

Ordinance No. 119000

*me*

The City of Seattle  
Council Bill/Ordinance

Council Bill No. 112144

AN ORDINANCE amending Seattle  
Municipal Code Section 4.04.030  
to add a definition of sabbatical  
leave.

OK

*Patricia*  
*4-0*

CF No. \_\_\_\_\_

5-11-98 Foil  
(Excw)

Date Introduced: <u>4-20-98</u>		
Date 1st Referred: <u>4-20-98</u>	To: (committee) <u>Finance &amp; Budget</u>	
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage: <u>May 11, 1998</u>	Full Council Vote: <u>8-0</u>	
Date Presented to Mayor: <u>May 11, 1998</u>	Date Approved: <u>MAY 12 1998</u>	
Date Returned to City Clerk: <u>MAY 12 1998</u>	Date Published: <u>4/19</u>	T.O. <input type="checkbox"/> F.T. <input checked="" type="checkbox"/>
Date Vetoes by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

This file is complete and ready

85

*Law Department*

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: Choe  
Councilmember

**Committee Action:**

Passed 4-0

*[Handwritten signature]*

5-11-98 Full Council Action Passed 8-0  
(Excused: Podlaskowski)

This file is complete and ready for presentation to Full Council. Committee: \_\_\_\_\_

(Initial/Date)

*Law Department*

Law Dept. Review

OMP  
Review

City Clerk  
Review

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**ORDINANCE** 119000

AN ORDINANCE amending Seattle Municipal Code Section 4.04.030 to add a definition of sabbatical leave.

**BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

**Section 1.** Seattle Municipal Code Section 4.04.030, **Definitions**, Ordinance 107790 as amended, is further amended as follows:

Unless another meaning is clearly indicated from the context, as used in this title:

1. "Actual service" means the number of regular paid hours accumulated by an employee in a class or title.

2. "Appointing authority" means a person authorized by ordinance or Charter to employ others on behalf of the City, usually the head of a department.

3. "City" means The City of Seattle.

4. "City Council" means the City Council of The City of Seattle.

5. "Class" means any group of positions sufficiently similar that the same title may equitably be applied to all.

6. "Class series" means two (2) or more classes which perform similar tasks or work but which differ in degree of responsibility and difficulty.

7. "Days" means calendar days.

8. "Demotion" means the movement of an employee from a higher class to a lower class, for cause.

9. "Director" means the Personnel Director or his/her designated representative.

10. "Discharge" means a separation from employment for cause.

11. "Employee" means a person employed in a position on a full-time or part-time basis.

12. "Employing unit" means any department of the City and, within the Executive Department, any office created by ordinance.

13. "Exempt employee" means one who serves at the discretion of the appointing authority in a position which is exempted by the City Charter or SMC Chapter 4.13 from

1 compliance with this chapter regarding selection, discipline and discharge of employees, and  
2 appeals of personnel actions to the Civil Service Commission.

3 14. "Grant-funded position" means a position funded fifty percent (50%) or more  
4 by a categorical grant to carry out a specific project or goal and all positions funded by  
5 public employment programs. For the purpose of this chapter, the term "categorical grant"  
6 shall not include financial assistance provided to the City in the form of Community  
7 Development Block Grant funds, Urban Development Action Grant funds, General Revenue  
8 Sharing funds, and any funds provided under a statutory entitlement or distributed on the  
9 basis of a fixed formula including but not limited to relative population.

10 15. "Grievance" means a dispute between an employee and his/her supervisor(s)  
11 or employing unit based upon the employee's good faith belief that an aspect of his/her  
12 employment has been adversely affected and desire for remedial action.

13 16. "Hourly employee" means one who is subject to the overtime provisions of  
14 the Fair Labor Standards Act (FLSA).

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

19 18. "Layoff" means the discontinuation of employment and suspension of pay of  
20 any regular or probationary employee because of lack of work, lack of funds, or through  
21 reorganization.

22 19. "Misconduct" means the intentional violation of a standard of conduct  
23 established by statute, ordinance, rule, regulation, policy or directive, or common law, or the  
24 violation of such standard as a result of recklessness or gross negligence.

25 20. "Part-time position" means a position that has been designated as "part-time"  
26 in, and created by, the annual budget or by another ordinance and that requires an average of  
27 twenty (20) hours or more but less than forty (40) hours of work per week during a year.

28 21. "Probationary employee" means an employee who has been appointed to a  
29 position within the classified service but who has not completed a one (1) year period of  
30 probationary employment.

31 22. "Promotion" means any appointment to a higher level classification or  
32 position which occurs subsequent to an employee's initial appointment.

1           23. "Reduction" means the movement of an employee from a higher-paid  
2 position to a lower-paid position, not for cause.

3           24. "Regular employee" means an employee who has been appointed to a  
4 position within the classified service and who has completed a one (1) year probationary  
5 period of employment.

6           25. "Reinstatement" means reappointment of a regular employee from a  
7 reinstatement list to a position in a class in which regular status was previously held.

8           26. (~~"Salaried employee" is one who is exempt from the provisions of the Fair~~  
9 ~~Labor Standards Act (FLSA).)~~ "Sabbatical leave" means an unpaid leave of absence for  
10 which an employee may apply upon completion of seven (7) continuous years of full-time  
11 service, after which leave the employee is entitled to return to the position from which the  
12 leave was granted or to a position in the same employing unit that is substantially similar in  
13 level of duties, responsibilities and compensation.

14           27. (~~"Seniority" means a regular employee's length of continuous service in his~~  
15 ~~or her present class and all higher classes since original regular appointment to that class;~~  
16 ~~including all periods of unpaid leave of absence or suspension that are for less than fifteen~~  
17 ~~(15) days.)~~ "Salaried employee" is one who is exempt from the provisions of the Fair  
18 Labor Standards Act (FLSA).

19           28. (~~"Suspension" means the temporary discontinuation of an employee from~~  
20 ~~employment for a specified period for cause or pending determination of charges against~~  
21 ~~said employee, which charges could result in discharge or demotion.)~~ "Seniority" means a  
22 regular employee's length of continuous service in his or her present class and all higher  
23 classes since original regular appointment to that class, including all periods of unpaid leave  
24 of absence or suspension that are for less than fifteen (15) days.

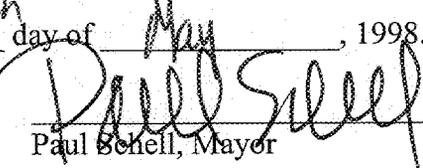
25           29. (~~"Temporary worker" means a person who is employed to fill a temporary,~~  
26 ~~emergency or short term need. The term includes persons employed in seasonal or~~  
27 ~~intermittent positions and workers employed less than an average of twenty (20) hours per~~  
28 ~~week during a year. Except as may be provided by ordinance or labor contract, temporary~~  
29 ~~workers shall be exempt from the provisions of this chapter.)~~ "Suspension" means the  
30 temporary discontinuation of an employee from employment for a specified period for cause  
31 or pending determination of charges against said employee, which charges could result in  
32 discharge or demotion.

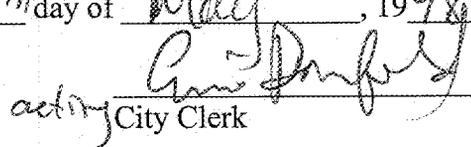
1           30. "Temporary worker" means a person who is employed to fill a temporary,  
2 emergency or short-term need. The term includes persons employed in seasonal or  
3 intermittent positions and workers employed less than an average of twenty (20) hours per  
4 week during a year. Except as may be provided by ordinance or labor contract, temporary  
5 workers shall be exempt from the provisions of this chapter.

6 **Section 2.** This ordinance shall take effect and be in force thirty (30) days from and after its  
7 approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days  
8 after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

9  
10           Passed by the City Council the 11<sup>th</sup> day of May, 1998, and signed by  
11 me in open session in authentication of its passage this 11<sup>th</sup> day of May,  
12 1998.

13  
14   
15 \_\_\_\_\_  
16 President of the City Council

17  
18           Approved by me this 12<sup>th</sup> day of May, 1998.  
19   
20 \_\_\_\_\_  
21 Paul Schell, Mayor

22  
23           Filed by me this 12<sup>th</sup> day of May, 1998.  
24   
25 \_\_\_\_\_  
26 acting City Clerk

(SEAL)



# City of Seattle

Paul Schell, Mayor

## Executive Services Department

Dwight D. Dively, Director

April 2, 1998

### MEMORANDUM

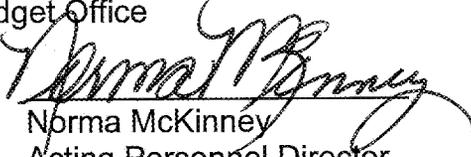
**TO:** The Honorable Sue Donaldson, President  
Seattle City Council

**VIA:** Elaine Marklund, City Budget Office

**FROM:**

  
Dwight Dively, Director

Executive Services Department

  
Norma McKinney  
Acting Personnel Director

**SUBJECT:** Proposed Legislation To Amend SMC 4.04.030, Definitions

The attached council bill proposes to amend Seattle Municipal Code Section 4.04.030, Definitions, by the addition of a definition for "sabbatical leave." This bill is being submitted at the request of Councilmember Martha Choe, as a supplement to an earlier council bill re-establishing the sabbatical leave program.

Your favorable consideration of this council bill is appreciated. Please direct any questions to Kathy Steinmeyer, Senior Personnel Analyst, 684-7921 or to Norma McKinney, Acting Personnel Director, 684-7870.

NM/ks  
Attachment

**C:** The Honorable Martha Choe, Chair  
Finance and Budget Committee  
Civil Service Commission  
Policy Development Unit

*Handwritten notes:*  
4-10-98  
4-10-98

98-084

City of Seattle  
Executive Services Department  
City Budget Office

COPY RECEIVED  
98 APR -7 AM 11:48  
SEATTLE CITY ATTORNEY



Anne Fiske Zuniga, Budget Director  
Dwight Dively, Director, Executive Services  
Paul Schell, Mayor

March 23, 1998

The Honorable Mark Sidran  
City Attorney

Dear Mr. Sidran:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING  
DEPARTMENT: Executive Services Department

SUBJECT: AN ORDINANCE amending Seattle Municipal Code Section 4.04.030 to add a definition of sabbatical leave.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to the City Budget Office. Any specific questions regarding the legislation can be directed to Elaine Marklund at 684-8053.

Sincerely,

Paul Schell  
Mayor

by *Elaine Marklund*

ANNE FISKE-ZUNIGA  
Budget Director

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TIME AND DATE STAMP

**SPONSORSHIP**

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

*Martha Chase*

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**FOR CITY COUNCIL PRESIDENT USE ONLY**

COMMITTEE(S) REFERRED TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRESIDENT'S SIGNATURE

**STATE OF WASHINGTON - KING COUNTY**

93437  
City of Seattle, City Clerk

—ss.

No. **ORDINANCE IN**

**Affidavit of Publication**

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:ORD 119000

was published on

05/26/98

The amount of the fee charged for the foregoing publication is the sum of \$ \_\_\_\_\_, which amount has been paid in full.

*R. Patterson*

Subscribed and sworn to before me on

05/26/98

*McCluney*

Notary Public for the State of Washington,  
residing in Seattle

