

SEATTLE OFFICE FOR CIVIL RIGHTS

**Seattle Office for Civil Rights Rules
Chapter 40**

**Practice and Procedure in Civil Rights
Ordinances**

General Provisions

SHRR 40-005. APPLICABILITY OF RULES

SHRR 40-010. RELATION TO ORDINANCES

SHRR 40-015. DEFINITION

SHRR 40-020. PRACTICE WHERE RULES DO NOT GOVERN

SHRR 40-025. CONSTRUCTION OF RULES

SHRR 40-030. EXCEPTIONS TO THESE RULES

SHRR 40-035. SEVERABILITY

SHRR 40-040. COMPUTATION OF TIME

SHRR 40-045. SERVICE AND FILING OF PAPERS

SHRR 40-050. WHO MAY REPRESENT PARTIES

SHRR 40-055. DEPARTMENT'S FUNCTION

SHRR 40-060. COOPERATION AGREEMENTS WITH OTHER AGENCIES

SHRR 40-065. ACCESS TO RECORDS

SHRR 40-070. ETHICS AND CONFLICTS OF INTEREST

SHRR 40-075 — 40-100 [Reserved]

Charges

SHRR 40-105. WHERE TO FILE

SHRR 40-110. CONTENT AND BASIS OF CHARGES

SHRR 40-115. TIME FOR FILING

SHRR 40-120. AMENDMENT OF CHARGE

SHRR 40-125. WITHDRAWAL OF CHARGE

SHRR 40-130. CONSOLIDATION OF INVESTIGATION AND OF CONCILIATION
OF CHARGES

SHRR 40-135. EXCLUSIONS — DEFENSE TO CHARGE

SHRR 40-140 — 40-200 (Reserved)

Investigations and Predetermination Settlements

SHRR 40-205. DIRECTOR'S CHARGES AND INVESTIGATIONS

SHRR 40-210. WHO WILL INVESTIGATE

SHRR 40-215. FACT FINDING AND SETTLEMENT CONFERENCES

SHRR 40-225. SCOPE OF INVESTIGATION

SHRR 40-230. ORAL INTERVIEWS

SHRR 40-235. REQUESTS FOR PRODUCTION, INTERROGATORIES,
REQUESTS FOR ACCESS AND SUBPOENAS

SHRR 40-240. FACT FINDING AND SETTLEMENT CONFERENCES

SHRR 40-245 — 40-300 [Reserved]

Termination of Cases

SHRR 40- 305. DISMISSAL OF A CHARGE WITHOUT FINDINGS OF FACT

SHRR 40-310. ADMINISTRATIVE CLOSURE OF CASES

SHRR 40-315. PRE-DETERMINATION SETTLEMENTS

SHRR 40-320. EXTENT OF CONCILIATION EFFORTS

SHRR 40-325. CHARGING PARTY'S CONSENT NOT REQUIRED FOR
CONCILIATION AGREEMENTS

SHRR 40-330. SUCCESSFUL CONCILIATION

SHRR 40-335. UNSUCCESSFUL CONCILIATION

SHRR 40-340. FINDINGS OF FACT AND DETERMINATIONS OF
REASONABLE CAUSE OR NO REASONABLE CAUSE

SHRR 40-345. CONCILIATION EFFORTS ARE REQUIRED

SHRR 40-350. ENFORCEMENT OF CONCILIATION AGREEMENTS

SHRR 40-355. DIRECTOR'S ORDER IN CITY EMPLOYMENT CASES

SHRR 40-360. WITHDRAWAL AND AMENDMENT OF FINDINGS,
DETERMINATIONS AND ORDERS

SHRR 40-365 APPEALS TO HUMAN RIGHTS COMMISSION

SHRR 40-370. PRESENTATION OF DOCUMENTS TO CITY COUNCIL IN CITY
EMPLOYMENT CASES

SHRR 40-375. APPEALS TO HEARING EXAMINER IN CITY EMPLOYMENT
CASES

Appendices

Appendix A-Definitions

SEATTLE OFFICE FOR CIVIL RIGHTS
Seattle Office for Civil Rights Rules
Chapter 40
Practice and Procedure in Human Rights
Ordinances

General Provisions

SHRR 40-005. APPLICABILITY OF RULES

- (1) These rules (Chapter 40) govern the procedures of the Seattle Office for Civil Rights in administering the Fair Employment Practices Ordinance No. 109116, as amended, Seattle Municipal Code (SMC) Ch. 14.04, the Public Accommodations Ordinance No. 121593, SMC Ch. 14.06, the Open Housing Ordinance No.104839, as amended, SMC Ch. 14.08, the Fair Contracting Practices Ordinance No. 119601, SMC 14.10, Paid Sick Time and Safe Time Ordinance, SMC Ch. 14.16 and applicable provisions of Ordinance No. 97971, as amended, SMC Ch. 3.14.900, which established the Seattle Office for Civil Rights. The rules govern the procedure from the charging party's initial inquiry until the charge is withdrawn or the Director dismisses the charge, administratively closes the case, refers the matter to the City Attorney for prosecution, or, in City Employment cases, obtains confirmation the respondent has complied with the Director's order.
- (2) These rules and any amendment to these rules shall apply to charges pending before the Department when the rules or the amendment are or is adopted except that anything already done need not be redone to comply with the rules or with the amendment.

SHRR 40-010. RELATION TO ORDINANCES

These rules supplement the provisions of the City of Seattle Fair Employment Practices Ordinance, as amended, the Public Accommodations Ordinance, the Open Housing Ordinance as amended, the Fair Contracting Practices Ordinance, the Paid Sick Time and Paid Safe Time Ordinance and Ordinance No. 97971, as amended.

SHRR 40-015. DEFINITIONS

See Appendix A - Definitions.

SHRR 40-020. PRACTICE WHERE RULES DO NOT GOVERN

If a matter arises in administering the Seattle Rights Ordinances that is not specifically governed by these rules, the Director shall, in the exercise of his or her discretion, specify the procedure to be followed.

Amended on: May 1995
Revised on: May 27, 1999
Amended November 2008
Amended on August 2, 2012

SHRR 40-025. CONSTRUCTION OF RULES

These rules shall be liberally construed to permit the Department to accomplish its administrative duties and to secure the just and speedy determination of the merits of all charges and complaints received by the Department.

SHRR 40-030. EXCEPTIONS TO THESE RULES

On his or her own motion or at the request of a party, the Director may grant an exception to a rule in a specific instance where special circumstances are such that literal application of the rule will not affect the purposes of the Seattle Civil Rights Ordinances. If an exception to a rule is granted, the Director shall notify the parties within five days that the exception has been granted. The notice shall state the procedure that will be followed in lieu of the excepted rule.

SHRR 40-035. SEVERABILITY

If any of these rules or any part of a rule is determined to be invalid, the remaining rules or part of the rule affected shall continue in full force and effect.

SHRR 40-040. COMPUTATION OF TIME

- (1) In computing any period of time prescribed or allowed by these rules, by order of the Director, or by the Seattle Civil Rights Ordinances the last day of the period so computed shall be included unless it is a Saturday, Sunday or legal holiday officially recognized by the City of Seattle. In that event the period runs until the end of the next day that is not a Saturday, Sunday or legal holiday officially recognized by the City.

SHRR 40-045. SERVICE AND FILING OF PAPERS

- (1) Charges. A charge is filed when it is received in the office of the Department.
- (2) Other Documents.
 - (a) Who Serves. The Director shall cause to be served (delivered) all papers issued by the Department. Parties shall be responsible for serving their own papers.
 - (b) How Served. Service of papers other than charges may be made personally, by first-class mail, by certified or registered mail with return receipt requested, by facsimile transmission, or by leaving a copy with a person of suitable age and discretion at the office, principal place of business, or residence of the person to be served. If service is made by mail, the papers shall be deposited in the United States mail addressed to the person upon whom they are served with postage prepaid. Service by mail shall be deemed complete on the third day following the day the

papers are placed in the mail, unless the third day is a Saturday, Sunday or legal holiday officially recognized by either the City of Seattle or the U.S. Postal Service in which event service shall be deemed complete on the first day other than a Saturday, Sunday or legal holiday following the third day.

- (c) Proof of Service. Proof of service may be made by written acknowledgment of service, by the affidavit of the person who personally served the papers or who mailed the papers, or by a certificate of mailing signed by the person who caused the papers to be mailed.
 - (d) Upon Whom Served. All papers served by the Department or by any party shall be served upon all parties and upon the agent designated by a party or by law. An attorney entering his or her appearance or withdrawing as representative for any person shall notify the Department and all parties or their attorneys of his or her appearance or withdrawal in writing.
- (3) All Notices to be in Writing. All notices issued by the Department in the implementation of the Seattle Civil Rights Ordinances shall be in writing and shall be served upon the parties to a charge in accordance with subsection (2) of this section.

SHRR 40-050. WHO MAY REPRESENT PARTIES

In the procedures prescribed by this Chapter (SHRR Ch. 40), a party may designate an individual over the age of 18 to be his or her representative, and must inform the Department in writing of that individual's name, address and telephone number. The designated representative will exercise the rights of the party. Communication with the designated representative is communication with the party. A party may also be represented by a bona fide officer, partner, agent, or full time employee of an association, partnership, or corporation.

- (1) It is unlawful for any person who is not an active member of the Washington State Bar to practice law in this state. RCW 2.48.150.
- (2) If a city department is to be represented by an attorney, such representation must conform to the requirements of the City Charter.
- (2) The role of a party's representative, including an attorney or legal intern, in the investigation and conciliation efforts of the Department is limited to advising his or her client and to making recommendations to the Department.

SHRR 40-055. DEPARTMENT'S FUNCTION

- (1) The Department administers the Seattle Civil Rights Ordinances to accomplish their purposes.
- (2) The Department receives and investigates charges to determine whether reasonable cause exists to believe an unfair practice has occurred or is occurring. If reasonable cause is found to exist, the Department will attempt to obtain a remedy that will eliminate the unfair practice and prevent its recurrence. Such remedy may be compensatory, corrective or proscriptive. See Appendix B – Monetary Award Guidelines, General Provisions. The remedy appropriate to

eliminate and to prevent the recurrence of an unfair practice is a matter within the discretion of the Director until or unless:

- (a) in employment and paid sick/safe time cases in which a city department is a respondent, the matter is certified to a Hearing Examiner pursuant to SMC 14.04.150D or 14.16.080G or is appealed to the Commission pursuant to SMC 14.04.160 or 14.16.080G; or
- (b) the case is referred to the City Attorney pursuant to SMC 14.04.140B and 14.04.170, 14.06.100C, 14.06.130, or 14.08.160C and 14.08.170 and 14.16.080H; or
- (c) In cases involving an unfair real estate practice, the charging party or respondent elects a civil action under SMC 14.08.165.

SHRR 40- 060. COOPERATION AGREEMENTS WITH OTHER AGENCIES

- (1) If a charge alleges facts which would also provide the basis for a charge with the Equal Employment Opportunity Commission (EEOC) or the Department of Housing and Urban Development (HUD), the Department may accept it on behalf of EEOC or HUD and forward it to the appropriate agency. Under work-sharing agreements between the Department and each federal agency, the Department, in most instances will process the charge for the federal agency.
- (2) When a complaint filed with the Seattle Civil Service Commission alleges facts which if true would establish a violation of the Fair Employment Practices Ordinance, the Department will, pursuant to Civil Service Rule 5.03, investigate the allegations of the complaint and advise the Civil Service Commission whether a violation of the Fair Employment Practices Ordinance has occurred.

SHRR 40-065. ACCESS TO RECORDS

- (1) It is essential to the Department's effective enforcement of the Seattle Civil Rights Ordinances that the Department not be required to disclose specific investigative records compiled during the investigations until the investigation and conciliation efforts regarding the matter are complete. Pursuant to RCW 42.56.240(1), specific information and records compiled in the investigations by the Department or by the Director, which are otherwise not exempt from disclosure will not be available for public inspection or copying until:
 - (a). In cases in which a city department is the respondent, the Final Findings of Fact and Determination has been issued;
 - (b). A notice of unsuccessful conciliation has been issued; or
 - (c). A finding of no reasonable cause, a Predetermination Settlement Agreement or a Conciliation Agreement has been issued or the matter or charge has been withdrawn or dismissed.
- (2). Except as provided in subsection (3) below, during investigation of and conciliation efforts regarding a charge, the Director may disclose to a party information and records supplied to the Department by another party to that case if, in the judgment of the Director, such disclosure would promote the effective enforcement of the Seattle Civil Rights Ordinances.

- (3). No information or record exempt from disclosure under RCW Chapter 42.56. shall at any time be disclosed by the Department, by the Director or by his or her designee, except to the Commission, to the EEOC, to HUD, or to the Seattle Civil Service Commissions when the recipient agency is prohibited from disclosing such information and records.
- (4). The Department, the Director or the Director's designee will disclose from open files statistical information not descriptive of any readily identifiable person or persons. See RCW 42.56.210.
- (5). Notwithstanding this rule, the Director may release or disclose any information related to or submitted in connection with an investigation if, after seeking legal advice, the Director believes that releasing or disclosing such information is not prohibited by state law.

SHRR 40-070. ETHICS AND CONFLICTS OF INTEREST

- (1). In addition to the conduct prohibited by the City's Code of Ethics, SMC Chapter 4.16, no Department employee will investigate or attempt to conciliate a charge against a person with whom the employee, a member of the employee's immediate family or a person with whom the employee has a substantial financial relationship or close personal relationship:
 - (a). has a current application for employment;
 - or
 - (b). is employed; or
 - (c). is a tenant.
- (2). The Department shall refer to the EEOC or Washington State Human Rights Commission (WSHRC) charges filed by Department employees, except in those cases in which neither the EEOC nor WSHRC has jurisdiction over the matters alleged in the charge. When neither the EEOC nor WSHRC has jurisdiction over a Department employee's charge, the Director may designate a person who in the Director's judgment is qualified to investigate and to recommend a determination of the Department employee's charge.

SHRR 40-075 — 40-100 [Reserved]

Charges

SHRR 40-105. WHERE TO FILE

Charges shall be filed at the Seattle Office for Civil Rights, in downtown Seattle, Washington.

SHRR 40-110. CONTENT AND BASIS OF CHARGES

- (1). General. The Seattle Civil Rights Ordinances state what must be included in charges. See SMC 14.04.080, 14.06.050, 14.08.100, 14.10.050, and 14.16.080.

- (2). Intake. The Department will draft the charge when the charging party or his or her representative provides the requisite information to the Department.
- (3). Defects. A charge shall not be rejected as insufficient because of failure to include all required information so long as, in the judgment of the Director, it substantially satisfies the requirements necessary for processing. A charge lacking in any technical requirement shall not be considered defective, provided the requirement is later met.

SHRR 40-115. TIME FOR FILING

A charge must be filed within one 180 days of the occurrence of the alleged unfair practice for employment, public accommodations, contracting, and paid sick/safe time cases. See SMC 14.04.090, 14.06.050, , 14.10.060, and 14.16.080. For housing cases, a charge must be filed within one year of the occurrence of the alleged unfair housing practice. See SMC 14.08.110. If the charge alleges a continuing unfair practice, the charge will be timely filed if it is filed within 180 days of occurrence of the alleged unfair employment, public accommodations or contracting practice or one year of the alleged unfair housing practice. For purposes of paid sick/safe time cases, the occurrence of the alleged unfair practice occurs when a policy or other practice is adopted, when an individual becomes subject to a policy or other practice, or when an individual is affected by application of a policy or other practice, including each time wages, benefits, or other compensation are paid, resulting in whole or in part from such a decision or other practice in violation of the Paid Sick Time and Safe Time Ordinance.

SHRR 40-120. AMENDMENT OF CHARGE

- (1). General Rule. A charging party may amend the charge at any time prior to the issuance of findings of fact and a determination so long as the Director has adequate time to investigate additional allegations and the parties will have adequate time to present evidence. See SMC 14.04.100, 14.06.060, 14.08.120, 14.10.070, and 14.16.080.
- (2). Amendments that relate back to original charge.
 - (a). For jurisdictional purposes the following amendments shall relate back to the date the original charge was filed:
 - (i). amendments to cure technical defects or omissions;
 - (ii). amendments to clarify and amplify allegations;
 - (iii). amendments to add allegations related to or arising out of the subject matter set forth, or attempted to be set forth in the original charge.
 - (b). Amendments permitted under (2)(a)(ii) include but are not limited to amendments that change the prohibited basis of the original charge. For example, a man who files a charge alleging he was denied a promotion because of his race may amend the charge to allege he was denied the

- promotion because of his age.
- (3). Amendments for Subsequent Actions. Amendments to add allegations of additional unrelated discriminatory acts and/or acts of retaliation that arose after the filing of the original charge may be made if:
- (a). the amendment is permissible under SHRR 40-120(1); and
 - (b). the amendment is filed within 180 days after the occurrence of the acts alleged.
- (4). Amendments Changing Respondents.
- (a). An amendment adding or changing a respondent relates back to the date the original charge was filed if the amendment is permissible under 14.04.100, 14.06.060, 14.08.120, 14.10.070 or 14.16.080, and under SHRR 40-120(1) and (2) if, within 180 days of the alleged discriminatory or violation occurrence, the party to be brought in by amendment or 365 days for housing complaints:
 - (i). has received such notice of the charge that he or she will not be substantially prejudiced in maintaining his or her defense on the merits; and
 - (ii). knew or should have known that but for a mistake concerning the identity of the proper party, the charge would have been brought against him or her.
 - (b). Nothing in this rule should be construed to require the amendment of a charge that names and is served upon the proper respondent but which incorrectly states the respondent's name. The findings of fact may correct the name of such respondent. For example, a respondent identified in a charge as XYZ Products may be correctly identified as XYZ Products, Inc. in the findings of fact.
- (5). Drafting Amended Charges. The Department may draft amended charges. The charging party shall sign the amended charge under penalty of perjury. The amended charge shall be served on the respondent in the manner prescribed by SMC 14.04.110, 14.06.070, 14.08.130, 14.10.080, or 14.16.080 within 20 days after the charging party signs the amended charge.

SHRR 40-125. WITHDRAWAL OF CHARGE

- (1). A charging party may request that his or her charge be withdrawn at any time before Findings of Fact and Determination have been made by the Director by giving the Department written notice of his or her request. However, to withdraw a charge which has been jointly filed with EEOC or HUD, the charging party must submit to the Department a complete and signed Request for Withdrawal form authorized by EEOC or HUD for this purpose. This form is available at the Department's office and the Department will submit it to the federal agency. A charging party may use this form to request to withdraw the charge from both the city and federal agencies. To have a dual-filed charge investigated by the EEOC or HUD, the charging party must submit a request directly to the federal agency.

- (2). Upon receipt of the appropriate withdrawal notice, the Director may make inquiries to ascertain whether the charging party gave the notice voluntarily and with an understanding of the consequences. Unless the Director or designee determines that the withdrawal request is coerced or uninformed, the Department may terminate its action on the charge and notify the charging party and respondent that the charge has been withdrawn.
- (3). A charging party who withdraws a charge may not file another charge that alleges the same facts and violation as the withdrawn charge.

SHRR 40-130. CONSOLIDATION OF INVESTIGATION AND OF CONCILIATION OF CHARGES

The Director, upon his or her own motion or upon the motion of a party, may order charges involving a common question of law or fact, or involving a common party or parties, to be consolidated for investigation, conciliation or hearing on any or all of the matters at issue in the charges.

SHRR 40-135. EXCLUSIONS — DEFENSE TO CHARGE

When a respondent asserts that its action constituted an effort to address criminal activity and raises SMC 14.04.050E, 14.06.030D(5), or 14.08.190(I) as a defense, the Department shall consult RCW 9.66.010 and other similar applicable law. In doing so the Department may consider interpretations thereof as have been made by a charged agency(ies) and the court(s).

SHRR 40-140 — 40-200

(Reserved)

Investigations

SHRR 40-205. DIRECTOR'S CHARGES AND INVESTIGATIONS

- (1). Pursuant to SMC 3.14.910 and 3.14.912, the Director may, on his or her own motion or on the motion of any person, initiate investigations to determine the extent to which any potential respondent is complying with the Seattle Civil Rights Ordinances.
- (2). An investigation may be initiated by the Director before or after a charge has been filed.
- (3). All investigatory and discovery procedures available to the Department in the investigation of charges may, at the discretion of the Director, be utilized in investigations initiated by the Director.
- (4). At the conclusion of a Director's investigation, the Director will make findings of fact and a determination whether there is or is not reasonable cause to believe the potential respondent is complying with the Seattle Civil Rights Ordinances

(referred to in this rule as a "determination"). The determination resulting from a Director's Investigation will be handled in accordance with SHRR 40-340.

SHRR 40-210. WHO WILL INVESTIGATE

Charges will be investigated by the Director or by his or her designee. The Director may assign and reassign cases for investigation to particular staff persons or other designee. During an investigation, the Director may utilize information gathered by federal, state, or local agencies or federal, state, or local laws that are charged with the administration of fair employment practices, public accommodations practices, fair housing, fair contracting, or paid sick time and safe time ordinances.

SHRR 40-215 FACT FINDING AND SETTLEMENT CONFERENCES

- (1). At such times as are deemed appropriate, the Director may hold fact finding and settlement conferences. Such conferences are part of the investigation of a charge. The charging party and respondent shall attend the conference. The purpose of the conference will be:
 - (a). to identify the undisputed elements of the charge;
 - (b). to define and, if possible, to resolve the disputed elements of the charge; and
 - (c). to attempt to settle the charge.

SHRR 40-225. SCOPE OF INVESTIGATION

The purpose of the investigation of charges is stated in the Seattle Civil Rights Ordinances. In investigating a charge, the Director may require a person to submit, among other types of information, information that will allow the Director:

- (1) to compare the treatment of other persons with that of the charging party;
- (2). to attempt to determine if others of charging party's class have been treated the way the charging party alleges he or she was treated; and
- (3). to attempt to determine if certain policies or activities have adversely impacted charging party's class.

Fair Employment Practices Ordinance.

In connection with the investigation of any charge alleging a violation of the Fair Employment Practices Ordinance, the Director may require submission of information concerning:

- (1) the race, color, gender identity, age, sex, marital status, sexual orientation, political ideology, creed, religion, ancestry, national origin, genetic information, honorably discharged military and veteran status and the presence of any sensory, mental or physical disabilities of employees;
- (2) the personnel records, time cards and payroll records of employees;

- (3) the procedures for advertising or notifying the public of the availability of jobs;
- (4) the procedures for hiring or selecting employees;
- (5) testing, seniority, promotion and discharge procedures; and
- (6) such other information as may be reasonably necessary to carry out the purposes of the Fair Employment Practices Ordinance.

In connection with the investigation of any charge alleging a violation of the Open Housing and Public Accommodations Ordinances, the Director may require submission of information concerning:

- (1) the race, color, religion, ancestry, national origin, gender identity, age, sex, marital status, sexual orientation, parental status, political ideology, possession or use of a Section 8 voucher, honorably discharged military and veteran status, mother breastfeeding her child, the presence of any sensory, mental or physical disability of any occupant, or the use of a trained guide or service dog by any person with a disability;
- (2) the terms and conditions on which the sale or lease of real property is to be made to the general public;
- (3) the vacancy rate of real property subject to be rented;
- (4) the plans for advertising or notifying the public of the availability of real property for rental or for sale; and
- (5) such other information as may be reasonably necessary to carry out the purposes of the Open Housing and Public Accommodations Ordinances.

Paid Sick Time and Safe Time Ordinance.

In connection with the investigation of any charge alleging a violation of the Paid Sick Time and Safe Time Ordinance, the Director may require submission of information concerning:

- (1) employer compliance with the provisions of the Paid Sick Time and Safe Time Ordinance, included but not limited to any or all policies, procedures, personnel records, and payroll records of employees; and
- (2) such other information as may be reasonably necessary to carry out the purposes of the Paid Sick Time and Safe Time Ordinance.

Nothing in this rule should be construed to authorize any person to inquire of any other person regarding the latter's race, color, creed, religion, ancestry, national origin, age, sex, gender identity, marital status, parental status, sexual orientation, political ideology, possession or use of a Section 8 rent certificate, genetic information, honorably discharged veteran and military status, mother breastfeeding her child, the presence of any sensory, mental or physical disability or the use of a trained guide or service dog by a person with a disability except when such an inquiry is necessary to accomplish the purposes of the investigation of a charge.

SHRR 40-230. ORAL INTERVIEWS

The Director may interview the charging party, the respondent or any person who may provide information concerning the allegations of a charge.

Except at the request of the person interviewed, the charging party, the charging party's agent, the respondent and the respondent's agent will not be present during interviews of potential witnesses.

The Director may tape-record statements of persons only with the person's consent. A person may, at his or her own expense, make a copy of his or her own recorded statement.

Upon request, the Director will provide the charging party, the respondent or any other person interviewed with a copy of any existing written transcript or summary of the interviewed person's own statement. The Director may request the person interviewed to confirm by his or her signature that the written transcript or summary is an accurate representation of his or her statement. The person interviewed may submit additional comments regarding his or her testimony to the Department.

SHRR 40-235. REQUESTS FOR PRODUCTION, INTERROGATORIES, REQUESTS FOR ACCESS AND SUBPOENAS

The Director may request a respondent to provide documents, records, files or other sources of evidence to the Department. The respondent shall provide such documents, records, files or other material to the Department within 20 days of the receipt of the Director's or designee's request.

The Director may issue interrogatories to a respondent. The respondent shall provide complete answers to the interrogatories to the Department within 20 days after receiving the interrogatories.

If the respondent is unable within 20 days to provide the material requested or to completely answer the interrogatories asked by the Director, the respondent shall notify the Director within five days of the date of the request or interrogatories. The notification shall be written and shall state the specific time, not to exceed 10 days beyond the original due date, when the material will be provided or the interrogatories will be answered. The Director may grant a further extension for good cause.

The Director may request a respondent to allow him or her to have access to the respondent's business premises, to relevant evidence and to sources of evidence. With the respondent's consent, the Director, while on the respondent's business premises, may examine, record, and copy materials, and may take the statements of employees who may provide evidence relevant to the allegations of the charge being investigated.

The Director may issue subpoenas as provided in SMC 14.04.110 C, 14.08.130 D, 14.16.080B and 3.14.900. Subpoenas shall be issued by the Director at least five

days before the date specified in the subpoena for the production of documents or for the attendance and testimony of a witness.

If, in the Director's judgment, the circumstances of a particular case require accelerated response to the Department's discovery requests, the Director may by order shorten the time in which a person must respond to a request for production, to interrogatories, to a request for access or to a subpoena.

The Director will make all reasonable efforts to obtain voluntary compliance with requests for production, interrogatories, requests for access to respondent's premises, to relevant evidence and to sources of evidence and subpoenas. If a person does not voluntarily comply, the Director may order the person to provide the requested material, to completely answer interrogatories, to allow access to respondent's business premises, to relevant evidence and to sources of evidence or to comply with the subpoena within three (3) days. The Director's order may be enforced pursuant to the provisions of the Fair Employment Practices Ordinance, the Open Housing and Public Accommodations Ordinance, the Paid Sick Time and Safe Time Ordinance and the ordinance creating the Seattle Office for Civil Rights. See SMC 14.04.110C, 14.08.130C, 14.08.200, 14.16.080, and 3.14.900C. Additionally, an order issued pursuant to this subsection to a respondent which is a city department may be transmitted to the Mayor who shall take appropriate action to secure compliance with the order.

SHRR 40-240. FACT FINDING AND SETTLEMENT CONFERENCES

- (1). At such times as are deemed appropriate, the Director may hold fact finding and settlement conferences. Such conferences are part of the investigation of a charge. The charging party and respondent shall attend the conference. The purpose of the conference will be:
 - (a). to identify the undisputed elements of the charge;
 - (b). to define and, if possible, to resolve the disputed elements of the charge;
 - (c). to attempt to settle the charge.
- (2). The Director will schedule any fact finding and settlement conference to be held. The charging party and respondent will be notified at least 15 days in advance of such a conference. Notification of a fact finding and settlement conference may include a request to the charging party or to the respondent to provide information and documents for use at the conference. If the charging party or respondent do not intend to provide such information or documents, the party must so notify the Director or designee making the request within three days after receiving the notice and request.
- (3). The Director may reschedule a fact finding and settlement conference on his or her own initiative or at the request of a party. If a party fails to attend a conference, the conference may be rescheduled or other investigation may be conducted by the Director. If a charging party fails to attend a conference, the charge may be dismissed if the Director determines that such failure to attend is

- the result of charging party's failure to cooperate. See SHRR 40-305(1)b.
- (4). Participants at fact finding conferences may be accompanied by counsel, but counsel's role is advisory only. The Director will conduct the conference. Counsel will not be allowed to question or cross-examine parties or other witnesses.
 - (5). Respondent's representatives at a fact finding conference shall include:
 - (a). a person with knowledge of the facts pertaining to the charge, and
 - (b). a person with authority to negotiate a settlement.
 - (6). The Director's designee conducting the conference will:
 - (a). explain the purpose of and the procedure for the conference, and
 - (b). ask the charging party to confirm the allegations in the charge and ask the respondent to respond to the allegations if the respondent has not previously done so.
 - (7). The Director's designee conducting the conference may:
 - (a). question the participants at the conference;
 - (b). request the participants to provide statements or documents;
 - (c). terminate discussion on a particular point or terminate the conference when the Director's designee deems appropriate;
 - (d). meet with the charging party or respondent individually concerning possible settlement and communicate all demands and offers to the appropriate person; and
 - (e). ask the charging party what remedy he or she will accept to settle the charge subject to SHRR 40-055 (2).

If the charging party and respondent agree to an appropriate settlement, the Director will draft a predetermination settlement (PDS) agreement as provided in SHRR 40-315.

The Director's designee may tape-record conferences with the permission of all participants. A participant may tape-record a conference only with the permission of all other participants at the conference. No tape-recording shall be made of any settlement discussions that may occur at a conference.

SHRR 40- 245 – 40-300 [Reserved]

Termination of Cases

SHRR 40- 305. DISMISSAL OF A CHARGE WITHOUT FINDINGS OF FACT

- (1). The Director may dismiss a charge without making findings of fact and a determination whether there is reasonable cause to believe an unfair practice has occurred when he or she determines dismissal is appropriate, including, but not limited to, cases where:
 - (a). the Director determines that all portions of the charge were not timely filed or that the Department does not otherwise have jurisdiction;

- (b). the charging party fails to provide necessary information requested by the Director, fails or refuses to appear or to be available for interviews or conferences as necessary, or otherwise refuses to cooperate with the Director to the extent he or she is unable to resolve the charge, and the charging party has had thirty (30) days notice of the Director's intent to dismiss the charge for failure of the charging party to cooperate;
 - (c). the charging party cannot be located by the Director after reasonable efforts to locate the charging party, and notice to the charging party at his or her last known address of the Director's intent to dismiss the charge, and at least 30 days have elapsed since the notice of the Director's intent to dismiss the charge was sent;
- (2). In those cases where a complaint or charge has been filed with the EEOC or HUD, the federal agency may decide if the state or federal charge or complaint should be dismissed.
- (3). The charging party will be notified by the Director that a charge has been dismissed.

SHRR 40- 310. ADMINISTRATIVE CLOSURE OF CASES

- (1). The Director may administratively close a case when he or she determines it is appropriate, including, but not limited to, cases where:
 - (a). a discrimination action has been filed and is being actively litigated in a court which seeks relief on the same facts as are alleged in the charge;
 - (b). a Predetermination Settlement agreement has been reached pursuant to SHRR 40-315 and the Department has received proof of compliance with the terms of the agreement;
- (2). An administrative closure of a case terminates the action of the Director and the Department on the charge. A charging party may not file another charge that alleges the same facts and violation as the charge in a case which has been administratively closed.

The charging party and respondent will be notified by the Director that a charge has been administratively closed.

SHRR 40-315. PRE-DETERMINATION SETTLEMENTS

- (1). The charging party and the respondent are encouraged to resolve the charge by agreement at any time before a determination regarding reasonable cause is made. The Director will notify the parties of this option in the notice of the filing of the charge and during initial contacts with the parties. The Director will facilitate communication between the charging party and the respondent to aid such a settlement. The Director will not, however, permit pre-determination settlement (PDS) negotiations to become so lengthy that they defeat the purposes of the Seattle Civil Rights Ordinances.
- (2). If, before a determination regarding reasonable cause is made, the charging party and respondent agree upon a settlement and the Director believes the

remedy afforded the charging party is appropriate (see SHRR 40-055), the Department will draft a PDS agreement. The agreement will include, but need not be limited to, the following provisions:

- (a). a "no fault" settlement has been reached;
 - (b). the charging party and the respondent accept the terms of the agreement as a resolution of the charge;
 - (c). the specific action(s) the charging party and respondent will take to effectuate settlement of the charge and the time within which the action(s) will be taken;
 - (d). The charging party agrees not to sue the respondent for matters which were alleged in the charge or could have been alleged in the charge;
 - (e). The Department may investigate any alleged breach of the agreement;
 - (f). If litigation is initiated to enforce the agreement, the City shall be awarded its reasonable attorney's fees and costs incurred in bringing the action.
- (3). The charging party and the respondent will sign the PDS agreement. The agreement will be incorporated in an Order of the Director which will state that the parties shall comply with the terms of the PDS agreement.
 - (4). The Director will require proof of compliance with the terms of the PDS agreement. When such proof is provided the Director, he or she will administratively close the case and so notify the parties.
 - (5). An order incorporating a PDS agreement will have the force and effect of an order incorporating conciliation agreement. A PDS agreement may be enforced in the same manner as a conciliation agreement. See SHRR 40-365.
 - (6). In those instances in which a person claiming to be aggrieved or to be a member of the class claimed to be aggrieved by the practices alleged in a charge is not a party to a PDS agreement, the agreement shall not in any way prejudice the rights of such person to proceed in any forum against the respondent.

SHRR 40-320. EXTENT OF CONCILIATION EFFORTS

In conciliating a case in which a determination of reasonable cause has been made, the Director shall attempt to achieve a just resolution of all unfair practices found to have been committed by obtaining an agreement with the respondent that it will eliminate the unfair practices and that it will provide appropriate affirmative relief. If the respondent has been afforded a reasonable opportunity to negotiate an agreement, the conciliation efforts may be determined to have been unsuccessful. If, for example, in the judgment of the Director, it is apparent from an exchange of letters that agreement cannot be reached, it is not necessary to hold a conference. Except in cases in which a City department is the respondent, if conciliation is not successful, the Director will issue a notice of the parties' failure to conciliate and refer the case to the Law Department within thirty (30) days of issuance of the reasonable cause determination. The thirty day period may be extended at the Director's discretion.

SHRR 40-325.**CHARGING PARTY'S CONSENT NOT REQUIRED FOR
CONCILIATION AGREEMENT**

The Director will not delay the execution of an agreement with a respondent solely because a charging party contends such an agreement does not provide full relief. What constitutes full relief is within the discretion of the Director. In cases filed under SMC 14.04 or SMC 14.10, the charging party's consent is not required for the Director to enter into a conciliation agreement with a respondent if the Director determines the agreement provides the charging party all relief to which he or she would be entitled pursuant to SMC 14.04.140A, 14.04.150B, 14.10.110 A, or 14.10.120 B and pursuant to SHRR 40-055(2) and SHRR 40-320—40-325.

SHRR 40-330.**SUCCESSFUL CONCILIATION**

- (1). Conciliation agreements reached in all cases except employment cases in which a city department is the respondent shall be written, signed and incorporated in an order as provided in the Seattle Civil Rights Ordinances. See SMC 14.04.140 A, 14.06.100A, 14.06.100B, 14.08.160A, 14.08.160B, 14.10.110 A, and 14.16.080E
- (2). Conciliation agreements reached in employment cases in which a city department is the respondent shall be incorporated in an Agreed Order issued by the Director and shall be signed by the head of the respondent city department. The Agreed Order shall thereafter be treated as any other final order issued by the Director pursuant to SMC 14.04.150B or 14.16.080F except that the respondent may not appeal the Agreed Order.
- (3). Conciliation agreements reached in fair contracting cases, except those in which a city department is the respondent, shall be reduced or writing and signed by the Director and the respondent. The Director shall then issue an order setting forth the terms of the agreement.
- (4). Conciliation agreements will include a provision stating that if litigation is initiated to enforce the agreement, the City shall be awarded its reasonable attorney's fees and costs incurred in bringing the action.
- (5). The Director shall cause a copy of any signed conciliation agreement and order or Agreed Order incorporating such an agreement to be served upon the respondent and upon the charging party.

SHRR 40-335.**UNSUCCESSFUL CONCILIATION**

- (1). In all cases except employment cases in which a city department is the respondent, if conciliation efforts are unsuccessful, a written finding of the failure of conciliation shall be issued by the Director pursuant to SMC 14.04.140 B, 14.06.100 C, 14.08.160 C, 14.10.110 B, or 14.16.080E.

In employment cases in which a city department is the respondent, if conciliation efforts are unsuccessful, the Director will notify the parties of the failure of

conciliation and will thereafter proceed to issue the order required by SMC14.04.150 B and SMC 14.16.080F.

SHRR 40-340. FINDINGS OF FACT AND DETERMINATIONS OF REASONABLE CAUSE OR NO REASONABLE CAUSE

- (1). Cases in Which Findings and Determinations are Required. In all cases where the charge has not been withdrawn or the case has not been dismissed or administratively closed, the Director will make findings of fact and a determination whether there is or is not reasonable cause to believe an unfair practice has been committed or is being committed (referred to in this rule as a "determination").
- (2). Standard of Proof. A reasonable cause determination will be made when, in the judgment of the Director, a preponderance of the credible evidence establishes that an unfair practice has been committed or is being committed.
- (3). Procedure.
 - (a). In all cases, except employment cases in which a city department is the respondent, findings of fact and a determination will be made by the Director. The findings and determination will be served on the respondent and on the charging party within five days after they are signed by the Director.
 - (b). In employment and paid sick/safe time cases in which a city department is a respondent:
 - (i). the Director shall cause proposed findings of fact and a proposed determination to be served upon the charging party and upon the respondent;
 - (ii). the charging party or respondent may file with the Department any comments he or she may have regarding the proposed findings and proposed determination within 20 days from receipt of said proposed findings and determination;
 - (iii). the Director will consider any timely filed comments of the parties and may direct further investigation of the case, issue new proposed findings and a new proposed determination or issue final findings and a final determination.
 - (c). In fair contracting cases, the Director will consider a request for reconsideration filed by the Charging Party within 30 days of a Determination of no reasonable cause, and will respond in writing by either granting or denying the request.

SHRR 40-345. CONCILIATION EFFORTS ARE REQUIRED

- (1). Post-determination conciliation efforts are mandated by the Seattle Civil Rights Ordinances in all cases in which a reasonable cause determination has been made, except in employment cases in which a city department is the respondent. See SMC 14.04.140, 14.06.100, 14.08.140, 14.10.110, and 14.16.080. See

Appendix C – Monetary Guidelines, and Appendix D – Predetermination Settlement and Post- Determination Conciliation Processes.

- (2). In employment and paid sick/safe time cases in which a city department is the respondent and in which a reasonable cause determination has been made, the Director is required by the Fair Employment Practices Ordinance and Paid Sick Time and Safe Time Ordinance to confer with the parties and determine an appropriate remedy as part of the process of determining an appropriate order. See SMC 14.04.150B and SMC 14.16.080F. The Director shall attempt to eliminate unfair practices determined to have been committed in city employment cases by conference, conciliation and persuasion during the communication with the parties mandated by SMC 14.04.150B and SMC 14.16.080F.

SHRR 40-350. ENFORCEMENT OF CONCILIATION AGREEMENTS

- (1). In all cases except those in which a city department is a respondent, if a respondent fails or refuses to comply with the terms of a Conciliation Agreement and Order, within 20 days after the Director determines the agreement has been breached, the Director shall cause the record of the proceedings to be delivered to the City Attorney. The City Attorney may invoke the aid of the appropriate court to secure enforcement of the agreement and the imposition of penalties. See SMC 14.04.060, 14.04.180 D, 14.04.210, 14.08.187 B, 14.08.200, 14.10.110, and 14.16.080E.
- (2). In cases in which a city department is the respondent, if the respondent fails or refuses to comply with the terms of a conciliation agreement incorporated in an order of the Director, within 20 days after the Director determines the agreement has been breached, a copy of the order incorporating the agreement shall be transmitted to the Mayor. The Mayor shall take appropriate action to secure compliance with the order. See SMC 14.08.187 A and 14.10.120.

SHRR 40-355. DIRECTOR'S ORDER IN CITY EMPLOYMENT CASES

In employment cases in which a city department is the respondent, within 60 days of the date final findings and a final determination of reasonable cause are served on the parties, if conciliation efforts have not resulted in a signed conciliation agreement (see SHRR 40-340 through 40-365), the Director will issue an order outlining the appropriate remedy, as mandated by SMC 14.04.150 B.

SHRR 40-360. WITHDRAWAL AND AMENDMENT OF FINDINGS, DETERMINATIONS AND ORDERS

Final findings of fact, determination and order may not be withdrawn or amended without the agreement of the parties except:

- (1). upon an order of the Human Rights Commission following an appeal pursuant to

Amended on: May 1995
Revised on: May 27, 1999
Amended November 2008
Amended on August 2, 2012

- SMC 14.04.130, 14.04.160, 14.06.090, 14.08.150, or 14.10.090; 14.16.080 or
- (2). upon motion from a party or upon the Director's motion to correct clerical mistakes or errors arising from oversight or omission.

SHRR 40-365. APPEALS TO HUMAN RIGHTS COMMISSION

- (1). Challenge of Dismissals and Administrative Closures. A charging party may challenge the dismissal of his or her charge (see SHRR 40-305) or the administrative closure of the case regarding his or her charge (see SHRR 40-310) by filing a written statement challenging the dismissal or administrative closure with the Human Rights Commission within 30 days of the date the notice of dismissal or notice of administrative closure was issued. See SHRR 46-040 and 46-050.
- (2). Appeal of No Cause Determination. A charging party may appeal a determination that there is not reasonable cause for believing an unfair practice has been committed within thirty (30) days of the determination as provided in SMC 14.04.130, 14.06.090, 14.08.150, 14.16.080 and in SHRR 46-030.
- (3). Appeals of Reasonable Cause Determinations in Cases Involving City Department as Respondents. As provided in SMC 14.04.160 A and 14.16.080G, and in SHRR 46-060, in employment and paid sick/safe time cases in which a city department is the respondent, the charging party or respondent may appeal the Director's determination that there is reasonable cause to believe an unfair practice has been or is being committed and the Director's Order within 30 days of the date the Director's Order is issued.

SHRR 40-370. PRESENTATION OF DOCUMENTS TO CITY COUNCIL IN CITY EMPLOYMENT AND PAID SICK /SAFE TIME CASES

In employment cases in which a city department is the respondent and the remedy ordered by the Director includes payment of more than five thousand dollars (\$5,000.00), if no timely appeal has been filed, the Director will, within 90 days of the date of his or her final order, cause the necessary documents to be presented to the City Council pursuant to SMC 14.04.150 D and E and SMC 14.16.080F. If a timely appeal is filed, the Director will provide the necessary documents to the City Council within 30 days of the date his or her final order is affirmed by a panel of the Commission.

SHRR 40-375. APPEALS TO HEARING EXAMINER IN CITY EMPLOYMENT AND PAID SICK/SAFE TIME CASES.

In an employment case in which a city department is the respondent and the remedy ordered by the Director includes payment of more than five thousand dollars (\$5,000.00), if all necessary documents have been presented to the City Council and it fails or refuses to appropriate the amount ordered by the Director within 90 days of the date the documents are presented to the Council, the Director will certify the case to the

Hearing Examiner as provided by SMC 14.04.150E and SMC 14.16.080(F) and by section III of the Rules and Procedures Governing Employment Discrimination and Open Housing Cases issued by the Office of the Hearing Examiner.

APPENDIX A
DEFINITIONS

- (1). For the convenience of the users of these rules, the definitions contained in SMC 14.04.030, 14.06.020, 14.08.020, 14.10.020, and 14.16.010 are restated in this Appendix.
- (a). "Charge" means the document containing the alleged unfair practice(s) that has been filed with the Department by a person claiming to be aggrieved by the practices.
 - (b). "Charging party" means the person aggrieved by an unfair practice, or the person making a charge on another person's behalf, or the Director when the Director files a charge.
 - (c). "City" means the City of Seattle.
 - (d). "City department" means any agency, office, board or commission of the City, or any department employee acting on its behalf, but shall not mean a public corporation chartered under Ordinance 103387, or its successor ordinances, or any contractor, consultant, or concessionaire or lessee.
 - (e). "Commission" means the Seattle Human Rights Commission.
 - (f). "Department" means the Seattle Office for Civil Rights.
 - (g). "Director" means the Director of the Seattle Office for Civil Rights or her or his designee.
 - (h). "Disability" or "disabled" As used in this chapter, the terms "disability" and "disabled" have the same meaning as the terms "handicap" and "handicapped", which are used in the Ordinances.
 - (i). "Discrimination," "discriminate" and/or "discriminatory act" means any conduct, whether by single act or as part of a practice, the effect of which is to adversely affect or differentiate between or among individuals or groups of individuals, because of race, color, creed, religion, ancestry, national origin, age, sex, gender identity, marital status, parental status, sexual orientation, political ideology, possession or use of a Section 8 rent certificate, veteran and military status, mother breastfeeding her child, the presence of any sensory, mental or physical disability or the use of a trained guide or service dog by a person with a disability.
 - (j). "Dwelling" means any building, structure, or portion thereof which is occupied as, or is designed or intended for occupancy as, a residence by one or more individuals or families, and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof.
 - (k). "Full enjoyment of" includes the right to purchase any service, commodity, or article of personal property offered or sold on, or by, any establishment to the public, and the admission of any person to accommodations, advantages, facilities, or privileges of any place of public resort, accommodation, assemblage, or amusement, without acts directly or indirectly causing

persons of any particular race, color, sex, gender identity, marital status, parental status, sexual orientation, political ideology, creed, religion, national origin, ancestry, persons holding a Section 8 rent certificate, veteran and military status, mother breastfeeding her child, persons with any sensory, mental or physical disability, or persons with disabilities using trained guide or service dogs, to be treated as not welcome, accepted, desired or solicited.

- (l). "Holder" means a person possessing a Section 8 rent certificate.
- (m). "Housing accommodations" includes any dwelling, rooming unit, rooming house, lot or parcel of land in the City which is used, intended to be used, or arranged or designed to be used as, or improved with, a residential structure for one (1) or more human beings.
- (n). "Lender" includes any bank, insurance company, savings or building and loan association, credit union, trust company, mortgage company, or other person or agent thereof, engaged wholly or partly in the business of lending money for the financing or acquisition, construction, repair or maintenance of real property.
- (o). "Marital status" means the presence or absence of a marital relationship and includes the status of married, separated, divorced, engaged, widowed, single or cohabitating.
- (p). "Occupant" includes any person who has established residence or has the right to occupancy of real property.
- (q). "Owner" includes persons who own, lease, sublease, rent, operate, manage, have charge of, control or have the right of ownership, possession, management, charge, or control of real property on their own behalf or on behalf of another.
- (r). "Parental status" means being a parent, step-parent, adoptive parent, guardian, foster parent or custodian of a minor child or children under the age of 18 years, or the designee of a parent or other person having legal custody of a child or children under the age of 18 years, with the written permission of such parent or other person, which child or children shall reside permanently or temporarily or shall seek full enjoyment of any place of public accommodation with such parent or other person. In addition, parental status shall refer to any person who is pregnant or who is in the process of acquiring legal custody of any person who has not yet attained the age of 18 years.
- (s). "Party" includes the person charging or making a charge or complaint or upon whose behalf a charge or complaint is made alleging an unfair practice, the person alleged or found to have committed an unfair practice and the Seattle Office for Civil Rights.
- (t). "Party" includes the person charging or making a charge or complaint or upon whose behalf a charge or complaint is made alleging an unfair practice, the person alleged or found to have committed an unfair practice and the Seattle Office for Civil Rights.
- (u). "Person" includes one or more individuals, partnerships, organizations, trade

or professional associations, corporations, legal representatives, trustees, trustees in bankruptcy and receivers. It includes any owner, lessee, proprietor, manager, agent or employee, whether one or more natural persons, and further includes any political or civil subdivisions or agency or instrumentality of the City.

- (v). "Place of public accommodation" includes, but is not limited to, any place, licensed or unlicensed, kept for gain, hire or reward, or where charges are made for admission, service, occupancy or use of any property or facilities, whether conducted for the entertainment, housing or lodging of transient guests, or for the benefit, use or accommodation of those seeking health, recreation or rest, or for the burial or other disposition of human remains, or for the sale of goods, merchandise, services or personal property, or for the rendering of personal services, or for public conveyance or transportation on land, water, or in the air, including the stations and terminals thereof and the garaging of vehicles, or where food or beverages of any kind are sold for consumption on the premises, or where public amusement, entertainment, sports or recreation of any kind is offered with or without charge, or where medical service or care is made available, or where the public gathers, congregates or assembles for amusement, recreation or public purposes, or public halls, public elevators, and public washrooms of buildings and structures occupied by two or more tenants, or by the owner and one or more tenants, or any public library or private educational institution, or private schools of special instruction, or nursery schools, or day care centers or children's camps.
- (w). "Political ideology" means any idea or belief, or coordinated body of ideas or beliefs, relating to the purpose, conduct, organization, function or basis of government and related institutions and activities, whether or not characteristic of any political party or group. This term includes membership in a political party or group and includes conduct, reasonably related to political ideology, which does not interfere with the property rights of the landowner as it applies to housing, or which does not cause substantial and material disruption of the property rights of the provider of a place of public accommodation.
- (x). "Prospective borrower" includes any person who seeks to borrow money to finance the acquisition, construction, repair, or maintenance of real property.
- (y). "Prospective occupant" includes any person who seeks to purchase, lease, sublease or rent real property.
- (z). "Real estate agent, salesperson or employee" includes any person employed by, associated with or acting for a real estate broker to perform or assist in the performance of any or all of the functions of a real estate broker.
- (aa). "Real estate broker" includes any person who for a fee, commission, or other valuable consideration, lists for sale, sells, purchases, exchanges, leases or subleases, rents, or negotiates or offers or attempts to negotiate the sale, purchase, exchange, lease, sublease or rental of real property of another, or holds themselves out as engaged in the business of selling, purchasing,

- exchanging, listing, leasing, subleasing, or renting real property of another, or collects the rent for use of real property of another.
- (ab). "Real estate-related transaction" means any of the following:
- (a). The making or purchasing of loans or providing other financial assistance.
 - (i). for purchasing, constructing, improving, repairing, or maintaining real property; or
 - (ii). secured by real property; or
 - (b). the selling, brokering, or appraising of real property.
- (ac). "Real property" includes housing accommodations, buildings, structures, real estate, lands, tenements, leaseholds, interests in real estate cooperatives, condominiums, and both tangible and intangible property that can be inherited, or any interest therein.
- (ad). "Respondent" means any person who is alleged to have committed an unfair practice prohibited by this chapter.
- (ae). "Rooming unit" includes one or more rooms within a dwelling or rooming house containing space for living and sleeping.
- (af). "Section 8 rent certificate" means a document issued by a government agency declaring the holder thereof eligible to participate in the Section 8 program and stating the terms and conditions of such participation.
- (ag). "Section 8" means a federal, state or local government program in which a tenant's rent is paid partially by the government program (through direct contract between the government program and the owner or lessor of the real property), and partially by the tenant.
- (ah). "Sexual orientation" means actual or perceived male or female heterosexuality, bisexuality, homosexuality, and includes a person's attitudes, preferences, beliefs and practices pertaining thereto.
- (ai). "Gender Identity" means a person's identity, expression, or physical characteristics, whether or not traditionally associated with one's biological sex or one's sex at birth, including transsexual, transvestite, and transgendered, and including a person's attitudes, beliefs, and practices pertaining thereto.
- (aj). "Genetic Information" means any information regarding inherited characteristics that can be derived from a DNA-based or other laboratory test, family history, or medical examination. "Genetic information" does not include:
1. Routine physical measurements, including chemical, blood, an urine analysis, unless conducted purposefully to diagnose genetic or inherited characteristics; and
 2. Results from tests for abuse of alcohol or drugs.
- (ak). "Honorably discharged veteran or military status" means:
1. A veteran, as defined in RCW 41.04.007; or
 2. An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves

- (al). "The right of a mother to breastfeed her child" means a mother's right to feed her child directly with milk from her breast or to pump milk from her breast for future consumption by her child, without being required to cover her breast or to move to a particular location within or outside of the public accommodation on account of the act of breastfeeding.
- (2) In addition to the definitions contained in the Seattle Civil Rights Ordinances, the following meanings operate within the Seattle Civil Rights Ordinances and these rules:
- (a). Regarding Unfair Inquiries or Advertisements, the prohibitions against publishing, printing, issuing, displaying or circulating any statement, communication, advertisement, publication, or notice indicating any preference, limitation, or specification based on membership or status in a protected category, as outlined in SMC 14.08.070, include oral communications.
 - (b). A "continuing unfair practice" means an unfair practice that adversely affects the charging party (or the person on whose behalf a charge is filed) and that is committed repeatedly over a period of time. The Director shall decide if a charge alleges a continuing unfair practice.
 - (c). "Case" means the proceedings before the Department regarding a charge.
 - (d). "Friends or associates" as used in SMC 14.08.45(B) includes other persons residing in or intending to reside in the dwelling.
 - (e). "Discrimination: Age and Disability" It is permissible under SMC Ch. 14.08 for housing accommodations to be limited to older persons, in compliance with 42 U.S.C. §3607 (b), or to persons with disabilities . However, it is not permissible to discriminate against any person in any real estate transaction involving such housing accommodations because of their membership or status in any other protected category covered by SMC Ch. 14.08. Further, it is not permissible for any housing accommodation limited to older persons to discriminate in any real estate transaction against a person with a disability; nor is it permissible for any housing accommodation limited to persons with disabilities to discriminate in any real estate transaction against older persons with disabilities.
 - (f). "Discrimination by reason of sex" includes discrimination on the basis of pregnancy, a pregnancy-related complication, or childbirth. The sole exception to this subsection is business necessity for the employment action demonstrated by an employer. For example, an employer hiring workers into a training program that cannot accommodate absences for the first two months might be justified in refusing to hire a pregnant woman whose delivery date would occur during those first two months.

APPENDIX B

MONETARY AWARD GUIDELINES, GENERAL PROVISIONS

- (1) The purpose of these guidelines is to provide a basis for the computation of monetary awards in discrimination and Paid Sick/Safe Time cases arising under the Seattle Civil Rights Ordinances, as amended. These guidelines are not mandatory and may be deviated from by the parties or by the Director.
- (2) These guidelines do not apply to any non-monetary relief, nor do they apply to monetary relief not inuring directly to the benefit of the awardee, such as employer contributions to fringe benefit funds.
- (3) Where possible, awards in compensation for tangible loss shall be supported by the following:
 - (a). vouchers, receipted bills, rental agreements, or estimates;
 - (b). a written statement by the awardee setting forth the nature and amount of the loss incurred, and facts showing that the loss was incurred as a result of unlawful discriminatory acts or practices of the respondent;
 - (c). when back pay awards are involved, the awardee's statement shall also include a description of attempts to secure alternate employment and either (i) a statement that no interim earnings were received, or (ii) a statement showing by whom the awardee was employed and earnings received during the interim period.

BACK PAY AWARDS

- (1) Back Pay. Once it has been determined that an awardee has sustained economic loss from a discriminatory employment practice, back pay should be awarded. Neither the good faith of the respondent nor the fact that the award is not necessary to ensure future compliance with the Fair Employment Practices Ordinance by the respondent affects a back pay award. The issue in determining whether a back pay award is appropriate is whether the awardee was economically injured and requires back pay to be made whole.
- (2) Computation. Back pay awards shall be computed to include all earnings and benefits that would be due the awardee but for respondent's unlawful acts or practices. The award shall be equal to the difference between what the awardee would have earned from respondent and any interim earnings actually earned during the computation period plus uncompensated lost benefits, less legal deductions due as a result of the award.
 - (a). What the awardee would have earned from the respondent shall include the base pay, and any overtime or bonuses that would have been payable during the compensation period. The rate of pay and hours worked prior to the unlawful practice, or the same for similarly situated employees or replacement employees, should be used to compute the earnings on either an hourly, weekly or monthly basis, as

- is convenient.
- (b). Interim earnings shall include all amounts actually earned by the awardee during the interim period, including overtime pay, bonuses, and part-time employment earnings during the interim period which could not have been earned simultaneously with the desired full-time position. Unemployment compensation and welfare benefits shall not be considered interim earnings.
 - (c). Uncompensated benefits shall include any and all benefits that are not otherwise included in sub-section (a) that would have accrued to the awardee or upon the awardee's behalf and all expenses actually incurred by the awardee in order to replace benefits that were lost as a result of respondent's unlawful actions.
 - (i). Benefits that would have accrued to the awardee or upon an awardee's behalf include, but are not limited to, employer contributions to retirement and/or profit sharing funds. Where appropriate, contributions may be made to the funds on the awardee's behalf in lieu of a direct payment to the awardee.
 - (ii). Expenses actually incurred to replace lost benefits include, but are not limited to, the purchase of insurance or costs incurred by the awardee which would have been compensated by the respondent or by insurance paid for by the respondent.
 - (d). Legal deductions due as a result of the award include mandatory contributions, such as FICA, that are actually required by law to be withheld from wages. The amount deducted under this section shall be paid to the appropriate fund on the awardee's behalf.
 - (e). The compensation period for the calculation of back pay shall commence at the time the unlawful act or practice occurred and shall continue until the date a conciliation agreement is entered pursuant to SMC 14.04.140 or a determination of an appropriate remedy is issued pursuant to SMC 14.04.150. Whenever reinstatement is part of the agreement or remedy, the compensation period shall be computed so as to include consideration of actual reinstatement. The compensation period shall not include any period where the awardee's interim earnings, from employment with either the respondent or with another employer, equal or exceed earnings which would have been received from the respondent but for the respondent's unlawful act or practice.
- (3) Special Circumstances Affecting Back Pay Award.
- (a). For back pay to be awarded, the awardee must show that she or he was ready, willing, and able to take work during the interim period and that she or he exercised reasonable diligence toward securing other employment. For this purpose, the written statement executed by the awardee pursuant to SHRR 40-320 should provide sufficient evidence to sustain the award of back pay. If the awardee did not use reasonable

diligence in securing alternate employment during any part of the compensation period, then the compensation period will be decreased by that amount of time in making the computation described in paragraph (2) above.

- (b). Offers to reinstate the awardee will only affect the awardee's right to back pay when such offers would wholly rectify the effects upon the awardee of respondent's past discriminatory acts or practices. The offer to reinstate must include: reinstatement in a position equal to that which the awardee held before the unlawful acts or practices, complete back pay, restoration of seniority and reimbursement of the expenses which the awardee incurred as a result of the unlawful acts or practices, and assurances that the respondent will maintain a non-discriminatory working environment.

AWARDS IN COMPENSATION OF INCIDENTAL AND CONSEQUENTIAL EXPENDITURES AND LOSSES

- (1) Travel and Time. Travel expenses shall be awarded to the extent actually incurred by the awardee because of respondent's unlawful act or practice. These expenses shall also include those incurred as a result of additional commuting between home and job caused either by a relocation of work or housing. Personal time lost by an awardee as a result of respondent's unlawful act or practices shall be compensated at the rate of awardee's normal hourly pay, or if none such exists, at the rate of the current minimum wage at the time the awardee receives compensation. Travel and time expenses may be compensated to the extent they are reasonably ascertainable and unavoidable.
- (2) Employment Agency Fees. All employment agency fees paid by an awardee to secure a job from which she or he is unlawfully discharged or laid off, and those which are contracted for or paid by an awardee to secure late employment because of such termination, shall be compensable.
- (3) Housing Sales. If an awardee has been unlawfully prohibited by a respondent from making an offer to purchase housing, or if the awardee's offer is unlawfully rejected and an equal or lower offer is accepted by respondent from another, then an award equal to the difference between the asking price of the housing at the time the awardee's offer was rejected and the final selling price shall be made. If an awardee finds it necessary to pay an inflated price to secure other housing as a result of unlawful discrimination, an award equal to the excess amount paid over market price shall be made.
- (4) Housing Rental. If, to satisfy her or his immediate housing needs, an awardee is unlawfully required to pay rent in excess of that at which respondent's housing was offered, an amount equal to the total increased rental costs which the awardee has paid or has committed herself or himself to pay, or the increased amount for one year, whichever amount is greater, shall be made.
- (5) Real Estate and Rental Agency Fees. All real estate and rental agency fees and advertising costs paid by an awardee to secure housing accommodations

from which she or he is later unlawfully evicted or caused to move, and those which are contracted for or paid by an awardee to secure later housing accommodations because of such unlawful removal, shall be compensable.

- (6) Housing Deposits. If an awardee is unlawfully removed by respondent from any housing accommodation, and in order to secure new accommodations is required to pay a damage or other deposit, then an award shall be made equal to 1% per month on refundable deposits. The award should be computed for the period of awardee's actual or expected rental terms, or for one year, whichever is longer. On nonrefundable deposits, an amount equal to the amount by which the deposit exceeds the deposit made on the housing accommodations from which the awardee was unlawfully removed shall be made.
- (7) Miscellaneous Expenses. All other expenses or losses incurred as a result of respondent's unlawful acts or practices shall be compensable by monetary award.
- (8) Interest. Interest rate determined on a quarterly basis by the Internal Revenue Service shall be added to all back pay awards and to all awards which are in compensation of out-of-pocket expenses incurred by the awardee. Such interest shall run from the date such back pay was due the awardee as wages or from the date the expenses were paid out by the awardee.
- (9) Employment Discrimination--Computation. All calculations under subsections 1, 2, 6 and 7, and 8 above, for an employment discrimination case, shall be computed with reference to the period over which the awardee is determined to have been damaged by the respondent's wrongful act.
- (10) Attorney's Fees.
 - (a). The Director may require the payment of a charging party's reasonable attorney's fees as a condition of settlement of any determination that reasonable cause exists to believe that an unfair practice has occurred or pursuant to SHRR 40-215. The Director shall determine what is a reasonable attorney's fee by determining the number of hours reasonably expended multiplied by a reasonable hourly rate.
 - (b). Any person requesting payment for reasonable attorney's fees shall submit to the Department an affidavit and supporting documentation, including contemporaneously kept time records, which shows the number of hours worked, the work performed, the individual(s) who performed the work and the actual or a reasonable hourly rate for each individual. Copies shall be provided to the respondent or respondent's representative. The respondent may submit contravening evidence upon the reasonableness of the hours expended or the requested hourly rate.
 - (c). In determining the reasonableness of the award, the Director may consider the following:
 - (i). the prevailing market rates in the relevant community;
 - (ii). the training, background, experience and skill of the individual attorney;
 - (iii). the complexity of the issue;
 - (iv). whether any of the work or hours appear excessive, redundant or

- otherwise unnecessary; or
- (v). any other factor which the courts of the United States or the State of Washington may from time to time consider to be relevant.
- (d). No award shall be made under this section if a party represented themselves pro se or if a party's attorney failed to file a notice of appearance with the Department. No fee shall be recoverable for services rendered in connection with the representation of the party in another forum or prior to the date of filing a notice of appearance with the Department.
- (e). The Director's determination regarding an award of reasonable attorney's fees shall be in writing, shall include the basis for the determination and shall be incorporated into a written order.

AWARDS IN COMPENSATION OF INTANGIBLE LOSSES

- (1) Mental and physical anguish, pain and suffering should be compensable by monetary award to the extent they resulted from the unlawful acts or practices of the respondent. The undergoing of required medical, mental or psychiatric treatment shall constitute evidence of physical or mental anguish, pain and suffering. As well, any sworn statement of a charging party or other witness, that has been reduced to writing, in support of a charging party's contention of his/her suffering or distress shall constitute evidence of physical or mental anguish, pain and suffering.
- (2) Embarrassment, humiliation and indignity are the natural and unavoidable consequences of any unlawful discriminatory act or practice and should be compensated in an amount not less than \$750 (2008 dollars), adjusted for the current rate of inflation, as measured by the Consumer Price Index, to any affected awardee without further proof of injury or loss. An award for embarrassment, humiliation and indignity should be made in larger amounts, depending upon severity of harm suffered, when it appears that the humiliation, embarrassment or indignity suffered by the awardee was substantial or aggravated. Examples of facts showing such substance or aggravation are as follows:
 - (a). Untrue, derogatory statements of the respondent regarding the awardee were made known to the awardee;
 - (b). The awardee was demoted;
 - (c). Slurs or epithets were used by respondent in references to any class of persons protected by Seattle Human Rights laws;
 - (d). The incident occurred publicly or was within the knowledge of the awardee's peers;
 - (e). Respondent's unlawful acts were willful; repetitive or reckless, constituting harassment; or
 - (f). Respondent knew or should have known that his or her actions violated the awardee's rights and the awardee knew that she or he was the victim of an unlawful discriminatory act or practice.

- (3) In charges involving unfair real estate practices, the charging party may be awarded an amount representing full remedy under this section. In all other charges, awards under this section shall not exceed Ten Thousand Dollars (\$10,000.00).

Remedy for Paid Sick/Safe Time Cases

- (1) **Remedy.** In addition to any relief authorized by the Ordinance, liability may accrue and an aggrieved person may obtain relief as provided in the Ordinance, including recovery of back pay for up to two years preceding the filing of the charge, where the unlawful practices that have occurred during the charge filing period are similar or related to unlawful practices with regard to sick time or safe time that occurred outside the time for filing a charge.
- (2) **Settlement and Conciliation.** In all cases except a case in which a City department is the respondent, if a reasonable cause determination is made, the Director shall endeavor to eliminate the unlawful practice by conference, conciliation and persuasion. Conditions of settlement may include (but are not limited to) the elimination of the unlawful practice, hiring, reinstatement or upgrading with or without back pay, lost benefits, attorney's fees, admittance or restoration to membership in a labor organization, or such other action which will effectuate the purposes of the Ordinance, including action which could be ordered by a court, except that damages for humiliation and mental suffering shall not exceed \$10,000. Any settlement agreement shall be reduced to writing and signed by the Director, the charging party and the respondent. An order shall then be entered by the Director setting forth the terms of the agreement. Copies of such order shall be delivered to all affected parties.