



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

September 25, 2018

### Ordinance 18793

**Proposed No.** 2018-0308.2

**Sponsors** Lambert

1 AN ORDINANCE relating to the establishment of the  
2 department of human resources; amending Ordinance  
3 12075, Section 3, as amended, and K.C.C. 2.16.025,  
4 Ordinance 14199, Section 11, as amended, and K.C.C.  
5 2.16.035, Ordinance 17699, Section 2, as amended, and  
6 K.C.C. 2.36.100, Ordinance 12075, Section 20, as  
7 amended, and K.C.C. 2.92.030, Ordinance 13370, Section  
8 2, as amended, and K.C.C. 3.08.120, Ordinance 12014,  
9 Section 5, as amended, and K.C.C. 3.12.010, Ordinance  
10 12014, Section 8, as amended, and K.C.C. 3.12.042,  
11 Ordinance 12014, Section 13, as amended, and K.C.C.  
12 3.12.100, Ordinance 12014, Section 18, as amended, and  
13 K.C.C. 3.12.180, Ordinance 18572, Section 1, as amended,  
14 and K.C.C. 3.12.184, Ordinance 11149, Sections 1-4, as  
15 amended, and K.C.C. 3.12.187, Ordinance 12014, Section  
16 24, as amended, and K.C.C. 3.12.247, Ordinance 12498,  
17 Section 1 and 4 through 7, as amended, and K.C.C.  
18 3.12.335, Ordinance 12014, Section 32, as amended, and  
19 K.C.C. 3.12.350, Ordinance 16640, Section 3, as amended,

20 and K.C.C. 3.12.400, Ordinance 12943, Section 14, as  
21 amended, and K.C.C. 3.12A.020, Ordinance 12014, Section  
22 46, as amended, and K.C.C. 3.14.010, Ordinance 12014,  
23 Section 47, as amended, and K.C.C. 3.14.030, Ordinance  
24 12014, Section 48, as amended, and K.C.C. 3.14.040,  
25 Ordinance 12014, Section 51, as amended, and K.C.C.  
26 3.15.025, Ordinance 12014, Section 52, as amended, and  
27 K.C.C. 3.15.030, Ordinance 1282, Section 5, as amended,  
28 and K.C.C. 3.15.040, Ordinance 14233, Section 5, as  
29 amended, and K.C.C. 3.15.120, Ordinance 14233, Section  
30 7, as amended, and K.C.C. 3.15.140, Ordinance 14287,  
31 Section 5, as amended, and K.C.C. 3.16.055, Ordinance  
32 12014, Section 56, as amended, and K.C.C. 3.24.170,  
33 Ordinance 12076, Section 14, as amended, and K.C.C.  
34 4A.200.270 and Ordinance 12076, Section 15, as amended,  
35 and K.C.C. 4A.200.670 and adding a new section to K.C.C.  
36 chapter 2.16.

37 STATEMENT OF FACTS:

38 1. The county has prioritized goals of: developing a highly engaged,  
39 diverse, culturally responsive and high-performing workforce; optimizing  
40 county operations through innovation and continuous improvement; and  
41 delivering consistent, responsive, equitable and high-quality services to its  
42 customers.

- 43           2. The executive has directed departments to implement the executive's  
44           Best Run Government and Investing in YOU initiatives, which align with  
45           King County's strategic goals.
- 46           3. King County's over fifteen thousand employees play a major role in the  
47           success of each King County goal and every service it delivers.
- 48           4. King County will see many experienced and knowledgeable employees  
49           retire in the next five years, while also needing to continue to attract and  
50           retain high-performing employees in a competitive labor market.
- 51           5. Operations related to the delivery of human resources and  
52           organizational development services are currently located in various work  
53           units of the department of executive services.
- 54           6. Centrally locating in one department all of the human resources  
55           employees who serve more than one department and act as the service  
56           delivery manager for each executive department, including those with  
57           separately elected officials, will improve the ability of the county to reach  
58           its goals and improve its services.
- 59           7. Raising human resources from division status to department status is  
60           consistent with the importance of properly addressing the human resources  
61           challenges of the coming years.
- 62           8. Establishing a department of human resources will facilitate:
- 63           a. Streamlining delivery of workforce development services, including  
64           those activities devoted to attracting and hiring quality employees,  
65           managing employee performance, training and planning for current and

66 future workforce needs, with a focus on equity, diversity and cultural  
67 responsiveness;

68 b. Delivering high value employee benefits;

69 c. Developing and implementing human resources and organizational  
70 development standards, policies and practices that support a culture of  
71 engagement and high performance and the county's long-term goals;

72 d. Leveraging the county's technology investments to improve employee  
73 and organizational performance; and

74 e. Supporting employees' career growth and skill enhancement.

75 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

76 SECTION 1. Ordinance 12075, Section 3, as amended, and K.C.C. 2.16.025 are  
77 each hereby amended to read as follows:

78 A. The county executive shall manage and be fiscally accountable for the office  
79 of performance, strategy and budget and the office of labor relations.

80 B. The office of performance, strategy and budget functions and responsibilities  
81 shall include, but not be limited to:

82 1. Planning, preparing and managing, with emphasis on fiscal management and  
83 control aspects, the annual operating and capital project budgets;

84 2. Preparing forecasts of and monitor revenues;

85 3. Monitoring expenditures and work programs in accordance with Section 475  
86 of the King County Charter;

87 4. Developing and preparing expenditure plans and ordinances to manage the  
88 implementation of the operating and capital project budgets throughout the fiscal period;

89           5. Formulating and implementing financial policies regarding revenues and  
90 expenditures for the county and other applicable agencies;

91           6. Performing program analysis, and contract and performance evaluation  
92 review;

93           7. Developing and transmitting to the council, concurrent with the biennial  
94 proposed budget, supporting materials consistent with K.C.C. chapter 4A.100;

95           8. Performance management and accountability:

96           a. providing leadership and coordination of the performance management and  
97 accountability system countywide;

98           b. overseeing the development of strategic plans and business plans for each  
99 executive branch department and office;

100           c. providing technical assistance on the development of strategic plans and  
101 business plans for agencies;

102           d. developing and using community-level indicators and agency performance  
103 measures to monitor and evaluate the effectiveness and efficiency of county agencies;

104           e. overseeing the production of an annual performance report for the executive  
105 branch;

106           f. coordinating performance review process of executive branch departments  
107 and offices;

108           g. collecting and analyzing land development, population, housing, natural  
109 resource enhancement, transportation and economic activity data to aid decision making  
110 and to support implementation of county plans and programs, including benchmarks;

111           h. leading public engagement and working in support of county performance

112 management, budget and strategic planning; and

113           i. developing and transmitting to the council a biennial report on April 30 in  
114 odd-numbered years about the benefits achieved from technology projects. The report  
115 shall include information about the benefits obtained from completed projects and a  
116 comparison with benefits that were projected during different stages of the project. The  
117 report shall also include a description of the expected benefits from those projects not yet  
118 completed. The report shall be approved by the council by motion. The report and  
119 motion shall be filed in the form of a paper original and an electronic copy with the clerk  
120 of the council, who shall retain the original and provide an electronic copy to all  
121 councilmembers;

122           9. Strategic planning and interagency coordination:

123           a. coordinating and staffing executive initiatives across departments and  
124 agencies;

125           b. facilitating interdepartmental, interagency and interbranch teams on  
126 multidisciplinary issues;

127           c. negotiating interlocal agreements as designated by the executive; and

128           d. serving as the liaison to the boundary review board for King County;

129           10. Business relations and economic development:

130           a. developing proposed policies to address regional, unincorporated urban, and  
131 rural economic development;

132           b. establishing, fostering and maintaining healthy relations with business and  
133 industry;

134           c. implementing strategies and developing opportunities that include partnering

135 with, cities, the Port of Seattle and other economic entities on regional and subregional  
136 economic development projects;

137 d. developing and implementing strategies to promote economic revitalization  
138 and equitable development in urban unincorporated areas including the possible assembly  
139 of property for the purpose of redevelopment;

140 e. refining and implementing strategies in the county's rural economic  
141 strategies to preserve and enhance the rural economic base so that the rural area can be a  
142 place to both live and work; and

143 f. assisting communities and businesses in creating economic opportunities,  
144 promoting a diversified economy and promoting job creation with the emphasis on  
145 family-wage jobs; ~~((and))~~

146 11. Continuous improvement:

147 a. leading, coordinating and implementing a program of continuous  
148 improvement, including the provision of leadership development, transformational  
149 improvement and capacity building in Lean thinking; and

150 b. providing annual reports to the council on the implementation of the  
151 continuous improvement program, including but not limited to a description of the  
152 number of people and agencies that have received training, the processes changed as a  
153 result of Lean implementation and the budget and other impacts of these changes~~((-))~~; and

154 12. Regional planning:

155 a. coordinating the county's participation in multicounty planning at the Puget  
156 Sound Regional Council, including serving on the Puget Sound Regional Council's  
157 regional staff committee;

158           b. coordinating countywide planning at the Growth Management Planning  
159 Council consistent with the Washington state Growth Management Act, including  
160 leading the Growth Management Planning Council's interjurisdictional staff team in  
161 accordance with the interlocal agreement authorized by King County Motion 8495;

162           c. managing updates to the county's Comprehensive Plan in coordination with  
163 the department of local services, permitting division, in accordance with K.C.C. Title 20;

164           d. coordinating the development of demographic and growth forecasting data  
165 and information including census data, growth targets and buildable lands;

166           e. facilitating annexations and joint planning with cities, including developing  
167 annexation proposals, drafting interlocal agreements, and serving as the liaison to the  
168 boundary review board for King County; and

169           f. coleading with the department of local services, permitting division, an  
170 interbranch regional planning team that supports the council and executive through the  
171 provision of information and data, development of policy proposals and options for  
172 regional issues related to growth management, economic development and transportation.  
173 Participation in the interbranch regional planning team shall include executive,  
174 department and council staff as designated by the respective branches.

175           C. The office of labor relations functions and responsibilities shall include, but  
176 not be limited to:

177           1. Representing county agencies in the collective bargaining process as required  
178 by chapter 41.56 RCW;

179           2. Developing and maintaining databases of information relevant to the  
180 collective bargaining process;

181           3. Representing county agencies in labor arbitrations, appeals, and hearings  
182 including those in chapter 41.56 RCW and required by K.C.C. Title 3, in collaboration  
183 with the department of human resources (~~(management division)~~);

184           4. Administering labor contracts and providing consultation to county agencies  
185 regarding the terms and implementation of negotiated labor agreements, in collaboration  
186 with the department of human resources (~~(management division)~~);

187           5. Advising the executive and council on overall county labor policies; and

188           6. Providing resources for labor relations training for county agencies, the  
189 executive, the council and others, in collaboration with the department of human  
190 resources (~~(management division)~~).

191           D.1. The county council hereby delegates to the executive or the executive's  
192 designee authority to request a hearing before the Washington state Liquor and Cannabis  
193 Board and make written recommendations and objections regarding applications relating  
194 to:

195                 a. liquor licenses under chapter 66.20 RCW; and

196                 b. licenses for marijuana producers, processors or retailers under chapter 69.50  
197 RCW.

198           2. Before making a recommendation under subsection D.1. of this section, the  
199 executive or designee shall solicit comments from county departments and agencies,  
200 including, but not limited to, the department of local services, public health - Seattle &  
201 King County, the sheriff's office and the prosecuting attorney's office.

202           3. For each application reviewed under subsection D.1.b. of this section, the  
203 executive shall transmit to the county council a copy of the application received with the

204 applicant's name and proposed license application location, a copy of all comments  
205 received under subsection D.2. of this section and the executive's recommendation to the  
206 Washington state Liquor and Cannabis board.

207 E. The executive may assign or delegate budgeting, performance management  
208 and accountability, economic development and strategic planning and interagency  
209 coordination functions to employees in the office of the executive but shall not assign or  
210 delegate those functions to any departments.

211 SECTION 2. Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035 are  
212 each hereby amended to read as follows:

213 The county administrative officer shall be the director of the department of  
214 executive services. The department shall include the records and licensing services  
215 division, the finance and business operations division, (~~the human resources~~  
216 ~~management division,~~) the facilities management division, the fleet services division, the  
217 airport division, the administrative office of risk management, the administrative office of  
218 emergency management, the administrative office of the business resource center and the  
219 administrative office of civil rights. In addition, the county administrative officer shall be  
220 responsible for providing staff support for the board of ethics.

221 A. The duties of the records and licensing services division shall include the  
222 following:

223 1. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and  
224 pet licenses, collecting license fee revenues and providing licensing services for the  
225 public;

226 2. Enforcing county and state laws relating to animal control;

227           3. Managing the recording, processing, filing, storing, retrieval and certification  
228 of copies of all public documents filed with the division as required;

229           4. Processing all real estate tax affidavits; and

230           5. Acting as the official custodian of all county records, as required by general  
231 law, except as otherwise provided by ordinance.

232           B. The duties of the finance and business operations division shall include the  
233 following:

234           1. Monitoring revenue and expenditures for the county. The collection and  
235 reporting of revenue and expenditure data shall provide sufficient information to the  
236 executive and to the council. The division shall be ultimately responsible for maintaining  
237 the county's official revenue and expenditure data;

238           2. Performing the functions of the county treasurer;

239           3. Billing and collecting real and personal property taxes, local improvement  
240 district assessments and gambling taxes;

241           4. Processing transit revenue;

242           5. Receiving and investing all county and political subjurisdiction moneys;

243           6. Managing the issuance and payment of the county's debt instruments;

244           7. Managing the accounting systems and procedures;

245           8. Managing the fixed assets system and procedures;

246           9. Formulating and implementing financial policies for other than revenues and  
247 expenditures for the county and other applicable agencies;

248           10. Administering the accounts payable and accounts receivable functions;

249           11. Collecting fines and monetary penalties imposed by district courts;

250           12. Developing and administering procedures for the procurement of and  
251           awarding of contracts for tangible personal property, services, professional or technical  
252           services and public work in accordance with K.C.C. chapter 2.93 and applicable federal  
253           and state laws and regulations;

254           13. Establishing and administering procurement and contracting methods, and  
255           bid and proposal processes, to obtain such procurements;

256           14. In consultation with the prosecuting attorney's office and office of risk  
257           management, developing and overseeing the use of standard procurement and contract  
258           documents for such procurements;

259           15. Administering contracts for goods and services that are provided to more  
260           than one department;

261           16. Providing comment and assistance to departments on the development of  
262           specifications and scopes of work, in negotiations for such procurements, and in the  
263           administration of contracts;

264           17. Assisting departments to perform cost or price analyses for the procurement  
265           of tangible personal property, services and professional or technical services, and price  
266           analysis for public work procurements;

267           18. Developing, maintaining and revising as may be necessary from time to  
268           time the county's general terms and conditions for contracts for the procurement of  
269           tangible personal property, services, professional or technical services and public work;

270           19. Managing the payroll system and procedures, including processing benefits  
271           transactions in the payroll system and administering the employer responsibilities for the  
272           retirement and the deferred compensation plans;

273           20. Managing and developing financial policies for borrowing of funds,  
274 financial systems and other financial operations for the county and other applicable  
275 agencies;

276           21. Managing the contracting opportunities program to increase opportunities  
277 for small contractors and suppliers to participate on county-funded contracts. Submit an  
278 annual report as required by K.C.C. 2.97.090;

279           22. Managing the apprenticeship program to optimize the number of apprentices  
280 working on county construction projects. Submit an annual report as required by K.C.C.  
281 12.16.175; and

282           23. Serving as the disadvantaged business enterprise liaison officer for federal  
283 Department of Transportation and other federal grant program purposes. The  
284 disadvantaged business enterprise liaison officer shall have direct, independent access to  
285 the executive on disadvantaged business enterprise program matters consistent with 49  
286 C.F.R. Sec. 26.25. For other matters, the disadvantaged business enterprise liaison  
287 officer shall report to the manager of the finance and business operations division.

288           C. ~~((The duties of the human resources management division shall include the~~  
289 ~~following:~~

290           ~~1. Developing and administering training and organizational development~~  
291 ~~programs, including centralized employee and supervisory training and other employee~~  
292 ~~development programs;~~

293           ~~2. Developing proposed and administering adopted policies and procedures for:~~

294           ~~a. employment, including recruitment, examination and selection;~~

295           ~~b. classification and compensation; and~~

- 296           e. ~~salary administration;~~
- 297           3. ~~Developing proposed and administering adopted human resources policy;~~
- 298           4. ~~Providing technical and human resources information services support;~~
- 299           5. ~~Developing and managing insured and noninsured benefits programs;~~
- 300 ~~including proposing policy recommendations, negotiating benefits plan designs with~~
- 301 ~~unions, preparing legally mandated communications materials and providing employee~~
- 302 ~~assistance and other work and family programs;~~
- 303           6. ~~Developing and administering diversity management and employee relations~~
- 304 ~~programs, including affirmative action plan development and administration,~~
- 305 ~~management and supervisory diversity training and conflict resolution training;~~
- 306           7. ~~Developing and administering workplace safety programs, including~~
- 307 ~~inspection of work sites and dissemination of safety information to employees to promote~~
- 308 ~~workplace safety;~~
- 309           8. ~~Administering the county's self-funded industrial insurance/worker's~~
- 310 ~~compensation program, as authorized by Title 51 RCW;~~
- 311           9. ~~Advising the executive and council on overall county employee policies;~~
- 312           10. ~~Providing labor relations training for county agencies, the executive, the~~
- 313 ~~council and others, in collaboration with the office of labor relations;~~
- 314           11. ~~Overseeing the county's unemployment compensation program;~~
- 315           12. ~~Collecting and reporting to the office of management and budget on a~~
- 316 ~~quarterly basis information on the numbers of filled and vacant full-time equivalent and~~
- 317 ~~term-limited temporary positions and the number of emergency employees for each~~
- 318 ~~appropriation unit; and~~
-

319           ~~13. Providing a quarterly report to the council showing vacant positions by~~  
320 ~~department. The report must indicate whether a term limited temporary employee is~~  
321 ~~backfilling the position, the salary and benefits associated with a position and how long~~  
322 ~~the position has been vacant. The report is due thirty days after the end of each calendar~~  
323 ~~quarter and shall be filed in the form of a paper original and an electronic copy with the~~  
324 ~~clerk of the council, who shall retain the original and provide an electronic copy to all~~  
325 ~~councilmembers, the council chief of staff and the lead staff to the budget and fiscal~~  
326 ~~management committee or its successor.~~

327           D:)) The duties of the facilities management division shall include the following:

- 328           1. Overseeing space planning for county agencies;
- 329           2. Administering and maintaining in good general condition the county's  
330 buildings except for those managed and maintained by the departments of natural  
331 resources and parks and transportation;
- 332           3. Operating security programs for county facilities except as otherwise  
333 determined by the council;
- 334           4. Administering all county facility parking programs except for public  
335 transportation facility parking;
- 336           5. Administering the supported employment program;
- 337           6. Managing all real property owned or leased by the county, except as provided  
338 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues  
339 closely approximating fair market value;
- 340           7. Maintaining a current inventory of all county-owned or leased real property;
- 341           8. Functioning as the sole agent for the disposal of real properties deemed

342 surplus to the needs of the county;

343           9. In accordance with K.C.C. chapter 4A.100, providing support services to  
344 county agencies in the acquisition of real properties, except as otherwise specified by  
345 ordinance;

346           10. Issuing oversized vehicle permits, franchises and permits and easements for  
347 the use of county property except franchises for cable television and telecommunications;

348           11. Overseeing the development of capital projects for all county agencies  
349 except for specialized roads, solid waste, public transportation, airport, water pollution  
350 abatement, surface water management projects and parks and recreation;

351           12. Being responsible for all general projects, such as office buildings or  
352 warehouses, for any county department including, but not limited to, the following:

353               a. administering professional services and construction contracts;

354               b. acting as the county's representative during site master plan, design and  
355 construction activities;

356               c. managing county funds and project budgets related to capital projects;

357               d. assisting county agencies in the acquisition of appropriate facility sites;

358               e. formulating guidelines for the development of operational and capital  
359 project plans;

360               f. assisting user agencies in the development of capital projects and project  
361 plans, as defined and provided for in K.C.C. chapter 4A.100;

362               g. formulating guidelines for the use of life cycle cost analysis and applying  
363 these guidelines in all appropriate phases of the capital process;

364               h. ensuring the conformity of capital project plans with the adopted space plan

365 and agency business plans;

366 i. developing project cost estimates that are included in capital project plans,  
367 site master plans, capital projects and biennial project budget requests;

368 j. providing advisory services, feasibility studies or both services and studies to  
369 projects as required and for which there is budgetary authority;

370 k. coordinating with user agencies to assure user program requirements are  
371 addressed through the capital development process as set forth in this chapter and in  
372 K.C.C. chapter 4A.100;

373 l. providing engineering support on capital projects to user agencies as  
374 requested and for which there is budgetary authority; and

375 m. providing assistance in developing the executive budget for capital projects;  
376 and

377 13. Providing for the operation of a downtown winter shelter for homeless  
378 persons between October 15 and April 30 each year.

379 ~~((E:))~~ D. The duties of the fleet services division shall include the following:

380 1. Acquiring, maintaining and managing the motor pool equipment rental and  
381 revolving fund for fleet vehicles and equipment, the equipment rental and revolving fund  
382 and the wastewater equipment rental and revolving fund. Metro transit department  
383 vehicles determined by the Metro transit department director to be intricately involved in  
384 or related to providing public transportation services shall not be part of the motor pool;

385 2. Establishing rates for the rental of equipment and vehicles;

386 3. Establishing terms and charges for the sale of any material or supplies that  
387 have been purchased, maintained or manufactured with money from the motor pool and

388 equipment revolving fund, the equipment rental and revolving fund and the wastewater  
389 equipment rental and revolving fund;

390 4. Managing fleet and equipment training programs, stores function and vehicle  
391 repair facilities;

392 5. Administering the county alternative fuel program and take-home assignment  
393 of county vehicles policy; and

394 6. Inventorying, monitoring losses and disposing of county personal property in  
395 accordance with K.C.C. chapter 4.56.

396 ~~((F-))~~ E. The duties of the airport division shall include managing the  
397 maintenance and operations of the King County international airport, and shall include  
398 the following:

399 1. Developing and implementing airport programs under state and federal law  
400 including preparing policy recommendations and service models;

401 2. Managing and maintaining the airport system infrastructure;

402 3. Managing, or securing services from other divisions, departments or entities  
403 to perform, the design, engineering and construction management functions related to the  
404 airport capital program, including new facilities development and maintenance of  
405 existing infrastructure; providing support services such as project management,  
406 environmental review, permit and right-of-way acquisitions, schedule and project control  
407 functions; and

408 4. Preparing and administering airport service and supporting capital facility  
409 plans and periodic updates.

410 ~~((G-))~~ F. The duties of the administrative office of risk management shall include

411 the management of the county's insurance and risk management programs consistent with  
412 K.C.C. chapter 2.21.

413 ~~((H.))~~ G. The duties of the administrative office of emergency management shall  
414 include the following:

415 1. Planning for and providing effective direction, control and coordinated  
416 response to emergencies; and

417 2. Being responsible for the emergency management functions defined in  
418 K.C.C. chapter 2.56.

419 ~~((I.))~~ H. The duties of the administrative office of civil rights shall include the  
420 following:

421 1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17,  
422 12.18, 12.20 and 12.22;

423 2. Assisting departments in complying with the federal Americans with  
424 Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other  
425 legislation and rules regarding access to county programs, facilities and services for  
426 people with disabilities;

427 3. Serving as the county Americans with Disabilities Act coordinator relating to  
428 public access;

429 4. Providing staff support to the county civil rights commission;

430 5. Serving as the county federal Civil Rights Act Title VI coordinator; and

431 6. Coordinating county responses to federal Civil Rights Act Title VI issues and  
432 investigating complaints filed under Title VI.

433 ~~((J.))~~ I. The duties of the administrative office of the business resource center

434 shall include the following:

435           1. The implementation and maintenance of those systems necessary to generate  
436 a regular and predictable payroll through the finance and business operations division;

437           2. The implementation and maintenance of those systems necessary to provide  
438 regular and predictable financial accounting and procedures through the finance and  
439 business operations division;

440           3. The implementation and maintenance of those systems necessary to generate  
441 regular and predictable county budgets, budget reports and budget management tools for  
442 the county; and

443           4. The implementation and maintenance of the human resources systems of  
444 record for all human resources data for county employment purposes.

445           NEW SECTION. SECTION 3. There is hereby added to K.C.C. chapter 2.16 a  
446 new section to read as follows:

447           A. The department of human resources shall be responsible for the administration  
448 of the county personnel system in accordance with K.C.C. Title 3. The department shall  
449 manage and be fiscally responsible for the human resources services division, the career  
450 and culture division(~~(, the administration and operations division)~~) and the employee  
451 health and safety division.

452           B. The duties of the department shall include:

453           1. Developing, administering and monitoring (~~(adopted)~~) human resources  
454 policy;

455           2. Developing, administering and monitoring diversity management programs  
456 including equal employment opportunity affirmative action plan development and

457 integration of equity and social justice concepts into plans and programs;

458 3. Advising the executive and council on overall county employment policies;

459 4. Developing and disseminating communications to employees regarding  
460 issues related to human resources; and

461 5. Providing labor relations training for county agencies, the executive, the  
462 council and others, in collaboration with the office of labor relations.

463 C. The duties of the human resources services division shall include:

464 1. Developing proposed and administering (~~adopted~~) policies and procedures  
465 for:

466 a. employment, including recruitment, examination and selection;

467 b. classification and compensation; and

468 c. salary administration;

469 2. Providing technical and human resources information services support;

470 3. Coordinating individual employee performance review programs in executive  
471 departments;

472 4. Administering the county's civil service personnel system in accordance with  
473 K.C.C. chapter 3.14; (~~and~~)

474 5. Monitoring executive branch compliance with human resources policies;

475 6. Collecting and reporting to the office of performance, strategy and budget on  
476 a quarterly basis information on the numbers of filled and vacant full-time equivalent and  
477 term-limited temporary positions and the number of emergency employees for each  
478 appropriation unit; and

479 7. Providing a quarterly report to the council showing vacant positions by

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480 department. The report must indicate whether a term-limited temporary employee is  
481 backfilling the position, the salary and benefits associated with a position and how long  
482 the position has been vacant. The report is due thirty days after the end of each calendar  
483 quarter and shall be filed in the form of a paper original and an electronic copy with the  
484 clerk of the council, who shall retain the original and provide an electronic copy to all  
485 councilmembers, the council chief of staff and the lead staff to the budget and fiscal  
486 management committee or its successor.

487 D. The duties of the career and culture division shall include:

- 488 1. Developing and administering training and organizational development  
489 programs, including centralized employee and supervisory training, conflict resolution  
490 training and other employee development programs;
- 491 2. Developing and administering programs to minimize detrimental workplace  
492 conflict;
- 493 3. Developing and administering programs that promote employee engagement;  
494 and
- 495 4. Providing organization assistance, mediation and restoration((s)) services.

496 E. ~~((The duties of the administration and operations division shall include:~~

- 497 ~~1. Collecting and reporting to the office of performance, strategy and budget on~~  
498 ~~a quarterly basis information on the numbers of filled and vacant full-time equivalent and~~  
499 ~~term-limited temporary positions and the number of emergency employees for each~~  
500 ~~appropriation unit;~~
- 501 ~~2. Providing a quarterly report to the council showing vacant positions by~~  
502 ~~department. The report must indicate whether a term-limited temporary employee is~~
-

503 ~~backfilling the position, the salary and benefits associated with a position and how long~~  
504 ~~the position has been vacant. The report is due thirty days after the end of each calendar~~  
505 ~~quarter and shall be filed in the form of a paper original and an electronic copy with the~~  
506 ~~clerk of the council, who shall retain the original and provide an electronic copy to all~~  
507 ~~councilmembers, the council chief of staff and the lead staff to the budget and fiscal~~  
508 ~~management committee or its successor; and~~

509 ~~3. In collaboration with the office of performance, strategy and budget, and the~~  
510 ~~administrative office of the business resource center, administering the county's human~~  
511 ~~resources information system.~~

512 F.)) The duties of the employee health and safety division shall include:

513 1. Developing and managing insured and noninsured benefits programs,  
514 including proposing policy recommendations, negotiating benefits plan designs with  
515 unions, preparing legally mandated communications materials and providing employee  
516 assistance and other work and family programs;

517 2. Developing and administering workplace safety programs, including  
518 inspection of work sites and dissemination of safety information to employees to promote  
519 workplace safety;

520 3. Administering the county's self-funded industrial insurance/worker's  
521 compensation program, as authorized by Title 51 RCW;

522 4. Overseeing the county's unemployment compensation program; and

523 5. Administering the county's employee benefits program fund.

524 SECTION 4. Ordinance 17699, Section 2, as amended, and K.C.C. 2.36.100 are  
525 each hereby amended to read as follows:

526           A. The central business systems steering committee is hereby created. The  
527 committee's purpose shall be to:

- 528           1. Maximize benefits from the accountable business transformation program;
- 529           2. Achieve the proper functioning and integration of the countywide systems for  
530 human resources, payroll, time and labor, finance and budget; and
- 531           3. Provide for communication and accountability.

532           B. The members of the committee shall be:

- 533           1. The deputy county executive or designee;
- 534           2. The assistant deputy county executive;
- 535           3. The county administrative officer;
- 536           4. The director of the office of performance, strategy and budget; and
- 537           5. The chief information officer.

538           C. The committee shall:

- 539           1. Make recommendations to the executive;
- 540           2. Coordinate work, set priorities and guide how technical and business process  
541 issues with the countywide system are addressed to achieve the proper functioning and  
542 integration of the countywide policies, business processes and systems for human  
543 resources, payroll, time and labor, finance and budget. The committee shall also align  
544 and integrate work plans for allocation of resources and budget;
- 545           3. Create a structured process for regular end-user engagement, involvement,  
546 communication and training;
- 547           4. Promote continued business process improvements and business rule  
548 standardization, and eliminate obstacles to adopting best practices;

549           5. Maximize benefits of the integrated enterprise system through business  
550 process and system standardization, optimization and transformation, and monitor  
551 performance measurement and reporting including benefit realization; and

552           6. Provide an annual performance report to the council on the benefits achieved  
553 and their contributions to the county's service excellence, financial stewardship and  
554 quality workforce goals. The annual report should describe how the benefit measurement  
555 process was used by the department of human resources (~~(division)~~), office of  
556 performance strategy and budget, and finance and business operations division to  
557 improve county operations. The annual report should also propose potential corrective  
558 actions to achieve benefit targets where needed. The report shall also include exemplary  
559 accomplishments countywide and at the agency level in leveraging the new tools to  
560 streamline and standardize business processes and improve county operations. The report  
561 shall be filed annually on June 1, in the form of a paper original and an electronic copy  
562 with the clerk of the council, who shall retain the original and provide an electronic copy  
563 to all councilmembers.

564           SECTION 5. Ordinance 12075, Section 20, as amended, and K.C.C. 2.92.030 are  
565 each hereby amended to read as follows:

566           The director of the department of human resources (~~(management division)~~) shall at  
567 a minimum:

568           A. Investigate or supervise the investigation of all accidents involving county  
569 employees and/or property resulting from department operations;

570           B. Establish and supervise procedures designed to discover and control hazardous  
571 conditions and unsafe work practices;

572 C. Inspect all properties and work areas and require reasonable correction to safety  
573 deficiencies;

574 D. Select and approve purchase of all safety equipment and establish safety  
575 specifications prior to purchase of other equipment of machines;

576 E. Establish safety requirements in addition to minimum state and local rules and  
577 regulations where deemed necessary;

578 F. Review all employee suggestions relating to safety to ensure compatibility with  
579 federal, state and local codes, rules and regulations;

580 G. Review the safety criteria on all proposed construction projects to be  
581 accomplished by private contractors;

582 H. Coordinate or provide training to employees in first aid, driving and other safety  
583 related specialty fields;

584 I. Demand immediate cessation of work around any operation or piece of  
585 equipment in which the director believes a hazard exists creating imminent danger to the  
586 employees involved;

587 J. Act as liaison between the county, the state Department of Labor and Industries  
588 and the Washington Traffic Safety Commission and coordinate activities toward  
589 compliance under the Washington State Industrial Safety and Health Act and the Highway  
590 Safety Act of 1966;

591 K. Coordinate the requirements of the Washington State Traffic Safety  
592 Commission within the county.

593 L. Coordinate the county ((pre-employment)) preemployment physical  
594 examination program.

595            SECTION 6. Ordinance 13370, Section 2, as amended, and K.C.C. 3.08.120 are  
596 each hereby amended to read as follows:

597            ~~((Beginning January 1, 1999, a))~~Administrative support to the personnel board will  
598 be provided by the clerk of the board of appeals and equalization authorized by K.C.C.  
599 2.34.040. Authority for appointment of the clerk and staff will remain with the board of  
600 appeals and equalization; however, the chair of the personnel board may bring concerns  
601 about performance and related issues to the attention of the chair of the board of appeals  
602 and equalization for resolution.

603            The board of appeals and equalization will be reimbursed by the ~~((office))~~  
604 department of human resources ~~((management))~~ for costs related to personnel board  
605 activities such as board per diem, supplies, and services other than staffing, employee  
606 benefits, and office equipment.

607            SECTION 7. Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010 are  
608 each hereby amended to read as follows:

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

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

614            a. enrolled during the regular school year in a program of education, internship  
615 or apprenticeship;

616            b. legal interns who have graduated from law school but have not yet been  
617 admitted to the Washington State Bar Association; or

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

619 2. All administrative internships in executive departments shall be approved by  
620 the ~~((manager))~~ director. Administrative interns are exempt from the career service under  
621 Section 550 of the charter.

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

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

628 D. "Basis of merit" means the value, excellence or superior quality of an  
629 individual's work performance, as determined by a structured process comparing the  
630 employee's performance against defined standards and, where possible, the performance  
631 of other employees of the same or similar class.

632 E. "Board" means the county personnel board established by Section 540 of the  
633 charter.

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

640 G. "Career service employee" means a county employee appointed to a career

641 service position as a result of the selection procedure provided for in this chapter, and  
642 who has completed the probationary period.

643 H. "Career service position" means all positions in the county service except for  
644 those that are designated by Section 550 of the charter as follows: all elected officers; the  
645 county auditor, the clerk and all other employees of the county council; the county  
646 administrative officer; the chief officer of each executive department and administrative  
647 office; the members of all boards and commissions; the chief economist and other  
648 employees of the office economic and financial analysis; the chief economist and other  
649 employees of the office of economic and financial analysis; administrative assistants for  
650 the executive and one administrative assistant each for the county administrative officer,  
651 the county auditor, the county assessor, the chief officer of each executive department  
652 and administrative office and for each board and commission; a chief deputy for the  
653 county assessor; one confidential secretary each for the executive, the chief officer of  
654 each executive department and administrative office, and for each administrative assistant  
655 specified in this section; all employees of those officers who are exempted from the  
656 provisions of this chapter by the state constitution; persons employed in a professional or  
657 scientific capacity to conduct a special inquiry, investigation or examination; part-time  
658 and temporary employees; administrative interns; election precinct officials; all persons  
659 serving the county without compensation; physicians; surgeons; dentists; medical interns;  
660 and student nurses and inmates employed by county hospitals, tuberculosis sanitariums  
661 and health departments of the county.

662 Divisions in executive departments and administrative offices as determined by  
663 the county council shall be considered to be executive departments for the purpose of

664 determining the applicability of Section 550 of the charter.

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

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

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

671 1. Under eighteen years of age; or

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

674 K. "Class" or "classification" means a position or group of positions, established  
675 under authority of this chapter, sufficiently similar in respect to the duties, responsibilities  
676 and authority thereof, that the same descriptive title may be used to designate each  
677 position allocated to the class.

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

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

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

687 O. "Comprehensive leave benefits" means those leave benefits described in and  
688 subject to this chapter, including leaves for vacations, promotional or qualifying  
689 examinations, bereavement, life-giving or life-saving procedures, sickness, volunteer  
690 service, parental leave, donated leave and leaves of absence without pay.

691 P. "Council" means the county council as established by Article 2 of the charter.

692 Q. "County" means King County and any other organization that is legally  
693 governed by the county with respect to personnel matters.

694 R. "Department" means the department of human resources or its successor  
695 agency.

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

704 ~~((S:))~~ T. "Direct cost" means the cost aggregate of the actual weighted average  
705 cost of insured benefits, less any administrative cost therefor. Any payments to part-time  
706 and temporary employees under this chapter shall not include any administrative  
707 overhead charges applicable to administrative offices and executive departments.

708 ~~((T:))~~ U. "Director" means the manager of the department of human resources  
709 ~~((management division))~~ or its successor agency.

710           ~~((U. "Division" means the human resources management division or its successor~~  
711 ~~agency.))~~

712           V. "Domestic partners" are two people in a domestic partnership, one of whom is  
713 a county employee.

714           W. "Domestic partnership" is a relationship whereby two people:

715                 1. Have a close personal relationship;

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

718                 3. Share the same regular and permanent residence;

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

724                 5. Are not married to anyone;

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

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

728                 8. Were mentally competent to consent to contract when the domestic  
729 partnership began.

730           X. "Employed at least half time or more" means employed in a regular position  
731 that has an established work schedule of not less than one-half the number of hours of the  
732 full-time positions in the work unit in which the employee is assigned, or when viewed

733 on a calendar year basis, nine hundred ten hours or more in a work unit in which a work  
734 week of more than thirty-five but less than forty hours is standard or one thousand forty  
735 hours or more in a work unit in which a forty hour work week is standard. If the standard  
736 work week hours within a work unit varies (employees working both thirty five and forty  
737 hours) the ((~~manager~~)) director, in consultation with the department, is responsible for  
738 determining what hour threshold applies.

739 Y. "Employee" means any person who is employed in a career service position or  
740 exempt position.

741 Z. "Employees eligible for comprehensive leave benefits" means full-time  
742 regular, part-time regular, provisional, probationary and term-limited temporary  
743 employees.

744 AA. "Executive" means the county executive, as established by Article 3 of the  
745 charter.

746 BB. "Exempt employee" means an employee employed in a position that is not a  
747 career service position under Section 550 of the charter. Exempt employees serve at the  
748 pleasure of the appointing authority.

749 CC. "Exempt position" means any position excluded as a career service position  
750 by Section 550 of the charter. Exempt positions are positions to which appointments may  
751 be made directly without a competitive hiring process.

752 DD. "Full-time regular employee" means an employee employed in a full-time  
753 regular position and, for full-time career service positions, is not serving a probationary  
754 period.

755 EE. "Full-time regular position" means a regular position that has an established

756 work schedule of not less than thirty-five hours per week in those work units in which a  
757 thirty-five hour week is standard, or of not less than forty hours per week in those work  
758 units in which a forty-hour week is standard.

759 FF. "Furlough day" means a day for which an employee shall perform no work  
760 and shall receive no pay due to an emergency budget crisis necessitating emergency  
761 budget furloughs.

762 GG. "Furloughed employee" means an employee who is placed in a temporary  
763 status without duties and without pay due to a financial emergency necessitating budget  
764 reductions.

765 HH. "Grievance" means an issue raised by an employee relating to the  
766 interpretation of rights, benefits, or condition of employment as contained in either the  
767 administrative rules or procedures, or both, for the career service.

768 II. "Immediate family" means spouse, child, parent, son-in-law, daughter-in-law,  
769 grandparent, grandchild, sibling, domestic partner and the child, parent, sibling,  
770 grandparent or grandchild of the spouse or domestic partner.

771 JJ. "Incentive increase" means an increase to an employee's base salary within the  
772 assigned pay range, based on demonstrated performance.

773 KK. "Insured benefits" means those insurance benefits described in and subject  
774 to this chapter, including medical, dental, life, disability and vision benefits.

775 LL. "Integrated work setting" means a work setting in which the majority of  
776 people employed are individuals without disabilities and wages are paid at minimum  
777 wage or better.

778 MM. "King County family and medical leave" means a leave of absence taken

779 under K.C.C. 3.12.221.

780 NN. "Life-giving and life-saving procedures" means a medically-supervised  
781 procedure involving the testing, sampling, or donation of blood, organs, fluids, tissues  
782 and other human body components for the purposes of donation without compensation to  
783 a person for a medically necessary treatment.

784 OO. (~~"Manager" means the manager of the human resources management~~  
785 ~~division or its successor agency.~~

786 PP.) "Marital status" means the presence or absence of a marital relationship and  
787 includes the status of married, separated, divorced, engaged, widowed, single or  
788 cohabiting.

789 ((QQ)) PP. "Part-time employee" means an employee employed in a part-time  
790 position. Under Section 550 of the charter, part-time employees are not members of the  
791 career service.

792 ((RR)) QQ. "Part-time position" means an other than a regular position in which  
793 the part-time employee is employed less than half time, that is less than nine hundred ten  
794 hours in a calendar year in a work unit in which a thirty-five hour work week is standard  
795 or less than one thousand forty hours in a calendar year in a work unit in which a forty-  
796 hour work week is standard, except as provided elsewhere in this chapter. Where the  
797 standard work week falls between thirty-five and forty hours, the ((manager)) director, in  
798 consultation with the department, is responsible for determining what hour threshold will  
799 apply. Part-time position excludes administrative intern.

800 ((SS)) RR. "Part-time regular employee" means an employee employed in a part-  
801 time regular position and, for part-time career service positions, is not serving a

802 probationary period. Under Section 550 of the charter, such part-time regular employees  
803 are members of the career service.

804 ~~((TT.))~~ SS. "Part-time regular position" means a regular position in which the  
805 part-time regular employee is employed for at least nine hundred ten hours but less than a  
806 full-time basis in a calendar year in a work unit in which a thirty-five hour work week is  
807 standard or for at least one thousand forty hours but less than a full-time basis in a  
808 calendar year in a work unit in which a forty-hour work week is standard. Where the  
809 standard work week falls between thirty-five and forty hours, the ~~((manager))~~ director, in  
810 consultation with the department, is responsible for determining what hour threshold will  
811 apply.

812 ~~((UU.))~~ TT. "Pay plan" means a systematic schedule of numbered pay ranges  
813 with minimum, maximum and intermediate steps for each pay range, a schedule of  
814 assignment of each classification to a numbered pay range and rules for administration.

815 ~~((VV.))~~ UU. "Pay range" means one or more pay rates representing the  
816 minimum, maximum and intermediate steps assigned to a classification.

817 ~~((WW.))~~ VV. "Pay range adjustment" means the adjustment of the numbered pay  
818 range of a classification to another numbered pay range in the schedule based on a  
819 classification change, competitive pay data or other significant factors.

820 ~~((XX.))~~ WW. "Personnel guidelines" means only those operational procedures  
821 promulgated by the ~~((manager))~~ director necessary to implement personnel policies or  
822 requirements previously stipulated by ordinance or the charter. Such personnel  
823 guidelines shall be applicable only to employees assigned to executive departments and  
824 administrative agencies.

825            ~~((YY.))~~ XX. "Position" means a group of current duties and responsibilities  
826 assigned by competent authority requiring the employment of one person.

827            ~~((ZZ.))~~ YY. "Probationary employee" means an employee serving a probationary  
828 period in a regular career service. Probationary employees are temporary employees and  
829 excluded from career service under Section 550 of the charter.

830            ~~((AAA.))~~ ZZ. "Probationary period" means a period of time, as determined by the  
831 director, for assessing whether an individual is qualified for a career service position to  
832 which the employee has been newly appointed or has moved from another position,  
833 whether through promotion, demotion or transfer, except as provided in K.C.C. 3.12.100.

834            ~~((BBB.))~~ AAA. "Probationary period salary increase" means a within-range  
835 salary increase from one step to the next highest step upon satisfactory completion of the  
836 probationary period.

837            ~~((CCC.))~~ BBB. "Promotion" means the movement of an employee to a position  
838 in a classification having a higher maximum salary.

839            ~~((DDD.))~~ CCC. "Provisional appointment" means an appointment made in the  
840 absence of a list of candidates certified as qualified by the ~~((manager))~~ director. Only the  
841 ~~((manager))~~ director may authorize a provisional appointment. An appointment to this  
842 status is limited to six months.

843            ~~((EEE.))~~ DDD. "Provisional employee" means an employee serving by  
844 provisional appointment in a regular career service. Provisional employees are temporary  
845 employees and excluded from career service under Section 550 of the charter.

846            ~~((FFF.))~~ EEE. "Qualifying event" means the birth of the employee's child, the  
847 employee's adoption of a child or the foster-to-adopt placement of a child with the

848 employee.

849           (~~GGG~~) FFF. "Recruiting step" means the first step of the salary range allocated  
850 to a class unless otherwise authorized by the executive.

851           (~~HHH~~) GGG. "Regular position" means a position established in the county  
852 budget and identified within a budgetary unit's authorized full time equivalent (FTE)  
853 level as set out in the budget detail report.

854           (~~HH~~) HHH. "Salary or pay rate" means an individual dollar amount that is one  
855 of the steps in a pay range paid to an employee based on the classification of the position  
856 occupied.

857           (~~JJJ~~) III. "Section" means an agency's budget unit comprised of a particular  
858 project program or line of business as described in the budget detail plan for the previous  
859 fiscal period as attached to the adopted appropriation ordinance or as modified by the  
860 most recent supplemental appropriations ordinance. This definition is not intended to  
861 create an organization structure for any agency.

862           (~~KKK~~) JJJ. "Serious health condition" means an illness or injury, impairment  
863 or physical or mental condition that involves one or more of the following:

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

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

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

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

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

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

879 ~~((LLL))~~ KKK. "Short-term temporary employee" means a temporary employee  
880 who is employed in a short-term temporary position.

881 ~~((MMM))~~ LLL. "Short-term temporary position" means a type of position in  
882 which a temporary employee works less than nine hundred ten hours in a calendar year in  
883 a work unit in which a thirty-five-hour work week is standard or less than one thousand  
884 forty hours in a calendar year in a work unit in which a forty-hour work week is standard.  
885 Where the standard work week falls between thirty-five and forty hours, the ~~((manager))~~  
886 director, in consultation with the department, is responsible for determining what hour  
887 threshold will apply.

888 ~~((NNN))~~ MMM. "Temporary employee" means an employee employed in a  
889 temporary position and in addition, includes an employee serving a probationary period  
890 or under provisional appointment. Under Section 550 of the charter, temporary  
891 employees shall not be members of the career service.

892 ~~((OOO))~~ NNN. "Temporary position" means a position that is not a regular  
893 position as defined in this chapter and excludes administrative intern. Temporary

894 positions include both term-limited temporary and short-term temporary positions  
895 ~~((PPP.))~~ OOO. "Term-limited temporary employee" means a temporary  
896 employee who is employed in a term-limited temporary position. Term-limited  
897 temporary employees are not members of the career service. Term-limited temporary  
898 employees may not be employed in term-limited temporary positions longer than three  
899 years beyond the date of hire, except that for grant-funded projects capital improvement  
900 projects and information systems technology projects the maximum period may be  
901 extended up to five years upon approval of the ~~((manager))~~ director. The ~~((manager))~~  
902 director shall maintain a current list of all term-limited temporary employees by  
903 department.

904 ~~((QQQ.))~~ PPP. "Term-limited temporary position" means a temporary position  
905 with work related to a specific grant, capital improvement project, information systems  
906 technology project or other nonroutine, substantial body of work, for a period greater  
907 than six months. In determining whether a body of work is appropriate for a term-limited  
908 temporary position, the appointing authority will consider the following:

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

912 2. Information systems technology projects: These positions will be needed to  
913 plan and implement new information systems projects for the county. Term-limited  
914 temporary positions may not be used for ongoing maintenance of systems that have been  
915 implemented;

916 3. Capital improvement projects: These positions will involve the management

917 of major capital improvement projects. Term-limited temporary positions may not be  
918 used for ongoing management of buildings or facilities once they have been built;

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

923 5. Seasonal positions: These are positions with work for more than six  
924 consecutive months, half-time or more, with total hours of at least nine hundred ten in a  
925 calendar year in a work unit in which a thirty-five hour work week is standard or at least  
926 one thousand forty hours in a calendar year in a work unit in which a forty hour work  
927 week is standard, that due to the nature of the work have predictable periods of inactivity  
928 exceeding one month. Where the standard work week falls between thirty-five and forty  
929 hours, the ((~~manager~~)) director, in consultation with the department, is responsible for  
930 determining what hour threshold will apply; and

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

934 All appointments to term-limited temporary positions will be made by the  
935 appointing authority in consultation with the ((~~manager~~)) director before the appointment  
936 of term-limited temporary employees.

937 ((~~RRR~~)) QQQ. "Volunteer for the county" means an individual who performs  
938 service for the county for civic, charitable or humanitarian reasons, without promise,  
939 expectation or receipt of compensation from the county for services rendered and who is

940 accepted as a volunteer by the county, except emergency service worker volunteers as  
941 described by chapter 38.52 RCW. A "volunteer for the county" may receive reasonable  
942 reimbursement of expenses or an allowance for expenses actually incurred without losing  
943 status as a volunteer. "Volunteer for the county" includes, but is not limited to, a  
944 volunteer serving as a board member, officer, commission member, volunteer intern or  
945 direct service volunteer.

946 ((SSSS:)) RRR. "Volunteer intern" means volunteers who are either:

947 1. Enrolled during the regular school year in a program of education, internship  
948 or apprenticeship and receiving scholastic credit or scholastic recognition for  
949 participating in the internship; or

950 2. Legal interns who have graduated from law school but have not yet been  
951 admitted to the Washington State Bar Association.

952 ((TTT:)) SSS. "Washington state registered domestic partner" means persons  
953 who have met the requirements for a valid state-registered domestic partnership as  
954 established by RCW 26.60.030 and who have been issued a certificate of state-registered  
955 domestic partnerships by the Secretary of State's office.

956 ((UUU:)) TTT. "Work study student" means a student enrolled or accepted for  
957 enrollment at a post-secondary institution who, according to a system of need analysis  
958 approved by the higher education coordinating board, demonstrates a financial inability,  
959 either parental, familial or personal, to bear the total cost of education for any semester or  
960 quarter.

961 SECTION 8. Ordinance 12014, Section 8, as amended, and K.C.C. 3.12.042 are  
962 each hereby amended to read as follows:

963           A. The county shall offer to those employees who are qualified to receive medical  
964 benefits the opportunity to participate in a qualifying Internal Revenue Code Sections 125  
965 and 129 dependent care assistance program. The ~~((office))~~ department of human resources  
966 ~~((management))~~ shall incorporate the dependent care assistance program in its employee  
967 flexible benefit program.

968           B. The costs of administering the dependent care assistance program shall be fully  
969 borne by the county and existing and future employee benefits shall not be reduced as a  
970 result of the cost of administering the program. Savings in county paid payroll taxes, if any,  
971 resulting from this program shall accrue to the county.

972           C. Non-represented employees who are qualified to receive medical benefits shall  
973 be offered the dependent care assistance program whether or not represented employee  
974 groups choose to participate in the program.

975           SECTION 9. Ordinance 12014, Section 13, as amended, and K.C.C. 3.12.100 are  
976 each hereby amended to read as follows:

977           A. There shall be a probationary period during which time a probationary  
978 employee shall be evaluated by the appointing authority to determine qualification for entry  
979 into the career service. Except as otherwise provided in this section, an individual's  
980 appointment, promotion, demotion or transfer to a career service position is not final unless  
981 the employee successfully completes the probationary period. The probationary period  
982 shall be determined by the director, but shall be not less than six months or more than one  
983 year of actual service, and shall be served by those employees who have been newly hired  
984 or reemployed or have moved from another career service position, whether through  
985 promotion, demotion or transfer except:

986           1. A furloughed employee's probationary period shall not be extended as a result  
987 of a budgetary furlough; and

988           2. A career service employee who transfers to a position within the employee's  
989 same classification, pay range and department or agency shall not be required to serve a  
990 probationary period unless the director of the department of human resources (~~(division)~~) or  
991 its successor or the director's designee makes a written finding, in advance of the transfer,  
992 that the essential functions of the new position are substantially different from those of the  
993 employee's previous position, taking into consideration: the specific duties of the position;  
994 the work setting; the skills, training, and experience needed; the level of available support  
995 and supervision; and any other factors the director or designee deems relevant.

996           B. A probationary employee may be separated from county service at any time  
997 during the probationary period without right of appeal to the personnel board.

998 Notwithstanding any other provisions of this section, an employee who does not  
999 successfully complete the probationary period in a position to which the employee had  
1000 been promoted or transferred may be restored to the employee's former position. Such  
1001 restoration is not mandatory, but is optional at the discretion of the former appointing  
1002 authority within the limits of available authorized positions. Such restoration shall include  
1003 restoration of the employee's former salary and all other benefits to which the employee  
1004 would have been entitled if the promotion or transfer had not occurred.

1005           SECTION 10. Ordinance 12014, Section 18, as amended, and K.C.C. 3.12.180 are  
1006 each hereby amended to read as follows:

1007           A. For purposes of this section:

1008           1. "County work force" means persons employed by King County executive

1009 departments;

1010 2. "Job group" means a grouping of jobs as defined by the United States

1011 Department of Labor;

1012 3. "Labor force availability rate" means the percentage of persons of color or

1013 women with requisite job skills in King County as reported by the United States Census

1014 Bureau;

1015 4. "Persons of color" means persons in each of the following groups: Blacks;

1016 Hispanics; Asian/Pacific Islanders; and Native Americans; and

1017 5. "Placement goal" shall equal the labor force availability rate.

1018 B. The county is an equal opportunity employer and shall carry out federal, state

1019 and local laws and regulations prohibiting discrimination in employment on the basis of

1020 race, color, religion, religious affiliation, creed, national origin, ancestry, sex, sexual

1021 orientation, gender identity or expression, age (except by minimum age and retirement

1022 provisions), marital status, honorably discharged veteran or military status, or the presence

1023 of a sensory, mental or physical disability. Further, it is the intent of the county to ensure

1024 that employment is based on the principle of equal opportunity and that such a principle

1025 shall be implemented in all county personnel-related actions including, but not limited to,

1026 recruitment, hiring, testing, training, promotion, compensation, transfer and all other terms

1027 and conditions of employment in all job classifications.

1028 C. In order to comply with federal contracting requirements and to ensure equal

1029 opportunity for all persons, all county departments shall establish and maintain an

1030 effective equal employment opportunity affirmative action plan, as adopted by the

1031 council by ordinance. Such an equal employment opportunity affirmative action plan

1032 shall promote the objectives of public policy set forth in applicable federal and state laws  
1033 relating to nondiscrimination, equal employment opportunity, affirmative action and civil  
1034 rights. Specifically, the plan shall promote the objectives of the State Law Against  
1035 Discrimination, chapter 49.60 RCW (applicable parts), and provisions of the Washington  
1036 Administrative Code adopted thereunder. As part of the county's equal employment  
1037 opportunity affirmative action plan, the executive shall submit by June 1 of every fourth  
1038 year, commencing with 2018, a proposed ordinance for the approval of an equal  
1039 employment opportunity affirmative action plan pertaining to executive county  
1040 departments and agencies to be approved, or modified, by the council by ordinance, or  
1041 rejected by the council, by January 1 following the plan's submittal to council. The equal  
1042 employment opportunity affirmative action plan shall include:

- 1043 1. Information related to county work force statistics, which shall include:
  - 1044 a. a comparison of labor force availability for women and persons of color to  
1045 the county's actual labor force for women and persons of color as a summary across all  
1046 departments. The plan shall also compare labor force availability for women and persons  
1047 of color to the county's actual labor force for women and persons of color by departments  
1048 and job group. The plan shall also summarize the percentage of total goal setting areas  
1049 which meet or exceed the labor force availability rate;
  - 1050 b. a summary of the county work force by job group and by race and gender;
  - 1051 c. a discussion of the methodology by which the labor force availability and  
1052 county work force data is developed and a listing of the county job classifications that are  
1053 included in each job group;
  - 1054 d. the total number of persons with disabilities in each job group within the

1055 county work force and the total number of persons with disabilities by department  
1056 voluntarily reported by individuals for equal employment opportunity affirmative action  
1057 purposes. The plan shall include the number of positions for which an accommodation is  
1058 currently in effect;

1059 e. the total number and percentage of employees by salary range and by race  
1060 and gender. Salary ranges shall be reported in a manner consistent with the equal  
1061 employment opportunity data reported by the United States Census Bureau. The plan  
1062 shall include data reported by the United States Census bureau on the total number and  
1063 percentage of the labor force working in King County by salary range and by race and  
1064 gender;

1065 f. an analysis by race and gender of the positions filled by promotion during  
1066 the prior plan period. For the purposes of this subsection, "promotions" means those  
1067 instances in which an individual advances in salary level because the individual changed  
1068 to a position with a higher pay range assignment;

1069 g. a summary by year for the prior plan period on executive branch  
1070 discrimination complaints by basis of complaint and complaint status. The summary  
1071 shall also include data by department on the number of complaints filed by complaint  
1072 type and the number of people filing complaints; and

1073 h. historical data on the county work force by race and gender. Historical data  
1074 before 2014 is required only to the extent it is readily available;

1075 2. Placement goals for the plan period. For those job groups within departments  
1076 where the actual number of women and persons of color employed is less than projected  
1077 by labor force availability, a placement goal by race and gender shall be established for

1078 the entire plan period. A placement goal shall equal the labor force availability rate.  
1079 Placement goals are used to measure progress toward achieving equal employment  
1080 opportunity. Placement goals may not be quotas, which must be met, nor do they create  
1081 set-asides for specific groups. Placement goals may not be used to supersede merit  
1082 selection principles. Further, existence of a placement goals does not constitute evidence  
1083 of discrimination. If a placement goal has been established, the plan shall identify the  
1084 labor force availability rate;

1085 3. Implementation plans for departments. Each implementation plan shall:

1086 a. identify the activities proposed each year during the plan period to meet the  
1087 department's placement goals. The plan shall discuss how the proposed activities will  
1088 help the department achieve its placement goals;

1089 b. identify the activities proposed during the plan period by year to recruit,  
1090 retain and promote women and persons of color in the work force; and

1091 c. identify the specific activities during the plan period, by year, that each  
1092 department will undertake to increase its hiring, retention and promotion of persons with  
1093 disabilities; and

1094 4. A summary of the results of the prior equal employment opportunity  
1095 affirmative action plan, which shall include:

1096 a. A description of the progress of each department in completing the activities  
1097 listed in subsection C.3. a. through c. of this section proposed in the previous  
1098 implementation plan. The outcomes of each activity shall be reported. The department  
1099 of human resources (~~((management division))~~) shall provide an evaluation of the  
1100 effectiveness of each department's implementation activities during the plan

1101 period;

1102 b. the status of each placement goal established in the prior equal employment  
1103 opportunity affirmative action plan. For each identified placement goal, the status report  
1104 shall report the:

1105 (1) labor force availability rate;

1106 (2) total number of positions filled for the corresponding job group within a  
1107 department;

1108 (3) of the total number reported under subsection C.4.b.(2) of this section, the  
1109 number of positions that were filled by each race and gender category; and

1110 (4) an actual hiring rate for each race and gender category calculated by  
1111 dividing the number of positions filled by the number of positions filled by each race and  
1112 gender category; and

1113 c. a separate listing of those placement goals for the plan period that were not  
1114 achieved. Placement goals are considered not achieved when the actual hiring rate is less  
1115 than the availability rate for the overall plan period. For each placement goal not  
1116 achieved, the plan shall provide an analysis of why the goals were not met including  
1117 whether the planned implementation activities were completed. Placement goals shall  
1118 only be considered not achieved in those instances in which the total number of hires is  
1119 large enough such that it is statistically reasonable to expect under conditions of equal  
1120 employment opportunity that the number of hires by race and gender will reflect work  
1121 force availability.

1122 D. A progress report on each year's placement goals and implementation plans  
1123 shall be delivered to the council annually on June 1. Eleven copies of the report shall be

1124 filed with the clerk of the council, for distribution to all councilmembers. For each  
1125 category where a placement goal is established, the following shall be reported:

- 1126 1. Labor force availability rates as proposed in the equal employment  
1127 opportunity affirmative action plan by department, job group, race and gender;
- 1128 2. Data by department and job group of the total number of positions filled;
- 1129 3. For each department and job group, the number of positions that were filled  
1130 by each race and gender category;
- 1131 4. For each department and job group, the percentage of positions that were  
1132 filled by each race and gender category;
- 1133 5. A separate listing of placement goals not achieved. Placement goals are  
1134 considered not achieved when the availability rates are greater than the hiring rates.  
1135 Placement goals shall only be considered not achieved in those instances in which the  
1136 total number of hires is large enough such that it is statistically reasonable to expect  
1137 under conditions of equal employment opportunity that the number of hires by race and  
1138 gender will reflect work force availability;
- 1139 6. Beginning in the second year, cumulative data for the plan period for the  
1140 information required under subsection D. 1. through 5. of this section; and
- 1141 7. The status of each activity proposed in each department's implementation  
1142 plan as required by subsection C.3. a. through c. of this section. The progress report shall  
1143 include updates to the implementation plans in order that the plans consist of more than  
1144 repeating the same activities which have previously produced inadequate results.

1145 E. The executive shall submit a proposed ordinance approving a new four-year  
1146 equal employment opportunity affirmative action plan to the council within twelve

1147 months of the publication of the appropriate data from the ten-year United States census.

1148 SECTION 11. Ordinance 18572, Section 1, as amended, and K.C.C. 3.12.184 are

1149 each hereby amended to read as follows:

1150 A. The Ruth Woo emerging leaders fellowship is hereby created. The fellowship  
1151 shall be a paid, full-time, term-limited temporary position and shall be awarded to a  
1152 person who has demonstrated a commitment to public service. Priority in selection will  
1153 be given to economically disadvantaged college graduates from backgrounds that have  
1154 historically lacked equitable access to education, employment, and professional  
1155 development opportunities. There shall be one fellow at a time in county employment,  
1156 who shall serve for a term of one year.

1157 B. The fellow shall be an employee of the department of human resources  
1158 (~~management division~~). The fellow shall be assigned to work in various county  
1159 agencies for periods of three to four months at a time with the written approval of the  
1160 presiding elected official or designee of such agency. The assignments shall include  
1161 periods with the council and with executive branch agencies. While assigned to an  
1162 agency the fellow shall be subject to the administrative supervision of that agency.

1163 C. The Ruth Woo fellow shall have the following responsibilities:

1164 1. Assignments may include following a piece of legislation through the  
1165 legislative process, preparing briefings, correspondence or other documents,  
1166 communicating with constituents and other county departments, assisting in outreach and  
1167 executive branch policy administration;

1168 2. The work in the branches and departments shall include:

1169 a. working on projects related to each branch or department and seeing them to

1170 completion;

1171           b. experiencing buy directly working on how policies are developed and  
1172 implemented and how they relate to the communities served by the county;

1173           c. participating in internship orientations, workshops and policy exercises; and

1174           d. maintaining professional, nonpartisan conduct.

1175           D. Each agency shall reimburse the department of human resources  
1176 ~~((management division))~~ for the cost of the fellow for the period assigned to the agency.

1177           E. Annually, a committee to review applicants for the fellowship shall be formed,  
1178 composed of members appointed by the executive and the chair of the council. The  
1179 committee shall recommend to the department of human resources ~~((management  
1180 division))~~ criteria for the selection of applicants, shall screen, interview and score the  
1181 applicants and shall recommend to the department of human resources ~~((management  
1182 division))~~ appointment of the fellow.

1183           SECTION 12. Ordinance 11149, Sections 1-4, as amended, and K.C.C. 3.12.187  
1184 are each hereby amended to read as follows:

1185           A. ~~((Findings:))~~ The King County council finds as a fact that minorities, women  
1186 and disabled persons are underrepresented in the construction trades. The council also  
1187 finds as a fact that a major reason for the underrepresentation of minorities, women and  
1188 disabled persons in the construction trades is the lack of opportunity for those persons to  
1189 serve apprenticeships in state-approved apprenticeship programs designed to have them  
1190 earn the hours necessary to reach journey-level status. Further, the council finds that the  
1191 traditional methods for persons to find opportunities as apprentices in the construction  
1192 trades serve as a barrier to minorities, women and disabled persons. Therefore, the

1193 council finds that the temporary employment of these individuals as construction trade  
1194 apprentices enrolled in state-approved apprenticeship programs will serve to benefit the  
1195 public by assisting minority, women and disabled persons gain entry to the construction  
1196 trades by their earning a portion of the hours needed to reach the journey level while  
1197 placed with King County.

1198 B. (~~Employment status of apprentices.~~) Notwithstanding any King County  
1199 ordinance to the contrary, persons who are enrolled in state approved apprenticeship  
1200 programs and are employed by King County to earn hours to complete such  
1201 apprenticeship programs, shall be classified as temporary employees. Such person shall  
1202 be entitled to only such rights, working conditions and benefits as are granted by  
1203 ordinance to other temporary employees of King County.

1204 C. (~~Agreement as to status — apprentices.~~) All persons who are enrolled in state  
1205 approved apprenticeship programs and who are employed by King County to earn hours  
1206 towards completing such programs shall, prior to becoming a temporary employee of  
1207 King County, sign a sworn statement, in substantially the same form contained in  
1208 Attachment A to Ordinance 11149 and indicating an understanding as to the temporary  
1209 nature of the employment, the absence of career service rights and entitlements, the right  
1210 of the county to terminate employment at any time without just cause, the absence of  
1211 appeal rights for any action pertaining to appointment, promotion, suspension, discipline,  
1212 reduction in pay or rank, removal and the absence of the right to grieve under any  
1213 collective bargaining agreement, and recognition and understanding that upon  
1214 termination of temporary employment no right exists to any career service or other  
1215 position with King County.

1216 It shall be the responsibility of the ((office)) department of human resources  
1217 ((management)) to retain the originals of such sworn statements.

1218 D. ((Severability.)) If any provision of this section or its application to any  
1219 person or circumstance is held invalid, the remainder of the section or the application of  
1220 the provision to other persons or circumstances is not affected.

1221 SECTION 13. Ordinance 12014, Section 24, as amended, and K.C.C. 3.12.247 are  
1222 each hereby amended to read as follows:

1223 A. The council finds that:

1224 1. The county is committed to affirmative action in hiring and the full  
1225 participation of pregnant county employees in all occupations throughout the county's work  
1226 force.

1227 2. Pregnancy is a normal occurrence.

1228 3. The county has already established maternity and parental leaves for its  
1229 employees.

1230 4. It is desirable to establish a policy to reasonably accommodate pregnant  
1231 county employees in a medically approved limited duty assignment.

1232 B. For the purpose of this section, "employee" means a full-time regular employee  
1233 or a part-time regular employee. Promotional probation may be extended at the discretion  
1234 of the director and after consultation with an employee's appointing authority so an  
1235 employee who utilizes the limited duty provisions of this section has the opportunity to  
1236 perform for the established promotional probationary period.

1237 C.1. It is the policy of the county to recognize that pregnancy is a normal event and  
1238 that provisions shall be made to provide every employee the opportunity to continue to

1239 participate in the work force during and up to three months after the employee's pregnancy.

1240           2. An employee, who upon the advice of the employee's physician, cannot safely  
1241 perform all of the normal duties of the employee's job due to pregnancy and who indicates  
1242 a desire to continue working before taking sick or maternity leave for which the employee  
1243 may otherwise be eligible, shall upon concurrence of the director receive consideration for  
1244 temporary reassignment. The county shall, where reasonably possible, accommodate an  
1245 employee's desire for medically approved continued employment during the employee's  
1246 pregnancy and up to three months thereafter via one or more of the three alternatives listed.  
1247 The first alternative shall have preference, and either assignments or reassignments, or  
1248 both, shall be given within the employee's department where possible. The ~~((office))~~  
1249 department of human resources ~~((management))~~ shall be responsible for coordination of the  
1250 following limited duty alternatives:

- 1251           a. temporary assignment to limited duties within the employee's classification;  
1252           b. temporary reassignment of the employee to a similar classification with equal  
1253 pay for which the employee is qualified;  
1254           c. only if the director concurs that an employee cannot reasonably be  
1255 accommodated by subsection C.2.a. or b. of this section, temporary reassignment of the  
1256 employee can be made to another classification for which the employee is qualified but  
1257 with lesser pay, to be assigned at the pay step closest to that which the employee was  
1258 receiving in the employee's normal job classification.

1259           3. The executive shall determine and facilitate any necessary interfund transfers  
1260 when an employee is temporarily reassigned to another department.

1261           4. Because of the separate and unique retirement system for police, either the

1262 temporary assignment or temporary reassignment, or both, for pregnant police personnel  
1263 shall be provided as in subsection C.2.a. and b. of this section for LEOFF I members. All  
1264 three alternatives listed in subsection C.2. of this section can apply to LEOFF II members.

1265 D.1. Temporary assignments or reassignments, or both, made pursuant to this  
1266 section shall be limited to the period of temporary incapacity caused by pregnancy both  
1267 before childbirth and upon return to work, all prior to the time when released by the  
1268 employee's physician to return to full duty.

1269 2. For the purposes of this section, "temporary incapacity" means the period  
1270 during which because of pregnancy the employee cannot perform all of the employee's  
1271 regular duties but is capable of performing a temporary limited duty assignment provided  
1272 by the county as listed in subsection C. of this section and, for purposes of this policy, in no  
1273 instance shall such a temporary incapacity extend more than three months after termination  
1274 of the pregnancy.

1275 3. Employees shall continue to be eligible for paid accrued vacation and sick  
1276 leave and leave of absence without pay pursuant to the personnel rules during the period of  
1277 temporary incapacity due to pregnancy, pregnancy related conditions, and parenting.

1278 E. The director shall develop procedures to implement this policy, which shall  
1279 include verification of the medical basis for the limited duty request.

1280 F. Should any subsection, paragraph, sentence, clause or phrase of this section be  
1281 declared unconstitutional or invalid for any reason, such decision shall not affect the  
1282 validity of the remaining portions of this chapter.

1283 SECTION 14. Ordinance 12498, Section 1 and 4 through 7, as amended, and  
1284 K.C.C. 3.12.335, are each hereby amended to read as follows:

1285           A. It is the policy of King County to provide opportunities for paid, competitive  
1286 employment for individuals with developmental disabilities, as defined in this chapter, in  
1287 integrated work settings. The executive shall seek the cooperation, assistance and  
1288 participation of all county departments in the successful implementation of this policy.

1289           B. Persons with developmental disabilities as defined in RCW 71A.10.020(5) as  
1290 amended, shall be eligible for supported employment pursuant to this section.

1291           C. The department of human resources (~~((management division))~~) or its successor  
1292 agency, is designated as the lead agency responsible for the management of the supported  
1293 employment program, with the technical supports provided by the developmental  
1294 disabilities division, or its successor agency.

1295           D. The executive is authorized to adopt administrative rules to implement this  
1296 section pursuant to K.C.C. 3.12.350.

1297           SECTION 15. Ordinance 12014, Section 32, as amended, and K.C.C. 3.12.350  
1298 are each hereby amended to read as follows:

1299           A. The (~~((manager))~~) director shall adopt personnel guidelines for the purpose of  
1300 implementing the directives, policies and standards contained in this chapter and in  
1301 Article 5 of the charter.

1302           Such personnel guidelines shall be subject to approval by the executive. Before  
1303 adoption, amendment or repeal of any guideline, the (~~((division))~~) department shall give at  
1304 least forty-five days' notice of its intended action by filing notice with the clerk of the  
1305 council and mailing notice of the intended action to each member of the council, each  
1306 department director and agency head, each collective bargaining unit that has a collective  
1307 bargaining agreement with the county, the chief of staff of the council and the council

1308 policy staff director, or their successors. After adoption of the guideline, the ((division))  
1309 department shall post all guidelines to the Internet.

1310 B. The personnel guidelines shall include, but not be limited to, the following  
1311 subjects:

1312 1. Purpose, objectives and intent;

1313 2. Definitions;

1314 3. Preemployment administration:

1315 a. role of the ((manager)) director and the ((division)) department;

1316 b. recruitment procedures;

1317 c. application procedures;

1318 d. examinations;

1319 e. employment lists;

1320 f. certification;

1321 g. appointment; and

1322 h. process requirements of equal employment opportunity;

1323 4. Postemployment administration:

1324 a. role of the department of human resources ((division));

1325 b. probationary periods;

1326 c. classification system;

1327 d. employee performance evaluation;

1328 e. disciplinary procedures;

1329 f. separation, including reductions in force;

1330 g. employee relations; and

- 1331 h. process requirements of equal employment opportunity;
- 1332 5. Special duty;
- 1333 6. Grievance and appeals procedures:
- 1334 a. role of the department of human resources (~~((division))~~) and other departments,
- 1335 including relationship and processes of the equal employment program;
- 1336 b. role of the (~~((manager))~~) director;
- 1337 c. grievance procedures;
- 1338 d. appeals procedures; and
- 1339 e. role of the personnel board;
- 1340 7. Conditions of employment;
- 1341 8. Employee benefits;
- 1342 9. Procedures for leaves of absence; and
- 1343 10. Procedures for salary and administration.

1344 SECTION 16. Ordinance 16640, Section 3, as amended, and K.C.C. 3.12.400 are

1345 each hereby amended to read as follows:

1346 A. It is the policy of the county to support the endeavors of volunteers for the

1347 county in a manner that benefits the community and is in the best interest of the county, and

1348 provides scope of work direction to its volunteers.

1349 B. Volunteers for the county are expected to act within the scope of assigned

1350 volunteer work responsibilities. Volunteers for the county are authorized agents of the

1351 county only when acting within the scope of their assigned volunteer work responsibilities.

1352 Volunteers for the county are entitled to defense and indemnification as provided in K.C.C.

1353 chapter(~~((s 4.12 and 4.13))~~) 2.21.

1354 C. Volunteers for the county shall be administered as follows:

1355 1. A county employee may be a volunteer for the county only if the service as a  
1356 volunteer for the county is not the same type of services that the employee is employed to  
1357 perform for the county;

1358 2. A volunteer for the county may be asked by an agency to enter into a volunteer  
1359 agreement, waiver or other type of liability mitigation protection agreement;

1360 3. The county retains the sole right to accept, decline or terminate the services of a  
1361 volunteer for the county for any reason. A volunteer for the county is expected to comply  
1362 with all federal, state and local laws and to adhere to all county policies and procedures  
1363 related to workplace conduct and use of county resources, including all those applicable to  
1364 the specific department, division, section and work place that oversees their volunteer  
1365 work. If the volunteer for the county violates any law, county policy or procedure, or any  
1366 workplace expectation, including those related to workplace conduct or the use of county  
1367 resources the county, at its sole discretion, may impose corrective measures upon the  
1368 volunteer for the county. Such corrective measures may include, but not be limited to,  
1369 verbal counseling in an effort to achieve acceptable compliance up to and including  
1370 dismissal the volunteer for the county. Progressive measures are not required and there  
1371 shall be no formal right of appeal for any corrective action taken by the county. The  
1372 services of a volunteer for the county may be terminated at any time by either the volunteer  
1373 for the county or by the county for any reason without cause or notice;

1374 4. The use of county resources and property by a volunteer for the county is  
1375 limited to the conduct appropriately required to deliver the volunteer services within the  
1376 scope of work identified for the volunteer and uses that are available to the general public

1377 as provided in K.C.C. 3.04.020;

1378           5. For each program that uses volunteers for the county, departments shall develop  
1379 a code of conduct. The department shall provide volunteers for the county with a copy of  
1380 the relevant code of conduct or post the code of conduct in an area where volunteers report  
1381 for work. Codes of conduct shall include the principles of behaving with respect toward  
1382 other volunteers for the county, behaving with respect toward members of the public,  
1383 behaving with respect toward county employees and behaving with respect for individuals,  
1384 animals or property that are the focus of the program using volunteers for the county.  
1385 Individuals who violate the code of conduct shall be subject to the corrective measures in  
1386 subsection C.3. of this section; and

1387           6. The departments, in consultation with the ~~((manager))~~ director of the  
1388 department of human resources ~~((division))~~, shall be responsible for the administration of  
1389 volunteer programs and the management of volunteers for the county in accordance with  
1390 the policies and standards established by this chapter.

1391           SECTION 17. Ordinance 12943, Section 14, as amended, and K.C.C. 3.12A.020  
1392 are each hereby amended to read as follows:

1393           The definitions set forth in K.C.C. chapter 3.12 are hereby incorporated in this  
1394 chapter. Words not defined in K.C.C. chapter 3.12 or in this chapter shall have their  
1395 ordinary and usual meanings. In the event of conflict, the specific definitions set forth in  
1396 this chapter shall presumptively, but not conclusively, prevail.

1397           A. "Committee" means the career service review committee, which shall consist  
1398 of:

1399           1. The following three permanent members:

- 1400 a. the county executive or designee;
- 1401 b. the chief officer of the office of budget or successor organizational unit or
- 1402 designee; and
- 1403 c. the ~~((manager))~~ director of the department of human resources ~~((management~~
- 1404 ~~division))~~ or successor organizational unit or designee; and

1405 2. One member representing the department whose body of work or employees

1406 are then under review.

1407 SECTION 18. Ordinance 12014, Section 46, as amended, and K.C.C. 3.14.010 are

1408 each hereby amended to read as follows:

1409 The powers and duties of the sheriff's civil service commission under ~~((C))~~chapter

1410 41.14 RCW are hereby assigned to the ~~((office))~~ department of human resources

1411 ~~((management))~~ except those powers and duties set forth in RCW 41.14.120.

1412 SECTION 19. Ordinance 12014, Section 47, as amended, and K.C.C. 3.14.030 are

1413 each hereby amended to read as follows:

1414 The position of secretary/chief examiner of the sheriff's civil service commission is

1415 hereby abolished as of ~~((the effective date of this chapter))~~ January 1, 1996. Any functions

1416 ~~((which))~~ that have heretofore been performed by ~~((said))~~ the secretary/chief examiner are

1417 hereby assigned to the director of the ~~((office))~~ department of human resources

1418 ~~((management))~~.

1419 SECTION 20. Ordinance 12014, Section 48, as amended, and K.C.C. 3.14.040 are

1420 each hereby amended to read as follows:

1421 A. Rules and regulations for the administration of the sheriff's personnel system

1422 shall be adopted and amended by the county council by ordinance. The director of the

1423 ((~~office~~)) department of human resources ((~~management~~)) is directed to promulgate  
1424 administrative guidelines for the purpose of implementing such rules and regulations and  
1425 the requirements of ((~~C~~))chapter 41.14 RCW.

1426 B. Except to the extent they are inconsistent with the provisions of this chapter,  
1427 the current rules and regulations of the sheriff's civil service commission, which are on  
1428 file with the clerk of the council, are hereby incorporated by this reference and made a  
1429 part hereof and adopted for the administration of the sheriff's personnel system. The  
1430 executive shall review such rules and regulations and report periodically to the council  
1431 proposing such amendments thereto as may be appropriate to bring such rules into  
1432 substantial conformance with general county personnel rules insofar as permitted by  
1433 ((~~C~~))chapter 41.14 RCW.

1434 SECTION 21. Ordinance 12014, Section 51, as amended, and K.C.C. 3.15.025 are  
1435 each hereby amended to read as follows:

1436 A. The ((~~manager~~)) director of the department of human resources ((~~management~~  
1437 ~~division~~)) shall develop and maintain a classification plan for all positions within the career  
1438 service system. The plan shall provide that all positions that are substantially similar as to  
1439 kind, difficulty and responsibility of work are included in the same classification.

1440 B. The classification plan should set forth for each career service classification a  
1441 title, a definition, distinguishing characteristics, representative examples of work and the  
1442 knowledge and skills necessary to perform the work.

1443 C. The ((~~manager~~)) director of the department of human resources ((~~management~~  
1444 ~~division~~)) should, on a continuing three-year cycle, review the classification plan, and may  
1445 add, combine, abolish or revise the specifications or establish new classifications, as

1446 provided in K.C.C. 3.12.040.

1447 D. Whenever reorganization, change in job content or council action causes the  
1448 duties of a position to change, or a position appears to have been incorrectly classified, the  
1449 ~~((manager))~~ director of the department of human resources ~~((management division))~~ may  
1450 reclassify the position to a more appropriate classification.

1451 SECTION 22. Ordinance 12014, Section 52, as amended, and K.C.C. 3.15.030 are  
1452 each hereby amended to read as follows:

1453 A. The director may reclassify any position to an existing or new classification.

1454 B. An employee or a group of employees may request that a position or group of  
1455 positions be reclassified for the following reasons:

1456 1. The employee's position is not assigned to the appropriate classification;

1457 2. A significant or gradual change has occurred in the employee's ongoing duties  
1458 or responsibilities over at least one-year; or

1459 3. A departmental reorganization or council action has caused the duties of the  
1460 position to change.

1461 C. Group reclassifications may be submitted if all of the employees' positions are  
1462 in the same classification in the same section of a division. The director shall evaluate each  
1463 position individually, reserving the right to place individual positions into different  
1464 classifications.

1465 D. An employee is not eligible to submit a reclassification request if:

1466 1. It has been less than twelve months since the date of a previous classification  
1467 determination for the position;

1468 2. The employee is on probation;

1469           3. The employee is on a performance improvement plan; or

1470           4. The employee is asking for a reclassification of a special duty position.

1471           E. When the director reclassifies a position to a higher classification, the pay rate of  
1472 the incumbent employee shall be increased to the first step of the pay range of the new  
1473 classifications or the step that is at least five percent above the former rate of pay,  
1474 whichever is greater.

1475           F. When the director reclassifies a position to a lateral classification, the pay rate of  
1476 the incumbent employee shall remain at the same step of the pay range.

1477           G. When the director reclassifies a position to a lower classification, the pay rate of  
1478 the incumbent employee shall be the highest step in the new pay range that does not exceed  
1479 the employee's current pay rate.

1480           H. A pay increase as a result of a reclassification may not exceed the top step of the  
1481 new pay range, unless the employee's former pay includes above-Step-10 incentive pay. If  
1482 the employee's former pay includes an above-Step-10 incentive pay, the employee's new  
1483 pay is calculated upon the above-Step-10 amount. If the increase from reclassification  
1484 results in pay that is above the top step of the new range, the pay shall be reduced to the top  
1485 step of the new range at the end of the incentive period, unless the employee requalifies for  
1486 an above-Step-10 incentive award.

1487           I. Implementation of a reclassification and any related pay change shall be effective  
1488 at the start of the pay period following receipt of the completed reclassification request  
1489 form at the department of human resources (~~(division or its successor agency)~~), except a  
1490 reclassification to a lower pay grade shall be effective at the start of the pay period at least  
1491 thirty calendar days after notification of the classification determination from the

1492 department of human resources (~~((management division or its successor agency))~~).

1493 J. A reclassified employee shall not serve a probationary period in the new  
1494 classification.

1495 K.1. When an employee's position is reclassified retroactively into a classification  
1496 with a different (~~((FLSA))~~) Fair Labor Standards Act of 1938 status, the change in (~~((FLSA))~~)  
1497 status shall be prospective only.

1498 2. When an employee's position is reclassified from a (~~((FLSA-))~~) Fair Labor  
1499 Standards Act of 1938 exempt classification to (~~((an FLSA))~~) a Fair Labor Standards Act of  
1500 1938 non-exempt classification, the employee will be paid overtime pay from the date of  
1501 the reclassification decision.

1502 3. When an employee's position is reclassified from a (~~((FLSA))~~) Fair Labor  
1503 Standards Act of 1938 non-exempt classification to a (~~((FLSA-))~~) Fair Labor Standards Act  
1504 of 1938 exempt classification, the employee shall receive a cash-out of all accrued  
1505 compensatory time.

1506 SECTION 23. Ordinance 1282, Section 5, as amended, and K.C.C. 3.15.040 are  
1507 each hereby amended to read as follows:

1508 The (~~((manager))~~) director of the department of human resources (~~((management~~  
1509 ~~division))~~) may abolish, amend or create new classifications, except as provided in this  
1510 section. The assignment or reassignment of pay ranges to a classification or classifications  
1511 is subject to K.C.C. 3.15.020. A request for the creation of any classification applicable to  
1512 regular exempt positions, as defined in K.C.C. 3.12.010, or any pay range adjustments for  
1513 classifications exceeding Range 54 or movements of four or more pay ranges for an  
1514 existing classification or any pay range adjustment affecting two or more classifications in

1515 a classification series, shall be filed with the clerk of the council for distribution to the chair  
1516 of the labor, operations and technology committee, or its successor committee, and  
1517 confirmed by the committee before implementation.

1518 SECTION 24. Ordinance 14233, Section 5, and K.C.C. 3.15.120 are each hereby  
1519 amended to read as follows:

1520 A.1. New county employees shall start at the first step of the pay range. If  
1521 necessary for recruitment, however, a department director may authorize an offer of a  
1522 higher pay step.

1523 2. At least one of the following criteria must be met to hire an employee above  
1524 the first step:

1525 a. The candidate's education and experience are significantly above the  
1526 minimum requirements for the position;

1527 b. The candidate has an especially desirable skill, talent, knowledge or ability;

1528 c. The candidate has a current salary that is above the first step of the of the  
1529 salary range; or

1530 d. The candidate has a competing written, formal offer of employment that is  
1531 above the first step of the salary range.

1532 3. If a department director determines it is necessary to hire an employee above  
1533 the first step, a copy of the appointment letter, together with a statement of the reason for  
1534 hiring the employee above the first step, must be provided to the ~~((manager))~~ director of  
1535 the department of human resources ~~((management division))~~ at the time of hire.

1536 B. The ~~((county administrative officer))~~ director of the department of human  
1537 resources may approve the hiring of an employee above Step 5. In such cases, the

1538 ~~((county administrative officer))~~ director of the department of human resources must  
1539 issue prior written approval to the department director and send a copy of the written  
1540 notification to the executive.

1541 SECTION 25. Ordinance 14233, Section 7, as amended, and K.C.C. 3.15.140 are  
1542 each hereby amended to read as follows:

1543 A.1. A department director and, when required, the director of the department of  
1544 human resources (~~((management division or its successor agency))~~) may assign an  
1545 employee in a regular position to an existing higher-level classification for a limited term  
1546 when the higher-level duties and responsibilities comprise the majority of the work  
1547 performed for a minimum of thirty calendar days.

1548 2. Temporary employees, including term-limited temporary employee, are not  
1549 eligible for special duty assignments.

1550 B. Depending upon the type of special duty assignments needed for business  
1551 operations, special duty assignments may be made for up to a maximum of five years.

1552 1. Assignments may be approved for up to a term of twelve months if  
1553 authorized in advance by the department director to backfill for a vacant regular position,  
1554 or to provide additional staffing needed:

1555 a. due to work that exceeds either the volume or complexity, or both, than  
1556 what is routinely expected, but the work is of a limited duration;

1557 b. due to work that is unanticipated due to unique circumstances that are not  
1558 expected to reoccur; or

1559 c. to either develop or implement, or both, a new function, system or proposal.

1560 2. Assignments may be approved for up to a term of up to three years if

1561 authorized in advance by the director to perform a significant or substantial body of  
1562 work, such as a (~~non-routine~~) nonroutine project or work related to the initiation or  
1563 cessation of a county function, project or department.

1564 3. Assignments may be approved for up to a term of five years if authorized in  
1565 advance in writing by the director:

1566 a. to backfill a regular position, when:

1567 (1) an employee is absent because of an extended leave of absence for a  
1568 medical reason;

1569 (2) an employee is absent because of military service; or

1570 (3) an employee is absent because of a special duty or another assignment; and

1571 b. to staff or backfill staff on a clearly defined grant-funded, capital  
1572 improvement(~~(s)~~) or information systems technology project.

1573 4. A special duty backfill assignment may not exceed the term of the incumbent  
1574 employee's absence.

1575 5. Special duty assignments to salaried classifications shall be made in full-  
1576 week increments, from Saturday through Friday.

1577 6. An employee's special duty assignment shall end when management  
1578 becomes aware that the employee's absence will exceed thirty calendar days or at the  
1579 conclusion of a thirty-day absence, whichever occurs first.

1580 C. A special duty assignment must be made in writing to the employee before the  
1581 beginning of the assignment. The written notice must provide the classification title and  
1582 description and must list the specific duties that the employee is to perform and the  
1583 duration of the assignment. The written notice must also include a statement that the

1584 assignment does not confer on the employee any new privilege, right of appeal, right of  
1585 position, transfer, demotion, promotion or reinstatement. A special duty assignment may  
1586 be revoked at any time at the discretion of the appointing authority. Special duty pay  
1587 may not be assigned retroactively.

1588           D. The special duty increase shall be to the first step of the pay range of the  
1589 higher-level job classification or a flat five percent above the base rate of pay, whichever  
1590 is greater.

1591           E. If the employee was receiving above-Step-10 incentive pay, the pay for the  
1592 special duty assignment is calculated using the incentive pay and may result in incentive  
1593 pay while in the special duty assignment.

1594           F. While on special duty assignment, the employee shall continue to be eligible  
1595 for step increases in the employee's regular position. If the employee is at Step-10 in the  
1596 employee's regular position, the employee shall be eligible for step increases in the  
1597 special duty classification.

1598           G. Any accrued compensatory time shall be cashed out before an hourly  
1599 employee begins a salaried special duty assignment, and before an employee is an hourly  
1600 special duty assignment returns to a salaried regular position.

1601           H. When the special duty assignment is completed, the employee's pay shall  
1602 revert to the pay rate the employee would have received if the employee had not been  
1603 assigned to special duty.

1604           I. Special duty pay shall not be considered part of an employee's base pay rate for  
1605 purposes of placement within a salary range as a result of promotion or reclassification,  
1606 for purposes of cashing out vacation or sick leave or when making vacation or sick leave

1607 donations.

1608 J. When the special duty assignment is hourly, the employee's special duty pay  
1609 will be used for the computation of overtime and compensatory time.

1610 K. If the special duty position is converted to a regular position and the employee  
1611 who served in the special duty position is hired into the regular position, the time served  
1612 in the special duty position will count toward any required probationary period. If the  
1613 time served in the special duty position was longer than the required probationary period,  
1614 the employee's probationary period shall be considered served.

1615 L. The executive shall notify the council each year in writing of the total number  
1616 of county employees on special duty assignment by department. The executive shall file  
1617 a paper original and electronic copy of each memorandum with the clerk of the council,  
1618 who shall retain the original and provide an electronic copy to all councilmembers and  
1619 the lead staff for the government accountability and oversight committee or its successor.

1620 SECTION 26. Ordinance 14287, Section 5, as amended, and K.C.C. 3.16.055 are  
1621 each hereby amended to read as follows:

1622 A.1. A bargaining representative may at any time during negotiations forward to  
1623 the ~~((manager))~~ director of the department of human resources ~~((management division))~~, or  
1624 its successor, a written complaint that the collective bargaining process is not being  
1625 conducted in a timely manner or is not being conducted in a manner consistent with good  
1626 faith bargaining. The ~~((manager))~~ director shall, within fifteen calendar days, respond in  
1627 writing to the complaint and propose such remedies as may address the complaint.

1628 2. If the bargaining representative is not satisfied with the written response of the  
1629 ~~((manager))~~ director, or if a written response to the complaint is not received within fifteen

1630 calendar days, the bargaining representative may forward the written complaint to the King  
1631 County executive, as the bargaining agent, who shall, within fifteen calendar days, respond  
1632 to it in writing and propose such remedies as may address the complaint.

1633           3. If the bargaining representative is not satisfied with the written response of the  
1634 bargaining agent, or if a written response is not received from the bargaining agent within  
1635 fifteen calendar days, the bargaining representative may request that the written complaint  
1636 be forwarded to the implementation committee.

1637           4. If the bargaining agent receives a written request to have the complaint  
1638 forwarded to the implementation committee, including an explanation of reasons for the  
1639 request, the bargaining agent shall forward the request, together with the bargaining  
1640 agent's written response, to the implementation committee within five calendar days from  
1641 the receipt of the request. These materials or any discussion thereof shall remain  
1642 confidential to the extent allowed by law.

1643           5. The implementation committee may request that the bargaining agent meet  
1644 with the implementation committee for the purpose of reviewing the status of negotiations  
1645 with regard to the principles contained in this chapter and the overall policy direction  
1646 established by the policy committee, but the implementation committee shall take no  
1647 action that would interfere with the lawful role of the bargaining agent.

1648           B. By June 30 of each year, the prosecuting attorney, in conjunction with  
1649 bargaining agent, shall report to the implementation committee on all pending unfair labor  
1650 practice charges and all pending arbitration involving represented employees.

1651           C. By June 30 of each year, or, in the case of agreements expiring other than  
1652 December 31, at least ninety days before the commencement of negotiations, in

1653 preparation for collective bargaining the bargaining agent shall report to the  
1654 implementation committee the agreements expiring that calendar year. The bargaining  
1655 agent shall also generally explain existing policies that, if changed, would further the  
1656 principles and intent established by this chapter. County department management  
1657 concerned with the collective bargaining process, with the advice of other relevant county  
1658 departments, shall assist the bargaining agent in reporting to the implementation  
1659 committee.

1660         D. By June 30 of each year or, for agreements expiring other than December 31, at  
1661 least ninety days before commencing negotiations, the implementation committee shall  
1662 meet with the bargaining agent to review the schedule of collective bargaining agreements  
1663 expiring in that calendar year and the key issues related to the collective bargaining  
1664 process. Methods of consultation with unions, management rights and eliminating the  
1665 causes of employee grievances shall also be considered.

1666         E. Following the establishment of overall policy, and before commencing  
1667 negotiations, the implementation committee shall meet to hear the bargaining agent's  
1668 recommended strategies for implementing adopted policies. The implementation  
1669 committee shall confer with the bargaining agent as it deems necessary to ensure  
1670 compliance with this chapter and good-faith collective bargaining. The bargaining agent's  
1671 strategies shall be generally consistent with the principles contained in this chapter and the  
1672 overall policy direction established by the policy committee.

1673         F. The implementation committee shall meet at least quarterly to review the  
1674 progress of the negotiations but shall not interfere with good-faith collective bargaining.

1675         G. The implementation committee shall review all agreements negotiated between

1676 the bargaining agent and bargaining representatives to ensure compliance with the  
1677 principles contained in this chapter and with the overall policy direction established by the  
1678 policy committee. The implementation committee may recommend to the council adoption  
1679 or rejection of agreements or it may forward agreements to the council for action without  
1680 recommendation.

1681 H. For the purpose of maintaining an effective collective bargaining process, the  
1682 strategies and related information presented by the bargaining agent shall be maintained  
1683 as confidential. The implementation committee shall develop guidelines to assist in  
1684 accomplishing such confidentiality.

1685 SECTION 27. Ordinance 12014, Section 56, as amended, and K.C.C. 3.24.170 are  
1686 each hereby amended to read as follows:

1687 A. Within the executive branch, including the department of judicial  
1688 administration, the ~~((manager))~~ director of the department of human resources  
1689 ~~((management division))~~ may authorize in writing at the written request of the appointing  
1690 authority reimbursement of reasonable and necessary moving expenses for the following  
1691 categories of county employees:

1692 1. Persons whose appointments require council confirmation and who have been  
1693 so confirmed;

1694 2. Persons appointed by the county administrative officer to exempt positions;

1695 3. Persons appointed by the directors of executive departments to exempt  
1696 positions; and

1697 4. Persons hired for positions requiring specialized knowledge, skill or abilities  
1698 that the ~~((manager))~~ director of the department of human resources ~~((management~~

1699 ~~division~~)) has confirmed in writing are not found in the local labor market. However, this  
1700 subsection A.4. may be used no more than four times each calendar year.

1701 B. Within the legislative branch, the department of assessments, the department  
1702 of public safety, the department of elections, the office of the prosecuting attorney,  
1703 district court and superior court, the presiding elected official may authorize, in writing,  
1704 the reasonable and necessary moving expenses of employees appointed within their  
1705 agencies.

1706 C. The forecast council may authorize, in writing, reimbursement of the  
1707 reasonable and necessary moving expenses of the chief economist.

1708 D. Moving expenses may not be reimbursed unless the following conditions are  
1709 met:

- 1710 1. The reimbursement is permitted under subsection A., B. or C. of this section;
- 1711 2. The reimbursement is necessary to obtain the services of the individual whose  
1712 moving expenses are being reimbursed;
- 1713 3. The reimbursement is limited to reasonable and necessary moving expenses,  
1714 which may include the cost of travel directly to the place of new residence following  
1715 appointment;
- 1716 4. The reimbursement to a particular employee does not exceed a total of fifteen  
1717 thousand dollars;
- 1718 5. The reimbursement will not create a need for a supplemental appropriation to  
1719 the department, agency or office in which the individual is employed;
- 1720 6. Before the appointment the appointing authority and the appointee agreed to  
1721 the reimbursement in writing;

1722           7. The written reimbursement agreement provides that if the appointee leaves  
1723 county employment, either voluntarily or involuntarily, less than two years after the  
1724 appointment, the appointee shall repay to the county, within thirty days after leaving  
1725 county employment, the entire amount of the reimbursement; and

1726           8. Reimbursement of specific expenses complies with the other limitations  
1727 contained in this chapter.

1728           E. Moving expenses may not be reimbursed for confidential secretaries or other  
1729 exempt clerical positions.

1730           F. To the extent that reimbursement of moving expenses is permitted under this  
1731 section, the appointing authority may pay the third party provider of moving services  
1732 directly, rather than by reimbursing the employee, subject to any applicable requirements  
1733 concerning the county's purchase of goods and services from third parties.

1734           SECTION 28. Ordinance 12076, Section 14, as amended, and K.C.C.

1735 4A.200.270 are each hereby amended to read as follows:

1736           A. There is hereby created an employee benefits program fund.

1737           B. The fund shall be a first tier fund. It is an internal service fund.

1738           C. The director of the department of (~~executive services~~) human resources shall  
1739 be the manager of the fund.

1740           D. All receipts from rates charged for the fund's services to county agencies shall  
1741 be deposited in the fund.

1742           E.1. The fund shall provide for the receipt of revenues and disbursement of  
1743 expenditures related to the dental, medical, life, and disability insurance claims, and other  
1744 benefit plans of county employees, including the costs of administration. The fund shall

1745 seek to maintain an excess of assets over liabilities for each of the benefit programs  
1746 accounted for by the fund.

1747           2. Premium rates for the fund shall be established such that sufficient revenues  
1748 shall accrue to the fund to pay for the cost of each program's functions and all indirect costs  
1749 allocated to that program, as determined by the fund manager, and such that the cost of the  
1750 program shall be borne by the participants of the program. Such rates shall take into  
1751 consideration, but need not be limited to, the following factors: premium and  
1752 administrative costs for dental, medical, life insurance and other benefit programs; claims  
1753 reimbursement costs; county indirect costs; self-insured loss stabilization reserves; and  
1754 income earned from the investment of available fund balance.

1755           3. The fund manager is hereby authorized to charge each county department and  
1756 agency at the end of each fiscal month a sum of money that represents the number of  
1757 employees of that department and agency covered by an employer-paid benefit plan that  
1758 month times the monthly premium established for that plan. The fund manager is also  
1759 hereby authorized to charge county employees, retired employees and others, at the end of  
1760 each fiscal month, a sum of money that represents the monthly premium established for the  
1761 program for which the person is enrolled.

1762           SECTION 29. Ordinance 12076, Section 15, as amended, and K.C.C. 4A.200.670  
1763 are each hereby amended to read as follows:

1764           A. There is hereby established the self insurance reserve fund, which shall be  
1765 known as the safety and worker's compensation fund.

1766           B. The fund shall be a second tier fund. It is an internal service fund.

1767           C. The director of the department of (~~executive services~~) human resources shall

1768 be the manager of the fund.

1769           D. All receipts from rates charged for the fund's services to county agencies shall  
1770 be deposited in the fund.

1771           E.1. The fund shall be used for the purposes in chapter 51.15 RCW.

1772           2. The fund is intended to collect and disburse moneys to carry out the functions  
1773 of the safety and worker's compensation program, and moneys shall not be attached for  
1774 other purposes, unless that action is expressly approved by the council.

1775           3. Industrial insurance rates shall be established such that sufficient revenues shall  
1776 accrue to the fund to pay for the cost of the program functions and to maintain an excess of  
1777 current and other assets over liabilities, excluding estimated claims settlements. The rates

1778 shall take into consideration, but need not be limited to the following factors: past losses  
1779 for each industrial insurance classification, the number of hours worked in each  
1780 classification, and estimated claims settlements for injury claims.  
1781

Ordinance 18793 was introduced on 7/23/2018 and passed by the Metropolitan King County Council on 9/24/2018, by the following vote:

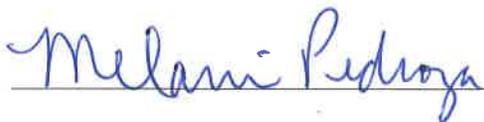
Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,  
Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles  
and Ms. Balducci  
No: 0  
Excused: 0

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



Joseph McDermott, Chair

ATTEST:



Melani Pedroza, Clerk of the Council



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2018 OCT -4 PM 2:19  
CLERK  
KING COUNTY COUNCIL

APPROVED this 3 day of OCTOBER 2018.



Dow Constantine, County Executive

Attachments: None