

Ordinance No. 118717

Council Bill No. 11860

*Law Department*  
The City of Seattle  
Council Bill/Ordinance

AN ORDINANCE amending Seattle  
Municipal Code Section 4.20.065  
to extend the allowance for an  
initial administrative reassignment.

INDEXED

OK

To Pass  
2-0

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

9/8/97 Full Council

Date Introduced: SEP 2 1997	
Date 1st Referred: SEP 2 1997	To: (committee) Personnel, Organization & Performance Committee
Date Re - Referred:	To: (committee)
Date Re - Referred:	To: (committee)
Date of Final Passage: SEP - 8 1997	Full Council Vote:
Date Presented to Mayor: SEP - 8 1997	Date Approved: SEP 10 1997
Date Returned to City Clerk: SEP 10 1997	Date Published: <i>307</i> T.O. <input type="checkbox"/> F.T. <input checked="" type="checkbox"/>
Date Vetted by Mayor:	Date Veto Published:
Date Passed Over Veto:	Veto Sustained:

This file is complete and ready

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by:

CHONG

Councilmember

Committee Action:

Pass  
2-0

1/8/97 Full Council Action: Pass 6-0

(Excused: Choe, Roland  
Pagelen)

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

(initial/date)



Law Dept. Review

OHP  
Review

City Clerk  
Review

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Indexed

ORDINANCE 118717

AN ORDINANCE amending Seattle Municipal Code Section 4.20.065 to extend the allowance for an initial administrative reassignment.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

**Section 1.** Seattle Municipal Code Section 4.20.065, Ordinance 117427, is hereby amended as follows:

A. ~~((Definition.))~~ "Administrative reassignment" means paid leave status which an appointing authority may ~~((be))~~ authorize~~((d))~~ for any City officer or employee, when such employee is the cause of or subject of, or otherwise significantly affected by an active official investigatory process related to alleged violations of personnel rules, City Ordinances, or state or federal laws and/or regulations. Administrative reassignment shall not be considered discipline.

B. ~~((Purpose. Administrative reassignment as defined in this Section may result in an employee being removed from his/her regular work site for a duration specified by the appointing authority.~~

~~C. Authority.))~~ The appointing authority of each City department or his/her ~~((designee))~~ designated management representative for this purpose shall have the sole authority to make an administrative reassignment of an employee when, and only when, such employee's absence from his or her regular work unit is deemed to be in the best

1 business interest of the department, and there is no other work unit to which  
2 the employee can be assigned. Administrative reassignment may only be  
3 made after the appointing authority determines that it is the only reasonable  
4 course of action available within the department for such employee.

5 ((D.)) C. ((Duration. ))

6 1. Administrative reassignment shall not exceed ((forty  
7 ~~(40))~~) eighty (80) work hours in duration except as provided in subsection 2,  
8 below.

9 2. If the appointing authority determines that extenuating  
10 circumstances require a period of administrative reassignment which  
11 exceeds ((forty ~~(40))~~) eighty (80) work hours in duration, he or she shall  
12 record the circumstances of the investigation necessitating the extraordinary  
13 duration and shall immediately notify the Personnel Director, who may grant  
14 or deny the extension. The Personnel Director shall state in writing the  
15 reasons for his/her concurrence with or denial of the extension. No such  
16 extension shall be granted without prior authorization from the Personnel  
17 Director.

18 E. Administration.

19 1. In each instance where administrative reassignment has  
20 been authorized, the appointing authority shall record the circumstances  
21 and/or business justification necessitating the reassignment. Such  
22

1 documentation shall be immediately forwarded to the Personnel Director for  
2 purposes of assessing and evaluating use patterns. The Personnel Director  
3 shall provide a summary report of the aforementioned documentation to the  
4 City Council on an annual basis.

5 2. Administrative reassignment shall be recorded as  
6 regular hours worked on payroll records.

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

11  
12 PASSED by the City Council of the City of Seattle this 8<sup>th</sup> day of  
13 September, 1997, and signed by me in open session in authentication of  
14 its passage this 8<sup>th</sup> day of September, 1997.

15 Jan Deago  
16 President \_\_\_\_\_ of the City Council

17 Approved by me this 10<sup>th</sup> day of September, 1997.

18 Norman B. Lee  
19 Mayor

20 Filed by me this 10 day of September, 1997.

21 Janith E. Papp  
22 City Clerk

23 (Seal)



# City of Seattle

Norman B. Rice, Mayor  
Executive Services Department  
Dwight D. Dively, Director

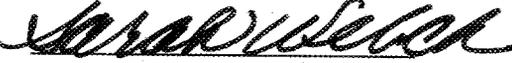
## MEMORANDUM

**DATE:** August 12, 1997

**TO:** The Honorable Jan Drago, President  
Seattle City Council

**VIA:** The Honorable Norman B. Rice, Mayor  
**ATTN.:** Judy Bunnell, Acting OMP Director

**FROM:**   
Dwight Dively  
Executive Services Director

  
Sarah Welch  
Personnel Director

**SUBJECT:** Proposed Legislation To Amend SMC 4.20.065, Administrative Reassignment

The attached council bill is a resubmittal of legislation in which we originally proposed to delegate from the Personnel Director to heads of employing units the authority to approve extensions of administrative reassignment. In consultation with Councilmember Chong, we have revised the council bill to extend the initial allowance of administrative reassignment from 40 to 80 hours, but retain the requirement that the Personnel Director approve any extensions beyond the initial allowance.

Your favorable consideration of this council bill is appreciated. Please direct any questions to Kathy Steinmeyer, Policy Development Unit, 4-7921.

SW/kss  
Attachment

c: The Honorable Charlie Chong  
Personnel, Organization and Performance Committee  
Personnel Division Administrators

Personnel Division, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793  
Tel. (206) 684-7664, TDD: (206) 684-7888, FAX: (206) 684-4157, <http://www.ci.seattle.wa.us>

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# City of Seattle

Norman B. Rice, Mayor

Executive Department - Office of Management and Planning

Judy Bunnell, Director

97-217  
Approved by  
Norman B. Rice  
8/21/97

August 15, 1997

The Honorable Mark Sidran  
City Attorney  
City of Seattle

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 4.20.065 to extend the allowance for an initial administrative reassignment.

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 OMP. Any specific questions regarding the legislation can be directed to Monica Power at 684-8076.

Sincerely,

Norman B. Rice  
Mayor

by

JUDY BUNNELL  
Director

h:\admin\legis\law\trs\power13

Enclosure

Seattle Municipal Building, 600 Fourth Avenue, Seattle, WA 98104-1826

Tel: (206) 684-8080, TDD (206) 684-8118, FAX: (206) 233-0085

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**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:

*Charlie Cheng* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR CITY COUNCIL PRESIDENT USE ONLY**

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

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

# City of Seattle

ORDINANCE 118717

AN ORDINANCE amending Seattle Municipal Code Section 4.20.065 to extend the allowance for an initial administrative reassignment.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Seattle Municipal Code Section 4.20.065, Ordinance 117427, is hereby amended as follows:

A. (( Definition. )) "Administrative reassignment" means paid leave status which an appointing authority may ((be)) authorize((s)) for any City officer or employee, when such employee is the cause of or subject of, or otherwise significantly affected by an active official investigatory process related to alleged violations of personnel rules, City Ordinances, or state or federal laws and/or regulations. Administrative reassignment shall not be considered discipline.

B. (( Purpose. Administrative reassignment as defined in this Section may result in an employee being removed from his/her regular work site for a duration specified by the appointing authority.

C. Authority. )) The appointing authority of each City department of his/her ((designee)) designated management representative for this purpose shall have the sole authority to make an administrative reassignment of an employee when, and only when, such employee's absence from his or her regular work unit is deemed to be in the best business interest of the department, and there is no other work unit to which the employee can be assigned. Administrative reassignment may only be made after the appointing authority determines that it is the only reasonable course of action available within the department for such employee.

((D.)) C. ((Duration.))

1. Administrative reassignment shall not exceed ((forty (40)) eighty (80) work hours in duration except as provided in subsection 2, below.

2. If the appointing authority determines that extenuating circumstances require a period of administrative reassignment which exceeds ((forty (40)) eighty (80) work hours in duration, he or she shall record the circumstances of the investigation necessitating the extraordinary duration and shall immediately notify the Personnel Director, who may grant or deny the extension. The Personnel Director shall state in writing the reasons for his/her concurrence with or denial of the extension. No such extension shall be granted without prior authorization from the Personnel Director.

E. Administration.

1. In each instance where administrative reassignment has been authorized, the appointing authority shall record the circumstances and/or business justification necessitating the reassignment. Such documentation shall be immediately forwarded to the Personnel Director for purposes of assessing and evaluating use patterns. The Personnel Director shall provide a summary report of the aforementioned documentation to the City Council on an annual basis.

2. Administrative reassignment shall be recorded as regular hours worked on payroll records.

Section 2. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.030.

Passed by the City Council of the City of Seattle this 5th day of September, 1997, and signed by me in open session in authentication of its passage this 8th day of September, 1997.

JAN DRAGO  
President of the City Council.  
Approved by me this 10th day of September, 1997.

NORMAN B. RICE,  
Mayor.  
Filed by me this 10th day of September, 1997.

(Seal) JUDITH E. PIPPIN,  
City Clerk.

Publication ordered by JUDITH PIPPIN, City Clerk.

((Boldface denotes deletion))

Date of official publication in Daily Journal of Commerce, Seattle, September 23, 1997. 9/22/97(86858)

## STATE OF WASHINGTON - KING COUNTY

, 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 118717

was published on

09/22/97

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

Subscribed and sworn to before me on

09/22/97

Notary Public for the State of Washington, residing in Seattle