



Staff Report

September 7, 2022	<u>FCDECM 2022-02</u> A MOTION authorizing the Chair to adopt, by reference, the King County Legislative Branch Employee, Equipment, and Facilities Policies together with the King County Legislative Branch Code of Conduct.	<u>Materials</u> 1. FCDEC Motion 2022-02
--------------------------	--	--

The Executive Committee of the Board of Supervisors for the King County Flood Control District has delegated authority from the Board of Supervisors through the District's Rules and Operating Procedures at Section 4 to establish personnel policies and procedures to govern the District's employees. Consistent with that delegated authority, the Executive Committee previously adopted FCDECM 2020-02.1 which incorporated, by reference, county standards relating to employee conduct and policy for equipment and facilities. The Executive Committee recognized the need to re-evaluate these policies relating to personnel and staff in step with the Legislative Branch's processes, to efficiently and effectively provide a safe and respectful workplace environment in line with King County standards.

Since the time of the last policy's adoption, the Legislative Branch has propagated new standards which further detail and elaborate upon internal policies within the Legislative Branch, as well as a new Code of Conduct for its employees. Consistent with the direction from the Executive Committee, this Motion seeks to harmonize experiences among employees and provide clear guidelines for future projects and workplace interactions.

By approving this Motion, the District would be incorporating the most recent and applicable standards of King County's employee and equipment/facility policies to bring it in line with county and state standards. This process will additionally aid the King County Flood Control District in establishing a performance evaluation framework that is clear, achievable, and contributes to staff success by codifying a detailed set of guidelines that can be used by all members of the District.

Attachments

FCDECM 2022-XX



516 Third Avenue • Room 1200 • Seattle, WA 98104
206.296.1020 • info@kingcountyfloodcontrol.org
www.kingcountyfloodcontrol.org

STAFFING AND PERSONNEL POLICIES

PURPOSE: To establish staffing and personnel policies related to the administration of the King County Flood Control Zone District (the “District”), consistent with RCW 86.15.095 and the formation and governing legislation for the District.

ADOPTION DATE: The following policies were adopted by the Executive Committee on _____, per Section 4(C) of the KING COUNTY FLOOD CONTROL ZONE DISTRICT RULES AND OPERATING PROCEDURES. These policies may be amended by action of the Executive Committee or Board of Supervisors.

APPLICABILITY: These policies are intended to match those applicable to employees of the King County Council, and shall apply to the employees of the District. Where the District’s General Policies differ from those policies applicable to employees of the King County Council, the District’s General Policies shall bind. Where the District’s General Policies and Employee Resource Guide are silent, the policies applicable to employees of the King County Council shall serve to supplement.

TABLE OF CONTENTS

I. GENERAL POLICIES	2
II. EMPLOYEE RESOURCES GUIDE.....	5

I. GENERAL POLICIES

A. Equal Employment Opportunity.

The District is an equal opportunity employer and shall carry out federal, state and local laws and regulations prohibiting discrimination in employment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status or the presence of a sensory, mental, or physical disability. Further, it is the intent of the District to insure that employment is based on the principle of equal opportunity and that such principle shall be implemented in all county personnel-related actions including, but not limited to, recruitment, hiring, testing, training, promotion, compensation, transfer and all other terms and conditions of employment in all job classifications.

B. At Will Employment.

The tenure of each employee shall be subject to the rendering of efficient service. Employees are at will, and serve at the pleasure of the appointing authority. Nothing in this policy shall derogate from the District's power to abolish positions and lay off employees because of lack of work, lack of funds, or considerations of efficiency

C. Role of the Executive Director.

The Executive Director shall fulfill the following duties and responsibilities:

1. Creation of Positions and Classification Plan.

- a. The Executive Director shall submit to the Board for its approval all job descriptions (and any substantial modifications thereto) for positions employed by the District.
- b. The Executive Director shall develop and maintain a classification plan for all positions, which shall include a pay range necessary to attract and retain competent employees, ensure compensation shall be equitably provided on the basis of equal pay for equal work consistent with state and federal law, and shall be comparable with the local labor market. Assigned classifications shall be reflected on the job descriptions for each position, which shall be subject to approval by the Board. The Executive Director should, on a three-year cycle, review the classification plan and may add, combine, abolish or revise the specifications or establish new classifications.

2. Hiring.

- a. Employee recruitment. When beginning a hiring process, the Executive Director shall:
 - i. consult with the Chair and Vice Chair of the Executive Committee

- ii. before beginning recruitment of vacated or newly created positions and anticipated vacancies;
 - iii. establish hiring processes for each vacancy and newly created position;
 - iv. if interviews of candidates are part of the hiring process, include at least one representative from the Board and/or its staff in interview panels.
- b. Hiring decisions. When implementing hiring decisions, the Executive Director:
 - i. shall consult with the Chair and Vice Chair of the Executive Committee about the hiring decision before extending an offer of employment for all positions that report to the Executive Director;
 - ii. may extend an offer of employment to any person who applied for a position with the District in the prior six months for a current vacancy without undertaking a full recruitment process;
 - iii. may appoint or extend the appointment of interns, and temporary or term limited employees.
- 3. Staffing. Employee-related decisions shall be implemented as follows for the following circumstances:
 - a. Reclassifications. The Executive Director shall make decisions regarding reclassification, promotion to a higher step within the same classification and range, or withholding a step increase of an employee;
 - b. Work schedule decisions. Day-to-day work schedule decisions shall be made by the Executive Director or his or her designee.
 - c. Performance evaluations. The Executive Director shall annually evaluate the District's employees for their performance achieving job duties and goals. The Executive Director shall annually brief the Chair regarding findings and results related to District performance evaluations.
 - d. District employees, other than the Executive Director, are subject to disciplinary actions as determined by the Executive Director, pursuant to the following:

- i. When administering employee discipline, the Executive Director, or his or her designee:
 - 1. shall provide oral and written expectations and counseling regarding employee performance issues as they may arise;
 - 2. shall issue either written reprimands or performance improvement plans, or both, regarding employee performance issues that persist, following an oral or written statement of expectations or counseling;
 - 3. shall make decisions regarding suspension without pay or termination of an employee, provided:
 - a. before suspension or termination, the Executive Director shall notify the Chair; and
 - b. the decision to suspend an employee without pay for ten working days or less is final and cannot be appealed; and
 - c. an employee who has been suspended without pay for two weeks or more or terminated may appeal the decision of the Executive Director to the Board. The appeal must be filed within ten calendar days of written notice of the suspension or termination being sent to the employee. An appeal is filed by delivering a written notice of appeal to the clerk of the Board. The decision of the Board to suspend without pay or terminate an employee is final.
 - 4. shall refrain from issuing any written disciplinary action, including but not limited to written expectations and counseling regarding employee performance issues, reprimands, performance improvement plans and decisions regarding suspension without pay or termination of an employee without first seeking review of the written disciplinary action from the District's legal counsel.

D. Role of the Deputy Executive Director.

The Deputy Executive Director shall report to and serve at the direction of the Executive Director. The Deputy Executive Director may serve as the Executive Director's designee for the duties identified in Section C above.

II. EMPLOYEE RESOURCES GUIDE

The following guide is intended to match those applicable to employees of the King County Council, and shall apply to the employees of the District. Where the attached documents reference “King County” of the “King County Council”, the intent is for the “King County Flood Control Zone District” to substitute. Where “Councilmember” is utilized, the intent is for “Supervisor” to substitute.

Where the District’s Employee Resource Guide are silent, the policies applicable to employees of the King County Council shall serve to supplement.

Table of Contents

Applicable Regulations and Codes

1. Personnel Regulations
2. King County Legislative Branch Employee, Equipment and Facilities Policies
3. Code of Conduct
4. Nondiscrimination and Anti-Harassment
5. Language Access Plan
6. Equity and Social Justice Plan

Administrative Policies

7. IT Governance Policy
8. Wage and Salary Administration Policy
9. Benefits Plan (Placeholder)
10. Taking Leave
11. Bi-Weekly Payroll Calendar
12. Drivers Operating Manual
13. Floor Warden Map
14. Public Records Act



King County Council

MEMORANDUM

FROM: Stephanie Cirkovich, Chief of Staff

TO: Legislative Branch Central Staff, Independent Agency Officers

DATE: August 4, 2022

SUBJECT: 2022-23 Performance Evaluation Process

In December 2021, the Council adopted the King County Legislative Branch Employee, Equipment, and Facilities Policies, which set the expectation that employee performance evaluations would be completed annually by September 30. Unfortunately, that timeline has been delayed with the transition to a new Chief of Staff and other factors, such as searching for a tool/application to facilitate the evaluation process.

The purpose of this memo is to reset the timeline and outline a performance evaluation framework for the branch that is clear, achievable, and—most importantly—contributes to staff's success. By participating in thoughtful, constructive performance evaluations with one another, we are fulfilling “our responsibility to each other” as defined in our Legislative Branch Code of Conduct.

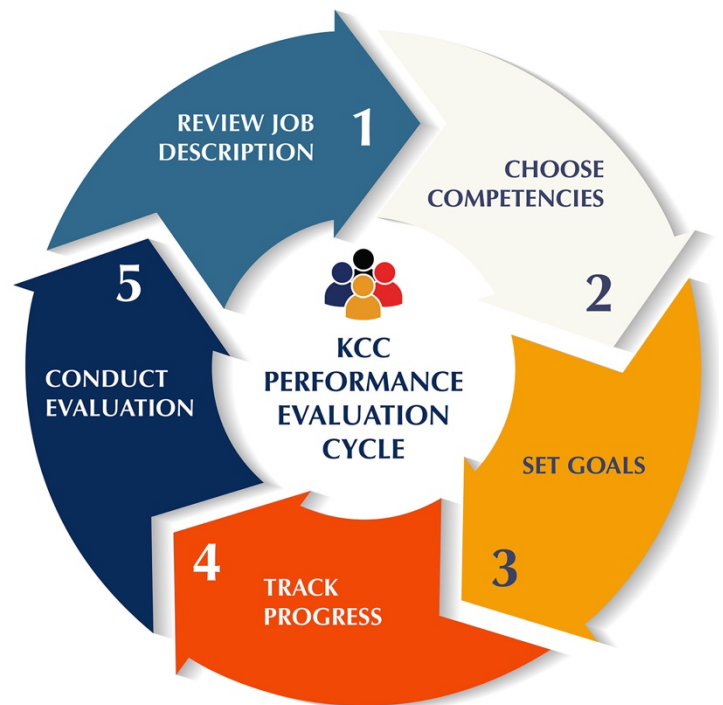
The following pages describe a five-phase performance evaluation cycle. From now through September 30, we hope that managers can accomplish phases 1 through 3: review job descriptions with employees; agree on the competencies required to do the job; and set goals for the performance evaluation period, which will go through July of 2023. We are procuring a web-based application that will streamline much of this process in the future, but for now we are asking everyone to start by gathering this info in a very basic Microsoft Word format. (An example is included, but feel free to use a format that works best for you.)

Please note that this framework does not apply to everyone in the Legislative Branch. The Chair of the Council will use this process to evaluate the performance of chief officers and independent agency officers. Most central staff should also follow this process, with the exception of those who use a different performance evaluation process as established in their collective bargaining agreement. Independent agencies and district staff may choose to adopt this framework for their performance reviews but are not required to do so.

While there is a lot of information included in this memo, please take some time to read through it and don't hesitate to reach out with questions. Thank you for everything you do to promote professional development and positive encouragement with one another!

King County Council Performance Management Cycle Overview

1. **Manager and employee review the employee's job description.** Make sure the duties, responsibilities, required skills, and other information are updated and accurate. If there are significant changes that should be made, please edit the description in track changes mode and submit to HR for review.
2. **Manager and employee agree on a list of 3 to 5 core competencies (skills) required to successfully perform the job.** These are the performance metrics the employee will be evaluated on at the end of the performance evaluation period. The manager and employee may choose from the list of competencies provided below, develop their own competencies, or a combination of both.



3. **Set 2 or 3 goals for the performance evaluation period.** These can include the employee's individual goals, goals for training or professional development, the supervisor's goals for the work group, or goals that help advance the Council's policy and legislative priorities. *Everyone is asked to set at least one goal related to equity and social justice.* Goals should follow the SMART acronym: **Specific; Measurable; Attainable; Relevant; Time-Based.**
4. **Track performance and progress.** Because performance evaluation is an iterative process, supervisors should continuously monitor employee performance throughout the performance evaluation period. Take note of employee successes and achievements, communicate clearly and often about expectations and job requirements, and address challenges as they arise.
5. **Conduct the performance evaluation/review.** At the end of the performance evaluation period, document the assessment of the employee's performance in the format provided. The employee and manager should review the performance evaluation together and acknowledge the document by signing. The signed performance evaluation is then submitted to HR and the Chief of Staff.

2022-23 PERFORMANCE EVALUATION TIMELINE

[illegible]

King County Council Performance Management Cycle: Core Competencies



After reviewing the employee's job description, select three to five core competencies that are needed to successfully perform the job. Choose from the list below, develop your own competencies, or use a combination. These are the metrics you will use to evaluate the employee's performance during the performance evaluation period. At the end of the performance evaluation period, you will rate the employee's performance in these areas.

	Competency Name	Competency Description
1.	Action-Oriented	Enjoys working hard; is action oriented and full of energy for the things seen as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
2.	Analytical Problem-Solving	Analyzes information to understand relationships, patterns, and causes and effects, integrate data, and check facts. This is done with both qualitative and quantitative information, making rational and timely judgments on the basis of the information that is available.
3.	Approachability	Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
4.	Attention to Detail	Pays close attention to information that is overlooked or taken for granted by others. Prefers to look beyond the obvious and does not accept situations or take information at face value. Scrutinizes how things go together, making sure components are indeed aligned and appropriately interrelated.
5.	Caring About Direct Reports	Is interested in the work and non-work lives of direct reports; asks about their plans, problems, and desires; knows about their concerns and questions; is available for listening to personal problems; monitors workloads and appreciates extra effort.
6.	Client/Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external clients; gets first-hand client information and uses it for improvements in products and services; acts with clients in mind; establishes and maintains effective relationships with clients and gains their trust and respect.
7.	Coaches and Mentors	Provides timely guidance and feedback to help others strengthen specific knowledge and develop skill areas to accomplish tasks or solve problems. Provides feedback and reinforcement; explains and demonstrates.
8.	Commitment Through Action	Takes prompt, proactive initiative to accomplish goals and objectives beyond what is required; defines priorities through the setting of high personal standards; seeks out, challenges and takes action requiring extra effort without being directed to do so.
9.	Compassion	Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.

10.	Conflict Management	Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
11.	Creates External Strategic Alliances	Develops and uses collaborative relationships to facilitate the accomplishment of work goals. Proactively tries to build effective networks and working relationships with other people who may or may not have a stakeholder interest. Establishes good interpersonal relationships that are based on what is best for the larger community.
12.	Creates Internal Partnerships	Works to achieve business goals by identifying and building strategic relationships between areas, teams, departments, units, and organizations. Outlines and obtains consensus on action plans to realize goals; facilitates agreement individual responsibilities and needed support.
13.	Creativity	Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.
14.	Dealing With Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
15.	Decision Quality	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions
16.	Decisive Leadership	Relishes leading; takes unpopular stands if necessary; encourages direct and tough debate but isn't afraid to end and move on; is looked to for direction in a crisis; faces adversity head on; energized by tough challenges.
17.	Delegation	Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform; lets direct reports finish their own work.
18.	Dependable Follow-Through	Recognizes that organizations are comprised of many inter-dependent relationships and that one cannot be successful entirely on their own; is regularly and without qualification there to support those who might require assistance; follows through without question and in a timely manner on all promises and commitments.
19.	Develops Others	Plans and supports the development of an individual's skills and abilities so that they can fulfill their current and future job/role responsibilities more effectively. Works with individuals to identify areas for development, understand the need for improvement, and sets specific development goals.
20.	Directs Others	Is good at establishing clear directions; sets stretching objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with others on work and results; brings out the best in people; is a clear communicator.

21.	Effective Communications	Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
22.	Empathy and Emotional Resilience	Projects self into the position of another, by attempting to understand their thinking and what they might be experiencing emotionally. Reacts to unexpected challenges and conflicts in a calm and metered fashion; demonstrates a repeated ability to persevere and adapt when things go awry; and, the ability to rise above that which threatens to wear them down.
23.	Equity and Social Justice	Seeks opportunities to promote a just and equitable workplace, whether internally within the organization or externally in the community. Actively works to overcome systemic inequities and raise awareness of injustices that continue to oppress and marginalize people.
24.	Ethics and Values	Operates by and adheres to a situation-appropriate and effective set of core values and beliefs that anchor one's thoughts and behavior during good times and bad; acts in line with those values.
25.	Functional/Technical Skills	Having achieved an accomplished level of technical and professional skill or knowledge in position-related areas; constantly striving to stay abreast of current developments and trends in areas of expertise.
26.	Global Perspective	Actively contributes to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals. Builds constructive working relationships characterized by a high level of acceptance, cooperation, respect, and mutual regard. Solicits and considers ideas from those who are reluctant to express their points of view. Develops and adapts approaches to problems that take into account cultural ethnic, gender and other individual differences.
27.	Innovation	Is good at bringing the creative ideas of others to market; has good judgment about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the marketplace.
28.	Integrity and Trust	Interacts with others in a way that gives confidence in one's intentions and the intentions of the organization. Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent information.
29.	Leadership Presence	Has an interpersonal style that engages others and encourages trust. Influences others using personal power and does so in a fashion that has charm, style, and a genuine sense of empathy. Balances this highly personal concern for others with a sense of professionalism and with actions that are consistent with their words.
30.	Listening Practices	Practices attentive and active listening with an underlying ability to synthesize information from various resources into what is being presented. Incorporates present conversation content with earlier discussions and/or knowledge.
31.	Management Focus	Is comfortable stepping into difficult situations, taking charge, and making things happen; can live with any attending criticism and

		accepts with grace any comments made by those who may have had the same opportunity but lacked the courage.
32.	Manages Team Performance	Deals with problem direct reports firmly and in a timely manner; doesn't allow problems to fester; regularly reviews performance and holds timely discussions; can make negative decisions when all other efforts fail; deals effectively with troublemakers.
33.	Manages Workflow	Effectively manages time and resources to ensure that work is completed efficiently. Uses available resources to complete work and delegates appropriately. Effectively uses time and successfully avoids irrelevant issues or distractions.
34.	Motivates Others	Assists employees in performing more effectively by setting clear "stretch" objectives and clarifying expectations; provides regular constructive feedback that reinforces and enhances their performance; identifies and removes barriers that might interfere with employee performance and impede motivation; supports employee achievements through opportunities for growth and advancement; makes everyone feel their work is important.
35.	Organizational Agility	Knowledgeable about how the organization works; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.
36.	Patience	Understands and practices the power of patience; is tolerant of processes and extends courtesies to others through a willingness to listen and confirm before acting; delays personal gratification to enhance relationships as well as to improve discernment and qualify judgment.
37.	Personal Learning	Picks up on the need to change personal, interpersonal, and managerial behavior quickly; watches others for their reactions and adjusts communication style if necessary; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly.
38.	Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
39.	Politically Astute	Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where the land mines are and plans an appropriate approach; views corporate politics as a necessary part of organizational life and works to adjust to that reality; is a maze-bright person.
40.	Priority Setting	Spends their time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
41.	Process Management	Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy

		and integration where others can't; can simplify complex processes; gets more out of fewer resources.
42.	Self-Development	Is personally committed to and actively works to continuously improve themselves; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.
43.	Strategic Perspective	Understands and practices the power of patience; is tolerant of processes and extends courtesies to others through a willingness to listen and confirm before acting; delays personal gratification to enhance relationships as well as to improve discernment and qualify judgment.
44.	Teambuilding	Blends people into teams when needed; creates strong morale and spirit in their team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
45.	Technical Learning	Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge; does well in technical courses and seminars.
46.	Time Management	Uses time effectively and efficiently; values time; concentrates efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
47.	Timely Decision-Making	Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.
48.	Values Diversity	Collaborates with and involves others from both inside and outside the organization, demonstrating a respect for divergent viewpoints; also interacts well with diverse people and groups, thereby contributing to an environment that is equitable, inclusive and cooperative.
49.	Values-Based Vision	Keeping the organization's vision and values at the forefront of associate decision making and action. Translates the vision and values into day-to-day activities and behaviors; guides and motivates others to take actions that support the vision and values.
50.	Work Standards	Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.

EXAMPLE King County Council Performance Evaluation

Employee: T'Angelo Cattington III

Supervisor: Stephanie Cirkovich

Phase 1: Review Job Description

NOTE: If there are significant updates that must be made to the job description, please edit in track changes mode (Ctrl + Shift + E on PC; Command + Shift + E on Mac).

Manager and employee reviewed job description on Click or tap to enter a date.

Phase 2: Agree on 3-5 competencies for evaluation.

Competency #	Competency Name	Competency Description
10.	Conflict Management	Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
30.	Listening Practices	Practices attentive and active listening with an underlying ability to synthesize information from various resources into what is being presented. Incorporates present conversation content with earlier discussions and/or knowledge.
36.	Patience	Understands and practices the power of patience; is tolerant of processes and extends courtesies to others through a willingness to listen and confirm before acting; delays personal gratification to enhance relationships as well as to improve discernment and qualify judgment.
N/A (not on list)	Good Kitty Behavior	Doesn't pounce on sleeping humans at 5 a.m. to demand treats; lets Frank Zappacat sleep in a sunbeam without attacking; does not bite; resists the urge to knock water glasses off the table; gets the zoomies at appropriate times.

Phase 3: Set 2-3 goals for the evaluation period, including one equity and social justice goal.

Examples:

- Attend a professional development seminar to improve my technical skills within the first quarter of 2023.
- Conduct an assessment of brochures and graphics to make sure that they include a diverse representation of people.
- Set aside at least 15 minutes each day to take a walk, stretch my legs, and get away from the computer screen.
- Organize three teambuilding activities in 2023.
- Edit job descriptions to ensure inclusive language and requirements.

Acknowledgment

Employee signature _____ Date _____

Manager signature _____ Date _____

King County Legislative Branch Code of Conduct

Audience: This Code of Conduct applies to “WE”: all Councilmembers, district staff, central staff, interns, independent agency officers, independent agency staff, agents, contractors, and participants of the Legislative Branch and its activities.

Moral Compass: *“Whatever affects one directly, affects all indirectly.”*
~Reverend Dr. Martin Luther King, Jr

Values: We are dedicated to having a culture that sustains and serves both us and those who come after us, and to achieve the goal of serving the residents of King County by holding the following values:

Professional development and positive encouragement.
Equitable treatment regardless of status or position.
Awareness of the individual and their life and work circumstances.
Communication and action guided by understanding privilege and power.
Effort to practice empathy.

Our Responsibility to Each Other:

1. We strive to recognize our biases and embrace and celebrate diversity of different backgrounds, workstyles, personalities, ideas, approaches, and solutions.
2. We value everyone’s time and are dedicated to being proactive and communicating in a timely manner on assignments and requests.
3. We facilitate an environment and space that create opportunities, promote openness, and provide access for staff’s professional journey.
4. We recognize and value all individual work contributions.
5. We strive to communicate with each other with recognition of differences in privilege and power and understanding their impact with each situation.
6. We are mindful of physical, mental, and emotional health, including non-visible disabilities, of each individual.
7. We embrace opportunities to learn from mistakes and allow room for growth and reevaluation.
8. We pursue thoughtful resolutions through curiosity, mindfulness, and patience.
9. We conduct ourselves with self-awareness and professionalism at all times.
10. We celebrate excellence and reward successes and accomplishments.

- 11. We treat others with respect, dignity, and civility.
- 12. We provide constructive feedback.
- 13. We are active listeners.

Addressing Concerns in the Workplace: Contact Legislative Branch Human Resources Manager.

Acknowledgement:

I _____, have read, understood, and will uphold the King County Legislative Branch Code of Conduct as a member of the legislative body.

Sign: _____ Date: _____

King County Council Performance Evaluation

Employee: _____

Supervisor: _____

Phase 1: Review Job Description

NOTE: If there are significant updates that must be made to the job description, please edit in track changes mode (Ctrl + Shift + E on PC; Command + Shift + E on Mac).

Manager and employee reviewed job description on _____

Phase 2: Agree on 3-5 competencies for evaluation.

Competency #	Competency Name	Competency Description

Phase 3: Set 2-3 goals for the evaluation period, including one equity and social justice goal.

Examples:

Acknowledgment

Employee signature _____ Date _____

Manager signature _____ Date _____