



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**September 22, 2016**

**Ordinance**

**Proposed No.** 2016-0462.1

**Sponsors** von Reichbauer

1                   AN ORDINANCE expanding the pool of potential  
2                   participants in internship programs; and amending  
3                   Ordinance 12014, Section 5, as amended, and K.C.C.  
4                   3.12.010.

5                   **STATEMENT OF FACTS:**

- 6                   1. King County is committed to a robust internship program providing  
7                   students with opportunities to learn and develop as employees of the  
8                   future.
- 9                   2. King County is committed to making internships available to as broad a  
10                  population as possible.
- 11                  3. Allowing students who are enrolled part-time to participate in  
12                  internship programs will increase the pool of potential interns.
- 13                  4. Increasing the pool of potential interns will give more opportunities to  
14                  potential interns of diverse racial and economic backgrounds.
- 15                  5. Allowing legal interns to participate as King County interns between  
16                  graduation and admission to the Washington State Bar Association will  
17                  provide important opportunities for further development of their skills in  
18                  representing defendants in criminal matters.

19                  **BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**

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

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

26            A.1. "Administrative interns" means employees who are:

27                a. enrolled (~~(full-time)~~) during the regular school year in a program of  
28 education, internship or apprenticeship; (~~(or)~~)

29                b. postgraduate legal interns pending admission to the Washington State Bar  
30 Association; or

31                c. veterans temporarily working to gain practical workforce experience.

32            2. All administrative internships in executive departments shall be approved by  
33 the manager. Administrative interns are exempt from the career service under Section  
34 550 of the charter.

35            B. "AmeriCorps" means those who apply for and are selected to serve in  
36 positions at King County government through either AmeriCorps or Washington Service  
37 Corps programs, or both.

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

41            D. "Basis of merit" means the value, excellence or superior quality of an  
42 individual's work performance, as determined by a structured process comparing the

43 employee's performance against defined standards and, where possible, the performance  
44 of other employees of the same or similar class.

45 E. "Board" means the county personnel board established by Section 540 of the  
46 charter.

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

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

56 H. "Career service position" means all positions in the county service except for  
57 those that are designated by Section 550 of the charter as follows: all elected officers; the  
58 county auditor, the clerk and all other employees of the county council; the county  
59 administrative officer; the chief officer of each executive department and administrative  
60 office; the members of all boards and commissions; the chief economist and other  
61 employees of the office economic and financial analysis; the chief economist and other  
62 employees of the office of economic and financial analysis; administrative assistants for  
63 the executive and one administrative assistant each for the county administrative officer,  
64 the county auditor, the county assessor, the chief officer of each executive department  
65 and administrative office and for each board and commission; a chief deputy for the

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

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

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

81 I. "Charter" means the King County Charter, as amended.

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

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

87 K. "Class" or "classification" means a position or group of positions, established  
88 under authority of this chapter, sufficiently similar in respect to the duties, responsibilities

89 and authority thereof, that the same descriptive title may be used to designate each  
90 position allocated to the class.

91 L. "Classification plan" means the arrangement of positions into classifications  
92 together with specifications describing each classification.

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

97 N. "Competitive employment" means a position established in the county budget  
98 and that requires at least twenty-six weeks of service per year as the work schedule  
99 established for the position.

100 O. "Council" means the county council as established by Article 2 of the charter.

101 P. "County" means King County and any other organization that is legally  
102 governed by the county with respect to personnel matters.

103 Q. "Developmental disability" means a developmental disability, as defined in  
104 RCW 71A.10.020(2), as amended, attributable to mental retardation, cerebral palsy,  
105 epilepsy, autism or other neurological or other condition of an individual found by the  
106 secretary of the Washington state Department of Social and Health Services, or the  
107 secretary's designee, to be closely related to mental retardation or to require treatment  
108 similar to that required for individuals with mental retardation, which disability originates  
109 before the individual attains age eighteen, that has continued or can be expected to  
110 continue indefinitely and that constitutes a substantial handicap for the individual.

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

115 S. "Director" means the manager of the human resources management division.

116 T. "Division" means the human resources management division or its successor  
117 agency.

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

120 V. "Domestic partnership" is a relationship whereby two people:

121 1. Have a close personal relationship;

122 2. Are each other's sole domestic partner and are responsible for each other's  
123 common welfare;

124 3. Share the same regular and permanent residence;

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

130 5. Are not married to anyone;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

176 II. "Integrated work setting" means a work setting with no more than eight  
177 persons with developmental disabilities or with the presence of a sensory, mental or

178 physical handicap as specified in K.C.C. 3.12.180. This definition refers to all county  
179 offices, field locations and other work sites at which supported employees work  
180 alongside employees who are not persons with development disabilities employed in  
181 permanent county positions.

182 JJ. "King County family and medical leave" means a leave of absence taken  
183 under K.C.C. 3.12.221.

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

188 LL. "Manager" means the manager of the human resources division\* or its  
189 successor agency.

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

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

196 OO. "Part-time position" means an other than a regular position in which the  
197 part-time employee is employed less than half time, that is less than nine hundred ten  
198 hours in a calendar year in a work unit in which a thirty-five hour work week is standard  
199 or less than one thousand forty hours in a calendar year in a work unit in which a forty-  
200 hour work week is standard, except as provided elsewhere in this chapter. Where the

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

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

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

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

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

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

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

228           VV. "Position" means a group of current duties and responsibilities assigned by  
229 competent authority requiring the employment of one person.

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

233           XX. "Probationary period" means a period of time, as determined by the director,  
234 for assessing whether an individual is qualified for a career service position to which the  
235 employee has been newly appointed or has moved from another position, whether  
236 through promotion, demotion or transfer, except as provided in K.C.C. 3.12.100.

237           YY. "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           ZZ. "Promotion" means the movement of an employee to a position in a  
241 classification having a higher maximum salary.

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

250           DDD. "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           EEE. "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           FFF. "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           GGG. "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           HHH. "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           III. "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           JJJ. "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           KKK. "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           LLL. "Volunteer for the county" means an individual who performs service for  
334 the 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         MMM. "Volunteer intern" means volunteers who are also enrolled (~~(full-time)~~)  
343 during the regular school year in a program of education, internship or apprenticeship  
344 who are receiving scholastic credit or scholastic recognition for participating in the  
345 internship. "Volunteer intern" includes volunteer interns who are postgraduate legal  
346 interns pending admission to the Washington State Bar Association.

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

350 parental, familial or personal, to bear the total cost of education for any semester or  
351 quarter.  
352

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

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J. Joseph McDermott, Chair

ATTEST:

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Anne Noris, Clerk of the Council

APPROVED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Dow Constantine, County Executive

**Attachments:** None