

A G R E E M E N T

By and Between

TEAMSTERS LOCAL UNION NO. 117

**Affiliated With The
International Teamsters Union**



And

**KING COUNTY (156)
WASTEWATER TREATMENT DIVISION
PROFESSIONAL & TECHNICAL AND
ADMINISTRATIVE EMPLOYEES**

Term of Agreement

January 1, 2021 – December 31, 2024

NOTICE TO ALL MEMBERS

If you become unemployed, or are off due to an on the-job injury in the jurisdiction of Local Union 117, you will be put on a withdrawal status upon request, provided all dues and other financial obligations are paid to Local Union 117, including the dues for the month in which the withdrawal status is effective.

If you are on a dues check-off with your company and leave for any reason and dues are not deducted, it is your obligation and responsibility to keep your dues current and/or request a withdrawal by contacting the office at (206) 441-4860.

**KING COUNTY
AND
KING COUNTY COALITION OF UNIONS
COALITION LABOR AGREEMENT**

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**KING COUNTY
AND
KING COUNTY COALITION OF UNIONS
COALITION LABOR AGREEMENT**

PREAMBLE

These Articles constitute an Agreement, the terms of which have been negotiated in good faith, between King County (the County) and the King County Coalition of Unions (the Coalition). This Agreement shall be subject to approval by ordinance by the Metropolitan King County Council (the Council) of King County Washington.

DEFINITIONS

- 1. Director:** Chief Officer or designee of an Executive Branch agency (i.e., departments, divisions, and offices), or the Chief Officer or designee of a separate branch of County government agency (i.e., Superior Court, District Court, Prosecuting Attorney's Office, and Council).
- 2. Designee:** Representative selected by Director.
- 3. Comprehensive leave eligible employee/position:** Full-time regular, part-time regular, provisional, probationary, and term-limited temporary (TLT) employees.
- 4. Loco Parentis:** An individual who assumes the parental rights, duties, and obligations without going through the legal formality of adoption.
- 5. Agency:** Executive Branch of County government.
- 6. County:** Executive Branch and separate branches of County government.

PURPOSE STATEMENT

The Coalition Labor Agreement (CLA) reflects an approach to collective bargaining intended to establish common contractual provisions for the employees covered by this agreement that realize the parties' joint interests in financial and operational stability and sustainability, and help create a mutually desirable, competitive and consistent employment package for the County's highly capable workforce. The CLA was achieved through a collaborative bargaining process between the County and the Coalition.

COALITION INDIVIDUAL BARGAINING AGREEMENTS

- 1.** CLA bargaining occurred for the purpose of "bargaining standard practices, procedures, and CBA provisions." The CLA "will bring greater efficiency to King County and support its Best Run Government principles. The CLA will meet the parties' joint interests in financial and

operational stability and sustainability, and help create a desirable, competitive, and consistent employment package for the County's highly capable workforce."

2. Current Union's Collective Bargaining Agreements (hereinafter Appendix/Appendices) shall remain in effect unless modified by mutual agreement by the CLA.

3. Any lesser conditions contained in an Appendix shall be superseded by the conditions contained in this CLA. However, except where specifically stated otherwise in the CLA, nothing in the CLA shall deprive any employee of any superior benefit contained in their Union's Appendix.

4. Separate Branches of County Government. The parties agree that provisions in this CLA governing hours and working conditions do not apply to the Prosecuting Attorney's Office, Superior Court, District Court and Council. Those agencies have the authority to negotiate hours and working conditions separate and apart from this CLA.

ARTICLE 1: COALITION BARGAINING AGREEMENTS SUPERSEDING

In order for the County, the Coalition and the employees to further benefit from the concept of King County's Best Run Government initiatives and to find efficiencies related to those initiatives the following CLA Articles shall supersede language on the same Articles in the Appendix.

ARTICLE 2: MILITARY LEAVE

Employees shall receive military leave in accordance with County policy, state and federal law, as amended.

ARTICLE 3: UNPAID LEAVES OF ABSENCE

3.1. Short-Term Leaves of Absence. A leave of absence without pay, not covered by any other provision of this Agreement, for a period not exceeding 30 consecutive days may be granted to a comprehensive leave eligible employee by the employee's director.

3.2. Long-Term Leaves of Absence. The director may grant a leave of absence without pay, not covered by any other provision of this Agreement, for nonmedical reasons for a period longer than 30 days. Requests for leaves of absence without pay that are for medical/health reasons for a period longer than 30 days must be approved by the Director of the Department of Human Resources. Long-term leaves may be unconditional, or conditional with any conditions set forth in writing at the time that the leave is approved with the understanding that barring layoffs, the

employer shall reinstate the employee to the same position or a position with equivalent status, pay, benefits and other employment terms upon the employee's return with no loss of seniority.

The layoff, seniority, and bumping rights in each individual Appendix shall be applied to employees who are taking leaves of absence.

3.3. Early Return. An employee who is on a leave of absence without pay, not covered by any other provision of this Agreement, may return from the leave before its expiration date if the employee provides the director with a written notice to that effect at least 15 days before the date of return.

ARTICLE 4: LEAVE FOR VOLUNTEER SERVICE

4.1. Comprehensive leave eligible employees may use up to three days of their accrued sick leave each year to perform volunteer services at a local school, or at a non-profit on the approved list for the Employee Giving Program. Employees requesting to use sick leave for this purpose shall submit such request in writing, per the County's leave request procedures, specifying the name of the school and/or organization and the nature of the volunteer services to be performed. Additionally, the employee's supervisor may request in advance that the employee obtain written proof of the service from the volunteer organization or school.

ARTICLE 5: JURY DUTY

5.1. A comprehensive leave eligible employee notified to serve on jury duty must inform their supervisor as soon as possible, but not later than two weeks in advance, regarding the date the employee is required to report for jury duty. The supervisor may reassign the employee to a shift and schedule that corresponds with jury duty. For purposes of this section, the shift and schedule are the hours and days, respectively, the employee is required to report or be available for jury duty.

An employee will receive their compensation, while on jury duty, in accordance with the appropriate Appendix.

5.2. When released from jury duty for the day, and/or when the total required assignment to jury duty has expired, the employee will notify their supervisor. The employee will be provided a reasonable time when dismissed from jury duty, as determined by the supervisor, before the employee must report back to work and their regular shift and schedule. Comprehensive leave eligible employees must deposit any jury duty fees received, exclusive of mileage, with the Finance and Business Operations Division of the Department of Executive Services.

5.3. Employees who are ineligible for comprehensive leave benefits shall follow the notification procedures above, and shall be released from work duties for the duration of their assigned jury duty period, but shall not be compensated for their time spent on jury duty. These employees may retain any jury duty pay received.

Employees will receive their compensation, while on jury duty, in accordance with the appropriate Appendix.

ARTICLE 6: DONATED LEAVES

6.1. *Nothing in this Article impacts any bargaining unit that has the ability to donate more sick leave than provided in Article 6.6.*

6.2. No Solicitation. All donations made under this Agreement are strictly voluntary. Employees are prohibited from soliciting, offering, or receiving monetary or any other compensation or benefits in exchange for donation of leave hours.

6.3. Approval for Donations. Donations require written approval from the comprehensive leave eligible donating and receiving employee's directors. If approved, the donated leave will be available the next full pay period after notification of the donation is received by Payroll from the Department of Human Resources (DHR).

6.4. No Cash Out of Donated Leave. Donated leave hours are excluded from all payouts and restorations.

6.5. No Accruals on Donated Leave. Accrued leave will not accrue on donated leave as it is used.

6.6. Eligibility to receive and use Comprehensive Leave Eligible Employee-to-Comprehensive Leave Eligible Employee or Emergency Medical Fund donated leave hours.

A. The receiving employee must have exhausted all paid leave accruals (e.g., vacation leave, sick leave, BT leave, holiday banked leave, comp-time) to use donated leave.

B. The receiving employee can only use donated leave for KCFML and FMLA qualifying reasons.

C. The leave for which the employee is requesting donations must be for a prolonged absence. A prolonged absence is considered to be 3 or more consecutive days. An employee may use donated leave intermittently after the employee's prolonged absence if the conditions in A and B above are met.

D. Vacation/BT leave hours. Except as provided under Section 6.9.B., the amount of donated vacation or BT time cannot exceed the donating employee's leave accrual

balance at the time of donation.

E. Sick leave and Extended Sick Leave (ESL) hours. An employee is limited to donating a total of 25 hours of accrued sick leave or ESL per calendar year, provided the donating employee's leave balance will be 100 hours or more following the donation.

6.7. Calculation of Donated Leave. All donated leave hours shall be converted to a dollar value base on the donor's straight time hourly rate at the time of the donation. The dollar value will then be divided by the receiving employee's straight time hourly rate to determine the actual number of hours received and placed in the receiving employee's donated leave bank.

6.8. Comprehensive Leave Eligible Employee-to-Comprehensive Leave Eligible Employee Donations.

A. A comprehensive leave eligible employee may donate a portion of their accrued leave hours, as provided under Subsections 6.6. D. and E. above, to another comprehensive leave eligible employee.

B. Donation limits, as provided under Subsections 6.6. D. and E. above, are exclusive of donations to the Emergency Medical Leave Fund under 6.9.

C. No Reversion of Donated Leave. Donated leave hours remain with the recipient and do not revert to the donor.

6.9. Comprehensive Leave Eligible Employee donations to an Emergency Medical Leave Fund – Pilot Program.

A. The County will create a pilot program, whereby a comprehensive leave eligible employee may donate a portion of their accrued leave hours (i.e., vacation leave, sick leave, BT, ESL) to an "Emergency Medical Leave Fund" (Fund) that is managed by DHR. At the County's discretion, the pilot program can either be continued as a regular program or discontinued upon 30-day written notice to the Coalition Co-Chairs.

B. Donation of Vacation BT hours. An employee is limited to donating 80 hours of accrued vacation (or BT time) per calendar year to this Fund unless the employee's department director approves a greater amount.

C. Process and Conditions to receive hours from the Emergency Medical Leave Fund.

1. The comprehensive leave eligible employee must submit a request to DHR for hours.

2. The maximum donation an employee can receive per year is up to 80 hours based on the employee's normally scheduled hours during the biweekly pay period (e.g., 80,

74, or 70 hours), or 80 hours for employees on the semi-monthly payroll period who are normally scheduled for 40 hour workweeks, prorated for part-time employees.

3. Hours will be distributed on a first come first serve basis and only awarded prospectively (i.e., the leave will not be awarded retroactively to cover previous time in a no-pay status).

4. Given there is only a finite number of dollars in the Emergency Medical Leave Fund, there is no guarantee that hours will be awarded.

D. No reversion of donated leave. Donated hours not used by the donee within 60 calendar days of being awarded will be returned to the Emergency Medical Leave Fund and do not revert to the donor.

6.10. Donation of Vacation or Compensatory Hours to Nonprofit Organizations. The executive may implement a process providing the opportunity for comprehensive leave eligible employees to convert accrued vacation or accumulated compensatory hours, or both, into a cash donation. This process must conform to KCC 3.12.222, as amended.

6.11. Donation to an Account or Program to Benefit Children of Deceased Employee. If an employee dies during employment, the executive may implement a process providing a one-time opportunity to allow comprehensive leave eligible employees to convert either accrued vacation or accumulated compensatory time hours, or both, to cash to benefit any children of the deceased employee who are under 23 years old at the time of the employee's death. This process must conform to KCC 3.12.224, as amended.

ARTICLE 7: PAID PARENTAL LEAVE

7.1. Paid Parental Leave (PPL) supplements a comprehensive leave eligible employee's accrued paid leaves to provide up to a total of 12 weeks of paid leave for a parent to bond with a new child.

7.2. Benefit Amount. An employee's supplemental parental leave benefit is calculated based on the employee's accrued leave balances at the time of the birth, adoption, or foster-to-adopt placement ("qualifying event"). In cases of adoption or foster-to-adopt placement, leave must be taken within one year of the child's birth or placement in the home. The employee will receive the equivalent of their full salary for up to a total of 12 weeks, when combined with the employee's accrued leave (except for one week of sick leave and one week of vacation leave, or the equivalent for Benefit Time). The employee is permitted to use the supplemental leave first. Additionally, the employee may choose to take less than 12 weeks of leave. PPL is not subject to

cash out. An employee who does not return to work for at least six months of continuous service following the leave, will be required to reimburse the County for the PPL funds received.

7.3. Eligibility. The PPL benefit is available to all comprehensive leave eligible employees who have been employed with the County for at least six months of continuous service at the time of the qualifying event. If both parents work for the County, then each employee is entitled to up to 12 weeks of PPL.

7.4. Benefit Period. PPL must be used within 12 months of the qualifying event. An employee may use PPL on an intermittent or part-time basis, as long as it is consistent with the department's operational needs, and it is approved in writing by the employee's supervisor prior to the leave.

7.5. Concurrency. PPL will run concurrently with the County's family and medical leave, as well as federal and state family and medical leave laws, to the fullest extent permitted by law.

7.6. Job Protection. PPL is protected leave. Barring layoffs, an employee's job cannot be eliminated while the employee is on leave. Further, no retaliatory action may be taken against an employee for participating or planning to participate in the program.

7.7. Health and Leave Benefits. The employee will continue to receive all health benefits and shall continue to accrue vacation and sick leave during the period of PPL. For purposes of overtime calculations, PPL shall be considered the equivalent of sick leave.

ARTICLE 8: BEREAVEMENT LEAVE

8.1. Employees eligible for comprehensive leave benefits shall be granted up to five days, maximum 40 hours (pro-rata for part-time) bereavement leave per qualifying death of a member of the employee's immediate family. Leave must be taken within 18 months from the date of the death.

8.2. Immediate family shall be defined as the employee's:

- A. spouse or domestic partner,
- B. legal guardian, ward, or any person whom the employee has legal custody,
- C. the following family members of the employee, the employee's spouse, or the employee's domestic partner:
 - 1. a child,
 - 2. a parent, (biological, adoptive, foster, stepparent, legal guardian, or a person who stood or stands in loco parentis),
 - 3. a grandparent,

4. a child-in-law,
5. a grandchild, or
6. a sibling.

8.3. Employees who are not eligible for comprehensive paid leaves may be granted leave without pay, or may be allowed to use compensatory time, if available, for bereavement leave.

8.4. When a holiday or regular day off falls during the leave, it shall not be charged as bereavement leave.

8.5. Any additional paid leave may be approved by mutual agreement between the County and the employee.

Nothing in this Article supersedes benefits outlined in Professional and Technical Employees, Local 17 Transit Chiefs, CBA Code 042 and Transit Superintendents, CBA Code 044 contracts.

ARTICLE 9: VACATION LEAVE CAP

9.1. All comprehensive leave eligible employees hired after December 31, 2017, shall have their accrued vacation leave balance capped at 320 hours. This shall not apply to any comprehensive leave eligible employees hired on or before December 31, 2017.

9.2. Employees eligible for vacation leave who work a 40-hour week may accrue up to either 480 or 320 hours (depending on the employee's hire date pursuant to Article 9.1). Comprehensive leave eligible employees not working a 40-hour schedule hired before January 1, 2018, will retain their vacation cap. Eligible part-time employees will receive vacation leave, prorated to reflect their normally scheduled work week. Employees shall use vacation leave beyond the maximum accrual amount on or before the last day of the pay period that includes December 31 of each year. Failure to use vacation leave beyond the maximum accrual amount will result in forfeiture of the vacation leave beyond the maximum amount unless the director has approved a carryover of the vacation leave because of cyclical workloads, work assignment or other reasons as may be in the best interest of the County. The Department of Human Resources Director may develop procedures for authorizing carryover above the maximum.

ARTICLE 10: HOLIDAYS, ELIGIBILITY¹

10.1. **Holidays.** All comprehensive leave eligible employees shall be granted the

¹ This Article does not apply to employees with benefit time (BT).

following designated holidays with pay:

HOLIDAYS	
New Year's Day	January 1
Martin Luther King Jr., Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth*	June 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day*	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

*Juneteenth and Indigenous People's Day will begin in 2022 per Council Ordinance.

10.2. Day of Observance and Pay on Holidays. *Unless otherwise provided in an Appendix*, for holidays falling on a Saturday, the Friday before shall be observed as the holiday. For holidays falling on a Sunday, the Monday following shall be observed as the holiday.

Employees required to work holidays shall be paid for such work in accordance with the appropriate Appendix.

An employee must be eligible for leave benefits and in a pay status on the scheduled work day before and the scheduled work day following a holiday to be eligible for holiday pay. However, an employee who has successfully completed at least five years of County service and who retires at the end of a month in which the last regularly scheduled working day is observed as a holiday, shall be eligible for holiday pay if the employee is in a pay status the day before the day observed as a holiday. For employees who work other than a 5/8 schedule and the holiday falls on their scheduled day off, the employee will be given a deferred holiday. The employee and supervisor will jointly select another day (preferably within the same pay period) to take as a holiday.

This section does not supersede the holiday bank or holiday pay language in an Appendix.

10.3. Two Personal Holidays. Annually, comprehensive leave eligible employees shall receive two personal holidays to be added to their vacation bank on the paycheck that includes February 1st. New employees eligible for comprehensive leave benefits who are hired on or before November 15th shall receive two personal holidays to be added to their vacation bank on the last day of the first pay period following their date of hire.

These two personal holidays shall continue to be administered per contract language in each individual Appendix.

In no event shall there be more than two personal holidays awarded per year.

ARTICLE 11: FMLA/KCFML

11.1. Federal Family and Medical Leave Act.

A. As provided for in the Federal Family and Medical Leave Act (FMLA), an eligible employee may take up to 12 weeks of paid or unpaid leave in a single 12 month period for the employee's own qualifying serious health condition that makes the employee unable to perform their job, to care for the employee's spouse, child, or parent who has a qualifying serious health condition, to bond with a newborn child, adoption or foster care placement (leave must be taken within one year of the child's birth or placement), or for qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child or parent. An eligible employee who is a covered service member's spouse, child, parent, or next of kin may take up to 26 weeks of paid or unpaid FMLA leave in a single 12 month period to care for the service member with a serious injury or illness.

B. The leave may be continuous or intermittent, when medically necessary. Intermittent and/or reduced schedule leave to care for a newborn or newly placed adopted or foster care child may only be taken when approved.

C. In order to be eligible for FMLA, an employee must have been employed by the County for at least 12 months and have worked at least 1,250 hours in the 12 month period prior to the commencement of leave.

11.2. King County Family and Medical Leave.

A. As provided by King County Code, an eligible employee may take up to 18 weeks of paid or unpaid King County Family and Medical Leave (KCFML) in a single 12 month period for the employee's own qualifying serious health condition, to care for an eligible family member who has a qualifying serious health condition, to bond with a newborn child, adopted child or foster care placement (leave must be taken within one year of the child's birth or

placement), and for any qualifying reason under the FMLA, , or other family and medical leaves available under federal or state law.

B. The leave may be continuous or intermittent, when medically necessary. Intermittent and/or reduced schedule leave to care for a newborn or newly placed adopted or foster care child may only be taken when approved. KCFML shall run concurrently with other federal, state and County leaves to the extent allowed, including but not limited to the FMLA, Washington State Paid Family and Medical Leave Act (PFML), and the Washington State Family Care Act.

C. In order to be eligible for KCFML leave under this Article, an employee must have been employed by the County for at least 12 months and have worked at least 1,040 hours in the preceding 12 month period for a 40 week employee or 910 hours in the preceding 12 month period for a 35 hour week employee.

D. An employee who returns from KCFML within the time provided under this Article is entitled to the same position the employee occupied when the leave commenced or a position with equivalent pay, benefits and conditions of employment.

KCFML Article 11.2 applies only to bargaining units whose labor agreements include the KC FML benefit.

11.3. Failure of an employee to return to work by the expiration date of leave under this Article may be cause for termination of the employee from County service.

Nothing in this article is intended to supersede the seniority provisions included in the Teamsters Local 174 (CBA Code 160) Appendix.

ARTICLE 12: PROFESSIONAL DEVELOPMENT

King County shall create a Professional Development Fund to finance a Career Development Scholarship Program that will be available to King County Career Service and/or Regular employees represented by the Coalition. The County will fund the Program with \$150,000 for 2022 and \$150,000 for 2023 and \$150,000 for 2024. The Scholarship funds will be administered by the King County Department of Human Resources (DHR), and will be awarded to individual employee applicants for training, education and professional development opportunities based on DHR developed criteria and using DHR developed processes.

ARTICLE 13: SUPPORTED EMPLOYMENT PROGRAM

13.1. Supported employees performing bargaining unit work will be covered by the terms of the applicable Appendix. Supported employee classifications and assigned wage ranges have

been established in the County's classification system* and shall be accreted in all Appendices. Any contract terms identified by either party that conflicts with the needs of the Program will be discussed or bargained as appropriate in an expedited manner. With respect to any contract "bumping" rights under a reduction in force article, only those in supported employee classifications may bump others in supported employee classifications. Additionally, because the jobs are tailored to individuals' abilities and experience, the program manager and the Department of Human Resources director must review and approve any bumping decisions and notify the appropriate Union of the decision.

13.2. Though the job duties of a supported employee may cross job classifications, bargaining units and/or Union jurisdiction boundaries, no Public Employment Relations Commission (PERC) Unfair Labor Practice Complaints (ULPs) or grievances will be filed based on the work assigned to a supported employee or allegations of bargaining unit work "skimming." The parties understand that the process used to assign duties will reflect a "customized employment process" wherein job duties may be "carved" from various assignments and places to create a single supported employee assignment. Because a key component to a successful program includes flexibility in assigning job duties based on operational need and employee growth, as well as the ability to increase responsibility as skills grow, duties will vary and may change over time. For this reason, the parties to this Agreement expressly waive the legal right to file PERC ULP complaints or grievances regarding bargaining unit "skimming" by supported employees. Should these "carved" duties no longer be assigned to a supported employee, said duties will revert to the bargaining units where they originated.

13.3. Supported employees will be represented and pay dues, as appropriate, to the Union representing the majority of the work assigned. If there is no clear majority, the Union representing the plurality of the work assigned will represent the employee. Should a party to this Agreement (County or Union(s)) contest the Union representation assigned to a position, that party will notify the other party (County or appropriate Union(s)) and they will meet to discuss the dispute. Issues, concerns or disputes regarding the representation of bargaining unit work assigned to supported employees will be discussed by the Union(s) jointly with the program manager and the appropriate Office of Labor Relations labor negotiator. Employees will be allowed and expected to continue performing their duties, newly identified and/or previously assigned, while the dispute is discussed. The parties may involve the King County Alternative Dispute Resolution (ADR) staff to help them discuss and resolve disputes. An unresolved dispute will be presented to a PERC mediator selected by the parties. This process will be completed in an expedited manner. An

employee's job coach may be included in discussions about represented bargaining unit work that has been assigned.

13.4. The parties acknowledge the possibility that a supported employee may be assigned to perform work that is currently non-represented. If, however, the employee is assigned both non-represented and represented work, the employee will be treated as represented, as long as the duties that are represented are not a de minimis portion of the duties as a whole. This is without prejudice to the fact that the non-represented duties remain non-represented.

* Supported Employment Classifications include Supported Employment Program (SEP) Associate I (#4220100) - KC Squared Table Wage Range 25; SEP Associate II (#4220200) - KC Squared Table Wage Range 30; SEP Associate III (#4220300) - KC Squared Table Wage Range 33; and SEP Park Specialist (#4220000) - KC Squared Table Wage Range 35. Following full and final ratification of the CLA, the Parties agree to perform a wage study to assess whether it is appropriate to reopen negotiations over the wage ranges covering the SEP Classifications.

ARTICLE 14: RECLASSIFICATION AND RESULTING PAY

14.1. The Department, an employee, or a group of employees may request their position to be reclassified. Temporary and term limited temporaries may not request position reclassification, but term limited temporaries may be reclassified as part of a group classification as described in section 14.1.C, below. Except if appealed pursuant to Section 14.4.B., all reclassification requests will be completed within twelve (12) months of being submitted by the employee(s).

A. Reasons for Filing a Reclassification Request.

- (1) An employee's position is not assigned to the appropriate job classification, or
- (2) A significant or gradual change in an employee's on-going duties or responsibilities over a period of at least one-year, or
- (3) Reorganization or council action causes the duties of a position to change.

B. Eligibility Limits. An employee is not eligible to submit a reclassification request:

- (1) if it has been less than 12 months since the date of a previous classification determination for the position, or
- (2) the employee is on probation, or

- (3) the employee is on a Performance Improvement Plan, or
- (4) the employee is asking for a reclassification for a special duty or temporary position.

C. Group Reclassification Requests. A group reclassification may be submitted if all regular employees' positions are in the same classification within the same section of a division; this can include TLT employees, provided the group includes at least one regular employee. DHR will evaluate each position individually; therefore, reserving the right to place positions into different classifications, if warranted. Nothing in this paragraph prevents an individual employee from exercising their Section 14.4.A rights under this Article (Reconsideration of a Classification Decision).

14.2. Effective Date of Reclassification, Pay, and FLSA Status.

A. Implementation of a Classification Decision. The change in classification will be initiated upon acceptance of the classification decision, or expiration of the reconsideration period, as applicable.

B. The table below summarizes the effective date and resulting pay when an employee's position is reclassified to job classification within a higher pay grade, the same pay grade, or a lower pay grade.

Reclassification to	Effective Date	Pay Upon Reclassification
Higher pay grade	Start of the pay period following receipt of the completed reclassification request form at the Department of Human Resources.	<p>1st Step of the pay range of the new classification or the step that is at least 5% above the former rate of pay, whichever is greater.</p> <p>Additional discretionary steps may not be awarded.</p> <p>Pay may not exceed Step 10 unless the employee is already receiving merit-over-top.</p> <p>If pay includes merit-over-top, pay is calculated using the merit-over-top amount and may result in merit-over-top upon reclassification.</p>

Same pay grade	Start of the pay period following receipt of the completed reclassification request form at the Department of Human Resources.	<p>The step of the pay range which is closest to and not less than the step that the employee received before the reclassification.</p> <p>Pay may not exceed Step 10 unless the employee is already receiving merit-over-top.</p> <p>If pay includes merit-over-top, the employee will continue to receive merit-over-top.</p>
Lower pay grade	Start of pay period at least 30 calendar days after notification of the classification determination from the Department of Human Resources.	<p>Highest step in the new pay range that does not exceed the current pay rate.</p> <p>If pay includes merit-over-top, pay is calculated using the merit-over-top amount and may result in merit-over-top upon reclassification.</p>

C. FLSA Status Change Upon Reclassification.

1. When an employee's position is reclassified retroactively into a classification with a different FLSA status, the change in FLSA status shall be prospective only, even though the change in classification and resulting pay may be applied retroactively.

2. When an employee's position is reclassified from an FLSA-exempt classification to an FLSA non-exempt classification, the employee will be paid overtime pay prospectively.

3. When an employee's position is reclassified from a FLSA non-exempt classification to a FLSA-exempt classification, the employee shall receive a cash out of all accrued compensatory time and if reclassified to an executive leave eligible position, will be eligible to receive executive leave.

14.3. Probation Upon Reclassification. There shall be no probationary period following a reclassification.

14.4. Reconsideration of a Classification Decision.

A. Request for Reconsideration. A regular employee or a group of regular employees has 30 calendar days to submit a request for reconsideration of a classification decision to DHR. Employees without email, will be asked to verify receipt of a paper copy of the decision, and will have 30 calendar days from the date of receipt. A regular employee must request reconsideration prior to filing a grievance or an appeal to the Personnel Board. Failure to request reconsideration to DHR in 30 calendar days shall be considered as acceptance of the reclassification decision. A group of regular employees may fill out one request for all included individuals, or one or more of the regular employees may submit individual requests for reconsideration. TLTs may request reconsideration only if they are a member of group reclassification request filed by regular employees that are requesting reconsideration.

B. Appeal of a Classification Reconsideration Decision.

1. A regular employee or a group of regular employees may appeal the reconsideration decision through the grievance process under Article 26, with Union concurrence, submitted at Step-4 Arbitration, or to the Personnel Board, but not both. If the group appeal includes a TLT, the decision effecting the regular employees shall also be applied to the TLT. The appeal shall be filed in writing to the appropriate Department with a copy to the DHR Director.

2. A regular employee or a group of regular employees has 30 calendar days to appeal the reconsideration decision. If the appeal is made through the grievance process, timelines are pursuant to those set forth in Article 26. The timeline would begin from the date of the verification of receipt outlined in Section 14.4 above. The regular employee, group of regular employees and the County may only present classifications that are active at the time of the hearing to the arbitrator or the Personnel Board.

3. Failure to submit an appeal within 30 calendar days shall be considered as acceptance of the reconsideration decision.

C. Notification of Reclassifications and Requests. The applicable Union(s) shall be notified of reclassification requests and/or decisions impacting their bargaining units, via the monthly report provided by DHR.

ARTICLE 15: SPECIAL DUTY

15.1 Definitions.

A. Special Duty Assignment – When an employee in a regular position is temporarily assigned to a classification, and the duties comprise the majority of the work performed for a minimum of 30 calendar days.

1. Temporary employees, including TLTs, are not eligible for special duty assignments.

2. Base Position – The employee’s underlying position while on special duty assignment.

3. Base Union – The Union that represents the employee’s base position.

4. Acting Union – The Union that represents the special duty position or body of work.

15.2. Duration.

A. Depending on the type of special duty assignment needed, an assignment may be made for a minimum of 30 calendar days and a maximum of five years, as outlined in the following circumstances:

1. 30 days to 12 Months – Shall be approved by the director or designee to provide additional staffing:

(a) Due to work that exceeds either the volume and/or complexity of what is routine and is for a limited duration.

(b). Due to unforeseen work caused by unique circumstances, which are not expected to reoccur.

(c) Needed to either develop and/or implement, a new function, system, or proposal.

(d) To backfill for a vacant regular position.

2. Up to Three Years – Shall be approved by the Director of Human Resources or designee: To perform a significant or substantial body of work such as a non-routine project or related to the initiation or cessation of a County function, project or department.

3. Up to Five Years – Shall be approved by the Director of Human Resources or designee:

i. To backfill a regular position, when:

a) An employee is absent because of an extended leave of absence for a medical reason;

b) An employee is absent because of military service; or

c) An employee is absent because of a special duty or other assignment.

- ii. To staff or backfill staff on a clearly defined grant-funded, capital improvement, or information systems technology project.

B. FLSA-exempt special duty assignments shall be made in full-workweek increments, from Saturday through Friday.

C. An employee's special duty assignment will end when management becomes aware that the employee's absence will exceed 30 consecutive calendar days or at the conclusion of a 30-day absence, whichever occurs first.

15.3. Recruitment.

Special duty positions shall be posted, and a selection process will be conducted for special duty assignments. Notice shall be provided to the affected work group or department (if appropriate) at least 10 days prior to filling the position.

A. The County reserves the right to fill with a special duty position while conducting a selection process.

B. If an employee is hired into a regular position and served in a special duty position doing the same or substantially similar work of the regular position within one year of that hire, the employee shall receive credit towards the employee's probationary period for the time served in the special duty role. If the time served in that special duty position was longer than the required probationary period, the employee's probationary period shall be considered served.

C. *The rotation provisions in the Professional and Technical Employees, Local 17 Public Health and Professional and Technical Employees, Local 17 Department of Permitting and Environmental Review Appendices will still apply (CBA Code 060 and CBA Code 040).*

15.4. Pay.

A. An employee on special duty assignment that has a higher top step rate of pay will be placed at the first step of the special duty classification pay range or be paid a flat 5% above the employee's base rate of pay, whichever is higher.

B. If an employee's pay in their base position includes hourly longevity and/or merit pay, such as merit-over-top, pay for the employee's special duty assignment is calculated using the hourly longevity and/or merit pay amount and may result in merit-over-top pay while in special duty.

C. An employee on special duty will continue to advance through the wage steps of their base pay range while on special duty. If the employee is at their top step in the base classification, the employee will advance to the next step of the special duty classification.

D. Special duty pay shall not be considered part of an employee’s base pay rate for purposes of pay rate determination for promotion or reclassification, cash-out of vacation, BT, ESL, or sick leave, or vacation or sick leave donations. If an Employee who served in the Special Duty Assignment is hired into the position, step placement on promotion into a special duty classified position shall be the first step of the position that does not result in a loss of pay the employee was paid when working the special duty position; however, the appointing authority may place the promoted Employee at a higher step when the appointing authority determines this action is warranted based on the criteria set forth in the King County Personnel Guidelines and KCC 3.15.130, as amended.

E. If the special duty assignment is FLSA non-exempt, the employee’s special duty pay will be used for the computation of overtime and compensatory time.

F. When the special duty assignment is completed, the employee’s pay shall revert to the pay rate the employee is eligible to receive under the terms of their Appendix.

G. Compensation, hours of work, and applicable contractual working conditions shall be consistent with the acting (i.e., special duty) union’s collective bargaining agreement from the time the employee is placed in the assignment until the time the employee returns to their base position. Contractual provisions relating to the base position (i.e., reduction in force, and seniority) shall continue to apply during the special duty assignment.

15.5. Paid Leave While on Special Duty.

Paid leave taken while on a special duty assignment shall be at the employee’s special duty pay rate.

15.6. FLSA Status Change.

Below summarizes how compensatory time and executive leave are handled when there is an FLSA status change between the employee’s base position and the special duty assignment:

FLSA Change	FLSA Non-Exempt Base Position to FLSA Exempt Special Duty	FLSA Exempt Base Position to FLSA Non-Exempt Special Duty
Compensatory Leave	Accrued compensatory leave cannot be used when in a FLSA exempt special duty. Any accrued compensatory time will be cashed out prior to starting a special duty assignment that is FLSA exempt.	The employee is eligible to earn compensatory time in lieu of overtime pay while in the FLSA non-exempt special duty assignment pursuant to the terms of the Appendix covering the Special Duty position. Prior to ending the FLSA non-exempt

		special duty assignment, the employee must be paid for any unused compensatory time before returning to the FLSA exempt base position. Payment for the compensatory time will be paid using the special duty pay rate.
Executive Leave	<p>Employees are eligible for executive leave while in a FLSA exempt special duty assignment expected to last at least six months. The Executive Leave award is in accordance with the terms of the Appendix.</p> <p>The employee must use the executive leave by the end of the year it is awarded and before returning to the non-exempt base position. Executive leave cannot be cashed out or carried over to the next calendar year.</p>	The employee must use accrued executive leave while in the special duty assignment and by December 31 of the year in which it is awarded. Executive leave cannot be cashed out or carried over the next calendar year.

15.7. Seniority Accrual. An employee on Special Duty will continue to accrue seniority in their base classification.

ARTICLE 16: CONTRACTING OUT

The County shall not contract out work which the members of the Union have historically performed unless it is required by law or is a business necessity due to an emergency situation or to augment the workforce on a short-term, temporary basis. Except for emergency situations, the County shall provide notice to the Union of its intent to contract out and, upon request, bargain the decision and/or effects of that decision. Except as provided herein, under no circumstance shall the County agree to any long-term or permanent contracting out of bargaining unit work. Nothing in this provision shall limit what the County has historically contracted out, and no jobs will be eliminated due to contracting out.

ARTICLE 17: TLT POSITIONS

Term Limited Temporary (TLT) employees will not be used to supplant regular Full-time Equivalent (FTE) or Career Service positions.

Nothing in this Article is intended to supersede TLT language provided for in the

individual Appendix that is not expressly covered in this Article.

ARTICLE 18: JOB POSTING

18.1. Employees are encouraged to seek advancement within their specific work units, as well as within the County as a whole. All open regular and TLT positions that are represented by the Coalition shall be posted on the County website and in Human Resources, for a minimum of 14 calendar days.

18.2. Special duty job postings will be consistent with Article 15. TLT positions will also be posted as Special Duty opportunities.

18.3. Regular and TLT employees that are represented by the Coalition who meet a positions' minimum qualifications and pass any required test for the position will be given a first interview, either by phone or in person, whichever is applicable in the process.

ARTICLE 19: PUBLIC RECORDS REQUEST

When documents in an individual employee's personnel, payroll, supervisor, training, safety, or medical file are the subject of a public records request, the Employer will provide the employee notice of the request in advance of the intended release date. If the Employer receives a public records request for personal information (RCW 42.56.250(4)) for the entire membership of the Union working for the Employer, the Employer shall notify the Union as soon as possible and prior to the release of the information.

ARTICLE 20: UNION NOTIFICATION

The Department of Human Resources will supply the Union with the following information within approximately five working days of a new employee's date of hire or new Union eligibility:

1. First and last name
2. USPS mail address
3. Home phone or cell phone number (if the employee provides it)
4. Work e-mail address
5. Job classification/title
6. Department
7. Division
8. Work location
9. Date of hire
10. Hourly or salary pay status
11. Rate of pay
12. FTE status (if applicable)

13. Personal e-mail address (if the employee provides it)

ARTICLE 21: UNION ENGAGEMENT

21.1. Steward Training. During each year of this Agreement the Union's principal officer may request that Union stewards be provided with up to one work day of release time without loss of pay to participate in the steward training programs sponsored by the Union.

21.2. The Union shall submit to the Office of Labor Relations and the Division as far in advance as possible, but at least two weeks in advance, the names of those stewards who will be attending training. Time off for these purposes shall be approved in advance by the employee's supervisor. The approval of such time off shall not be unreasonably denied for arbitrary and/or capricious reasons. When granting such requests, the Department/Division will take into consideration operational needs.

21.3. New Employee Orientation (NEO) - Union Presentation. The County agrees to allow the Unions to meet the new bargaining unit employees following hire. Approximately five working days before the Union meets with the employee during the NEO period, a list of names of employees who shall be attending shall be forwarded to the Union.

21.4. Release Time for New Employees. The County shall provide each new bargaining unit employee 30 minutes of paid release time to meet with the Union within the first month of employment.

ARTICLE 22: UNION LEAVE

22.1. Upon written application, a regular employee elected or appointed to a Union office that requires all of their time shall be given a leave of absence without pay from work, normally not to exceed a period of five years. The employee shall not suffer a loss of bargaining unit seniority rights and shall accumulate the same during such leave. Leave may not be approved for more than one employee at a time per Department.

22.2. A regular employee designated by the Union to serve on official Union business that requires a part of their time shall be given a leave of absence without pay from work, provided it can be done without detriment to County services and at least 48 hours written notice is given to the Division. The employee shall not suffer a loss of bargaining unit seniority rights and shall accumulate the same during such leave.

ARTICLE 23: USE OF COUNTY BULLETIN BOARDS & ELECTRONIC DEVICES

23.1. Bulletin Boards. The County agrees to provide bulletin boards in areas accessible to the members for the use of Union officers and stewards to post announcement of meetings, election of officers, and any other Union materials. No materials of a political nature can be posted.

23.2. Electronic Devices. The County will permit Union officers and stewards the use of electronic mail, fax machines, copiers, telephones, video conferencing and similar equipment to communicate regarding Union business related to the County. These communications will be consistent with state law and the County's Acceptable Use of Information Assets Policy, as amended. The communications and the use of the County's equipment and systems must be brief in duration and frequency. In no circumstance shall use of the County's equipment or systems interfere with County operations or result in additional expense to the County. The parties understand and agree there is no guarantee of privacy in the communications described herein and that such communications may be subject to disclosure under the Public Records Act.

ARTICLE 24: REIMBURSEMENT FOR PERSONAL TRANSPORTATION

All employees who have been authorized to use their own transportation on County business shall be reimbursed at the rate established through ordinance by the County Council. King County provides coverage for liability to a third party, and property damage to an employee's personal vehicle, if the use of an employee's personal vehicle was authorized, the employee is traveling during their work day (not commuting), and they were acting in good faith and within the course and scope of their employment.

This does not supersede benefits outlined in the Transportation Article in the Department of Assessments, Public, Professional & Office-Clerical Employees and Drivers, Teamsters Local 763 Appendix (CBA Code 220).

ARTICLE 25: INSURED BENEFITS

The County provides group medical, dental, vision, disability, accidental death and dismemberment, and life insurance plans for regular, probationary, and term-limited temporary employees as provided under the terms of the Joint Labor Management Insurance Committee of Unions "JLMIC" Benefits Agreement. The plan designs, plan features, cost co-share terms and other terms and conditions of the plans are negotiated by representatives of the County and labor organizations that are parties to the JLMIC. All labor organizations that are signatory to this Agreement agree to the JLMIC Benefits Agreement, as amended.

ARTICLE 26: GRIEVANCE PROCEDURE

26.1. Purpose. The County and the Union recognize the importance and desirability of settling grievances promptly and fairly in the interest of continued good employee relations and morale. In furtherance of this objective, the County and the Union will extend every effort to settle grievances at the lowest possible level of supervision.

26.2. No Discrimination. Employees will be unimpeded and free from restraint, interference, coercion, discrimination, or reprisal in seeking adjudication of their grievances.

26.3. Grievance Definition. A grievance is defined as an allegation by either party to this Agreement that a violation of one or more terms of this Agreement (or its Appendices) has occurred.

26.4. Class Action Grievance. Grievances that allege the same violation(s) of the Agreement (inclusive of its Appendices), seeks the same remedy and involve more than one grievant shall, at the union's request, be submitted at STEP 2 as a Class Action Grievance.

26.5. Exclusive Representative. The Union will not be required to press employee grievances if in the Union's opinion, such lack merit. With respect to the processing, disposition and/or settlement of any grievance, including hearings and final decision of any Arbitrator, the Union will be the exclusive representative of the employee. However, if employees also have access to the Personnel Board for adjudicating disciplinary or reclassification grievances, selection by the employee of one procedure will preclude access to other procedures. If the employee chooses to access the Personnel Board for the adjudication of disciplinary or reclassification issues, this decision shall waive the Union's legal obligations for representation, unless the employee and Union mutually agree otherwise. Copies of all written reprimands, suspensions, disciplinary demotions, or discharges shall concurrently be forwarded to the Union.

26.6. Access to Grievance Procedure. Though employees will have no independent unilateral privilege or right to invoke the grievance procedure, an employee's complaint may be presented to their supervisor. If the issue is not resolved, it may be referred to STEP 1.

26.7. STEP 1 - Supervisor/designee- A grievance must be presented in writing by the shop steward or the Union representative within 30 calendar days of the occurrence or employee/Union knowledge of such grievance. The grievance shall be presented to the employee's supervisor or designee and will describe the event or circumstances being grieved, the provision(s) of the Agreement(s) that have allegedly been violated and the remedy sought.

1. The supervisor/designee will meet with the employee and Union representative to discuss the grievance within 15 calendar days of the receipt of the STEP 1

grievance.

2. The supervisor/designee will issue a written decision to the employee and the Union within 15 calendar days following the discussion.

3. If the Union does not pursue the grievance to STEP 2 within 15 calendar days after receiving the supervisor/designee's written decision, the grievance will be precluded from further appeal.

4. Supervisors and managers shall initiate their grievances at STEP 2.

STEP 2 - Director/designee- The grievance will be presented in writing to the director for investigation, discussion, and written reply.

1. The director/designee will meet with the employee and Union to discuss the grievance within 15 calendar days of the receipt of the STEP 2 grievance.

2. The director/designee will issue a written decision to the employee and the Union within 15 calendar days following the discussion.

3. If the Union does not pursue the grievance to STEP 3 within 15 calendar days after receiving the director's/designee's written decision, the grievance will be precluded from further appeal.

STEP 3 - Office of Labor Relations -Labor Negotiator

1. The Labor Negotiator will meet and/or discuss the grievance with the Union within 15 calendar days of the receipt of the STEP 3 grievance.

2. The Labor Negotiator will issue a written decision to the employee and the Union within 15 calendar days following the meeting and/or discussion.

3. If the Union does not pursue the grievance to STEP 4 - Arbitration within 15 calendar days after receiving the Labor Negotiator's written decision, the grievance will be precluded from further appeal.

STEP 4 - Arbitration - Should the decision of the Labor Negotiator at STEP 3 not resolve the matter, the parties may arbitrate the dispute utilizing the process set forth below.

1. Selection Process. The representatives for the parties will select a third disinterested party to serve as an arbitrator. In the event that the parties are unable to agree upon a third party to serve as an arbitrator, then the arbitrator will be selected from a panel of 11 names furnished by Public Employment Relations Commission (PERC) or Federal Mediation and Conciliation Services (FMCS). The arbitrator will be selected from the list by both the County representative and the Union representative each alternately striking a name from the list until only one name remains. Both parties will participate in a coin toss to determine who goes first for the

arbitrator strike process. The remaining name will serve as the arbitrator. The arbitrator's decision will be final and binding upon all parties to the dispute.

2. Arbitrator's Authority Limited. The arbitrator will have no power to add to, subtract from, disregard, modify or otherwise alter any terms of this Agreement, or to negotiate new agreements, but will have the power only to apply and interpret the provisions of this Agreement in reaching a decision.

3. Arbitration Expenses. The arbitrator's fee and expenses will be paid equally by the County and the Union. The court reporter's fee and expenses, if mutually agreed upon in advance, will be paid equally by the County and the Union. Each party will pay the full costs and fees of its representatives, including attorney's fees and the expenses of any witnesses appearing on its own behalf, regardless of the outcome of the arbitration and regardless of the subject matter of the dispute. Adverse County employee witnesses will be granted time off using their own paid leave whenever operationally feasible, with advance notice.

4. Mediation. Any party, at any time during the grievance process, can request mediation as a form of alternative dispute resolution. If mediation is requested, an impartial mediator will be selected by mutual agreement. The parties will preferably mediate the dispute using the King County Office of Alternative Dispute Resolution.

5. Timelines. Timelines under this Article may be extended by mutual agreement in writing, by the parties responsible for addressing the grievance at each step. Unless mutually agreed between the parties responsible for addressing the grievance at each step no grievance step may be bypassed. If the final calendar day falls on a Saturday, Sunday, County recognized holiday or on a day the County is closed for business, the next following normal day of business will be considered the final calendar day.

6. Grievances of Disciplinary Action. Regular employees are subject to a just cause standard for discipline.

(A) Grievances of disciplinary action involving suspension, demotion, or termination shall enter the grievance process at STEP 2.

(B) No other verbal, written performance or counseling documents shall be considered discipline that may be appealed to any level of this process.

(C) The provisions of this Article will not apply to probationary, temporary, provisional and term-limited temporary employees if they are disciplined or discharged because said employees are "at will" and not covered by the "just cause" requirement of this Agreement.

26.8. CLA Interpretation Grievances. The parties share an interest in a consistent interpretation of CLA Articles; therefore, an interpretation of a CLA Article between a Union and a County representative is not binding on the parties unless advanced to the County and Coalition CLA Co-chairs for their concurrence.

A. An interpretation grievance is one that rests on the interpretation of the CLA. It is distinguished from a grievance pertaining to an Appendix or discipline grievance.

B. CLA interpretation grievances may be directly advanced to STEP 3 by agreement of the Labor Negotiator and Union to be addressed by the Co-chairs.

C. The designated County and Coalition Co-chairs will meet monthly, or as needed, to discuss pending grievances. Dates and times will be mutually agreed upon and identified in writing. Co-chair(s) may invite the Union representative(s), Labor Negotiator(s), and County representative(s) involved in the grievances on that meetings' agenda.

D. At the CLA interpretation meeting, the parties will attempt to resolve the grievance. If a resolution to the grievance is not reached, within 15 calendar days of the meeting the parties will clarify their positions in writing so the dispute is clear. Within 15 calendar days following clarification of their respective positions, either party may advance the grievance to STEP 4 (Arbitration).

ARTICLE 27: DISCIPLINE AND SUNSET CLAUSE

27.1. No regular employee shall be disciplined except for just cause (consistent with Article 26.6; STEP 4 (6.)). The County will employ the concept of progressive discipline in appropriate cases. The County's policy is that discipline is corrective rather than punitive in nature. It is understood that there may be egregious cases that may result in discharge, disciplinary transfer, or other disciplinary actions, that do not require corrective action.

A. Performance Improvement Plan (PIP). Employees who are assigned a PIP shall be given a good faith opportunity to complete their PIP before any progressive discipline related to the PIP is issued to the employee, unless there are instances of misconduct or gross performance issues.

B. Letters of Expectations/Memoranda of Counseling. Letters of Expectations or Memoranda of Counseling shall not be included in Personnel Files but may be included in Supervisory files with a copy to the Union.

27.2. Written reprimands, suspensions, demotions, or discharges must be given by registered or certified mail or personally with a written acknowledgment of receipt. Copies of all

written reprimands, suspensions or discharges shall concurrently be forwarded to the Union.

27.3. Letters of reprimand shall not be used for progressive discipline after a period of 18 months from the date of issuance, other than for purposes of showing notice; provided the employee has not been disciplined during the 18 months.

27.4. All time limits set forth in this Section that refer to working days, shall include Monday through Friday and exclude all County recognized holidays.

27.5. Investigations will typically be completed within 90 calendar days after the division or agency director is made aware of a credible allegation of misconduct. The time to complete the investigation may be extended by the division or agency if another agency is investigating the event (e.g., police agency, Ombudsman) or if evidence necessary to complete the investigation is not reasonably available to complete the investigation during the 90 calendar day investigation period. If the investigation time period is extended, the division will notify the employee(s) under investigation and the Union and both will be provided with the basis for the extension and the expected date the investigation will be completed.

A. Written reprimands, notices of intent to suspend, demote or discharge must be executed within 30 calendar days following conclusion of the investigation, unless otherwise mutually agreed to by the parties.

B. Following the County's notice of intent to suspend or discharge, a Loudermill hearing should be offered and a decision made within 30 calendar days of the notice, unless otherwise mutually agreed to by the parties.

Nothing in this article is intended to supersede the Teamsters Local 174 (CBA Code 160) and the Service Employees International Union Local 925 (CBA Code 011) Appendices.

ARTICLE 28: ECONOMIC EQUITY

28.1. Should any non-Coalition bargaining unit within King County reach a more favorable combined general wage increase and benefit funding rate, the Coalition reserves the right to reopen this Agreement to bargain the impacts of that decision.

28.2. This provision will not apply to Sherriff's deputies, Captains or Majors, Marshals, Paramedics, interest arbitration decisions, or to job classifications that receive market based increases.

28.3. If the County can demonstrate that bargaining units outside of the Coalition made economic offsets in negotiations to increase wages or benefits, the reopener will not apply.

ARTICLE 29: COMPENSATION

29.1. Wage Rates General Wage Increase (GWI).

A. The wage rates for 2021 shall be the 2020 rates increased by a GWI of 1.5% effective January 1, 2021.

B. The wage rates for 2022 shall be the 2021 rates increased by a GWI of 3% effective January 1, 2022.

C. The wage rates for 2023 shall be the 2022 rates increased by a GWI of 3% effective January 1, 2023. The parties acknowledge that this Agreement (to include the CLA and the participating Union's Appendix) must be ratified by the participating Union membership prior to July 8, 2022 in order to effectuate an additional 1% GWI, for a total of 4% GWI to be applied effective January 1, 2023 to the 2022 wage rates. These timelines may be extended by mutual agreement by the Parties during negotiations over their respective Appendix.

D. The wage rates for 2024 shall be the 2023 rates increased by a GWI of 3% effective January 1, 2024. The parties also acknowledge that this Agreement (to include the CLA and the participating Union's Appendix) must be ratified by the participating Union membership prior to July 8, 2022 in order to also effectuate an additional 1% GWI, for a total of 4% GWI to be applied effective January 1, 2024 to the 2023 wage rates. These timelines may be extended by mutual agreement by the Parties during negotiations over their respective Appendix.

29.2. Union Bonus. A sliding scale bonus, less mandatory deductions, will be paid to all employees in their base position who are represented by the Unions signatory to this Agreement on or after January 1, 2021 and before December 31, 2021, who were not terminated for cause during 2021, according to the following:

Employee Base Annual Pay (based on 2020 salary schedule) (Excludes all add-to-pays)	Bonus Amount
<\$100,000	\$4000
\$100,000-\$125,000	\$2000
>\$125,000	\$1000

A. Retirees, laid off or deceased employees are eligible for the full bonus in the table above.

B. For Inactive 2021 Employees, a bonus, less mandatory deductions, will be paid to employees in their base position who are represented by the Unions signatory to this Agreement as follows:

- Both parties to agree on list of eligible employees
- Remove agreed status codes (VSP, Settlement, Term for Cause, No Notice, etc.)

- Must have worked two weeks (14 calendar days) in 2021
- Worked less than six months (14 to 182 calendar days) – Bonus Amount: \$500
- Worked more than six months (more than 182 calendar days) – Bonus Amount: \$1000

29.3. New employees will be automatically enrolled in the Deferred Compensation Program according to the following terms: three percent (3%) of gross wages, inclusive of add-to-pays and overtime, will be withdrawn from each paycheck on a pre-tax basis with an option to also enroll in annual auto increases every January 1st. While the open enrollment process will default to the auto-enrollment for deferred compensation, employees have the option to “opt out” at any time during open enrollment. They may also opt out of the program at any other time after they have enrolled.

29.4. Step Progression. Effective January 1, 2021, step progression between steps 1 and 10, or the steps as provided under the Appendix, will not be based on merit, performance, or performance evaluations.

ARTICLE 30: SAVINGS CLAUSE

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted state or federal legislation or by any decree of a court of competent jurisdiction, such invalidation of such part or portions of this Agreement shall not invalidate the remaining portions thereof; provided, however, upon such invalidation, the parties agree to meet and negotiate such parts or provisions affected. The remaining parts or provisions shall remain in full force and effect.

ARTICLE 31: SICK LEAVE²

31.1. Comprehensive leave eligible employees shall accrue sick leave benefits at the rate of 0.04616 hours for each hour in paid status excluding overtime up to a maximum of 3.6928 hours per bi-weekly pay period. There shall be no limit to the number of sick leave hours that an employee eligible for comprehensive leave benefits may accrue and carry over from year-to-year.

A. Short-term temporary employees shall accrue sick leave at the rate of 0.025 hours for each hour in pay status. Short-term temporary employees may carry over 40 hours of unused sick leave to the following calendar year. At the end of the pay period that includes

² This article does not apply to employees with benefit time (BT)

December 31, all accrued sick leave over 40 hours will be forfeited.

B. All employees shall accrue sick leave from their date of hire.

C. The employee is not entitled to use sick leave until after it appears on the employee's pay advice. During the first six months of service in a leave eligible position, employees eligible to accrue vacation leave may, at the supervisor's discretion, use accrued vacation days as an extension of sick leave.

31.2. Separation from or termination of County employment except by reason of retirement or layoff due to lack of work, funds, efficiency reasons or separation for medical reasons, shall cancel all sick leave accrued to the employee as of the date of separation or termination. Should the employee resign, in good standing, be separated for medical reasons or be laid off and return to County employment in a leave eligible position within two years, accrued sick leave shall be restored.

A. Employees eligible for comprehensive leave benefits who have successfully completed at least five years of County service and who retire as a result of length of service or who terminate by reason of death shall be paid, or their estates paid for as provided for by RCW Title 11, as applicable, an amount equal to 35% of their unused, accumulated sick leave multiplied by the employee's base rate of pay plus merit and/or hourly longevity pay, if applicable, in effect upon the date of leaving County employment, less mandatory withholdings. Retirement, as a result of length of service means an employee is eligible, applies for and begins drawing a pension from PERS, PSERS or the City of Seattle Retirement Plan immediately upon terminating County employment. If a retiree who cashes out their sick leave is rehired, that employee is not entitled to have any sick leave restored.

31.3. If the injury or illness is compensable under the County's workers compensation program, then the employee has the option to augment or not augment wage replacement payments with the use of accrued sick leave.

31.4. An employee who has exhausted all of their sick leave may use accrued vacation leave before going on a leave of absence without pay, if approved by their appointing authority.

31.5. Paid sick leave may be used for the following reasons:

A. For self-care or to care for a family member:

- 1.** Due to a mental or physical illness, injury, or health condition,
- 2.** To obtain medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions, or
- 3.** To receive preventative care.

- B.** For absences that qualify for leave under the Domestic Violence Leave Act, RCW 49.76.
- C.** In the event the County facility the employee works in is closed by a public official for any health-related reason, or when an employee's child's school or place of care is closed by a public official for a health-related reason.
- D.** To increase the employee's or a family member's safety, when the employee or the employee's family member has been a victim of trafficking under RCW 9A.40.100.
- E.** For family and medical leave available under federal law, state law or County ordinance.
- F.** Employee's exposure to contagious diseases and resulting quarantine.

31.6. For purposes of paid sick leave, a "family member" is:

- A.** A spouse or domestic partner,
- B.** A child, including a biological, adopted, foster child, a stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian or is a De Facto parent, regardless of age or dependency status, or the child of the employee's domestic partner,
- C.** The parent of an employee, employee's spouse, or employee's domestic partner. Parent includes, biological, adoptive, de facto, foster, stepparent, legal guardian, or a person who stood or stands in loco parentis to the employee, employee's spouse, or employee's domestic partner.
- D.** A grandparent, grandchild, or sibling.

31.7. An employee injured on the job may not simultaneously collect sick leave and workers' compensation payments in a total amount greater than the regular pay of the employee, though an employee who chooses not to augment the employee's workers' compensation time loss pay through the use of sick leave shall be deemed on unpaid leave status.

A. An employee who chooses to augment workers' compensation payments with the use of accrued sick leave shall notify the workers' compensation office in writing at the beginning of the leave. Absent such notification, sick leave will automatically be used to supplement such payments except where prohibited.

B. An employee may not collect sick leave and workers' compensation wage replacement pay for physical incapacity due to any injury or occupational illness that is directly traceable to employment other than with the County.

31.8. Verification of sick leave use is pursuant to RCW 49.46.210 and County policy, procedures and guidelines.

ARTICLE 32: VACATION LEAVE³

32.1. Comprehensive leave eligible employees shall be granted vacation with pay as follows:

Months of Service	Current Hourly Accrual Rate	Approximate Days/Year
0	0.04620	12.01200
60	0.05770	15.00200
96	0.06160	16.01600
120	0.07700	20.02000
192	0.08080	21.00800
204	0.08470	22.02200
216	0.08850	23.01000
228	0.09240	24.02400
240	0.09620	25.01200
252	0.10010	26.02600
264	0.10390	27.01400
276	0.10780	28.02800
288	0.11160	29.01600
300	0.11540	30.00400

Nothing in this Section is intended to supersede the vacation accrual tables/vacation caps in Appendices for Prosecuting Attorney's (CBA Codes 115 and 370), Department of Public Defense (CBA Codes 462 and 465), WSCCCE, Council 2 CASA (CBA Code 458), Teamsters Local 174 (CBA Code 160, Section 5.2), and Operating Engineers (CBA Code 351, Section 8.1.1).

32.2. For employees employed prior to January 1, 2018, maximum annual vacation leave accrual is 480 hours for employees working the 40-hour work week and 420 hours for employees working the 35 hour work week.

A. Vacation accrual rates for an employee who works other than the full-time schedule standard for their work unit shall be prorated to reflect their normally scheduled work

³ This article does not apply to employees with benefit time (BT)

week.

B. Comprehensive leave eligible employees shall accrue vacation leave from their date of hire in a benefit eligible position.

C. Comprehensive leave eligible employees may use vacation leave hours in the pay period after they are accrued. Employees who leave County employment prior to successfully completing their first six months of County service shall forfeit their vacation leave hours and are excluded from the vacation payoff provisions contained in this Agreement.

D. No employee eligible for leave shall work for compensation for the County in any capacity during the time that the employee is on vacation leave.

E. In cases of separation from County employment by death of an employee with accrued vacation leave who has successfully completed their first six months of County service in a comprehensive leave eligible position, payment of unused vacation leave up to the maximum accrual amount shall be made to the employee's estate, or, in applicable cases, as provided for by state law, RCW Title 11.

F. If an employee resigns from a full-time regular or part-time regular position or is laid off and subsequently returns to County employment within two years from such resignation or layoff, as applicable, the employee's prior County service shall be counted in determining the vacation leave accrual rate.

G. Comprehensive leave eligible employees shall be paid for accrued vacation leave to their date of separation up to the vacation accrual cap, if they have successfully completed their first six months of County service and are in good standing (e.g., not terminated for cause or resigned in lieu of discharge). Payment shall be the accrued vacation leave multiplied by the employee's base rate of pay, plus merit, and/or hourly longevity pay, if applicable, in effect upon the date of leaving County employment, less mandatory withholdings.

H. Effective January 1, 2018, new comprehensive leave eligible employees will be capped at 320 hours of vacation leave for employees working a 40-hour work schedule. Employees not working a 40-hour schedule hired before January 1, 2018, including TLT's, will retain their vacation cap.

I. *Vacation bidding, and/or the manner in which vacation leave is approved, shall be governed by the individual Appendix.*

ARTICLE 33: WORKING OUT OF CLASS

33.1. Working-out-of-classification occurs when an employee in a regular position is

temporarily assigned the duties of a higher paid classification for less than 30 consecutive calendar days. Employees working-out-of-classification may not be required to perform all the responsibilities of the higher-level classification, and therefore may continue to perform some of the responsibilities of their base position.

33.2. Working-out-of-classification assignments must occur in full day/shift increments.

33.3. While working-out-of-classification, the employee will receive a 5% working-out-of-classification pay premium. Any overtime earned while working-out-of-classification will include the 5% premium. Paid leave (e.g. vacation, sick, executive leave, bereavement) while working-out-of-classification shall be at the rate of the employee's base position (without the 5% pay premium).

33.4. If a working-out-of-classification assignment exceeds 29 consecutive calendar days, the assignment will be converted prospectively to a special duty assignment.

ARTICLE 34: TRANSPORTATION BENEFITS

Eligible employees will receive the transportation benefits provided in King County Code.

ARTICLE 35: LEAVE FOR EXAMINATIONS

Employees eligible for comprehensive leave benefits shall be entitled to necessary time off with pay for the purpose of taking County qualifying or promotional examinations. This shall include time required to complete any required interviews.

ARTICLE 36: ORGAN DONOR LEAVE

36.1 Comprehensive leave eligible employees shall be granted leave for organ donation in accordance with King County Code 3.12.215, as amended.

A. Comprehensive leave eligible employees who are voluntarily participating as donors in life-giving or life-saving procedures such as, but not limited to, bone marrow transplants, kidney transplants, or blood transfusions to take five (5) days paid leave without having such leave charged to family leave, sick leave, vacation leave or leave of absence without pay; provided that the employee shall:

1) Give the manager/designee reasonable advance notice of the need to take time off from work for the donation of bone marrow, a kidney, or other organs or tissue where there is a reasonable expectation that the employee's failure to donate may result in serious illness, injury, pain or the eventual death of the identified recipient.

2) Provide written proof from an accredited medical institution, organization or individual as to the need for the employee to donate bone marrow, a kidney, or other organs or tissue or to participate in any other medical procedure where the participation of the donor is unique or critical to a successful outcome.

3) Time off from work for the purposes set out above more than five (5) working days shall be subject to existing leave policies under this Agreement.

ARTICLE 37: UNION MEMBERSHIP

37.1 Upon authorization by an individual employee to the Union, the County shall provide for payroll deductions of union dues, initiation fees, assessments, and other fees as certified by the Union including COPE (or similar funds).

37.2 The Union shall have the option to transmit to DHR, by the cut-off date for each payroll period, the name and Employee ID number of Employees who have, since the previous payroll cut-off date, provided authorization for deduction of dues and/or COPE, or have changed their authorization for payroll deductions.

37.3 The County shall honor the terms and conditions of each employee's union membership and payroll deduction authorization(s).

37.4 The County, including its officers, supervisors, managers and/or agents, shall remain neutral on the issue of whether any bargaining unit employee should join the Union or otherwise participate in Union activities.

37.5 An employee may revoke their authorization for payroll deductions of payments to their union by written notice to the union in accordance with the terms and conditions of their membership authorization. Every effort will be made to end the deductions effective on the first payroll, and not later than the second payroll, after receipt by the County of confirmation from the union that the terms of the employee's authorization regarding dues deduction revocation have been met.

37.6 The County will refer all employee inquiries or communications regarding union membership to the appropriate union.

37.7 The Union shall, only as to deductions made from members of its bargaining unit, indemnify, defend and save the County harmless against any claim, demand, suit or other form of liability asserted against it as it relates to such deductions. If requested by the Union in writing, the County will surrender any such claim, demand, suit or other form of liability to the Union for defense and resolution.

ARTICLE 38: LAYOFF TASK FORCE

38.1. King County and the King County Coalition of Unions share a common interest in advancing equity and anti-racism in collective bargaining agreements for the King County workforce. This interest stems from the recognition that legacy rules reflect intentional and unintentional bias against people of color.

38.2. To meet this interest, the parties will convene a joint labor-management Task Force to study options for reflecting the County's anti-racism values in the layoff article of the Coalition Labor Agreement (CLA). The joint Task Force shall be made up of equal numbers of labor representatives, as determined by the Coalition, and representatives of King County, and shall contain no more than 12 individuals total.

38.3. The Task Force shall meet no less than once a month, commencing within 30 days of full mutual ratification of the CLA.

38.4. The Task Force shall provide a written report to the management and labor co-chairs for Coalition bargaining, with recommendations for how the parties can advance equity, no later than December 31, 2022, or later, by mutual agreement. The management and labor CLA co-chairs will meet before the commencement of successor CLA negotiations to discuss the parties' interests relative to these recommendations.

ARTICLE 39: EQUAL EMPLOYMENT OPPORTUNITY

39.1. The County and the Union shall not unlawfully discriminate against any individual employees with respect to compensation, terms, conditions or privileges of employment by reason of sex, race, color, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, age except by minimum age and retirement provisions, status as a family caregiver, military status or status as a veteran who was honorably discharged or who was discharged solely as a result of the person's sexual orientation or gender identity or expression.

ARTICLE 40: TELECOMMUTING

40.1. For Executive Branch employees, the County will administer employee requests for alternative work schedules and telecommuting in accordance with its policies, as amended. Requests for alternative work schedules and/or modified telecommuting arrangements by employees will not be unreasonably denied. If any request is denied it will be denied in writing

and state the business reason for the denial.

40.2. The parties commit to negotiating in good faith over any and all changes to the Telecommuting Policy that involve mandatory subjects of bargaining moving forward during the life of this Agreement.

ARTICLE 41: DURATION

This Agreement and each of its provisions (including Appendices) shall be in full force and effect, applied prospectively, following full and final ratification by each of the parties, unless a different effective date is specified for the provision. This Agreement covers the period of January 1, 2021 through December 31, 2024.

NON-SUPERSEDING CLA ARTICLES

ARTICLE 42: SAFETY GEAR AND EQUIPMENT ALLOWANCE

42.1. Where the division requires employees to wear safety footwear that meets ANSI standards said employees will receive up to total of two hundred dollars (\$200.00) per calendar year, per employee, in accordance with the division's policy and procedures.

42.2. Personal Protective Equipment (PPE) — the department/agency shall provide each employee with required PPE equipment and replace same as needed. The County will determine what constitutes protective safety wear based on job assignment.

ARTICLE 43: AFTER HOURS SUPPORT

43.1. After Hours Support (AHS) is off duty time during which hourly employees may be required to be on standby ready and able to report to work, called-out to report back to their workplace, or technical call out to work remotely through technological means and is not required to report back to the workplace.

A. Standby.

1. Each division director/designee will maintain a written list of all staff who have been designated for standby.

2. Employees will be given ten business days' notice, in writing, of their designation to standby, or of schedule changes.

3. Written notice may be waived by written mutual consent between division director/designee and employee.

4. Standby schedules will be posted in a place visible to all employees in that work group.

5. In instances where the County, due to emergency or business reasons, must terminate or modify the standby schedule, the division will provide as much notice of schedule change as practicable.

6. Equipment: The County will provide all assigned After Hours Support staff with a two-way electronic device when working After Hours Support.

7. Employees will be paid ten percent of their base hourly rate for all hours on standby.

B. Physical Call-Out (PCO).

1. A minimum of four (4) hours at the overtime rate (inclusive of travel and time actually worked) shall be given for each call-out when the employee is required to report back to their workplace; except, if the PCO is within four hours of their shift start time, the employee will only be paid for the actual hours at the overtime rate. If the PCO exceeds the initial four hours, the actual hours worked shall be at the overtime rate of the employee's base hourly pay rate except if such time coincides with the employee's work shift in which case the employee will be paid their regular base hourly rate of pay.

2. An employee who has a County vehicle and can report directly to a work location and is not required to report to their workplace, will be paid two hours of overtime. If the PCO exceeds the initial two) hours, the actual hours worked will be paid at the overtime rate except if such time coincides with the employee's work shift, in which case the employee will be paid their regular base hourly rate of pay.

3. Parking expenses shall be reimbursed on presentation of a receipt, if an employee is called out to a work location outside of the employee's regular working hours.

C. Technical Call-Out (TCO). Employees will be paid a ten-minute minimum or the actual number of minutes worked, whichever is greater, at the appropriate overtime rate of pay. Subsequent call outs within the same ten-minute period will not receive additional compensation until after that period has expired.

43.2. If an employee is called to perform a TCO and it is determined they will need to perform a PCO, the provisions for the PCO will prevail.

ARTICLE 44: TRAINING AND LICENSING/CERTIFICATION

44.1. The County shall pay for any certification/license (except for driver's licenses),

continuing education, and training that is required by the County for the position. This includes necessary release time that is preapproved.

44.2. The County will reimburse the cost of an employee maintaining their Commercial Driver's License (CDL) endorsement(s) (also called Commercial Driver's License Renewal) if the position is required to have a CDL endorsement(s). Driver's license renewal fees, or CDL endorsement fees that are not required by the County for the position will not be reimbursed.

ARTICLE 45: PARKING

45.1 Employees will not be required to pay to park at the County's Goat Hill, King Street Center or CFJC parking garages through December 31, 2021. Beginning January 1, 2022, employees will be required to pay for parking at the employee parking rates established as of March 15, 2020 for the Goat Hill and King Street Center garages, unless mutually agreed upon by the Labor-Management Safety Subcommittee currently meeting and sponsored by Chief People Officer, Whitney Abrams.

45.2 Effective January 1, 2022, employees will be required to pay \$10 per month for parking in the CFJC parking garage; except, when the employee is using their personal vehicle for County business for the day in which case they shall be reimbursed for the parking cost(s). Employees who are assigned or report to CFJC during 2022 will receive a one-time lump sum of \$500, less mandatory withholding, to be paid on the first pay period that includes January 1, 2023. Effective in the first quarter of 2022, the parties agree to establish a JLMC to develop and implement improvements in transportation for employees working at the CFJC.

ARTICLE 46: WAIVER AND COMPLETE AGREEMENT

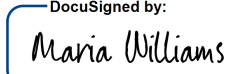
46.1. Waiver. The parties acknowledge that each has had the unlimited right within the law and the opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. Unless otherwise agreed by the parties, all letters, agreements, and understandings in effect prior to the effective date of this Agreement are deemed null and void with the effective date of this Agreement.

46.2. Modifications. For the duration of this Agreement, the County and the Union may, with mutual consent, negotiate modifications, including additions, deletions, and changes, to the terms of this Agreement. No modification will become effective without a written agreement, signed by both the County and the Union(s) that defines the specifics of the modification.

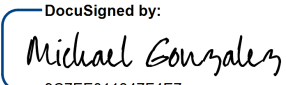
APPROVED this 26 day of August, 2022.

By:  DocuSigned by:
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King County Executive

For The King County Coalition of Unions:

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8/5/2022
Date
Maria Williams, Union Representative
Coalition Co-Chair
Teamsters, Local 117

For The King County Coalition of Unions:

 DocuSigned by:
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8/8/2022
Date
Michael Gonzales, Senior Business Agent
Coalition Co-Chair
Teamsters Local 174

MEMORANDUM OF AGREEMENT
BY AND BETWEEN
KING COUNTY
AND
KING COUNTY COALITION OF UNIONS
REPRESENTING
KING COUNTY ADMINISTRATIVE SUPPORT CLASSIFICATIONS

UNDER THE COALITION LABOR AGREEMENT

Subject: Longevity/Incentive Pay for Administrative Support Classifications

WHEREAS, the King County Coalition of Unions (Coalition) represent certain Coalition administrative support classifications; and

WHEREAS, King County (County) and the Coalition have entered in to an agreement to provide merit pay to certain administrative support classifications;

Now THEREFORE, the parties have agreed as follows:

1. The terms set forth in this Agreement shall apply to all positions which are in the following classifications and which are currently represented by labor organizations in the Coalition covered under the terms and conditions of the Coalition Labor Agreement:

Fiscal Specialist 1 – 4
Administrative Specialist 1 – 4
Customer Service Specialist 1 – 4
Technical Information Processing Specialist 1 – 4
Administrative Office Assistant
Public Health Administrative Support Supervisor
Administrative Staff Assistant
Payroll Specialist

The classifications referenced under this section shall be referred to as “Coalition administrative support classifications” and shall not include positions covered by Coalition bargaining units eligible for interest arbitration.

2. Regular employees in Coalition administrative support classificationsshall be eligible to receive a longevity-merit award under this Agreement, as outlined under Subsection A, or the merit pay as provided under KCC 3.15.020(C)(3) and as administered under King County Performance Appraisal and Merit Pay System as outlined under Subsection B, but not both. Existing bargaining units that have elected their preferred option as defined in Subsection A or Subsection B as a group as part of these negotiations and that selection will remain in effect for the duration of this Agreement.

A. Longevity-Merit Pay. Existing bargaining units with eligible employees who have elected this plan will receive a wage increase of 1.5% above Step 10 upon completing 15 years of service with the County, and a 3.0% increase (not cumulative with the 1.5% increase after 15 years) above Step 10 upon completing 20 years of service with the County; provided, however, that an employee is eligible for the above Step 10 premium only if they receive at least a 3.25 rating on the prior year’s performance evaluation. For purposes of this provision, years of service shall be based on the employee’s Adjusted Service Date as that term is defined in the King County Personnel Guidelines. The requirement that the employee earn at least a 3.25 rating on the performance evaluation shall be waived for any year in which the employee did not receive a performance evaluation prior to the start of the calendar year. There shall be no limit or quota on the number of employees eligible to receive this wage premium above Step 10.

B. Merit Pay. It is the parties' intent to not simultaneously provide employees with both: a) the wage premiums referenced in Subsection A of this Agreement, and b) an above-top-step merit premium program. Therefore, existing bargaining units with employees which have eligibility for above-top-step merit pay as provided under KCC 3.15.020(C)(3) and as administered under the King County Performance Appraisal and Merit Pay System under their appendix, that have elected as a group to be covered by the Merit Pay System, are not eligible for longevity-merit pay under Subsection A of this Agreement; however, such bargaining units have elected to forgo above-top-step merit for their members who are part of the Coalition in order for those members to be eligible for the longevity-merit pay under Subsection A of this Agreement. This provision would give employees who are covered by these administrative support coalition negotiations the option of: a) continuing to receive above-top-step merit pay they have access to under their respective bargaining unit's existing collective bargaining agreement, or b) receiving the wage premium under Subsection A of this Agreement.

C. For newly formed bargaining units, employees must elect their preferred option (as defined in Subparagraph A and Subparagraph B above) and as a group and must indicate their selection within 60 days from formation of a bargaining unit, and that selection will remain in effect for the duration of this Agreement. Employees who do not have the merit pay provision under their appendix shall only be eligible for longevity-merit pay under Subparagraph A.

D. For employees who participate in the Western Conference of Teamsters Pension Trust ("WCTPT") plan, longevity-merit pay and merit pay is calculated on their base salary including the County's contribution on their behalf to the WCTPT and excluding any add-to-pays they are eligible to receive. All terms and conditions of the "000U0513 MOA" regarding Process for calculating Longevity Pay for the Administrative Coalition bargaining units that participate in the Western Conference of Teamsters Pension Trust shall apply.

5. This Agreement fully satisfied the parties' bargaining obligations with respect to wages for any and all Coalition Administrative Support Positions through December 31, 2013. The parties agreed to bargain a successor agreement on wages in coalition utilizing the same process as was agreed to in these negotiations (see September 30, 2008 "Ground Rules for King County Administrative Support Coalition Bargaining") with the additional agreement that any market surveys conducted for those negotiations will be based on the following list of jurisdictions:

1. Snohomish County
2. Pierce County
3. City of Seattle
4. City of Bellevue
5. City of Tacoma
6. City of Everett
7. City of Redmond
8. City of Renton
9. City of Kent
10. Port of Seattle

6. This Agreement shall remain in effect through December 31, 2024.

**MEMORANDUM OF AGREEMENT
BY AND BETWEEN
KING COUNTY
AND
THE KING COUNTY COALITION OF UNIONS**

Subject: Cross-Jurisdictional Special Duty Assignments

Introduction:

The purpose of this Memorandum of Agreement by and between the King County Coalition of Unions (the Coalition) and King County (the County) is to memorialize an agreement reached between the parties regarding cross-jurisdictional “special duty (SD)” assignments. Recognizing that cross-jurisdictional SD assignments will continue to occur in King County, the parties have worked collaboratively to establish applicable rules relating to representation issues presented by these assignments.

Agreement:

The parties agree to the following:

1. King County Notification: The County will provide the affected unions a monthly list of all cross-jurisdictional SD assignments approved for a duration of greater than six months.

2. Pay Progression in SD Assignments: Step progression is governed by the terms of the base union’s collective bargaining agreement (CBA), Coalition Labor Agreement (CLA) or personnel policies if the assignment is in a non-represented position, as appropriate. Although current practice regarding pay progression in special duty assignments is not changed by this Agreement.

3. Payment of Union Dues:

a. For assignments limited in duration to six months or less, the employee shall continue to be represented by the base union and continue to pay dues to the union representing the employee’s base classification.

b. For assignments greater than six months in duration, the employee will temporarily cease paying dues to the base union and will pay dues to the union representing the assignment (special duty union). Dues payment shall be consistent with the CLA, from the time the employee is placed in the assignment until the employee returns to their regular assignment. In this circumstance, the employee will not pay dues to the base union during the assignment, unless the employee chooses to pay dues to both unions. The participating unions shall waive initiation fees. If the assignment is initially approved for six months or less, but is extended beyond six months, the employee will begin paying dues to the special duty union once the assignment extends beyond six months.

c. For assignments wherein a non-represented employee is assigned to a position that is represented, the same rules as in a and b will apply.

d. For assignments wherein a represented employee is assigned to a position that is not represented, the employee will continue to pay dues to and be represented by the base union as provided under the following sections.

4. Standing and Seniority: Members will remain “in good standing” consistent with the Local Union Bylaws when dues payments are waived by the base union due to an assignment which exceeds six months. Employees’ seniority rights and standing with their base unions will be governed by the relevant base union’s CBA.

5. Duty of Representation: The unions agree that, should a representational need arise during the assignment, all representational obligations will lie with the union to which the member is working in an assignment; except, the base union will continue to be responsible for representation in the areas of seniority, layoff and bumping, and discipline. In cases where a represented employee is assigned to an assignment in a position that is not represented, the employee will continue to be represented by the base union in the areas of seniority, layoff and bumping, and discipline. The union that represents the assignment will represent the employee in all other areas including, but not limited to, wages and working conditions. An employee working in a non-represented assignment will be governed by the personnel policies.

6. Grievance: Cross-jurisdictional union issues are not grievable under either the base union’s or the special duty union’s CBA. If there is a dispute between the unions or between the employee and union(s) about dues, the unions will work to resolve the dispute and will involve the King County Alternative Dispute Resolution (ADR) Program or the Public Employment Relations Commission (PERC), as necessary.

7. Pension Trusts:

A. When an employee who is covered by a pension plan is assigned to a special duty assignment outside of the bargaining unit, their wage reductions/contributions to the pension shall cease. The exception shall be when an employee is assigned to work in a bargaining unit that also provides for a pension plan, in which case the employee will pay into the pension at the negotiated rate for that bargaining unit. The employee’s wage reductions/contributions to the pension shall resume when the employee is restored to their position within the bargaining unit.

B. When an employee who is not covered by a pension plan is assigned to a special duty assignment in a bargaining unit that is covered by pension benefits, the employee shall not be eligible for trust contributions. If the employee eventually hires into the special duty job as a regular employee, they shall be eligible for pension benefits on a prospective basis.

C. The pension trust contributions of an employee assigned to a special duty assignment, whose base assignment or special duty assignment is eligible for Western Conference of Teamsters Local 117 pension trust participation under the applicable CBA, will be governed by the terms of the applicable Memorandum of Agreement (000U0110_Local 117) between King County and Teamsters Local 117 that outlines the requirements for pension trust employee payments/participation for the bargaining unit.

MEMORANDUM OF AGREEMENT
Between
KING COUNTY
And
KING COUNTY COALITION OF UNIONS

Subject: Compensation Settlement for Implementation of Retroactive Increases

Agreement:

1. Retroactive payment of the GWI for 2021 and 2022 (“Contract Settlement GWI”) shall be made to all employees represented by the Coalition of Unions as follows:

A. Retroactivity will be issued to all employees who are employed by the County on the first day of the first pay period following full and final ratification of the CLA,

B. Retroactivity will be issued to all employees who retired or separated in 2021 or 2022.

C. Retroactivity will be issued to all employees who accepted another job in King County not represented by the Coalition and are still employed with the County on the first day of the first pay period following full and final ratification of the CLA.

D. Some TLT and regular employees who were represented by a Coalition Union in 2021 were non-represented between 12/31/21 and 4/30/22 without a break in service. By Ordinance they met the eligibility requirements to receive a one-time retention bonus of 1.5% of their gross King County wages in 2021 (excluding any imputed income). The parties agree that employees who received the one-time retention bonus of 1.5% for non-represented employees, shall not be eligible for any retroactive 1.5% GWI payments for 2021 upon ratification of this Agreement.

E. Employees who resign or are terminated prior to the first day of the first pay period following full and final ratification of the CLA shall not receive a retroactive payment.

2. All other provisions of the 2021-2024 CLA shall be implemented prospectively on the first day of the first pay period after the Ordinance following adoption of this Agreement by the King County Council and shall not be applied retroactively, unless otherwise specified. Non-retroactive provisions include, but are not limited to, changes to any compensation (e.g., pay premiums, salary increases, special allowances), changes in hours and working conditions.

3. The Contract Settlement GWI will be applied to all 2021 and 2022 retro pay eligible earnings consistent with the pay codes that were adjusted by the GWI when the 2019-2020 Total Compensation agreement was implemented. Ineligible earnings include adjusted earnings for prior periods outside the retroactive period, grievance settlements, prior retroactive payments, tool allowances, fixed rate pay premiums that have not increased, L&I payments, and hours coded as no pay or as absent without leave. Special duty and work-out-of-classification premiums shall be adjusted by the GWI but shall not be recalculated from the base position for which the premium rate was derived from.

MEMORANDUM OF AGREEMENT
Between
KING COUNTY
And
KING COUNTY COALITION OF UNIONS

Subject: Joint Childcare Trust

Agreement:

1. The Joint Committee overseeing the Child Care Fund pilot for 2020-2021 shall assess the utilization of these funds to determine employee need going forward.

A. Within 30 days of the CLA being ratified by all parties, a meeting shall be held between King County Coalition of Unions representatives and King County representatives to explore establishing a Joint Childcare Trust (“Trust”). The parties shall meet on a semi-monthly basis. This group will be considered the Childcare Trust Joint Committee.

B. Upon mutual agreement of the parties, effective January 1, 2022, the parties shall reopen all applicable provisions of this MOU to discuss and determine the funding mechanism for the childcare benefit by no later than March 31, 2022. Once a Trust has been legally established, all contributions shall be transferred to the Trust.

C. Assuming establishment of a Childcare Trust by King County is feasible, the parties shall work diligently to execute a Trust agreement and all associated legal documents, as soon as possible. All decisions related to the Trust shall be mutually agreed to by the Joint Committee, and all decisions of the Joint Committee shall be final. The Joint Committee shall consist of an equal number of representatives from the Employer and the King County Coalition of Unions.

Coalition Labor Agreement (CLA) - Appendix for 156
Agreement Between King County
And
International Brotherhood of Teamsters Local 117
Wastewater Treatment Division, Professional & Technical and Administrative Support -
Department of Natural Resources & Parks

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ATTACHMENT 1: MOA 000U0321 GREEN WHERE WE WORK (GWWW) INITIATIVE

**AGREEMENT BETWEEN
KING COUNTY
AND
INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL UNION NO. 117
REPRESENTING
THE PROFESSIONAL & TECHNICAL AND ADMINISTRATIVE SUPPORT
BARGAINING UNITS IN
WASTEWATER TREATMENT DIVISION
KING COUNTY DEPARTMENT OF NATURAL RESOURCES AND PARKS**

DEFINITIONS

Definitions that apply to this Agreement are found under KCC 3.12.010. Where there is a difference between the Code definition and a definition below, the Code will prevail. In addition to Code definitions, below are additional definitions that pertain solely to this Agreement. If a County Code definition change is made that affects this Agreement, the County agrees to bargain the effects of the change as required by law.

Comprehensive Benefit Eligible Employee - Regular, provisional, probationary and term-limited temporary employees are eligible for insured benefits (e.g. medical, dental, life), paid and unpaid leaves as provided under the terms of this Agreement.

Business Teams - The work groups assigned by management to plan, monitor, evaluate, and carry out work assignments and operational standards within their area of responsibility.

Emergency - An unforeseen circumstance or combination of circumstances or the resulting state that calls for immediate action.

Salaried Employee - An employee who occupies a position that is exempt from FLSA overtime pay requirements (also referred to as FLSA exempt employee).

Full-time Employee - An employee normally scheduled to work forty (40) hours per week or one who works an alternative work schedule recognized as equivalent to a forty (40) hour week.

Good Standing - An employee who leaves the County other than being terminated for cause if a regular employee or for misconduct if a temporary employee.

Hourly Employee - An employee who occupies a position that is covered by the FLSA overtime requirements (also referred to as FLSA non-exempt employee).

Opening - A vacancy the County has determined should be filled.

Part-time Employee - An employee normally scheduled less than forty (40) hours per week.

Regular Employee - A career service employee.

Special Duty Assignment - A temporary appointment of a regular employee to perform work in a higher paid position.

Temporary Employee - Includes probationary, provisional, short-term and term-limited employees.

Transfer - Movement of an employee from one position and/or job assignment to another within the same classification or different classification with the same pay range as the former classification.

Vacancy - An unfilled FTE position.

PREAMBLE

This Agreement is the result of good faith negotiations between King County (the County) and the Teamsters Local Union No. 117 (the Union).

This document establishes a framework within which the County and the Union can achieve our joint mission to efficiently and effectively operate and maintain the public's wastewater treatment system while providing a high quality work environment. Both parties agree that this Agreement promotes and provides the flexibility and openness needed to further the goals of improving the work environment, promoting safety and wellness, and productivity initiatives.

This Agreement was written through a collaborative process that allowed the County and the Union to communicate openly to produce a contract while building positive, ongoing relationships.

The Agreement was developed to accomplish the following goals:

- Develop a compensation and benefit package that is the best in the wastewater treatment industry, and which will attract and retain outstanding employees.
- Create an Agreement that generates gains in efficiency and effectiveness, is economically feasible, and is justifiable to the Council, the ratepayer, and the public.
- Write an Agreement that is clear and easily understood.
- Develop an Agreement consistent with a supportive, productive, challenging, high-quality

work environment in which all employees are treated with dignity and respect and are valued for their individual and team contributions.

- Collaborate to produce an excellent Agreement while building an ongoing labor/management relationship based on open communications, mutual trust, and respect.

- Include a process in the Agreement by which mutually beneficial changes can take place.

ARTICLE 1: UNION RECOGNITION, REPRESENTATION, SHOP STEWARDS

See also CLA Article 23 and 37.

1.1 Union Recognition

The County recognizes the Union, as the sole and exclusive bargaining representative of all full-time and part-time employees in accordance with the PERC certification and voluntary accretion agreements between the parties whose job classifications are listed in the attached Addendums A, B, C, D and E.

A. Upon request, the County will provide the Union with a current list of all employees in the bargaining unit. Such list will indicate the employees' names, section and/or unit, employment status, job classification, and date of hire into their current classification.

B. The County will notify the Union of all new hires, and will notify the Union whenever an employee is moved into or out of a bargaining unit position. The notification will include the employee's name, section and/or unit, employment status, job classification, date of hire and effective date of the personnel action.

1.2 Shop Stewards, Union Activities and Representation

A. Union Representatives (Staff) may visit the work location of employees covered by the Agreement at any reasonable time. They shall report to the appropriate manager/designee upon arrival at the work site being visited.

B. The Union will provide the Division Human Resource Manager and the Labor Negotiator with the names of Shop Stewards. When contract administration business is conducted during working hours, the Shop Steward is responsible for clearing the time taken away from work with their manager or supervisor.

1.3 Payroll Deduction for Political Contributions - Democratic, Republican, Independent

1 Voter Education (D.R.I.V.E.). The County agrees to deduct voluntary contributions from the
2 paycheck of all employees covered by this Agreement in accordance with the following:

3 A. D.R.I.V.E. shall notify the County of the amount of compensation designated
4 by each contributing employee that they voluntarily elect to contribute. The amount will be whole
5 dollar increments and calculated based on the employee's pay period.

6 B. The County agrees to deduct from all employees covered by this Agreement
7 their voluntary contributions to D.R.I.V.E. If there are insufficient funds in the pay period to pay the
8 full amount on behalf of the contributing employee, the County will not withdraw any funds for that
9 pay period.

10 C. The County shall transmit to D.R.I.V.E. National Headquarters on a monthly
11 basis, in one check, the total amount deducted for each contributing employee along with the name of
12 each employee on whose behalf a deduction is made.

13 D. The Union will indemnify, defend and hold the County harmless against any
14 claims made and against it and any suit instituted against the County on account of any deduction or
15 lack thereof of D.R.I.V.E contributions.

16 **ARTICLE 2: APPLICATION OF COALITION LABOR AGREEMENT**

17 The CLA shall apply to the individual bargaining unit's employees as follows: The Preamble
18 in its entirety, all Superseding provisions, and non-superseding provisions of the CLA.

19 However, employees under Addendum D are eligible for vacation, sick and holiday leaves in
20 accordance with the CLA. Employees under Addenda A, B, and C are eligible for Benefit Time as
21 set forth in this Agreement.

22 **ARTICLE 3: NON-DISCRIMINATION**

23 3.1 All employees share the responsibility of maintaining a work environment that is
24 supportive of equal employment opportunity. Employees, and members of the public alike, will be
25 treated fairly and with dignity and respect.

26 **ARTICLE 4: NO STRIKES OR LOCKOUTS**

27 During the term of this Agreement, neither the Union nor the employees covered by this
28 Agreement shall cause, engage in, sanction, or in any way encourage employees covered by this

1 bargaining unit to slowdown or strike. The County shall not institute any lockout of its employees
2 during the life of this Agreement.

3 **ARTICLE 5: MANAGEMENT RIGHTS AND RESPONSIBILITIES**

4 **5.1** The County shall have exclusive authority and responsibility to administer all matters that
5 are not covered by this Agreement.

6 **5.2 Management Rights - Enumerated**

7 The management of the County and the direction of the work force is vested exclusively in
8 the County, except as may be limited by the express written terms of this Agreement. All matters,
9 including but not limited to, the right to hire, appoint, promote, demote, transfer, layoff, discipline
10 and discharge temporary employees, and discipline and discharge regular employees for cause; train,
11 assign and direct the work force; improve efficiency; develop work rules, policies and procedures;
12 develop and modify classification specifications, allocate positions to those classifications, allocate
13 employees to those positions; determine work schedules, determine location of facilities and assign
14 employees to those locations; appraise employee performance; contract out work; determine wage
15 rates and wage schedules, place employees on the wage schedules and wage rates, and determine the
16 methods employees move through wage schedules and wage rates; determine methods, processes and
17 means for providing services; may be administered for its duration by the County in accordance with
18 such policy or procedures as from time to time may be determined and take whatever actions are
19 necessary in emergencies as determined by the County.

20 **5.3 Payroll System**

21 The parties agree the County has the right to implement a common payroll system,
22 standardize pay practices and Fair Labor Standards Act's workweeks. The parties agree that
23 applicable provisions of the collective bargaining agreement may be re-opened at any time by the
24 County for the purpose of negotiating standardized pay practices, to the extent required by law.

25 **ARTICLE 6: TYPES OF EMPLOYEES AND PROBATIONARY PERIOD**

26 **6.1 General**

27 Employees covered by this Agreement may be either full-time or part-time. The County shall
28 staff positions as full-time where possible, recognizing that legitimate work requirements or

employee needs may require the employment of part-time or term-limited, short-term or provisional temporary employees, or employees working special duty.

6.2 Probationary Period

The first six (6) months of employment in a regular position shall be a probationary period for all employees hired into a regular position. During this period a probationary employee may be terminated or have their probationary period extended without recourse to the Dispute Resolution Procedure under CLA Article 26. If the probation period is to be extended, written notice of the extension must be given to the employee and the Union and should be provided prior to the end of the probationary period.

6.3 Trial Service Period

All regular employees promoted or transferred to a different classification within the bargaining unit(s) shall serve a six (6) month trial service period. An employee who does not successfully complete the trial service period in a position to which the employee had been promoted or transferred may be restored to their former position. Such restoration is not mandatory, but is optional at the discretion of the former appointing authority provided the position is open and available.

ARTICLE 7: PERSONNEL ACTIONS

7.1 Competitive Recruitments – See also CLA Article 18.

A. For all competitive recruitments to regular positions, selection criteria will be established in advance by the appointing authority. A panel that includes at least one bargaining unit representative will interview and evaluate candidates, and make recommendations to the appointing authority. The same selection criteria shall apply to internal and external candidates.

B. Internal candidates. Internal candidates refers to employees covered by this Agreement. Employees who are not represented under this Agreement who are filling a Local 117 position on an acting basis are not internal candidates for the purpose of this Section.

C. Transfers within the same job classification. Openings for vacancies shall be posted for a minimum of fourteen (14) days for regular bargaining unit members who are in the same classification and wish to be considered for transfer. The selection panel shall grant internal

1 transfers, from members of the bargaining unit who possess the necessary qualifications, skill, and
2 ability to perform the work, prior to considering other candidates. Seniority shall be used as a tie
3 breaker among qualified internal applicants. If there are no qualified transfer candidates, the position
4 will be open to competitive internal and external candidates, pursuant to CLA Article 18.

5 **D.** The County may post for internal and external applicants simultaneously.

6 **7.2 Layoffs of Regular Employees**

7 **A.** In the event of a need for a reduction in force, the County will meet with the Union
8 as far in advance as possible, a minimum of six (6) weeks, to identify the reasons requiring the
9 reduction and the number and classifications of employees affected.

10 **B.** The County and the Union agree that these affected regular employees shall be
11 given preference for non-promotional job openings within the bargaining units for which they meet
12 the minimum qualifications. If layoffs are required, the least senior employee(s) in the affected
13 classification in the bargaining unit shall be laid off provided that those employees remaining on the
14 job are qualified to perform the work assigned.

15 **C.** Regular employees subject to layoff shall be allowed to exercise seniority rights as
16 defined in Article 8.2 to displace the least senior employee in another bargaining unit classification,
17 provided the employee has completed a probationary period in the classification, and has more
18 seniority than the least senior employee in the classification.

19 **7.3 Outplacement**

20 The County will make available its employee outreach services for employees who have been
21 notified of their impending layoff through the County's employment resource center.

22 **7.4 Recall**

23 **A.** Regular employees laid off shall be eligible for recall for two (2) years from date
24 of layoff. Employees shall be recalled to the affected classifications in the order of seniority (the
25 most senior being recalled first) provided that those recalled are qualified to perform the work
26 assigned.

27 **B.** To be eligible for recall, a laid-off employee must keep the County informed of
28 their current address and phone number. The County shall notify laid-off workers of recall by

certified letter. When offered re-employment from layoff, the employee must indicate acceptance and report for work within thirty (30) days unless unusual circumstances prohibit return within that time period.

C. Employees failing to respond and return in accordance with the requirements of this section shall be considered to have waived their recall rights.

ARTICLE 8: SENIORITY

8.1 All regular employees shall accrue seniority from the date of hire. All temporary employees subsequently hired into a regular position without a break in service and who complete the probationary period shall be credited with seniority retroactive to date of hire as a temporary employee.

8.2 Seniority for layoff and recall shall be defined as the length of continuous service with the County including time served under the former Metro.

8.3 Seniority for purposes of transfers and all other purposes under the Agreement that refer to classification seniority shall be defined as the length of continuous service within the classification.

ARTICLE 9: PERFORMANCE APPRAISALS AND PERFORMANCE IMPROVEMENT PLAN

See also CLA Article 27.

9.1 **Performance Appraisals** The County shall maintain a system of employee performance evaluations/development reviews designed to give a fair evaluation of the work performed by the employee and to guide the professional development of the employee to meet business and individual needs.

A. A copy of the final evaluation will be provided to the employee, and a copy will be placed in the employee's permanent personnel file. The employee will be given an opportunity within thirty (30) days of the evaluation to attach comments to the evaluation in the personnel file.

B. An employee may appeal the evaluation to the next level of supervision above the person who did the evaluation, if the employee disagrees with the ratings.

C. Each regular employee will receive an annual performance evaluation between September 15th and October 15th of each year.

9.2 Performance Improvement Plan (PIP) When a regular employee's supervisor believes the employee's performance is unsatisfactory, the supervisor will document the specific performance deficiencies with a written performance appraisal.

A. Upon receipt of an unsatisfactory performance appraisal and, if requested, the completion of a higher level review which confirms the unsatisfactory performance appraisal, the employee may be placed on a PIP. The PIP will be reviewed by WTD Human Resources and will include the following:

- Opportunity for the employee to be involved in the development of the PIP
- Description of the employee's specific performance deficiencies
- Specific performance objectives
- Listing of resources available to the employee, as appropriate
- Specified duration (up to 12 months) that provides sufficient time for the employee to make the required improvements
- Regular review of the employee's performance with written evaluation to the employee indicating their progress in meeting the specific performance objectives.

B. The act of placing an employee on a PIP is not a grievable action.

C. While on a PIP, an employee will not receive any scheduled salary step increase.

If the employee successfully completes the PIP, the employee will then receive the delayed salary step increase the first pay-period following successful completion of the PIP. The employee will not be paid retroactive step increase for the period the step increase was delayed. Delayed receipt of a salary step increase will not impact future scheduled salary step increases.

D. When an employee is unable to satisfactorily perform the specific performance objectives of their PIP, the supervisor may extend the period of the PIP (but not to exceed the twelve 12 month maximum) if the supervisor determines that the employee may be able to make the required improvements if given more time.

ARTICLE 10: DISPUTE RESOLUTION PROCEDURES

See also CLA Article 26.

10.1. Offers to settle and aspects of settlement discussions will not be used as evidence or

referred to if a grievance processed under the CLA grievance procedure article is not resolved by such settlement discussions.

ARTICLE 11: CLASSIFICATIONS AND RATES OF PAY

11.1 The classifications and rates of pay for all employees in the bargaining units are listed in Addendums A, B, C, D, and E of this Agreement.

11.2 The General Wage Increase provisions are described in CLA Article 29.

11.3 Regular employees shall progress two (2) steps annually on November 1 until reaching the top step of their salary range. New employees shall be placed at Step 2 of their range and shall progress two (2) steps annually on November 1, until they reach the top step of their range, provided they have completed probation or trial service period by November 1. The County may hire an employee above Step 2 in accordance with 3.15.120 of the King County Code.

Increases for term-limited temporary are in accordance with the King County Contingent Worker Manual, as amended. Short-term temporary employees are not eligible for step increases.

Regular employees who are at Step 10 and receive the highest rating on their performance appraisal for two (2) consecutive calendar years shall be eligible for a merit increase of two point five percent (2.5%), or five percent (5%), above Step 10. This must be re-earned each year.

WTD is committed to providing transparency in the process that is used to determine whether employees are eligible for MOT, at either the 2.5% or the 5% level.

The first 2.5% is awarded based on an overall "Outstanding" rating on employees' annual performance evaluation for two consecutive years.

Eligibility for MOT at the 5% level is intended for employees who demonstrate they go well beyond their ongoing work program(s). This level of work could be considered unsustainable year after year. In some cases, these employees may have to step up to meet the demand when the situation is presented and there is no ability to plan for the new or additional workload. These employees accomplish the new body of work while still maintaining and excelling at their ongoing work. The 5% reward should be considered a way to distinguish those efforts from the employees who excel at their work year after year, but were not tasked with an additional large body of work or particularly challenging situation during the year.

As part of the annual performance evaluation process, employees are encouraged to enter into a discussion with their immediate supervisor or manager to discuss their work accomplishments and the MOT award that they believe would be supportable under the criteria above. The employees' supervisor or manager will provide written feedback to employees that includes whether a recommendation of MOT will be made and at what level.

11.4 Meetings. Hourly employees who are scheduled to attend meetings on their regular day(s) off or who are required to return to work on a work day to attend a meeting shall be compensated for the greater of two hours or the actual meeting time at the overtime rate as defined in Article 12.5 of this Appendix.

ARTICLE 12: HOURS OF WORK AND OVERTIME

12.1 Some employees covered by this bargaining unit are employed in a bona fide executive, administrative or professional capacity and are in turn exempt from overtime payments under the Federal Fair Labor Standards Act (FLSA) and are expected to work the hours necessary to satisfactorily perform their jobs.

12.2 Hours of Work

A. Regular work shifts are eight hours per day for five consecutive days per week, or ten hours per day for four consecutive days per week.

B. Other innovative work schedules mutually agreed upon by the County and the Union may be utilized.

12.3 The following provisions of this Article apply only to hourly employees in positions covered by the overtime requirements of the Fair Labor Standards Act (FLSA).

12.4 Meal and Rest Periods

A. 30 minute meal periods will be provided on the employee's time during each shift or workday. Except in emergencies, employees will not be required to respond to work needs during the unpaid meal period.

B. 15 minute paid rest periods will be provided approximately midway through each one-half (1/2) shift.

C. Employees will not be required to work longer than 3 hours without a rest or meal

period except in emergencies. Hourly employees who are directed or required to miss breaks or lunches shall be compensated for such time in accordance with this Agreement and applicable law.

12.5 Contractual Overtime

Contractual daily overtime shall be paid to employees who work more than their regularly scheduled workday, inclusive of alternative work schedules, at the Contractual Overtime Rate in effect at the time the overtime work is performed.

Contractual weekly overtime shall be paid to employees for all hours worked in excess of 40 hours per FLSA workweek at the Contractual Overtime Rate in effect at the time the overtime work is performed.

The Contractual Overtime Rate for each overtime hour worked shall be one and one-half times the combined amount of the employee's hourly base rate of pay and any applicable pay premiums in effect at the time the OT is worked (known as "time and one half"). If the Fair Labor Standards Act (FLSA) requires a higher rate of pay for any overtime hours worked, the employee shall be paid the higher rate of pay pursuant to the FLSA.

A. Employees required to work more than their regular workday or workweek will be paid either overtime for such additional hours at 1-1/2 times the employee's base hourly rate of pay or compensatory time, if compensatory time is approved by their supervisor, at the rate of 1-1/2 times the amount of overtime hours actually worked, inclusive of any premiums in effect at the time.

B. Paid benefit time, sick leave and compensatory time shall not be counted as time worked for purposes of overtime calculation. The County will provide the Union with at least thirty (30) days notice of any change in the workweek or payroll week for employees covered by this Agreement.

C. For the purpose of calculating overtime, an employee's workday shall be defined as beginning with the first hour of their regularly assigned shift and continuing for a total of 24 consecutive hours. The workweek shall consist of seven consecutive 24 hour periods as defined by the County.

D. When an employee is held over or called in for a work period that includes a regular meal period, the meal period will be unpaid.

1 E. Employees working two consecutive hours of unscheduled overtime immediately
2 following the employee's regularly scheduled workday shall be eligible to receive a meal expense
3 reimbursement. For purposes of this provision, "unscheduled overtime" is overtime about which the
4 employee is notified on the day in question.

5 **12.6 Compensatory Time**

6 A. Accrued compensatory time shall be available for the employee's use as paid time
7 off the job. Accrued compensatory time in excess of eighty (80) hours (forty-eight [48] hours where
8 requested by the employee) shall be paid off at the conclusion of each calendar year quarter at the
9 employee's regular hourly rate of pay. A current balance of compensatory time hours available will
10 be shown on the pay stub. Employees may not use compensatory time until it is earned and is shown
11 on the pay stub.

12 B. Compensatory time must be used during the calendar year in which it is accrued
13 unless this is not feasible due to work demands. The employee may then request, and the department
14 director may approve, the carryover of a maximum of 40 hours of accrued compensatory time.

15 C. Employees will be paid in the pay period that includes December 31 for all
16 accrued compensatory time not carried over into the following year.

17 D. Compensatory hours that have been carried over must be used within the first
18 quarter of the new calendar year, or will be cashed out in the pay period that includes March 31.

19 E. **Overtime/Compensatory Time Option.** The supervisor and the employee shall
20 determine which form of compensation will be provided. The employee's preference for either
21 overtime pay or compensatory time or a combination thereof will be considered. However, business
22 needs may prevent the employee from earning compensatory time in lieu of overtime pay. This
23 selection shall be made prior to the employee submitting their time sheet for the pay period in which
24 the overtime was worked. Employees' requests to use compensatory time earned may be denied if
25 such leave would unduly disrupt the County's business operations.

26 **12.7** Fourteen (14) calendar days notice will be given an employee prior to implementing an
27 involuntary change in the employee's regular schedule, except in cases of emergency.

28 **12.8** The County may not change an employee's regular schedule for the purpose of avoiding

the payment of overtime.

ARTICLE 13: BENEFIT TIME AND SICK LEAVE

13.1 General Description

The benefit program has two elements to it: one is Benefit Time (BT) and the other is Sick Leave (SL). Both programs are for comprehensive benefit eligible employees and built on the accrual rate table set forth in Section 13.5. This program recognizes the need for scheduled time away from the job (vacation and holidays) for personal reasons and for occasions when the employee must be away because of illness or injury. Benefit Time is administered with the understanding that: a) BT is intended to constitute wage replacement when an employee is on leave, and b) because business needs may constrain employees' ability to utilize leave, the Agreement provides for a yearly cash conversion . BT shall not apply to employees in classifications listed under Addendum D.

13.2 Definitions

A. All BT and SL time is based on a 2080 hour year. BT is the bank of time accrued for use during scheduled paid time off, including holidays, and unscheduled paid time off (excluding bereavement leave and jury duty) once SL is exhausted.

B. SL is the bank of time accrued for use during all paid nonscheduled illness and pre-scheduled sick leave for employees and to care for their eligible family members (as defined under RCW 49.46.210(2) and KCC 3.12.220).

C. Employees may donate BT and SL to another comprehensive benefit eligible employee in accordance with the CLA article regarding Donated Leave. For purposes of clarification, BT donation shall be consistent with CLA vacation leave donation and SL donation shall be consistent with CLA SL donation.

13.3 Principles

A. The BT program is intended to provide a productive workplace where employees are encouraged to be healthy and regularly be at work.

B. Operational efficiency is increased by the responsible management of the BT usage. The appropriate use of BT rests with the business teams.

13.4 Absence

1 A. Employees are expected to schedule BT as far in advance as possible to facilitate
2 business team planning. Employees are expected to notify the County of any unscheduled absence in
3 accordance with established notice requirements. If the reason for unscheduled absence is for illness,
4 the employee shall be paid from their accrued SL bank. However, all BT and SL time shall be
5 coordinated with, and supplementary to, Workers' Compensation.

6 B. Non-exempt employees who become ill or who are injured while at work shall
7 apply the applicable accrued SL or BT for that portion of the shift that they are unable to complete
8 and is unpaid through Workers' Compensation. Hourly employees may use accrued SL and BT in
9 increments of 0.25 hour if approved by the supervisor.

10 C. Exempt employees use accrued BT in increments of not less than one regular work
11 day. Exempt employees who are absent for part of a work day will not be required to charge such
12 absences against any accrued leave balances nor will the employee's pay be reduced.

13 D. Employees unable to work because of any other personal emergency not related to
14 employee or eligible family member illness shall be allowed to use BT for any unworked but
15 scheduled hours.

16 E. BT and SL will be paid only to the extent that BT and SL hours have been accrued
17 by the employee in the pay period immediately preceding the absence.

18 **13.5 BT and SL Accrual**

19 A. BT accrual shall be as follows and based on a comprehensive benefit eligible
20 employee's adjusted service date:

Months of Service	Hourly Accrual Rate	Approximate Accruals		
		Days/Yr	Hrs/Yr	Hrs/Pay Period
0	0.119229	31	248	9.538
60	0.130767	34	272	10.461
96	0.134615	35	280	10.769
120	0.150005	39	312	12.000
192	0.153842	40	320	12.307
204	0.157692	41	328	12.615
216	0.161542	42	336	12.923
228	0.165380	43	344	13.230
240	0.169230	44	352	13.538
252	0.173077	45	360	13.846
264	0.176917	46	368	14.153
276	0.180767	47	376	14.461
288	0.184617	48	384	14.769
300	0.188467	49	392	15.077

B. Comprehensive leave eligible employees shall accrue SL benefits at the rate of 0.0269 hours for each hour in paid status excluding overtime up to a maximum of 8 hours per month. While this accrual is more generous than what is required under Washington State law, there are circumstances where an employee may receive additional SL accruals. To ensure all employees earn the correct amount of leave, payroll staff multiplies the number of hours an employee worked by 0.025 at the end of each pay period. That number is then compared to what the employee accrued under the above. The higher amount of leave is awarded to the employee. Any additional leave is awarded on the following pay advice.

C. The hourly accrual rates indicated in this article shall not be construed to mean that FLSA exempt employees receive compensation based on number of hours worked.

D. Consistent with CLA Article 31 Sick Leave, Temporary and Part-time employees in short-term temporary positions and administrative interns shall accrue SL at the rate of 0.025 per hour for each hour in pay status to be used solely as paid sick leave for self-care or to care for a family member and for other qualifying reasons in accordance with state law, County code, and applicable Employer policies. On January 1 of each calendar year, all accrued SL over 40 hours will be forfeited for short-term temporary employees.

E. Article 13.5.D: Transition to new BT accrual chart. The accrual chart in Article 13.5.A has been updated to adopt two new holidays, Juneteenth and Indigenous Peoples Day. This change will add 16 hours of BT annually. The updated BT accrual rates shall be implemented retroactively to January 1, 2022. The County shall have discretion on how to implement the addition of BT for 2022, provided that that the outcome is that employees receive 16 additional hours of BT or the appropriate pro-rated adjustment as applicable.

13.6 BT and SL Accumulation

For comprehensive benefits eligible employees hired on or after July 1, 2023, the maximum accumulated carryover of BT from the pay period ending before April 1 of one calendar year to the next shall be 320 hours and all hours in excess of 320 hours shall be forfeited. One time per year, prior to the forfeiture of BT, Employees who have greater than 320 hours shall have the option to convert up to 80 hours to cash, down to a balance of 320 hours.

A. Employees with at least four hundred and eighty (480) hours at the pay period ending before April 1st shall have the option to convert BT to cash as follows. Employees in classifications described in Addendum A, and who were hired on or before December 31st, 2017, shall have the option to cash out up to one hundred twenty (120) hours of BT down to a balance of four hundred eighty (480) hours. All other employees shall have the option to cash out up to forty (40) hours of BT down to a balance of four hundred eighty (480) hours.

B. BT in excess of six hundred (600) hours for employees who can convert up to one hundred twenty (120) hours of BT to cash, or in excess of five hundred twenty (520) for employees who can convert up to forty (40) hours of BT to cash from the pay period ending before April 1st of the calendar year shall be forfeited. Exception: an employee who exceeds their BT cap i.e., six hundred (600) or five hundred twenty (520) hours, on or after April 1 as a direct result of cancellation by the County of the employee's absence shall be allowed to retain the excess hours for up to six (6) additional months (to the following October 1) provided the employee did not have an opportunity to use the excess time before April 1.

Additionally, in March 2023, the cashout level for all employees will be adjusted from their current cashout rates to 120 hours, for this single cashout year, provided they meet the thresholds for cashout.

1 C. There shall be no limit on the amount of SL accrued.

2 **13.7 Upon Retirement or Death**

3 Upon retirement from the County or death, an employee or their beneficiary shall be paid for
4 up to 480 hours, or 320 hours for employees hired on or after July 1, 2023, of accrued BT at 100%
5 and for all accrued SL at 35% of the employee's base hours rate of pay. Retirement as a result of
6 length of service means an employee is eligible, applies for and begins drawing a pension from PERS
7 or the City of Seattle Retirement Plan immediately upon terminating County employment.

8 **13.8** Employees have successfully completed probation may cash-out a maximum of 480
9 hours, or 320 hours for employees hired on or after July 1, 2023, of BT time upon leaving
10 employment in good standing. Employees returning to regular service who resigned, were separated
11 for non-disciplinary medical reasons or from layoff within two years will have their SL restored.

12 **13.9 Holidays**

13 A. All work performed on the following holidays by hourly employees shall be paid
14 their hourly base rate of pay (inclusive of any applicable pay premiums in effect at the time), plus one
15 half of the employee's hourly base rate of pay (inclusive of any applicable pay premiums in effect at
16 the time) for all hours worked as a holiday premium.

- 17 • New Year's Day
- 18 • Martin Luther King Jr.'s Birthday
- 19 • Washington's Birthday (also known as President's Day)
- 20 • Memorial Day
- 21 • Juneteenth
- 22 • Independence Day
- 23 • Labor Day
- 24 • Indigenous Peoples Day
- 25 • Veteran's Day
- 26 • Thanksgiving Day
- 27 • Day after Thanksgiving Day
- 28 • Christmas Day

1 **B.** Holidays will be on the actual day of the holiday for shift crews and on the day the
2 County observes the holiday for employees whose workdays are on Monday through Friday. Shift
3 supervisors required to work on December 24th will be paid their hourly base rate of pay (inclusive
4 of any applicable pay premiums in effect at the time), plus one half of the employee's hourly base
5 rate of pay (inclusive of any applicable pay premiums in effect at the time).

6 **13.10 Reopener**

7 The parties agree to reopen Section 13.6 in the event that the BT maximum accrual or cash-
8 out rate(s) increases in another bargaining unit representing employees in the Wastewater Treatment
9 Division.

10 **13.11** Employees under Addendum D are eligible for vacation, sick and holiday leaves in
11 accordance with the CLA.

12 **ARTICLE 14: BENEFITS**

13 **14.1 Benefit Plan Administration** – See also CLA Article 25.

14 The administration of the employee benefit plans is the responsibility of the County. The
15 County is committed to helping employees understand the benefits to which they are entitled
16 eliminating red tape where possible, and ensuring efficient administration by the parties with which it
17 contracts. The County may make administrative changes that are necessary or desirable and will
18 notify the Union of administrative changes as they occur.

19 The County shall maintain the current level of benefits under its medical, dental, vision and
20 life insurance programs during the life of this Agreement, except that:

21 **A.** There is an established Labor/Management Insurance Committee comprised of
22 representatives from the County and the Labor Union Coalition whose function is to review, study,
23 and make recommendations relative to existing medical, dental, and life insurance programs.

24 **B.** The Union and the County agree to incorporate changes to employee insurance
25 benefits which the County may implement as a result of the agreement of the Joint Labor
26 Management Insurance Committee.

27 **14.2 Eligibility**

28 Comprehensive benefit eligible employees and their eligible dependents will receive insured

benefits (e.g., medical and dental) coverage from the first day of the calendar month following the date of hire, or the date of hire if it is the first day of the month.

14.3 Retirement

Bargaining unit employees are currently covered by the Public Employees Retirement System. All terms, conditions, and benefits shall be pursuant to the laws, ordinances, and rules and regulations governing this retirement system.

14.4 Pension Trust

14.4.1 Contribution. The County will contribute \$1.00 to the Western Conference of Teamsters Pension Trust (Pension Trust) on behalf of each member of the bargaining units whose position is under Addendums A, B, C, and E in accordance with the parties' pension agreements.

14.4.2 Wage Reduction. In order to participate in the Pension Trust all bargaining unit employees who are in classifications covered under Addendums A, B, C, and E shall have their wage rate reduced by the amount of the County's contribution on the employee's behalf pursuant to Section 14.4.1. The parties agree and understand that this contribution shall not be reported as part of the employees' wage to the State Department of Retirement Systems or the Internal Revenue Service, nor shall this contribution be part of the employees' wage for computation of overtime or any salary-based premium pay.

14.5 Workers' Compensation

A. The County will maintain workers' compensation procedures and payments consistent with all state laws, administrative rules, and guidelines promulgated by the state legislature and Department of Labor and Industries.

B. In addition to the compensation benefits accruing to employees under state industrial insurance laws, or in addition to the compensation earned for alternative work, an employee may use their accrued BT and SL or vacation and sick leave to supplement the workers' compensation payment. An employee will not receive compensation in excess of what the employee would normally receive in net take-home pay. Any overpayment must be returned to the County. Net take-home pay will be calculated based on the employee's hourly wage at the time of injury times 80 hours minus mandatory deductions.

C. Employees who miss work due to on-the-job injuries will continue to accrue BT and ESL or vacation and sick leave on straight-time hours of work lost, for a maximum of 60 workdays missed during each calendar year.

14.6 'Home Free' Guarantee

Employees shall be eligible for King County's "Home Free Guarantee" program, as offered through the Employee Transportation Program.

14.7 Prior Ongoing Permanent Savings

In order to memorialize the gainsharing distribution for ongoing permanent savings to the wastewater program achieved under the prior Collective Bargaining Agreement, a permanent adjustment for past productivity gains will be added to the base hourly pay rate for all employees employed in a bargaining unit position prior to November 18, 2006 and shall be adjusted for GWI in accordance with the provisions of the CLA. Employees hired or promoted into bargaining unit positions on or after November 18, 2006 shall be entitled to receive the wage adjustment under this section if the employee is hired/promoted from a position which received the adjustment at the time of the hiring/promotion. The provisions of this section will not apply to employees in classifications listed under Addendums B, C, D, and E.

ARTICLE 15: LEAVES OF ABSENCE WITH AND WITHOUT PAY

15.1 Executive Leave. Employees covered by this Agreement who are in a salaried position and eligible for Executive Leave as provided in Executive policy will receive three days of Executive Leave per calendar year. Executive Leave up to seven additional days per year, as provided in the Executive policy, may be granted at the discretion of the County.

15.2 Return from Medical Leave of Absence

A. Regular employees wanting to return from a medical leave of absence, or who need to extend the leave of absence beyond the original return date, may be required to be examined by a physician of the County's choice at the County's cost to determine the employee's right to either a continuing leave or work status.

B. Regular employees will be re-employed in their former classification at the end of the leave, provided the employee is able to perform the work. Seniority, SL or Sick Leave balance

1 earned, and BT or Vacation Leave accrual rates based upon seniority established at the time of
2 departure on leave of absence shall be restored when the employee returns to work. No seniority or
3 benefits will accrue while on a leave of absence without pay. In the case of Union business leave,
4 employees granted leave will continue to earn seniority.

5 **15.3** To the extent that the Washington State Family Care Act (RCW 49.12.295) provides a
6 greater benefit than the provisions of this Agreement, the Washington State law will apply.

7 **ARTICLE 16: SPECIAL CONDITIONS**

8 **16.1 License and Tuition Reimbursement.** Employees required to have special licenses
9 and/or required to attend seminars/outside courses of study that relate to business needs and are
10 approved in advance will be reimbursed.

11 **16.2 Professional Licenses, Designations, and Certification Pay.**

12 **A. Introduction.** To encourage professional development and to ensure the
13 employment of qualified personnel in appropriate classifications, compensation for professional
14 licenses and certifications will be provided in accordance with this Article. Such compensation shall
15 be paid to those employees who have obtained professional licenses and certifications or completed
16 further education or paid for memberships in organizations that are directly applicable to their
17 employment.

18 **B. Professional Engineer Licenses.** Employees who have one or more current
19 Washington State professional licenses in the branches of Civil, Mechanical, Electrical, Chemical,
20 Environmental, Sanitary, or Structural Engineer shall be paid fifty (\$50) dollars per month. If the
21 professional engineering license is directly applicable to their employment, they will receive an
22 additional fifty (\$50) dollars per month.

23 **C. Certifications and Professional Designations.** Within the terms of this
24 Agreement, certifications include, but are not limited to the following:

- 25 • Certified Public Accountant
- 26 • Project Management Institute Certification
- 27 • Certified Internal Auditor
- 28 • Certified Maintenance and Reliability Professional

- Chartered Financial Analyst
- Operator III or higher for Chief Process Analyst

During the term of this Agreement, additional certifications may be added by mutual agreement of the parties to this contract.

D. All eligible employees who have one or more valid certifications as described above in a discipline directly applicable to their employment shall be paid an additional \$50 dollars per month per certification up to a maximum of \$100 dollars per month. Membership in an organization does not qualify an employee for compensation.

E. Employees must provide evidence of current licensure or certification to the certification pay administrator on or prior to expiration in order to avoid a lapse in payment. Membership in an organization does not qualify an employee for compensation.

F. There are no automatic renewals for certification pay. The effective date for premium pay shall be prospective from the date that the request is submitted by the employee to the WTD Certification Pay Administrator, regardless of the date certified or recertified. No retroactive payments will be made for failure to provide documentation.

G. To encourage professional development and to ensure the employment of qualified personnel in appropriate classifications, compensation for professional licenses and certifications will be provided in accordance with this Article. During the term of this Agreement, additional certifications may be added by written Memorandum of Agreement.

16.3 Vehicle Usage Reimbursement

Employees who are required and are authorized to use their own vehicles on the County's business shall be reimbursed at the Internal Revenue Service rate or the rate established by Council, whichever is greater.

16.4 Take-Home Vehicles

Because certain classifications in the bargaining unit require specialized vehicles with specialized equipment to perform county work outside of an employee's normally scheduled workday, employees assigned to such classifications shall be assigned County-owned vehicles with such equipment in accordance with County policy.

16.5 Personnel Files

The employee or their representative (if the employee so authorizes in writing) may examine the employee's personnel files, including the division personnel file.

Employees may request that a document be removed from their personnel file in accordance with established division procedures and HR policy.

16.6 Legal Counsel

Employees named as a defendant in a civil action arising out of the performance of the employee's duties shall be provided legal representation and indemnification in accordance with the provisions of King County Code.

16.7 Drug and Alcohol Testing Policy

A. The parties have agreed to implement the "Prohibited Drug Use and Alcohol Misuse Education and Testing Program Policy for Employees Occupying Safety-Sensitive Positions" (hereinafter, "Drug and Alcohol Policy") with the following modifications or additions:

B. All bargaining unit employees subject to random testing will be included in a single random testing pool of County employees.

C. The Union will be provided with a copy of the form(s) prepared indicating the grounds for requiring an employee to submit to a reasonable suspicion test within 24 hours of testing or as soon as possible thereafter.

D. When available, a second supervisor will observe the behavior that warrants a reasonable suspicion test and will complete related forms in accordance with the Drug and Alcohol Policy.

16.8 Recognition Programs

The County and the Union agree to develop and implement programs which recognize employees in areas such as safety, service, and attendance.

16.9 Safety Standards – See also CLA Article 42.

A. The County and its employees value a safe working environment and recognize their mutual obligation to maintain safety standards. The County shall adopt and enforce a program in accordance with applicable state and federal laws and regulations that encourages the safety

committees to establish programs that meet the County and the employee safety needs and that clearly delineates safety equipment needs, thereby setting the standard for all employees to perform their duties in a safe and competent manner.

16.10 Automatic Vehicle Location System Use Policy

The “Automatic Vehicle Location System Use Policy”, as amended, shall apply to all employees with the following modifications or additions:

A. AVL data will not constitute the sole documentation used to determine discipline imposed on an employee.

B. Any real time viewing of data is permissible only for operational reasons and will not be used for surveillance of employees, whether to monitor performance or to justify implementation of disciplinary actions. Furthermore, should the County engage in a process whereby AVL data is utilized beyond the scope of traditional operational monitoring, i.e., to track a specific route, vehicle and/or employee, then all relevant employees shall be so notified in advance.

C. The County will not access such data for the purpose of disciplinary action unless there is a good faith reason to suspect that an employee has committed an offense that could result in discipline. The County agrees not to request or view AVL data, absent any other evidence, for the purpose of monitoring an employee who may have committed a violation of some rule or policy that could result in disciplinary action , e.g., no fishing expeditions.

D. If the County is aware of AVL data that may pertain to an investigation, the employee who is subject to the investigation and/or the Union will have the right to view the AVL data before an investigatory interview is conducted by the employee’s department/division. If the County refuses to show the employee and the Union the AVL data, upon request before conducting an investigatory interview, then the AVL data shall not be used as evidence in any manner related to discipline.

E. The County agrees to comply with requests from the employee and/or the Union for access to AVL data, where discipline or the potential to issue discipline exists.

1 F. All Public Disclosure Requests related to AVL data will be forwarded to public
2 disclosure officials of the department/division responsible for the particular vehicle, or that employs
3 the Union employee, for response pursuant to the department's policies and procedures.

4
5 International Brotherhood of Teamsters Local 117:

6 DocuSigned by:

7 

7AD5B391B59D41E...

8 John Searcy
9 Secretary-Treasurer

10 King County Office of Labor Relations:

11
12 DocuSigned by:

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7EE9183D721E453

14 David S. Levin
15 Senior Labor Relations Negotiator

Wage Addendum**International Brotherhood of Teamsters Local 117 - Wastewater Treatment, DNRP****Professional & Technical / Administrative Support**

cba Code: 156		ADDENDUM A		Union Code: F6
Job Class Code	PeopleSoft Job Code	Classification Title	Wage Range*	
2810100	281205	Administrator I	50	
2810200	281306	Administrator II	56	
2131100	214106	Business and Finance Officer I	53	
2131200	214207	Business and Finance Officer II	58	
2131300	214302	Business and Finance Officer III	62	
2501100	252109	Communications Specialist I	51	
2501200	252215	Communications Specialist II	54	
2501300	252309	Communications Specialist III	58	
2501400	252402	Communications Specialist IV	64	
7112100	711103	Engineer I	54	
7112200	711202	Engineer II	59	
7112300	711302	Engineer III	64	
7112400	711402	Engineer IV	69	
2444500	244502	Industrial Maintenance Program Specialist	65**	
7120400	713401	Chief Process Analyst	66	

* For rates please refer to King County Squared Salary Table. The Union has agreed to reduce the wage rates under this contract by \$1.00 per hour pursuant to Article 14.4 of the collective bargaining agreement pertaining to participation in the Western Conference of Teamsters Pension Trust.

**Wage change will be retroactive to 1/1/2021.

Wage Addendum**International Brotherhood of Teamsters Local 117 - Wastewater Treatment, DNRP****Professional & Technical / Administrative Support**

cba Code: 156		ADDENDUM B		Union Code: F6D
Job Class Code	PeopleSoft Job Code	Classification Title	Wage Range*	
2151100	207113	Payroll Specialist	44	
2810200	281316	Administrator II	56	
2131100	214112	Business and Finance Officer I	53	
2131200	214217	Business and Finance Officer II	58	
2131300	214313	Business and Finance Officer III	62	
2131400	214412	Business and Finance Officer IV	67	
1041100	110005	Financial Services Administrator	71	
2216300	225906	Grant Administrator	65	
2120200	212203	Internal Auditor	64	
2441300	243326	Project/Program Manager III	63	
2703100	271801	Utilities Economist	69	

cba Code: 156		ADDENDUM C		Union Code: F6C
Job Class Code	PeopleSoft Job Code	Classification Title	Wage Range*	
2501100	252110	Communications Specialist I	51	
2501200	252213	Communications Specialist II	54	
2501300	252311	Communications Specialist III	58	
2501400	252409	Communications Specialist IV	64	

* For rates please refer to King County Squared Salary Table. The Union has agreed to reduce the wage rates under this contract by \$1.00 per hour pursuant to Article 14.4 of the collective bargaining agreement pertaining to participation in the Western Conference of Teamsters Pension Trust.

Wage Addendum**International Brotherhood of Teamsters Local 117 - Wastewater Treatment, DNRP****Professional & Technical / Administrative Support**

cba Code: 156		ADDENDUM D		Union Code: F6A
Job Class Code	PeopleSoft Job Code	Classification Title	Wage Range*	
2810200	281319	Administrator II	56	
2230300	223504	Customer Services Coordinator – Lead	59	
4101100	411113	Fiscal Specialist I	34	
4101200	411216	Fiscal Specialist II	38	
4101300	411318	Fiscal Specialist III	42	
4101400	411408	Fiscal Specialist IV	47	
2441100	243115	Project/Program Manager I	53	
2441200	243222	Project/Program Manager II	58	
2441300	243321	Project/Program Manager III	63	

cba Code: 156		ADDENDUM E		Union Code: F6E
Job Class Code	PeopleSoft Job Code	Classification Title	Wage Range*	
4200100	421117	Administrative Office Assistant	29	
4201100	421215	Administrative Specialist I	33	
4201200	421331	Administrative Specialist II	37	
4201300	421423	Administrative Specialist III	41	
4201400	421509	Administrative Specialist IV	46	
2810000	281114	Administrative Staff Assistant	48	
2810100	281214	Administrator I	50	
4300100	431211	Customer Service Specialist I	32	

* For rates please refer to King County Squared Salary Table. The Union has agreed to reduce the wage rates under this contract by \$1.00 per hour pursuant to Article 14.4 of the collective bargaining agreement pertaining to participation in the Western Conference of Teamsters Pension Trust.

**MEMORANDUM OF AGREEMENT
BY AND BETWEEN
KING COUNTY
AND
KING COUNTY COALITION OF UNIONS**

Subject: GreenWhereWeWork (GWWW) Initiative

On June 19, 2020, the King County Department of Natural Resources and Parks (DNRP) announced the GWWW initiative which will permanently establish work-from-home as the primary employee office workspace, replacing, in part, a centrally-located employer-provided office space. This agreement memorialized the Parties' bargaining regarding the effects of this change.

The GWWW Initiative is guided by principles that are closely aligned with the mission, vision and goals of DNRP, the Equity and Social Justice Strategic Plan as well the King County True North and Values. The Department shall make every effort to ensure that the administration of teleworking does not result in an inequitable impact for employees who are part of communities that have historically been at an economic disadvantage and/or those employees who are more economically impacted as a result of classification, position type, tenure, etc. The Parties agree to jointly facilitate this effort and the topic of equity will be a standing agenda item for Labor Management Committee meetings.

All terms and provisions of the existing Collective Bargaining Agreements shall continue to apply unless specifically modified by the agreements set forth as follows:

AGREEMENTS:

1. WORKING CONDITIONS:

A. Telework Status: Teleworking is mandatory for positions identified by DNRP. However, waivers (temporary and permanent) may be requested in writing.

B. Processing Waiver Requests: The County will respond to requests for waivers in writing and requests will not be unreasonably denied. Decisions to deny the request will state the reasons for the decision based on balancing operational needs and the productivity and business needs of the employee.

C. Alternative Work/Flexible Schedules: Employees may request and the Department may approve alternative or flexible work schedules. No employee shall be prohibited from having access to an alternative work schedule or flexible schedule due to their telecommuting status.

D. Reasonable Accommodation: Employees whose condition requires reasonable accommodation will work with Disability Services for determination and procurement of necessary accommodations.

E. Workers Compensation: Employees who telecommute are responsible for

working safely and will work with Safety and Claims Management to process a worker's compensation claim for work-related occupational diseases or injuries while telecommuting.

2. HOME OFFICE EXPENSES: For DNRP employees on a mandatory telework assignment, the Parties agree to the following:

A. Teleworking Expenses:

1. Employees in need of basic office supplies will follow their normal process of requesting supplies. Normally supplies will be ordered through County procurement processes with supervisor approval and shipped to the employee's home.

2. General office supply expenses that have been approved in advance by the employee's supervisor, which cannot be procured through normal County processes, may be eligible for reimbursement. Such purchases must be pre-approved, documented, and reported for reimbursement to the County.

3. Additional equipment that an employee needs for their home workspace requires the approval of the department director, or their designee.

B. Technology support:

1. The County will supply necessary IT equipment and job-related tools. In the event the County is temporarily, or on a long-term basis, unable to supply necessary IT equipment and job-related tools, employees may be required to work on site as determined by the department to perform duties which require specialized equipment.

2. Employees who do not have adequate internet access from their telework location may request a wireless internet connectivity solution.

3. The County will provide routine maintenance and repairs for County equipment if the equipment is returned to a designated worksite.

3. REOPENER: During the term of this Agreement, the County may propose modifications to the working conditions and/or establish new policies that affect telecommuting conditions, provided that advance written notice is given to the Union, except in cases of emergency, and the Union shall be provided the opportunity to bargain the impacts or decision, to the extent required by law.

4. DEFERRAL: To the extent that components of the GWWW Initiative impact bargaining conflicted and/or are more appropriately discussed as a matter of negotiations over the Coalition Labor Agreement (CLA), its Appendices, or any other existing CBA, the Parties mutually agree to defer such matters to other bargaining tables, such as:

A. Decisions and appeals of waiver requests.

B. Job postings.

C. Spending limits and reimbursable expenses.

D. Monthly telework stipend.

5. ORDER OF PRECEDENCE: Should the County sign any agreements with the King County Coalition of Unions that address the same topics bargained within this Agreement, the agreement with the Coalition of Labor Unions shall supersede and take precedence over this Agreement.

6. DURATION: This Agreement expires on the expiration of the CLA and will expire in its entirety unless incorporated into the successor CBA.

010	Service Employees International Union, Local 925 - Department of Natural Resources and Parks - Parks and Recreation
011	Service Employees International Union, Local 925 - Wastewater Treatment Division - Department of Natural Resources and Parks
040	Professional and Technical Employees, Local 17 - Departments: Executive Services, Local Services, Natural Resources and Parks
048	Professional and Technical Employees, Local 17 - Information Technology
065	Professional and Technical Employees, Local 17 - Supervisors - Departments: Executive Services, Local Services, Natural Resources and Parks
066	Professional and Technical Employees, Local 17 - Section Managers - Departments: Local Services, Natural Resources and Parks
154	International Brotherhood of Teamsters Local 117 - Professional & Technical and Administrative Employees
156	International Brotherhood of Teamsters Local 117 - Wastewater Treatment Division, Professional & Technical and Administrative Support - Department of Natural Resources and Parks
157	International Brotherhood of Teamsters Local 117 - Wastewater Treatment Division, Supervisors - Department of Natural Resources and Parks
159	International Brotherhood of Teamsters Local 117 - Wastewater Treatment Division, Managers and Assistant Managers - Department of Natural Resources and Parks
275	Washington State Council of County and City Employees, Council 2, Local 1652R - Industrial and Hazardous Waste
459	Technical Employees' Association - Wastewater Treatment Division, Department of Natural Resources and Parks, Supervisors and Staff

For Washington State Council of County and City
Employees, Council 2, Local 1652R:


Suzette Dickerson (May 24, 2021 16:37 PDT)

Suzette Dickerson
Staff Representative

May 24, 2021

Date

For Professional and Technical Employees, Local 17:


Karen Estevenin (May 21, 2021 18:18 PDT)

Karen Estevenin
Executive Director

May 21, 2021

Date

For Service Employees International Union, Local 925


Rion Peoples (May 26, 2021 18:22 PDT)

Rion Peoples
Internal Organizer

May 26, 2021

Date

For Technical Employees' Association


Michael Sands

Michael Sands
President

May 26, 2021

Date

For International Brotherhood of Teamsters, Local 117:

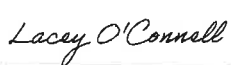

John Searcy

John Searcy
Secretary Treasurer

Jun 1, 2021

Date

For King County:


Lacey O'Connell

Lacey O'Connell
Labor Relations Negotiator
Office of Labor Relations
King County Executive Office

Jun 1, 2021

Date

WEINGARTEN RECOMMENDATIONS TO EMPLOYEES¹

The Union recommends employees take the following steps to protect their jobs²:

1. If you are asked to attend a meeting with management which you believe may lead to discipline, ask to have a Union steward present. If possible, notify the steward or other Union official of the meeting immediately. When in doubt, ask management whether or not anything said at the meeting could lead to disciplinary action.
2. If you are unable to obtain representation before entering the meeting, you should:
 - a. Ask whether you are free to leave the room if you choose to do so;
 - b. Ask whether anything said at the interview could lead to disciplinary action or discharge;
 - c. If so, ask that (1) a Union representative be contacted and brought to the meeting place before any questioning occurs, and (2) you be permitted to speak to the Union representative in private prior to the questioning;
 - d. If a Union representative is unavailable, ask that the meeting be postponed until a Union representative can be present;
 - e. In the event the employer nonetheless insists on proceeding with the meeting, ask that a fellow employee whom you trust be brought to the meeting to act as a witness.

If the Employer denies any or all of you the foregoing requests, the Union recommends that you comply with their demands, including answering their questions. However, you should state that you are doing so only under protest.

¹ These recommendations do not apply when an employee faces possible criminal charges. Such employees should obtain the advice of an attorney.

² These recommendations are not appropriate in some industries and should be tailored to reflect contract and internal Union procedures.

TEAMSTERS 117 MEMBER FORMS



www.teamsters117.org/member_forms

Please follow the link or scan the QR code with your mobile phone camera app if:

- You are new to the Union to fill out your Teamsters 117 Member Application.
- You moved or need to update your contact information with the Union.
- You need to designate or change the beneficiary for your Union-paid life insurance.