

Employee Attendance At County-Sponsored Events

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PURPOSE AND OVERVIEW

On several occasions throughout the year, King County sponsors events for its employees and their families which promote humanitarian efforts, learning, and other opportunities. Most events are scheduled during the normal workweek, usually mid-day, to facilitate employee attendance. Examples of such events include:

- King County Dr. Martin Luther King Jr. Celebration in January
- Take Our Children to Work Day in April
- King County Annual Charitable Campaign Kick-Off Event in October
- Health and Benefits Fair in October

Employee attendance at county-sponsored events is to be administered in accordance with the procedures set forth below. Requests to deviate from the procedures must be approved by the Human Resources Division Director prior to the date of the event.

PROCEDURES

Requests

Employees who are scheduled to work during a county-sponsored event must request and obtain pre-approval to attend an event from their supervisors and/or managers.

Approvals

King County directors, managers, and supervisors are encouraged to permit employees to attend county-sponsored events, if possible. Approval for such requests may be made if, in light of the requesting employees' absence, normal work unit operations are maintained. The process utilized to request and obtain approval to attend an event shall be determined by work unit management. Agencies may require that requests and approvals be made in written form. Agencies may require that approvals specify the total amount of time the employee is approved to be away from the worksite to attend the event.

Where normal work unit operations are difficult to maintain without the employee's presence, requests may be denied (e.g., it may be difficult for county agencies which have remote locations to permit an employee to attend because the travel time may mean that the employee is away from the worksite for an extended period; or it may be difficult for county agencies which provide direct service to permit an employee to attend because such would disrupt service).

Pay for Hourly Employees

Hourly employees who attend an event remain in pay status for the total amount of normally scheduled work time, including travel time to and from the event. Hourly employees who are not scheduled to work may attend county events but will not be paid for time spent at the event. Hourly employees should continue to take their break and meal periods at their normally scheduled time, even when such occurs during a county-sponsored event.

Pay for FLSA-Exempt Employees

FLSA-exempt employees who attend an event remain in pay status. Exempt employees who are not scheduled to work may attend county events but will not be paid for attending the event.

Transportation

Employees are encouraged to use public transit services for transportation to and from a county-sponsored event. County vehicles, assigned or dispatched to Departments/Offices, may be used by employees for transportation from their worksite to a county-sponsored event; and from the event back to their worksite.

QUESTIONS/COMMENTS

Refer all questions or comments via e-mail to Kerry Delaney at kerry.delaney@kingcounty.gov