

## KING COUNTY SUPPORTED EMPLOYMENT

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### PURPOSE

The King County Supported Employment Program provides paid, competitive employment opportunities for individuals with developmental disabilities in integrated work settings. This HR Bulletin provides guidance in support of King County's Supported Employment Program (see King County Code 3.12.335 - Supported Employment), and serves as a resource for managers, supervisors, and human resources professionals. This HR Bulletin also provides for the establishment of Supported Employment Coordinators (SEC) for each executive branch agency and outlines the roles and responsibilities of the SEC.

### OVERVIEW

King County's employment practices, policies, and workplace expectations apply to supported employees. Departments are responsible for the management, salary and benefits of their supported employees.

In addition, King County provides its supported employees with additional resources, such as the Department of Community and Health Services Developmental Disabilities Division (DCHS DDD), Employment Service Providers, department SEC(s), Human Resources Division (HRD) Diversity Management Services, and Disability Services.

DCHS DDD contracts with Employment Service Providers who assign and provide job coaches to each of King County's supported employees. Job coaches are available to assist supported employees to fully understand and perform job duties, to know and comply with workplace rules and expectations, and to build other employment skills to succeed in an integrated work setting.

In addition to providing assistance to the supported employee, a job coach may assist management to successfully manage supported employees. Management should utilize job coaches whenever workplace issues arise, new duties are assigned, changes to work locations occur, and changes are made to the supported employee's supervision.

### PROCEDURES

The guidelines and expectations for administering the county's supported employment program include the following:

- The Human Resources Service Delivery Manager (HR SDM), or other designated human resources professional within the agency serves as the SEC. All executive branch agencies will maintain a list of their SEC(s) and will report those names, contact information, and any changes to this list to DCHS DDD and HRD Diversity Management Services via e-mail at [supportedemployment@kingcounty.gov](mailto:supportedemployment@kingcounty.gov). (Both DCHS DDD and HRD Diversity Management Services have access to this mail box).
- All SEC(s) will maintain a list of their agency's supported employees, employee's current supervisor and the job coach. Any changes to the list will be provided to DCHS DDD and HRD Diversity Management via e-mail at [supportedemployment@kingcounty.gov](mailto:supportedemployment@kingcounty.gov).

- The agency's human resources professional will regularly report information concerning supported employees to their agency's SEC as the facts and circumstances indicate. Such information may include: job vacancies, job assessments, trainings, work performance, disciplinary and/or accommodation issues regarding supported employees.
- Upon notification of any issue related to a supported employee, the agency's human resources professional, the SEC, and/or management should contact the employee's job coach. Agencies should consult with DCHS DDD, HRD Diversity Management Services, Disability Services, labor representative and the Employment Section of the Prosecuting Attorney's Office, when appropriate.
- DCHS DDD and HRD Diversity Management Services may conduct quarterly SEC meetings to ensure managers, supervisors and supported employees receive the ongoing support, training, and assistance needed. HR SDMs may also attend the quarterly meetings.
- The agency's SEC will notify DCHS DDD and the HR SDM of any service issues involving any Employment Service Provider.
- The agency's human resources professional should send job announcements to [supportedemployment@kingcounty.gov](mailto:supportedemployment@kingcounty.gov) for positions that are to be filled only by a supported employee. DCHS DDD will distribute such job announcements to Employment Service Providers in order to notify them of the current recruitment.

In the event any provision of this HR Bulletin conflicts with an applicable provision of a collective bargaining agreement or binding past practices thereunder, the latter shall prevail.

### **QUESTIONS/COMMENTS**

Refer all questions or comments to DCHS DDD or to HRD Diversity Management Services. In addition, both DCHS DDD and HRD Diversity Management Services may be reached at [supportedemployment@kingcounty.gov](mailto:supportedemployment@kingcounty.gov).

### **References:**

- King County Code 3.12.335 Supported Employment
- Washington State Department of Social and Health Services, Division of Developmental Disabilities
- King County DCHS DDD
- United States Department of Labor, Office of Disability Employment Policy (ODEP)
- Rehabilitation Act of 1973 Amended Title 6, 34 CFR part 361 et. al.
- American with Disabilities Act of 1990
- ADA Amended Act of 2008 (ADAA).
- RCW 71A.10.020 Developmental Disabilities
- Washington State Law Against Discrimination – Chapter 49.60