

Employee Attendance at County-Sponsored Events

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PURPOSE

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. Celebrations in January,
- Administrative Professionals recognitions,
- King County Annual Charitable Campaign Kick-Off Events in October, and
- Health and Benefits Fairs 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 Department of Human Resources Director prior to the date of the event.

POLICY APPLICABILITY

The county's Employee Attendance at County-Sponsored Events policy applies to all employees in the executive branch departments, offices, and divisions, including the Assessor's Office and King County Elections. This includes all career service, provisional, temporary, probationary, and appointed employees.

POLICY

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

Requests to Attend a County-Sponsored Event

King County directors, managers, and supervisors are encouraged to approve employee requests to attend county-sponsored events, if possible. Approval for such requests may be made if, considering the requesting employees' absence, normal work unit operations are maintained.

The process utilized to request and obtain approval to attend a county-sponsored 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 their attendance would disrupt service).

Pay for Hourly Employees

Hourly employees who attend a county-sponsored 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 this occurs during a county-sponsored event.

Pay for Salaried 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 to travel to and from a county-sponsored event. County vehicles, assigned or dispatched to agencies, may be used by employees to travel between their county workplace and a county-sponsored event, if necessary.

QUESTIONS

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