September 17, 1993
DMSSUB2.ORD (MW:clt)

Introduced by: Audrey Gruger

Proposed No.: 93 - 615

ORDINANCE NO. 11032

AN ORDINANCE establishing the Department of Metropolitan Services and its divisions, creating a new title in the King County Code, establishing funds for the department, establishing the rules and regulations for the operations of the department; and amending Ordinance 1438, Section 3, as amended; Ordinance 4324, Section 36; Ordinance 9651, Sections 1 and 2; Ordinance 4324, Section 19, as amended; Ordinance 7112, Section 5; Ordinance 3581, Section 5, as amended; and K.C.C. 3.12.360, K.C.C. 3.12.170, K.C.C. 3.12.290, K.C.C. 3.16.050, K.C.C. 4.10.050; and K.C.C. 4.12.040 and adding anew chapter to K.C.C. 4.12.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

NEW SECTION. SECTION 1. **New title established.** There is hereby established a new Title 28 in the King County Code which shall pertain to the department of metropolitan services.

NEW SECTION. SECTION 2. **Statement of policy.** On November 2, 1992, King County voters approved Proposition No. 1 and King County Charter Amendment No. 1, providing for the assumption by the county of the rights, powers, functions, and obligations of the Municipality of Metropolitan Seattle (Metro), effective January 1, 1994. The proposition called for the creation of a new department of metropolitan services by ordinance, and the charter amendment established a two year transition period in which the organization, functions, and responsibilities of Metro would remain essentially the same.

This ordinance sets forth the initial policies and procedures under which the department of metropolitan services will operate. It is based on the premise that most of Metro's current policies and procedures will and should remain applicable to the operation of the department for a period of at least two years following assumption, while providing for changes to those policies and procedures where necessary to further important county policy goals or to avoid conflicts between current Metro policies and procedures and the requirements of the county's charter or state law. It is also based on the premise that under Chapter 35.58 RCW the council

may establish policies, rules and regulations related to the performance of metropolitan functions that are different from those of other departments and agencies of the county.

It is anticipated that additional legislation affecting the operation of the department may be enacted during the two year transition period and thereafter, and that such legislation may establish unified policies and procedures applicable to all units of county government, including the department.

Except as specifically provided for herein, the operation of the department shall be subject to all otherwise applicable provisions of the King County Code. The provisions of this ordinance shall not be construed to alter, limit, or modify the application of Chapter 36.56 RCW to the assumption by the county of the rights, powers, functions, and obligations of Metro effective January 1, 1994.

SECTION 3. Ordinance 1438, Section 3, as amended, and K.C.C. 2.16.090 are each hereby amended to read as follows:

Department of executive administration - divisions - duties. The department of executive administration is a staff department primarily responsible for providing administrative and management support to other agencies of county government and for the management and coordination of the county's civil rights and compliance program, cable communications, capital planning and development for the Harborview 1987 and Prior Bonds and the Phase One Regional Justice Center Projects, and the ((~~centralized~~)) purchasing process for materials and services purchased by the county for every agency of county government other than, for a two year period beginning on January 1, 1994, the department of metropolitan services. The department is responsible to manage and be fiscally accountable for the following divisions:

A. COMPUTER AND COMMUNICATIONS SERVICES DIVISION. The functions of the division include:

1. Design, develop, operate, maintain and enhance computer information systems for the county and other contracting agencies.

2. Manage the office of cable communications pursuant to K.C.C. 6.27A.

3. Provide telephone system design, installation, maintenance and repair.

4. Manage the E-911 emergency telephone program.

5. Manage and operate the centralized printing and graphic arts services.

B. RECORDS AND ELECTIONS DIVISION. The functions of the division include:

1. Conduct all special and general elections held in the county and register voters.

2. Manage the recording, processing, filing, storing, retrieval, and certification of copies as required, of all public documents filed with the division.

3. Process all real estate tax affidavits.

4. Act as the official custodian of all county records, per general law.

5. Manage the printing and distribution of the King County Code and supplements to the public.

C. LICENSING AND REGULATORY SERVICES DIVISION. The functions of the division include:

1. Issue business, marriage, vehicle/vessel and pet licenses, and collect license fee revenues.

2. Enforce county and state law relating to animal control.

3. Regulate the operation, maintenance and/or conduct of county licensed businesses, pet ownership and licensing services for the public.

<u>NEW SECTION. SECTION 4.</u> A new section shall be added to Chapter 2.16 of the King County Code as follows.

Department of metropolitan services - duties - divisions.

A. Effective January 1, 1994, there shall be established

a department of metropolitan services. For a period of at least two years, beginning on January 1, 1994, the department shall be independent of all other executive departments and administrative offices of county government. The department shall be responsible for the operation, management and administration of the metropolitan functions of public transportation and water pollution abatement under authority of Chapter 35.58 RCW. Upon assumption, the department shall take jurisdiction of all the assets and property, real and personal, of Metro.

B. The department shall be composed of the following divisions:

1. TRANSIT DIVISION. The division shall administer the metropolitan public transportation function as set forth in Chapter 35.58 RCW. The division shall be responsible for the administration of functions and programs related to operations and maintenance, capital program planning and development, research and market strategy, sales and customer services, and power and facilities in support of the metropolitan public transportation function.

2. WATER POLLUTION CONTROL DIVISION. The division shall administer the metropolitan water pollution abatement function as set forth in Chapter 35.58 RCW. The division shall be responsible for the administration of functions and programs related to operations and maintenance of the metropolitan sewerage system, business information resources, environmental programs, and the environmental laboratories in support of the metropolitan water pollution abatement function.

3. TECHNICAL SERVICES DIVISION. The division shall be responsible for administration of functions and programs related to the management of capital programs, contracting, including minority/women business enterprise and contract compliance, engineering and construction services, environmental compliance, real property and property

management, facilities program management, and information systems services in support of the department's functions.

4. FINANCE DIVISION. The division shall be responsible for the administration of functions and programs related to accounting and financial reporting systems, assets management, insurance and risk management, worker's compensation in accordance with the requirements of Title 51 RCW, budget development and expenditure monitoring, financial management, administrative services, monitoring the department's payroll system and deferred compensation program, and procurement management in support of the department's functions.

5. HUMAN RESOURCES DIVISION. The division shall administer an effective personnel and human resources system in accordance with Article 5 of the King County Charter. The division shall be responsible for the administration of personnel-related functions and programs in support of the department's functions including, but not limited to: employee and labor relations; formal hearings before the personnel board; recruitment and selection of personnel; coordinating orientation programs for new department employees; administering unemployment and classification and compensation programs; developing and administering centralized department employee and supervisory training and other employee development programs; developing and administering an affirmative action program; developing and administering department employee benefit programs; negotiating contracts with providers; managing department employee benefit funds; and conducting benefits enrollment processes.

6. EXECUTIVE DIVISION. The division shall be responsible for the administration of functions and programs related to communications, government relations, and internal audit in support of the department's functions.

SECTION 5. Ordinance 7112, Section 5, and K.C.C. 4.10.050 are hereby amended as follows:

Executive finance committee. The executive finance committee is hereby confirmed as being the "county finance committee" referred to in RCW 36.29.020 and RCW 36.48.070 and shall be composed of the following officials or their designees: county executive, director of finance, director of the budget office and the chairperson of the county council. In addition, for a two-year period beginning January 1, 1994, the director of the department of metropolitan services, or his/her designee, shall be a member of the committee. The executive finance committee shall be responsible for directing the director of finance in determining the maximum prudent extent to which residual treasury cash shall be invested pursuant to RCW 36.20.020 and this chapter. Actions of the committee shall be by majority vote except when the chairperson of the council determines such action constitutes a policy determination, as opposed to an administrative determination, which should be referred to the council. The councilmember or designee serving on the executive finance committee may defer action on the proposal until the county council makes such policy determination regarding the proposed action.

NEW SECTION. SECTION 6. **Funds created.**

A. The following funds are hereby established as King County first-tier funds managed by the director, continuing Metro funds which were previously established for the purposes specified, and are added as new sections to Chapter 4.08 of the King County Code.

1. Water Quality Operating Fund, previously known as the "Municipality of Metropolitan Seattle Sewer Revenue Fund," created by Resolution No. 7, adopted by the Metro Council on November 26, 1958, to account for the revenues and operations of the water quality enterprise.

2. Water Quality Construction Fund, previously known as the "Municipality of Metropolitan Seattle Sewer Construction Fund," created by Section 9 of Resolution No. 90, adopted by

the Metro Council on May 18, 1961, to account for the proceeds of revenue bonds of the water quality enterprise.

3. Water Quality Revenue Bond Fund, previously known as the "Municipality of Metropolitan Seattle Sewer Revenue Bond Fund," created by Section 10 of Resolution No. 90 of the Metro Council, to account for debt service payments and reserves of revenue bonds of the water quality enterprise.

4. Public Transportation Operating Fund, previously known as the "Municipality of Metropolitan Seattle Public Transportation Revenue Fund," created by Resolution No. 936, adopted by the Metro Council on June 1, 1967, to account for the operations of the public transportation enterprise.

5. Public Transportation Construction Fund, previously known as the "Municipality of Metropolitan Seattle Public Transportation Construction Fund," created by Resolution No. 2209, adopted by the Metro Council on October 17, 1974, to account for capital improvement projects of the public transportation enterprise.

6. Two-tenths Sales Tax Revenue Receiving Fund, previously known as the "Municipality of Metropolitan Seattle Two-tenths Sales Tax Revenues Receiving Fund," to account for the receipt of the two-tenths percent sales tax as required by Resolution No. 4937, adopted by the Metro Council on June 19, 1986.

7. Public Transportation Self-insurance Fund, previously known as the "Transit Self-insurance Fund," to provide funds needed for the self-insurance of the public transportation enterprise as provided by Resolution No. 4825, adopted by the Metro Council on March 30, 1986.

8. Limited Sales Tax General Obligation Bond Fund, previously known as the "Municipality of Metropolitan Seattle Limited Sales Tax General Obligation Bond Fund," to account for debt service on the limited sales tax general obligation bonds of the public transportation enterprise, as provided in Resolution No. 4937 of the Metro Council.

B. K.C.C. 4.08.060, 4.08.070, and 4.08.250 shall not be applicable to the Department of Metropolitan Services for a two year period beginning on January 1, 1994.

SECTION 7. Ordinance 4324, Section 19, as amended, and K.C.C. 3.12.290 are hereby amended:

Personnel board appeals. A. In the case of an appeal by a career service employee to the board, written notice of appeal shall be filed by the employee with the chairman of the board and the manager within thirty days of the employee having been notified of the disciplinary action as provided for by this chapter or within ten days of completion of the grievance or appeal process contained in this ordinance or any applicable collective bargaining agreement. For appeals not involving disciplinary action, the applicable period shall be fourteen days from the action from which the appeal is taken, or fourteen days from the time the employee should reasonably have known of the action, whichever is longer. The written notice of appeal shall contain a statement of the following:

1. the action or alleged action from which the appeal is taken;
2. the grounds for appeal;
3. the relief requested.

The board may only hear appeals which are within its jurisdiction, as set forth by Section 540 of the Charter.

B. All decisions of the personnel board shall be final unless appealed to a court of competent jurisdiction within 14 days.

C. The personnel board or the court shall award a career service employee reasonable attorney's fees incurred in any appeal in which the employee is the prevailing party, provided that the employee shall be considered the prevailing party only where the county has a written settlement offer in effect 30 days prior to the hearing of the personnel board or court and the award obtained by the employee exceeds the terms of that settlement offer. Provided further, that such reasonable

attorneys fees shall not exceed the actual fees paid by the employee.

D. The manager of the personnel division shall on a quarterly basis, or as frequently as requested by the county council, provide a status report on appeals to the personnel board and appeals of personnel board decisions, as well as other complaints, and human rights complaints. These reports shall be made to the operations and administration services committee, or its successor.

E. For the two year period beginning January 1, 1994 and ending December 31, 1995, the manager of the human resources division of the department of metropolitan services shall perform the functions of the manager for appeals by employees of the department of metropolitan services.

SECTION 8. Ordinance 4324 and K.C.C. 3.12.360 are hereby amended as follows:

Effect of collective bargaining. When a collective bargaining agreement establishes a condition of employment, benefit or procedure which conflicts with a condition, benefit or procedure established by this ordinance or the personnel provisions of Title 28, pertaining to the department of metropolitan services, the collective bargaining agreement shall take precedence with respect to those employees covered by the agreement, so long as the following conditions are met:

A. the condition of employment, benefit or procedure created by the agreement is lawful;

B. the agreement has been adopted by the council by ordinance.

Adoption of the agreement by ordinance shall be deemed an amendment of this chapter or Title 28 only with respect to the affected employees and subject condition, benefit or procedure.

SECTION 9. Ordinance 4324, Section 36, and K.C.C. 3.12.170 shall be amended as follows:

Equal pay for equal work. It is the policy of the county that compensation for all county employees shall be equitably provided on the basis of equal pay for equal work.

A. Findings of fact. The council finds that federal, state and local laws against discrimination provide adequate and appropriate remedies for any pay which is unequal on the basis of unlawful discrimination. The equal pay policy set forth in this section is intended to set forth general county policy for equitable pay in county government for all equal jobs, even as to jobs between which no disparate impact exists upon protected classes. Pay for represented employees is determined pursuant to the collective bargaining procedures established by law. This section shall not affect the collective bargaining position of the exclusive bargaining representatives of any employee or of the county.

The assumption by King County pursuant to Proposition One, effective January 1, 1994, will cause thousands of current employees of the Municipality of Metropolitan Seattle (METRO) to become county employees. King County and METRO have historically used different methods of determining compensation, and a thorough study of classifications of positions and pay for them in each government is necessary before the effects of equalizing pay between the two institutions can be evaluated.

As a result, the council finds that pending the completion of such study it is appropriate to not compare pay between employees of the department of metropolitan resources and those of other county employees or to declare that such pay shall be equal for equal jobs unless a disparate impact on a protected class is shown, requiring remedial action.

B. Effective January 1, 1994 and until compensation and classification schedules have been adopted to apply to all county employees, this section shall not apply to compensation differences between the department of metropolitan services and other county agencies.

SECTION 10. Ordinance 9651, Sections 1-2, and K.C.C. 3.16.050 are hereby amended as follows:

Labor policy committee. A. Established. There is established a Labor Policy Committee consisting of: the county executive; the director of the office of financial management; the manager of the personnel division, or the manager of its successor; and ((~~three~~)) four members of the county council, appointed annually by the council chair. For the period from January 1, 1994 through December 31, 1995, there shall be three additional members: the director of the department of metropolitan services, the manager of the department of metropolitan services human resources division and the manager of the department of metropolitan services finance division. ((~~Five~~)) Seven members of the Labor Policy Committee shall have voting privileges. The manager of the personnel division, the manager of the department of metropolitan services human resources division, and the manager of the department of metropolitan services finance division shall be ((~~a~~)) nonvoting members of the committee. The personnel manager shall be the primary person responsible for convening meetings of the committee on the following schedules for the following purposes:

1. No later than February of each year, the committee shall meet to review the schedule of collective bargaining agreements to be negotiated in the upcoming year and establish policy recommendations for contract negotiations related to wages, hours, and working conditions. The policy recommendations shall be established only upon an affirmative vote of a majority of the voting members of the committee.

2. Following the establishment of policy recommendations, the committee shall meet on a quarterly basis to review the progress of the contract negotiations.

3. On an as-needed basis, the personnel manager or the director of the department of metropolitan services shall convene special meetings of the committee in particular cases

in which he/she is proposing an amendment to any of the committee-established policy recommendations. In these cases, the personnel manager or the director of the department of metropolitan services, as applicable, shall provide justification for the proposed amendment for the committee's review. The amendment shall be established only upon an affirmative vote of a majority of the voting members of the committee.

In addition, any member of the committee may convene a special meeting when he/she deems it necessary to discuss critical labor policy issues.

B. Confidentiality. For the purposes of maintaining an effective collective bargaining process, members of the labor policy committee and their staff should maintain as confidential any labor policy recommendations made by the committee. The committee shall develop guidelines to assist its members and staff in accomplishing such confidentiality.

NEW SECTION. SECTION 11. **Definitions.** The following words and phrases, when used in this title, shall have the meanings hereinafter set forth in this section. If not defined below, or in specific chapters of this title, the words and phrases used in this section shall have their common and ordinary meanings to the degree consistent with the technical subjects herein. These definitions do not apply to other sections of King County Code.

A. "Active Service" means the tenure of employment at Metro, including its predecessor agencies, and DMS; however, for purposes of determining an employee's vacation accrual rate, unpaid leaves of absence which exceed thirty (30) days shall not be counted as active service.

B. "Affirmative Action" shall mean policies, procedures and programs designed to increase the representation of minorities and women in employment, applications for employment, and employment-related training programs of minorities and women.

C. "Affirmative Efforts" means making vigorous attempts in good faith to contact and contract with certified businesses.

D. "Appeal" means a formal request in writing to review a demotion or discharge by a regular or limited-benefit nonrepresented career service employee who has completed the probationary period.

E. "Applicant" means any person who has applied for appointment to a position, promotion or transfer with the department.

F. "Application Form" means the official form to be completed by an applicant seeking a position, promotion or transfer with the department.

G. "Appointing Authority" means a supervisory employee who is delegated the authority to appoint, transfer, demote or remove employees from employment with the department.

H. "Appointment" means the offer and acceptance by a person of (1) a regular full-time or part-time, on-going or project-limited position, (2) a temporary full-time or part-time position, or (3) a limited-benefit employee position.

I. "Assistant Manager" shall refer to the assistant manager of each division. Assistant Managers serve as "administrative assistants" within the meaning of King County Charter Section 550 and K.C.C. 2.16.100. Subject to amendatory action of the Council, the title of each Assistant Manager shall be "Deputy Director" of the applicable division. These are the positions previously known at Metro as department deputy directors.

J. "Bidder or Proposer" means any person, firm or corporation which formally submits a bid or proposal to provide materials, supplies or services, including expert personal, professional or technical services and construction services, to the department in response to a solicitation for bids or proposals issued by the department.

K. "Career service employee" means an employee of the department appointed to a career service position as a result of the selection procedures described in this ordinance and who has completed the probationary period.

L. "Career service position" means all positions in the department except for those which are designated by Section 550 of the King County Charter, K.C.C. 2.16, K.C.C. Chapter 3.12, or this ordinance as exempt from career service.

M. "Certification" means the process by which the state of Washington Office of Minority and Women's Business Enterprises (hereinafter "OMWBE") determines that a business meets the requirements and criteria as a minority, women, combination, or disadvantaged business under applicable state and federal laws and regulations.

N. "Certified Business" means a firm which has been notified by the OMWBE in writing that it has met the requirements and criteria as either a minority, women, combination, or disadvantaged business.

O. "Claim" means any claim in the risk management context, naming the department, the county and/or its officers, employees or authorized agents while acting in good faith and within the scope of their official duties, which claim alleges a tort cause of action arising from the activities of the department, including its metropolitan transportation or water pollution abatement functions, and which asks for money damages.

P. "Combination Minority and Women Business Enterprise" or "CBE" means a business certified as such by OMWBE, in accordance with applicable state laws and regulations.

Q. "Commercially Useful Function" means the performance of a distinct element of work for which a firm has the skill and expertise as well as the responsibility of actually performing, managing and supervising.

R. "Compensation" means the salaries, benefits and other awards of monetary value given to employees for services

rendered, but excluding any reimbursements for incidental expenses incurred.

S. "Construction Contract" in the context of the department's minority and women's business enterprise program, means a contract entered into by the department for the construction, repair, rehabilitation, alteration or improvements to capital facilities or real property within the jurisdiction of the department, other than ordinary maintenance.

T. "Construction Projects" in the context of the department's Art Program, are defined as any capital project paid for wholly or in part by the department to construct or remodel a building, structure, facility, roadway, sidewalk, or utility.

U. "Consultant Contract" in the context of the department's minority and women's business enterprise program, means a contract entered into by the department for the procurement of expert personal, professional and/or technical services or assistance.

V. "Contract" means a mutually binding legal relationship or any modification thereof obligating a contractor to provide materials, goods or services to the department, and which obligates the department, on behalf of the county, to pay therefor.

W. "Contractor" means the person, firm or corporation which has a contract with the department as an agency of the county to provide materials, goods or services, including construction or consultant services.

X. "Contract Administration" means the department's division, officer or employee, or board authorized to administer contracts on behalf of the department.

Y. "Days" shall mean calendar days. If a final date falls on a weekend or a state or national holiday, the date shall be the next working day.

Z. "Decision Document" shall mean the publicly available document stating the county's decision (WAC 197-11-660(1)(b)).

AA. "Demotion" means the voluntary or involuntary movement of an employee from a position having a higher maximum rate of pay to a position having a lower maximum rate of pay.

BB. "Department" or "DMS" means the department of metropolitan services.

CC. "Deputy Director" shall refer to the deputy director of the department. The deputy director serves as the director's "administrative assistant" within the meaning of King County Charter Section 550 and K.C.C. 2.16.100. Subject to the amendatory action of the council, the title of the deputy director shall be "Deputy Director" of DMS. This is the position previously known at Metro as Deputy Director for Administration.

DD. "Direct Impact" shall mean those effects that are caused by the action and occur at the same time and place.

EE. "Director" shall refer to the director of the department. Subject to the amendatory action of the council, the title of the director shall be "Executive Director" of DMS. This is the Metro position previously known as the Executive Director.

FF. "Disciplinary Discharge" means the separation of a career service employee for any of the reasons listed in Section 12.G.8. of this ordinance.

GG. "Division" means any organizational unit of the staff of the department so designated.

HH. "Disadvantaged Business Enterprise" or "DBE" means a business certified as such by OMWBE, in accordance with applicable federal laws and regulations.

II. "DNS" shall mean a declaration of nonsignificance.

JJ. "EIS" shall mean an environmental impact statement.

KK. "Eligible Certified Business" means a business which has been certified by the OMWBE as either a minority, women or

combination business and has done or has attempted to do business in King County.

LL. "Employee" means any person who is employed in a career service position or exempt position.

MM. "Employment", when used in connection with Section 19 this ordinance, shall mean any and all terms and conditions and policies and practices of employment including, but not limited to, hiring, firing, upgrading, demotion, suspension, recruiting, apprentice and training programs, transfer, layoff, termination, pay rates and advertisement, hours and conditions of work.

NN. "Exempt employee" means an employee employed in an exempt position. Exempt employees serve at the pleasure of the appointing authority.

OO. "Exempt position" means any position not included in the career service. Exempt positions are positions to which appointment may be made directly.

PP. "FLSA-exempt" refers to a position which involves work in a bona fide executive, administrative or professional capacity, as defined in the Washington Minimum Wage Law, Chapter 49.46 RCW, and the federal Fair Labor Standards Act.

QQ. "FTE" means a full-time position or combination of part-time positions authorized equivalent to a full-time position which is identified within a budgetary unit's adopted budget and set out by position description in the budgetary unit's organizational budget detail report as amended in the adopted budget.

RR. "Goods and Services" means all goods and services, including construction and consultant services.

SS. "Grievance" means a written complaint of a regular nonrepresented career service employee concerning the proper application of published personnel rules, regulations or policies of the department.

TT. "Human Resources Manager" means the employee appointed by the department director to administer all delegated human resources functions.

UU. "Incumbent" means a person who is occupying a position.

VV. "Indirect Impact" shall mean those effects that are caused by the action, but are later in time or farther removed in distance.

WW. "Job Description" means a written statement regarding a position consisting of a job title, a general summary of the basic functions and distinguishing features of work, examples of duties and responsibilities, and the required minimum qualifications for the position.

XX. "Joint Venture" means an association of two or more persons, partnerships, corporations or any combination of them, established to carry on a single business activity which is limited in scope or purpose. The association's members in the single business activity have combined their capital, efforts, skills, knowledge or property, and they exercise control and share in profits and losses in proportion to their contribution to the business activity. The joint venture must be established in accordance with rules issued by OMWBE.

YY. "Lawsuit", in the risk management context, means any lawsuit naming the department, the county and/or its officers, employees or authorized agents while acting in good faith and within the scope of their official duties, which lawsuit alleges a tort cause of action arising from the activities of the department, including its metropolitan public transportation or water pollution abatement functions, and which asks for money damages.

ZZ. "Layoff" means the involuntary, nondisciplinary separation of an employee from the department.

AAA. "Lead Agency" shall mean the agency in charge of carrying out Washington State Environmental Policy Act (SEPA) procedural requirements for a proposal. A lead agency is

LLL. "Nondisciplinary Discharge" means separation of an employee for failure to meet a condition of employment as described in Section 12.G.9.f.

MMM. "Non-FLSA-exempt" means a position which does not involve work in a bona fide executive, administrative or professional capacity, as defined in the Washington Minimum Wage Law, Chapter 49.46 RCW, and the federal Fair Labor Standards Act.

NNN. "Nonrepresented Employee" means an employee who occupies a position which is not covered by a collective bargaining agreement with the county.

OOO. "Performance Evaluation" means a formal review of an employee's work performance.

PPP. "Permanent Employees" or "Permanent Workforce" in the contracting or procurement context shall mean those persons whom the bidder, proposer, or contractor employed for at least six (6) continuous months immediately prior to the bid or proposal opening or the award of a contract by the department, and who are currently employed by the bidder, proposer or contractor.

QQQ. "Preferred Alternative" shall mean a preference for a particular alternative course of action, at the time the preference is expressed. A preferred alternative is not an action or decision within the meaning of WAC 197-11-070.

RRR. "Privatization Contract" shall mean a contract which is 1. with a private party to perform work, construction, alteration, repair or improvement other than ordinary maintenance on or to a private facility and 2. not subject to the requirements of Chapter 39.12 RCW.

SSS. "Probationary Demotion/Discharge" means a demotion or discharge of an employee during the initial probationary period following the employee's appointment or promotion to a regular or limited-benefit position.

TTT. "Probationary Period (Initial)" means the probationary period (six (6) months for non-FLSA exempt job

selected for each particular proposal. The initial lead agency determination shall be made by the responsible official.

BBB. "Leave of Absence" means an officially approved absence from work, which may be with or without pay.

CCC. "Legal Counsel" shall mean the civil division of the prosecuting attorney's Office.

DDD. "Limited-Benefit Employee" means a nonrepresented employee who is regularly scheduled to work less than twenty-one (21) hours per week.

EEE. "Manager" shall mean the manager of each division of the department. Subject to the amendatory action of the council, the title of each manager shall be "Director" of the applicable division of DMS. These are the positions previously known at Metro as Department Directors.

FFF. "Maximum Rate of Pay" means the highest step in any salary range.

GGG. "Metro" shall mean the Municipality of Metropolitan Seattle.

HHH. "Metro Council" shall refer to the former Council of the Municipality of Metropolitan Seattle, as established by Chapter 35.58 RCW, and abolished effective January 1, 1994, pursuant to Chapter 36.56 RCW.

III. "Minority" or "Minorities" shall include Blacks or African Americans, Asians, Pacific Islanders, Native American Indians, Alaskan Natives, and Hispanics or Latinos or as otherwise described under applicable state and federal laws and regulations.

JJJ. "Minority Business Enterprise" and "MBE" means a business certified as such by OMWBE, in accordance with applicable state laws and regulations.

KKK. "Minority and Women Business Enterprise Advisory Board" or "M/WBE Advisory Board" means a board appointed by the director to provide information and recommendations to the director related to the implementation of the department's minority and women business enterprise program.

classifications and twelve (12) months for FLSA-exempt job classifications) during which regular nonrepresented and limited-benefit employees must actively serve upon initial appointment or upon transfer, promotion or voluntary demotion to a nonexempt job classification in which the employee has not already completed a probationary period.

UUU. "Probationary Period (Performance)" means a period of probation resulting from unsatisfactory performance as provided in Section 12.G.8 of this ordinance.

VVV. "Promotion" means the movement of an employee to a position having a higher maximum rate of pay.

WWW. "Purchasing Contracts" means those contracts awarded by the department as an agency of the county for the purchase of tangible goods (e.g., materials, equipment and supplies) and/or to furnish labor and equipment incidental to performance, not involving the delivery of tangible goods, such contracts to include but not be limited to, repairs, servicing, maintenance and hauling.

XXX. "Recall" means the re-appointment of a former employee who has been laid off in accordance with the department's layoff procedures.

YYY. "Regular Employee" means a person employed by the department on an ongoing or project-limited, full-time or part-time basis in a position designated as an FTE and intended to last for more than six (6) months. A regular full-time position is one which is regularly scheduled to work forty (40) hours per week. A regular part-time position is one which is regularly scheduled for at least twenty-one (21) hours but less than forty (40) hours of work per week, and is so designated by the human resources division manager or his/her designee. Unlike other regular employees, a project-limited employee has an anticipated termination date identified at the time of appointment based upon a specific project assignment. The term "regular employee" does not include temporary employees,

limited-benefit employees or persons retained under contract to perform consulting or special technical services.

ZZZ. "Rehire" or "New Hire", when used in the contracting and procurement context, shall mean a person who has worked for the bidder, proposer or contractor for less than six (6) continuous months immediately prior to the bid or proposal opening or the award of a contract by the department.

AAAA. "Represented Employee" means an employee who occupies a position represented by an exclusive bargaining representative in accordance with Chapter 41.56 RCW.

BBBB. "Resignation" means an employee's voluntary termination of employment with the department.

CCCC. "Reserved Contract" means a contract for which the consideration of bids or proposals is limited to or reserved for the bids or proposals submitted by certified businesses.

DDDD. "Responsible Official" shall mean the officer or officers, committee, or division designated by the director to undertake SEPA procedural responsibilities for the department.

EEEE. "Retirement" means a separation from employment which qualifies the employee for a pension under state law.

FFFF. "Risk Administrator" means the Supervisor of Risk Administration for DMS.

GGGG. "Risk Management" means a coordinated and continuous management process to identify potential loss exposures, to apply reasonable and effective risk controls and to insure that the financial integrity of the department is not impaired because of an accidental loss.

HHHH. "Risk Management Committee" means the risk management committee established by K.C.C. 4.12.040.

IIII. "Salary Range" means the specific pay range assigned to a position.

JJJJ. "Separation" means the cessation of employment with the department.

KKKK. "Small Business Concern" means a small business as defined pursuant to Section 3 of the federal Small Business Act and relevant regulations promulgated pursuant thereto.

LLLL. "Solicitation" means a request for the provision of goods, materials and services. Solicitation shall include requests for proposals, quotes, invitations to bid and similar efforts.

MMMM. "Subcontract" means a contract or agreement to perform a specified part of the work, or to provide specified materials or services, under or subordinate to a previous contract between a contractor and the department.

NNNN. "Subcontractor" means an individual or business obtaining a subcontract with a contractor, to perform a specified part of the work, or to provide specified materials or services, under or subordinate to a previous contract between the contractor and the department.

OOOO. "Substitution or Substitutes" means replacing one certified minority, women, combination or disadvantaged business for another, or increasing the level of utilization of certified businesses in order to maintain the required level of utilization in accordance with the bid or proposal specifications and commitments.

PPPP. "Suspension" means a disciplinary leave of absence without pay for a specific period of time.

QQQQ. "Temporary Employee" means a person who is employed on a full-time or part-time basis in a position intended to last for six (6) months or less. A full-time temporary position is regularly scheduled to work forty (40) hours per week. A part-time temporary position is one which is regularly scheduled to work less than forty (40) but more than twenty-one (21) hours per week. Temporary employees are not career service employees and are employed "at will" and may be separated at the sole discretion of the appointing authority at any time without right of appeal.

RRRR. "Transfer" means the movement of an employee from one position to another position within the same classification or into another classification which has the same salary range within the department.

SSSS. "Under-representation" shall mean presence in a contractor's permanent work force of minorities and women in proportionate numbers lower than the goals established for the contractor's business under the M\WBE section of this ordinance.

TTTT. "Utilization Goals" means those biennial and specific minimum contract goals for the participation of certified minority, women and disadvantaged businesses in contracting opportunities with the department, whether as prime contractors or subcontractors. The goals shall be expressed as a numerical percentage of the total dollar value of all contracts or a specific contract, as the case may be, to be awarded by or for the department. These goals shall be applicable to businesses organized for profit, along with governmental agencies and quasi-governmental agencies, unless otherwise provided in the women and minority business enterprise section of this ordinance or under applicable state and federal laws and regulations.

UUUU. "Utilization Requirements" means those efforts which bidders, contractors, subcontractors and the department shall make to meet the utilization goals.

VVVV. "Vacancy" means an open position in the department which may be filled by an appointing authority pursuant to employment procedures.

WWWW. "Weapon" is defined as any object, instrument or chemical, which is 1. designed in such a manner to inflict harm or injury to another person, or 2. used in a manner threatening harm or injury to another person. This shall include, but not be limited to guns, knives, mace, tear gas, chako sticks or blackjacks.

XXXX. "Women Business Enterprise" or "WBE" means a business certified as such by OMWBE, in accordance with applicable state laws and regulations.

NEW SECTION. SECTION 12. **Personnel system.** Notwithstanding the provisions of King County Code Chapter 3.12, the following shall establish the personnel rules and shall define career service rules for the department.

A. All provisions of K.C.C. Chapter 3.12 not referenced in this ordinance shall have no application to employees of the department. The rules set forth below in this section, together with the referenced provisions of K.C.C. Chapter 3.12 and executive rules promulgated pursuant to this ordinance, shall constitute the personnel system for the department.

B. When an employee of the department is place into a position in another county department, that employee shall be subject to the personnel system of the department. When an employee of the department is placed into a position in another county department, that employee shall be subject to the county personnel system as defined in King County Code Chapter 3.12. However, all King County employees will retain their previously accrued vacation and sick leave balances when they are placed into positions in new departments but thereafter shall accrue at the rate applicable to the new position.

C. All provisions of Chapter 3.04 K.C.C., Employee Code of Ethics shall apply to employees of the department.

D. The following provisions of Chapter 3.12 K.C.C. and the related definitions in K.C.C. 3.12.010 shall apply to employees of the department:

1. K.C.C. 3.12.020(B) and (C), regarding nepotism;

2. K.C.C. 3.12.150, regarding compensation other than salary and wages;

3. K.C.C. 3.12.170, as amended herein, regarding equal pay for equal work;

4. K.C.C. 3.12.310, regarding tenure;

5. K.C.C. 3.12.320, regarding retirement; and

6. K.C.C. 3.12.340, regarding employer/employee relations.

E. The following provisions of Chapter 3.08 K.C.C. and Chapter 3.12 K.C.C. shall apply to career service employees:

1. K.C.C. 3.08, regarding personnel board; and

2. K.C.C. 3.12.290, regarding personnel board appeals.

F. General Provisions.

1. Administration. Notwithstanding the provisions of K.C.C. 2.16.030, the manager of the human resources division of the department, as the director's designee, is responsible for the implementation of personnel policies and rules, and other personnel functions in the department. The director shall adopt personnel rules to implement this ordinance.

2. Merit Principles. The department shall operate its human resources programs for the career service consistent with the following merit principles by:

a. Recruiting, selecting and promoting employees on the basis of their relative ability, knowledge and skills, including open consideration of qualified applicants for employment;

b. Providing equitable and adequate compensation;

c. Training employees in accordance with the department's training and employee development policies, including tuition reimbursement;

d. Retaining employees on the basis of the adequacy of their performance, attempting to correct inadequate performance, and separating employees whose inadequate performance is not corrected;

e. Assuring fair treatment of applicants and employees in all aspects of human resources administration in accordance with the department's Affirmative Action Plan without regard to political affiliation, marital status, race, color, national origin, sex, sexual orientation, age, handicap or religious affiliation and with proper regard for their privacy and constitutional rights as citizens; and

f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

3. Performance Evaluation. A formal review of the work performance of every regular and limited-benefit nonrepresented employee shall be conducted in accordance with performance evaluation policies.

G. Employment/Personnel Principles.

1. Hiring and Promotion for Career Service Employees.

a. Appointing authorities and supervisory personnel will base personnel decisions and actions for career service employees solely on merit and competence and in accordance with the affirmative action plan described in Section 18 of this ordinance, so that optimum results may be achieved from available human and budgetary resources.

b. Managers/designees are responsible for initiating human resources actions and the placement or disposition of employees under their supervision in accordance with these personnel rules and any implementation procedures. The human resources division will develop and maintain a record-keeping system which documents an employee's personnel history with the department.

c. The human resources division is solely responsible for establishing and maintaining recruitment, interviewing, testing, referral and hiring processes. When appropriate, the human resources division shall be responsible for making appointments.

(1) Before a vacancy is filled, the human resources division will consult with the appointing authority to determine the recruitment process. The human resources division will review and evaluate applications and related records, and conduct testing and interviews as appropriate according to pre-established job related evaluation and refer

names of competitive candidates and their records to the appointing authority. The appointing authority and the human resources division will interview the candidates referred and the appointing authority will make a selection or will request additional candidates if necessary. The successful candidate shall then be referred to the human resources division for completion of processing and orientation.

(2) A vacancy may be filled through employee transfer, demotion or promotion outside the normal recruitment process. Such action requires prior approval from the human resources division.

(3) An employee who separates in good standing may be rehired during a period of two (2) years to a position of the same classification, or in a lower classification in the same series, without a written or competitive exam.

2. Probation for Career Service Employees.

a. Probationary Period (Initial). Each employee in a regular or limited-benefit position must actively serve a six (6) month probationary period except that those in a FLSA-exempt position must actively serve a one (1) year probationary period. An employee is not required to serve an additional probationary period when the employee returns to a classification in which the probationary period has previously been completed.

b. Probationary employees may not file grievances under Section 13.F.8 of this ordinance; provided, however, a probationary employee who claims that published rules, regulations or policies have not been properly applied may request that the manager of the human resources division review this claim.

(1) Probationary employees are not career service employees, are employed "at will", and may be separated from employment at the sole discretion of the appointing authority at any time during their probationary period without right of appeal under Section 13.F.8 of this ordinance. The human

resources division will review and approve a probationary employee's separation prior to the separation. A probationary employee may request a review of his/her separation from the next level of supervision. This request must be made in writing within ten (10) days after receiving notification of separation.

3. Recall for Career Service Employees. Recalled employees are eligible to receive credit for the balance of their sick leave and may maintain their rate of vacation accrual at the time of layoff. Employees returning from laid off status later than two (2) years from the date of their layoff shall not receive credit for the balance of their sick leave or maintain their rate of vacation accrual at the time of lay off.

4. Restoration to Career Service. After January 1, 1994, any DMS career service employee who accepts a transfer or promotion to a position which is exempt from career service shall, upon separation in good standing from the exempt position, be allowed to re-enter career service at a position comparable in terms of responsibilities and salary or wage (including normal cost-of-living increases) to the career service position formerly held by the employee, provided, that:

a. The right to restoration is exercised within four calendar years from the effective date of the transfer or promotion to an exempt position; and

b. The former appointing authority, at his or her discretion, approves such restoration within the limits of available authorized positions; or

c. A different appointing authority, having jurisdiction over comparable authorized positions, at his or her discretion approves such restoration within the limits of available authorized positions.

5. Reinstatement to Career Service. Any career service employee who separates in good standing may be reinstated in the same classification or in a lower classification in the

same occupational series if such reinstatement is within two years after separation service and if the employee meets the current minimum education, experience, physical, and medical qualifications. All such employees must serve a probationary period and shall be eligible to receive credit for the balance of their sick leave and may maintain their rate of vacation accrual at the time of separation from employment. An applicant for reinstatement will not be referred for the same class to the same appointing authority or designee more than once unless specifically requested by an appointing authority.

6. Hours of Work. Forty (40) hours constitutes the normal full-time work week and two thousand eighty-eight (2,088) hours constitutes the normal full-time work year.

7. Types of Appointments.

a. Employees who are appointed to a position that is regularly scheduled to work forty (40) hours per week and is intended to last for more than six (6) months are eligible for full employee benefits.

b. Employees who are appointed to a position that is regularly scheduled to work for less than forty (40) hours but more than twenty-one (21) hours per week and is intended to last for more than six (6) months are eligible for full insurance coverage and other appropriate benefits on a pro-rata basis.

c. Employees who are appointed to a position that is scheduled to work less than twenty-one (21) hours per week are only eligible for a transit pass and participation in the pension plan upon meeting eligibility requirements; provided, however, that full-time regular employees who reduce their regularly scheduled hours to less than twenty-one (21) hours per week as part of a human resources division designated and approved job share arrangement shall continue to be eligible for the sick leave, vacation and holiday provisions of this ordinance on a pro-rata basis.

d. Employees who are appointed to a position that is scheduled to work forty (40) hours per week and is intended to last for less than six (6) months are only eligible for a transit pass and participation in the pension plan upon meeting eligibility requirements. Temporary employees are not career service employees and are employed "at will" and may be separated at the sole discretion of the appointing authority at any time without right of appeal.

e. Employees who are appointed to a position that is scheduled to work less than forty (40) hours but more than twenty-one (21) hours per week and is intended to last for less than six (6) months are only eligible for a transit pass and participation in the pension plan upon meeting eligibility requirements.

8. Disciplinary Action for Career Service Employees.

a. General Provisions. When a regular or limited-benefit employee's performance has fallen below an acceptable level, the appropriate supervisor must discuss the problem with the employee.

b. Grounds For Discipline. Disciplinary action may be taken for the reasons including, but not limited to:

(1) Unsatisfactory work performance (which may include but is not limited to incompetence, inefficiency, or neglect of duty);

(2) Misappropriation or misuse of county property;

(3) Insubordination;

(4) Commission of any crime while on duty or commission of any crime off-duty which is job-related or involves moral turpitude;

(5) Malfeasance;

(6) Gross misconduct (which may include, but is not limited to, wrongdoing by an employee or mistreatment or abuse of fellow workers or the public);

(7) Sexual harassment;

(8) Violation of published department rules, regulations and policies;

(9) Conflict of interest;

(10) Abuse of sick leave;

(11) Violations of the King County Code of Ethics, K.C.C. Chapter 3.04.

c. Types of Disciplinary Action. Depending upon the nature of the problem, the appropriate supervisor may take any one or more of the following actions:

(1) Oral Reprimand. An oral reprimand may be given to an employee whenever such action is appropriate. A written record of this action will be kept in the employee records which are maintained at the employee's work site.

(2) Written Reprimand. An employee may be given a written reprimand when a previous oral warning or warnings have not resulted in the expected improvement or when more severe initial action is warranted. A copy of each written reprimand will be kept in the employee records, which are maintained at the employee's work site, and official personnel file.

(3) Postponement of an Increase in Salary. The employee's supervisor may postpone a regularly scheduled salary increase if the employee's work performance is less than satisfactory. This action will be accompanied by a written notice which includes the specific reason(s) for the action. When the employee's performance returns to an acceptable level, the employee will be notified in writing and a salary increase may then be implemented. Prior written approval of the decision to postpone and to implement an increase after postponement must be obtained from the division manager and the human resources division.

(4) Reduction in Pay. An employee's supervisor may reduce an employee's regular pay when the employee's work performance is less than satisfactory. This action will be accompanied by a written notice which states the specific reason(s) for the action. When the employee's performance

returns to an acceptable level, the employee will be advised in writing and the employee's previous salary may be reinstated. Prior written approval of the decision to reduce pay and reinstate pay after reduction must be obtained from the division manager and the human resources division.

(5) Performance Probation. When an employee's work performance is less than satisfactory, the employee's supervisor may place the employee on probation. Before the probationary period can begin, the employee must receive written notice of the following:

(a) Specific reason(s) for this action and the duration of the probation;

(b) Specific performance standards/criteria that the employee must meet, including performance indicators that will allow the employee to demonstrate that he/she can achieve and maintain satisfactory performance; and

(c) Notice that failure to achieve satisfactory performance by the conclusion of probation could result in discharge. Prior written approval of this process must be obtained from the division manager and the human resources division. (This disciplinary action is different from the initial "probationary period" as defined in Sections 11 and 12.G.2 of this ordinance.)

(6) Suspension. An employee may be suspended from duty without pay for any of the reasons listed in Section 12.G.8.b of this ordinance. The employee will receive a written notice that will include the reason(s) for the suspension. Employees may be suspended for up to ninety (90) days. This action requires the prior review of the human resources division unless the situation requires immediate action, in which case the human resources division will review the action after it is taken. FLSA-exempt employees may be suspended only in increments of full work weeks.

(7) Demotion. An employee may be demoted by the employee's supervisor for any of the reasons listed in Section

12.G.8.b of this ordinance. The employee will receive a written notice that includes specific reason(s) for the demotion at least fourteen days prior to the effective date of the proposed action. This action requires the prior approval of the human resources division.

(8) Disciplinary Discharge. A regular or limited-benefit employee may be discharged by the employee's supervisor for any of the reasons listed in Section 12.G.8.b of this ordinance. Temporary employees are exempt from career service and are employed "at will" and may be discharged at any time without regard to the listed reasons and without right of appeal. Regular and limited-benefit career service employees will receive a written notice that includes the specific reason(s) for the discharge thirty (30) days prior to the effective date of discharge. The employee's supervisor will determine the employee's status during the thirty (30) day period. The employee may be kept on the job, placed on leave or suspended without pay. Prior approval of this action must be obtained from the human resources division.

9. Employment Separations. Any job separation for a career service employee will be designated as follows:

a. Resignation. An employee who voluntarily resigns must notify his/her supervisor at least fourteen (14) days before the last scheduled day of work. Whenever this requirement is not complied with, the employee's record shall so indicate and the employee will not be eligible to receive payment for any unused accrued vacation leave, unless the supervisor has waived the notice requirement in writing.

b. Layoff. Temporary employees can be laid off at any time for any reason. Regular and limited-benefit employees may be laid off because of a lack of funding, lack of work, changes in the structure of the organization, modification of the type of work performed resulting in a change in job classification, or for other reasons which do not reflect on an employee's work performance. A layoff is a non-disciplinary,

involuntary job separation. Nonrepresented regular and limited-benefit employees will be given written notice at least fifteen (15) days before the effective date of the layoff. Layoffs require the prior approval of the human resources division manager.

Employees who have been laid off can compete for appropriate vacant positions within King County.

c. Death. Separation will be effective as of the date of death.

d. Retirement.

e. Disciplinary Discharge. Grounds for discharge are covered in Section 12.G.8.b of this ordinance.

f. Nondisciplinary Discharge. Any nondisciplinary job separation which occurs when an employee fails to meet a condition of employment (this includes but is not limited to loss of required licenses, certificates, or United States work authorization; inability to safely and fully perform job duties; and an inability to attend work regularly).

10. Grievances and Appeals. The following provisions apply to grievances and appeals for regular career service employees.

a. Career Service Grievances.

(1) A regular nonrepresented employee who has completed the probationary period may file a written grievance claiming that published personnel rules, regulations or policies of the department have not been properly applied. Demotions and discharges are not subject to the grievance procedure but only to the appeal process set forth in Section 12.G.10.b of this ordinance. The written grievance must contain:

(a) a description of the acts in question and the dates of their occurrence;

(b) the name(s) of the individual(s) involved;

(c) the specific personnel rule(s), regulation(s) or policy(ies) which were not properly applied; and

(d) the desired remedy.

(2) The employee must submit the written grievance to his/her immediate supervisor within ten (10) days of the occurrence of the act being grieved. The supervisor and the employee will then meet within ten (10) days to discuss the grievance. The supervisor will confer with the manager of the human resources division and then issue a written decision within ten (10) days of the meeting with the employee. If the employee is not satisfied with the decision and wants to pursue the matter, the employee must submit the grievance to the next level of supervision within ten (10) days of the date of the immediate supervisor's written decision.

(3) The employee may pursue the grievance through each successive level of supervision using the process and time limits as stated above. This process may continue until the grievance is resolved to the employee's satisfaction or until the division manager has heard the grievance. The division manager's decision will be final and binding upon all parties involved, unless the employee appeals to the personnel board, pursuant to K.C.C. 3.12.290, and the grievance falls within the jurisdiction of the personnel board.

b. Career Service Appeals. A regular non-represented employee who has completed his/her probationary period may appeal a demotion or discharge as outlined below. Probationary discharges are not subject to the appeal process. The appeal must be presented in writing and must include the specific reasons why the employee believes the action is not justified.

(1) Appeal Process.

(a) An employee may submit a written request for a review of the action within ten (10) days of the date of the discharge/demotion notice. Requests must be submitted to

the employee's immediate supervisor who will forward the request to the division manager or his/her designee. This request must include the specific reason(s) why the employee believes the action is not justified.

(b) If no timely written request for review is received, the discharge/demotion notice constitutes the final action demoting or discharging the employee. The employee's services will be revised or terminated as of the date specified in the notice.

(c) If a timely written request for review is received, the division manager or his/her designee will meet with the employee to allow the employee an opportunity to present his/her position prior to the end of the thirty (30) day period outlined in the written notice of discharge/demotion. After this meeting a written decision upholding or overturning the action will be issued by the division manager within the same thirty (30) day period.

(d) If the decision is to uphold the action, the employee may appeal to the personnel board pursuant to K.C.C. ~~12.290~~ 3.12.290.

11. Employee Access to Personnel Files.

a. Personnel records for all current employees shall be maintained in the human resources division and at the employee's work site. The file maintained by the human resources division is the employee's permanent personnel file. The file maintained at the employee's work site is the work location or base file. Upon termination of employment from the department, the employee's work location or base file shall be forwarded to the human resources division for inclusion in the employee's permanent personnel file.

b. Employees may review their personnel and/or work location files by appointment with the human resources division or supervisor. However, employees shall not remove their personnel and/or work location files from the areas where they are maintained. Employees will be provided with copies of any

1 documents in their personnel and/or work location files upon
2 request and within a reasonable period of time.
3 c. Employees who have an objection to any documents
4 contained within their personnel and/or work location file may
5 request that the document(s) be removed, by addressing such
6 requests to the human resources division in the case of
7 personnel files and to their immediate supervisor in the case
8 of work location files. If the request to remove a document(s)
9 is refused, the employee may prepare a statement of rebuttal or
10 correction which will then be placed in the employee's file(s).

H. Vacation. Eligible regular employees will accrue vacation days with pay according to the following schedule:

TABLE FOR FULL VACATION ACCRUAL

COMPLETED YEARS OF ACTIVE SERVICE*	MAXIMUM HOURS PER YEAR	MAXIMUM HOURS PER PAY PERIOD**
Less than 1	---	3.680
1	96	3.680
2	96	3.680
3	96	3.680
4	96	3.680
5	120	4.600
6	120	4.600
7	120	4.600
8	128	4.905
9	128	4.905
10	160	6.135
11	160	6.135
12	160	6.135
13	160	6.135
14	160	6.135
15	160	6.135
16	168	6.440
17	176	6.745
18	184	7.050
19	192	7.360
20	200	7.665
21	208	7.970
22	216	8.280
23	224	8.585
24	232	8.890
25	240	9.200

*The applicable vacation accrual rate will be based upon completed years of active service since the employee's most recent date of hire with the department.

**Based upon the assumption that an individual has eighty (80) paid hours in a pay period. Except as may otherwise be required by the FLSA, if the employee has less than eighty (80) paid hours, the employee will accrue pro rata vacation based on actual paid hours. Paid hours include the following types of

pay: regular time, vacation time, sick leave pay, funeral leave pay, court duty pay, military pay, holiday pay, personal holiday pay, and compensatory time taken.

1. Employees who have been laid off and are recalled within two (2) years from the date of layoff will maintain their vacation accrual rate in effect at the time of the layoff.

2. Use of vacation hours must be approved by the employee's supervisor and scheduled so as to least interfere with the function of the work unit. Vacation time may not be taken during the first three (3) months of employment. Employees with less than six (6) months of continuous employment who leave the employ of the county will forfeit any vacation time earned. Employees with more than six (6) months of continuous employment who leave the employ of the county in good standing will receive pay at their current rate of pay for any unused vacation time earned up to their separation date.

3. Employees may accrue a maximum of four hundred and eighty (480) hours of vacation. No additional vacation will be accrued unless the employee is prevented by the department from taking vacation. The appropriate division manager must give written permission for the employee prior to the accrual of vacation in excess of four hundred and eighty (480) hours. This excess vacation must be taken within six (6) months of the date the excess accrual was permitted.

I. Holidays.

1. Eligible regular full-time employees will be granted the following holidays as days off with regular pay for eight (8) hours. Regular part-time employees will be granted the following holidays as days off with pay prorated on the basis of their percentage of time worked in their regular work week. All employees must be on pay status the workday immediately preceding and immediately following a holiday in order to be eligible for holiday pay.

a. New Year's Day;

b. Martin Luther King Jr. Day;

c. Lincoln's Birthday;

d. Washington's Birthday;

e. Memorial Day;

f. Independence Day;

g. Labor Day;

h. Veteran's Day;

i. Thanksgiving Day;

j. The day immediately following Thanksgiving Day; and

k. Christmas Day.

2. The above holidays will be observed on days established annually by the department. A regular employee required to work on any of the eleven (11) days of holiday observance listed above will be compensated as follows:

a. Employees who are not exempt from FLSA and who are required by their supervisor to work on one of the above days of holiday observance will receive eight (8) hours of straight time holiday pay. In addition, they can elect to receive compensation for the actual time worked in one of the following ways:

(1) Compensatory time equal to the actual number of hours worked will be added to the employee's compensatory time bank; or

(2) The employee will be paid for the actual number of hours worked at the rate of time and one-half (1-1/2) the employee's hourly rate of pay.

b. FLSA-exempt employees who are required by their supervisor to work on one of the above days of holiday observance will receive compensation pursuant to executive policy for FLSA-exempt employees in compliance with the Washington State Minimum Wage Law and the federal Fair Labor Standards Act.

c. When any of the days of holiday observance listed in Section 12.I.1. of this ordinance falls on one of the

employee's regularly scheduled days off and the employee is not required to work on the holiday, the employee's compensatory time bank will be credited with eight (8) hours of compensatory time.

d. In addition to the holidays specified in Section 12.I.1. of this ordinance, each eligible regular full-time employee with three (3) months or more of continuous employment may choose one (1) personal holiday per calendar year without reduction in pay. The day selected must be approved by the employee's supervisor at least two (2) weeks in advance, unless waived by the supervisor. If an employee is prevented by the department from using this personal holiday within the calendar year, the day will be cashed out at the end of the year. Employees required to work on the day scheduled as their personal holiday will not receive holiday pay and the personal holiday will be rescheduled.

J. Sick Leave. The sick leave procedures referenced in this section are only applicable to regular employees. Eligible employees will accrue sick leave at the rate of .046 hours for each hour on pay status exclusive of overtime up to a maximum of eight (8) hours per month.

1. Sick leave may be used for the following reasons:

a. The employee's bona fide illness or incapacitating injury;

b. The employee's medical or dental appointments; provided that the employee's supervisor has been notified of and has approved the use of sick leave for such appointments;

c. A female employee's temporary disability caused by or contributed to by pregnancy and childbirth;

d. To care for the employee's child or the child of an employee's domestic partner if the following conditions are met:

(1) The child is under the age of eighteen (18);

(2) The employee is the natural parent, stepparent, adoptive parent, legal guardian or other person having legal custody and control of the child;

(3) The employee's child or the child of an employee's domestic partner has a health condition requiring the employee's personal supervision during the hours of his/her absence from work;

(4) The employee actually attends to the child's care during the absence from work.

2. Sick leave usage for emergency care of a member of the immediate family who resides with the employee shall be limited to five (5) days per calendar year.

3. When an employee has exhausted his/her accumulated sick leave, the employee's supervisor may permit the use of accrued vacation but is not required to do so.

4. Upon the employee's death or retirement from Metro with a pension from a retirement plan contributed to by Metro, an employee (or beneficiary or estate) will receive payment for thirty-five percent (35%) of the employee's accrued sick leave benefits. In all other cases, accumulated sick leave will be forfeited upon separation from employment; provided, however, employees who have been laid off and are recalled into the same classification within two (2) years from the date of layoff will have their sick leave balance restored to the amount in effect at the time of layoff.

K. Leaves of Absence - With or Without Pay. Only nonrepresented regular employees will be eligible for the leaves of absences referenced in this section.

1. Funeral Leave. In the event of the death of a close relative, eligible employees will be granted two (2) days' paid leave to attend the funeral or memorial service. One additional day will be granted when the funeral or memorial service is held at a distance of 100 miles or more from Seattle. While on funeral leave, employees will be paid their regular rate of pay for the work day(s) missed.

a. In addition to the authorized funeral leave, employees may use up to three (3) days of accumulated sick leave for funeral leave purposes, upon the approval of their supervisor.

b. A close relative for the purposes of funeral leave is defined as the spouse/domestic partner and children of an employee, spouse/domestic partner; mother, father, brothers, sisters, and grandparents of an employee; and, mother, father, brothers, sisters, children and grandparents of an employee's spouse/domestic partner. Funeral leave for persons other than those listed may be granted by a supervisor where a significant family relationship exists.

2. Court Leave. All employees will be allowed necessary leave to serve on the jury of a federal, state or municipal court. Eligible employees who are subpoenaed to appear as a witness in court for a case in which the county is not a party will be allowed necessary leave; provided they are neither a party nor the representative of a party in a court action. Eligible employees, upon receiving notification to report to serve on jury duty or when subpoenaed, must notify their supervisor immediately. Eligible employees who are impanelled for jury duty or subpoenaed will receive their regular rate of pay, not to exceed eight (8) hours per day for each scheduled workday served, provided they submit to the department any compensation received for these functions. Money received as specific reimbursement for travel expenses will be refunded to the employee.

a. Employees who are excused from jury duty during the hours that they are regularly scheduled to work must notify their supervisor immediately and may be required to report to work.

3. Military Leave. An eligible employee who is a member of the Washington National Guard or any organized reserve of the armed forces of the United States and required by such membership to be on active duty, or active duty for

training purposes, will be allowed fifteen (15) working days of military leave during each calendar year.

a. For all days missed up to a maximum of fifteen (15) days, which would have been the employee's regularly scheduled day(s) to work, the employee will be paid his or her regular rate of pay. Employees must file a copy of their official orders and an affidavit of performance with their immediate supervisor in order to be paid.

b. In addition, an employee will be allowed a leave of absence without pay and without loss of position for active duty for training purposes in excess of fifteen (15) working days or for active duty enlistment not to exceed four (4) years. Such employee will be eligible for reinstatement provided the employee is able to perform the duties of the former position and his/her application for reinstatement is received by the department within ninety (90) days after termination of the employee's period of active duty or period of hospitalization continuing after discharge for a period of not more than one (1) year. Reinstated employees will receive credit for the unpaid balance of their sick leave and will maintain their rate of sick leave and vacation accrual in effect at the start of their leave.

c. An employee who leaves a position to volunteer for the National Guard or armed forces and is not accepted will be reinstated, provided an application is received by the department within thirty (30) days from the date of rejection. All matters relating to military leave will be handled in accordance with applicable state and federal law.

d. Any employee who upon demand by the United States Government vacates his or her full-time position with the department either to determine his or her physical fitness to enter, or to actually enter upon active duty or training in the Washington Natural Guard, the United States Armed Forces, or the United States Public Health Service shall receive medical, dental and life benefits for the time period commencing with

the beginning of the employee's military leave of absence and continuing until active duty has been completed. These employees shall continue to receive the medical, dental and life benefits that they received prior to separation from employment with the department.

4. Sabbatical Leave. All eligible full-time employees will be eligible for an unpaid sabbatical leave of absence upon completion of eight (8) years of active service with the department. Such employees may request sabbatical leave for a minimum of six (6) months and up to one (1) year for the purpose of pursuing personal growth and development opportunities. During this period of time an employee is still subject to all applicable rules and regulations including the King County Code of Ethics.

a. Sabbatical leaves cannot be requested in conjunction with other types of leave. Requests for sabbatical leaves must be made ninety (90) days in advance of the requested leave. The decision to grant such leaves is at the discretion of the department depending upon the workload and staffing requirements of the division.

b. Employees granted sabbatical leaves have the option to continue insurance benefits received prior to the commencement of their leave by paying the appropriate premium rates.

5. Leave of Absence Without Pay. A leave of absence without pay for other than military leave may be granted to an eligible employee by the appropriate manager. Employees must request a leave of absence without pay in writing and present the request to their supervisor. The employee must use all accumulated vacation and compensatory time before being granted a leave of absence without pay. However, if in the judgement of the manager/designee there is a serious medical reason for the leave, the employee does not have to use accumulated vacation and compensatory time prior to being granted a leave of absence without pay.

a. A leave of absence without pay will terminate at the end of the period granted. Except for military leave, in no case may a continuous leave of absence without pay be granted for a period longer than one (1) year.

b. Except as allowed for military leave or as may be required by applicable federal or state law, an employee on leave of absence without pay will not qualify for paid employee benefits during the leave period if the leave is for thirty (30) or more days. The employee's supervisor must notify the department's benefits and records section immediately of any leave of absence in excess of thirty (30) days.

c. The department will reinstate employees in their former classification at the end of a leave of absence without pay provided the employees are able to perform the duties of their positions. Employees on leave will be subject to layoff to the same extent as active employees. Failure to return from leave of absence without pay on the specified date will constitute a resignation from the county.

L. Bus Passes. Department employees and those retired from the department or its predecessor agencies shall be issued a pass entitling the holder thereof to ride without payment of fare on coaches operated by the county. Such passes shall be restricted to use only by the employee or retired employee and unauthorized use shall result in forfeiture of the pass for one calendar year. The transit operating fund shall be reimbursed by other appropriate funds for bus passes provided to employees other than transit division employees or those hired in support of transit operations.

M. Notwithstanding the provisions of K.C.C. 3.12.330, the executive shall be responsible for administration of the personnel system for the department in accordance with the policies and standards set forth in this ordinance. As the executive's designee, the director shall be responsible for the implementation of the personnel system for the department, including negotiation of labor contracts consistent with the

guidance provided by the Labor Policy Committee and the department's affirmative action program, and shall be responsible for all applicable affairs in which there has not been a formally defined relationship by virtue of council action or administrative guideline.

N. Notwithstanding the provisions of K.C.C. 2.16.030, the director shall be responsible for advising the county executive and council on matters of labor policy affecting the department and for negotiating collective bargaining agreements with recognized bargaining agents within the parameters established by the Labor Policy Committee, for approval by the council.

NEW SECTION. SECTION 13. **Administration of classification and compensation program.** The provisions of K.C.C. Chapter 3.15, regarding pay plan and procedures shall not apply to the department. The director shall be responsible for administration of the salary schedules for the department.

The manager of the human resources division will administer a compensation program for the department to attract, retain and motivate qualified employees subject to the following procedures and limitations:

A. Classification. The human resources division will assign all positions to job classifications based on duties, difficulty of work, level of responsibility, minimum experience and education requirements, and other factors relating to job content for the purpose of describing work and, for nonrepresented positions, determining the appropriate salary ranges. Each position shall be classified as FLSA-exempt or non-FLSA-exempt, and each position shall be classified as career service if it is not exempt from career service.

1. Job Description. The human resources division will develop a job description for each classification with the assistance of appropriate supervisory personnel. Job descriptions will be interpreted in their entirety and in relation to other job descriptions. Particular phrases or examples are not to be isolated and treated as a full

definition of the position. Job descriptions are general descriptions and explanations of the kind of work performed and are not a limitation on the duties which may be assigned.

2. Review of Position. The human resources division will review job descriptions upon request by the department director/designee, audit positions to assure proper classification and, for nonrepresented positions, salary range assignment. If no appropriate classification exists, a new classification and accompanying job description will be developed.

3. Reclassification. The manager of the human resources division shall have the responsibility and authority to reclassify any position to an existing or new classification, provided that any salary adjustments resulting from said reclassification shall not become effective unless the manager of the division within which the position is being proposed for reclassification (or the director, if the position being proposed for reclassification is within the executive division) certifies that sufficient funds are available within the existing appropriation of such division.

4. Classification changes. The manager of the human resources division may abolish, amend or create new classifications provided the assignment or reassignment of pay ranges to said classification shall be subject to the provisions of Section 13.A.3 herein; provided further, the creation or reclassification of any appointed classification or position, regardless of pay range; any pay range adjustments to classifications or the creation of any new classifications which result in the assignment of a minimum annual salary in excess of $37,000; pay range adjustments of ten (10) percent or more for an existing classification; or any pay range adjustment affecting two or more classifications in a classification series, shall be confirmed by the Administrative Services Committee, or its successor, prior to implementation.

B. Salary Schedule. The human resources division will maintain the adopted salary schedule for the department, including all classifications and their corresponding salary ranges. The salary schedules issued under the authority of the executive director of Metro or pursuant to collective bargaining are attached as Exhibit A to this ordinance. Said salary schedule will be adjusted to reflect cost of living adjustments adopted by the Metro Council in 1993 and additional job classifications and salaries as may be determined by the executive director or by collective bargaining on or before December 31, 1993. The salary schedule in effect on December 31, 1993, including the revisions adopted by said Metro Council and the executive director shall constitute the salary schedule for the department.

C. Annual Salary Adjustments. Each year the human resources division may recommend salary range adjustments for nonrepresented classifications. No changes may be made to the adopted salary range schedule without council approval.

D. Overtime/Compensatory Time For Nonrepresented Employees.

1. Non-FLSA-exempt employee - overtime pay at the rate of one and one-half (1-1/2) times the employee's hourly rate of pay must be paid to employees performing work for hours actually worked in excess of forty (40) hours in any one work week period. The employee's immediate supervisor must approve all overtime in advance. However, employees may choose to receive compensatory time in lieu of overtime pay. The accrual and use of compensatory time is detailed in applicable personnel policies and procedures.

2. FLSA-exempt employees - employees in executive, administrative and professional classifications, as defined by the manager of the human resources division, are not eligible for overtime pay. Compensatory time for FLSA-exempt employees shall only be authorized pursuant to executive policy in

compliance with the Washington State Minimum Wage Law and the federal Fair Labor Standards Acts.

E. Premium Pay. Nonrepresented employees who perform work under special circumstances may receive premium pay in addition to their regular compensation. Special circumstances warranting premium pay may include, but are not limited to, standby assignments and shift work. The manager of the human resources division shall determine the premium pay for each special circumstance based on the following guidelines:

1. the requirement to work under circumstances which are substantially different from other employees in similar classifications at the department;

2. the notion that similar work in the public and/or private sector normally involves the payment of a premium for the particular circumstance(s); and,

3. the rate of pay does not already include consideration of the circumstance(s). The granting of premium pay requires the approval of the appropriate division manager, director, and the manager of the human resources division.

F. The director shall ensure that the following provisions are included or taken into account in the Compensation Plan adopted and maintained under this chapter.

1. The Compensation Plan shall be designed and administered according to the following four principles:

a. Attract and retain outstanding employees.

b. Encourage cultural changes that emphasize fairness and equity.

c. Be simply understood by employees, the council and the public.

d. Foster continued commitment to the delivery of high quality public services.

2. Salary surveys shall be conducted periodically to determine market conditions.

3. The salary ranges and schedules established by the director shall support the principles set forth above, be

1 competitive with the labor markets within which the department
2 competes for employees, and take into account internal equity
3 considerations.
4 4. Each non-represented employee shall be given an
5 annual performance evaluation.
6 5. Non-represented employees may earn salary increases
7 based on performance. There will be five performance rating
8 categories. The top three categories may receive increases of
9 two, four, and six percent, respectively.
10 a. Each salary range may provide for an additional
11 salary increase at the upper end of the range for non-
12 represented employees who are given the highest performance
13 rating. Such increase shall be effective for one year, and
14 shall be subject to being re-earned, and shall be granted only
15 with the specific approval of the director.
16 b. Non-represented employees whose performance is
17 evaluated at higher than the lowest rating category may receive
18 an annual salary increase of one percent based on longevity, up
19 to the step on the salary range at which the re-earning
20 feature, if any, is effective. Salary increases for longevity
21 will not be considered part of salary increases for
22 performance.
23 G. The gainsharing program between the department and
24 SEIU Local 6 shall be extended to non-represented employees in
25 the East and West Maintenance and Operations Units of the Water
26 Pollution Control Division (WPCD).
27 1. Effective April 1, 1993, all non-represented
28 employees in East and West Operations and Maintenance Units of
29 WPCD will be eligible to participate in the gainsharing
30 program. All employees who elect to participate will be
31 subject to the rules in the Gainsharing Program Handbook.
32 2. The Gainsharing program is a performance-based team
33 incentive plan which links employee compensation to actual
34 dollar savings in key WPCD business objectives. The primary
35 goals of the program are: achieve savings for the division

ratepayers; increase efficiency while maintaining high operating standards; encourage teamwork; provide financial incentive for employees; and encourage employee involvement in, and ownership of, the business.

3. Any non-represented employee in the East and West Operations and Maintenance Units may choose not to participate in the gainsharing program and be covered solely by the pay-for-performance program for non-represented employees. At the start of each calendar year those employees who have not previously elected to participate will have an opportunity to choose to enter the gainsharing program; however, once an employee has chosen to be included, he/she must remain in the gainsharing program so long as the gainsharing program continues.

4. The program guidelines are documented in the Gainsharing Program Handbook. The same rules apply to all employees. Performance baselines for determining payouts or losses will be set and reviewed annually by the Gainsharing Committee. This Committee consists of members from the SEIU-Department Joint Labor Management Committee, SEIU Local 6 members, division management, and non-represented employees.

5. At the end of each quarter, the Gainsharing Committee will compare performance measures against baselines. A report of the performance will be forwarded to the SEIU Local 6 Joint Labor Management Committee and then to the division's Executive Team for review and approval before gains or losses are posted to the division and the gainsharing pool.

6. Eligibility for pay-for-performance increases to base salary will apply to non-represented employees in the gainshare program, with the following exceptions:

a. an employee who earns an overall rating at the second level or higher for individual performance will receive an increase of 1.0% for longevity;

b. an employee who receives an overall rating at the third level or higher will receive an increase in base salary of up to 2.0% plus the 1.0% for longevity; and

c. no employee will be eligible for increases in base salary above the maximum amount of the appropriate pay range.

7. Non-represented employees in the program will receive payouts according to the provisions in the Gainsharing Program Handbook. Net gains and/or losses in the program do not affect an employee's base salary. Net gains will be distributed to non-represented employees in the same manner as to Local 6 members; net losses will be charged against the gainsharing reserve fund. A non-represented employee who is serving probation for any reason during a quarter is not eligible for a gainshare payout in that quarter.

H. The director shall recommend to the executive on an annual basis salary adjustments to schedules of salaries and wages for employees of the department not covered by collective bargaining agreements. Such salary adjustments shall be reviewed by the executive and shall be subject to approval of the council. The effective date of such adjustments shall be November 1 of each year, unless otherwise specified by the council.

I. The director or his designee shall make periodic reports to the council on implementation of the longevity, performance, and gainsharing provisions and administration of the compensation plan.

J. The director shall ensure that the classification plan and the compensation plan are implemented consistent with the annual adopted budget.

K. Other Salary Considerations for Career Service Employees.

1. Original appointments will be at the minimum salary applicable to the position. If there is a shortage of qualified applicants available at the minimum rate applicable

to the position or if the best qualified applicant for the position has qualifications in excess of the entry level requirements for the position, pay above the minimum step for the position may be authorized by the human resources division manager or his/her designee prior to an offer of employment.

2. Transfers will result in the same salary assignment. The appointing authority shall notify the human resources division when this action takes place. If the transfer is to a different classification, the employee shall serve an initial probationary period.

3. Promotions of nonrepresented employees will result in salary placement within the new salary range which provides at least the same salary as the employee's former rate of pay.

4. Voluntary administrative demotions of nonrepresented employees will result in the employee's salary placement at a level appropriate with the employee's experience, training and the scope of the duties of the new position. The appointing authority with the concurrence of the human resources division will approve the appropriate pay range. It will not be considered a voluntary administrative demotion if an employee is selected through the normal recruitment process for a position which has a lower maximum rate of pay. In such instances the pay range assignment will be established as provided for original appointments in Section 13.K.1 of this ordinance.

5. Disciplinary demotions of non-represented employees will result in the employee's placement within the salary range of the new position as determined by the appointing authority, with approval of the human resources division.

6. Recall. If a laid off employee is reinstated within two (2) years in the same classification from which he/she was laid off, the employee will receive the same salary in effect at the time of layoff. If a laid off employee is reinstated in a classification in which he/she has not completed a probationary period, the employee will receive the salary which

is appropriate to the movement from the former classification to the new classification.

7. Layoffs. Employees who accept an alternative nonrepresented position at a lower maximum rate of pay in lieu of layoff will continue to be paid their rate of pay at the time of layoff. The employee's rate of pay will be frozen until it is contained within the salary range of the employee's new classification; provided, however, that employees in positions equivalent to that of former Metro division managers who accept an alternative position at a lower rate of maximum pay in lieu of layoff will be placed in a salary step appropriate to the employee's experience and training but not in excess of the top step of the new salary range.

NEW SECTION. SECTION 14. **Smoking policy.** The department shall be exempt from the provisions of K.C.C. 12.50.030, regarding smoking in the workplace. However, the department recognizes its responsibility to provide a safe and healthful work environment and that smoking can pose significant risks to the health of employees. It can also cause damage to sensitive equipment and be a safety hazard.

A. No employee or member of the public shall be subjected to smoke inside department facilities. Smoking is prohibited in enclosed work areas and in areas of common access such as conference rooms, open work areas, cubicles, hallways, restrooms, lunchrooms, classrooms, libraries, and all department vehicles. This policy shall apply to all persons who visit all enclosed and common areas. Smoking in unapproved areas can lead to disciplinary action for employees consistent with the personnel rules established in Section 12 of this ordinance.

B. The smoking policy applies to all employees at all department work locations. All applicants for employment will be informed of this policy.

C. The smoking policy shall be considered a work rule and violations will be responded to consistent with Section 12 of

this ordinance. Implementation of this policy shall be the responsibility of all employees with supervisory responsibility.

NEW SECTION. SECTION 15. **No weapons.** The department employees interact daily with the public. Accordingly, each employee is expected to avoid any potentially volatile situation or confrontation and contact the appropriate authority for assistance when necessary. In conjunction with the behavior expected of department employees, it is also the department's policy that the use, threatened use, or possession of a weapon concealed, licensed or otherwise, by a department employee while in the performance of his/her official duties or while on department property is strictly prohibited and will result in termination. This policy does not apply to commissioned police officers under contract with or employed by the county for investigatory, undercover or enforcement reasons.

NEW SECTION. SECTION 16. **Shared leave.**

A. Once each calendar year, nonrepresented employees will be allowed to donate up to fifty percent (50%) of their accrued vacation hours and up to one hundred percent (100%) of their accrued compensatory time to another regular, full-time nonrepresented employee who is unable to work due to personal circumstances. Time donated must be in full, eight (8) hour increments.

B. This donation of vacation/compensatory hours will only be permitted in those situations where the employee to whom the hours are being donated has or will shortly be exhausting his/her vacation and compensatory time balances and has requested an unpaid leave of absence. However, no donation will be permitted in situations where the employee is on industrial injury status and is receiving worker's compensation benefits.

Employees who wish to donate vacation and/or compensatory hours in this situation must complete the form provided for

this purpose by the division of human resources and submit it to their manager for approval. The manager will make a determination as to whether the proposed donation complies with the provisions of this section. If approval is granted, the manager will so authorize the request on the form and forward it to the department's payroll unit.

NEW SECTION. SECTION 17. **Dependent care assistance plan.** A dependent care assistance plan shall be established to pay for certain dependent care assistance eligible expenses under the provisions of Internal Revenue Code Sections 125 and 129. The manager of the department's human resources division shall administer the plan.

NEW SECTION. SECTION 18. **Affirmative action.**

A. Policy.

1. The department is committed to providing equal employment opportunity for all new applicants for employment, as well as for present employees. The department seeks to obtain individuals from the community work force who are qualified and/or trainable for available positions with respect to job-related standards of education, training, experience or personal qualifications. Personnel policies concerning hiring and placement, conditions and privileges of employment, compensation, training, tuition aid, promotions, transfers, demotions, benefits, and other related programs are administered on a merit basis without regard to race, creed, color, sex, age, marital status, religion, sexual orientation, ancestry, national origin or sensory, physical, or mental disability or liability for service in the Armed Forces of the United States.

2. Any employee of the department who obstructs this policy in respect to equal employment opportunity will be subject to disciplinary action. Any other person, firm or corporation under contract with the department who obstructs this policy will be subject to whatever remedies are available to the department by contract, county ordinance or state or

federal regulation in order to terminate the discrimination and/or the contractual relationship.

B. Goals.

1. The department will use every reasonable means to actively recruit minorities, women, and the disadvantaged for appointment to job vacancies at all levels and in all classifications. The department seeks to achieve a ratio of under-represented persons in employment that is at least proportionate to and representative of the relevant available workforce. Selective recruitment will be used when corrective action is necessary to meet this goal.

2. Equal employment opportunities do and will exist for all qualified candidates regardless of sex.

3. Persons considered disadvantaged will also be accorded equal employment opportunity. Disadvantaged persons have some of the following general characteristics:

a. Receiving public assistance;

b. Unemployed, particularly when lacking salable job skills;

c. Under 22 years of age or over 40 years of age;

d. Unable to complete high school and graduate;

e. Convicted of a criminal offense;

f. Economic and cultural deprivation.

4. Special consideration for disadvantaged persons will be included as a part of the hiring process.

5. Every reasonable effort will be made to recruit and select Vietnam era veterans who now have rejoined the work force for employment opportunities.

C. Responsibility.

1. Implementation, maintenance, and evaluation of the department's affirmative action program is the responsibility of the director. The manager of the human resources division will administer an affirmative action program to assist management in achieving full utilization of females and minorities at all levels within the department and a complaint

resolution program to address applicant and employee equal employment opportunity concerns.

a. The human resources division will maintain an Equal Employment Opportunity office to assist management in the development, implementation, and monitoring of departmental and divisional affirmative action plans.

b. The human resources division will maintain an Equal Employment Opportunity Office to assist management in the prevention and resolution of complaints of employment discrimination based on race, creed, color, religion, national origin, ancestry, sex, age, sexual orientation, disability, or marital status.

2. An evaluation of the affirmative action program will be prepared on a quarterly basis and reported to the executive by an equal employment opportunity officer. A "corrective employment program" as defined in W.A.C. 162-18-010 et seq. (state regulation against discrimination) may be determined appropriate by the director if a group is found to have limited employment opportunities.

D. Recruitment and Hiring Process for Career Service Positions.

1. All available career service job openings will be posted and publicized throughout the department for employee inspection and to encourage internal advancement and training. Selection will be on merit. Unless reserved for internal promotion only, job openings will also be advertised in newspapers of general circulation within the county.

2. Recruitment of qualified under-represented persons for the department is another key factor in the successful implementation of the department's affirmative action program. Recruiting will be performed by the human resources division to provide maximum exposure of the department's employment opportunities. The human resources division will maintain liaison with potential talent sources within the community and with appropriate media. All employees are encouraged to

actively seek other minority and disadvantaged candidates for employment.

3. The human resources division will administer standardized tests. Tests are required for particular job classifications in order to screen candidates. When practicable, candidates will be interviewed and counseled before any test is given. In the administration of testing procedures, the department will review and adhere to applicable federal and state guidelines on selection and testing procedures.

4. The Washington State Human Rights Commission will be consulted for approval to change the pre-employment inquiry for selection, referral, or recruitment. Changes in procedures and information categories (such as special files, race codes, specific referral organizations, income data, criminal record, age, military status, etc.) may be necessary as the department's employment needs and employee population change.

E. Utilization analysis.

1. Reports to the director will be made quarterly to illustrate maintenance of affirmative action effort and any problem areas of administration. This report will analyze all major job classifications to determine if women, minorities, and the disadvantaged are as well represented as would reasonably be expected by their availability and rates of application. Explanations for discrepancies should be noted, emphasizing availability of requisite skills, the job category, and the specific job.

2. Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 requires an annual statistical survey of the employment of the department. Report EEO-4 will be submitted as required by the department's Equal Employment Opportunity Officer. The director will be responsible for assuring that the department meets all federal non-discrimination requirements, for maintaining an outreach program to under-represented groups, and for assisting in

counseling and in complaint coordination for equal opportunity matters.

G. Posting. Copies of the department's equal employment opportunity policy and/or copies of support data shall be available in all personnel sections, at all department employment centers, and upon request to the human resources division.

H. Regulations. Underlying regulations necessary to carry out the department's affirmative action policy and to achieve its goals of equal employment opportunity and the elimination of discrimination, and to provide for an employee complaint process shall be adopted by administrative rule and updated on a regular basis. These regulations govern the department's personnel administration, consistent with requirements of labor contracts. These rules and regulations shall complement objectives of affirmative action and equal opportunity.

I. Implementation. The department will take all necessary administrative, legal and operational measures to insure prompt and complete implementation of the affirmative action program.

NEW SECTION. SECTION 19. **Minority/women business enterprise and contract compliance.**

A. The council hereby finds as follows:

1. Minority and women businesses have been systematically discriminated against and excluded on the basis of race and/or gender from contracting and subcontracting opportunities in private commerce in King County.

2. Such discrimination has deprived minorities and women of employment, investment, ownership and management opportunities, and has precluded opportunities for the department to equitably utilize minority and women businesses in its contracts.

3. Race and gender-neutral measures previously employed by Metro have not overcome discrimination against minority and

1 women businesses in contracting and did not prevent or protect
2 Metro from becoming a passive participant in such
3 discrimination.
4 4. State and local governments in Washington state have
5 declared and determined that public policy and the public
6 interest require the elimination of discrimination against
7 minority and women businesses and the increased utilization of
8 such businesses in public contracts.
9 5. No race and gender-neutral measures exist that in,
10 of, and by themselves will prevent the department from
11 continuing such passive participation in such discrimination.
12 B. The purpose and intent of this section are to mitigate
13 the past and present effects of discrimination, to achieve the
14 goal of equitable utilization of minority, women and
15 disadvantaged businesses and to provide the maximum practicable
16 opportunity for their increased participation in contracts with
17 and for the department. Further, it is the purpose and intent
18 of this section to ensure that neither the department nor its
19 contractors shall discriminate on the basis of creed, race,
20 religion, color, sex, sexual orientation, age, national origin
21 or the presence of any sensory, mental or physical disability
22 in the award and performance of department contracts.
23 C. The provisions of this section shall apply to all
24 contracts awarded by the department, except as may be
25 hereinafter specifically exempted, and shall be liberally
26 construed for accomplishment of the policies and purposes of
27 this section.
28 D. In addition to the powers and duties given the
29 director elsewhere in this section, the director shall:
30 1. Take such actions as may be necessary to implement
31 the policies of this section or such responsibilities as may be
32 assigned hereunder by the county council;
33 2. Revise or substitute the definitions and
34 requirements of this section as may be necessary to ensure that

the policies and implementation of this section comply with all applicable federal and state laws and regulations;

3. Establish biennial utilization goals for the department, in accordance with the factors and considerations set forth in this section;

4. If delegated the authority by the county executive, enter into cooperative agreements with private businesses, nonprofit organizations and other government agencies for the purpose of increasing the participation of certified businesses in government contracting;

5. Establish rules, regulations and procedures for implementing and administering this section;

6. Monitor and enforce the goals and utilization requirements set forth in this section;

7. Maintain a list of certified businesses provided by the state of Washington Office of Minority and Women's Business Enterprises;

8. Ensure that eligible certified businesses are placed, where possible, on solicitation and bidding lists maintained by the department;

9. Implement alternatives for arranging or reserving contracts by size and type of work so as to enhance the possibility of participation by eligible certified businesses;

10. Designate employees of the department to assist in the administration and implementation of this section;

11. Develop and implement appropriate notice procedures to advise eligible certified businesses of contracting opportunities with the department;

12. Establish financial and technical assistance and other programs and strategies as may be necessary to assist eligible certified businesses in overcoming the effects of past and present discrimination, and to increase or maximize contracting opportunities for eligible certified businesses;

13. Monitor the implementation and accomplishment of the provisions and objectives of this section by the employees of the department; and

14. Designate a Minority/Women/Disadvantaged Business Liaison Officer (M/W/DBE Liaison Officer) who shall have direct and open access to the director for the purpose of implementing the requirements of this chapter, serve as a resource to eligible certified businesses for participating in contracts with the department and to staff of the department for maximizing participation by eligible certified businesses in such contracts, be responsible for the daily oversight and monitoring of the department's implementation of this section, prepare and provide reports related to the implementation of this section, and work with and provide staff support to the M/WBE Advisory Board.

E. The director shall appoint a Minority and Women Business Enterprise Advisory Board (M/WBE Advisory Board) which shall provide to the director information and recommendations related to the implementation of this section. The M/WBE Advisory Board shall collaborate with the M/W/DBE Liaison Officer in carrying out its work. The director may issue guidelines further defining the activities and operation of the M/WBE Advisory Board.

F. The director shall establish separate and reasonably achievable biennial goals for the utilization of minority, women and disadvantaged businesses in contracts to be awarded by the department pursuant to the following procedures. The goals shall be used to direct the efforts of the department in securing utilization of eligible certified businesses and to measure the success of those efforts. The goals shall be expressed in terms of the total dollar value of all contracts to be awarded by the department, and may be established for categories of contracting, such as architectural and engineering consultant, general consultant, construction and purchasing.

1. To the extent relevant information is available, the director shall consider the following factors in developing and establishing biennial goals:

a. The number and types of contracts likely to be awarded by the department;

b. The number and types of minority, women and disadvantaged businesses likely to be available to compete for such contracts or subcontracts under such contracts;

c. The past levels of participation by minority, women and disadvantaged businesses in contracts awarded by the department, other agencies of the county and other governmental agencies in King County;

d. The level of participation recommended by governmental and private agencies in King County whose purpose is to promote the use of minority, women and disadvantaged businesses;

e. Demographic and other business ownership data provided by the Bureau of the Census of the U.S. Department of Commerce, the state of Washington and other sources; and

f. Any other information relevant to achieving the purposes of this section.

2. The director shall cause a notice to be published announcing the proposed biennial utilization goals and requesting comments from the public, and private and public agencies. The period during which comments may be submitted shall not be less than thirty (30) days from the date of publication of the notice. In accordance with the requirements and factors set forth in this section and after due consideration of timely comments received from the public, and from private and public agencies, the director shall establish the biennial utilization goals for the department. The department's goals, whether biennial or otherwise, for federally and state-assisted projects shall be established by the director in accordance with applicable federal and state laws, regulations and grant conditions.

3. Each division within the department shall annually formulate a plan for achieving the biennial goals. The plan must be submitted to the director for review. Each division plan shall include:

a. The method(s) the division will use to encourage eligible certified business participation in the procurement and contracting process for goods, materials and services;

b. The method(s) the division will use to achieve the biennial goals;

c. A forecast of contracts to be administered by the division, including estimates of the number, probable monetary value, if known, type of contracts to be awarded, and the estimated solicitation dates; and

d. A statement indicating the method of recording and reporting the utilization of eligible certified businesses.

4. The sum of the dollar amounts of contracts or subcontracts awarded to eligible certified businesses shall be compared to the department's biennial goals to measure, in part, the success of the department's efforts to utilize eligible certified businesses.

G. In addition to biennial goals, the director shall establish separate contract goals for the utilization of eligible certified businesses pursuant to the following procedures. Such contract goals shall be based upon factors considered in establishing the biennial goals, the extent of the contracting opportunities for eligible certified businesses, the availability of eligible certified businesses to perform such work, and any other information or factors relevant to achieving the purposes of this section such as equitable utilization of firms to ensure balance among groups.

1. Contract goals may be set as follows:

a. As a reserved contract goal in which eligible certified businesses will be the only allowable bidders or proposers. Under such goal, the contract may further specify that:

(1) the entire contract must be performed by eligible certified businesses;

(2) the contract must be performed to a designated level by eligible certified businesses; or

(3) the contract must include additional eligible certified business participation for subcontracting opportunities.

b. As a goal in which eligible certified businesses may participate as contractors or subcontractors, and that such participation may be required by use of:

(1) separate goals for MBEs and WBEs;

(2) as a combined goal for MBEs or WBEs or both in those instances where contract sizes are small or the reasonable opportunity exists for only one subcontract;

(3) as a single goal for either MBEs or WBEs; or

(4) as a competitive factor in which required minimum participation is not specified but respondents to solicitations must demonstrate affirmative efforts to utilize eligible certified business and are evaluated on their effort and success.

c. Any other approach calculated to achieve the purposes of this section.

2. For all contracts, accomplishment of contract utilization goals established in accordance with this section shall be based on the dollar amount of the contract or subcontract awarded. Utilization of eligible certified businesses toward accomplishment of the goals shall be calculated in the following manner:

a. General. The dollar value of all contracts awarded to an eligible certified business shall be counted towards accomplishment of the applicable contract utilization goal, except as provided otherwise in this section.

(1) The total dollar value of each contract awarded to a combination business shall be apportioned on the

basis of the percentage of ownership to the contract goals for minority and women businesses, respectively.

(2) The total dollar value of each contract awarded to a business owned and controlled by minority women shall be counted either toward the minority or women business contract goal, but not to both.

(3) For federally assisted contracts, utilization of certified businesses shall be counted in accordance with applicable federal rules and regulations. Such federally assisted contracts shall also be counted toward the accomplishment of the department's biennial utilization goals.

b. If a bidder or contractor utilizes eligible certified businesses, the amount of the subcontract awarded to the eligible certified business shall be counted toward meeting the applicable goals. The dollar value of any work that the eligible certified business will further subcontract to other than eligible certified firms shall not be counted toward the applicable contract goals.

c. In the case of a joint venture, a portion of the total dollar value of a contract awarded to the joint venture equal to the percentage and control of the eligible certified business joint venture partner shall be counted toward the applicable goal; provided, that the portion of the joint venture's work which is the responsibility of the eligible certified business partner must be set forth in detail and in a manner sufficiently demonstrating that the work to be performed by the certified business partner is of a commercially reasonable dollar value commensurate with the eligible certified business joint-venture partner's percentage and control of the joint venture. Further, the eligible certified business' participation in a joint venture shall be based on the sharing of real economic interest and risks in the venture, and shall include proportionate control over management, interest in capital acquired by the joint venture, and interest in earnings.

d. A contract for supplies and materials awarded to an eligible certified business which assumes the actual and contractual responsibility for the provision of the supplies and materials shall be counted as follows:

(1) The total dollar value of a contract for supplies and materials directly awarded by the department to an eligible certified business which is a manufacturer/supplier is counted toward the biennial utilization goal.

(2) The total dollar value of a subcontract for supplies and materials awarded by a contractor to an eligible certified business which is a manufacturer (i.e., a business that produces goods from raw materials or substantially alters them before resale) is counted toward the contract goal. The total dollar value of a subcontract for supplies and materials awarded by a contractor to an eligible certified business which is a regular dealer (i.e., a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business) shall be counted toward the contract goal. Only twenty percent (20%) of the total dollar value of a subcontract for supplies and materials awarded by a contractor to an eligible certified business which is not a manufacturer or regular dealer is counted toward the applicable contract goal.

3. Only eligible certified businesses which perform a commercially useful function shall be counted toward accomplishment of a utilization goal.

a. In order to evaluate whether a business is performing a commercially useful function, the director shall establish criteria including, but not limited to, the type and amount of work to be performed, industry practices and other relevant factors. The criteria shall be consistent with applicable state and federal laws and with the purposes and intent of this section.

b. Consistent with normal industry practices, an eligible certified business may enter into subcontracts. If the eligible certified business subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the eligible certified business will be presumed not to be performing a commercially useful function; provided, the eligible certified business may present evidence to rebut this presumption.

c. Participation by businesses acting as brokers (unless such is consistent with normal industry practice), fronts, conduits or similar pass-through arrangements shall not be acceptable and businesses determined to be acting under such arrangements may be disqualified from contracting with the department as provided elsewhere in this section.

4. The department may reserve contracts or portions thereof for competition solely among eligible certified businesses and in accordance with guidelines set by the director. Primarily, the reserved contract approach shall be used to counteract the effects of past and present discrimination that have prevented eligible certified businesses from participation as contractors with the department. The reserved contract approach may also be used to ensure increased participation by eligible certified businesses, including businesses owned by specific racial groups or owned by women. In order to ensure competitive procurement, contracts shall not be reserved unless there are a sufficient number of eligible certified businesses available with capabilities consistent with the requirements of the contract to be reserved.

5. The director may authorize other strategies that are calculated to accomplish the department's biennial goals. Those strategies may include, but are not limited to, setting goals for prime contracting and developing other approaches to

address issues regarding the equitable utilization of eligible certified businesses (including specific racial groups).

H. The director shall ensure compliance with the following solicitation and contracting requirements for construction, consultant service and purchasing contracts.

1. In addition to other solicitation requirements, bids, quotations or proposals shall be solicited from eligible certified businesses for all contracts not subject to formally advertised competitive bidding or competitive negotiations requirements. If available eligible certified businesses have not been included in such solicitation, no contract shall be awarded based on such solicitation, unless otherwise approved by the director. Bid conditions and requests for proposals for such contracts shall require bidders and proposers to make affirmative efforts to utilize eligible certified businesses as subcontractors and suppliers.

2. Bid conditions and requests for proposals for construction, consultant service and purchasing contracts subject to formally advertised competitive bidding or competitive negotiations requirements shall require, in addition to other requirements set forth in this chapter, that bids, quotations and proposals include participation by eligible certified businesses as established in this section.

3. In order to implement the provisions of this section, efforts including, but not limited to, the following, shall be made:

a. Every reasonable effort shall be made to solicit bids and proposals from eligible certified businesses. Such efforts may include advertising contracting opportunities in media which focus on minority and women business communities, arranging contracts by size and type of work so as to enhance the possibility of participation by eligible certified businesses, and, when advisable, reducing or waiving bid bonding and other public bidding requirements except those as

may be specifically established by the council or imposed by state law.

b. For all contracts for which utilization goals have been established, bidders or proposers shall be informed in the solicitation that each bidder or proposer shall submit MBE or WBE and DBE participation information to the department and that award of the contract will be subject to compliance with the utilization requirements established by the department. The solicitation shall provide when such information shall be submitted. Such information shall include at least the following:

(1) The names and addresses of the eligible certified businesses the bidder or proposer will utilize under the contract;

(2) A description of the work each named eligible certified business will perform; and

(3) The dollar amount or percentage of participation, as may be required, for each named eligible certified business.

c. No contract shall be awarded to any person or business which is disqualified from doing business with the department or other agencies of King County, nor shall any contract be awarded to any person or business which is currently disqualified from doing business with any agency of the federal government or any other government agency in King County or the state of Washington based on failure to comply with minority, women or disadvantaged business utilization, or contract compliance requirements which are substantially the same as those of this section, subject to appeal to the director pursuant to rules adopted by the department under the provisions of K.C.C. Chapter 2.98.

4. All contract documents for which utilization goals have been established shall include the following:

a. A provision stating that this section is incorporated by reference into each contract and that failure

to comply with any of the requirements of this section by a contractor will be considered a breach of contract.

b. A requirement that during the term of the contract the contractor shall comply, as to tasks and dollar amounts throughout the term of the contract, with all commitments made in the contractor's bid submittal or proposal for the participation by eligible certified businesses unless otherwise approved by the director and that, unless otherwise approved by the director, the eligible certified businesses which for any reason no longer remain associated with the contract, or with the contractor, shall be substituted with other eligible certified businesses;

c. A requirement that, prior to entering into subcontracts with eligible certified businesses, the contractor shall provide to all eligible certified businesses participating on the contract a copy of all commitments made in the contractor's bid submittal or proposal for the participation by certified businesses, along with copies of contract provisions regarding Minority, Women, or Disadvantaged Business Enterprise utilization and compliance entered into by the contractor with the department;

d. A provision stating that failure to comply with contract requirements related to utilization of eligible, certified businesses will be considered a material breach;

e. A provision requiring the contractor to ensure that its subcontractors make affirmative efforts to utilize eligible certified businesses;

f. A provision requiring the contractor to maintain sufficient records to enable the department to monitor compliance with these utilization requirements;

g. A provision requiring the contractor to submit with each progress payment request and final payment request a statement of amounts actually paid to each eligible certified business under the contract;

h. A provision setting forth sanctions or other actions that may be taken in the event the contractor fails to comply with the utilization requirements as provided in this section; and,

i. A provision requiring that participation by eligible certified businesses be taken into account in contract supplements, amendments or change orders such that, insofar as practicable, overall utilization will remain at levels not less than those committed to at contract award.

5. All contracts or other agreements between the department, on behalf of the county, and other governmental or quasi-governmental agencies or public corporations, whereby such agencies or corporations receive funds from or through the department for the purpose of contracting with businesses to perform public improvements, shall require such agencies or corporations to award and administer such contracts consistent with the provisions of this chapter or with such agencies' or corporations' minority/women business enterprise programs if such programs will achieve substantially the same participation as would have been achieved under this section.

I. The director shall be responsible for monitoring compliance with the provisions of this section by the department and by all contractors to the department pursuant to the following requirements.

1. The director shall require contractors to provide any records, information and documents deemed relevant for such monitoring activities.

2. The director and contractors shall maintain complete and detailed records regarding compliance with this section. Such records shall include the dollar value and the subject matter of each contract along with the name of the contractor, the participation levels (in dollars, number of contracts awarded and type of work) of eligible certified businesses where the contract award provides for such participation, and other information appropriate to demonstrating compliance with

this section. Records meeting the requirements of any financial assistance agreement shall also be maintained.

3. Upon receipt of a written and signed allegation that any contractor or subcontractor has violated any provision of this section, or if an apparent violation is discovered from information gained through compliance monitoring, an investigation shall be ordered by the director. If, based on such investigation, it is determined that a violation may have occurred, then the contractor or subcontractor shall be notified of the circumstances and provided an opportunity to rebut the determination that a violation has occurred, according to procedures established by the director. Contract payments may be suspended or withheld pending the final determination that a violation has occurred. If it is determined that a violation has occurred, one or more of the sanctions set forth in this section may be imposed.

4. Any person, firm, corporation, business, union or organization which prevents or interferes with a contractor's or a subcontractor's efforts to comply with the requirements of this section or which submits false or fraudulent information to the department concerning compliance with this section shall be subject to such fines, penalties and sanctions as may be provided under this section and local, state and federal law.

5. Any person, firm, corporation, business, union or organization which retaliates against or otherwise seeks retribution from an eligible certified business or other interested party who has brought a complaint or concern to the attention of the department regarding policies, practices, actions or efforts to circumvent the implementation of this section shall be subject to such fines, penalties and sanctions as may be provided under this section and local, state and federal law.

6. In order to ensure compliance with the provisions of this section, the director may issue rules and procedures for the monitoring, reporting and enforcement of the requirements

of this section and contracts awarded by the department or in which funds from the department are involved.

J. The following requirements shall apply to the certification of businesses for purposes of this section.

1. Pursuant to Chapter 39.19 RCW, the state of Washington Office of Minority and Women's Business Enterprises (OMWBE) shall be the sole authority for certifying and decertifying MBEs, WBEs, DBEs, combination businesses and minority women-owned businesses. Unless expressly provided otherwise in a solicitation request, all businesses identified in bid submittals or proposals in response to solicitations requesting or requiring certified business participation must be certified by OMWBE at the time of bid or proposal submittal in order to comply with such participation goals or requirements.

2. Certification notwithstanding, the department may not count or otherwise recognize the participation of an eligible certified business on a particular contract, may require a contractor to substitute, and/or may resort to sanctions for any of the following reasons:

a. Failure to demonstrate that the business is acting in a manner consistent with the requisite ownership and control by the minority or women owners;

b. Failure to perform a commercially useful function;

c. Participation as a business or in cooperation with a business acting as a front, conduit or similar pass-through arrangements;

d. Failure to provide information requested by the department in its effort to evaluate the legitimacy of the work to be performed on the contract, including issues of ownership, control and performing a commercially useful function;

e. Providing false or misleading statements to the department in order to circumvent compliance with M/WBE participation requirements or to frustrate the department's

effort to evaluate the legitimacy of the work to be performed on the contract; and

f. Failure to meet the requirements and eligibility criteria under this section and/or the rules and procedures established hereunder.

3. When the department determines that it will not count or otherwise recognize the participation of an eligible certified business for reasons enumerated in this section, the department shall provide to the OMWBE information relevant to that determination for OMWBE review regarding certification or recertification of the business in question, as appropriate.

4. In instances where businesses become certified or are decertified or become ineligible to participate on contracts after a selection or bid opening but prior to award, or subsequent to the award of a contract, the participation of such businesses may be counted as provided in the bidding or solicitation documents and/or rules and procedures to be issued by the director.

K. In order to secure financial assistance from the Federal Department of Transportation, the director shall provide for the participation of disadvantaged businesses in certain federally assisted projects. The director may issue rules and procedures and take steps necessary to implement and comply with applicable federal laws and regulations, including the establishment of annual goals and contract goals for disadvantaged business utilization under 49 Code of Federal Regulations, Part 23.

L. The director may grant exceptions, revisions and waivers to the utilization requirements set forth therein and goals established pursuant hereto according to the following provisions:

1. A waiver or revision may be granted for reasons such as, but not limited to:

a. The reasonable and necessary requirements of the contract render subcontracting or other participation of

businesses other than the bidder or proposer infeasible or improbable; or

b. Sufficient certified businesses capable of providing the goods or services required by the contract are not readily available in the market area of the project despite affirmative efforts to locate such businesses.

2. Each contract for which the director grants such a waiver or revision shall include a provision requiring the contractor to make affirmative efforts to utilize eligible certified businesses should subcontracting or participation of businesses other than the contractor become necessary to accomplish the work.

3. In determining whether participation by eligible certified businesses is infeasible or improbable, or whether sufficient eligible certified businesses are not readily available, the following factors shall be considered:

a. Whether all forms of participation have been thoroughly examined by the administering division;

b. Whether the technical requirements of the contract which tend to prohibit or reduce the opportunity for participation of businesses other than the bidder or proposer are reasonable and necessary to achieve the purpose of the contract;

c. The cost to the department of requiring participation of businesses other than the bidder or proposer, or of altering the contract requirements to increase opportunities for such participation;

d. Whether the administering division has made affirmative efforts to locate eligible certified businesses capable of providing the goods, materials or services required by the contract, including seeking assistance of the M/W/DBE Liaison Officer;

e. Whether participation by eligible certified businesses has been achieved on similar contracts by the

department, other agencies of King County or another local government in King County; and

f. Whether other methods of achieving participation by eligible certified businesses as described in this section have been considered.

4. No waiver of subcontracting goals may be granted without first attempting to use the competitive factor approach referenced in this section.

5. Revisions or waivers of goals established for a particular contract may be granted during the period of solicitation for bids or proposals based on consideration of the factors set forth in this section. Increases of such goals may be effected at any time prior to submittal of bids or proposals.

6. The requirements of this section may be waived for a particular contract under any of the following circumstances:

a. If it is determined that an emergency exists which requires goods or services to be provided with such immediacy that a contractor would not be able to comply with the requirements of this section and the contractor is an eligible certified business, or, if not, that the contractor will make affirmative efforts to subcontract to certified businesses should subcontracting be utilized; or

b. If it is determined that compliance with the requirements of this section would impose an unwarranted economic burden on, or risk to, the department as compared with the degree to which the purposes and policies of this section would be furthered by requiring compliance; or

c. If it is determined that the needed goods or services are readily available from only one source and such source is not currently disqualified from doing business with the department, another agency of King County or any other governmental agency based on a failure to comply with minority, women or disadvantaged business utilization requirements; provided, that the contractor shall make affirmative efforts to

utilize eligible certified businesses should subcontracting be necessary.

7. The requirements of this section shall not apply to contracts for which the department receives financial assistance from a state or federal agency which has established minority, women or disadvantaged business enterprise utilization requirements with which the department must comply in order to receive such funds, and such requirements conflict with provisions in this section.

M. The following Equal Employment Opportunity Requirements shall apply to all contracts awarded by or for the department.

1. No contractor, subcontractor, or union doing business with or for the department, or furnishing workers or services in connection therewith, shall discriminate against, nor tolerate harassment of, any person on the basis of race, color, religion, creed, sex, sexual orientation, age, nationality, or the presence of any sensory, mental or physical disability (provided that such disability does not hinder the performance of the job) in employment, and no such contractor, subcontractor, or union shall violate any of the terms of Chapter 49.60 of the Revised Code of Washington, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, or any other applicable federal, state or local law or regulation regarding nondiscrimination in employment.

2. The director may set goals and timetables for minority and female employment by contractors doing business with the department. The goals shall be based on the appropriate permanent work force, demographic or other relevant data. Employment goals established by this section are not intended and shall not be taken to diminish the contractor's responsibility and obligation under other subsections of this section.

a. Specifications for contracts to be awarded by the department may require the bidder or proposer to sign and

submit a sworn statement specifically setting forth a plan of affirmative action to be followed in the event a contract is awarded to the bidder or proposer to ensure equal opportunity in employment is afforded by the contractor and its subcontractors while providing specific materials and supplies, consulting or construction services for the department. If a bid or proposal is opened and it is found that the bidder or proposer has not submitted the required sworn statement, the bid or proposal will not be considered.

b. The plan of affirmative action contained in such sworn statement shall include, but need not be limited to, the following:

(1) Designation of a certain person who has been charged by the bidder or proposer with the responsibility for carrying out and reporting the bidder's or proposer's compliance with its plan of affirmative action;

(2) Assurance that the plan of affirmative action will be communicated to supervisors and other employees of the bidder or proposer;

(3) Assurance that the bidder's or proposer's new hires and rehires will include substantial percentages of women and minorities;

(4) Assurance that the bidder or proposer will proceed in good faith and make every reasonable effort to comply with the employment goals established and provided in the specifications;

(5) Assurance that the bidder or proposer shall correct deficiencies of under-represented persons at all levels of the work force by considering under-represented persons to fill new hire or rehire positions;

(6) Assurance that the bidder or proposer will make continuing efforts to recruit minority and female employees and to advertise employment opportunities in a way which will effectively reach minorities and females; and

(7) Assurance that the bidder or proposer will communicate to subcontractors and labor unions its affirmative action obligations.

c. Whenever the director determines that a contractor's sworn statement is in need of review or updating, the director shall notify the contractor, who shall take such steps as are necessary to review or update its sworn statement to meet the requirements of the department; provided, that if changes in the sworn statement would have a substantial financial impact on the contractor with regard to contracts already entered into, the changes shall not apply to such contracts.

d. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the contractor has a collective bargaining agreement to refer either minorities or women, shall excuse the contractor's obligation under the sworn statement.

3. The following requirements shall apply to consultant, construction and services contracts:

a. The director shall ensure consultant, construction and services contracts include the following provisions:

(1) "During the performance of this contract, the contractor agrees as follows: The contractor will not discriminate against, nor tolerate harassment of, any employee or applicant for employment because of religion, color, race, sex, sexual orientation, age, national origin, or the presence of any sensory, mental or physical disability, unless based upon a bona fide occupational qualification. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, color, race, religion, sex, sexual orientation, age, national origin, or the presence of such disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or

transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause."

(2) "The contractor will, prior to the commencement and during the term of this contract, furnish the department, upon request and on such forms as may be provided by the department, a report of the affirmative action taken by the contractor in implementing the terms of this provision, and will permit access by the director to the contractor's records of employment, employment advertisements, application forms, other pertinent data and records for the purpose of investigation to determine compliance with this provision."

(3) "The contractor will implement and carry out the obligations contained in its sworn statement regarding equal employment opportunity. Failure to implement and carry out such obligations in good faith may be considered by the department as a material breach of this contract and grounds for withholding payment and/or termination of the contract and dismissal of the contractor. The contractor shall require that a sworn statement substantially in the form of those required by the department from the contractor be submitted by its subcontractors and that substantially the foregoing provisions be contained in all such subcontracts."

b. The specifications may require that a bidder or proposer be prequalified regarding equal employment according to such procedures as may be determined by the director and that failure to so prequalify will result in the refusal to consider or the rejection of a bid or proposal.

4. The director shall ensure materials and supplies contracts include the following provisions:

a. "During the performance of this contract, the contractor agrees as follows: The contractor will not

discriminate against, nor tolerate harassment of, any employee or applicant for employment because of creed, color, race, religion, sex, sexual orientation, age, national origin, or the presence of any sensory, mental or physical disability, unless based on a bona fide occupational qualification. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, color, race, religion, sex, sexual orientation, age, national origin, or the presence of any sensory, mental or physical disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause."

b. The specifications may require that a bidder or proposer be prequalified regarding equal employment opportunity according to such procedures as may be determined by the director and that failure to so prequalify will result in the refusal to consider or the rejection of a bid or proposal.

5. If, upon investigation, the director determines that a contractor or subcontractor has failed to meet the equal employment opportunity requirements of the contract or has otherwise failed to implement and carry out the obligations contained in the contractor's sworn statement regarding equal employment opportunity in violation of the contract, written notice of such breach shall be given to the contractor and the contractor shall be required to correct such breach within a specified period of time. In the event the contractor fails to correct a breach in a manner satisfactory to the department, the director may effect any remedies and sanctions that may be available under the contract or this section.

a. Under-representation of minorities and women will not itself be deemed a violation of this section where the contractor adopts reasonable affirmative action measures in good faith. Affirmative action measures shall be based on what is reasonably required to achieve employment goals which will cure under-representation.

N. The director may impose sanctions on persons and contractors for violation or non-compliance with the requirements of this section as follows:

1. After reasonable notice to the person involved and reasonable opportunity to respond, the director may impose such sanctions or take other actions as are designed to ensure compliance with the provisions of this section including, but not limited to:

a. refusal to award a contract;

b. suspension of a contract;

c. withholding of funds;

d. rescission of a contract;

e. disqualification of a bidder, contractor or other business from eligibility for providing goods or services to the department for a period not to exceed two (2) years;

f. termination of the contract; and

g. any remedies that may be available under the contract or applicable laws and regulations.

2. In the event the director determines that a contractor or subcontractor has materially breached the contract provisions regarding M/W/DBE utilization and participation and/or equal employment opportunity, the director shall, in addition to imposing sanctions and effecting remedies, refer the circumstances of the breach to the appropriate federal, state and local agencies for further action. Such referral may be in the form of a third-party complaint where appropriate.

O. If any provision of this section is found to be in conflict with the King County Charter, state or federal laws

and regulations, or requirements imposed by the state of Washington or the federal government as conditions of financial assistance, the director is hereby authorized to revise such provision as may be necessary to comply with such laws or regulations or to benefit from such assistance; provided, that any significant or material revision shall be brought to the attention of the council prior to implementation.

NEW SECTION. SECTION 20. **Procurement and contracting procedures.**

A. The director shall ensure that equipment, materials, supplies and services are procured efficiently and economically, with maximum practicable competition, and in compliance with the King County Charter, this section and applicable state and federal laws and regulations.

B. Equipment, materials, supplies and services purchased or work ordered for the department, the estimated cost of which is not more than $25,000, and purchases which are clearly and legitimately limited to a single source of supply, may be acquired or ordered by the county executive or the director, if designated by the county executive, whenever deemed to be in the best interest of the department. Such purchases must be made within budget appropriations or other council authorization consistent with the charter, this section, K.C.C. 4.04.040, and applicable state and federal laws and regulations.

C. The competitive bidding procedures of the department shall be as follows:

1. Contracts for equipment, materials, supplies, and non-professional services, the estimated cost of which is in excess of $25,000, shall be awarded pursuant to competitive sealed bidding as provided in this section and under the following conditions:

a. time permits the solicitation, submission and evaluation of sealed bids;

b. award will be made on the basis of price and other price-related factors;

c. it is not necessary to conduct discussions with the responding bidders about their bids; and

d. there is reasonable expectation of receiving more than one sealed bid.

2. The director shall cause a notice inviting sealed bids to be published in a newspaper of general circulation throughout King County at least once a week for two consecutive weeks, the first publication of which shall be not less than ten days before letting of such contract. The plans and specifications for such work or equipment, materials, supplies, and non-professional services must at the time of publication of such notice be on file with the director and open to public inspection. The notice shall state generally the work to be done or equipment, materials, supplies, and non-professional services to be purchased and shall call for bids for doing the same to be sealed and filed with the department on or before the day and hour specified. The notice may be published in such additional newspapers or magazines and for such additional period of time as the director shall deem to be in the best interest of the department.

3. Each bid shall be accompanied by a bid guarantee payable to King County for a sum not less than five percent of the amount of the bid; provided, said guarantee shall be in such form as may be established or approved by the director; and, provided further, said guarantee requirement may be waived by the director if he/she deems such action necessary to promote participation in the bidding and such action is consistent with applicable federal or state laws and regulations. The director may further require a performance/payment bond on the accomplishment of its public works, or the purchase of supplies and materials and the performance of necessary work or services; provided, the bond shall be payable to the order of King County, shall be in such

form as may be established or approved by the director, and shall be in an amount not less than twenty-five percent of the contract price.

4. Any bids received shall be considered as offers to contract with King County. At the time and place named, bids received by the department shall be publicly opened and read and the director shall require the bids to be analyzed and make his/her recommendation. Minor irregularities in bid form may be waived.

5. Contracts shall be awarded on the basis of the best bid. Any bid or any portion of any bid and/or all bids may be rejected. In determining "best bid", in addition to price, the following elements shall be given consideration:

a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;

b. The character, integrity, reputation, judgment, and efficiency of the bidder;

c. Whether the bidder has the financial resources and experience to perform the contract properly and within the times specified;

d. The quality and timeliness of performance by the bidder of previous contracts with the department, other county agencies and other local governments and state and federal agencies, including but not limited to, the relative costs, burdens, time and effort necessarily expended by the department or such governments and agencies in securing satisfactory performance and resolving claims;

e. The previous and existing compliance by the bidder with laws relating to public contracts or services, including, but not limited to, minority and women business enterprise and equal employment opportunity requirements;

f. The history of the bidder in filing claims and litigation on prior projects involving the department or on other public or private projects; and

g. Such other information as may be secured having a bearing on the decision to award the contract. The bid of any bidder may be rejected whose performance under a previous contract, even though finally accepted, imposed additional costs or burdens upon the department or other county agencies in obtaining satisfactory performance and resolving claims.

D. If soliciting competitive sealed bids is not appropriate under the conditions described in this section, equipment, materials, supplies, non-professional services, and work purchased and ordered, the estimated cost of which is in excess of $25,000, shall be let by contract under the following competitive sealed proposals procedures.

1. The director shall cause a notice inviting statements of qualifications and/or proposals to be published in a newspaper of general circulation throughout King County at least once a week for two consecutive weeks, the first publication of which shall be not less than ten days before letting of such contract. The notice shall state generally the work to be done or equipment materials, supplies, or non-professional services to be purchased and shall call for statements of qualifications and/or proposals to be submitted to the department on or before the day and hour named therein. The notice may be published in such additional newspapers or magazines and for such additional period of time as the director shall deem to be in the best interest of the department. The request for statements of qualifications and/or proposals shall state the relative importance of price and all other evaluation factors, including but not limited to the elements listed in this section for evaluating competitive sealed bids.

2. Discussions may be conducted with responsible offerors to determine which proposals should be evaluated in more detail and/or which offerors should be requested to submit best and final offers in evaluating proposals. The department may request clarifications and consider minor adjustments in

the proposals in order to better understand the proposals and to qualify them for further consideration; provided, that information discussed or obtained from one offeror shall not be disclosed to competing offerors during the discussions and negotiations. Except to the extent protected by state and federal laws, proposals shall be considered public documents and available for review and copying by the public after an award of contract recommendation is made.

3. Award shall be made to a responsible offeror whose proposal is determined to be the most advantageous to the department, taking into consideration price and the other established evaluation factors.

E. The director is hereby authorized to establish procedures for qualifying equipment, materials, supplies and non-professional services prior to procurement of such items. Under such procedures, only equipment, materials, supplies and non-professional services that are determined to meet the qualifying criteria will be acceptable in the subsequent procurement.

F. The director is hereby authorized to establish and maintain a small works roster pursuant to Chapter 39.04 RCW and King County Charter Section 815.

1. The small works roster shall consist of all responsible contractors who have requested to be included on the roster and who are properly licensed and registered as may be required by the laws of the state of Washington. The small works roster may make distinctions between contractors based on geographic areas served and the nature of the work the contractor is qualified to perform.

2. At least twice every year, the department shall advertise in a newspaper of general circulation throughout King County the existence of the small works roster, shall solicit the names of contractors for such roster, and shall add to the roster those contractors who request to be included and who are properly licensed and registered to perform such work.

3. Contracts for public works or improvements estimated to cost $25,000 to $100,000 shall be exempt from the requirements for advertisement and competitive bid set forth in this section. In lieu of advertisement and competitive bid, the department shall solicit quotations, confirmed in writing, from contractors on the small works roster for the category or job type involved and shall award the work to the responsible contractor with the lowest quotation or reject all quotations. Such solicitation shall include an estimate of the scope and nature of the work to be performed, and materials and equipment to be furnished. Whenever possible, at least five contractors shall be invited to submit buds.

4. The department shall solicit quotations randomly from contractors on the small works roster in a manner which will reasonably distribute the opportunity for these contracts among the contractors on the roster; provided, that whenever possible, the department shall solicit quotations for each project from at least one women and one minority business enterprise, which have been certified as such by the Washington State Office of Minority and Women Business Enterprise and are on the roster; and, provided further, that such contracts may be reserved solely for competition among certified minority and women business enterprises consistent with minority and women business enterprise utilization policies established by the council. Once a contractor has been afforded an opportunity to submit a proposal, that contractor shall not be afforded another opportunity until all other contractors on the small works roster have been afforded an opportunity to submit a proposal on a contract.

5. Immediately after an award is made, the quotations obtained shall be recorded, open to public inspection and available by telephone inquiry.

6. The director shall report annually to the executive on the efficacy of the small works roster program and its

effect on participation by minority and women business enterprises.

G. Spare parts, replacement parts and maintenance contracts for existing equipment and systems where only proprietary items and services are compatible with the existing equipment and systems and where such items and services can be acquired only from the manufacturer or from a single distributor may be acquired, ordered or paid in the best interests of the department by the director within budget appropriations or other council authorization therefor.

H. Routine expenses of government, such as utilities charges, governmental taxes, and governmental fees for licenses and permits may be acquired, ordered or paid in the best interests of the department by the director within budget appropriations or other council authorization therefor.

I. The county executive or the director, if designated by the county executive, is hereby authorized to approve payments of claims, settlements and judgments, and to acquire, order and pay for professional and expert services in support of claims, settlements and litigation, as may be in the best interests of the department within budget appropriations or other council authorization therefor; provided, that this provision shall not apply to payments of claims, settlements and judgments related to torts claims and lawsuits against the department.

J. Professional services to be performed for the department by other than employees, including but not limited to engineering, financial, marketing, appraisal and other specialized or professional services, the estimated cost of which exceeds $25,000, shall be procured consistent with the following procedures.

1. The county executive or the director, if designated by the county executive, may authorize the procurement of professional services in the following circumstances:

a. when the services cannot be performed on a timely basis by employees of the department,

b. the services are not part of the routine assignments for such employees, or

c. the services require specialized professional or technical expertise not available from such employees.

2. The director shall cause a notice inviting statements of qualifications and/or proposals to be published in a newspaper of general circulation throughout King County at least ten days before the date for submitting such statements of qualifications and/or proposals. The request for statements of qualifications and/or proposals shall describe the services required, list the types of information and data required of each proposer, identify applicable minority/women/disadvantaged business enterprise and equal employment opportunity requirements, and state the relative importance of the evaluation criteria.

3. The director shall establish a selection board to review and evaluate statements of qualifications and/or proposals and, if appropriate, hear oral presentations by proposers. The selection board shall select and rank the most qualified proposers. In selecting and ranking such proposers, the selection board shall, at a minimum, consider the evaluation elements set forth under the competitive sealed bid provisions in this section. The ranking of proposers shall be subject to approval by the director. If the director approves the ranking, the director may authorize contract negotiations with the top ranked proposer or proposers. Negotiations may be conducted concurrently or sequentially.

4. Contracts for architectural and engineering services shall be procured in accordance with Chapter 39.80 RCW. The provisions of K.C.C. 4.04.220 and 4.04.230 related to the selection of design consultants and the involvement of the Design Commission shall not apply to the selection of design consultants by the department.

K. Any public work performed by employees of the department, the estimated cost of which exceeds the amount set

forth in RCW 39.04.020, shall be performed consistent with the provisions of Chapter 39.04 RCW.

L. Notwithstanding any other provisions of this chapter, the county executive or the director, if designated by the county executive, may make or authorize others to make emergency purchases of equipment, materials, supplies, services, or construction items pursuant to and in accordance with K.C.C. 4.16.050.

M. The director may designate employees in the department to act as the purchasing agents of the department for the purpose of carrying out this section.

N. The county executive and the director, if designated by the county executive, are authorized to enter into cooperative and/or joint agreements on behalf of the county with federal, state and local governments for the purchase of supplies, materials and equipment whenever in the judgment of the county executive or the director, if designated, purchases may thereby be more advantageously made. Whenever supplies, materials and equipment are purchased for the department by such federal, state or local governments, such purchases may be accomplished in the manner prescribed by the provisions of applicable law, charter or chapter of such federal, state or local governments, rather than the provisions of this section. The federal, state or local governmental units shall be reimbursed for necessary costs of performing purchasing services for the department. Contracts for the purchase of supplies, materials and equipment by the department may be based on competitive sealed bids or competitive sealed proposals accomplished by federal, state or local governments in the manner prescribed by the provisions of applicable law, charter, chapter or regulations.

O. Whenever in the judgment of the council special circumstances require a procedure different from that set forth herein, the council may authorize the making of purchases, the

ordering of work or the performance of services in such other manner as may be deemed to be appropriate to the circumstances.

P. The director shall establish procedures for considering and determining bid and proposal protests and appeals. The director shall render the final administrative determination on all such protests and appeals.

Q. The director shall comply with the following procedures in contract debarment and suspension actions.

1. After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the director shall have authority to debar a person, firm or other legal entity for cause from consideration for award of contracts with the department. The debarment shall be for a period of not more than two years.

2. The director shall have the authority to suspend a person, firm or other legal entity from consideration for award of contracts if there is probable cause for debarment. The suspension shall be for a period of not more than six months.

3. The authority to debar or suspend shall be exercised in accordance with procedures established by the director.

4. The causes for debarment or suspension include the following:

a. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;

b. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a contractor to the department;

c. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;

d. Violation of contract provisions, such as the following, of a character which is regarded by the director to be so serious as to justify debarment action:

(1) deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract, or

(2) substantial failure to comply with commitments to and contractual requirements for participation by women and minority business enterprises and equal employment opportunity, or

(3) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;

e. Violation of ethical standards set forth in contracts with the department; or

f. Any other cause the director determines so serious and compelling as to affect responsibility as a contractor to the department, including debarment by another governmental entity for any cause similar to those set forth herein.

5. The director shall issue a written decision stating the reasons for the debarment or suspension. Such decision shall be promptly mailed or otherwise furnished to the debarred or suspended person and any other party intervening.

6. The director's decision of debarment or suspension, unless fraudulent, shall constitute the final and conclusive decision on behalf of King County.

R. When a procurement involves the expenditure of federal or state assistance, grant or contract funds, and the method of procurement required by such agency differs from the requirements of this section, the director shall conduct the

procurement in accordance with any mandatory applicable federal or state laws and regulations.

S. The director shall ensure the department complies with state law applicable to the award by the department of public contracts, including, without limitation, Title 39 R.C.W. and Chapter 60.28 R.C.W.

T. The director is authorized to accept work upon completion or partial completion, as appropriate, performed under construction contracts by the department, and to take all actions necessary to effect such acceptance pursuant to applicable laws and within the terms of the contracts.

U. The following provisions shall apply to privatization contracts entered into by the department:

1. The specifications for each privatization contract which, in order to enable a successful bidder or proposer to perform, involves construction, reconstruction, maintenance, or repair of a facility shall contain a provision stating the hourly minimum rate of wage, not less than the prevailing rate of wage, which may be paid to laborers, workmen, or mechanics in each trade or occupation required for such facility employed in the performance of such contract, either by the contractor, subcontractor, or other person doing or contracting to do the whole or any part of the work contemplated in the construction, reconstruction, maintenance, or repair of the facility and such contract shall contain a stipulation that such laborers, workmen, or mechanics shall be paid not less than such specified hourly minimum rate of wage.

2. The director is authorized and directed to establish a process under which the payment of prevailing wage by such contractor or its subcontractors may be monitored and enforced.

W. The following provisions shall apply to the purchase of diesel fuel for the department:

1. Periodically, but at least annually, the director shall establish a list of interested vendors of diesel fuel, after causing a notice inviting such interest to be published

in a newspaper of general circulation throughout King County at least once a week for two consecutive weeks. The notice may be published in such additional newspapers or magazines and for such an additional period of time as the director shall deem to be in the best interest of the county.

2. From time to time, and whenever the department requires diesel fuel to meet the needs of its public transportation function, the director shall cause each person or firm on the interested vendors list established herein, to be solicited for a price quote. The director may reject all such quotes, but if the director elects to purchase, he/she shall only accept the lowest quoted price, subject to the provisions of this section.

3. The director shall annually set aside an amount equal to at least ten percent of the annual diesel fuel needs for minority and women business enterprise (M/WBE) participation, which shall be purchased solely through the procedures established hereunder. Until the annual set aside is reached, price quotations for diesel fuel submitted by certified M/WBE's shall be subject to a five percent preference factor which shall be applied by deducting five percent from the lowest prices quoted by such M/WBE's, and then comparing said modified prices with the price submitted by other bidders or proposers not certified as M/WBE's. In the event that the foregoing procedure does not result in a purchase of diesel fuel from an M/WBE, the director shall conduct one or more purchases limited to participation by certified M/WBE's for the purposes of effectuating the intent of this section. For the purposes of this section, the term "M/WBE" shall mean those businesses or joint ventures as defined by the department's Minority/Women Business Enterprise program.

4. In addition to these provisions, diesel fuel may also be purchased through the competitive procurement procedures established by the council.

5. The director shall, at a minimum, maintain records for each solicitation or make reasonable attempt to solicit from each person or firm on the vendors list, the name of the person responding, and the price quoted, if any.

X. In addition to the requirements of K.C.C. Chapter 3.04, the following provisions shall apply to the Code of Ethics for suppliers:

1. For the purposes hereof, the term "Supplier" shall include, but not be limited to, contractors, subcontractors and materials and equipment suppliers, and engineering, architectural, advertising, planning, management and financial consultants who are selected to perform or provide specific materials, work and services for the department.

2. Each Supplier entering into contracts with the department to perform or to provide work, services, or materials, which costs the county in excess of $2,500, shall covenant as follows:

a. No person or selling agency except bona fide employees or designated agents or representatives of the Supplier has been or will be employed or retained to solicit or secure said contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee may be paid; and

b. No gratuities, in the form of entertainment, gifts or otherwise, have been or will be offered or given by the Supplier or any of its agents, employees or representatives, to any official, member or employee of the department or other governmental agency with a view toward securing said contract or securing favorable treatment with respect to the awarding or amending thereof, or the making of any determination with respect to the performance of said contract.

3. Each Supplier entering into a contract with the department to perform or to provide work, services, or materials, which costs the county in excess of $2,500, shall

1 covenant thereby that it has no direct or indirect pecuniary or
2 proprietary interest, and that it shall not acquire any such
3 interest, which conflicts in any manner or degree with the
4 performance of the services required to be performed under said
5 contract and that it shall not employ any person or agent
6 having any such interest. In the event that a Supplier or its
7 agents, employees or representatives acquire such a conflict of
8 interest, it shall immediately disclose such interest to the
9 director and take action immediately to eliminate the conflict
10 or to withdraw from the contract as the director may require.
11 4. If the director has reason to believe that the
12 covenants set forth in this section have been breached, the
13 director shall so notify the Supplier in writing. The Supplier
14 shall respond to said notice within ten (10) days of receipt
15 with a detailed written explanation or answer to any facts,
16 allegations, or questions contained or referenced in the
17 notice. The Supplier may also request a hearing on the matter
18 by the director which shall be conducted within fifteen (15)
19 days of the receipt by the director of the request unless a
20 later date is concurred in by the director and the Supplier.
21 The decision of the director shall be a prerequisite to appeal
22 thereof to Superior Court. If, after consideration of
23 Supplier's response and any hearing, the director determines
24 that the covenants herein required have been breached, the
25 director shall have the discretion to exercise those remedies
26 provided by federal or state laws or regulations or by the
27 contract in the event of said breach and/or prohibited
28 conflicts of interest.
29 5. The director shall insure that this section complies
30 with all applicable laws and regulations of federal and state
31 agencies providing financial assistance to department projects
32 and operations. The director is also authorized and directed
33 to take such actions as may be necessary to include the
34 covenants set forth herein within all department-Supplier
35 contracts to which they apply.

Y. The director shall take such steps as are necessary to ensure that products manufactured or fabricated in the Republic of South Africa are not acquired for installation or construction of facilities of the department.

Z. The following provisions shall apply to the disposition of surplus personal property of the department. The provisions of K.C.C. Chapter 3.58 shall not apply to the department except as specifically provided in this section.

1. Personal property with an estimated value of not more than $30,000 no longer required for the purposes of the department, as determined by the director, may be sold or disposed of by the director in such manner as the director shall deem to be in the best interests of the department. Personal property with an estimated value in excess of $30,000 shall be sold or disposed of as provided in this section, unless otherwise specified herein.

2. Personal property with an estimated value of more than $30,000 and up to $250,000 no longer required for the purposes of the department shall be sold or disposed of at public auction or by competitive bidding. If competitive bidding is selected by the director, the following procedures shall be followed.

a. The director shall cause a notice advertising the sale of the properties or property rights and inviting sealed proposals therefor to be published in a newspaper of general circulation throughout King County at least once a week for two consecutive weeks, the final publication of which shall be not more than two days before the opening of such proposals. The notice shall indicate the date and time of any public hearing on the disposition, describe in detail the properties and approved terms and conditions of payment and shall call for proposals to be sealed and filed with the council on or before the day and hour named therein. The notice may be published in additional newspapers or magazines and for additional periods of time, or other forms of advertising and publicity may be

used as the director shall deem to be in the best interests of the department.

b. At the time and place named, proposals received by the director shall be publicly opened and read and the director shall cause said proposals to be analyzed and thereafter make recommendations to the county executive as to the best proposal for each property, taking into consideration the price, terms and financing responsibility of the bidders and any other information relating to the sale or disposition of the property.

c. The director shall have the right to reject any and all such proposals.

d. If necessary, a public hearing on the disposition shall be conducted prior to consideration of action on the best proposal by the executive.

3. Whenever the director determines that unneeded and surplus properties of the department can be sold or disposed of only to a single source or under special conditions, the director may arrange for said sale or disposition subject to approval by the executive of the terms and conditions thereof.

4. The director shall carry out the purposes of this section and take such actions as may be necessary to facilitate the sale or disposition of personal properties. The county's purchasing agency within the department of executive administration may be utilized to sell or dispose of unneeded properties of the department whenever, in the judgment of the director, the sale or disposition thereof may be more advantageously made by said agents.

5. In compliance with the charter and K.C.C. 4.04.040.B.5, the executive or the director, if designated by the county executive, is authorized to sell, transfer, exchange, lease or otherwise dispose of any property to the state or any municipality or any political subdivision thereof, or the federal government, on such terms and

conditions as may be mutually agreed upon by the proper authorities of said governmental agencies.

6. If personal property which had been acquired from a city or county without compensation is no longer required for department purposes, but is required by the city or county from which it was acquired, the director shall transfer said property to such city or county.

7. Unneeded personal properties may also be rented or leased to private corporations, associations, and individuals according to the procedures set forth in this section. Lease or rental agreements for a term of more than three years or for an annual rental of more than $30,000 shall be approved in advance by the county executive in accordance with the charter and K.C.C. 4.04.040.B.5. This provision shall not apply to other procedures applicable to the lease or rental of transit buses.

8. Whenever in the judgment of the council special circumstances require a procedure different from that set forth herein, the council may authorize the sale or disposition of unneeded property in such other manner as may be deemed to be appropriate to the circumstances.

9. Whenever the procedures of a grant agency having an interest in the property requires disposition in a manner different from the procedures set forth herein, the director shall dispose of such property in accordance with the procedures required by the grant agency.

10. Personal property with an estimated value of more than $250,000 shall not be disposed of without prior approval by motion of the council.

AA. The director is hereby authorized to take all actions necessary and appropriate to implement the policies and provisions set forth in this chapter.

BB. The director is authorized and directed to promulgate such rules, regulations and guidelines as the director deems

1 necessary to carry out the purposes or provisions of this
2 section.
3 NEW SECTION. SECTION 21. **Real property.**
4 A. The following provisions shall govern the acquisition
5 and disposition of real property, and interests therein, by the
6 department. Provisions of the King County Code shall not apply
7 to the department except as specifically provided in this
8 chapter.
9 B. The department shall comply with Chapter 8.26 RCW and
10 the Uniform Relocation Assistance and Real Property Acquisition
11 Policies Acts of 1970 and 1971, as amended, and with
12 regulations promulgated thereto. The director is authorized to
13 take such steps as are necessary to implement said requirements
14 and regulations. The executive and the director, if designated
15 by the executive, are authorized to enter into contracts with
16 other public agencies of the state of Washington for the
17 administration thereof on such terms and provisions as the
18 executive deems appropriate.
19 C. Temporary and permanent easements granted to the
20 county which are necessary for the construction, operation and
21 maintenance of facilities of the department may be executed by
22 the executive or by the director, if designated by the
23 executive, within budget appropriations or other council
24 authorization therefor. Temporary and permanent easements for
25 utility purposes may be granted by the executive or by the
26 director, if designated by the executive, if such easements
27 will not interfere with or hinder the operations of the
28 metropolitan public transportation or water pollution abatement
29 functions, as applicable; provided, that utility easements that
30 exceed $30,000 in value shall be subject to prior approval by
31 the council.
32 D. Leasehold interests in real property which are
33 necessary for the construction, operation and maintenance of
34 facilities of the department may be acquired by the executive
35 or by the director, if designated by the executive, in

accordance with King County Charter Section 495 and K.C.C. 4.04.040 and within budget appropriations or other council authorization therefor.

E. Interim lease or rental agreements of county-owned properties under the jurisdiction of the department which were acquired for metropolitan public transportation or water pollution abatement purposes may be executed by the executive or the director, if designated by the executive, upon compliance with the following provisions:

1. The director shall cause advertisements for bids or proposals for the lease of said properties including any improvements thereon to be published in a newspaper of general circulation in King County at least once a week for two consecutive weeks. Each advertisement shall state the location of the property to be leased, describe improvements and indicate whom to contact for information regarding the property or the lease. The director may refuse all offers and not lease the property, or readvertise.

2. With the approval of the executive, the director may negotiate a lease or rental agreement for said properties in lieu of advertising for bids or proposals.

3. Lease and rental agreements shall be based on fair market rental value as provided in K.C.C. 4.56.160; provided, that references to the "manager of the real property division" and "the real property division" shall mean the director and the department, respectively.

4. Lease agreements may have a term of not more than five years without prior approval of the council. K.C.C. 4.56.180 and 4.56.190 shall be applicable to lease agreements with terms greater than five years.

F. Real property shall be surplused and disposed of according to the following procedures:

1. The director shall conduct an annual review of all real property under the jurisdiction of the department and determine whether such real property is still required for the

proper operations of the metropolitan public transportation and water pollution abatement functions. Real property no longer required for such operations may be declared surplus by the director.

2. The director shall notify other departments of the county of any surplus real property. If another department demonstrates a need for such real property, custodianship of the property shall be transferred to that department upon the transfer from that department of an amount equivalent to the fair market value of the property.

3. Prior to the sale of surplus real property, council approval shall be obtained in accordance with K.C.C. 4.56.080.

4. The director shall recommend to the executive whether the sale should be conducted by sealed bids, public auction or otherwise.

5. If the executive concurs in the sale by sealed bids, the director shall proceed as follows:

a. The director shall cause a notice advertising the sale of the properties or property rights and inviting sealed bids or proposals therefor to be published in a newspaper of general circulation throughout King County at least once a week for two consecutive weeks, the final publication of which shall be not more than five days before the opening of such bids or proposals. The notice may be published in additional newspapers or magazines and for additional periods of time, or other forms of advertising and publicity may be used as the director shall deem appropriate and necessary.

b. The notice shall indicate the date and time of any public hearing, if required, on the disposition, describe in detail the properties and approved terms and conditions of payment, and shall call for bids or proposals to be sealed and filed with the department on or before the day and hour named therein.

c. At the time and place named, the bids or proposals, as the case may be, received by the director shall

be publicly opened and read. The director shall cause said bids or proposals to be analyzed and thereafter make a recommendation to the executive as to the best bid or proposal for each property. In analyzing bids or proposals, the director shall take into consideration the price, terms and financing responsibility of the bidders or offerors and any other information relating to the sale or disposition of the property. The director may reject any and all such bids or proposals.

d. If necessary, a public hearing on the sale shall be conducted prior to the final decision to sell the surplus real property.

6. If the executive concurs in the sale by public auction, the director shall cause notice of the sale to be advertised as provided in K.C.C. 4.56.090.

7. If the executive concurs in the sale by means other than competitive process or public auction, the director shall follow whatever procedures are approved by the executive.

8. Sales or transfers of real property to public agencies, other than departments of King County, shall be administered in accordance with Chapter 39.33 RCW.

G. When the council determines that real property which had been acquired from a component city or county without compensation is no longer required for the metropolitan function for which it was acquired, but is required by the city or county from which it was acquired, the council shall by ordinance transfer said property to such city or county.

H. Whenever the procedures of a grant agency having an interest in the real property requires disposition in a manner different from the procedures set forth herein, the director shall dispose of such property in accordance with the procedures required by the grant agency.

NEW SECTION. SECTION 22. **Arts program.**

A. The following provisions shall govern the Arts Program for the department. The provisions of K.C.C. Chapters 2.48 and 4.40 shall not apply to the department except as specifically set forth in this section.

B. The purposes and goals for the Arts Program include:

1. Mitigate potential adverse impacts of construction and enhance the affected environment by integrating the work and thinking of artists into the planning and building of department facilities; and

2. Increase public enthusiasm and support for department construction projects by involving the community in the selection of artists and artwork for the sites.

C. Funding for the Arts Program shall be as follows:

1. One percent (1%) of future metropolitan public transportation construction project budgets shall be allocated to a Transit Arts Program, including capital and maintenance expenditures for art.

2. Future metropolitan water pollution abatement construction projects that are in areas of high public visibility or accessibility and for which there is a need for mitigation of impacts shall be considered for opportunities to incorporate art into project design. The arts budgets of specific metropolitan water pollution abatement construction projects and maintenance of artwork shall be approved on a case-by-case basis. Funding of art as a form of mitigation will be considered on a project-by-project basis.

3. The allocation for art shall also be applied to the pre-design efforts of major capital planning projects anticipated to result in a construction project.

D. The money generated for art by metropolitan public transportation capital projects will be pooled so that it may be used to acquire artwork both for the eligible capital project and for integration in, on, or about other appropriate metropolitan public transportation properties and projects.

Pooling provides an opportunity to look at the needs of the system as a whole as well as what can be done for or with new projects. Not every construction project may be appropriate to receive an arts allocation. Conversely, not every construction project will generate enough money for an appropriate art program.

E. The following expenditures shall be eligible expenses to be charged to capital art projects:

1. Project-related administrative expenses, including the costs of the department Arts Office;

2. Artist fees, design service contracts and commissions;

3. Artwork fabrications and installations or acquisitions;

4. Costs to solicit input from citizens using, working or residing in the vicinity of the project or property;

5. Construction costs which are directly incurred to implement the Arts Program that would otherwise not have been incurred. When the artwork is integrated into the fabric of a facility (such as wall tiles, flooring, gates), funds otherwise spent for such tiling, etc., shall be credited to the art budget;

6. Extraordinary or unanticipated expenses for technical assistance provided by the architects and/or engineers to the artists necessary to complete and certify the design of the artwork;

7. Honoraria and travel expenses for artists invited to participate in limited competitions or finalists to be interviewed;

8. Identifying plaques for the artwork;

9. Documentation and publicity for the arts program; and

10. Insurance.

F. On a yearly basis, the department Arts Committee will recommend to the executive a master art plan for the allocation

of money for art. The plan will include a description of the arts programs and art budgets recommended for each project. Approval of the plan by the executive will constitute approval for the director to contract for artist services necessary to implement the arts projects.

G. The executive shall as necessary include in annual budgets appropriate amounts for repair and maintenance of art work that is within the one percent set-aside for metropolitan public transportation art projects and within the arts budget established on a case-by-case basis for metropolitan water pollution abatement projects.

H. In order to provide the executive with expert assistance in the establishment and administration of the department Arts Program, an 11-member Arts Committee is established, with ten members to be appointed by the executive, subject to confirmation by the council. An eleventh member, who shall be a member of the council, shall serve as chair of the Committee.

1. Members appointed by the executive shall include representatives from the King County Arts Commission, artists, arts professionals, and people who represent the cultural and geographic diversity of the region. Artists who are members of the Committee may not apply for work on a department project until one year after their terms have expired or one year after they have resigned their membership.

2. Committee members who were appointed by the Chair of the Metro Council prior to January 1, 1994, may continue on the Committee until their terms expire or they resign.

3. Committee members must be conversant with art and art issues as well as with community issues and concerns and must be able to attend committee meetings on a regular basis. Members will be appointed to a one or two-year term on a rotational basis with half of the membership changing every year. Members may be reappointed for additional terms.

4. On a project-by-project basis, the chair of the Committee may invite the participation, as ad hoc members, of citizens from the community in which the project shall be located. These ad hoc members shall work with the Committee on the selection of artists and artwork appropriate for the site. Their membership on the Committee shall expire upon selection of the artwork for the particular project. However, they shall serve as advisors to the Committee on any future matters relative to the artwork selected for their community.

I. The Arts Committee will have the following responsibilities:

1. Recommending to the executive long-range and short-term guidelines for the department's Arts Program;

2. Compiling a yearly Master Art Plan recommending to the executive art programs and art budgets for specific projects and how money should be allocated for art throughout the year;

3. Overseeing implementation of the arts programs and budgeted expenditures;

4. Developing and overseeing the artist selection process;

5. Reviewing artwork proposals and providing direction to the selected artist in the development of the artwork; approving final proposals based on artistic excellence and appropriateness to the site, and recommending acceptance by the department;

6. Monitoring the fabrication and installation of artwork;

7. Recommending supplemental funding sources for the arts programs;

8. Resolving disputes between the department and the artists involving aesthetic judgment relative to the artwork. A determination by the Arts Committee on a matter of aesthetic judgment shall be binding on the department; and

9. Providing review and consideration of any art removal proposal and submitting a recommendation on removal to the executive.

J. The director will assign responsibility to staff to organize and administer the various arts programs and provide staff support to the Arts Committee, to the various arts programs, and to the artists hired to work on the projects. Activities shall include organizing Committee meetings, preparing artist selection processes, negotiating artist contracts, and administering the arts program component of capital projects. Funding for staff to carry out these activities shall come from the arts capital projects.

K. The department shall have the following responsibilities relative to the Arts Program:

1. Providing staff support to the Arts Committee and the various arts programs;

2. Including the appropriate percentage of the budget for art in budgets for metropolitan public transportation capital projects;

3. Establishing, maintaining and administering the Arts Program;

4. Including a description of the Arts Program in project Requests for Qualifications (RFQ) and/or Request for Proposals (RFP), when appropriate;

5. Including a person knowledgeable about public art as an advisor to the panel that will be selecting consultant teams for projects that include art;

6. Ensuring that artists have well-defined contracts and scopes of work before they begin working on department projects;

7. Managing and administering the artists' contracts;

8. Reviewing and approving artwork proposals for maintainability, safety, affect on operations, accuracy of cost estimates, and affordability; and

9. Maintaining and repairing the artwork.

L. Recommendations on art related to the department's construction projects shall be made and implemented as follows:

1. At the time that a new capital project is proposed, department staff responsible for project planning will notify the Arts Committee. The Committee will review the proposal with staff and make a recommendation on the type of art program and budget appropriate for that project.

2. When a metropolitan public transportation project is approved by the council, one percent of the project budget will be set aside for art. When a metropolitan water pollution abatement project is approved by the council, the director and the Arts Committee will indicate whether an arts program is recommended; and the council will make the final determination as to whether to allocate funds for art for the project.

3. When an arts program is approved in connection with a department capital project, staff will prepare an RFP and/or RFQ that includes a description of the arts program and of the architectural/engineering team's responsibilities in working with the art program.

4. When the consultant selection panel meets to review the proposals, an advisor knowledgeable about public art may be included. The consultant team may propose an artist(s) with whom they would like to work. The Arts Committee may either approve the direct selection or initiate an artist selection process.

M. The following provisions shall govern the involvement of artists in the department's Arts Program.

1. Artists can be involved in a project in four ways:

a. The department can purchase an existing artwork from them;

b. They can be commissioned to create a discrete object or project for a specific site;

c. They can be commissioned to coordinate with the project architect to design an artwork that complements and relates to the architecture of a specific project; and

d. They can be hired to collaborate with the conceptual, preliminary and final design teams on the development of the project design and on the integration of art into the system as a whole.

2. Which form of involvement is appropriate will be determined on a case-by-case basis by the Arts Committee. However, involving the artists at the earliest possible stages of design is necessary in every case.

3. In cases in which the department selects the artists, the Arts Committee will appoint a selection panel of three or more. Representing the cultural diversity of the community will be a priority in appointing panelists and in selecting artists. The selection panel will include at least one artist. Other panelists could include arts professionals, such as arts program administrators, educators, and critics with expertise in issues of public art. Design professionals who have worked with artists on public projects and/or the lead project design architect if selected should be included on the panel.

4. Panelists will be advised when they are invited to participate that any near relative, spouse, housemate or partner will be ineligible for consideration in the artist selection process.

5. No member of the Arts Committee will be a voting member of the panel.

6. The Arts Committee will also appoint non-voting advisors to the panel. Advisors will include at least two representatives from the community in which the project is planned. In addition, members from the Arts Committee, department staff and others from the community may be appointed as advisors to the selection panel.

7. Meetings in which the panel reviews applications and interviews finalists will be open to the public.

8. The panelists shall be paid for their services and for travel expenses incurred as the result of their

1 participation. A contract or letter of agreement shall be
2 signed by the executive or the director, if designated by the
3 executive, with each selection panelist. A scope of work
4 should be included indicating when the panel will meet, the
5 criteria for selection, and the selection process.
6 9. Panelists must be well-informed about the project
7 for which they are selecting an artist. As early in the
8 process as possible, they shall be provided written materials
9 and drawings on the specific area in which the artist will be
10 working. In addition, a briefing for the panel should be
11 scheduled just prior to their initial meeting. During this
12 briefing, the panel should be informed of design concepts,
13 criteria established by the department, and goals and standards
14 recommended by the community.
15 10. Panelists shall each have one vote and no panelist
16 shall have the right of veto. The selection panel has the
17 option to make no selection if there is no proposal or artist
18 judged to be of sufficient merit.
19 N. Artists shall be selected to participate in the
20 department's Arts Program as follows:
21 1. Selection shall be by one of the following methods
22 as determined by the Arts Committee prior to appointing the
23 selection panel.
24 a. Open Competition -- Requests for artists' slides,
25 resumes, and letters of interest are well-advertised through
26 arts publications, the local media, and direct mailings to
27 artists. The selection panel reviews all submittals and
28 selects an artist.
29 b. Limited Entry -- The panel invites a limited
30 number of artists to submit slides and resumes and/or prepare
31 proposals. From this more limited pool, the panel selects an
32 artist.
33 c. Direct Selection -- The panel directly selects
34 the artist(s) who prepare proposals. Artists will be paid for
35 developing proposals.

2. Selection of artists shall be based on the following criteria:

a. The panel shall select finalists to be interviewed based on the quality of their artwork as exhibited in slides and other relevant application materials. Finalists shall be interviewed using criteria determined in advance to be applicable to the particular project.

b. Neighborhood or community criteria may include: familiarity with local conditions and concerns; residency requirement, i.e., local, state, national: desired image; and availability. Department criteria may include issues of safety, operational requirements, and maintenance.

c. The names of artists selected by the panel shall be referred to the Arts Committee for final approval.

d. Once the artist is approved by the Arts Committee, the department will begin contract negotiations with the artist. Department staff will organize briefings for the artist with a variety of participants, including the Arts Committee, department project staff, design consultants, and community groups so that the artist will understand the many aspects of the project and the various people involved.

O. The continued maintenance of artwork will be the responsibility of the department.

1. The department will ask artists to include maintenance provisions that stipulate the length of time the artist will be responsible for repairs (typically one year), provide a maintenance manual, and allow the artist the right of first refusal on repair contracts within a fair market rate of remuneration.

2. All repairs of artwork shall have the prior approval of the Arts Committee and shall comply with any contractual obligations entered into by the department in the acquisition of the artwork.

3. In the event the executive decides to remove a work of art, the artist shall have the first right of refusal to

purchase his/her artwork, providing it stands alone and is not integrated into a larger piece and can be removed without expense to the department.

4. Funding for maintenance and repair of artwork will be charged against the appropriate operating budget of the department. The calculation of the art set-aside will include funds for maintenance and repair from within the one percent of the project budget allocated for metropolitan public transportation art projects (including maintenance) and on a case-by-case basis for metropolitan water pollution abatement projects.

P. Over time, the department may receive offers of donations of artwork. Donors should be referred to the Arts Committee to discuss the nature of the gift and department procedures for review and approval. The Arts Committee should review the proposal and recommend consideration or rejection of the offer along with a site recommendation. If a design team for the recommended site is in existence, they should be consulted by the Committee.

Q. The director is authorized to take such steps as may be necessary to implement the Arts Program for the department.

R. If a granting authority specifically disallows the use of grant funds for art, then this section shall not apply to that portion of the project.

NEW SECTION. SECTION 23. **SEPA policies and procedures.**

A. The following provisions establish policies and procedures for compliance by the department with the State Environmental Policy Act (SEPA), Chapter 43.21C RCW, and its implementing regulations (the SEPA Rules), Chapter 197-11 WAC.

B. Policies and Procedures Applicable. The department shall be subject to the policies and procedures of Chapter 20.44 K.C.C. (County Environmental Procedures), except as modified below. In addition, the department has prepared its own procedural rules, which supplement the policies and procedures set forth herein. The department's procedural

responsibilities under SEPA will be carried out by the responsible official unless otherwise specified.

C. Exemption Limitations. Where the department is the lead agency and is developing a proposal located in a city, those exemption limitations specified by the city under WAC 197-11-800(1) for minor new construction and WAC 197-11-908 for environmentally sensitive areas shall apply.

D. Substantive Authority. In carrying out metropolitan functions, the following policies, plans, rules and regulations are designated as additional bases for the exercise of substantive SEPA authority pursuant to RCW 43.21C.060 and WAC 197-11-660(1)(a):

1. The Public Transportation Plan adopted by Resolution 1717 of the Metro Council and all amendments thereto.

2. The Comprehensive Sewerage Disposal Plan adopted by Resolution 23 of the Metro Council and all amendments thereto.

3. The rules and regulations for construction and use of local sewage facilities adopted within Ordinance No._____ (Proposed Substitute Ordinance 93-617) and all amendments thereto.

4. The rules and regulations on the consistency of sewer projects with local land use plans and policies adopted within Ordinance No. ____ (Proposed Substitute Ordinance 93-617) and all amendments thereto.

5. The rules and regulations for the disposal of industrial waste into the sewerage system adopted within Ordinance No. ____ (Proposed Substitute Ordinance 93-617) and all amendments thereto.

6. The Duwamish Clean Water Plan adopted by the Metro Council and amendments thereto.

7. The Uniform Herbicide Policy adopted by the Metro Council and all amendments thereto.

8. The Washington Department of Ecology's Best Management Practices for the Use of Municipal Sludge.

E. Administrative Appeals. Notwithstanding the provisions of K.C.C. 20.44.120, the following provisions shall apply to administrative appeals from environmental determinations made by the department:

1. Appeals Provided. Administrative appeals are provided for procedural determinations (final SEPA threshold determinations and final environmental impact statements), except that:

a. An administrative appeal is not provided for a threshold determination of significance.

b. An administrative appeal is not provided for a SEPA procedural determination if the director finds that consideration of the appeal would be likely to cause the department to violate a compliance, enforcement, or other specific mandatory order or specific legal obligation that would have serious consequences to the operation of the department and/or to the public interest if violated. If the director makes such a determination, the director shall notify the appellant of the written findings and conclusions upon which the determination is based within five days of receiving the letter of appeal. Because there would be no administrative appeal in such situations, review may be sought before a court of competent jurisdiction under RCW 43.21C.075 and applicable regulations, in connection with an appeal of the underlying governmental action.

2. Manner of Appeal. SEPA determinations shall be appealed by mailing or delivering a letter of appeal to the director within fifteen (15) calendar days of the date the challenged environmental document or determination is issued. For an appeal to be accepted, the letter of appeal must specify:

a. the determination being appealed;

b. the errors complained of;

c. the corrective action being sought;

d. the reasons why the determination should be changed; and

e. whether further oral or written comment or a hearing is requested. Supporting documents may be submitted with the letter of appeal.

3. Appeal Officer. The director may review the appeal directly or may appoint an appeal officer who shall be an employee of the county.

4. Time of Decision. The director or appointed appeal officer shall have thirty (30) calendar days after securing sufficient information to make a decision in writing. The presiding officer for an appeal may set deadlines for the submission of any additional information or comments.

5. Hearing. A hearing shall be provided if requested by the appellant. The hearing shall provide reasonable opportunity for the parties to present oral or written testimony and argument, consistent with this section. The presiding officer may establish procedures for the hearing, and may set the time period allowed for each party to the appeal, including department staff, to present its case. A hearing may not be scheduled for at least five (5) days from the director's receipt of an appeal unless the parties agree otherwise.

6. Stay. No final action shall be taken on a proposal while a proper appeal to the director on a procedural determination is pending.

7. Notice of Appeals. For administrative appeals, the notice requirements for environmental documents (e.g., the notice of the availability of documents and decisions) shall serve as adequate notice of the opportunity for appeal.

NEW SECTION. SECTION 24. **Risk management policies.**

A. The following provisions shall govern the risk management and insurance functions in the department through December 31, 1995. The policy of the department shall be to protect the budget against catastrophic losses and minimize the

total cost of all risk administration elements. Chapter 4.12 of the King County Code shall not apply to the department except as specifically provided in this section.

B. The DMS Risk Administrator shall be responsible for administration of the department's risk management program.

1. The DMS Risk Administrator shall coordinate with and seek the advice of the civil division of the prosecuting attorney's office on contractual matters giving rise to potential liability on the part of the department and appropriate language regarding insurance, indemnification, releases and hold harmless clauses.

2. The Risk Administrator shall prepare a risk management program for the department. The elements of such program shall be reviewed by the council semiannually based on reports prepared by the Risk Administrator which meet the requirements of K.C.C. 4.12.030(D). The Risk Administrator's periodic reports to the council on the department's risk administration and insurance program shall include at least the following elements: current public transportation and water pollution abatement casualty loss experiences; any expenditures from the Transit Self-Insurance Reserve Fund and plans for replacement of the fund, if required; comparison of the department's obtained insurance and self-insurance with risk administration and insurance programs of other agencies, if possible; and insurance policies in force or proposed to be obtained and premium costs therefor.

3. The Risk Administrator shall ensure all divisions of the department are informed of and comply with the department's risk management program.

4. The Risk Administrator shall have responsibility to design insurance programs and determine the amount of reserves and the appropriate retention levels to be maintained. Subject to the provisions of K.C.C. 4.12.040, the Risk Administrator is authorized to secure public liability, property damage and bodily injury insurance to adequately protect the facilities of

the department as may be recommended by insurance brokers for the department and within budget appropriations or other council authorization therefor.

5. The Risk Administrator shall have responsibility for risk identification and control and reduction, and shall determine what actions to be taken regarding the safety of the public using facilities and services provided and performed by the department.

6. The Risk Administrator is authorized to take such actions as may be necessary to establish a self-insurance component within the department's risk administration program at such levels as the Risk Administrator determines appropriate and necessary.

C. A Transit Self-Insurance Reserve Fund is hereby established for the purpose of satisfying liability claims arising out of accidents, damages and personal injuries related to the metropolitan public transportation function. The amount of this reserve fund will be determined annually.

D. The provisions of K.C.C. 4.12.040 shall be applicable to the department, provided that the DMS Risk Administrator shall be a voting member of the Risk Management Committee through December 31, 1995.

E. The provisions of K.C.C. 4.12.060 shall be applicable to department employees; provided, that references in K.C.C. 4.12.060 to the "RM" and "office of risk management" shall mean to the Risk Administrator.

F. Section D of K.C.C. 4.12.070 shall be applicable to the department for the handling of self-insured claims; provided, that references to the "RM" shall mean the Risk Administrator; and provided further, the Risk Administrator shall seek the advice of the civil division prior to final disposition any claim over five thousand dollars ($5,000).

G. Sections A, B, C, D and E of K.C.C. 4.12.080 shall be applicable to the department for the handling of self-insured lawsuits; provided, that references to the "RM" shall mean the

Risk Administrator; and provided further, that the Risk Administrator shall seek the advice of the civil division prior to final disposition of any claim over five thousand dollars ($5,000).

H. K.C.C. 4.12.050, 4.12.090 and 4.12.100 shall be applicable to the department; provided, that references to the "RM" shall mean the Risk Administrator.

SECTION 25. **Budget and Reporting.** A. The executive shall review the provisions of K.C.C. Chapter 4.04 and shall recommend to the council by January 1, 1995 any revisions needed to assure that the county's budget process is effective, efficient, and uniform for all county agencies and complies with all relevant provisions of state law and the King County Charter.

B. During the development of these recommendations, the executive shall be authorized to acknowledge the different systems used by Metro and the need for a transition period for the department to conform to the provisions of K.C.C. Chapter 4.04. The executive may transmit the department's budget to the council for adoption and may require reporting systems which conform as much as possible to the requirements of K.C.C. Chapter 4.04 but within the limitations of the department's reporting systems and previous budget adoption schedule. The executive may transmit the department's budget to the council for adoption on a schedule which allows the council to adopt the department's budget at a different time than other elements of the county budget, provided that the executive may not transmit the department's budget any later than the deadlines established in K.C.C. Chapter 4.04 and in King County Charter.

NEW SECTION. SECTION 26. **Administrative Rules and Procedures.** The director is authorized to adopt such administrative rules and procedures as are necessary to implement the provisions of this ordinance.

NEW SECTION. SECTION 27. There is added to K.C.C. Title 4 a new chapter to read as follows:

A. Defense of County Officers, Employees, and Authorized Agents. Subject to the provisions of this chapter, the county shall provide legal representation and indemnification to protect county officers, employees, authorized agents and their marital communities from personal liability for alleged violations of civil or criminal law resulting from or based upon alleged acts or omissions of the officer, employee, or authorized agent. To have the benefit of such legal representation and indemnification, the county officer, employee, or authorized agent shall have performed or acted in good faith, with no reasonable cause to believe such conduct was unlawful, and within the scope of such person's service to or employment with the county.

B. Role of Prosecuting Attorney.

1. In accordance with RCW 36.27.020, the prosecuting attorney shall be primarily responsible for the defense pursuant to this chapter of any county officer, employee, or authorized agent. The prosecuting attorney may contract with outside counsel for legal services where appropriate.

2. The chief civil deputy prosecuting attorney shall resolve any and all questions as to whether or not a county officer, employee, or authorized agent performed or acted as required to have the benefit of county legal representation and indemnification.

C. Duties of county officers, employees and authorized agents. The provisions of section 4.12.060 shall apply to the provisions of legal defense and indemnification under this section.

D. Responsibility for costs and expenses. Any reasonable costs and expenses incurred in the provision of legal representation and indemnification pursuant to this chapter shall be paid from the funds appropriated to the particular county agency employing or retaining the affected county officer, employee, or authorized agent.

NEW SECTION. SECTION 28. **Readoption and Ratification of Metro Resolutions.** All resolutions duly enacted by the Metro Council and not expressly repealed by such body effective no later than midnight, December 31, 1993, and which are not inconsistent with the provisions of this ordinance, Ordinance No. 11033 (Proposed Substitute Ordinance No. 93-616 - Transit) and Ordinance No. 11034 (Proposed Substitute Ordinance No. 93-617 - Water Pollution Abatement) are hereby readopted and ratified effective January 1, 1994.

NEW SECTION. SECTION 29. **Ratification of Metro Administrative Policies and Procedures, Rules, and Regulations.** All administrative policies and procedures, rules, and regulations issued by the Executive Director of Metro and his/her designees which are in effect on December 31, 1993, and which are not inconsistent with the provisions of this ordinance, Ordinance No. 11033 (Proposed Substitute Ordinance No. 93-616 - Transit) and Ordinance No. 11034 (Proposed Substitute Ordinance No. 93-617 - Water Pollution Abatement) are hereby ratified effective January 1, 1994.

NEW SECTION. SECTION 30. The executive is directed to transmit to the council by March 1, 1994 a proposed ordinance(s) ratifying, clarifying, and correcting as necessary, provisions of this ordinance, Ordinance No. 11033 (Proposed Substitute Ordinance No. 93-616 - Transit) and Ordinance No. 11034 (Proposed Substitute Ordinance No. 93-617 - Water Pollution Abatement). Such ordinance(s) and accompanying reports shall address: uniform policies for all county employees in the areas of recall from layoff, Fair Labor Standards Act, injured worker/disability accommodation and family leave policies and the citizen committee(s) structure for the public transit function.

NEW SECTION. SECTION 31. The executive is directed to transmit to the council by July 1, 1995, a proposed ordinance(s) and supporting reports with recommendations on whether and how to reorganize or change the policies and

procedures governing the executive branch of government effective January 1, 1996.

NEW SECTION. SECTION 32. **Effective Date.** The effective date of this ordinance shall be January 1, 1994.

NEW SECTION. SECTION 33. **Severability.** The provisions of this ordinance shall be effective in all cases unless otherwise provided for by state or federal law. The provisions of this ordinance are separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or other 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 the application to other persons or circumstances.

INTRODUCED AND READ for the first time this 23rd day of August, 1993.

PASSED this 20th day of September, 1993.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Cynthia Sullivan
VICE Chair

ATTEST:

Janet Masuo
Deputy Clerk of the Council

APPROVED this 22ND day of September, 1993.

Jim Ellis
King County Executive

Attachments:

Exhibit A: Metro Salary Schedules

PROPOSED SUBSTITUTE ORDINANCE 93-615
DEPARTMENT OF METROPOLITAN SERVICES ESTABLISHMENT ORDINANCE

TABLE OF CONTENTS

Section		Title	Page
1	NEW	Establishes new title in KCC	1
2	NEW	Statement of Policy	1
3		Amends KCC 2.16 to allow separate purchasing agency for DMS	2
4	NEW	Adds new section to KCC 2.16 to establish DMS and its Division	3
5		Amends KCC 4.10.050 to add DMS representation to Executive Finance Committee	5
6	NEW	Establishes Metro funds as King County funds in KCC Chapter 4.08	6
7		Amends KCC 3.12.290 to allow DMS Human Resources Manager to perform same role as OHRM Manager for personnel board	8
8		Amends KCC 3.12.360 to add DMS labor contracts to effect of collective bargaining provisions	9
9		Amends KCC 3.12.170 to exempt differences between DMS and other county agencies in equal pay for equal work provisions	9
10		Amends KCC 3.16.050 to add DMS representation to Labor Policy Committee	11
11	NEW	Definitions	12
12	NEW	Establishes DMS personnel system	25
13	NEW	Establishes DMS classification and compensation program	48
14	NEW	Smoking policy	56
15	NEW	No weapons policy	57
16	NEW	Shared leave policy	57
17	NEW	Dependent care assistance plan	58
18	NEW	Affirmative action policy	58
19	NEW	Minority/women business enterprise and contract compliance	62
20	NEW	Procurement and contracting procedures	87
21	NEW	Real property	105
22	NEW	Arts program	109
23	NEW	SEPA policies and procedures	118
24	NEW	Risk management policies	121
25	NEW	Budget and reporting	124
26	NEW	Administrative Rules and Procedures	124
27	NEW	Defense of County Officers, Employees, and Authorized Agents	124
28	NEW	Readoption and Ratification of Metro Resolutions	126
29	NEW	Ratification of Metro Administrative Policies and Procedures, Rules, and Regulations	126
30	NEW	March 1, 1994 deadline for proposed corrections/clarifications	126
31	NEW	July 1, 1995 deadline for proposed reorganization	126
32	NEW	Effective date	127
33	NEW	Severability clause	127

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
24	600500	SUPV,PUBLIC INFO	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
23	500700	SUPV,PURCH/ACCT TEAM	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
24	212400	SUPV,RESEARCH ANALYSIS	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
23	271000	SUPV,REVENUE PROC	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
25	400500	SUPV,RIGHT OF WAY	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
24	212300	SUPV,SALES & PROMOTION	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	201100	SUPV,SCHEDULING	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
25	202700	SUPV,SECURITY	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
24	200800	SUPV,SERVICE COMMUN	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	202600	SUPV,SERVICE QUALITY	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	200700	SUPV,STORES	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
25	211500	SUPV,SYSTEMS PLNG	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
22	303500	SUPV,TECH PUBLICATIONS	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
19	550800	SUPV,TELECOMMUNICATIONS	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
25	302100	SUPV,TOXIC LAB	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
25	211600	SUPV,TRAN SERV PLANNING	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941

11032

12/02/92

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MA SA
24	201800	SUPV,TRANSIT SAFETY	HOURLY	$ 21.62	$ 30
			ANNUAL	$ 45,143	$ 63,[illegible]
24	202100	SUPV,TRANSIT TRNG	HOURLY	$ 21.62	$ 30.[illegible]
			ANNUAL	$ 45,143	$ 63,64
17	544000	SUPV,VAULT COLL & INVEN	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
24	200600	SUPV,VEH MAINT	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	211100	SUPV,VEH MAINT PLNG	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
25	301800	SUPV,WATER RESOURCES	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
24	344700	SUPV,WQ CAP PROJ	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	332100	SUPV,WQ CAPITAL PROGRAM	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
25	302600	SUPV,WQ PLANNER	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
14	632200*	TECH,HR DATA	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
07	347100*	TECH,LABORATORY	HOURLY	$ 9.80	$ 12.32
			ANNUAL	$ 20,462	$ 25,724
22	273100	TECH,SCADA SYSTEM	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
12	346500*	TECH,WQ DATA	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
21	252900	TRAINER,MECH MAINT	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
21	252100	TRAINER,OPER SR	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
16	350100	WRITER,TECH	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
25	211700	SUPV,CAPITAL PROGRAMS	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
23	600900	SUPV,COMMUNITY REL	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
24	403500	SUPV,CONTRACT ADMIN	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	201500	SUPV,CUSTOMER SERVICES	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	212200	SUPV,CUSTOMIZED SRVC	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	303600	SUPV,DATA MGT	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	600600	SUPV,EMPLOYMENT	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
25	601000	SUPV,ENVIR PLNG	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
24	302900	SUPV,ENVIR SVCS	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
23	302400	SUPV,EQUIP SVCS	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
24	202500	SUPV,FAC MAINT	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
23	301900	SUPV,FAC SVCS	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
22	600800	SUPV,GRAPHICS DESIGN	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
25	301400	SUPV,HAZARDWASTE PROG	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
25	300800	SUPV,INDUSTRIAL WASTE	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
23	601500	SUPV,INFO SVCS	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489

11032

2/02/92

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	M S
24	301000	SUPV,LABORATORY CONV	HOURLY	$ 21.62	$ 3
			ANNUAL	$ 45,143	$ 63,
24	402400	SUPV,M/WBE CNTRCT COMPL	HOURLY	$ 21.62	$ 30.
			ANNUAL	$ 45,143	$ 63,64
24	212600	SUPV,MARKET DEVELOPMENT	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	212500	SUPV,MARKET STRAT & EVAL	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	303100	SUPV,MICROBIOLOGY	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	212700	SUPV,NON-REV VEH FLEET	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
23	302000	SUPV,OFF-SITE FAC	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
18	550100	SUPV,OFFICE FAC	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
18	550000	SUPV,OFFICE SVCS	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
24	331000	SUPV,OPERATING	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	212800	SUPV,OPS PLAN & ADMIN	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	601600	SUPV,ORG DEV & TRAINING	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	213000	SUPV,POLICY & ADMIN SVCS	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
26	200500	SUPV,POWER	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
26	302300	SUPV,PROCESS CONTROL	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
25	402300	SUPV,PROJ CONT ENG	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
14	350200*	WRITER,TECH ASSOC	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
18	350600	WRITER,TECH SR	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
08	231300*	WRK,APC DATA	HOURLY	$ 10.30	$ 12.96
			ANNUAL	$ 21,506	$ 27,060
03	964100*	WRK,OFFICE SVCS ASST	HOURLY	$ 8.00	$ 10.06
			ANNUAL	$ 16,704	$ 21,005

* = NON EXEMPT JOB TITLE

11032

AMALGAMATED TRANSIT LOCAL 587
HOURLY WAGE SCHEDULE
EFFECTIVE 5/1/93 - 10/31/93

COLA = 1.15%

JOB NO.	CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
251070	Operator, Transit	11.93	13.63	15.34	16.19	17.04
251050	Operator, Transit Trainee		($5.10 per hour)			

REPRESENTED CLERICAL, MAINTENANCE, SUPERVISOR
AND COORDINATOR CLASSIFICATIONS

JOB NO.	CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
930970	Assistant, Facilities Painter's	10.51	12.02	13.52	14.27	15.02
761070	Carpenter	13.71	15.66	17.62	18.60	19.58
761170	Carpenter, Trainee		($15.30 per hour)			
840770	Clerk I	7.50	8.57	9.64	10.17	10.71
840670	Clerk II	8.20	9.38	10.55	11.13	11.72
840470	Clerk, Intermediate	9.21	10.52	11.84	12.49	13.15
840170	Clerk, Principal Mileage	10.51	12.01	13.51	14.26	15.01
840270	Clerk, Senior	10.37	11.85	13.33	14.07	14.81
243170	Clerk, Stores	9.21	10.52	11.84	12.49	13.15
243370	Clerk, Stores Senior	10.37	11.85	13.33	14.07	14.81
831570	Clerk Typist II	8.20	9.38	10.55	11.13	11.72
860070	Conductor, Waterfront Streetcar	9.55	10.91	12.28	12.96	13.64
750870	Constructor, Maintenance	13.71	15.66	17.62	18.60	19.58
752070	Constructor, Metal	13.71	15.66	17.62	18.60	19.58
250200	Controller, Tunnel	20.42	20.99	21.56	22.12	22.69
253600	Coordinator, Communications	20.42	20.99	21.56	22.12	22.69

AMALGAMATED TRANSIT LOCAL 587
HOURLY WAGE SCHEDULE
EFFECTIVE 5/1/93 - 10/31/93

COLA = 1.15%

JOB NO.	CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
543100	Coordinator, Revenue	($17.51 per hour)				
961070	Custodian, Office	8.74	9.98	11.23	11.86	12.48
940370	Custodian, Shop	9.67	11.05	12.43	13.12	13.81
940400	Custodian, Shop Lead	($15.19 per hour)				
930570	Dispatcher, Equipment	($16.83 per hour)				
850370	Distributor, Information	9.81	11.21	12.61	13.31	14.01
962270	Distributor, Supply	8.25	9.42	10.60	11.19	11.78
763170	Engineer, Building Operating	13.71	15.66	17.62	18.60	19.58
763470	Engineer, Building Operating Trainee	($15.30 per hour)				
762270	Estimator, Vehicle Damage	15.08	17.23	19.39	20.46	21.54
930470	Helper, Painter's	11.65	13.31	14.98	15.81	16.64
252200	Instructor, Transit	19.45	19.99	20.53	21.07	21.61
940070	Laborer, Maintenance	10.51	12.02	13.52	14.27	15.02
940170	Laborer, Utility	10.26	11.73	13.19	13.93	14.66
750170	Machinist, Maintenance	13.71	15.66	17.62	18.60	19.58
750670	Machinist, Maintenance Lead	($21.54 per hour)				
750270	Mechanic	13.71	15.66	17.62	18.60	19.58
750400	Mechanic, Lead	($21.54 per hour)				
750370	Mechanic, Apprentice	12.33	14.10	15.86	16.74	17.62
750570	Millwright	13.71	15.66	17.62	18.60	19.58
273070	Monitor	9.21	10.52	11.84	12.49	13.15
272900	Monitor, Senior	($17.51 per hour)				
962070	Operator, Duplicating Equipment	11.11	12.70	14.28	15.08	15.87
763270	Operator, Facilities Equipment	11.96	13.66	15.37	16.23	17.08

11032

AMALGAMATED TRANSIT LOCAL 587
HOURLY WAGE SCHEDULE
EFFECTIVE 5/1/93 - 10/31/93

COLA = 1.15%

JOB NO.	CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
961970	Operator, Offset Press	11.52	13.16	14.81	15.63	16.45
760070	Painter, Equipment	13.71	15.66	17.62	18.60	19.58
760470	Painter, Facilities Trainee	($15.30 per hour)				
760370	Painter, Lead	($21.54 per hour)				
760270	Painter, Maintenance	13.71	15.66	17.62	18.60	19.58
250100	Planner, Base Dispatcher	19.45	19.99	20.53	21.07	21.61
931070	Puller, Transit Vault	11.93	13.63	15.34	16.19	17.04
763370	Repairperson, Radiator	13.71	15.66	17.62	18.60	19.58
841270	Representative, Accounting Senior	10.59	12.10	13.62	14.37	15.13
841070	Representative, Customer Assistance	9.55	10.91	12.28	12.96	13.64
841170	Representative, Customer Assist. Sr.	10.51	12.02	13.52	14.27	15.02
272400	Schedule Maker	19.45	19.99	20.53	21.07	21.61
960170	Specialist, Grounds	11.53	13.18	14.82	15.65	16.47
950270	Specialist, Purchasing	11.92	13.62	15.33	16.18	17.03
271500	Specialist, Radio Maintenance	13.82	15.79	17.77	18.75	19.74
261370	Specialist, Rider Information	9.55	10.91	12.28	12.96	13.64
261270	Specialist, Rider Information Sr.	10.51	12.02	13.52	14.27	15.02
261400	Specialist, Rider Information Trainee	($5.10 per hour)				
250300	Supervisor, In-Training	($18.37 per hour)				
253200	Supervisor, Service	19.45	19.99	20.53	21.07	21.61
542270	Technician I, Accounting	9.28	10.61	11.93	12.60	13.26
542170	Technician II, Accounting	10.33	11.80	13.28	14.01	14.75
754070	Technician, Electronics	13.71	15.66	17.62	18.60	19.58
754100	Technician, Electronics Lead	($21.54 per hour)				

AMALGAMATED TRANSIT LOCAL 587
HOURLY WAGE SCHEDULE
EFFECTIVE 5/1/93 - 10/31/93

COLA = 1.15%

JOB NO.	CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
762070	Upholsterer, Vehicle	13.71	15.66	17.62	18.60	19.58
762170	Upholsterer, Vehicle Lead	($21.54 per hour)				
950470	Worker, Electrical Parts Sr.	11.52	13.16	14.81	15.63	16.45
930270	Worker, Equipment Service	11.05	12.62	14.20	14.99	15.78
930670	Worker, Equipment Service Lead	($17.36 per hour)				
930770	Worker, Facilities Maintenance	7.95	9.09	10.22	10.79	11.36
752170	Worker, Sheetmetal	13.71	15.66	17.62	18.60	19.58
752270	Worker, Sheetmetal Lead	($21.54 per hour)				
950300	Worker, Transfer Room/Warehouse	11.52	13.16	14.81	15.63	16.45
950170	Worker, Transit Parts I	10.38	11.86	13.35	14.09	14.83
950070	Worker, Transit Parts II	11.52	13.16	14.81	15.63	16.45
930870	Worker, Utility Service	8.56	9.78	11.01	11.62	12.23
931200	Worker, Utility Service Assistant	6.85	7.82	8.80	9.29	9.78

COMPUTER OPERATIONS

JOB NO.	CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
442200	Operator, Computer	12.44	13.06	13.68	14.31	14.93	15.55
442500	Specialist, Data Control	11.87	12.47	13.06	13.65	14.25	14.84

11032

LOCAL 77 SALARY SCHEDULE

Effective January 1, 1993 - December 31, 1993

JOB NO.	TITLE			HOURLY RATE
730100	Constructor Electrician			$23.89
730600	Constructor, Electrician Lead			$25.68
730700	Constructor, Electrician Crew Chief			$27.00
730200	Line Worker, Utility			$23.89
730300	Line Worker, Helper	$16.51	$17.19	$17.93
730400	Line Worker, Material			$19.14
731000	Line Worker, Lead			$25.68
730000	Line Crew Chief			$27.00
730500	Pole Hauler			$20.92
730800	Splicer, Cable			$25.08
730900	Splicer, Cable, Lead			$26.88
731100	Splicer, Cable - Chief			$28.31
731300	Specialist, Fire Detection			$23.89
731400	Crew Chief - Electrician - Temporary			$27.00
731500	Crew Chief - Line - Temporary			$27.00
731200	Standby	$3.05		
	Shift Differential	$ .80		

Local 6

Hourly Wage Schedule

9/1/93 - 2/28/94

Job No.	Classification	Step A	Step B	Step C	Step D	Step E	Step F
840900	Clerk, Maintenance Systems	12.90	13.60	14.31	15.02	15.73	
753000	Electrician, Industrial Maintenance	17.10	18.07	19.03	20.01	20.98	
960000	Gardener	14.75	15.60	16.42	17.24	18.07	18.47
964000	Helper	10.08	10.61	11.14	11.67	12.20	
964200	Helper, Assistant	9.30	9.76	10.22	10.69	11.21	
750000	Machinist, Industrial Maintenance	16.66	17.60	18.55	19.50	20.43	
751500	Machinist, Industrial Maintenance, Lead	18.17	19.20	20.25	21.29	22.33	
751000	Mechanic, Industrial Engine	16.66	17.60	18.55	19.50	20.43	
751100	Mechanic, Maintenance	15.30	16.16	17.03	17.89	18.74	
751600	Mechanic, Maintenance Master	16.66	17.60	18.55	19.50	20.43	
331200	Operator	13.95	14.71	15.50	16.27	17.05	17.55
331290	Operator (Rotating)	14.03	14.82	15.60	16.37	17.15	17.65
331100	Operator, Senior	16.49	17.43	18.36	19.30	20.22	20.35
331180	Operator, Senior (In charge)	17.42	18.51	19.59	20.68	21.77	
331190	Operator, Senior (Rotating)	16.59	17.54	18.49	19.43	20.36	20.49
760100	Painter	16.64	17.57	18.52	19.47	20.40	
331400	Specialist, Inventory/ Purchasing	14.58	15.40	16.20	17.03	17.83	18.38
330700	Technician, Electrician/ Instrument, Lead	18.66	19.73	20.80	21.86	22.93	
330500	Technician, Instrument	17.10	18.07	19.03	20.01	20.98	
930000	Trainee, Maintenance Worker			(11.16 per hour)			
931100	Trainee, Wastewater Operation			(11.16 per hour)			
930100	Worker, Maintenance	13.95	14.71	15.50	16.27	17.05	
331500	Worker, Maintenance Stores	11.56	12.18	12.82	13.44	14.06	14.63
930300	Worker, Utility	12.19	12.87	13.53	14.19	14.86	
930390	Worker, Utility (Rotating)	12.25	12.94	13.60	14.27	14.94	

EXHIBIT A

11032

METRO

SALARY SCHEDULES

Non-Represented
Local 587
Local 77
Local 6

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
17	541200	ACCOUNTANT	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
14	541100*	ACCOUNTANT,ASST	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
20	541400	ACCOUNTANT,SENIOR	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
21	242700	ADMIN,FAC CONTRACT	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
23	510700	ADMIN,FINANCIAL PROJECTS	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
20	661000	ADMIN,GRANTS	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
24	350500	ADMIN,LOC AGENCY AFF	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
22	232200	ADMIN,OPERATIONS PROJECT	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
25	211300	ADMIN,PROJECT PLANNING	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
26	402100	ADMIN,PROJECT SR.	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
26	100900	ADMIN,RTP PROJ-COMM	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
26	100800	ADMIN,RTP PROJ-FINANCE	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
21	260600	ADMIN,TRANSIT CONTRACT	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
17	243200	ADMIN,WARRANTY	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
26	403300	ADMIN,WEST PT MITIGATION	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
21	432000	AGENT,RIGHT OF WAY	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
99	990000*	AIDE,STUDENT	HOURLY	$ 4.25	$ 5.17
			ANNUAL	$ 8,874	$ 10,795
19	441000	ANALYST I,INFO SYS	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
15	441600	ANALYST I,INFO SYS	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
21	440000	ANALYST II,INFO SYS	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
23	440100	ANALYST II,INFO SYS	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
22	440200	ANALYST II,INFO SYS	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
23	403800	ANALYST III,INFO SYS	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
24	403900	ANALYST III,INFO SYS	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	404000	ANALYST III,INFO SYS	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
28	403700	ANALYST IV,MGR INFO SYS	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
21	530100	ANALYST,BUDG & FIN	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
23	530500	ANALYST,BUDG & FIN SR	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
19	631300	ANALYST,EEO	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
20	130900	ANALYST,GOV'T REL	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
18	632300	ANALYST,HRIS USER	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
26	343900	ANALYST,LEGIS. & POLICY	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
18	231900	ANALYST,MANAGEMENT	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
21	631700	ANALYST,PERF. APPRAISAL	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
21	631100	ANALYST,PERSONNEL	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
20	240800	ANALYST,POWER & FACIL	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
15	343100	ANALYST,PROCESS	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
22	342900	ANALYST,PROCESS CHIEF	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
18	343000	ANALYST,PROCESS SR	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
18	260100	ANALYST,RESEARCH	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
19	240700	ANALYST,SALES & CUST SVC	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
21	633500	ANALYST,TEST DEVELOPMENT	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
15	270600*	ANALYST,TR PLNG	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
12	272800*	ANALYST,TRAN DATA	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
19	240900	ANALYST,VEHICLE MAINT.	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
14	345300	ANALYST,WQ DATA	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
17	344600	ANALYST,WQ DATA SR	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
17	130200*	ASSISTANT,EXECUTIVE	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
21	360300	ASSOC,COMPUTERIZED SYSTEM	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
21	270700	ASSOC,RESEARCH	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
24	260200	ASSOC,RESEARCH SR.	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
07	850100*	ASST I,ADMIN SUPPORT	HOURLY	$ 9.80	$ 12.32
			ANNUAL	$ 20,462	$ 25,724
08	831400*	ASST II,ADMIN SUPPORT	HOURLY	$ 10.30	$ 12.96
			ANNUAL	$ 21,506	$ 27,060
15	832000	ASST,ADMIN STAFF	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
15	632100*	ASST,BENEFITS	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
11	651100*	ASST,COMM SERVICES	HOURLY	$ 11.72	$ 15.23
			ANNUAL	$ 24,471	$ 31,800
15	130300*	ASST,COUNCIL	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
14	633200*	ASST,EMPLOYMENT	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
14	130600*	ASST,GOV'T RELATION	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
10	654200*	ASST,GRAPHICS	HOURLY	$ 11.40	$ 14.35
			ANNUAL	$ 23,803	$ 29,963
05	347000*	ASST,LABORATORY	HOURLY	$ 8.84	$ 11.14
			ANNUAL	$ 18,458	$ 23,260
20	242500	ASST,POWER DIST TECH	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
14	231600*	ASST,PROJECT	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
18	353200*	ASST,PROJECT FACILITIES	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
14	260300*	ASST,PROMO COMMUNICATION	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
14	290500*	ASST,RDMTCH SVC & HERO	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
14	292000	ASST,RIDERSHIP INFO PROG	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
10	254100*	ASST,SAFETY PROJ	HOURLY	$ 11.40	$ 14.35
			ANNUAL	$ 23,803	$ 29,963
12	272200*	ASST,SPECIAL SVCS	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
11	551500*	ASST,TELECOMMUNICATIONS	HOURLY	$ 11.72	$ 15.23
			ANNUAL	$ 24,471	$ 31,800
11	262100*	ASST,TRAN PASS	HOURLY	$ 11.72	$ 15.23
			ANNUAL	$ 24,471	$ 31,800
12	291800*	ASST,VANPOOL DATA	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
07	291100*	ASST,VANPOOL SVC	HOURLY	$ 9.80	$ 12.32
			ANNUAL	$ 20,462	$ 25,724
26	130700	ATTORNEY,STAFF	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
21	530200	AUDITOR,INTERNAL	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
16	530300	AUDITOR,INTERNAL ASST	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967
22	530400	AUDITOR,INTERNAL SR	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
24	530000	AUDITOR,INTERNAL SUPV	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
13	232400*	AUDITOR,SERVICE	HOURLY	$ 12.97	$ 16.85
			ANNUAL	$ 27,081	$ 35,183
15	340100	BIOLOGIST I	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
18	340200	BIOLOGIST II	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
22	340000	BIOLOGIST III	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
17	550200	BUYER	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
13	550300*	BUYER,ASSISTANT	HOURLY	$ 12.97	$ 16.85
			ANNUAL	$ 27,081	$ 35,183
19	551000	BUYER,SENIOR	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
20	543000	CASHIER,CHIEF TRANSIT	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
15	342300	CHEMIST I	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
18	342100	CHEMIST II	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
22	342000	CHEMIST III	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
22	263100	CHIEF,ADVER & PROMO	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
22	250050	CHIEF,BASE OPS	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	241250	CHIEF,BODY REBUILD SECT	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
19	260900	CHIEF,CUST REL ASST	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
22	261000	CHIEF,CUSTOMER REL	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
22	241350	CHIEF,ELEC SECTION	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	241750	CHIEF,ELECTRONIC SECTION	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
22	241150	CHIEF,FAC & MAINT	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	253850	CHIEF,FAC SECURITY	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	260000	CHIEF,INFO PROD & DIST	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
22	241450	CHIEF,MACHINE SHOP SECT	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	251950	CHIEF,MAINT TRNG	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	241550	CHIEF,MECH REBUILD SECT	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	242150	CHIEF,MONORAIL SECTION	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	252350	CHIEF,OPER TRNG	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	253900	CHIEF,OPTS SECURITY	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
22	241650	CHIEF,PAINT & SIGN GROUP	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	290300	CHIEF,PASS PROG&DISTRICT	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
24	241050	CHIEF,POWER DISTR	HOURLY	$ 22.27	$ 31.39
			ANNUAL	$ 46,500	$ 65,542
23	271600	CHIEF,RADIO MAINTENANCE	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
22	241950	CHIEF,REVENUE INSP.	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
19	261600	CHIEF,RIDER INFO ASST	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
22	261100	CHIEF,RIDER INFO.	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504

EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
21	253100	CHIEF,RIDERSHIP INFORMAT	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
22	272350	CHIEF,SCHEDULING	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	253550	CHIEF,SERV COMMUNICATIONS	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	253050	CHIEF,SERV QUALITY	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
22	242050	CHIEF,VEH MAINT	HOURLY	$ 20.12	$ 28.37
			ANNUAL	$ 42,011	$ 59,237
20	243000	CHIEF,WAREHOUSING	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
06	840800*	CLERK	HOURLY	$ 9.31	$ 11.71
			ANNUAL	$ 19,439	$ 24,450
22	130100	CLERK COUNCIL OF	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
14	462200*	CONSTR. MGMNT I	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
17	462100*	CONSTR. MGMNT II	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
20	462000*	CONSTR. MGMNT III	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
23	401200	CONSTR. MGMNT IV	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
25	401400	CONSTR. MGMNT V	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
29	400300	CONSTR. MGMNT VI	HOURLY	$ 27.85	$ 39.27
			ANNUAL	$ 58,151	$ 81,996
29	510100	CONTROLLER	HOURLY	$ 27.85	$ 39.27
			ANNUAL	$ 58,151	$ 81,996
27	510800	CONTROLLER,ASST	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
22	433000	COORD,ARTS PROGRAM	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
19	232300	COORD,BOSS SYSTEMS	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
22	270300	COORD,CAP PROJ	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
20	303700	COORD,CENTRAL WORKPLACE	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
16	653200	COORD,CITIZENS COMMTT	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967
24	360200	COORD,COMPUTERIZED SYSTEM	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
18	431400	COORD,CONSULT CONTRCTS	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
22	291600	COORD,CUSTOMIZED SVCS	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
15	272600	COORD,DATA MGMT	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
20	232100	COORD,DATA MGMT SR	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
22	252400	COORD,DSTP OPERATIONS	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
22	270800	COORD,DSTP TRANSIT	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
19	652100	COORD,EDUCATION PROG	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
20	633700	COORD,EMPLOYEE ASST. PROG	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
18	633900	COORD,EMPLOYEE INVOLVE	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
18	241800	COORD,FAC MAINT	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124

11032

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
19	352700	COORD,FLOW MONITORING	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
20	360100	COORD,FOREST LAND	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
20	262500	COORD,INFO DIST	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
13	260400*	COORD,INFO PRODUCTION	HOURLY	$ 12.97	$ 16.85
			ANNUAL	$ 27,081	$ 35,183
20	250600	COORD,OPS SHAKE-UP	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
12	262400*	COORD,PASS SALES	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
18	262200	COORD,PASS SALES PROGRAM	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
21	265000	COORD,PROJ CONTROL	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
22	465300	COORD,PROJECT ADMIN	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
17	263300	COORD,PROMO COMMUN	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
17	432300	COORD,PROP MGMT/EVENTS	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
18	231500	COORD,RIDEMATCH PROGRAM	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
15	850000	COORD,RISK CLAIMS	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
22	551400	COORD,RISK MGMT.	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
23	131000	COORD,RTP PROJECT	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
21	272100	COORD,SCHOOL & SPEC SVCS	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
20	360000	COORD,SOIL IMPROVE PROG	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
22	344000	COORD,SPEC PROJ RESEARCH	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
15	263200	COORD,SPECIAL RIDERSHIP	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
21	360500	COORD,SR.LAND RECLAM	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
21	431000	COORD,TECH SUPPORT SVC	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
18	360600	COORD,TECH TRAINING	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
17	262000	COORD,TR PASS SALES	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
21	232000	COORD,TRANSIT MANAGEMENT	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
22	252800	COORD,TRANSIT PROJECT	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
16	290600	COORD,VANPOOL ASSOC	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967
22	290700	COORD,VANPOOL FLEET	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
18	291200	COORD,VANPOOL SERVICE	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
22	303300	COORD,WPCD BUDGET	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
21	331800	COORD,WPCD ENERGY	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
22	331900	COORD,WQ CAPITAL	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
16	344800	COORD,WQ PROJECT	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967

11052

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
18	344500	COORD,WQ PROJECT SR	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
18	345400	COORD,WQ SCHEDULE	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
31	100200	COUNSEL,CHIEF	HOURLY	$ 30.83	$ 43.46
			ANNUAL	$ 64,373	$ 90,744
21	740050	CREW CHIEF,FAC MAINT	HOURLY	$ 19.59	$ 26.50
			ANNUAL	$ 40,904	$ 55,332
10	460900*	DESIGNER I	HOURLY	$ 11.40	$ 14.35
			ANNUAL	$ 23,803	$ 29,963
13	461000*	DESIGNER II	HOURLY	$ 12.97	$ 16.85
			ANNUAL	$ 27,081	$ 35,183
16	461100*	DESIGNER III	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967
17	461200	DESIGNER IV	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
19	461300	DESIGNER V	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
22	403100	DESIGNER VI	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
32	100300	DIRECTOR,DEPUTY - ADMIN	HOURLY	$ 31.68	$ 45.97
			ANNUAL	$ 66,148	$ 95,985
32	100600	DIRECTOR,DEPUTY - PROG	HOURLY	$ 31.68	$ 45.97
			ANNUAL	$ 66,148	$ 95,985
31	200100	DIRECTOR,DEPUTY - TRANSIT	HOURLY	$ 30.83	$ 43.46
			ANNUAL	$ 64,373	$ 90,744
31	400600	DIRECTOR,DEPUTY-TECH SVCS	HOURLY	$ 30.83	$ 43.46
			ANNUAL	$ 64,373	$ 90,744
34	500000	DIRECTOR,FINANCE	HOURLY	$ 34.26	$ 49.72
			ANNUAL	$ 71,535	$103,815
31	600000	DIRECTOR,HUMAN RESOURCES	HOURLY	$ 30.83	$ 43.46
			ANNUAL	$ 64,373	$ 90,744

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
24	432200	ENG,PROJ CONT IV	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
22	430600	ENG,PROJ CONTROL	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
26	290400	ENG,RADIO COMMUN	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
24	303800	ENG,SR. WQ	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
24	292100	ENG,TRAN SAFETY SYS	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
22	345600	ENG,WQ STAFF	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
18	344400	ENG,WQ STAFF ASSOC	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
17	460200*	ENGINEER I	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
19	460100	ENGINEER II	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
22	460000	ENGINEER III	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
24	400900	ENGINEER IV	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
25	400700	ENGINEER V	HOURLY	$ 22.74	$ 32.06
			ANNUAL	$ 47,481	$ 66,941
26	400800	ENGINEER VI	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
29	400100	ENGINEER VII	HOURLY	$ 27.85	$ 39.27
			ANNUAL	$ 58,151	$ 81,996
27	400200	ENGINEER VII	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082
29	401800	ENGINEER VII	HOURLY	$ 27.85	$ 39.27
			ANNUAL	$ 58,151	$ 81,996

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
34	400000	DIRECTOR,TECH SRVCS	HOURLY	$ 34.26	$ 49.72
			ANNUAL	$ 71,535	$103,815
35	200000	DIRECTOR,TRANSIT	HOURLY	$ 35.63	$ 51.71
			ANNUAL	$ 74,395	$107,970
34	300000	DIRECTOR,WPC	HOURLY	$ 34.26	$ 49.72
			ANNUAL	$ 71,535	$103,815
17	650100	EDITOR	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
14	650200*	EDITOR,ASST	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
19	650300	EDITOR,SENIOR	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
17	231200	EDITOR,THE BOOK	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
99	432100	ENG, PROJ CONT II	HOURLY	$ 24.06	$ 24.06
			ANNUAL	$ 50,237	$ 50,237
21	242200	ENG,AUTOMOTIVE	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
20	460800	ENG,COST	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
22	353100	ENG,PROCESS	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
24	353000	ENG,PROCESS SR	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
15	430700*	ENG,PROJ CONT ASSOC	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
16	431700	ENG,PROJ CONT I	HOURLY	$ 15.11	$ 20.06
			ANNUAL	$ 31,550	$ 41,885
19	431800	ENG,PROJ CONT II	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
22	431900	ENG,PROJ CONT III	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504

11032

12/02/92

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
14	651200	LIBRARIAN,ASSISTANT	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
26	510400	MGR,ADMIN. SVCS.	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
29	510500	MGR,BUDGET & ADMIN.	HOURLY	$ 27.85	$ 39.27
			ANNUAL	$ 58,151	$ 81,996
27	303000	MGR,BUSINESS SUPORT CTR	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082
28	211800	MGR,CAP PLAN & DEVEL	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
27	600700	MGR,COMP & HR SYSTEMS	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082
29	402800	MGR,CONSTR. - DSTP	HOURLY	$ 27.85	$ 39.27
			ANNUAL	$ 58,151	$ 81,996
26	600100	MGR,EMPLOYEE RELATIONS	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
28	300200	MGR,ENVIR LAB	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
28	600400	MGR,ENVIR PLNG	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
28	301300	MGR,ENVIR PROGRAMS	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
27	401300	MGR,FAC ENG	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082
29	100700	MGR,HIGH CAP COORD	HOURLY	$ 27.85	$ 39.27
			ANNUAL	$ 58,151	$ 81,996
26	211400	MGR,LONG RANGE PROG	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
28	302800	MGR,MAINT DIV	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
27	211900	MGR,MKT RESRCH & STRATEGY	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
30	402900	ENGINEER VII	HOURLY	$ 29.31	$ 41.31
			ANNUAL	$ 61,199	$ 86,255
29	403200	ENGINEER VII	HOURLY	$ 27.85	$ 39.27
			ANNUAL	$ 58,151	$ 81,996
14	654300*	ILLUSTRATOR,GRAPHIC ASSOC	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
16	654000*	ILLUSTRATOR,GRAPHICS	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967
18	654100	ILLUSTRATOR,GRAPHICS SR	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
16	291900	ILLUSTRATOR,INFO PROD	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967
16	351100*	ILLUSTRATOR,TECH	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967
14	351000*	ILLUSTRATOR,TECH ASSOC	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
18	351300	ILLUSTRATOR,TECH SR	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
99	991000*	INTERN,ENG CO-OP	HOURLY	$ 9.75	$ 9.75
			ANNUAL	$ 20,358	$ 20,358
99	991200*	INTERN,RESEARCH	HOURLY	$ 15.55	$ 16.02
			ANNUAL	$ 32,468	$ 33,450
99	990600*	INTERN,STUDENT	HOURLY	$ 6.87	$ 8.35
			ANNUAL	$ 14,345	$ 17,435
99	990500*	INTERN,STUDENT-GRADUATE	HOURLY	$ 10.28	$ 12.51
			ANNUAL	$ 21,465	$ 26,121
19	345000	INVEST,INDUST. WASTE	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
21	345800	INVEST,SR. INDUST. WASTE	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
18	651000	LIBRARIAN	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124

11032

12/02/92

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
23	344900	OFFICER,IND WASTE PROG	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
21	341500	OFFICER,QA/QC	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
17	651500	OFFICER,RECORDS	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
99	990200	OFFICER,TRANSIT POLICE	HOURLY	$ 19.50	$ 22.50
			ANNUAL	$ 40,716	$ 46,980
20	252700	OFFICER,TRANSIT SAFETY	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
20	303400	OFFICER,WPCD SAFETY	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
10	850400*	OPER,DATA ENTRY	HOURLY	$ 11.40	$ 14.35
			ANNUAL	$ 23,803	$ 29,963
11	850600*	OPER,DATA ENTRY SR	HOURLY	$ 11.72	$ 15.23
			ANNUAL	$ 24,471	$ 31,800
15	130800*	PARALEGAL	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
17	653000	PLANNER,COM REL	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
15	653100*	PLANNER,COM REL ASST	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
21	653500	PLANNER,COM REL SR	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
18	640100	PLANNER,ENVIR	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
14	640200*	PLANNER,ENVIR ASST	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
22	640300	PLANNER,ENVIR SR	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
19	331700	PLANNER,MAINT SCHEDULER	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
28	302200	MGR,OPERATIONS DIV	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
28	202200	MGR,POWER & FAC	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
27	401900	MGR,PROC & PRE-FAB	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082
27	501200	MGR,PROCUREMENT DIV.	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082
27	212000	MGR,SALES & CUSTOMER SVCS	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082
26	301500	MGR,SLUDGE PROJECT	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
28	212100	MGR,SVC PLAN & DEVELOPMT	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
28	403600	MGR,TECH. SUPPORT SVCS	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
28	200200	MGR,TRANSIT OPERATIONS	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
28	202300	MGR,VEH MAINT	HOURLY	$ 26.48	$ 37.32
			ANNUAL	$ 55,290	$ 77,924
15	341100	MICROBIOLOGIST I	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
18	341200	MICROBIOLOGIST II	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
22	341000	MICROBIOLOGIST III	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
20	441700	OFFICER,DATA SECURITY	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
24	601800	OFFICER,EEO	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
27	600300	OFFICER,GOV'T REL	HOURLY	$ 25.17	$ 35.48
			ANNUAL	$ 52,555	$ 74,082

11032

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
19	278200	REP,COMMUTER SVC SR	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
14	261700*	REP,CUST SVC	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
22	631800	REP,EMPLOYEE & LABOR	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
24	662000	REP,GOVT REL	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
15	290800*	REP,VANPOOL SVC	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
10	831200*	SECRETARY	HOURLY	$ 11.40	$ 14.35
			ANNUAL	$ 23,803	$ 29,963
12	831300*	SECRETARY, LEGAL	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
10	832200*	SPEC I,ADMIN	HOURLY	$ 11.40	$ 14.35
			ANNUAL	$ 23,803	$ 29,963
12	831100*	SPEC II,ADMIN	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
14	832100*	SPEC III,ADMIN	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
15	831000*	SPEC IV,ADMIN	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
21	652000	SPEC, COMMUNICATIONS	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
99	431200	SPEC, M/WBE CONTRACT	HOURLY	$ 27.95	$ 27.95
			ANNUAL	$ 58,360	$ 58,360
20	652300	SPEC, NEWS MEDIA REL	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
12	541300*	SPEC,ACCOUNTING	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
16	352000	SPEC,AUDIO VISUAL	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
18	291000	PLANNER,MARKET DEV	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
21	272000	PLANNER,SCHEDULE SR	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
14	270500*	PLANNER,TRANSIT I	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
18	270400	PLANNER,TRANSIT II	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
22	270000	PLANNER,TRANSIT III	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
18	272500	PLANNER,TRANSIT INFO	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
22	270100	PLANNER,TRANSIT SR	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
18	344300	PLANNER,WQ	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
14	344200*	PLANNER,WQ ASST	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
22	344100	PLANNER,WQ SR	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
18	653300	PRODUCER,VIDEO PROG	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
99	232500*	PROJ,COMFORT STATION LEAD	HOURLY	$ 19.50	$ 19.50
			ANNUAL	$ 40,716	$ 40,716
99	550500*	REP, CLAIMS SR.	HOURLY	$ 18.02	$ 18.02
			ANNUAL	$ 37,626	$ 37,626
11	550600*	REP,CLAIMS	HOURLY	$ 11.72	$ 15.23
			ANNUAL	$ 24,471	$ 31,800
17	278000	REP,COMMUTER SVC	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
14	278100*	REP,COMMUTER SVC ASST	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
11	462300*	SPEC,CONST COST SCHED	HOURLY	$ 11.72	$ 15.23
			ANNUAL	$ 24,471	$ 31,800
16	431600*	SPEC,CONTRACTS	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967
22	431500	SPEC,CONTRACTS SR.	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
21	670300	SPEC,DISABILITY SVCS	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
12	551100*	SPEC,DUPLICATING SVC	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
18	654400	SPEC,EDUC PROGRAM	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
20	633100	SPEC,EMPLOYMENT	HOURLY	$ 18.08	$ 24.46
			ANNUAL	$ 37,751	$ 51,072
19	242600	SPEC,ENVIR COMPLIANCE	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
17	342200	SPEC,ENVIR LAB BLDG	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
17	661100	SPEC,GRANTS	HOURLY	$ 15.53	$ 21.01
			ANNUAL	$ 32,427	$ 43,869
13	345100*	SPEC,IND WASTE	HOURLY	$ 12.97	$ 16.85
			ANNUAL	$ 27,081	$ 35,183
15	345200*	SPEC,IND WASTE SR	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
18	431100	SPEC,M/WBE CONTRACT	HOURLY	$ 16.34	$ 22.09
			ANNUAL	$ 34,118	$ 46,124
14	652200*	SPEC,NEWS MEDIA REL ASST	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
13	271200*	SPEC,PROCUREMENT ASST	HOURLY	$ 12.97	$ 16.85
			ANNUAL	$ 27,081	$ 35,183
21	631500	SPEC,TRAINING	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724

NON-REPRESENTED EMPLOYEE SALARY SCHEDULE
EFFECTIVE NOVEMBER 1, 1992 - OCTOBER 31, 1993

SALARY RANGE	JOBCLASS NUMBER	JOBTITLE		MINIMUM SALARY	MAXIMUM SALARY
19	292200	SPEC,TRAINING - CTR	HOURLY	$ 17.19	$ 23.25
			ANNUAL	$ 35,893	$ 48,546
14	291300*	SPEC,VANPOOL ACCT	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
14	291500*	SPEC,VANPOOL FLEET	HOURLY	$ 13.65	$ 17.73
			ANNUAL	$ 28,501	$ 37,020
16	291400	SPEC,VANPOOL RISK	HOURLY	$ 15.11	$ 19.62
			ANNUAL	$ 31,550	$ 40,967
12	231700*	SPEC,VEH MAINT DATA MGT	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
13	346100*	SPEC,WQ	HOURLY	$ 12.97	$ 16.85
			ANNUAL	$ 27,081	$ 35,183
15	346000*	SPEC,WQ SR	HOURLY	$ 14.36	$ 18.65
			ANNUAL	$ 29,984	$ 38,941
12	451100*	SPECIALIST,SYSTEM SOFTWAR	HOURLY	$ 12.34	$ 16.02
			ANNUAL	$ 25,766	$ 33,450
21	345900	STATISTICIAN,WQ	HOURLY	$ 19.02	$ 25.73
			ANNUAL	$ 39,714	$ 53,724
30	402700	SUPT,WEST POINT CAP PROJ	HOURLY	$ 29.31	$ 41.31
			ANNUAL	$ 61,199	$ 86,255
24	201000	SUPV BASE OPS	HOURLY	$ 21.62	$ 30.48
			ANNUAL	$ 45,143	$ 63,642
23	271100	SUPV, REVENUE PROC	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
23	500600	SUPV,ACCOUNTING	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489
22	601900	SUPV,BENEFITS & RECORDS	HOURLY	$ 19.53	$ 27.54
			ANNUAL	$ 40,779	$ 57,504
26	200400	SUPV,BUDGET & INFO SYSTEM	HOURLY	$ 23.93	$ 33.73
			ANNUAL	$ 49,966	$ 70,428
23	301100	SUPV,BUSINESS SUP SRCS	HOURLY	$ 20.55	$ 28.97
			ANNUAL	$ 42,908	$ 60,489