

Title 4

PERSONNEL

Chapter 4.04

PERSONNEL REGULATIONS

Sections:

4.04.030 Definitions.

4.04.150 Examination and selection.

4.04.030 Definitions.

Unless another meaning is clearly indicated from the context, as used in this chapter, the following terms shall mean:

1. "Appointing authority" means a person authorized by ordinance or Charter to employ others on behalf of the city; usually the head of a department.
2. "Assignment" means appointment to one of a number of levels of duties, responsibilities and salaries within one class, except that such level is not a permanent or vested right and is subject to review.
3. "Certification" means a list of names selected from a register and submitted by the Personnel Department to an appointing authority, from which list the authority may appoint to fill a vacancy or replace a temporary employee.
4. "City" means the City of Seattle.
5. "City Council" means the City Council of the City of Seattle.
6. "Class" means any group of positions sufficiently similar that the same title may equitably be applied to all.
7. "Days" means calendar days.
8. "Demotion" means the removal of an employee from a higher to a lower class for cause.
9. "Director" means the Director of the Personnel Department or his/her designated representative.
10. "Employee" means a person employed in a permanent position on a full-time or part-time basis. The term "employee" shall not include part-time workers employed less than twenty hours per week, intermittent, seasonal, temporary or workers employed in limited term positions.
11. "Exempt employee" means one who serves at the discretion of the appointing authority in a position which is exempted by the City Charter or the exemptions ordinance¹ from compliance with this chapter regarding examination and selection, discipline and termination of

I. The Council shall determine, by recorded vote, whether a violation of the provisions of this section has occurred. If not, the complaint shall be dismissed. A written report of Council action setting forth the basis therefor shall be prepared and filed with council records. A copy thereof shall be provided to the complainant and to the person charged with the violation.

J. If the Council determines that an employee has violated the provisions of this section, the employee shall be subject to such disciplinary action as determined appropriate by the Council. In addition to any other penalty herein or otherwise provided by law, a violation shall be cause for suspension, discharge or any such other disciplinary action as may be deemed necessary and proper.

K. If the Council determines that a Council member has violated the provisions of this section, a copy of its written report shall be forwarded to the Mayor of the city, together with all supporting documentation and the recommendation of the Council, if any. In addition to other penalty herein or otherwise provided by law, a violation shall be cause for suspension, removal from office, or other such disciplinary action as may, by the Mayor be deemed necessary and proper. Either the complainant or the council member charged with the violation also may petition the Mayor for review of Council action within fifteen days of Council action. Within thirty days of receipt of a Council report or a petition for review thereof, whichever is later, the Mayor shall complete his review of the record and issue a written decision, including what, if any disciplinary action shall be taken. A copy of the decision shall be provided to the Council, the complainant and the Council member charged with the violation.

(Ord. 109954 § 2(part), 1981.)

3.110.590 Penalty for violation.

Violation of any provisions of Section 3.110.560 or Section 3.110.570 constitutes an infraction for which a monetary fine, not to exceed Five Hundred Dollars (\$500.00), may be assessed by a court of competent jurisdiction. Violation may be proven by a preponderance of evidence and need not be proven beyond a reasonable doubt.

(Ord. 109954 § 2(part), 1981.)

employees, and appeals of personnel actions to the Commission created by this chapter.

12. "Graded examination" means a test for qualifying applicants for placement on a register of those eligible for appointment to a job, in order of their relative merit.

13. "Grievance." A grievance exists when an employee in good faith believes an aspect of his/her employment has been adversely affected and desires remedial action.

14. "Inappropriate pressure" means any suggestion (oral or written communication) to a city employee, the effect of which would either: (a) preclude job advertising and open consideration of qualified applicants, or (b) result in the selection of any employee for reasons other than relative ability, knowledge, and skill.

15. "Interim employee" means an employee appointed to fill a permanent position for which no certification is available. Interim employees shall be exempt from provisions of this chapter except as specifically provided for and shall not be employed for more than one thousand forty hours in a year.

16. "Layoff" means the interruption of employment and suspension of pay of any regular, probationary, or temporary employee because of lack of work, lack of funds, or through reorganization.

17. "Pass-fail examination" means a test for qualifying for placement on a register of those eligible for appointment to a job.

18. "Permanent part-time position" means a position which requires an average of twenty hours or more but less than forty hours of work per week during a year.

19. "Probationary employee" means an employee who has been appointed from a register but who has not completed a one-year period of probationary employment.

20. "Provisional employee" means an employee who, prior to January 1, 1979, was appointed for the purpose of performing work in a position for which no register existed.

21. "Reduction" means the movement of an employee from a higher position to a lower position, not for cause.

22. "Register" means a list of successful examinees for a given position or class from which names may be selected by the Personnel Director for certification and submission to an appointing authority.

23. "Regular employee" means an employee who has been appointed from a register and who

has completed a one-year probationary period of employment.

24. "Reinstatement" means reappointment of a regular employee from a reinstatement register to a position in a class in which regular status was previously held.

25. "Seniority" means the length of continuous service in the employee's present class and all higher classes since original regular appointment to that class.

26. "Suspension" means temporary withdrawal of an employee from employment with or without pay for a specified period for cause pending determination of charges against said employee, which charges could result in discharge.

27. "Temporary worker" means a person who is employed to fill a temporary, emergency or short-term need. Temporary workers shall include persons employed in seasonal or intermittent positions and workers employed less than an average of twenty hours per week during a year. Temporary workers shall be exempt from the provisions of this chapter except as specifically provided for and shall not be employed more than one thousand forty hours in a year.

28. "Termination or discharge" means separation from employment for cause. (Ord. 110302 § 1, 1981; Ord. 107790 § 3, 1978.)

1. Editor's Note: The Exemptions for Civil Service Ordinance is codified in Chapter 4.12 of this Code.

4.04.150 Examination and selection.

A. The Personnel Director shall establish examination procedures by rule.

B. All employees except temporary workers, exempt and interim employees shall be examined prior to appointment.

C. The Personnel Director shall conduct examination to identify applicants who are qualified for employment. The examinations shall be a job-related measurement of relative ability, knowledge, and skills. The examination shall be open to the public and be publicly announced.

D. 1. The Personnel Director shall determine the appropriate form for such examination, which may include, but need not be limited to, written, graded, and pass-fail examinations, resume analysis, oral examination and work sampling.

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examine applicants to an appointing authority, who shall administer a test approved by the Director, and who shall conduct such examination according to personnel rules.

E. The Personnel Director shall promote a flexible system of establishing timely, responsive job registers. When it becomes feasible, the Director shall institute a continuous examination system.

F. Upon receipt of a request from a department for a job certification, the Personnel Director shall give the appointing authority a list of those persons who have been found eligible for appointment, consisting of the top fifteen names or the top twenty-five percent of an eligible register, up to fifty names, whichever number is greater. If the register is from a pass-fail examination, the appointing authority shall be given names of eligibles, chosen from the register in a fair manner as established by rule. The Director shall by rule provide for treatment of like scores.

G. Where a vacancy requires an employee having special traits or skills or availability not common to all members of the same job class, the Director shall forward only the names of those applicants having the desired trait, skill, or availability, up to the number of names which would have been provided from the whole register if special skills certification had not been requested.

H. If no register exists for the particular vacancy, the Personnel Director may send names from a closely related register having in the appointing authority's judgment sufficiently similar job qualifications.

I. If a register contains five or fewer names and if no applicants are acceptable to the appointing authority, the appointing authority may, with the concurrence of the Personnel Director, make a temporary appointment.

J. Final interviews and actual selection of an employee will be conducted by the hiring department according to procedures established by rule by the Personnel Director.

K. The Director may promulgate rules distinguishing various types of temporary employment developed according to the city's needs.

L. The Personnel Director shall make rules regarding the return to the register of those eligible whose names have been removed (for example, by reason of probationary appointment), but who again become eligible for employment.

M. The Mayor, City Councilmembers, and their immediate staff shall not initiate any recommendations regarding candidates for city employment. However, the Mayor, City Councilmembers and their immediate staff may respond to requests for recommendations regarding their direct knowledge of a candidate's ability, knowledge, and skill. No person shall use inappropriate pressure to effect the hiring of any candidate for city employment.

(Ord. 110302 § 2, 1981: Ord. 107790 § 13, 1978.)

Chapter 4.12

EXEMPTIONS FROM CIVIL SERVICE

Sections:

- 4.12.010 Exempt positions designated.
- 4.12.015 Attachment A to Chapter 4.12.

4.12.010 Exempt positions designated.

A. In addition to those positions exempted by Statute or City Charter¹ (elected officers, officers appointed pursuant to Charter, assistant city attorneys, heads of departments, members of boards and commissions established by Charter, members of boards and commissions established by ordinance, and library employees), the positions of city employment listed in subsections A through E of this section, requiring a particularly high degree of professional responsibility and individual accountability, and/or requiring a confidential or fiduciary relationship with the appointing authority, and/or being judicial positions requiring insulation as a third branch of government, are hereby declared to be exempt from compliance with the Personnel Ordinance, the Public Safety Civil Service Ordinance,² and the rules of the Personnel Department and the Public Safety Civil Service Commission regarding examination and selection, discipline and termination, and appeals.

Department

1. All Departments

Position Titles

All Administrator and Director positions listed in Attachment A.

All physicians, surgeons, dentists and interns

Department	Position Titles	Department	Position Titles
	All personal secretaries to heads of departments and directors of executive offices		Chief Engineer - City Light
	All legal advisors and associate legal advisors to departments		Chief Civil Engineer
Administrative Services	Administrative Services Director, Assistant	Civil Service Commission	Chief Electrical Engineer
	City Architect		Power Management Director
	Director of Information Systems	Comptroller	Staff Assistant to the Civil Service Commission
	Operations Director - Administrative Services		Chief Deputy Comptroller
Arts Commission	Special Assistant for the Arts	2. Elections Administrator, Office of	Assistant City Clerk
Board of Ethics	Confidential Secretary	Engineering	Special Assistant - Comptroller
Board of Public Works	Executive Secretary to the Board of Public Works		Elections Administrator
City Light	Community Affairs Coordinator		Engineering Director, Assistant - Utilities
	Environmentalist		Engineering Director, Principal Assistant - Engineering
	Management Planning and Evaluation Director		Engineering Director, Assistant - Management Support
	Marketing and Commercial Activities Director		Engineering Director, Principal Assistant - Operations
	Finance and Accounts Director - City Light		Engineering Director, Principal Assistant - Traffic
	Administrative Services Director - City Light	Executive	All positions in the Office of the Mayor, except clerical positions classified in the Office Assistant and Accounting Support Assistant classes
	Operations Director - City Light		All directors of offices in the Executive Department
	Distribution Director		The highest ranking position in the Citizens Service Bureau
	Assistant Superintendent of City Light		

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 As adopted in 1980
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Department

Hearing Office

Human

3. Law

Legislati

Licenses Affairs

4. Municipa

Department	Position Titles	Department	Position Titles
	Assistant Budget Director - OMB		Probation Counselor
	Administrative Assistant - OMB		Probation Service Director
	Policy Planning Director - OPE	Parks and Recreation	Warrant Server
Hearing Examiner, Office of	All positions in the Office of the Hearing Examiner, except clerical positions classified in the Office Assistant and Accounting Support Assistant classes		Zoo Director
	Human Rights		Project Development Direc- tor
3. Law	Manager II		Operation Director
	All positions in the Law Department, except cler- ical positions classified in the Office Assistant and Accounting Support Assis- tant classes	Planning Commission, Office of the	Aquarium Director
	Law Department Admini- strator	Police	Management Director
Legislative	All positions in the Legis- lative Department, except clerical positions classified in the Office Assistant and Accounting Support Assis- tant classes	5. Public Health	Recreation Programs Direc- tor
	Executive Director, Legis- lative Department		Planning Administrative Officer
Licenses and Consumer Affairs	Assistant Consumer Affairs Director		Police Department Psy- chologist
4. Municipal Courts	Assistant Licenses Director		Administrative Assistant to the Chief
	Bailiff		Administrative Services Di- rector - Public Health
	Magistrate		Chief of Dental Services
	Magistrate, Supervising		Chief of Environmental Health Services
	Ordinance Violations Director		Chief of Nursing Services
	Municipal Court Admini- strator		Chief of Physician Services
			Communicable Disease Control Officer
			Public Health Veterinarian
			Seattle Division Director - Public Health
			County Division Director - Public Health
			Regional Division Direc- tor - Public Health

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Department	Position Titles
	Tuberculosis Control Officer
	Venereal Disease Control Officer
Retirement	Executive Secretary
Seattle Center	Assistant Director, Planning and Program Development
	Assistant Director, Administration and Operations
Treasurer	Assistant City Treasurer
	Investment Officer
Water	Water Management and Engineering Director
	Water Operations Director
	Assistant Superintendent, Management/Planning

1. Editor's Note: The Charter is included at the beginning of the Seattle Municipal Code.
2. Editor's Note: The Personnel Ordinance is codified in Chapter 4.04; the Public Safety Civil Service Ordinance is codified in Chapter 4.08 of this Code.

B. In addition to those positions exempted by statute, City Charter, or other provisions of this chapter, the positions of city employment listed in subsection B1 of this section, required to be filled in a timely manner in accordance with federal hiring procedures for public employment programs, and/or required to fill temporary, emergency, or short-term needs, are hereby declared to be exempt from compliance with the Personnel Ordinance, the Public Safety Civil Service Ordinance,² and the rules of the Personnel Department and the Public Safety Civil Service Commission regarding examination and selection, discipline and termination, and appeals.

Department	Position Titles
1. All Departments	All interim employees
	All temporary workers
	All student interns and work study program students
	All summer youth program enrollees

(Ord. 110329 §§ 1-8, 1981.)

1981 updates to the
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4.12.015 Attachment A to Chapter 4.12.

(NOTE: Attachment A of this ordinance lists each exempted Director title by position number. As long as the position number remains the same, the pay level associated with a particular position (indicated by Roman numeral) may be adjusted by City Council action without the need to amend this ordinance.)

Department	Position Title	Position No.
Personnel	Administrators	
	Administrator	017404
	Administrator	017406
	Administrator	019019
Administrative Services	Administrator	019384
	Directors	
	Director IV	107828
	Director V	011162
	Director V	011164
	Director V	018180
	Director X	018181
	Director XII	010443
	Director XII	010444
	City Light	Director III
Director V		018468
Director V		014147
Director VI		016304
Director VI		013621
Director VIII		013624
Director VIII		017201
Director VIII		012864
Director VIII		015314
Director VIII		015315
Director VIII		015195
Director VIII		012865
Director VIII		012954
Director VIII		018627
Director X		013627
Director XII		013622
Director XII		013623
Director XII	013638	
Community Development	Director VII	011608
	Director VII	011604
	Director VII	011597
	Director VII	011596
Comptroller	Director V	010695
	Director VI	016219
Construction and Land Use	Director VII	019030
	Director VII	019033
	Director VII	019031
	Director VII	019029
	Director VII	019032

Department	Position Title	Position No.
Engineering	Director III	019604
	Director V	008858
	Director V	008474
	Director V	008475
	Director VIII	008021
	Director VIII	008020
	Director VIII	017016
Fire	Director IV	006636
Human Resources	Director III	017085
	Director III	017452
	Director III	017118
	Director III	011374
	Director III	011376
	Director XI	011378
Human Rights	Director II	019396
Legislative	Director IX	010389
	Director IX	010388
Office of Policy and Evaluation	Director VII	010603
Parks and Recreation	Director V	009844
	Director V	009842
	Director VIII	019334
Personnel	Director II	017391
	Director IV	017399
	Director IV	017401
	Director VI	017400
	Director III	005133
Police	Director VI	015610
	Director II	017433
Public Safety Civil Service Commission	Director VII	011961
	Director VII	012120
	Director VIII	011756
	Director XII	011755
	Director XII	011750

(Ord. 110329 Attachment A, 1981.)

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Chapter 4.16

CODE OF ETHICS

Sections:

- 4.16.010 Code of Ethics.
- 4.16.020 Purpose.
- 4.16.030 Definitions.
- 4.16.040 Board of Ethics—Membership.
- 4.16.050 Board of Ethics—Powers and duties.
- 4.16.060 Board of Ethics—Oaths, subpoenas.
- 4.16.070 Prohibited conduct.
- 4.16.080 Statements of economic interests.
- 4.16.090 Complaints, investigations, hearings and enforcement.
- 4.16.100 Penalty for violation.

4.16.110 Severability. The invalidity of any section, subsection, provision, clause, or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of this ordinance or the validity of its application to other persons or circumstances. (Ord. 109950 § 4.16.110, 1981: Ord. 108882 § 11, 1980.)

4.16.010 Code of Ethics.

This chapter shall be known as the "Code of Ethics" and may be cited as such. (Ord. 109950 § 1(part), 1981: Ord. 108882 § 4.16.010, 1980.)

4.16.020 Purpose.

A. The city finds that the proper operation of democratic representative government requires that public officers and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. Accordingly, it is the purpose of this chapter to establish ethical standards of conduct for all officers and employees of the city, whether elected or appointed, paid or unpaid; to set forth those acts that are incompatible with such standards; to require disclosure by such officers and employees of private financial or other interests in matters affecting the city; and to provide effective means for enforcement thereof. This chapter is not to be construed so as to impair the ability of city officers and employees to participate in ceremonial, representational, or informational functions in the pursuit of their official duties.

B. This chapter shall be liberally construed in favor of protecting the public's interest in full disclosure of conflicts of interest and promoting ethical standards of conduct for city officers and employees.

(Ord. 109950 § 1(part), 1981: Ord. 108882 § 4.16.020, 1980.)

4.16.030 Definitions.

As used in this chapter, the following terms shall have the meanings indicated.

A. "Assist" shall have the meaning set forth at RCW 42.18.050.

B. "City agency" means every department, office, board, commission, or committee of the city, or any subdivision thereof, but excludes public corporations and ad hoc advisory committees.

C. "City officer or employee" means every individual elected or appointed to an office or position of employment in any city agency or Board or Commission member, whether such individual is paid or unpaid.

D. "Immediate family" means:

1. A spouse;
2. Any dependent parent, parent-in-law, child or son-in-law or daughter-in-law; or
3. Any parent, parent-in-law, child, son-in-law, daughter-in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of the city officer or employee.

E. "Person" means individual, association, corporation, or other legal entity.

(Ord. 109950 § 1(part), 1981: Ord. 108882 § 4.16.030, 1980.)

4.16.040 Board of Ethics—Membership.

A. There is created a Board of Ethics for the city of Seattle, which shall have the same membership and tenure of office as the Fair Campaign Practices Commission (Ordinance 106653, as amended).¹ The members of the Board of Ethics shall select a chairperson who need not be the same individual as the chairperson of the Fair Campaign Practices Commission. The members of the Board of Ethics shall also elect from among their members a vicechairperson. The vice-chairperson shall act as chairperson in the absence of the chairperson or in the event of a vacancy in that position.

B. Any member of the Board of Ethics may be removed by the appointing authority for neglect of duty or misconduct in office. Misconduct in office includes, but is not limited to,

subverting or attempting to influence the independence and separation of the office of Election Administrator from the Board of Ethics.

C. Four members of the Board shall constitute a quorum for the conduct of all business and proceedings of the Board; provided, that for the conduct of hearings as to any alleged violation of this chapter, five members shall constitute a quorum. Any matter coming before the Board may be decided by majority vote of those members present and voting, provided that the quorum requirements have been met.

D. Meetings of the Board may be called by the chairperson or any four members of the Board. (Ord. 109950 § 1(part), 1981: Ord. 108882 § 4.16.040, 1980.)

1. Editor's Note: The Fair Campaign Practices Ordinance is codified in Chapter 2.04 of this Code.

4.16.050 Board of Ethics—Powers and duties.

The Board of Ethics shall have the following duties and powers:

A. To adopt, amend and rescind rules and regulations to carry out the provisions of this chapter; to govern the conduct of the Board in accordance with the Administrative Code of the city, (Ordinance 102228),¹ to authorize investigations, and hold hearings in accordance with such administrative rules and proceedings as may be adopted by it in furtherance of its purposes;

B. To make expenditures in accordance with the annual budget adopted by the City Council and to utilize the services of the City Attorney as the Board may deem necessary or advisable for assistance in carrying out its duties;

C. To consider questions as to ethical conduct, conflicts of interest, and the application of ethical standards set forth in this chapter, and upon the written request of any city officer or employee, or without such request if in the public interest, to issue its advisory opinion in writing as to any such question;

D. To make recommendations to the City Council for amendments to this chapter and for such other legislation affecting the subject matter of this chapter as the Board may deem necessary or desirable;

E. To provide a continuing program of education, assistance, and information regarding ethical conduct to all city officers and employees.

(Ord. 109950 § 1(part), 1981: Ord. 108882 § 4.16.050, 1980.)

1. Editor's Note: The Administrative Code is codified in Chapter 3.02 of this Code.

4.16.060 Board of Ethics—Oaths, subpoenas.

In the performance of the duties imposed upon the Board and the Elections Administrator by this chapter, the chairperson and in his/her absence the presiding member of such Board shall have the power, and such chairperson or presiding Board member and the Elections Administrator are hereby authorized, to administer oaths and affirmations, examine witnesses, and compel attendance of persons, and production of documents, papers, books, accounts, letters, and records by subpoena. Any person summoned to appear before such Board and give evidence shall have the right to be represented by counsel at his or her own expense.

(Ord. 109950 § 1(part), 1981: Ord. 108882 § 4.16.060, 1980.)

4.16.070 Prohibited conduct.

A. No current city officer or employee shall:
1. Disqualification From Acting On City Business.

a. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the officer's or employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where the conflict occurs;

b. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the officer or employee is required to act in the discharge of his or her official duties, and fail to disqualify himself or herself from acting or participating;

c. Fail to disqualify himself or herself from acting on any transaction which involves the city and any person who is, or at any time within the preceding twelve-month period has been a private client of his or hers, or of his or her firm or partnership;

d. Have a financial or other private interest, direct or indirect, personally or through

a member of his or her immediate family, in any contract or transaction to which the city or any city agency may be a party, and fails to disclose such interest to the appropriate city authority prior to the formation of the contract or the time the city or city agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.

2. Improper Use Of Official Position.

a. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the officer or employee, rather than primarily for the benefit of the city; or to achieve a private gain or an exemption from duty or responsibility for the officer or employee or any other person;

b. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any city funds or city property, for a purpose which is, or to a reasonable person would appear to be, for the private benefit of the officer or employee or any other person or entity; provided, that nothing shall prevent the private use of city property which is available on equal terms to the public generally (such as the use of library books or tennis courts), or the use of city property in accordance with municipal policy for the conduct of official city business (such as the use of a city automobile), if in fact the property is used appropriately;

c. Except in the course of official duties, assist any person in any city transaction where such city officer or employee's assistance is, or to a reasonable person would appear to be, enhanced by that officer or employee's position with the city; provided that this subsection 4.16.079A1c shall not apply to: any officer or employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;

d. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with the city, and influence or attempt to influence the selection of, or the conduct of business with, such business entity by the city.

3. Accept Gifts or Loans.

a. Solicit or receive any retainer, gift, loan, entertainment, favor, or other thing of monetary value from any person or entity where the retainer, gift, loan, entertainment, favor, or other thing of monetary value has been solicited, or received or given or, to a reasonable person, would appear to have been solicited, received or given with intent to give or obtain special consideration or influence as to any action by such officer or employee in his or her official capacity; provided, that nothing shall prohibit contributions which are solicited or received and reported in accordance with applicable law.

4. Disclose Privileged Information.

a. Disclose or use any information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the officer or employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

5. Hold Financial or Beneficial Interest in City Transaction.

a. Regardless of prior disclosure thereof hold or acquire a beneficial interest, direct or indirect, personally or through a member of his or her immediate family, in any contract which, in whole or in part, is, or which may be, made by, through, or under the supervision of such officer or employee or which may be made for the benefit of his or her office; or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person or entity beneficially interested therein, in violation of Chapter 42.23 RCW;

b. Regardless of prior disclosure thereof, be beneficially interested, directly or indirectly, in any contract or transaction which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract or transaction from any other person beneficially interested therein. This subsection shall not apply to the furnishing of electrical, water, other utility services or other services by the city at the same rates and on the same terms as are available to the public generally.

B. No former officer or employee shall, during the period of one year after leaving city office or employment:

1. Disclose or use any information gained by reason of his/her city employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;

2. Assist any person in proceedings involving the agency of the city with which he/she was previously employed, or on a matter in which he or she was officially involved, participated or acted in the course of duty;

3. Represent any person as an advocate in any matter in which the former officer or employee was officially involved while a city officer or employee.

C. The prohibitions of Sections 4.16.070B2 and 4.16.070B3 shall not apply to former employees acting on behalf of a governmental agency unless such assistance or representation is adverse to the interest of the city.

(Ord. 109950 § 1(part), 1981; Ord. 108882 § 14.16.070, 1980.)

4.16.080 Statements of economic interests.

A. Officers and Employees Subject to RCW 42.17.240. Every officer or employee of the city subject to the reporting requirements of RCW 42.17.240 shall file a duplicate copy of the required report with the Board of Ethics at the same time the original report is required to be filed with the Public Disclosure Commission.

B. Officers and Employees Not Subject to RCW 42.17.240.

1. All compensated city officers and employees in executive, professional or administrative positions listed by the Board by rule and all uncompensated officers and employees shall, within two weeks of being appointed or hired, and thereafter annually by April 15th, file with the Board of Ethics a written statement sworn as to its truth and accuracy stating for himself or herself and all members of his or her immediate family for the preceding calendar year:

a. The names and addresses of each person or entity doing business with the agency of the city with which the officer or employee or a member of his/her immediate family has received compensation in any form of a total value of Two Thousand Five Hundred Dollars (\$2,500.00) or more, excluding campaign contributions reported in accordance with applicable law;

b. The names and addresses of each entity doing business with the city in which the

officer or employee or a member of his/her immediate family has a direct financial interest with a value of One Thousand Five Hundred Dollars (\$1,500.00) or more; provided that policies of insurance and amounts on deposit in accounts with banks, savings and loan associations or credit unions shall not constitute a direct financial interest within the meaning of this section; or

c. The names and addresses of each entity doing business with the city in which the officer or employee or a member of his/her immediate family holds a position as officer, director or trustee, and the title of each position held;

d. A list, including legal or other sufficient description as prescribed by the Board, of all real property in the city in which the officer, employee, or member of his/her immediate family holds a direct financial interest or any option to purchase and, if the facilities and properties of the city agency in which the officer or employee holds a position extend beyond the city limits, the list shall include all real property located within the county or counties within which such city agency has property or facilities.

2. With respect to the information required to be filed under Section 4.16.080 A through C, members of boards and commissions serving without compensation are required to file statements disclosing only each person doing business with a city agency over which, or in connection with which, such member's board or commission has responsibility. The list required to be filed under Section 4.16.080B1d is applicable only to members of the Landmarks Preservation Board and the Planning Commission, except that members of special review district boards must file a list described in Section 4.16.080B1d with respect to property within the jurisdiction of the board on which they serve.

3. After hearing, the Board may by order suspend or modify any of the reporting requirements hereunder in a particular case if it finds that literal application of said requirements works a manifestly unreasonable hardship and that such suspension or modification will not frustrate the purposes of this chapter.

(Ord. 109950 § 1(part), 1981; Ord. 108882 § 4.16.080, 1980.)

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4.16.090 Complaints, investigations, hearings, and enforcement.

A. Any person may file a complaint alleging a violation of this chapter. If such complaint is filed by a member of the Board of Ethics, he or she is then disqualified from participating in any proceedings that may arise from the complaint.

B. The complaint shall be in writing and shall be signed by the complainant. The written complaint shall state the nature of the alleged violation(s), the date(s), time and place of each occurrence, and name of the person(s) charged with the violation(s). The complaint shall be filed with the Elections Administrator who shall provide a copy to the person charged with a violation. The complainant shall provide the Administrator with all available documentation or other evidence to demonstrate a reason for believing that a violation has occurred.

C. Within thirty days after receipt of a complaint, the Administrator shall conduct a preliminary investigation; provided, that the Administrator may request that the Board extend the time for the completion of such preliminary investigation, and if the Board determines that such extension is necessary or desirable and would not be prejudicial to the person charged with the violation, the Board shall grant the extension; provided further, that if the Board determines that the preliminary investigation must be completed in less than thirty days in order to avoid prejudice or irreparable harm to the person charged with the violation, the Board shall order the Administrator to complete the preliminary investigation in a shorter period of time, and the Administrator shall comply.

D. If the Administrator determines, after preliminary investigation, that there are no reasonable grounds to believe that a violation has occurred, the Administrator shall dismiss the complaint. If the Administrator does so dismiss the complaint, he or she shall do so in writing, setting forth the facts and the provisions of law upon which the dismissal is based, and shall provide a copy of the written dismissal to the complainant, to the person charged with the violation and to the Board.

E. If, after a preliminary investigation, the Administrator does not dismiss the complaint or ask for additional time to conduct a more extensive investigation, he or she shall refer the complaint to the Board for hearing, unless the

matter is resolved at a prehearing conference between the Administrator and the person charged with the violation, and the prehearing resolution is approved by the Board, all in accordance with applicable rules and regulations.

F. All hearings that are held to determine whether the provisions of this chapter have been violated shall be conducted in conformance with Board rules and regulations except as otherwise provided in this chapter.

G. Within thirty days from the date the Administrator refers a complaint to the Board for hearing, the Board shall hold a hearing and issue a written determination stating whether the chapter has been violated and setting forth the facts and the provisions of law upon which this determination is based. A copy of said determination shall be delivered to the complainant, to the person charged with the violation and, where appropriate, to the person's superior.

H. All hearings hereunder shall be conducted as "contested case" hearings under the Administrative Code of the city (Ordinance 102228).¹

I. If the Board determines that a city officer or employee has violated the provisions of this chapter, the Board may recommend that the officer or employee be subject to disciplinary action. In addition to any other penalty herein or otherwise provided by law, a violation shall be cause for suspension, discharge, or removal from office, or such other disciplinary action as may, by the appropriate city authority, be deemed necessary and proper, and consistent with personnel ordinances and rules. A written report of the disciplinary action taken as a result of the Board recommendation shall be made by the appropriate city authority to the Board within fourteen calendar days after receipt of the Board's recommendation; provided, that this section shall not derogate from employee rights under any collective bargaining agreement or city personnel ordinance, or rules promulgated thereunto. If the appropriate city authority determines that the written report of disciplinary action taken as a result of the Board recommendation required in the section cannot be made to the Board within fourteen calendar days after receipt of the Board's recommendation, because of procedures prescribed under any collective bargaining agreement, personnel ordinance, or rule promulgated thereunto, the appropriate city authority shall so report to the Board within fourteen calendar days after

receipt of the Board's recommendation, stating the date on which the written report of disciplinary action taken will be submitted to the Board. Upon receipt of the written report of the disciplinary action taken, or in the event no report is received, the Board shall review such matter and make such further recommendation as may be appropriate.

(Ord. 109950 § 1(part), 1981; Ord. 108882 § 4.16.090, 1980.)

1. Editor's Note: The Administrative Code is codified in Chapter 3.02 of this Code.

4.16.100 Penalty for violation.

Violation of any provision of Sections 4.16.070 or 4.16.080 of this chapter constitutes an infraction for which a monetary fine, not to exceed Five Hundred Dollars (\$500.00) may be assessed. Violation may be proven by a preponderance of evidence, and need not be proven beyond a reasonable doubt. (Ord. 109950 § 1 (part), 1981; Ord. 108882 § 4.16.100, 1980.)

Chapter 4.20

COMPENSATION AND WORKING CONDITIONS GENERALLY

Sections:

Subchapter I General Compensation Regulations

4.20.225 Testimony at Civil Service Commission hearing—Compensation conditions.

Subchapter I General Compensation Regulations

4.20.225 Testimony at Civil Service Commission hearing—Compensation conditions.

All city employees subpoenaed by the Civil Service Commission to testify at a Commission hearing on behalf of the appellant or the responding department during the employee's regular work hours shall be released by the employing department to testify at the hearing without loss of the compensation otherwise due. Such paid release time shall apply only to cases concerning the suspension, demotion, or discharge of another city employee. If witness expenses are provided by other persons pursuant

to contract or by practice, said sums shall be remitted forthwith to the employing department. Paid release time shall include reasonable travel time to and from the hearing and such time as is required from the employee's arrival at the hearing, as specified in the subpoena, through the time spent giving testimony. In order for the employee to be compensated for appearing as a witness, the Civil Service Commission shall notify the employing department of the subpoena in advance of the hearing and shall schedule testimony with due regard for the impact of the employee's absence from his or her work duties on city business. No compensation shall be made if the hearing takes place when the employee is off duty.

(Ord. 110202 § 1, 1981.)

Chapter 4.32

VACATIONS

Repealed by Ordinance 110195.

Chapter 4.34

VACATIONS

Sections:

- 4.34.010 Annual vacations provided—Exemptions.
- 4.34.020 Vacation time accrual rate—Termination.
- 4.34.030 Vacation allowance for department heads.
- 4.34.040 Fire Department employees' vacation allowance.
- 4.34.050 Rules for annual vacations.

4.34.010 Annual vacations provided—Exemptions.

Annual vacations with pay shall be provided in accordance with the provisions of this chapter, except as otherwise provided in authorized collective bargaining agreements, for regularly appointed full-time and part-time employees, for exempt employees, excluding elected officials and for employees who are appointed to a position for which no register exists at the time of appointment and who work more than one thousand forty hours in such position. (Ord. 110195 § 2 (part), 1981.)

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4.34.020 Vacation time accrual rate—

Termination.

Annual vacation allowances shall be accrued by all such employees except department heads and uniformed Fire Department employees as follows:

A. Annual vacation with pay shall be computed at the rate shown in subsection D below for each hour on regular-pay status as shown on the payroll, but not to exceed eighty hours per pay period, except in the Health Department where such maximum shall be eighty-seven hours per pay period as long as the King County payroll system is utilized by the Health Department for its employees.

B. "Regular pay status" is defined as regular

straight-time hours of work plus paid time off such as vacation time, holiday time off and sick leave.

C. "Service year" is defined as the period of time between an employee's date of hire and the one-year anniversary date of the employee's date of hire or the period of time between any two consecutive anniversaries of the employee's date of hire thereafter.

D. The vacation accrual rate shall be determined in accordance with the rates set forth in Column No. 1. Column No. 2 depicts the corresponding equivalent annual vacation for a regular full-time employee. Column No. 3 depicts the maximum number of vacation hours that can be accrued and accumulated by an employee at any time.

Column No. 1 Accrual Rate		Column No. 2 Equivalent Annual Vacation for Full-Time Employee		Column No. 3 Maximum Vacation Balance	
Hours on Regular Pay Status	Vacation Earned Per Hour	Years of Service	Working Days Per Year	(Hours)	(Hours)
0 through 08320	.0460	0 through 4	12	(96)	192
08321 through 18720	.0577	5 through 9	15	(120)	240
18721 through 29120	.0615	10 through 14	16	(128)	256
29121 through 39520	.0692	15 through 19	18	(144)	288
39521 through 41600	.0769	20	20	(160)	320
41601 through 43680	.0807	21	21	(168)	336
43681 through 45760	.0846	22	22	(176)	352
45761 through 47840	.0885	23	23	(184)	368
47841 through 49920	.0923	24	24	(192)	384
49921 through 52000	.0961	25	25	(200)	400
52001 through 54080	.1000	26	26	(208)	416
54081 through 56160	.1038	27	27	(216)	432
56161 through 58240	.1076	28	28	(224)	448
58241 through 60320	.1115	29	29	(232)	464
60321 and over	.1153	30	30	(240)	480

E. Employees covered by this chapter shall accrue vacation from the date of entering city service and may accumulate vacation to the maximum number of hours shown in 4.34.020 D, Column No. 3, above; provided, however, such accrual will not be credited to the full-time employee until the employee has completed one thousand forty hours on regular-pay status with the city and will not be credited to the part-time employee until the employee has completed one thousand forty hours or six months of service, whichever comes first, on regular-pay status with the city; and provided, further, the

maximum amount of vacation an employee may carry over from his accrual in any one service year on his anniversary date to the next service year is fifty percent of the number of hours shown in 4.34.020 D, Column No. 2, for the employee's level of accrual.

F. Accrual and accumulation of vacation time shall cease at the time an employee's vacation balance reaches the maximum balance allowed and shall not resume until the employee's vacation balance is below the maximum allowed; provided that any employee whose vacation balance on January 1, 1982, exceeds the

maximum allowed may retain an excess balance and accrue additional vacation at the appropriate rate through December 31, 1982, after which date further accrual and the maximum vacation balance shall be in accordance with the provisions of this chapter.

(Ord. 110195 § 2 (part), 1981.)

4.34.030 Vacation allowance for department heads.

For department heads, the annual vacation allowance shall be thirty days in each calendar year. Unused days may not be carried over into subsequent years.

(Ord. 110195 § 2 (part), 1981.)

4.34.040 Fire Department employees' vacation allowance.

For uniformed Fire Department employees, annual vacation allowances shall be as follows:

A. Uniformed Fire Department employees who work an average workweek of 45.7 hours and are working on a twenty-four-hour shift schedule shall accrue vacation allowances as follows:

1 thru 6 years' service	5 shifts	(24-hour shifts)
7 thru 14 years' service	6 shifts	(24-hour shifts)
15 thru 19 years' service	7 shifts	(24-hour shifts)
19 thru 20 years' service	8 shifts	(24-hour shifts)
21 thru 24 years' service	9 shifts	(24-hour shifts)
25 years' service	10 shifts	(24-hour shifts)
26 or more years' service	11 shifts	(24-hour shifts)

Uniform Fire Department employees who work an average workweek of 45.7 hours and are working on a schedule of ten-hour day shifts and fourteen-hour night shifts, shall accrue vacation as follows:

1 to 7 years' service	10 shifts	(12 hours average shift)
7 to 15 years' service	12 shifts	(12 hours average shift)
15 to 20 years' service	14 shifts	(12 hours average shift)
20 to 21 years' service	16 shifts	(12 hours average shift)
21 to 22 years' service	18 shifts	(12 hours average shift)
22 to 23 years' service	18 shifts	(12 hours average shift)
23 to 24 years' service	18 shifts	(12 hours average shift)
24 to 25 years' service	18 shifts	(12 hours average shift)
25 to 26 years' service	20 shifts	(12 hours average shift)
26 years and over	22 shifts	(12 hours average shift)

B. Uniformed Fire Department employees who work an average workweek of less than 45.7 hours shall receive vacation allowances based on service in proportion to the equivalent hours of vacation allowance provided herein for uniformed fire personnel who work an average work week of 45.7 hours.

C. Uniformed Fire Department employees may, following one full calendar year of employment, carry over and/or accumulate two shifts of vacation annually, provided, the number of vacation days carried over and/or accumulated shall not exceed the number of annual vacation days for which such employee is currently eligible.

D. Increased vacation allowance for uniformed Fire Department employees who have seven or more years of service shall accrue on January 1st of the year in which the service requirement is met.

(Ord. 110195 § 2 (part), 1981.)

4.34.050 Rules for annual vacations.

Annual vacations shall be subject to the following rules:

A. Full-time employees, except uniformed Fire Department employees may, with employing department approval, use accumulated vacation with pay after completing one thousand forty hours. Part-time employees may, with employing department approval, use accumulated vacation with pay after completing one thousand forty hours or six months of service on regular pay status.

B. The minimum vacation allowance to be used by an employee shall be one-half day or, at the discretion of the head of the employing department, such lesser amount as may be approved by the department head.

C. The employing department head shall arrange vacation time for employees on such schedules as shall least interfere with the functions of the department.

D. A full-time employee who separates from the payroll after more than one thousand forty hours on regular-pay status shall be paid in a lump sum for any unused vacation balance. A part-time employee who separates from the payroll after more than one thousand forty hours or six months of service on regular-pay status shall be paid in a lump sum for any unused vacation.

E. Upon the death of a full-time employee who has completed one thousand forty hours or more on regular-pay status, or of a part-time employee who has completed one thousand forty hours or six months of service or more on regular-pay status, pay shall be allowed for any unused vacation balance and shall be paid to the employee's beneficiary.

F. Employees must use all accrued vacation prior to beginning an unpaid leave of absence,

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Sections:

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except that where an employee has exhausted his/her sick leave balance, the employing department head may deny the use of vacation to an employee who requests further paid leave for medical reasons.

G. An employee who is elected to an office in the city, appointed as a city department head or transferred from a position in which he or she receives vacation benefits to a position in which he is not entitled to vacation benefits shall be paid in a lump sum for any unused vacation balance upon leaving or transferring from his or her regular position.

H. Upon transfer, the department receiving the employee shall grant any earned vacation due such employee at its expense, subject to the provisions set forth in this chapter.

I. In the event that the city cancels an employee's already scheduled and approved vacation leaving no time to reschedule such vacation before the employee's maximum balance will be reached, the employee's vacation balance will be permitted to exceed the allowable maximum and the employee will continue to accrue vacation for a period of up to three months if such exception is approved by both the department head and the Personnel Director in order to allow rescheduling of the employee's vacation. In such cases the department head shall provide the Personnel Director with the circumstances and reasons leading to the need for such an extension. No extension of this grace period will be allowed.

(Ord. 110195 § 2 (part), 1981.)

Chapter 4.36

CITY EMPLOYEES' RETIREMENT SYSTEM

Sections:

- 4.36.175 Released-matching contributions by Transit Fund.
- 4.36.190 Discontinuance or reentrance of eligible employee.
- 4.36.200 Retirement of a member for service by Board.

4.36.175 Released-matching contributions by Transit Fund.

Released-matching contributions of the Transit Fund in the Employees' Retirement Fund shall be identified in the records of the Employees' Retirement Fund and of the General

Fund as assets of the General Fund, and the City Comptroller and the Board of Administration of the Employees' Retirement System are authorized and directed to make the necessary accounting transactions required to effect such identification.

(Ord. 110257 § 1, 1981.)

4.36.190 Discontinuance or reentrance of eligible employee.

Subject to rules and regulations established by the Board, any member or former member who reenters city service may redeposit in the retirement fund an amount equal to that which he previously withdrew therefrom at the last termination of his membership plus compound interest which would have accumulated on the amount, as determined by the Board, between the last termination of his membership and reinstatement in the system, such redeposit to be paid into the retirement fund. If a member upon reentering the retirement system after a termination of his membership does not make such a redeposit as hereinabove provided, he shall lose credit for prior service and the rate of his contributions for future years shall be at the rate provided for in subsection A of Section 4.36.100. In the event such redeposit is made by a member, his rate of contribution shall be as determined under Section 4.36.110 A, and the city shall reinstate the prior service credit for such member.

Any former employee who prior to March 1, 1977, discontinued city service to accept other public employment and who because of such subsequent public employment was permitted to leave his contributions in the retirement fund and retain membership in the retirement system shall be eligible to receive a retirement allowance as provided in Section 4.36.200 C.

(Ord. 110219 § 1, 1981; Ord. 106272 § 1, 1977; Ord. 104572 § 6, 1975; Ord. 104156 § 3, 1974; Ord. 98122 § 1, 1969; Ord. 78444 § 12, 1949.)

4.36.200 Retirement of a member for service by Board.

Any former employee who prior to March 1, 1977, discontinued his city service to accept other public employment and who, because of such subsequent public employment, was permitted to leave his contributions in the retirement fund, shall be eligible to receive a retirement allowance upon reaching the age of

sixty-five years; provided, that if such former employee completed five years of city service, he shall be eligible to receive a retirement allowance upon reaching the age of sixty-two years, and if such former employee completed ten years of city service, he shall be eligible to receive a retirement allowance upon reaching the age of fifty-seven years; and if such former employee completed twenty years of city service, he shall be eligible to receive a retirement allowance upon reaching the age of fifty-two years. Such person shall file with the Board a written application, stating the date when he wishes the payment of his retirement allowance to commence, at least thirty days prior to said date. He shall thereupon be awarded a retirement allowance as provided for members in Section 4.36.210, and shall be eligible to elect in lieu thereof any of the options provided in Section 4.36.260; provided, that any former employee to whom this subsection is applicable shall not be eligible for the alternative services allowance computation provided in subsections D and E of Section 4.36.210, nor shall he be eligible to receive any disability retirement allowance under Sections 4.36.230, 4.36.240 and 4.36.250, nor shall his estate or his beneficiaries receive the death benefit provided in Section 4.36.320; provided further, that such former employees shall, if and when eligible to receive a retirement allowance as provided in this subsection, be eligible for the alternative allowance computation provided in subsection F of Section 4.36.210, based on his or her age at the time of commencement of payment of such member's retirement allowance, and, in the event any such person dies before commencement of his retirement allowance pursuant to this subsection, the provisions of Section 4.36.270 B shall be applicable to such person's spouse, if named as beneficiary, and if there is no surviving spouse, the provisions of Section 4.36.270 C shall be applicable to such person's child or children under the age of eighteen years, if named as beneficiary.

(Ord. 110219 § 2, 1981; Ord. 107164 § 2, 1978; Ord. 106272 § 2, 1977; Ord. 104382 § 2, 1975; Ord. 104156 § 4, 1974; Ord. 99566 § 3, 1970; Ord. 98122 § 2, 1969; Ord. 84510 § 1, 1955; Ord. 78444 § 13, 1949.)

Chapter 4.72

TRAVEL EXPENSES

Sections:

- Subchapter I City Officers and Employees**
- 4.72.010 Reimbursement for reasonable and necessary expenses.**
- 4.72.020 Claims for reimbursement—Invoices and receipts; retreats.**
- 4.72.070 Disallowed expenses—Exceptions.**
- 4.72.080 Rules and regulations for reimbursement.**
- 4.72.090 Reports.**

Subchapter I City Officers and Employees

4.72.010 Reimbursement for reasonable and necessary expenses.

City officers and employees shall be reimbursed for all reasonable and necessary expenses incurred in the conduct of city business as described below.

A. Expenses involving travel outside the city for period of less than twenty-four hours and not requiring overnight lodging: Reimbursement shall be made for actual expenses for:

1. Registration fees for conventions, seminars and similar events;
2. Transportation to destination and return or mileage in accordance with Ordinance 95751, as amended,¹ provided that reimbursement for mileage shall not exceed the round-trip coach-class air fare of a common carrier;
3. Meals, when travel outside the city is not a routine or normal part of an employee's job, provided that reimbursement shall not exceed the amount established by the City Comptroller by rule as hereafter authorized; and
4. Other reasonably necessary expenses incurred related to the conduct of city business including, but not limited to, writing materials, reading materials and telephone and telegraph communications.

B. Expenses involving travel for periods requiring overnight lodging: Reimbursement shall be made for actual expenses incurred for:

1. Registration fees for conventions, seminars and similar events;
2. Transportation to destination and return or mileage in accordance with Ordinance 95751, as amended,¹ provided that reimbursement for mileage shall not exceed the round-trip coach-class airfare for a common carrier;

3. Automobile rental;
 4. Other local ground transportation;
- and
5. Lodging, provided that the reimbursement shall not exceed the amount established by the City Comptroller by rule as hereafter authorized;
 6. Meals, provided that reimbursement shall not exceed the amount established by the City Comptroller by rule as hereafter authorized; and
 7. Other reasonably necessary expenses incurred related to the conduct of city business including, but not limited to, writing materials, reading materials and telephone and telegraph communications.

C. Expenses within the city not involving travel: Reimbursement shall be made for actual expenses incurred for registration fees for a convention, seminar or similar event. If the sponsor of the event so provides and such registration fee includes as a part of the minimum charge the cost of a meal or meals or if, during the meal or meals, integral parts of the program of such convention, seminar or similar event are conducted, reimbursement shall be made for such meal or meals.

(Ord. 109702 § 1, 1981: Ord. 107447 § 1, 1978: Ord. 106525 § 1, 1977: Ord. 106437 § 1, 1977: Ord. 104601 § 1, 1975: Ord. 101295 § 1, 1972.)

1. Editor's Note: Ordinance 95751 is codified in Sections 4.68.060 through 4.68.090 of this Code.

4.72.020 Claims for reimbursement—Invoices and receipts; retreats.

A. Claims for reimbursement of expenses other than mileage and incidentals shall be accompanied by invoices and/or receipts showing payment of such claimed expenses; provided that the cost of air or railroad travel, and convention, seminar or other registration fees, may be billed directly to the appropriate city department. Invoices and/or receipts showing payment of overnight lodging expenses shall have clearly identified thereon the single-occupancy rate for the accommodations utilized. Invoices and/or receipts shall not be required for food expenses incurred in travel outside the city but such expenses shall be fully itemized. Invoices and/or receipts shall be required for food expenses incurred within the city. Upon written request and explanation

stating sufficient reasons for failure to submit required invoices and/or receipts, the City Comptroller may waive such requirement.

B. Retreats. The expenses of seminars, workshops and similar events, commonly known as "retreats," organized by or contracted for and conducted primarily for the benefit of city officers and employees away from the usual place of employment but not in the personal residence of a city officer or employee may be paid for as departmental expenses upon vouchers approved by department heads without separate claims submitted by individual officers or employees, provided funds have been made available therefor in a department's annual budget or by separate ordinance. In organizing and arranging such events, department heads shall use all reasonable efforts to use available city, state, county, federal or other governmentally owned or controlled facilities.

(Ord. 109702 § 2, 1981: Ord. 106525 § 2, 1977: Ord. 104601 § 2, 1975: Ord. 101295 § 2, 1972.)

4.72.070 Disallowed expenses—Exceptions.

A. No reimbursement shall be authorized or allowed for:

1. Fines, penalties, and/or forfeitures;
2. Tobacco, alcoholic beverages, entertainment, clothing, sundries, gratuities except as hereafter provided, personal telephone calls or telegrams, or other like personal items;
3. Meals or lodging in lieu of other meals and/or lodging the expense of which is included in a convention or other registration fee;
4. First-class travel accommodations unless coach or economy accommodations were not available; provided that upon written request and explanation stating sufficient reasons therefor, the City Comptroller may waive this limitation; and
5. Meals in lieu of other meals or food service provided during periods of travel by a carrier and included in the fare charged;
6. Meals sponsored by business, community or service organizations.

B. Exceptions. Gratuities: Payment for table service at a restaurant, commonly known as a "tip," not to exceed fifteen percent of the restaurant price of the meal, including applicable taxes, is reimbursable as a reasonable and necessary part of the cost of a meal.

(Ord. 109702 § 3, 1981: Ord. 104601 § 6, 1975: Ord. 101295 § 7, 1972.)

4.72.080 Rules and regulations for reimbursement.

The City Comptroller is authorized and within six months of the effective date of the ordinance codified in this chapter shall promulgate rules and regulations, consistent with this chapter¹ and the city's Administrative Code (Chapter 3.02, Seattle Municipal Code; Ordinance 102228, as amended), establishing standards and procedures for effectively carrying out the requirements of this chapter. In establishing reimbursement rates for meals and lodging, the City Comptroller shall be guided by the following principles:

A. Rates of reimbursement for meals and lodging shall be based upon and not exceed the average cost for meals and lodging (single-occupancy) reflected in a national comparative cost index, such as the Runzheimer Meal-Lodging Cost Index, for the city visited by the officer or employee requesting reimbursement; if such indices do not list a particular city or other locale, the City Comptroller shall establish reimbursement rates based upon listings for cities or other locales having comparable cost-of-living rates or other accepted comparative economic indices.

B. If the hotel or other lodging facility serves as the location for a convention, seminar or similar event which is the purpose of the city business, or if the event sponsor arranges lodging at a hotel or other lodging facility for event participants, the allowable reimbursement per diem for lodging shall not exceed the cost of lodging arranged by the sponsors of such event.

C. If notice of city business was not adequate to allow the officer or employee to find lodging at the rate established by the City Comptroller, reimbursement for lodging may exceed such reimbursement amount up to ten percent.

D. When the State Legislature is in session, employees occupying the positions of Intergovernmental Affairs Coordinator and State Legislative Advocate, or successor positions comparable thereto, shall receive, in lieu of reimbursement for meals and lodging in the manner and at the rates provided above, an amount equal to the per diem established for Washington State Legislators pursuant to RCW 44.04.080, as now or hereafter amended or succeeded. No portion of such funds may be used for promotional hosting.

(Ord. 109702 § 3, 1981; Ord. 101295 § 8, 1972.)

1. Editor's Note: Ord. 109702 was passed by the City Council on February 17, 1981.

4.72.090 Reports.

The City Comptroller shall annually prepare and provide to the Mayor and the City Council a report regarding expenditures authorized by this chapter.

(Ord. 109702 § 4, 1981; Ord. 101295 § 9, 1972.)

Title 5

REVENUE, FINANCE AND TAXATION

Subtitle I General Regulations

Chapter 5.16

WARRANTS

Sections:

5.16.030 City Treasurer authorized to establish credit for cashing city warrants.

5.16.030 City Treasurer authorized to establish credit for cashing city warrants.

As authorized by Chapter 156, Laws of 1981, Section 37, with the advice of the Debt Management Policy Advisory Committee, the City Treasurer is authorized to establish a line of credit for the city with any qualified public depository for cashing city warrants, to determine the amount of credit extended, to execute written agreements therefor with either a fixed rate of interest adjusted periodically or a fluctuating rate, and to pay interest and other finance or service charges. The total of all lines of credit with all qualified public depositories shall not exceed Two Million Three Hundred Thousand Dollars (\$2,300,000.00). (Ord. 110305 § 1, 1981.)

Subtitle II Taxes

Chapter 5.40

ADMISSION TAX

Sections:

5.40.020 Tax levied—Exemptions.

5.40.130 Repealed.

5.40.135 Inspection of records and returns.