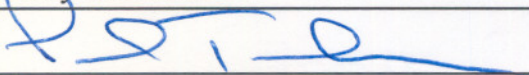




King County
Administrative Policies and Procedures

Executive Orders,
Policies & Procedures

<small>Title</small> Disciplinary Process for Failure to Follow King County Contract Policies and Procedures	<small>Document Code No.</small> PER 15-3 (AEP)
<small>Department/Issuing Agency</small> King County Executive	<small>Effective Date.</small> January 1, 1997
<small>Approved</small> 	

1.0. SUBJECT TITLE: Disciplinary Process for Failure to Follow King County Contract Policies and Procedures

1.1 Effective Date: January 1, 1997.

1.2 Type of Action: New.

2.0 PURPOSE: To provide a framework for discipline for County employees for intentional, willful or grossly negligent failure to follow King County construction project management policies and procedures.

3.0 ORGANIZATIONS AFFECTED: All Executive Departments, Offices, and Agencies.

4.0 REFERENCES: None.

5.0 DEFINITIONS:

5.1 "Project Manager" refers to all employees working as project managers on King County construction projects.

5.2 "Contract Administrator" refers to all employees who assist in any County construction contract administration function.

6.0 POLICIES:

6.1 All County Project Managers and Contract Administrators are responsible for compliance with all policies and procedures which pertain to construction projects.

6.2 Any County Project Manager or Contract Administrator who intentionally or willfully fails to comply with the policies and procedures contained within King County Construction project management policies and procedures manual or any applicable departmental procedures shall be subject to disciplinary procedures, up to and including termination, subject to King County Career Service Guidelines and any applicable collective bargaining agreement.

- 6.3 Any County Project Manager or Contract Administrator who negligently fails to comply with the policies and procedures contained within King County construction project management policies and procedures or any applicable department procedures shall be subject to disciplinary procedures. Such disciplinary procedures shall be based on a progressive disciplinary model consistent with King County Career Service Guidelines and any applicable collective bargaining agreement.
- 6.4 Department directors and division managers are responsible for ensuring that Project Managers and Contract Administrators are adequately trained in all aspects of construction project management.

7.0 PROCEDURES:

- 7.1 All discipline shall be administered in accordance with King County Career Service Guidelines and any applicable collective bargaining agreement.

8.0 RESPONSIBILITIES:

- 8.1 All County Project Managers and Contract Administrators are responsible for being familiar with and complying with all policies and procedures described in the King County construction project management policies and procedures.
- 8.2 All Project Managers are responsible for insuring that contractors and consultants are aware of conflict of interest laws and regulations, including but not limited to WAC 196-27-020. If a contractor or consultant reports a conflict of interest or a potential conflict of interest to the Project Manager, the Project Manager shall immediately report that information to his or her Department Manager or Division Manager.
- 8.3 Project Managers and Contract Administrators in all Executive Agencies, in conjunction with the King County Finance Division, must participate in training seminars, as those seminars are offered, to assist the Project Manager and Contract Administrators in becoming familiar with the King County construction project management policies and procedures, the King County Code and state and federal law as they pertain to construction contract management.