



PRIORITY PLACEMENT PROGRAM

Process and Participation

PARTICIPANTS

Career Service Employees

- ✦ Who have received a notification of layoff
- ✦ Who are seeking non-promotional career service or temporary positions
- ✦ Who apply for qualifying positions within two years of the effective date of the layoff
- ✦ Who submit all necessary application materials for vacant positions they would like to pursue
- ✦ Who have not yet been restored to their pre-layoff range, level, and FTE status

EMPLOYERS

Participating Departments

- ✦ DAJD – Adult & Juvenile Detention
- ✦ DCHS – Community & Human Services
- ✦ DES – Executive Services
- ✦ DHR – Human Resources
- ✦ DJA – Judicial Administration
- ✦ DLS – Local Services
- ✦ DNRP – Natural Resources & Parks
- ✦ DPD – Public Defense
- ✦ DPH – Public Health
- ✦ DOA – Assessments
- ✦ Elections
- ✦ Executive Office
- ✦ KCIT – Information Technology
- ✦ Metro Transit

Non-Participating Departments

- ✦ Council
- ✦ District Court
- ✦ KCSO – Sheriff's Office
- ✦ KCSC – Superior Court
- ✦ POA – Prosecuting Atty's Office

Guidelines

Eligible career service employees who are laid off are given priority placement consideration to qualifying positions with participating departments.

The Priority Placement Program allows individuals who are impacted by layoff to be given consideration for vacancies of the **same (or lower) status and pay range**.

- ✦ Using the program, individuals can decide to pursue **temporary**, as well as **career service positions**.
- ✦ Eligible employees can use the program immediately upon receipt of a layoff letter and until **two years** from the **effective date of the layoff** or until the date they are **restored** to pre-layoff status, whichever comes first.
- ✦ If a temporary job offer is accepted at the same or lower pay range, the program participant remains an active program participant and is eligible for Priority Placement referral to either comparable or lower level career service positions.
- ✦ Eligible participants will be given priority placement consideration for positions that have the same or lower pay range and are the same or lower FTE level as the position from which they were laid off (e.g., 1.0 FTE = 40 hours/week; .5 FTE = 20 hours/week, etc.).
- ✦ If a lower level career service job offer is accepted, the employee remains an active program participant and is eligible for Priority Placement referral to comparable level career service positions.
- ✦ Participating departments will assess the qualifications of Priority Placement eligible employees and will extend a job offer if the position is vacant and the participant has the required skills, abilities, and qualifications.
- ✦ While individuals are welcome to pursue any open positions, the Priority Placement Program guidelines exclude promotional opportunities.

Participation

Employees may pursue multiple activities concurrently to secure continued employment including:

- ✦ Applying directly for vacant King County positions through the [King County Careers website](#)
- ✦ Pursuing positions that have been closed to applications: [Priority Placement Careers site](#)

If the above the link is not accessible, type in the following URL/address manually:

www.governmentjobs.com/careers/kingcounty/transferjobs

- ✦ Participants may also proceed with Loudermill meetings, participate in a bumping process, and/or engage in other efforts and activities.

Resources

See the [Priority Placement Program](#) site for links and to sign up for informational sessions regarding benefits, Employee Assistance Programs, and other resources to support participant efforts.

If the above link is not accessible, type in the following URL/address manually:

www.kingcounty.gov/priorityplacement

Career Support Services is available to provide assistance and support, as well as tools to aid in participant job search efforts: [Career Support Services](#) or by email at careersupportservices@kingcounty.gov

To contact HR staff by email, please send requests to PriorityPlacement@kingcounty.gov

This program does not supersede any Collective Bargaining Agreement requirements for represented employees.