

1 WHEREAS, employers sometimes have a good faith, legitimate basis for not hiring someone
2 with a specific criminal record, but often the hiring standards that employers use bar the
employment of ex-offenders who present no risk in the specific employment setting; and

3 WHEREAS, persons who have paid their debts to society deserve a fair chance at employment;
4 and

5 WHEREAS, the continued unemployment of ex-offenders interferes with their rehabilitation and
6 contributes to criminal recidivism, and thus jeopardizes the safety of the entire
community and increases the cost of the criminal justice system; and

7 WHEREAS, while African Americans are 3.8% of Washington’s population they account for
8 nearly 19% of the state’s prison population and Native Americans who are 1.8% of the
state population are 4.3% of the state’s prison population; and

9 WHEREAS, these examples of large racial disparities in incarceration rates mean that blanket
10 exclusions from employment based on any criminal history may have a disparate impact
11 on racial minorities and damage minority racial communities; and

12 WHEREAS, the City Council believes that reducing adverse employment actions against persons
13 with criminal records will help these persons reenter society and become productive
14 citizens, make the community safer from recidivism and victimization, reduce racial
disparities in criminal justice and community well-being, and reduce the cost of criminal
justice and save tax dollars; and

15 WHEREAS, the state of Massachusetts and other states, the cities of Jacksonville, Florida and
16 Chicago, Illinois and dozens of other municipalities have provided various job
17 application protections for people with arrest or conviction records; and

18 WHEREAS, this ordinance does not and is not intended to conflict with State or federal law, and
19 is a valid exercise of the City’s police power pursuant to Article XI, section 11 of the
Washington State Constitution.

20 NOW, THEREFORE,

21
22 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

23 Section 1. A new Chapter 14.17 of the Seattle Municipal Code is added as follows:

24 **[14.17 The Use of Criminal history in employment decisions](#)**

25 **14.17.010 Definitions**

26 For the purposes of this chapter

27 “Agency” shall mean the Seattle Office for Civil Rights.
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1 “Arrest record” shall mean information indicating that a person has been apprehended,
2 detained, taken into custody, held for investigation, or restrained by a law enforcement agency or
3 military authority due to an accusation or suspicion that the person committed a crime.

4 “City” shall mean the City of Seattle.

5 “Charging party” means a person who files an Agency charge claiming he was aggrieved
6 by an alleged violation of this chapter, ~~or the person on whose behalf such a charge is filed.~~

7 “Commission” means the Seattle Human Rights Commission.

8 “Conviction Record” and “Criminal History Record Information” is meant to be
9 consistent with RCW 10.97 and means information regarding a final criminal adjudication or
10 other criminal disposition adverse to the subject, including a verdict of guilty, a finding of guilty,
11 or a plea of guilty or nolo contendere. A criminal conviction record does not include any prior
12 conviction that has been the subject of an expungement, vacation of conviction, sealing of the
13 court file, pardon, annulment, certificate of rehabilitation, or other equivalent procedure based on
14 a finding of the rehabilitation of the person convicted, or a prior conviction that has been the
15 subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence. It
16 does include convictions for offenses for which the defendant received a deferred or suspended
17 sentence, unless the adverse disposition has been vacated or expunged.

18 “Criminal background check” shall mean requesting or attempting to obtain, directly or
19 through an agent, an individual’s Conviction Record or Criminal History Record Information
20 from the Washington State Patrol or any other source that compiles and maintains such records
21 or information.

22 “Director” means the Director of the Office for Civil Rights.

23 “Employee” shall mean any individual who performs any services for an employer,
24 when the physical location of such services is in whole or in substantial part (at least 50% of the
25 time) within the City. For purposes of this chapter, “employee” does not include an individual
26 whose job duties or prospective job duties include law enforcement, policing, crime prevention,
27 security, criminal justice, or private investigation services. In addition, “employee” does not
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1 include an individual who will or may have unsupervised access to children under sixteen years
2 of age, developmentally disabled persons, or vulnerable adults during the course of his or her
3 employment.

4 “Employer” shall mean any person who has one or more employees, or the employer’s
5 designee or any person acting in the interest of such employer. For purposes of this chapter,
6 “employer” includes job placement, referral, and employment agencies. “Employer” does not
7 include any of the following:

- 8 1. The United States government;
- 9 2. The State of Washington, including any office, department, agency, authority,
10 institution, association, society or other body of the state, including the legislature and the
11 judiciary;
- 12 3. Any county or local government other than the City.

13 “Job applicant” shall mean any individual who applies or is otherwise a candidate to
14 become an employee, as defined in this Chapter.

15 A “legitimate business reason” shall exist where, based on information known to the
16 employer at the time the employment decision is made, the employer believes in good faith that
17 the nature of the criminal conduct underlying the conviction or the pending criminal charge
18 either:

- 19 1. Will have a negative impact on the employee’s or applicant’s fitness or ability to
20 perform the position sought or held, or
- 21 2. Will harm or cause injury to people, property, or business assets,

22 and the employer has considered the following factors:

- 23 a. the seriousness of the underlying criminal conviction or pending criminal
24 charge, and;
- 25 b. the number and types of convictions or pending criminal charges, and;
- 26 c. the time that has elapsed since the conviction or pending criminal charge,
27 excluding periods of incarceration, and;
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1 d. any verifiable information related to the individual’s rehabilitation or good
2 conduct, provided by the individual and;

3 e. the specific duties and responsibilities of the position sought or held, and;

4 f. the place and manner in which the position will be performed.

5 “Pending criminal charge” means an existing accusation that an individual has
6 committed a crime, lodged by a law enforcement agency or military authority through an
7 indictment, information, complaint, or other formal charge, where the accusation has not yet
8 resulted in a final judgment, acquittal, conviction, plea, dismissal, or withdrawal.

9 “Respondent” means any employer who is alleged or found to have committed a
10 violation of this chapter.

11 “Tangible adverse employment action” means a decision by an employer to reject an
12 otherwise qualified job applicant, or to discharge, suspend, discipline, demote, or deny a
13 promotion to an employee.

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15 **14.17.020 Prohibited Use of Arrest and Conviction Records**

16 A. No employer shall advertise, publicize, or implement any policy or practice that
17 automatically or categorically excludes all individuals with any arrest or conviction record from
18 any employment position that will be performed in whole or in substantial part (at least 50% of
19 the time) within the City.

20 B. An employer may perform a criminal background check on a job applicant or require a
21 job applicant to provide criminal history information, but only after the employer has completed
22 an initial screening of applications or resumes to eliminate unqualified applicants.

23 C. An arrest is not proof that a person has engaged in unlawful conduct. Employers shall
24 not carry out a tangible adverse employment action solely based on an employee’s or applicant’s
25 arrest record.

1 D. Employers may inquire about the conduct related to an arrest record. Employers shall
2 not carry out a tangible adverse employment action solely based on the conduct relating to an
3 arrest unless the employer has a legitimate business reason for taking such action.

4 E. Employers shall not carry out a tangible adverse employment action solely based on an
5 employee's or applicant's criminal conviction record or pending criminal charge, unless the
6 employer has a legitimate business reason for taking such action.

7 F. Before taking any tangible adverse employment action solely based on an applicant's
8 or employee's criminal conviction record, the conduct relating to an arrest record, or pending
9 criminal charge, the employer shall identify to the applicant or employee the record(s) or
10 information on which they are relying and give the applicant or employee a reasonable
11 opportunity to explain or correct that information.

12 G. Employers shall hold open a position for a minimum of two business days after
13 notifying an applicant or employee that they will be making an adverse employment decision
14 solely based on their criminal conviction record, the conduct relating to an arrest record, or
15 pending charge in order to provide an applicant or employee a reasonable meaningful
16 opportunity to respond, correct or explain that information. After two business days, employers
17 may, but are not required, to hold open a position until a pending charge is resolved or
18 adjudicated or questions about an applicant's criminal conviction history or conduct relating to
19 an arrest are resolved.

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21 **14.17.030 Effect on Collective Bargaining Rights And Other Laws**

22 A. This chapter shall not be construed to interfere with, impede, or in any way diminish
23 any provision in a collective bargaining agreement or the right of employees to bargain
24 collectively with their employers through representatives of their own choosing concerning
25 wages or standards or conditions of employment.

26 B. This chapter shall not be interpreted or applied to diminish or conflict with any
27 requirements of state or federal law, including Title VII of the Civil Rights Act of 1964, the
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1 federal Fair Credit Reporting Act, 15 U.S.C. 1681, as amended, the Washington State Fair Credit
2 Reporting Act, RCW 19.182, as amended, the Washington State Criminal Records Privacy Act,
3 RCW 10.97, as amended, and state laws regarding criminal background checks, including those
4 related to individuals with access to children or vulnerable persons, RCW 43.43.830, *et seq.*, as
5 amended. In the event of any conflict, state and federal requirements shall supersede the
6 requirements of this chapter.

7 C. This chapter shall not be interpreted or applied as imposing an obligation on the part
8 of an employer to provide accommodations or job modifications in order to facilitate the
9 employment or continued employment of an applicant or employee with a conviction record or
10 who is facing pending criminal charges, where such accommodations or job modifications are
11 not otherwise provided to other individuals under applicable laws or employer policies or
12 practices.

13 D. Nothing in this chapter shall be construed to discourage or prohibit an employer from
14 adopting employment policies that are more generous to employees and job applicants than the
15 requirements of this chapter.

16 E. This chapter shall not be construed to create a private civil right of action to seek
17 damages or remedies of any kind.

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19 **14.17.040 Regulations**

20 A. The Agency shall be authorized to coordinate implementation and enforcement of this
21 chapter and shall promulgate appropriate guidelines or regulations for such purposes.
22 The Agency shall convene a panel of stakeholders including members of the employer,
23 social service, legal community and the Seattle Human Rights Commission to help
24 develop the appropriate guidelines and regulations to implement this ordinance, and to
25 oversee and provide input and feedback to the Director on the implementation of this
26 ordinance for at least the first six months after the ordinance's effective date. Upon the
27 written request of an employer, the Director has the authority to extend the
28 implementation date for that employer, for a reasonable amount of time, to provide the
employer time to make the necessary changes to their employment systems or forms.

1 B. The Agency will maintain data on the number of complaints filed pursuant to this
2 chapter, demographic information on the complainants, the number of investigations it conducts
3 and the disposition of every complaint and investigation. This data shall be submitted to the City
4 Council every six months for the two years following the date this ordinance takes effect.

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6 **14.17.050 Exercise of Rights Protected; Retaliation Prohibited**

7 A. It shall be a violation for an employer or any other person to interfere with, restrain, or
8 deny the exercise of, or the attempt to exercise, any right protected under this chapter.

9 B. It shall be a violation for an employer or any other person to retaliate against an
10 employee or job applicant because the employee or applicant has exercised in good faith the
11 right to file a complaint with the Agency about any employer's alleged violation of this chapter,
12 the right to cooperate in the Agency's investigation, or the right to oppose any policy, practice,
13 or act that is unlawful under this chapter.

14 C. The protections afforded under subsection 14.17.050.B shall apply to any person who
15 mistakenly but in good faith alleges violations of this chapter.

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17 **14.17.060 Enforcement**

18 A. The same complaint, investigation, and enforcement procedures set forth in SMC
19 14.16.080 apply under this chapter, except that when there is a determination that a respondent
20 has violated this chapter, the exclusive remedy available under this chapter is a notice of
21 infraction and offer of Agency assistance for the first violation; an order requiring the respondent
22 to pay a monetary penalty of up to \$750, payable to the charging party, for the second violation;
23 and a monetary penalty of up to \$1000, payable to the charging party, for each subsequent
24 violation. In the event the Hearing Examiner (or panel majority) determines that a respondent
25 has committed a violation of this chapter, the Hearing Examiner (or panel majority) may order
26 the respondent to pay the Agency's attorney's fees in addition to a monetary penalty. No other
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1 remedies, damages, or affirmative action may be ordered by the Agency, Commission, or
2 Hearing Examiner.

3 B. The Agency has the authority to initiate investigation and enforcement procedures on
4 its own, without a complaint from a Charging Party, when the Agency has reasonable cause to
5 believe that an employer has violated subsection SMC 14.17.020.A of this chapter.

6 **14.17.080 Effective Date**

7 This ordinance shall take effect on ~~October~~ November 1, 2013.

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

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13 Passed by the City Council the ____ day of _____, 2013, and
14 signed by me in open session in authentication of its passage this
15 ____ day of _____, 2013.

16
17 _____
18 President _____ of the City Council

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20 Approved by me this ____ day of _____, 2012.

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22 _____
23 Michael McGinn, Mayor

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25 Filed by me this ____ day of _____, 2013.

Monica Martinez Simmons, City Clerk

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