DATE: August 31, 2015

TO: Metropolitan King County Councilmembers

FROM: Kymber Waltmunson, King County Auditor

SUBJECT: Follow-up on 2014 Performance Audit of Part-time Employment

The Human Resources Division (HRD) has made some progress in implementing the two recommendations from our 2014 performance audit of part-time employment. The County Executive considers part-time employment an important element in achieving the Best Run Government strategic goal, although a plan detailing the county's central policy on part-time employment remains in progress. HRD has begun discussions with stakeholders and is in the process of utilizing employee surveys to gather information. In addition, HRD will work with the Business Resource Center and the Office of Performance, Strategy and Budget to overcome the challenge of developing and tracking reliable data on part-time employment in order to facilitate evaluation of the county's practices.

Of the two audit recommendations:

DONE	0	Recommendations have been fully implemented Auditor will no longer monitor
PROGRESS	2	Recommendations are in progress or partially implemented Auditor will continue to monitor
OPEN	0	Recommendations remain unresolved Auditor will continue to monitor

Please see below for details on the implementation status of these recommendations.

Implementation Status as of August 2015

#	Quick Status	Recommendation	Status Detail
1	PROGRESS	The County Executive should develop and submit for County Council approval a plan detailing how it plans to use part-time schedules to further county strategic goals. This plan should include more uniform guidance defining 'voluntary' part-time employment, so departments can take a more consistent approach for authorizing and/or promoting part-time employment for interested personnel.	The County Executive has been collecting input from stakeholders in order to develop central policy on part-time employment. HRD has held discussions with departments and divisions to understand current utilization of part-time schedules and gather suggestions. HRD has also included questions regarding part-time employment in two employee surveys and plans to use survey responses (expected to be available by end of 2015) to inform the framework of the central policy. In addition, HRD will work with labor partners to discuss part-time employment as part of the Best Run Government: Employees Total Compensation conversations starting October 2015 through 2016. To complete the recommendation, the County Executive needs to submit a plan for County Council approval that explains the county's central policy on part-time employment and enables departments to develop more standard processes to authorize and promote part-time employment for interested personnel.
2	PROGRESS	The Human Resources Division (HRD) should develop an evaluation plan to track part-time employees over a two-year period to monitor impact on employee retention and satisfaction. This would include better data on who works part time, the reason for the part-time schedule, and include part-time issues during employee exit interviews and employee surveys. HRD should report the evaluation results to the County Council in 2016.	HRD has included discussions of part-time issues during employee exit interviews and employee surveys. However, HRD has not made progress on developing data on part-time employment for the purpose of evaluation. To complete the recommendation, HRD needs to overcome challenges with gathering reliable part-time data in PeopleSoft. To be useful for evaluation, the data should help explain the reasons employees choose to work part-time and the impact of part-time employment on their satisfaction and retention. HRD should report evaluation results to County Council in 2016.

Chelsea Lei, Management Auditor, and Justin Anderson, Senior Management Auditor, conducted this review. Please contact Chelsea at 477-6523 or me at 477-1043 if you have any questions about the issues discussed in this letter.

cc: Dow Constantine, King County Executive
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