employment and administration committee shall  
27 make recommendations to the council concerning decisions for legislative branch  
28 employees, except for interns and councilmembers' personal and district support and  
29 constituent services staff, and except for minor personnel decisions, which may be made  
30 by the chair of the employment and administration committee in accordance with  
31 subsection B.6. of this section. Personnel decisions include decisions to hire, to fill  
32 vacancies, to make staffing adjustments, to designate staff employment assignments,  
33 except assignments of policy staff to specific issues and legislation which shall be made  
34 by the policy staff director under OR 3-040.D.2, to adjust staff pay, to analyze future  
35 hiring needs and to make other necessary employment decisions. Personnel decisions do  
36 not include termination or disciplinary decisions, which follow the process stated in  
37 subsection B.3. of this section, or minor personnel decisions, which follow the process  
38 stated in subsection B.6. of this section. Where applicable, employment and  
39 administration committee recommendations on personnel decisions shall be developed in  
40 consultation with appropriate committee chairs and, where applicable, the chief of staff  
41 and policy staff director.

42           3. Personnel decisions shall be contained in a written recommendation report  
43 and may be voted out of committee upon: a. the receipt of the signature of ~~((two))~~ three  
44 committee members during a meeting of the committee; or b. subject to signature by a  
45 quorum of the committee members in accordance with K.C.C. 1.24.055.C (Rule 6.C).  
46 Once the necessary signatures are obtained, recommendation reports from the committee  
47 shall be forwarded to the council for consideration on an employment and administration  
48 committee consent agenda. The chair of the employment and administration committee  
49 shall issue, upon recommendation of the employment and administration committee and  
50 with the approval of a majority of the council, all employment decisions for legislative  
51 branch employees except interns and the councilmembers' personal and district support  
52 and constituent services staffs.

53           4. Terminations and disciplinary decisions. The employment and administration  
54 committee makes decisions on discipline and termination, including layoffs, except for  
55 councilmembers' personal and district support and constituent services staff. If ~~((two))~~  
56 three committee members vote for a termination or disciplinary action the decision is  
57 final, except when an employee exercises the right of an appeal to the full council. An  
58 employee who has been either suspended without pay of two weeks or more or  
59 terminated may appeal the decision of the employment and administration committee to  
60 the council. The appeal must be filed within ten calendar days of written notice of the  
61 suspension or termination being sent to the employee. An appeal is accomplished by  
62 delivering a notice of appeal to the clerk of the council. Nondisciplinary terminations are  
63 subject to appeal in the same manner as disciplinary terminations.

64           5. Performance evaluations of chief of staff and policy staff director. Valuing  
65 broad-spectrum review of key staff within the legislative branch, performance appraisals  
66 of the chief of staff and policy staff director shall be drafted by the chair of the council  
67 with input from all councilmembers. Performance evaluation drafts shall then be  
68 forwarded to the committee for review and consideration before review with the  
69 individual being reviewed and rated.

70           6. Minor personnel decisions.

71           a. Except for interns and councilmembers' personal and district support and  
72 constituent services staff, the chair of the employment and administration committee shall  
73 make all minor personnel decisions as set forth in this subsection B.6. Minor personnel  
74 actions are:

75                 (1) authorizing recruiting for a vacated or newly created position;

76                 (2) increasing or reducing the hours assigned to a current position up to the  
77 total budgeted hours for the position, as reflected in the Staff and Salary Detail Report  
78 maintained by the chief of staff or his or her designee;

79                 (3) reassigning an employee employed within a legislative branch agency of  
80 the county auditor, board of appeals/equalization, hearing examiner, office of law  
81 enforcement oversight, ombudsman/tax advisor or civic television to another position in  
82 the same agency and pay range;

83                 (4) hiring a temporary or a term-limited temporary employee to perform  
84 clerical or technical functions, up to a total of the maximum period allowed by ordinance  
85 or two years, whichever is less;

86 (5) extending the employment period of a temporary or a term-limited  
87 temporary employee hired to perform clerical or technical functions, up to a total of the  
88 maximum period allowed by ordinance or two years, whichever is less; and

89 (6) approving a carryover of excess vacation leave under K.C.C. 3.12.190  
90 because of cyclical workloads, work assignments or other reasons as may be in the best  
91 interests of the county.

92 b. Requests for minor personnel decisions shall be made in writing to the  
93 employment and administration committee chair via the chief of staff or policy staff  
94 director. Requests may be made only by councilmembers, legislative branch agency  
95 managers, the chief of staff, the policy staff director or a staff member who is supervised  
96 directly by the chair of the council. The chief of staff or policy staff director shall  
97 promptly provide the employment and administration committee chair with a copy of the  
98 request and the chief of staff's or policy staff director's recommendation for approval,  
99 disapproval or modification of the request.

100 c. Action on a requested minor personnel decision shall be in writing, signed  
101 by the chair of the employment and administration committee. The chief of staff shall  
102 file the original of the decision action with the clerk of the council, and shall provide  
103 copies of the decision action to the agency manager or supervisor, affected employee and  
104 members of the employment and administration committee.

105 7. Nothing in this process is to be construed to alter the at-will status of  
106 legislative branch employees. This process is designed to facilitate the will of the  
107 majority of the council. If there are specific provisions of a collective bargaining  
108 agreement that are contrary to this process, the collective bargaining agreement controls.

109           **C. Recommendations to the council chair.** The employment and  
110 administration committee may consider and make recommendations to the council chair  
111 regarding management organization structure and legislative branch customer service.  
112 The committee may monitor and make recommendations on the legislative branch  
113 budget.

114           **D. Removal of recommendations from consent agenda.** Upon the request of  
115 any member present before the council, any specific recommendation from the  
116 employment and administration committee shall be removed from the consent agenda  
117 and considered separately by the council prior to adoption of the employment and  
118 administration committee consent agenda. The council may then by a majority vote  
119 make whatever orderly disposition of the matter it deems appropriate.

120           **E. Motions for censure.** The employment and administration committee shall  
121 consider and make recommendations on motions for censure related to alleged violations  
122 of any antiharassment policy by a councilmember.

123           **F. Personnel records as confidential.** To the extent permitted by law, personnel  
124 records which would be exempt from public disclosure shall continue to be treated as  
125 confidential and records or portions thereof which are exempt shall be conspicuously  
126 identified as such and separated from nonexempt records.

127           II. Motion 11122, Section H, as amended, and OR 2-050 are each hereby  
128 amended to read as follows:

129           The council designates the following councilmembers, in addition to the chairs  
130 and vice-chairs, as members of the standing committees created in this motion and the  
131 regional committees established in the King County Charter.

132 Budget and fiscal management committee:

133 Members: Rod Dembowski, Jane Hague, Dave Upthegrove.

134 Committee of the whole:

135 Members: All councilmembers.

136 Employment and administration committee:

137 Members: Kathy Lambert, Larry Phillips.

138 Government accountability and oversight committee:

139 Members: Reagan Dunn.

140 Health, housing and human services committee:

141 Members: Larry Gossett, Joe McDermott.

142 Law, justice and emergency management committee:

143 Members: Rod Dembowski, Joe McDermott.

144 Transportation, economy and environment committee:

145 Members: Kathy Lambert, Joe McDermott, Larry Phillips, Dave

146 Upthegrove, Pete von Reichbauer.

147 Regional policy committee:

148 Members: Larry Gossett, Kathy Lambert.

149 Alternate: Joe McDermott.

150 Regional transit committee:

151 Members: Jane Hague, Joe McDermott.

152 Alternate: Rod Dembowski.

153 Regional water quality committee:

154 Members: Jane Hague, Larry Phillips.

155

Alternate: .

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Motion 14329 was introduced on 3/16/2015 and passed by the Metropolitan King County Council on 3/16/2015, by the following vote:

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

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



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Larry Phillips, Chair

ATTEST:



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Anne Noris, Clerk of the Council

**Attachments:** None