



Legislation Text

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Clerk 04/21/2010

AN ORDINANCE establishing a biweekly pay period for county officers and employees, in accordance with the Human Resources/Payroll Guiding Policy Statement adopted by the King County council in October 2004 with Motion 11729 and further clarified by Motion 12024, to pay all employees on a common, biweekly pay cycle from a single payroll system; and adding new sections to K.C.C. chapter 3.15.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

NEW SECTION. SECTION 1. There is added to K.C.C. chapter 3.15 a new section to read as follows:

County officers and employees currently paid on a semimonthly pay cycle shall be transitioned to a biweekly pay cycle in one or more groups on or after January 1, 2011. The biweekly payroll process shall provide that county officers and employees receive their compensation not later than thirteen days following the end of each two-week pay period for services rendered during that pay period.

NEW SECTION. SECTION 2. There is hereby added to K.C.C. chapter 3.15 a new section to read as follows:

A. When a county officer or employee's payroll is transitioning from a semimonthly pay cycle to a biweekly pay cycle, the executive is authorized to allow county officers and employees the option to elect to receive a transition payment, as set forth in section 3 of this Ordinance, if they meet the qualifications in subsection B. of this section.

B. County officers and employees who meet the following qualifications, on the date(s) selected by the

county administrative officer are eligible to elect a transition payment. Eligible county officers and employees are those who:

1. Are eligible for leave and insured benefits as provided for in K.C.C. 3.12.040;
2. Are not serving a probationary period;
3. Are in a paid status;
4. Are employed in a position that is scheduled to be funded and filled for approximately one year after

the date or dates selected by the county administrative officer;

5. Have elected to receive the transition payment by the date or dates selected by the county administrative officer; and

6. Have agreed and, if applicable, whose spouse or state registered domestic partner have agreed, in writing, to repay the county for the amount of the transition payment as set forth in section 4 of this Ordinance.

NEW SECTION. SECTION 3. There is hereby added to K.C.C. chapter 3.15 a new section to read as follows:

The amount of the transition payment for an eligible employee shall be equivalent to the dollar amount reached by multiplying the employee's base rate of pay by the number of standard work hours in one work week, not inclusive of overtime. In calculating the transition payment, an employee's base rate of pay excludes any type of premium pay. Excluded premium payments include but are not limited to payments for shift differential, certification, merit, or any other type of additional pay.

NEW SECTION. SECTION 4. There is hereby added to K.C.C. chapter 3.15 a new section to read as follows:

A. Repayment of the transition amount shall be made to the county no later than the end of the fiscal year within which the transition amount was paid. The repayment shall be by deductions from the employee's paychecks in equal installments. If an employee leaves county employment before completion of repayment of the full transition payment amount, the outstanding balance shall be paid in full by the following methods:

1. A deduction from the final paycheck owed to the employee when the employee leaves employment; and if further payment is owed, then by

2. A deduction from any other payment owed to the employee; and if further payment is owed, then by

3. A payment directly to the county by the employee or, if applicable, the employee's spouse or state registered domestic partner.

B. If the deductions or payments under this section do not pay the full outstanding balance, the county reserves the right to refer any unpaid amount to a collection agency or to pursue other legal means for repayment.

SECTION 5. The county administrative officer shall develop procedures and guidelines to carry out this ordinance.