



King County
Records and Elections Division
Archives and Records Management
Department of
Executive Administration
King County Administration Building
500 Fourth Avenue Room 553
Seattle, WA 98104
(206) 296-1572

August 11, 1995

TO: DEPARTMENT POLICY/PROCEDURE MANUAL STATIONS

FM: Archives and Records Management


RE: Distribution of Executive Policy PER 18-3 (AEP)

This memo transmits Executive Policy PER 18-3 (AEP), "Prohibition Against Employment in Two or More Positions." Please place the attached policy in the AEO/AEP binder of your Policy/Procedure Manual Station behind the PER index tab.

* If you have questions, please call Linda Grob at 296-1572.

INF7-3polmem



Title		Document Code No.
Prohibition against employment in two or more positions.		PER 18-3 (AEP)
Department/Issuing Agency		Effective Date
Office of Human Resource Management		August 11, 1995
Approved		
 8/1/95		

1.0 SUBJECT TITLE: Prohibition against employment in two or more positions.

1.1 EFFECTIVE DATE: August 11, 1995

1.2 TYPE OF ACTION: New

1.3 KEY WORDS: Employee, dual employee, excluded employee, position.

2.0 PURPOSE:

To provide general policy against the hiring of dual employees and for maintaining excluded employees.

3.0 ORGANIZATIONS AFFECTED:

All Executive Branch departments, divisions and agencies, excluding commissioned personnel of the Department of Public Safety.

4.0 REFERENCES:

4.1 K.C.C. 2.16.020 (C), functions of the Office of Human Resource Management

4.2 K.C.C. 3.12.010, Personnel System - Definitions

5.0 DEFINITIONS:

5.1. "Dual employee" means any individual employed in more than one King County position, including positions in the Department of Metropolitan Services.

5.2 "Employee," as defined by K.C.C. 3.12.010, means any person who is employed in a career service or exempt position. Employees include, but are not limited to, individuals employed in regularly funded and temporary King County positions, including positions in the Department of Metropolitan Services.

5.3. "Employing agency" means any King County department, division, agency, or program, including the Department of Metropolitan Services.

- 5.4 "Excluded employee" means an employee who, on the effective date of this Executive Policy, fills more than one position. Excluded employees are exempt from the provisions of this Executive Policy to the extent provided in Section 6.2 herein.
- 5.5 "Position," as defined by K.C.C. 3.12.010, means a group of duties and responsibilities assigned by competent authority requiring the employment of one person. Positions include, but are not limited to, regularly funded and temporary King County and Department of Metropolitan Services positions.

6.0 POLICIES:

- 6.1 After the effective date of this policy, no employee will be hired to simultaneously fill more than one position.
- 6.2 Excluded employees who fill more than one position prior to the effective date of this policy will be allowed to continue to hold both positions.
- 6.3 The positions an excluded employee may hold are limited to the positions he/she held on the effective date of this policy.
- 6.4 If an excluded employee separates employment from one of his/her dual positions, he/she will not be rehired into more than one position in the future.
- 6.5 Any overtime pay liability that results from dual employment will be shared by the employing agencies on a 50-50 basis unless the affected agencies agree in writing to some other methodology that ensures dual employees are compensated for overtime time work in accordance with state and federal laws. (Note: Hours of work in all positions must be combined to determine if the total hours worked in the work week exceeds the overtime pay threshold.)

7.0 PROCEDURES: None.

8.0 RESPONSIBILITIES

- 8.1 The employing agency is responsible for:
- Providing a newly hired employee with notice of this policy
 - Ensuring that dual employees are accurately paid for overtime work.
 - Taking appropriate remedial action when notified of non-compliance with the provisions of this policy.