



King County

Metropolitan King County Council Transportation, Economy, and Environment Committee

STAFF REPORT

| | | | |
|-------------------------|---|---------------------|---------------|
| Agenda Item No.: | 5 | Date: | 30 April 2013 |
| Proposed No.: | 2013-0123 | Prepared by: | Nick Wagner |
| Invited: | Sasha Alessi, Labor Negotiator, Office of Labor Relations Jacob Metzger, Union Representative, Professional and Technical Employees, Local 17 | | |

SUBJECT

An ordinance adopting a collective bargaining agreement between King County and the Professional and Technical Employees, Local 17, covering about 53 employees in the Transit Division of the Department of Transportation.

SUMMARY

Proposed Ordinance 2013-0123 (Att. 1 to this staff report) would approve a collective bargaining agreement (CBA) between King County and the Professional and Technical Employees, Local 17. The CBA (Att. 1-A) covers about 53 employees in the Transit Division of the Department of Transportation.

1. Term of the CBA

The CBA covers the three-year period from 1 January 2012 through 31 December 2014. (CBA Article 22, Att. 1-A, p. 30)¹

2. The Bargaining Unit

The approximately 53 employees in this bargaining unit are in the following classifications (Att. 1-B):

- Transit Administrative Support Specialist I-III
- Transit Accounting Specialist I-II
- Transit Customer Support Specialist
- Technical Information Process Specialist III

As described in the Executive's transmittal letter, these employees "provide the administrative support required to sustain unit operations for rail/transit base locations either in operations or vehicle maintenance." Their responsibilities include:

¹ Throughout this staff report page numbers refer to the pages of the specific attachment.

- Ensuring timely and accurate payroll processing;
- Maintaining files;
- Monitoring and tracking budget expenditures;
- Maintaining spreadsheets and databases;
- Supporting budget, financial systems, contracts, grants, regulatory compliance, procurements, and related operations, through financial tracking/reporting and administrative coordination; and
- Providing customer service to internal and external customers through telephone, email, mail, and website communications.

3. Bargaining history

Agreement on this CBA was reached through mediation sponsored by the Public Employment Relations Commission ("PERC") after the parties reached an impasse in their original negotiations.

CHANGED CONTRACT PROVISIONS

The most notable changes in the proposed new CBA are described below.

1. COLAs

The cost of living adjustment (COLA) provisions of the CBA (Art. 8, § 1; see Att. 1-A, pp. _____) are consistent with those adopted for the vast majority of County employees; however, since this bargaining unit received a two percent COLA for 2011, as provided in their previous CBA, the COLAs provided under the new CBA are one percent less than other County employees will be receiving in each of the years 2013 and 2014, as described in the table below.

| Year | COLA Formula | COLA ² |
|------|---|-------------------|
| 2012 | 90% of CPI-W increase for Seattle-Tacoma-Bremerton, ³ with 0% floor and no ceiling | 1.63% |
| 2013 | 95% of CPI-W increase for Seattle-Tacoma-Bremerton, with 0% floor and no ceiling | 2.09% |
| 2014 | 95% of CPI-W increase for Seattle-Tacoma-Bremerton, with 0% floor and no ceiling | 1.00% |

The fiscal impact of the COLAs is described in the revised Fiscal Note (Att. 6), which is summarized in the table on page 4 of this staff report.

² The COLA percentages are based on the revised Fiscal Note (Att. 6). The percentage listed for 2014 is based on a projection by the County's Office of Economic and Financial Analysis.

³ More specifically: "the annual average growth rate of the bi-monthly Seattle-Tacoma-Bremerton Area Consumer Price index for Urban Wage Earners and Clerical Workers (CPI-W, July of the previous year to June of the current year)."

Article 8, Section 1(D) of the CBA (Att. 1-A, pp. _____) provides that COLA negotiations will be reopened if, comparing the current year to the previous year, there is either (1) an increase in the King County unemployment rate of more than two percentage points or (2) a decline of more than seven percent in County retail sales. Each year by July 30th the County will assess whether either of these conditions has been met. This is the same as the reopener that the County has agreed to with the vast majority of the County's represented employees.

2. No changes in pay ranges

The CBA includes no changes in the pay ranges for the bargaining unit.

3. Reduction-in-force process

Article 20 of the CBA (Att. 1-A, pp. _____) continues to base layoffs on reverse seniority; however, seniority is now calculated within the applicable classification (there are now seven classifications), rather than within the applicable "layoff group" listed in the previous CBA (there had been 12 layoff groups). An employee whose position is eliminated and who cannot be placed in an available vacant position may bump the least senior bargaining unit member in the same classification within the Transit Division. An employee who bumps into a new position is now subject to a probationary period to ensure that the employee is qualified to perform the duties of the new position.

4. Performance appraisal process

Article 13 of the CBA (Att. 1-A, pp. _____) now requires performance appraisals and memos at least annually. Performance appraisals may be appealed in the manner provided in the King County Personnel Guidelines (applicable also to non-represented employees), but both performance appraisals and memos continue to be non-grievable.

5. Additional step in grievance process

Article 14, Section 1(B), of the CBA (Att. 1-A, pp. _____) now includes appeal to the Director of Labor Relations (or the director's designee) as an additional step in the grievance process, between appeal to the division manager and arbitration. This is intended to provide an additional opportunity for grievances to be resolved without a need for arbitration.

6. Applicability of school volunteer provisions to grandchildren

Article 5, Section 4, of the CBA (Att. 1-A, p. __) has been amended to allow an employee to use up to three days of sick leave each year to volunteer at a school attended by the employee's child or grandchild. The inclusion of grandchildren is new and reflects the changing demographics of the County work force.

7. Joint Labor Management Committee

Separately from the CBA, the parties have entered into a memorandum of agreement (Att. 2) to form a Joint Labor Management Committee, which will serve as a forum for discussion of “matters or concerns of either party.”

FISCAL IMPACT

The fiscal impact of the CBA, which is attributable entirely to the COLAs, is detailed in the revised Fiscal Note (Att. 6) and is summarized in the table below.

| | 2012 | 2013 | 2014 |
|--------------------------------------|-------------|-------------|-------------|
| Increase over previous year | \$59,273 | \$77,238 | \$37,729 |
| Cumulative increase over 2011 | \$59,273 | \$136,511 | \$174,239 |

CONSISTENCY WITH LABOR POLICIES

The proposed CBA appears to be consistent with the County's labor policies.

LEGAL REVIEW

The CBA has been reviewed by the Office of the Prosecuting Attorney, Civil Division. (Att. 5: Transmittal letter)

ATTACHMENTS

1. Proposed Ordinance 2013-0123
Att. A (Collective Bargaining Agreement)
Att. B (Addendum A: Wages)
2. MOA re. Joint Labor Management Committee
3. Checklist and Summary of Changes
4. Contract Summary
5. Transmittal letter
6. Revised Fiscal Note



KING COUNTY
Signature Report

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

April 29, 2013

Ordinance

Proposed No. 2013-0123.1

Sponsors Phillips

1 AN ORDINANCE approving and adopting the collective
2 bargaining agreement negotiated by and between King
3 County and Professional and Technical Employees, Local
4 17 (Transit Administrative Support) representing
5 employees in the department of transportation; and
6 establishing the effective date of said agreement.

7 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

8 SECTION 1. The collective bargaining agreement negotiated by and between
9 King County and Professional and Technical Employees, Local 17 (Transit
10 Administrative Support) representing employees in the department of transportation and
11 attached hereto is hereby approved and adopted by this reference made a part hereof.

12 SECTION 2. Terms and conditions of said agreement shall be effective from
13 January 1, 2012, through and including December 31, 2014.

14

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Larry Gossett, Chair

ATTEST:

Anne Noris, Clerk of the Council

APPROVED this ____ day of _____, _____.

Dow Constantine, County Executive

Attachments: A. Agreement, B. Addendum A

AGREEMENT
BY AND BETWEEN
KING COUNTY
AND
PROFESSIONAL AND TECHNICAL EMPLOYEES, LOCAL 17
TRANSIT ADMINISTRATIVE SUPPORT
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1 **ARTICLE 1: PURPOSE**

2 These articles constitute an Agreement, the terms of which have been negotiated in good faith
3 by representatives of King County and Professional and Technical Employees, Local 17. The intent
4 and purpose of this Agreement is to promote the continued improvement of the relationship between
5 King County (hereinafter called the County) and the employees represented by Professional and
6 Technical Employees, Local 17 (hereinafter called the Union) by providing a uniform basis for
7 implementing the right of public employees to join organizations of their own choosing and to be
8 represented by such organizations in matters concerning their employment relations with the County,
9 and to set forth the wages, hours and other working conditions of the bargaining unit employees,
10 provided the County has authority to act on such matters.

11 **ARTICLE 2: UNION RECOGNITION AND MEMBERSHIP**

12 *Section 1.* The County recognizes the Union as the exclusive collective bargaining
13 representative of all full-time and part-time regular employees whose job classifications are listed in
14 the attached Addendum A and made a part hereof by this reference.

15 *Section 2.* It shall be a condition of employment that all employees covered by this
16 agreement who are members of the Union in good standing on the effective date of this agreement
17 shall remain members in good standing and those who are not members on the effective date of this
18 agreement shall, on the thirtieth day following the effective date of this agreement, become and
19 remain members in good standing in the Union, or pay fees to the Union to the extent permitted by
20 law. It shall also be a condition of employment that all employees covered by this agreement and
21 hired or assigned into the bargaining unit on or after its effective date shall, on the thirtieth day
22 following the beginning of such employment, become and remain members in good standing in the
23 Union, or pay fees to the Union to the extent permitted by law.

24 Provided, however, that nothing contained in this section shall require an employee to join
25 said Union who can substantiate in accordance with case law bona fide religious tenets or teachings
26 that prohibit the payment of dues or initiation fees to Union organizations. Such employee shall pay
27 an amount of money equivalent to regular union dues and initiation fee; said amounts shall be paid to
28 a non-religious charity or to another charitable organization mutually agreed upon by the employee

1 affected and the bargaining representative to which such public employee would otherwise pay the
2 dues and initiation fee. The employee shall furnish proof to the Union each month that such payment
3 has been made.

4 **Section 3.** The County shall not contract out work which the members of the Union have
5 historically performed unless it is required by law or is a business necessity due to an emergency
6 situation or to augment the work-force on a temporary, short-term basis of six months or less. Except
7 for emergency situations, the County shall provide notice to the union of its intent to contract out and,
8 upon request, bargain the decision and/or effects of that decision. Except as provided herein, under
9 no circumstances shall the County agree to any long-term or permanent contracting out of bargaining
10 unit work. Nothing in this provision shall limit what the County has historically contracted out, and
11 no jobs will be eliminated due to contracting out.

12 **Section 4.** Upon receipt of written authorization individually signed by a bargaining unit
13 employee, the County shall have deducted from the pay of such employee the amount of dues and
14 initiation fee, as certified by the Secretary-Treasurer of the Union, and shall transmit the same to the
15 Secretary-Treasurer of the Union.

16 The Union will indemnify, defend and hold the County harmless against any claims made and
17 against any suit instituted against the County on account of any check-off of dues for the Union. The
18 Union agrees to refund to the County any amounts paid to it in error on account of the check-off
19 provision upon presentation of proper evidence thereof.

20 **Section 5.** The County will require all new employees hired, transferred, or promoted into a
21 position included in the bargaining unit to complete a form to inform the Union of their hire. One
22 copy of the form will be retained by County payroll, one copy of the form will be given to the
23 employee and the original will be sent to the Union. The County will notify the Union of any
24 employee leaving the bargaining unit.

25 **Section 6.** The County will transmit to the Union a current listing of all employees in the
26 bargaining unit within thirty (30) days of the Union's request for such a list, not to exceed twice per
27 calendar year. For all employees performing bargaining unit work, the list shall include the name of
28 the employee, classification, home address, department and salary.

1 **Section 7.** Failure by an employee to satisfy the requirements of Section 2 shall constitute
2 cause for dismissal; provided that the County has no duty to act until the Union makes a written
3 request for discharge and verifies that the employee received written notification of the delinquency
4 including the amount owing, the method of calculation, and notification that non-payment after a
5 period of no less than seven (7) days will result in discharge by the County. A copy of each written
6 notification shall be mailed to the County concurrent with its mailing to the employee.

7 **ARTICLE 3: RIGHTS OF MANAGEMENT**

8 **Section 1. Rights of Management:** The management of the County and the direction of the
9 work force is vested exclusively in King County. Except as may be limited by the express written
10 terms of this Agreement, all matters, including but not limited to, the right to hire, appoint, promote,
11 discharge for just cause, improve efficiency, train, assign and direct the work force, develop and
12 modify classification specifications, allocate positions to classifications, determine work schedules,
13 determine location of facilities, and determine methods. Processes and means for providing services
14 shall remain the exclusive right of the County for the duration of this Agreement.

1 **ARTICLE 4: VACATION LEAVE**

2 Employees eligible for leave benefits shall accrue vacation leave benefits as described in and
3 further qualified by this section.

4 ***Section 1.***

5

| Full Years of Service | Annual Vacation Leave in Days |
|--------------------------------------|--|
| Upon hire through end of Year 5 | 12 |
| Upon beginning of Year 6 | 15 |
| Upon beginning of Year 9 | 16 |
| Upon beginning of Year 11 | 20 |
| Upon beginning of Year 17 | 21 |
| Upon beginning of Year 18 | 22 |
| Upon beginning of Year 19 | 23 |
| Upon beginning of Year 20 | 24 |
| Upon beginning of Year 21 | 25 |
| Upon beginning of Year 22 | 26 |
| Upon beginning of Year 23 | 27 |
| Upon beginning of Year 24 | 28 |
| Upon beginning of Year 25 | 29 |
| Upon beginning of Year 26 and beyond | 30 |

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22 ***Section 2.*** Vacation accrual rates for an employee who works other than the full time
23 schedule shall be prorated to reflect his or her normally scheduled work week.

24 ***Section 3.*** Employees eligible for vacation leave shall accrue vacation leave from their date
25 of hire into a benefit eligible position.

26 ***Section 4.*** Employees eligible for vacation leave may accrue up to sixty days (480 hours)
27 vacation leave. Such employees shall use vacation leave beyond the maximum accrual amount prior
28 to the end of the pay period that includes December 31 of each year. Failure to use vacation leave

1 beyond the maximum accrual amount will result in forfeiture of the vacation leave beyond the
2 maximum amount unless the reason for the carryover of such vacation leave is because of cyclical
3 workloads, work assignments or other reasons as may be in the best interests of the County.

4 **Section 5.** Employees shall not be eligible to take or be paid for vacation leave until they
5 have successfully completed their first six months of County employment, and if they leave County
6 employment prior to successfully completing their first six months of county service, shall forfeit and
7 not be paid for accrued vacation leave. The terms of this provision do not apply to employees taking
8 accrued leave for a qualifying event under the Washington Family Care Act.

9 **Section 6.** Employees eligible for leave benefits shall be paid for accrued vacation leave to
10 their date of separation up to the maximum accrual amount if they have successfully completed their
11 first six months of county service and were not discharged for theft or misappropriation of funds.

12 **Section 7.** Employees shall not use or be paid for vacation leave until it has accrued and such
13 use or payment is consistent with the provisions of this section.

14 **Section 8.** No employee shall work for compensation for the County in any capacity during
15 the time that the employee is on vacation leave.

16 **Section 9.** Vacation leave may be used in one-half hour increments, at the discretion of the
17 employee's immediate supervisor.

18 **Section 10.** In cases of separation from county employment by death of an employee with
19 accrued vacation leave and who has successfully completed his or her first six months of County
20 service, payment of unused vacation leave up to the maximum accrual amount shall be made to the
21 employee's estate, or, in applicable cases, as provided for by state law, RCW Title 11.

22 **Section 11.** If an employee resigns from a full-time regular or part-time regular position with
23 the County and has provided two weeks' written notice unless waived by the employee's supervisor,
24 or is laid off and subsequently returns to County employment within two years from such resignation
25 or layoff, as applicable, the employee's prior County service shall be counted in determining the
26 vacation leave accrual rate under Section 1.

27 **Section 12.** If King County determines that vacation cashout is a benefit that can become
28 available to represented employees; the parties shall reopen negotiations for the purpose of

1 negotiating a basis and terms for providing cashout benefit to members of this bargaining unit.

2 **ARTICLE 5: OTHER LEAVES**

3 ***Section 1. Bereavement Leave:*** Employees eligible for leave benefits shall be entitled to
4 three working days of bereavement leave per incident due to the death of members of their immediate
5 family. Immediate family members are defined as spouse, child, parent, son-in-law, daughter-in-law,
6 grandparent, grandchild, sibling, domestic partner and the child, parent, sibling, grandparent or
7 grandchild of the spouse of the employee's spouse or domestic partner; or a person to whom the
8 employee stood/stands in loco parentis or is/was in loco parentis to the employee.

9 Employees who have exhausted their bereavement leave shall be entitled to use sick leave in
10 the amount of three days for each instance of death when death occurs to a member of the employee's
11 immediate family.

12 In cases of family death where no sick leave benefit is authorized or exists, an employee may
13 be granted leave without pay.

14 In the application of any of the foregoing provisions, holidays or regular days off falling
15 within the prescribed period of absence shall not be charged to bereavement leave.

16 ***Section 2. Organ Donors:*** The manager/designee shall allow all employees eligible for paid
17 leave benefits who are voluntarily participating as donors in life-giving or life-saving procedures such
18 as, but not limited to, bone marrow transplants, kidney transplants, or blood transfusions to take five
19 (5) days paid leave, which shall not be charged to sick or vacation leave, provided that:

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

24 B. The employee provides written proof from an accredited medical institution,
25 organization or individual as to the need for the employee to donate bone marrow, a kidney, or other
26 organs or tissue or to participate in any other medical procedure where the participation of the donor
27 is unique or critical to a successful outcome.

28 C. Time off from work for the purpose set out above in excess of five (5) working

1 days will be subject to the terms of this Agreement.

2 **Section 3. Jury Duty:** Employees eligible for paid leave benefits who are ordered on a jury
3 shall be entitled to their regular County pay; provided, that fees for such jury duty are deposited,
4 exclusive of mileage, with the Finance and Business Operations Division of the Department of
5 Executive Services. Employees shall report back to their supervisor on their next scheduled workday
6 when dismissed from jury service.

7 **Section 4. School Volunteer:** Employees eligible for paid leave benefits shall be allowed the
8 use of up to three (3) days of sick leave each year to allow employees to perform volunteer services at
9 the school attended by the employee's child or a grandchild if the employee is the legal guardian,
10 provided, an employee requesting to use sick leave for this purpose will submit such a request
11 specifying the name of the school and the nature of the volunteer services to be performed.

12 **Section 5. Military Leave:** A leave of absence for active military duty or active military
13 training duty will be granted to eligible employees in accordance with applicable provisions of state
14 and/or federal law, and County policy provided that a request for such leave shall be submitted to the
15 manager/designee in writing by the employee and accompanied by a validated copy of military orders
16 ordering such active duty or active training duty.

17 **Section 6. Inclement Weather:**

18 **A. Pay for employees in case of facility closure.**

19 1. If a facility is closed by order of the County Executive due to inclement
20 weather, employees scheduled to work will be paid their normal salary or hourly wage until such time
21 as the facility is reopened, alternative worksites are arranged, or a reduction in force is implemented.
22 Employees who previously requested and have been approved for time off (e.g., vacation, sick leave,
23 compensatory time off, or leaves of absence) will have hours deducted from their accruals as
24 approved.

25 Employees designated as first responders and mission critical employees who are unable to
26 report to work will have their time charged to vacation, comp-time, or leave without pay unless the
27 department director or designee determines that regular pay is warranted and waives the charging of
28 the time missed.

1 2. Where a department or division director or agency administrator closes
2 operations in his or her agency during the work day or orders employees to leave the premises
3 because of safety concerns, employees scheduled to work will be paid for the normally scheduled
4 work day.

5 3. Continued closure of a facility beyond the first day (or partial day) as
6 described above must be approved by the Executive; otherwise, the facility will be deemed open.

7 **B. Pay for employees where facilities remain open for business.**

8 Where a department, office or facility remains open but inclement weather conditions prevent
9 an employee from reporting to work:

10 1. The employee will notify his or her supervisor of the absence as soon as
11 possible.

12 2. The employee may request, and the supervisor may approve, the use of
13 compensatory time, vacation time, or leave without pay to cover the absence. Sick leave may not be
14 used in such instances except where appropriate under sick leave provisions of the King County
15 Code, Personnel Guidelines and this collective bargaining agreement.

16 **Section 7:** If federal or state law grants new or additional leave to employees the applicable
17 law will apply.

18 **ARTICLE 6: SICK LEAVE AND TIME OFF FOR MEDICAL AND FAMILY REASONS**

19 Employees covered by this Labor Agreement shall be eligible for sick leave, medical and
20 family leave benefits as provided by King County Code 3.12.220 as amended. It is the intent of the
21 parties to provide all employees the rights guaranteed by applicable federal, state, and local leave
22 laws, as well as additional benefits that have been specifically negotiated by the parties.

23 **Section 1.** Employees eligible for leave benefits shall accrue sick leave benefits at
24 the rate of 0.04616 hours for each hour in pay status exclusive of overtime up to a maximum of eight
25 hours per month. The employee is not entitled to sick leave if the sick leave has not been previously
26 earned.

27 **Section 2.** During the first six months of service, employees eligible to accrue vacation leave
28 may, at their immediate supervisor's discretion and in accordance with applicable law, use any

1 accrued days of vacation leave as an extension of sick leave. If an employee does not work a full six
2 months, any vacation leave used for sick leave must be reimbursed to the County upon termination.

3 **Section 3.** Sick leave may be used in one-half hour increments, at the discretion of the
4 employee's immediate supervisor.

5 **Section 4.** There shall be no limit to the hours of sick leave benefits accrued by an eligible
6 employee.

7 **Section 5.** Separation from or termination of County employment except by reason of
8 retirement or layoff due to lack of work, funds, efficiency reasons or separation for non-disciplinary
9 medical reasons, shall cancel all sick leave accrued to the employee as of the date of separation or
10 termination. Should the employee resign with at least two weeks' written notice except as waived by
11 the employee's supervisor or be separated for non-disciplinary medical reason or be laid off, and
12 return to County employment within two years, accrued sick leave shall be restored, but the
13 restoration shall not apply where the former employment was in a term-limited temporary position.

14 **Section 6.** Employees eligible to accrue sick leave and who have successfully completed at
15 least five years of County service and who retire as a result of length of service or who terminate by
16 reason of death shall be paid, or their estates paid or as provided for by Title 11 RCW, as applicable,
17 an amount equal to thirty-five percent of their unused, accumulated sick leave multiplied by the
18 employee's rate of pay in effect upon the date of leaving County employment less mandatory
19 withholdings. This sick-leave cash-out is subject to any determination by bargaining unit members to
20 have their funds placed in Voluntary Employee Beneficiary Association (VEBA) accounts upon
21 retirement as a result of length of service, as set forth in the King County Code. Such determination
22 is applicable to all members of the bargaining unit.

23 **Section 7.** An employee must use all of his or her accrued sick leave and any donated sick
24 leave before taking unpaid leave for his or her own health reasons. If the injury or illness is
25 compensable under the County's workers compensation program, then the employee has the option to
26 augment or not augment time loss payments with the use of accrued sick leave. For a leave for
27 family reasons, the employee shall choose at the start of the leave whether the particular leave will be
28 paid or unpaid. When an employee chooses to take paid leave for family reasons, he or she may set

1 aside a reserve of up to eighty hours of accrued sick leave. An employee may choose to use sick
2 leave or other paid time off for the following reasons:

3 A. The employee's bona fide illness, but an employee who suffers an occupational
4 illness may not simultaneously collect sick leave and worker's compensation payments in a total
5 amount greater than the net regular pay of the employee;

6 B. The employee's incapacitating injury, but:

7 1. an employee injured on the job may not simultaneously collect sick leave
8 and worker's compensation payments in a total amount greater than the net regular pay of the
9 employee; though an employee who chooses not to augment his or her worker's compensation time
10 loss pay through the use of sick leave shall be deemed on unpaid leave status;

11 2. an employee who chooses to augment workers' compensation payments
12 with the use of accrued sick leave shall notify the safety and workers' compensation program office
13 in writing at the beginning of the leave.

14 3. an employee may not collect workers' compensation time loss payments for
15 physical incapacity due to any injury or occupational illness which is directly traceable to
16 employment other than with the County;

17 C. The employee's exposure to contagious diseases and resulting quarantine;

18 D. A female employee's temporary disability caused by or contributed to by
19 pregnancy and childbirth;

20 E. The employee's medical or dental appointments, provided that the employee's
21 immediate supervisor has approved the use of sick leave for such appointments;

22 F. To care for the employee's child as defined in this chapter if the child has an illness
23 or health condition which requires treatment or supervision from the employee; or

24 G. To care for other family members, if:

25 1. the family member is (1) the employee's spouse or domestic partner; (2) a
26 child of the employee's spouse or domestic partner; (3) the parent of the employee, employee's
27 spouse or domestic partner; (4) an individual who stands or stood in loco parentis to the employee,
28 the employee's spouse or domestic partner; or (5) a grandparent of the employee; and

1 2. the reason for the leave is one of the following:

2 (a) the birth of a son or daughter and care of the newborn child, or
3 placement with the employee of a son or daughter for adoption or foster care, if the leave is taken
4 within twelve months of the birth, adoption or placement;

5 (b) the care of the child of the employee's spouse or domestic partner
6 whose illness or health condition requires treatment or supervision by the employee; or

7 (c) the care of a family member because he/she has a serious health
8 condition or an emergency condition.

9 **Section 8.** An employee may take a total of up to eighteen work weeks unpaid leave for his
10 or her own serious health condition, and for family reasons, combined within a twelve-month period.
11 The leave may be continuous, which is consecutive days or weeks, or intermittent, which is taken in
12 whole or partial days as needed. Intermittent leave is subject to the following conditions:

13 A. When leave is taken after the birth or placement of a child for adoption or foster
14 care, an employee may take leave intermittently or on a reduced leave schedule only if authorized by
15 the employee's immediate supervisor;

16 B. An employee may take leave intermittently or on a reduced schedule when
17 medically necessary due to a serious health condition of the employee or a family member of the
18 employee; and

19 C. If an employee requests intermittent leave or leave on a reduced leave schedule
20 under K.C.C. 3.12.220.I.2 that is foreseeable based on planned medical treatment, the immediate
21 supervisor may require the employee to transfer temporarily to an available alternative position for
22 which the employee is qualified and that has equivalent pay and benefits and that better
23 accommodates recurring periods of leave than the regular position of the employee.

24 **Section 9.** Use of donated leave shall run concurrently with the eighteen work week family
25 medical leave entitlement.

26 **Section 10.** The County shall continue its contribution toward health care benefits during any
27 unpaid leave taken under this Article.

28 **Section 11.** Department management is responsible for the proper administration of the sick

1 leave benefit. Verification from a licensed health care provider may be required to substantiate the
2 health condition of the employee or family member for leave requests.

3 **Section 12.** An employee who returns from unpaid family or medical leave within the time
4 provided in this section is entitled, subject to bona fide layoff provisions, to:

5 A. the same position he or she held when the leave commenced; or a position with
6 equivalent status, benefits, pay and other terms and conditions of employment; and

7 B. The same seniority accrued before the date on which the leave commenced.

8 **Section 13.** Failure to return to work by the expiration date of a leave of absence may be
9 cause for removal and result in termination of the employee from County employment.

10 **Section 14. Sick Child Benefit Program:** The County agrees to provide employees with a
11 mildly sick child childcare service for eligible dependent children. The service is provided at no cost
12 to employees as long as they are pre-registered in the program.

13 **ARTICLE 7: HOLIDAYS**

14 **Section 1.** The following days are hereby designated as official county holidays:

- 15 • January 1, New Year's Day;
- 16 • Third Monday in January, Martin Luther King, Jr. Birthday;
- 17 • Third Monday in February, President's Day;
- 18 • Last Monday in May, Memorial Day;
- 19 • July 4, Independence Day;
- 20 • First Monday in September, Labor Day;
- 21 • November 11, Veteran's Day;
- 22 • Thanksgiving Day and the day immediately following;
- 23 • December 25, Christmas Day;
- 24 • Special or limited holidays as declared by the president or governor, and as
25 approved by the council;
- 26 • Such other days in lieu of holidays as the council may determine;
- 27 • Employees eligible for leave benefits shall be granted two personal holidays to be
28 administered through the vacation plan; provided, that the hours granted to

1 employees working less than a full-time schedule shall be prorated to reflect their
2 normally scheduled work day. One day shall be credited to the employee's leave
3 balance on the first of October and one day on the first of November.

4 **Section 2.** For holidays falling on a Saturday, the Friday before shall be a paid holiday. For
5 holidays falling on a Sunday, the Monday following shall be a paid holiday.

6 **Section 3.** An employee must be eligible for leave benefits and in a pay status on the day
7 prior to and the day following a holiday to be eligible for holiday pay. However, an employee who
8 has successfully completed at least five years of county service and who retires at the end of a month
9 in which the last regularly scheduled working day is observed as a holiday, shall be eligible for
10 holiday pay if the employee is in a pay status the day before the day observed as a holiday.

11 **Section 4.** If an employee is directed to work on a holiday, he/she will receive 8 hours
12 holiday leave pay and be paid overtime for all hours actually worked. The employee may take the
13 time worked as paid or as compensatory time at the employee's discretion.

14 **ARTICLE 8: RATES OF PAY AND COST OF LIVING ALLOWANCES**

15 **Section 1. The employees will receive the following cost of living allowances:**

16 **A. 2012 Wage Rate.** Employees shall be eligible to receive 90% of the annual
17 average growth rate of the bi-monthly Seattle-Tacoma-Bremerton Area Consumer Price Index for
18 Urban Wage Earners and Clerical Workers (CPI-W, July of the previous year to June of the current
19 year). Zero floor and no ceiling. This amount is known to be 1.63%.

20 **B. 2013 Wage Rate.** Employees shall be eligible to receive 95% of the annual
21 average growth rate of the bi-monthly Seattle-Tacoma-Bremerton Area Consumer Price Index for
22 Urban Wage Earners and Clerical Workers (CPI-W, July of the previous year to June of the current
23 year). Zero floor and no ceiling. This amount shall then be reduced by 1.0% and is known to be
24 2.09%.

25 **C. 2014 Wage Rate.** Employees shall be eligible to receive 95% of the annual
26 average growth rate of the bi-monthly Seattle-Tacoma-Bremerton Area Consumer Price Index for
27 Urban Wage Earners and Clerical Workers (CPI-W, July of the previous year to June of the current
28 year). Zero floor and no ceiling. This amount shall then be reduced by 1%.

1 D. The parties agree when significant shifts in economic and fiscal conditions occur
2 during the term of this agreement, the parties agree to reopen negotiations for COLA when triggered
3 by either an increase in the King County unemployment rate of more than 2 percentage points
4 compared with the previous year or a decline of more than 7% in County retail sales as determined by
5 comparing current year to previous year. Data will be derived from Washington State Department of
6 Revenue. By no later than July 30th of each year of this agreement, the county will assess whether
7 the economic measurements listed above trigger contract reopeners on COLA for the subsequent
8 year.

9 **Section 2.**

10 After the first six months of employment, employees will progress to the next salary step.
11 Thereafter, step increases will occur on each January 1st until the employee reaches the top of the
12 salary range.

13 **Section 3.** Employees who are at the top step of their salary range will be eligible for a merit
14 increase of either 2.5% or 5% above the top step, at the County's discretion. Employees are eligible
15 for the merit increase who have achieved a performance rating of "outstanding" (at least 4.34 on a
16 scale of 1-5) in two consecutive years. An employee's performance rating and a decision to grant a
17 merit increase is not subject to the grievance and arbitration provisions of this contract.

18 **Section 4.** An employee who is promoted to a position in a classification having a higher
19 maximum salary shall be placed at the nearest step in the new salary range which provides the
20 employee with at least a 5% increase above the employee's regular rate of pay.

21 **Section 5. Lead and Training Pay:** Employees assigned, in writing, by the division manager
22 or his/her designee to train temporary employees and be responsible for their work product or to
23 perform lead-worker duties over employees in the same classification, shall be compensated at a rate
24 which is five percent (5%) greater than their regular rate for all time so assigned.

25 **ARTICLE 9: HOURS OF WORK AND OVERTIME**

26 **Section 1.** The normal work week for employees shall consist of five consecutive work days
27 not to exceed eight hours in a nine hour period. The parties agree that alternative work schedules
28 may be established that are mutually agreed between the employee and his or her immediate

1 supervisor.

2 **Section 2.** Employees shall be compensated at the rate of time and one-half for all hours
3 worked in excess of their scheduled work shift, or in excess of forty hours in one workweek, or work
4 on a holiday (as defined by Article 7, Section 1) or a regularly scheduled day off. Overtime may be
5 paid as compensatory time at the rate of time and one-half, if requested by the employee and
6 approved by the employee's immediate supervisor.

7 **ARTICLE 10: MEDICAL, DENTAL AND LIFE INSURANCE**

8 The County will provide a medical, dental, vision and life insurance plan for all benefit
9 eligible employees; such plans, including any changes thereto, to be negotiated by the County and the
10 Union through the Joint Labor Management Insurance Committee.

11 **ARTICLE 11: MISCELLANEOUS**

12 **Section 1. Use of Personal Vehicle:** All employees who have been authorized to use their
13 own transportation on County business shall be reimbursed at the rate established by County Council
14 action.

15 **Section 2. Classification Specifications:** The County shall furnish the Union with specific
16 classification specifications for classifications in the bargaining unit descriptive of the function, scope
17 and complexity of the position and the knowledge, abilities and qualifications for the position. The
18 County and the Union shall meet to review proposed modifications and revisions to said
19 specifications and will negotiate impacts prior to implementation.

20 **Section 3. Clothing and Safety Equipment:** The County will continue to provide all articles
21 of clothing and equipment required for safety and/or identification, according to current practice.

22 **Section 4. Training Programs Release Time:** The County may provide employees with
23 release time to attend training programs that will be beneficial to their job performance. Notice of all
24 such training opportunities which management deems appropriate will be made available to all
25 employees in writing. If the County requires attendance at such training programs, the County will
26 pay the expenses incurred.

27 **Section 5. Bus Passes:** The County will provide all regular employees with bus passes at no
28 cost in accordance with current practice and County ordinance. Further, any member of the

1 bargaining unit who was entitled to a retiree bus pass prior to the January 1, 1996 merger with King
2 County shall continue to be eligible for a retiree bus pass.

3 **Section 6. Work Outside of Classification:** All work outside of classification shall be
4 assigned in writing by the supervisor. A Career Service employee so assigned to work outside of
5 classification shall be paid at the nearest step in the higher range which provides the employee at least
6 a 5% increase above his/her regular rate of pay for all time worked out of class.

7 If the employee works continuously in the higher classification for twelve (12) months, the
8 position may be submitted by the Human Resources Division of the Department of Executive
9 Services, Transit Division management, or the employee for reclassification consideration. If the
10 employee is performing the work of a higher level classification because the employee who normally
11 performs this work is on leave of absence, the parties will meet to discuss the issue.

12 **Section 7. Reclassification:** Requests for reclassification may be made because an employee
13 has been working in an out of class assignment for twelve (12) months or longer, or because there is a
14 significant change in an employee's duties and responsibilities for a period of twelve (12) months or
15 longer. No employee shall submit a reclassification request if it has been less than one (1) year since
16 the date of a previous reclassification determination.

17 Requests for reclassification must be submitted on the County's Position Description
18 Questionnaire (PDQ) form. The employee will provide a completed copy of the form to his/her
19 supervisor for review and comment. The supervisor will review and comment within thirty (30)
20 calendar days, and then forward the form to the section manager. The section manager shall have
21 thirty (30) days to review and comment and forward the form to the Human Resources Division of
22 the Department of Executive Services.

23 If the supervisor or section manager has any disagreement with the information provided on
24 the form by the employee, the supervisor or section manager will discuss this disagreement with the
25 employee prior to forwarding the form to the Human Resources Division of the Department of
26 Executive Services.

27 If the Human Resources Division of the Department of Executive Services determines that an
28 employee should be reclassified, the reclassification will be effective the date the final PDQ was

1 submitted to the employee's supervisor. If the Human Resources Division of the Department of
2 Executive Services determines that a reclassification is not appropriate, the Union may request a
3 hearing with a mutually agreed upon mediator/arbitrator as provided through the King County
4 Alternative Dispute Program within thirty (30) calendar days from the date the employee was notified
5 that a reclassification would not take place.

6 The parties are agreed that the mediator/arbitrator's role in this hearing will be to consider
7 testimonial and documentary evidence presented by the County and the Union regarding the
8 employee's appropriate job classification. The mediator/arbitrator will make a determination as to
9 whether the employee is correctly classified and, if not, the appropriate classification to which the
10 employee should be assigned.

11 The parties agree that should there be a reclassification dispute, hearings shall be conducted
12 up to twice a year as agreed upon by the parties.

13 The County is considering changing the methodology for conducting classification reviews
14 requested by an employee. It is agreed that any changes would be subject to bargaining to the extent
15 required by law.

16 **Section 8. Alternative Work Schedules:** Alternative work schedules may be established in
17 accordance with Executive Policy PER 18-1, May 28, 1990, RE: Alternative Work Schedules.
18 When a supervisor establishes a schedule change or determines how to respond to an employee's
19 request for an alternative work schedule, he/she must consider the employee's childcare and other
20 family and transportation needs in making the decision. A minimum of thirty (30) days' written
21 notice to the employee must be given for a change in work schedule unless mutually agreed between
22 the parties.

23 The parties recognize the importance of regularly reporting to the assigned work site for the
24 purposes of accomplishing work. However, an employee may occasionally request, and a supervisor
25 may occasionally approve, an alternative telecommuting work schedule for a limited period of time
26 for the purpose of accommodating and balancing the individual needs of an employee and the
27 business needs of the organization. Additionally, employees are covered by the King County
28 Telecommuting Policy (PER- 18.4 (AEP)), and any amendments thereto.

1 **Section 9. Training:** The County recognizes the benefit of training and will provide
2 information and access to training opportunities for employees, within budgeted appropriations. The
3 decision to provide training opportunities will be based upon, but not limited by, the overall
4 objectives of encouraging and motivating employees to improve their work performance.

5 An employee enrolled in a degree program that the County determines to be job-related may
6 be eligible to receive reimbursement from the County for up to 50% of this program.

7 An employee who takes individual classes or courses that the County determines to be job-
8 related may be eligible to receive reimbursement from the County for up to 100% of class fees or
9 course fees. The decision to provide any reimbursement or initial course approval is solely based
10 upon the County's discretion and is subject to financial constraints.

11 **Section 10.** For the duration of this contract, the County will continue to provide all safety-
12 related equipment that is currently provided and/or required by law, including furniture and
13 equipment designed to reduce the risk of injuries associated with positions in this bargaining unit.

14 **Section 11. Lateral Transfers:** Prior to the initiation of any competitive process to fill a
15 vacant bargaining unit position, regular employees of the bargaining unit holding the same
16 classification as that of the vacant position shall be given the opportunity to make a lateral transfer to
17 the vacant position. Such lateral transfers shall be accomplished pursuant to the following procedure:

18 A. Notification of the vacancy shall be provided to all regular bargaining unit
19 employees whose classification is the same as that of the vacant position and thus eligible for lateral
20 transfer considerations. Employees are presumed qualified to laterally transfer and shall not be
21 required to complete skills or other testing.

22 B. Eligible regular employees expressing interest in a lateral transfer shall be
23 interviewed by the manager/designee.

24 C. If none of the interested eligible regular employees are selected for lateral transfer,
25 the position will be filled through the County's hiring processes.

26 D. Interested eligible regular employees who are not selected though the lateral
27 transfer process may apply for the position during the competitive examination process.

28 E. An employee who laterally transfers or achieves the lateral position through the

1 competitive examination process shall be required to serve a probationary period in the new position.

2 **Section 12. Home Free Guarantee:** The County will operate a program to provide
3 employees with a free ride home by taxi, if on a given day the employee has commuted to work by
4 bus, carpool, vanpool, bike or walking on the day of the trip and has an emergency or works
5 unanticipated overtime that day which requires the employee to leave work at other than the
6 employee's regularly scheduled quit time. Determination of what constitutes a qualified emergency
7 will be made at each worksite by the employee so designated by the County. Employees can exercise
8 their home free guarantee a maximum of eight (8) times per calendar year.

9 **Section 13. Meals in Declared Emergency:** In the event of a bona fide emergency which is
10 declared by the King County Executive, an employee will receive the meal per diem or appropriate
11 meal for any time in which that employee is required because of the emergency to remain at work in
12 excess of twelve (12) consecutive hours or is required to work in excess of eight hours on a day the
13 employee was not scheduled to work. Expense receipts are not required for reimbursement.

14 **Section 14. Accidental Death Benefit – Criminal Assault:** The County provides special
15 coverage in the event of a felonious assault. The maximum benefits payable is \$50,000 for death,
16 dismemberment, loss of sight, or permanent total disability, less any amount payable under a group
17 life or accidental death and dismemberment policy.

18 **Section 15. Home visits to verify an illness:** If an employee is directed to visit another
19 employee at home to verify an illness, the following will apply:

- 20 1. A minimum of two employees will be sent.
- 21 2. The employees will be provided functional communication equipment (cell phone,
22 Nextel, etc.).
- 23 3. A known itinerary will be established, so the supervisor will know if a home visit
24 team is overdue.

25 **ARTICLE 12: DISCIPLINE**

26 **Section 1. Just Cause:** The County may discipline an employee for just cause. If the County
27 determines to impose disciplinary action against any employee for any reason, the employee shall be
28 apprised of his/her rights of appeal and representation. Discharge during an employee's probationary

1 period is not subject to the grievance procedure since such employees serve at-will.

2 **Section 2. Personnel Records:** An employee may request, after a minimum of two years, to
3 have records of written reprimands removed from the employee's personnel file. The County will
4 consider the request if no related violations have occurred since the reprimand was issued. The
5 employee has the right to have placed in his/her personnel file rebuttals to any written
6 communications from County managers or supervisors. Employees may request to have included in
7 the personnel file any written documentation that reflects favorably on the employee's conduct or
8 work quality. Nothing in this section shall prevent the County and the Union from reaching a
9 mutually acceptable agreement regarding the removal or revision of personnel records as the result of
10 a grievance settlement.

11 **ARTICLE 13: PERFORMANCE APPRAISALS AND MEMOS**

12 Each Employee will receive performance memos and appraisals at least annually.

13 The Employee may appeal a performance appraisal pursuant to the King County Personnel
14 Guidelines. Performance appraisals or memos are not grievable.

15 **ARTICLE 14: DISPUTE RESOLUTION PROCEDURES**

16 **Section 1. Grievance/Arbitration/Mediation:** The County recognizes the importance and
17 desirability of settling grievances promptly and fairly in the interest of continued good employee
18 relations and morale. Employees will be unimpeded and free from restraint, interference, coercion,
19 discrimination or reprisal in seeking adjudication of their grievances, and every effort will be made to
20 settle grievances at the lowest possible level of supervision. To this end, the following procedure will
21 be followed.

22 Each and every provision of this collective bargaining agreement is enforceable through these
23 Dispute Resolution Procedures. Remedies may include a specific action or any other equitable
24 remedy agreed to by the parties or as imposed by an arbitrator pursuant to this agreement.

25 **A. Definition.**

26 Grievance - An issue raised by an employee relating to interpretation of his/her
27 rights, benefits, or conditions of employment as contained in this Agreement. Probationary
28 employees shall not have the right to pursue grievances over terminations of employment but shall be

1 able to pursue grievances as otherwise provided in this Section. The express language of the
2 collective bargaining agreement is controlling. This does not preclude either party from submitting
3 County policies or procedures as collaborating evidence in a grievance.

4 **B. Procedure.**

5 *Step 1.* A grievance shall be verbally presented by the aggrieved employee
6 and his/her representative, if the employee wishes, within fifteen (15) working days of the date when
7 the employee could reasonably be expected to know of the basis for a grievance, to the employee's
8 supervisor. The supervisor shall gain all relevant facts and shall attempt to adjust the matter and
9 notify the employee within ten (10) working days. If a grievance is not presented in writing to the
10 next level within ten (10) working days, it shall be presumed resolved.

11 *Step 2.* If after thorough discussion with the supervisor, the grievance has not
12 been satisfactorily resolved, the employee and his/her representative shall reduce the grievance to
13 writing, outlining the facts as they are understood. The written grievance may then be presented to
14 the Section Manager within ten (10) workdays as stated above for investigation, discussion, and
15 written reply. The Section Manager shall make his/her written decision available to the aggrieved
16 employee within ten (10) working days. If the grievance is not pursued to the next higher level
17 within the following ten (10) working days, it shall be presumed resolved.

18 *Step 3.* If after thorough evaluation, the decision of the Section Manager has
19 not resolved the grievance to the satisfaction of the employee, the grievance may be presented to the
20 Division Manager. All letters, memoranda and other written materials previously submitted to lower
21 levels of supervision shall be made available for the review and consideration of the Division
22 Manager/designee. He/she may interview the employee and/or his/her representative and receive any
23 additional related evidence that he/she may deem pertinent to the grievance. He/she shall make
24 his/her written decision available within fifteen (15) working days.

25 *Step 4.* The Union shall have ten (10) working days from the issuance of the
26 Step 3 response to advance the grievance to Step 4, otherwise the grievance shall be presumed to be
27 resolved. The Union's request to advance the grievance to Step 4 must be made in writing to the
28 Director of the King County Office of Labor Relations or designee copying the Labor Negotiator.

1 The Union representative must sign the request to advance a grievance to Step 4.

2 The Director or designee will schedule a meeting with the Union representative and employee
3 within thirty (30) working days of the referral to Step 4. The Director or designee shall issue a
4 written decision within fifteen (15) working days of the Step 4 meeting.

5 *Step 5.* If the grievance is not pursued to arbitration within thirty (30) working
6 days of receipt of the Step 4 decision or meeting whichever occurs first, it shall be presumed
7 resolved. If Arbitration has been timely requested, the parties may with mutual consent attempt
8 Grievance Mediation. The process will use a mutually acceptable mediator and conclude within
9 thirty (30) days after the mutual request.

10 Should arbitration be necessary either after an attempt to mediate the dispute or directly after
11 Step 4, the Parties shall select a third disinterested party to serve as an arbitrator. In the event that the
12 parties are unable to agree upon an arbitrator, then the arbitrator shall be selected from a panel of five
13 arbitrators furnished by the American Arbitration Association or the Federal Mediation and
14 Conciliation Service, whichever source is mutually acceptable. The arbitrator will be selected from
15 the list by both the County representative and the Union, each alternately striking a name from the list
16 until only one name remains. The party to strike first shall be determined by a coin toss. The
17 arbitrator under voluntary labor arbitration rules of the Association shall be asked to render a decision
18 promptly and the decision of the arbitrator shall be final and binding on both parties. No matter may
19 be arbitrated which the County, by law, has no authority over, has no authority to change, or has been
20 delegated to any civil service commission or personnel board, as defined in RCW 41.56.

21 The arbitrator shall have no power to change, alter, detract from or add to the provisions of
22 this Agreement, but shall have the power only to apply and interpret the provisions of this Agreement
23 in reaching a decision.

24 The arbitrator's fee and expenses and any court reporter's fee and expenses shall be borne
25 equally by both parties. Each party is responsible for its respective representational fees and
26 expenses, regardless of the outcome of the hearing.

27 No matter may be arbitrated which the County by law has no authority over, has no authority
28 to change, or has been delegated to any civil service commission or personnel board as defined in

1 Chapter 108, Extraordinary Session, 1967, Laws of the State of Washington.

2 There shall be no strikes, cessation of work or lockout during arbitration.

3 C. Time Limits. Time limits may be extended upon written consent of the parties.

4 **Section 2. Alternate Dispute Resolution Procedures.**

5 A. Unfair Labor Practice. The parties agree that thirty (30) days prior to filing a ULP
6 complaint with PERC, the complaining party will notify the other party, in writing, meet, and make a
7 good faith attempt to resolve the concerns unless the deadline for filing with PERC would otherwise
8 pass or the complaining party is seeking a temporary restraining order as relief for the alleged Unfair
9 Labor Practice.

10 B. Grievance. After a grievance is initially filed, the following Alternative Dispute
11 Resolution (ADR) process may be followed, with mutual consent. This process will not exceed ten
12 (10) days:

13 1. A meeting will be arranged by the Union representative and County
14 representative (or their designees) to attempt to resolve the matter.

15 2. (a) The meeting will include a mediator and the affected parties.

16 (b) The parties may mutually agree to other participants such as union
17 and management representatives or subject matters experts.

18 3. The parties will meet at mutually agreeable times to attempt to resolve the
19 matter.

20 4. If the matter is resolved, the grievance will be withdrawn.

21 5. If the matter is not resolved, the grievance will continue through the
22 grievance process.

23 6. The moving party can initiate the next step in the grievance process at the
24 appropriate time, irrespective of this process.

25 7. Offers to settle and aspects of settlement discussions will not be used as
26 evidence or referred to if the grievance is not resolved by this process.

27 This Section does not supersede or preclude any use of grievance mediation later in the
28 grievance process.

1 **Section 3. Non-Contractual Dispute Resolution and Mediation:** The intent of this section is
2 to provide employees and supervisors with a dispute resolution process for issues for which the
3 grievance and arbitration processes do not apply. An employee who has a non-contractual dispute is
4 encouraged to exercise his/her rights to pursue dispute resolution and, if mutually agreed to, use
5 mediation to resolve the dispute.

6 To initiate this process, the employee will request a dispute resolution meeting with his/her
7 immediate supervisor. The employee and his/her supervisor will then meet in an attempt to resolve
8 the dispute. The supervisor may provide the employee with a written summary of the meeting and
9 outcome.

10 If the dispute remains unresolved, the employee and supervisor may mutually request
11 mediation. The request for mediation will be made, in writing, to Transit Human Resources.
12 Mediation will use the King County ADR Program and will be concluded, if practicable, within 30
13 days of the request for mediation.

14 **ARTICLE 15: EQUAL EMPLOYMENT OPPORTUNITY**

15 Neither the County nor the Union shall unlawfully discriminate against any individual with
16 respect to compensation, terms, conditions, or privileges of employment because of race, color,
17 religion, national origin, sexual orientation, marital status, age, sex, ancestry, or disability.

18 **ARTICLE 16: SAVINGS CLAUSE**

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

25 **ARTICLE 17: EMPLOYEE RIGHTS**

26 **Section 1.** The off-duty activities of employees shall not be cause for disciplinary action
27 unless said activities are detrimental to the employee's work performance or the program of the
28 agency.

1 **Section 2.** If at any level, the County determines to bring disciplinary action against any
2 employee for any reason, the employee shall be apprised of his/her rights of appeal and
3 representation as provided for in Article 14 (Dispute Resolution Procedures) of this Agreement.

4 **Section 3.** No employee shall be disciplined or discharged except in accordance with
5 Article 12, "Discipline" or Article 13, "Performance Appraisals And Memos." All investigations
6 related to disciplinary matters will be conducted in a timely manner.

7 **Section 4.** The employee and/or representative may examine the employee's personnel file(s)
8 if the employee so authorizes in writing. Material placed into the employee's files(s) relating to job
9 performance or personal character shall be brought to his or her attention. The employee may
10 challenge the propriety of including it in the file(s). The employee shall have the right to insert
11 documentation into the file(s), providing such documentation is relevant to the challenge.
12 Unauthorized persons shall not have access to employee files or other personal data relating to their
13 employment.

14 **Section 5.** No employee shall be required to use equipment which is not in a safe condition.
15 In the event an employee discovers or identifies unsafe equipment, he/she will immediately notify the
16 immediate supervisor in writing. Employees shall not be disciplined for reporting unsafe equipment
17 or working conditions to their immediate supervisor. Said equipment shall be repaired or replaced if
18 the employer determines the equipment to be unsafe. At such time as the employer determines the
19 equipment to be safe, the employee will be advised.

20 **Section 6. Defense and Indemnification:** In accordance with KCC Chapter 4.13, whenever
21 an employee is named as a defendant in a civil or criminal action arising out of the performance of
22 the employee's duties and is acting within the scope of employment, the County shall, at the written
23 request of the employee, furnish counsel (or, solely at the County's discretion, reimburse the
24 employee the cost of their private counsel) to represent the employee to a final determination of the
25 action, without cost to the employee. To have the benefit of such legal representation and
26 indemnification, the employee must have acted in good faith, with no reasonable cause to believe
27 such conduct was unlawful, and within the scope of their county employment. All questions as to
28 whether the employee is entitled to indemnification shall be decided by the chief civil deputy

1 prosecuting attorney in accordance with KCC 4.13.020(B).

2 **ARTICLE 18: UNION REPRESENTATION**

3 **Section 1.** Authorized representatives of the Union may, after notifying the County official in
4 charge, visit the work location of employees covered by this Agreement at any reasonable time for
5 the purpose of investigating grievances, and to conduct union business that is directly related to the
6 administration of this agreement.

7 **Section 2.** Authorized representatives of the Union may have reasonable access to its
8 members in County facilities for transmittal of information or representation purposes before work
9 and during lunch breaks or other regular breaks as long as the work of the County employees and
10 services to the public are unimpaired. Prior to contacting members in County facilities, such
11 authorized agents shall make arrangements with the division manager.

12 **Section 3.** The Union shall have the right to appoint stewards within Sections and locations
13 where its members are employed under the terms of this Agreement.

14 **Section 4.** It shall be a violation of this Agreement to directly or indirectly interfere with,
15 restrain, coerce, or discriminate against any employee or group of employees in the free exercise of
16 their right to organize and designate representatives of their own choosing for the purpose of
17 collective bargaining or in the free exercise of any other right under RCW 41.56.

18 **Section 5.** The County agrees to permit the Union to post on County bulletin boards the
19 announcement of meetings, election of officers, and any other Union material, provided there is
20 sufficient space beyond what is required by the County for “normal” operations. If sufficient space is
21 not available on County boards or in areas where County boards are not available, the Union may
22 provide one with location of same to be determined through mutual agreement of the Union and the
23 Employer.

24 **ARTICLE 19: WORK STOPPAGES AND EMPLOYER PROTECTION**

25 **Section 1.** The County and the Union agree that the public interest requires efficient and
26 uninterrupted performance of all County services and to this end pledge their best efforts to avoid or
27 eliminate any conduct contrary to this objective. Specifically, the Union shall not cause or condone
28 any work stoppage, including any strike, slowdown or refusal to perform any customarily assigned

1 duties, sick leave absence which is not bona fide, or other interference with County functions by
2 employees under this Agreement and should same occur, the Union agrees to take appropriate steps
3 to end such interference. Any concerted action by any employee in the bargaining unit shall be
4 deemed a work stoppage if any of the above activities have occurred. Being absent without
5 authorized leave shall be considered as an automatic resignation. Such a resignation may be
6 rescinded by the division manager/designee if the employee presents satisfactory reasons for his/her
7 absence within three (3) calendar days of the date his automatic resignation became effective.

8 **Section 2.** Upon notification in writing by the County to the Union that any of its members
9 are engaged in a work stoppage, the Union shall immediately, in writing, order such members to
10 immediately cease engaging in such work stoppage and provide the County with a copy of such
11 order. In addition, if requested by the County a responsible official of the Union shall publicly order
12 such Union employees to cease engaging in such a work stoppage.

13 **Section 3.** Any employee who commits any act prohibited in this section will be subject in
14 accord with the County's Personnel Guidelines to the following action or penalties:

15 a. Discharge.

16 b. Suspension or other disciplinary action as may be applicable to such employee.

17 **ARTICLE 20: REDUCTION IN FORCE**

18 ***Section 1. Layoff Process:***

19 1. When a reduction in force is anticipated for career service positions, the County
20 and Union will meet and jointly endeavor to find ways to minimize or eliminate the actual reduction
21 of positions. The County and the Union will jointly endeavor to find ways to minimize or eliminate
22 the number of employees who must be laid off (for example: reassign employees to vacant positions,
23 locate temporary placement in other departments, encourage leaves of absence, or allow job-sharing,
24 etc.)

25 2. When the elimination of a career service position will result in an employee being
26 laid off, the employee will be placed in an available vacant position.

27 3. An employee subject to layoff who is not placed in a vacant position may bump the
28 least senior employee in the same classification within the Division. An employee subject to layoff,

1 who cannot bump in the same classification and is not placed in a lower paid vacant position, may
2 bump the least senior employee in a lower paid classification within the same classification series
3 within the Division, provided the employee who elects to bump has more seniority.

4 Employees who bump into a new position will serve a probationary period in the new
5 position. If the employee does not successfully complete the probationary period, she/he is no longer
6 able to exercise bumping rights. The employee will be referred to Career Support Services and be
7 eligible for possible placement in another County position.

8 **Section 2. Seniority:** Seniority shall be defined as the date when the employee first began
9 working in a bargaining unit position currently covered or would have been covered by this
10 Agreement. King County is responsible for providing the Union with accurate, pertinent, and timely
11 information to assist the Union in identifying the seniority date. Failure to provide this information is
12 grievable. All questions or issues pertaining to a member's seniority will be settled by the Union.
13 The Union determined seniority date cannot be grieved.

14 Time worked as a King County temporary, in an Administrative Support or Rideshare
15 bargaining unit classification, shall be counted, provided there is no break in service, as determined
16 by the Union. Seniority will be adjusted for all time in excess of thirty continuous days, when not in
17 pay status.

18 **Section 3. Notice:** When elimination of a position will result in an employee being laid off,
19 the County will provide written notice to the Union and the affected employee at least 90 calendar
20 days prior to the effective date of the layoff.

21 **Section 4. Recall:**

22 1. A career service employee who is laid off will have general recall rights to other
23 vacant County positions, for a period of two years following the employee's layoff. In addition, the
24 employee will retain specific recall rights to the position from which he/she was laid off from for an
25 additional one-year period following the end of the two-year general recall period. During the three-
26 year specific recall period, the employee will retain specific recall rights to the position from which
27 he/she was laid off regardless of whether the employee has accepted a different position within the
28 County.

1 2. When the County is filling a bargaining unit position and there are laid-off
2 employees who have held such positions within the previous five years, the position will be offered to
3 such employees. If there is more than one employee in such a situation, the hiring authority will
4 decide which employee will be offered the position.

5 3. When a laid-off employee applies for, or is referred to, a bargaining unit position
6 and such employee is unsuccessful in obtaining the position, the employee will be provided with the
7 rationale for his or her own non-selection, interview and test scores, and other documentation used to
8 make the determination.

9 4. An employee who is recalled from layoff will have all unpaid sick leave balances
10 restored.

11 ***Section 5. Outplacement Services:*** The County will contract with qualified firms to provide
12 outplacement services for employees who have been notified of their impending layoff. Each
13 affected employee will be allowed to access such outplacement services for a period of one year
14 following receipt of his/her notice of layoff, or to a maximum expenditure of \$2,500, whichever
15 comes first.

16 **ARTICLE 21: COMPLETE AGREEMENT**

17 The parties acknowledge that each has had the unlimited right within the law and the
18 opportunity to make demands and proposals with respect to any matter deemed a proper subject for
19 collective bargaining. The results of the exercise of that right and opportunity are set forth in this
20 Agreement. Therefore, the County and the Union, for the duration of this Agreement, each agrees to
21 waive the right to oblige the other party to bargain with respect to any subject or matter not
22 specifically referred to or covered in this Agreement.

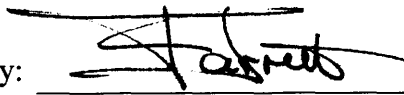
23 However, if the parties agree to bargain during the term of this Agreement, amendments and
24 modifications may be made by the King County Executive/designee and the Union.

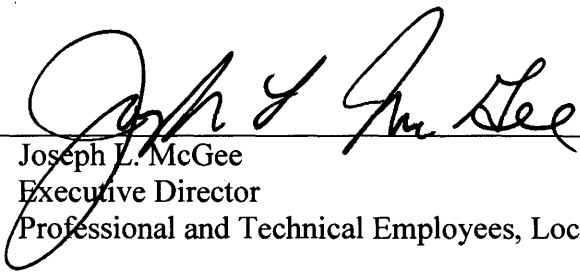
1 **ARTICLE 22: DURATION**

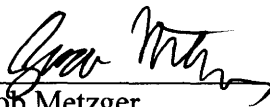
2 This Agreement shall become effective upon the conclusion of the approval process by King
3 County Council and cover the period January 1, 2012 through December 31, 2014.

4 Contract negotiations for a successor agreement beginning January 1, 2015 may be initiated
5 by either party providing to the other written notice of its intention to do so prior to September 30,
6 2014. It is the goal of both parties to conclude negotiations prior to expiration of this Agreement.

7
8 APPROVED this 1 day of March, ²⁰¹³~~2012~~.

9
10
11
12 By: 
13 King County Executive

14
15
16
17
18 
19 Joseph L. McGee
20 Executive Director
21 Professional and Technical Employees, Local 17

22
23
24 
25 Jacob Metzger
26 Union Representative
27 Professional and Technical Employees, Local 17

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cba Code: 047

Addendum A
Professional and Technical Employees, Local 17
Transit Administrative Support

Union Code: C2, C6

Wage Addendum - 2012

| Job Class Code | PeopleSoft Job Code | Classification Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|----------------|---------------------|---|---------|---------|---------|---------|---------|
| 4201600 | 421601 | Transit Administrative Support Specialist I | \$19.04 | \$19.96 | \$20.93 | \$21.95 | \$23.02 |
| 4201700 | 421701 | Transit Administrative Support Specialist II | \$20.93 | \$21.95 | \$23.02 | \$24.13 | \$25.31 |
| 4201800 | 421801 | Transit Administrative Support Specialist III | \$23.01 | \$24.13 | \$25.31 | \$26.53 | \$27.82 |
| 4101600 | 411601 | Transit Accounting Specialist I | \$21.43 | \$22.48 | \$23.57 | \$24.71 | \$25.91 |
| 4101700 | 411701 | Transit Accounting Specialist II | \$23.57 | \$24.71 | \$25.91 | \$27.17 | \$28.49 |
| 4322100 | 435101 | Transit Customer Service Specialist | \$22.48 | \$23.57 | \$24.71 | \$25.91 | \$27.17 |
| 4400300 | 441307 | Technical Information Process Specialist III | \$22.48 | \$23.57 | \$24.71 | \$25.91 | \$27.17 |

cba Code: 047

Addendum A
Professional and Technical Employees, Local 17
Transit Administrative Support

Union Code: C2, C6

Wage Addendum - 2013

| Job Class Code | PeopleSoft Job Code | Classification Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|----------------|---------------------|--|---------|---------|---------|---------|---------|
| 4201600 | 421601 | Transit Administrative Support Specialist I | \$19.44 | \$20.38 | \$21.37 | \$22.41 | \$23.50 |
| 4201700 | 421701 | Transit Administrative Support Specialist II | \$21.37 | \$22.41 | \$23.50 | \$24.64 | \$25.83 |
| 4201800 | 421801 | Transit Administrative Support Specialist III | \$23.50 | \$24.64 | \$25.83 | \$27.09 | \$28.40 |
| 4101600 | 411601 | Transit Accounting Specialist I | \$21.88 | \$22.95 | \$24.06 | \$25.23 | \$26.45 |
| 4101700 | 411701 | Transit Accounting Specialist II | \$24.06 | \$25.23 | \$26.45 | \$27.74 | \$29.09 |
| 4322100 | 435101 | Transit Customer Service Specialist | \$22.95 | \$24.06 | \$25.23 | \$26.45 | \$27.74 |
| 4400300 | 441307 | Technical Information Process Specialist III * | \$22.95 | \$24.06 | \$25.23 | \$26.45 | \$27.74 |

* Classification to be deleted when vacant

Memorandum of Agreement**By and Between****King County****and****Professional and Technical Employees, Local 17 - Transit Administrative Support****Subject: Creation of Joint Labor Management Committee****Background:**

1. The parties, King County ("County") and Professional and Technical Employees, Local 17 ("Union") have agreed to a Collective Bargaining Agreement ("CBA") that covers the period of January 1, 2012, through December 31, 2014.

2. In addition to the terms agreed to in that CBA, the parties have agreed to the creation of a Joint Labor Management Committee ("LMC").

Agreement:

1. The County and the Union agree to establish a LMC for the purpose of discussing matters or concerns of either party. Grievances, unfair labor practices, law suits and disciplinary matters are not subjects for discussion for the LMC. The County and the Union also understand that the LMC is not a substitute for bargaining and has no authority to amend the contract. Meetings will be held as needed and may be called by either party. The party requesting the meeting will be responsible for coordinating the meeting. The Union and County will co-chair the meeting and will determine the appropriate participants, not to exceed four (4) for either party.

2. This agreement shall be effective upon the signature of all parties.

For International Federation of Professional and
Technical Employees, Local 17:

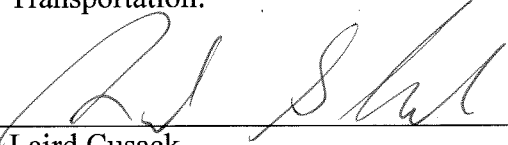


Jacob Metzger
Union Representative

4.1.13

Date

For Metro Transit Division, Department of
Transportation:



Laird Cusack
Supervisor
Transit Employee Relations

4-8-13

Date

For King County:



Sasha P. Alessi
Labor Negotiator
Office of Labor Relations
King County Executive Office

4/12/13

Date



Checklist and Summary of Changes for the attached Collective Bargaining Agreement

| |
|--|
| Name of Agreement |
| Professional and Technical Employees, Local 17 (Transit Administrative Support) |
| Labor Negotiator |
| Sasha Alessi |

| | |
|---|------------|
| <i>Prosecuting Attorney's Review</i> | Yes |
| <i>Legislative Review Form; Motion or Ordinance</i> | Yes |
| <i>Executive Letter</i> | Yes |
| <i>Fiscal Note</i> | Yes |
| <i>Six Point Summary</i> | Yes |
| <i>King County Council Adopted Labor Policies Contract Summary</i> | Yes |
| <i>Ordinance</i> | Yes |
| <i>Original Signed Agreement(s)</i> | Yes |
| <i>Does transmittal include MOU/MOA?</i> | No |

| |
|--|
| <i>Six Point Summary of changes to the attached agreement:</i> |
| 1. Provides that employee's 2013 and 2014 cost-of-living adjustment (COLA) will be reduced by 1% each year to offset the 2% COLA received in 2011. |
| 2. Added employee's grandchild, if the employee is the legal guardian, eligibility to use school volunteer provisions of the contract. |
| 3. Added additional step in grievance process for the Office of Labor Relations review. |
| 4. Revised reduction-in-force language to be seniority based. |
| 5. Adds language forming a Joint Labor Management Committee that will help in utilizing employees in an efficient, effective, and productive manner. |
| 6. |

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**KING COUNTY COUNCIL
ADOPTED LABOR POLICIES
CONTRACT SUMMARY**

CONTRACT: Professional and Technical Employees, Local 17
(Administrative Support and Rideshare)

TERM OF CONTRACT: January 1, 2012, through December 31, 2014

**DESCRIPTION OF WORK
PERFORMED BY BARGAINING
UNIT MEMBERS:**

Employees provide the administrative support required to sustain unit operations for rail/transit base locations either in operations or vehicle maintenance, or one or more work units within the Transit Division. This may include ensuring timely and accurate payroll processing, maintaining files, monitoring and tracking budget expenditures, and maintaining spreadsheets and databases. Work also may include financial tracking/reporting and administrative coordination to support budget, financial systems, contracts, grants, regulatory compliance, procurements, and related operations. Employees may also provide customer service to internal and external customers through telephone, email, mail, and website communications.

NEGOTIATOR: Sasha Alessi

| COUNCIL POLICY | COMMENTS |
|---|--|
| ➤ REDUCTION-IN-FORCE: | Layoff of regular employees is based on seniority. |
| ➤ INTEREST-BASED BARGAINING: | The parties employed elements of interest-based bargaining. |
| ➤ DIVERSITY IN THE COUNTY'S WORKFORCE: | The agreement includes an Equal Employment Opportunity provision. |
| ➤ CONTRACTING OUT OF WORK: | The agreement restricts contracting out of bargaining unit work, and provides for notice to the Union and an opportunity to discuss potential contracting out that might include bargaining unit work. |
| ➤ LABOR / MANAGEMENT COMMITTEES: | The agreement provides for a Labor/Management Committee. |
| ➤ MEDIATION: | The agreement provides the option of mediation of a grievance, by mutual agreement of the parties. |
| ➤ CONTRACT CONSOLIDATION: | The agreement covers one bargaining unit. |
| ➤ HEALTH BENEFITS COST SHARING: | Health benefits are as negotiated by the Joint Labor Management Insurance Committee. |

**KING COUNTY COUNCIL
ADOPTED LABOR POLICIES
CONTRACT SUMMARY**

CONTRACT: Professional and Technical Employees, Local 17
(Administrative Support and Rideshare)

| COUNCIL POLICY | COMMENTS |
|---|--|
| ➤ TIMELINESS OF LABOR CONTRACT NEGOTIATIONS: | The parties reached agreement for the successor in as timely manner as possible. |
| ➤ USE OF TEMPORARY AND PART-TIME EMPLOYEES: | Use of part-time and temporary employees is in accordance with County Code. |

| MISCELLANEOUS CONTRACT ISSUES: | |
|---|---|
| ➤ BIWEEKLY PAY: | These employees are paid on a biweekly schedule. |
| ➤ INTEREST ARBITRATION ELIGIBLE: | This agreement is eligible for interest arbitration. |
| ➤ NO STRIKE PROVISION: | This agreement contains a no strike provision. |
| ➤ ADDITIONAL LEAVE PROVISIONS: | There are no additional leave provisions in this agreement. |
| ➤ HOURS OF WORK: | The normal hours of work are five consecutive work days not to exceed 8 hours. Alternative work schedules may be established that are mutually agreed to. |
| ➤ PERFORMANCE EVALUATIONS: | Employees will receive performance evaluations at least annually. |

February 12, 2013

The Honorable Larry Gossett
Chair, King County Council
Room 1200
C O U R T H O U S E

Dear Councilmember Gossett:

This letter transmits an ordinance that, if approved, will ratify the Professional and Technical Employees, Local 17 (Transit Administrative Support) collective bargaining agreement (CBA) for the period of January 1, 2012, through December 31, 2014. This agreement covers 53 employees in the Department of Transportation, Transit Division.

These employees are incumbents in various levels of the classifications of Transit Administrative Support Specialists, Transit Accounting Specialists, and Transit Customer Support Specialists. They provide the administrative support required to sustain unit operations for rail/transit base locations either in operations or vehicle maintenance, or one or more work units within the Transit Division. This may include ensuring timely and accurate payroll processing, maintaining files, monitoring and tracking budget expenditures, and maintaining spreadsheets and databases. Work also may include financial tracking/reporting and administrative coordination to support budget, financial systems, contracts, grants, regulatory compliance, procurements, and related operations. Employees may also provide customer service to internal and external customers through telephone, email, mail, and website communications.

After reaching impasse in negotiations, the parties entered Public Employment Relations Commission mediation on July 18, 2012. At the second mediation session on August 3, 2012, an agreement was reached. In general, the parties have agreed to extend most terms and conditions of the current agreement for an additional three years. The major exceptions pertain to the cost-of-living adjustment (COLA), performance appraisals, and reduction-in-force. Also, the parties did agree to change the name of the CBA from “Administrative Support and Rideshare”.

The COLAs for 2012, 2013, and 2014 follow the standard County settlement agreed to with other labor organizations. However, since this bargaining unit did receive a two percent increase in 2011, the parties agreed that the COLA would be reduced by one percent in 2013 and again in 2014.

The performance appraisal language was reduced and simplified which will provide greater flexibility in providing timely performance appraisals and memos. The new language provides that each employee will receive performance appraisals and memos at least annually. Further, the employee may appeal a performance appraisal pursuant to the King County Personnel Guidelines, however, performance appraisals or memos are not grievable under the CBA.

The reduction-in-force language was revised to include bumping rights for the employees to another position within Transit based on seniority. Employees would serve a probationary period in the position they bumped into. If they were not successful during the probationary period, they may be separated and referred to Career Support Services for possible placement into another position. The new language also clarifies how seniority is defined, and each party's responsibility regarding matters of seniority.

This CBA furthers the goals of the County's Strategic Plan in that it aids in maintaining a quality workforce in order to provide transit services to the public. Further, it adds language forming a Joint Labor Management Committee that will help in utilizing employees in an efficient, effective, and productive manner.

The settlement reached is a product of good faith collective bargaining between King County and the Union. The agreement compares favorably with other settlements and is within our capacity to finance. This agreement has been reviewed by the Office of the Prosecuting Attorney, Civil Division.

Thank you for your consideration of this ordinance. This important legislation will help King County residents by helping to insure support in providing transit services.

If you have questions, please contact Patti Cole-Tindall, Director, Office of Labor Relations, at 206-296-4273.

Sincerely,

Dow Constantine
King County Executive

Enclosures

cc: King County Councilmembers
ATTN: Michael Woywod, Chief of Staff
Anne Noris, Clerk of the Council
Carrie S. Cihak, Chief Advisor, Policy and Strategic Initiatives, King County
Executive Office
Dwight Dively, Director, Office of Performance, Strategy and Budget
Patti Cole-Tindall, Director, Office of Labor Relations



FISCAL NOTE

| | | | |
|---|--|--------------------------------|------------------------|
| Ordinance/Motion No. | Collective Bargaining Agreement | | |
| Title: | Professional and Technical Employees, Local 17 (Transit Administrative Support - Department of Transportation) | | |
| Effective Date: | 1/1/2012 | | |
| Affected Agency and/or Agencies: | Transit | | |
| Note Prepared by: | Matthew McCoy, Labor Relations Analyst, Office of Labor Relations | Phone: | 205-8004 |
| Department Sign Off: | Jill Krecklow, Finance & Administrative Services Manager, Transit, DOT | Phone: | 684-1019 |
| Note Reviewed by: | Supplemental Required? | Shelley De Wys, Budget Analyst | Phone: 263-9718 |
| | NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> | | |

EXPENDITURES FROM:

| Fund Title | Fund Code | Department | 2010 | 2011 | 2012 |
|---|-----------|------------|------------------|-------------------|-------------------|
| Transit | 464 | DOT | \$ 59,273 | \$ 77,238 | \$ 37,729 |
| <i>TOTAL: Increase FM previous year</i> | | | <i>\$ 59,273</i> | <i>\$ 77,238</i> | <i>\$ 37,729</i> |
| <i>TOTAL: Cumulative</i> | | | <i>\$ 59,273</i> | <i>\$ 136,511</i> | <i>\$ 174,239</i> |

EXPENDITURE BY CATEGORIES:

| Expense Type | Fund Code | Department | 2011 Base | 2012 | 2013 | 2014 |
|---|-----------|------------|---------------------|-------------------|-------------------|-----------|
| Salaries | | | \$ 3,041,196 | \$ 49,572 | \$ 64,597 | \$ 31,554 |
| OT | | | \$ 121,393 | \$ 1,979 | \$ 2,578 | \$ 1,260 |
| PERS & FICA | | | \$ 473,756 | \$ 7,722 | \$ 10,063 | \$ 4,915 |
| TOTAL | | | \$ 3,636,345 | | | |
| <i>TOTAL: Increase FM previous year</i> | | | <i>\$ 59,273</i> | <i>\$ 77,238</i> | <i>\$ 37,729</i> | |
| <i>TOTAL: Cumulative</i> | | | <i>\$ 59,273</i> | <i>\$ 136,511</i> | <i>\$ 174,239</i> | |

ASSUMPTIONS:

| | |
|--|---|
| Assumptions used in estimating expenditure include: | |
| 1. Contract Period(s): | 1/1/2012 – 12/31/2014 |
| 2. Wage Adjustments & Effective Dates: | |
| COLA: | 90% CPI-W Seattle-Tacoma-Bremerton 1/1/2012 (1.63%) 95% CPI-W Seattle-Tacoma-Bremerton 1/1/2013 minus 1% (2.09%) 95% CPI-W Seattle-Tacoma-Bremerton 1/1/2014 minus 1% (Assumed 1.00%) |
| Other: | |
| Retro/Lump Sum Payment: | Retro COLA of \$49,394 assuming Nov. 1, 2012 implementation date. |
| 3. Other Wage-Related Factors: | |
| Step Increase Movement: | Provisions unchanged. |
| PERS/FICA: | Payroll taxes assumed to be 14.98%. |
| Overtime: | |
| 4. Other Cost Factors: | |
| | Assumes staffing level is constant. |