

Community and Consultant Service

Policy Number: 2021-0006
Issue Date: 01-12-2021
Replaces: PER 18-2 (AEP)

PURPOSE

To establish a consistent policy dealing with King County executive branch employees providing community service on county time or consultant services at any time where such service(s) is not clearly governed by the provisions of K.C.C. 3.04, [Employee Code of Ethics](#).

POLICY APPLICABILITY

This policy applies to all employees in the executive branch departments, offices, divisions and agencies, including the Assessor's Office and King County Elections. This includes all career service, provisional, temporary, probationary, and appointed employees.

POLICY

Under no circumstances will executive branch employees serve on any board or commission, or provide consultant services to an outside agency, on county time when such service is for the purpose of the employee's financial gain. Employee(s) wishing to provide such service may request use of accrued vacation leave or leave without pay, subject to approval and discretion of their Department Director or their designee, or if the employee is a Department Director, subject to the approval and discretion of the County Executive or their designee.

Executive branch employees wishing to provide consultant services to an outside agency for a fee on their own time where those services are substantially similar and/or related to their regular duties as a county employee shall request authorization for such activity from their Department Director or their designee, or if the employee is a Department Director, from the county Executive or their designee. If the Department Director, or the County Executive, determines that the activity has the appearance of or could be interpreted as a conflict of interest, such activity will not be approved.

Executive branch employee(s) wishing to provide volunteer/community service on county time (i.e., serving on boards or commissions of charitable organizations such as United Way, Childhaven or Boy Scouts of America, or an agency of another governmental jurisdiction) that may or may not be job related may do so with prior approval from their Department Director or their designee, or if the employee is a Department Director, from the County Executive or their designee. Approval will be based on possible benefit to the county, such as goodwill, reciprocity, and/or enhancement of the employee's job-related skills.

Approval will not be granted where an activity is determined by the Director, or the County Executive, to be political in nature and the employee's involvement on county time could be construed as county endorsement of either side of a sensitive issue, or where the county's position of neutrality might otherwise be compromised.

Volunteer/community service on an employee's own time does not require approval or notification; however, an employee's volunteer service activities might be interpreted as a conflict of interest under the provisions of K.C.C. 3.04. Prior to engaging in volunteer/community service which an employee believes may be perceived by others as creating a conflict of interest, the employee is responsible for seeking county authorization for the activity using the procedures specified in these policies for activities on county time.

Violation of these policies may subject an employee to disciplinary action, up to and including termination of employment.

PROCEDURES

Action By: Employee

Action: Submits written request to Department Director for authorization. If the employee is a Department Director, submits written request to the County Executive. Follows standard absence request procedures when necessary.

Action By: Director or County Executive

Action: Reviews employee request for compliance with terms of this policy, including benefit to the county and or possible conflict of interest. Provides written authorization; or, provides written denial of authorization, which will include the reason(s) for denial.

Action By: Department Director

Action: Investigates possible violations of these policies by employees within their department; consults with the Director of the Department of Human Resources (DHR), or their designee, to determine appropriate disciplinary action when a violation occurs.

RESPONSIBILITIES

The employee (which may include Department Directors) shall:

- Submit requests for authorization as required by these policies; and
- Request approval for use of accrued vacation leave or leave without pay when required.

The Department Director shall:

- Review employee requests submitted in accordance with these policies;
- Provide written determination; if request is denied, explaining basis for denial request; and
- Consult with the DHR Director to determine appropriate disciplinary action in the event of a violation of this policy.

The County Executive shall review Department Director requests submitted in accordance with these policies and Provide written determination; if request is denied, explaining basis for denial request.

QUESTIONS

Refer questions or comments to your agency's [Human Resources Manager](#) or the Department of Human Resources.