

## Prohibition Against Employment in Two or More Positions

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Replaces: PER 18-3 (AEP)

### PURPOSE

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

### POLICY APPLICABILITY

This policy applies to all Executive Branch departments, divisions and agencies, excluding commissioned personnel of the Department of Public Safety.

### DEFINITIONS

*"Dual Employee"* means any individual employed in more than one King County position.

*"Employing Agency"* means any King County department, division, agency, or program.

*"Excluded Employee"* means an employee who, as of August 11, 1995, filled more than one position. Excluded employees are exempt from the provisions of this policy to the extent provided below.

*"Position"* as defined by K.C.C. 3.12.010, means a group of current 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 positions.

### POLICY

No employee will be hired to simultaneously fill more than one position other than the exception outlined below.

Excluded employees will be allowed to continue to hold both positions; however, the exclusion is limited to those specific positions held on August 11, 1995. If an excluded employee separates employment from one of their dual positions, they will not be rehired into more than one position in the future.

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.)

### RESPONSIBILITIES

The employing agency shall:

- Provide a newly hired employee with notice of this policy;
- Ensure that dual employees are accurately paid for overtime work; and
- Take appropriate remedial action if notified of non-compliance with this policy.

### QUESTIONS

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