

**Coalition Labor Agreement (CLA) - Appendix for [276]
Agreement Between King County
And
Washington State Council of County and City Employees, Council 2, Local 2084-S
Department of Adult & Juvenile Detention (Juvenile Division Supervisors) (N3)**

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**ARTICLE 1: APPLICATION OF COALITION LABOR AGREEMENT, LABOR–
MANAGEMENT COMMITTEE, AND DEFINITIONS**

Section 1.1. Application of Coalition Labor Agreement (CLA): The CLA shall apply to the individual bargaining unit’s employees as follows:

A. The Preamble in its entirety.

B. All Superseding and non-superseding provisions, unless otherwise noted in this Appendix or in the CLA.

Section 1.2. Labor-Management Committee:

A. The parties agree to continue their Labor-Management Committee (LMC) which shall be authorized, consistent with applicable laws and the terms of this Agreement, to use principles of interest-based discussion to interpret, apply and resolve issues affecting Labor and/or Management. LMCs shall not be a forum to discuss any grievances or formal complaints or engage in collective bargaining.

B. The role of the JLMC is to oversee the tasks and/or committees called for in this Agreement and to provide the necessary coordination on matters involving the following principles:

- To deal jointly with issues
- To maintain and improve labor-management relations and communications
- To establish commitment, mutual trust and mutual respect
- To help identify and solve problems
- To provide a forum to exchange information
- To promote the highest degree of efficiency and responsibility in performance of the work and the accomplishment of the public purpose of the Department of Adult and Juvenile Detention (the Department) and the Juvenile Division (the Division)
- To perform other duties as contained in this Agreement

C. The LMC will meet at mutually agreed upon times. **D.** The LMC does not waive or diminish County rights and does not waive or diminish Union rights of grievance or bargaining.

Issues are to be discussed in an interest-based, collaborative manner and the LMC may access the

services of a mutually acceptable source of mediation services if consensus cannot be reached in a timely manner. The parties recognize that the LMC may not be able to resolve every issue.

Section 1.3. Definitions: All words under this Agreement shall have their ordinary and usual meaning except those words that have been defined under K.C.C. 3.12, as amended.

ARTICLE 2: UNION RECOGNITION

Section 2.1. Recognition: The County recognizes the Union as the exclusive bargaining representative for all full-time and regular part-time Corrections Supervisors of the King County Juvenile Division, excluding confidential employees and all other employees.

ARTICLE 3: RIGHTS OF MANAGEMENT

It is recognized that the County retains the right, except as otherwise provided in this Agreement, to manage the business of the County and to direct its workforce. Such functions of the County include, but are not limited to:

A. Recruit, examine, select, promote, transfer and train employees of its choosing, and to determine the times and methods of such actions;

B. Assign and direct the work; develop and modify class specifications as well as assignment for the salary range for each classification and allocate positions to those classifications; determine the methods, materials and tools to accomplish the work; designate duty stations and assign employees to those duty stations;

C. Reduce the workforce due to lack of work, funding or other cause consistent with efficient management; discipline, suspend, demote or dismiss regular employees for just cause;

D. Establish work rules; assign the hours of work and assign employees to shifts of its designation;

E. All of the functions, rights, powers and authority of the County not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the County;

F. King County intends to implement a new performance evaluation system during the life of this Agreement and will bargain any effects of that new system to the extent required by law.

ARTICLE 4: EMPLOYEE RIGHTS

Section 4.1. *Personnel Files:*

A. Materials placed in the personnel file, including commendations, letters of corrective counseling, or disciplinary records (e.g., written reprimands, suspension, termination), will be maintained pursuant to the County's Official Personnel File policy (2021-0014), as amended. Letters of Corrective Counseling shall be removed from the Department personnel files twelve (12) months after issuance, but shall be retained in Internal Investigations Unit (IIU) files as required for records retention and documentation of notice.

Section 4.2. *Right to Representation:* Employees shall have the right to representation as defined by law and the terms of this Agreement.

Section 4.3. *Promotion:* An employee who accepts a transfer or promotion to a position exempt from Career Service within the Juvenile Division shall be allowed to re-enter career service at a position in their previous classification within one (1) year of taking the transfer or promotion if the employee does not pass probation, or the employee decides that the employee is better suited to their previous classification. If there are no current vacancies, the Department may initiate a layoff pursuant to Article 12 Reduction in Force. However, the County will follow its existing processes to try to find an alternative placement for such employees within the County.

Section 4.4. *Career Development:* The parties share a mutual interest in the training and career development of employees. Providing opportunities for employees to attend both mandatory and non-mandatory trainings – including but not limited to administrative training, leadership training, and juvenile corrections related training or conferences is in the best interest of both the County and employee. To that end, the Department will continue in its efforts to provide appropriate training for its employees, and employees may request paid release time to attend trainings and/or conferences that would enhance the development of their Department careers and/or enhance their skills as Corrections Supervisors.

Section 4.5. *Personal Property:* Employees whose personal property is damaged during the performance of their duties shall have same repaired or replaced at County expense; provided, that such reimbursement shall not exceed one hundred and fifty dollars (\$150) per incident paid by the

Department. Claims above \$150 will be reviewed by the Department Deputy Director and submitted pursuant to Department policy to King County Risk Management for approval and reimbursement if appropriate. Paperwork necessary to process claims covered under this Section will be initiated by the Division within one pay period upon receipt of the claim from the employee.

Section 4.6. Safety Standards: No employee shall be directed to work in a manner or condition that does not comply with local, state, or federal safety regulations, or in a condition, location or assignment which would constitute a hazard to the employee's health or well-being. The County shall provide appropriately classified staff for the care, supervision and transportation of youth.

ARTICLE 5: PROBATION

Section 5.1. Probationary Period: New, recalled, and reinstated employees in career service positions must serve a probationary period from the date of their appointment. The probationary period shall last six months and may be extended by the County for reasons of documented performance concerns, extended leave, or inability to perform the full scope of supervisory duties. During this period, the employee is evaluated as a part of the final selection process; appointment to a career service position is not considered final unless the employee successfully completes a probationary period. Career service employees who are promoted, transferred, or demoted serve a six (6) month probationary period from the date of their change in status, consistent with County personnel guidelines.

The County may extend probationary periods in writing if the employee has been on leave or on transitional duty/light duty (14 or more calendar days) during their probationary period or for the reasons stated above. Notice of the extension will be provided to the employee.

When probation extensions occur due to transitional/light duty or extended leaves of absence, the duration of the extension will be proportionate with the leave taken or the duration of time the employee is unable to perform the full scope of regularly assigned work. In circumstances when a probation extension must be longer than the proportional extension stated above, the County will provide notice to Union and seek mutual agreement in writing (i.e., email confirmation) on the proposed probation extension length. The County's rationale for the probation extension duration will also be provided upon request.

During probation, employees are considered in “at will” employment status and may be separated without just cause or right to appeal or the grievance procedure.

ARTICLE 6: HOLIDAYS

Section 6.1. *Holiday Observance and Pay:*

A. Holiday Observance. All employees shall take holidays off (up to eight hours) using holiday leave if eligible, on the day of observance, unless their work schedule requires otherwise for continuity of services, as determined by the County. The day of observance shall be pursuant to CLA Article 10, except that New Year’s Day, Juneteenth, Independence Day, Veteran’s Day, and Christmas Day will be observed on the actual date, even when they fall on a Saturday or Sunday. When a holiday falls on an employee’s normal work day, and the employee is not required to work the holiday but normally works ten (10) hours, the employee may, will be paid ten hours of holiday pay at straight time.

B. Work on Holiday. If an employee works on an observed holiday, they shall be paid at the rate of one-and-one-half (1.5) times the combined amount of the employee’s hourly base rate of pay and applicable pay premiums (longevity, education, FTO) in effect at the time (known as “time and one half”) for all regular hours worked, and the employee shall receive an additional eight (8) hours of holiday pay at the straight-time rate.

C. Furlough on Holiday. If a holiday falls on an employee’s furlough day the employee shall be eligible for eight (8) hours of leave to be added to their accrued vacation bank, or eight (8) hours of holiday pay at the straight-time rate, at the employee’s option.

D. Annually, no later than February 1, employees shall make a selection for how they want their holiday leave hours credited for the year (pay or leave) when their furlough is on a holiday. In the event the employee does not indicate a preference, the employee shall receive pay.

E. Leave added to the vacation bank under this Article will be subject to all of the same provisions as accrued vacation contained throughout this Agreement.

Section 6.2. Regular part-time employees shall receive pro-rated holiday benefits in the same manner as outlined in this Agreement.

Section 6.3. When an employee’s scheduled work day spans two (2) calendar days, the

holiday shall be considered to have occurred (observed) on the calendar day it commences.

ARTICLE 7: VACATIONS

Section 7.1. *Vacation Annual Bid:*

A. Employees may make up to six (6) vacation bid requests for the period beginning February 1 and ending the following January 31. All such bid requests must be submitted on the appropriate Division leave form no later than the preceding December 1. Employees shall indicate their priority order on the requests. Each request must be for consecutive days or time. The combined bids must be limited to current and projected vacation accruals; bids received beyond that amount will be rejected. Vacation preference requests shall be granted on the basis of seniority within the classification, provided that judicial proceedings, youth services and essential facility operations are properly staffed at all times. Employees will be notified by January 1 in regard to approval or disapproval of their requests.

B. The rounds shall be processed as follows, and approved based on seniority in classification and operational needs as noted in Section 7.1A:

Round 1: One request in consecutive full day increments

Round 2: One request in consecutive full day increments

Round 3: All remaining requests (up to four) in consecutive full day increments

Section 7.2. *Vacation Leave After Annual Bid:* Vacation requests received after December 1 must be submitted seventy-two (72) hours in advance, and shall be considered and approved with preference given based on the date of request (first come, first served). Employees shall be advised within thirty (30) days of the date of the request as to approval or disapproval of the request.

Section 7.3. Vacation time approved during the annual bid may not later be converted to compensatory time off.

Section 7.4. *Leave Cancellation:* Employees shall provide a minimum of twenty-four (24) hours of notice prior to cancelling all other approved leave. Leave cancellation requests with less than required notice will only be approved if cancelling their leave and working would prevent another employee from having to work mandatory overtime, or the employee would go into a no-pay status by taking the scheduled leave.

Section 7.5. Increments of Use: Vacation leave may only be requested for use in quarter (1/4) hour increments, at the discretion of the Division Director/designee.

ARTICLE 8: SICK LEAVE

Section 8.1. Sick leave shall be pursuant to CLA Article 31.

ARTICLE 9: OTHER LEAVE BENEFITS

Section 9.1. Employee Leave Benefits: See Coalition Labor Agreement for other list of employee leave benefits not specified in this Appendix.

Section 9.2. Leave – Examinations and Interviews: Employees shall be released from duty without loss of pay to participate in promotional examinations or interviews for County positions when the exam or interview occurs during their regularly scheduled work hours.

ARTICLE 10: HOURS OF WORK AND OVERTIME

Section 10.1. *Hours of Work:*

A. The work week for employees shall begin at 12:00 a.m. on Saturday and continue for a total of seven (7) consecutive days through 11:59 p.m. the following Friday. The standard work week for employees in this bargaining unit shall consist of forty (40) hours per week. The normal work week shall be four (4) ten (10) hour days with three (3) consecutive days off. The County may establish new work schedules (days of work, hours of work) and/or work locations, provided that advance written notice is given to the Union, except in cases of emergency, and the Union is provided the opportunity to bargain the impacts or decision, to the extent required by law.

B. The parties agree that alternate work schedules may be utilized that are mutually agreed upon in writing by the employee and Juvenile Division Director/designee.

Section 10.2. *Contractual Overtime:*

A. The overtime rate shall be paid to employees for all hours worked in excess of forty (40) hours per work week, excluding sick leave. The contractual overtime rate for each overtime hour worked shall be one and one-half times the combined amount of the employee's hourly base rate of pay and applicable pay premiums (e.g., longevity, education, FTO) in effect at the time the overtime is worked (known as "time and one half"). In the event that the Fair Labor Standards Act (FLSA) requires a higher rate of pay for any overtime hours worked, the employee shall be paid

the higher rate of pay pursuant to the FLSA.

B. Full time employees who work contiguous to their regularly assigned work shift (before or after) shall be paid at the overtime rate for the actual time worked (e.g., beyond ten hours actually worked) so long as they have not taken leave during that workday.

C. Sick leave shall not be included for the purposes of determining whether the daily or weekly overtime eligibility thresholds have been met.

D. Overtime work prior or after shift shall require prior approval of the individual's supervisor; however, under emergent circumstances overtime work may be approved after it is performed, provided the Juvenile Division Director/designee determines sufficient justification is made.

Section 10.3. Compensatory Time: An employee may request, and with approval of the Director or designee, may receive compensatory time off (CTO) in lieu of being paid for the overtime they worked.

A. Employees may accrue (earn) a maximum of eighty (80) hours of CTO each calendar year. Employees who have reached the annual maximum of eighty (80) hours of CTO must take any subsequent overtime compensation in pay.

B. Employees may request a cash-out of any unused CTO they have accrued at any time before December 31st. CTO may be cashed out at any time at the discretion of management, and will be cashed out each year in the pay period that includes December 31st.

C. CTO may only be requested for use in one-quarter (1/4) hour increments. Employees shall be responsible for the proper submission of Absence Request Forms for the use of CTO.

D. Requests to use CTO shall be made at least seventy-two (72) hours prior to the time being requested. Any requests within seventy-two (72) hours of the start of the shift shall be reviewed for approval on a case-by-case basis, and may not be approved if the approval would result in mandatory overtime for another employee.

E. Except for the above limitations, the use of CTO shall be reviewed for approval on a case-by-case basis. Management's decisions in the application or granting of CTO shall not be

subject to the provisions of CLA Article 26, Grievance Procedure.

Section 10.4. Mandatory Training or Mandatory Meetings: In the event that the Department requires an employee to attend a mandatory training or meeting, and such training or meeting is not immediately before or after a shift, or during a shift, then a two (2) hour minimum will be paid, which may be paid as overtime pursuant to Section 10.2 of this Article. For mandatory trainings or meetings immediately before or after a scheduled shift, the employee shall be paid for actual time spent in the training or meeting, which may be paid as overtime pursuant to Section 10.2 of this Article.

ARTICLE 11: WORK OUT OF CLASS AND SPECIAL DUTY

Pursuant to CLA, Articles 33 and 15, and the following:

Section 11.1. Seniority: Employees who work out of class or on special duty assignments shall accrue seniority only within their regular classification.

Section 11.2. Supervisory Vacancies: Temporary Supervisor vacancies may be filled by non-bargaining unit employees if:

1. The vacancy is not filled by the alternate assignment process.
2. There are no available Supervisors.

ARTICLE 12: REDUCTION IN FORCE

Section 12.1. Regular employees selected for layoff as a result of efficiencies, lack of funds and/or a lack of work shall be laid off according to seniority in the classification.

A. Seniority Tie-Breaker: In the event there are two or more regular employees within the same classification and seniority, the tiebreaker shall be based upon the submission date of the job applications for the classification during the applicable recruitment, including the exact time when the application was submitted.

If the job application dates/times are unavailable, seniority tiebreaker will be based upon total Juvenile Division seniority which includes seniority accrued within the former Department of Youth Services. If Juvenile Division seniority is tied, then the County will decide.

Section 12.2. An employee designated for layoff within a specific classification may move to another position within that classification based on their seniority in the classification. Where

multiple employees occupy the same shift and days off, the least senior employee within the group will be displaced. If there is no Master Schedule position within the classification to which the employee can move, the employee may select a Master Schedule position in a job classification previously worked at the agency, based on total agency seniority, provided:

A. That at least a six (6) month probation period was satisfactorily completed; and,

B. The demonstrated job performance in the former classification was at an acceptable standard.

Section 12.3. Employees subsequently displaced as a result of the selection made by the laid off employee, may in turn exercise their lay-off rights as described above.

A. In the event an employee does not submit a position selection, the employee will be placed in the last remaining slot after all selections have been made.

Section 12.4. Seniority Calculation: For the purposes of this Agreement, seniority shall be defined as length of continuous regular service without a break in that service.

A. Calculation of seniority will be accomplished by automatically crediting each employee, at the beginning of the calendar year with the number of regular hours they would be scheduled to work during the remainder of the calendar year (1872 hours for full-time employees, 1248 hours for 2/3 time employees, 936 hours for half-time employees). Any leave-without-pay hours will then be subtracted from total agency and classification time as they are taken throughout the calendar year.

B. Part-time regular employees will accrue seniority, based on a prorated formula in accordance with the number of hours worked during the calendar year, not to exceed a full-time accrual rate.

C. No employee shall lose seniority due to an absence caused by an on-the-job injury and otherwise as provided by law (i.e. military leave).

Section 12.5. Re-call Rights: Regular employees laid off or bumped due to lack of work or lack of funds shall have re-employment rights to the same kind and level of position held at the time of layoff if such a position becomes available within two (2) years from the date of layoff. Laid-off regular employees shall have recall rights to any vacant position within their classification. In such

cases, the seniority status accrued at the time of layoff shall be reinstated when the employee returns to regular employment with the Juvenile Division.

Section 12.6. Cash Out Upon Layoff: Regular employees shall be paid in cash upon layoff from County employment for any vacation accrued.

ARTICLE 13: UNFAIR LABOR PRACTICES

The parties agree that thirty calendar (30) days prior to filing an unfair labor practice charge with the Public Employment Relations Commission (PERC), the complaining party will notify the other party, in writing, meet, and attempt to resolve the matter unless the deadline for filing with the PERC would otherwise pass or the complaining party is seeking a temporary restraining order as relief.

ARTICLE 14: POSITION OPENINGS AND SHIFT/FURLOUGH BIDDING

Section 14.1. Master Schedule: The County shall maintain a Master Schedule that includes both shifts and days off and the employees occupying them. The County may make changes to the Master Schedule to meet its staffing needs after the Master Schedule is established. The County shall notify the Union of changes to the Master Schedule.

Section 14.2. Shift and Furlough Bidding: The County, in its sole discretion, will determine which posts (shifts and days off) must be filled based on current staffing and operational needs. New hires or probationary employees will not be eligible to bid on Master Schedule positions until the successful completion of probation. Assignments of regular employees to these changed shifts and days off shall be made as follows:

A. Annual Bid: Once per calendar year, in the last quarter of the calendar year, the Division will open shift and furlough bidding for all required posts as determined by the Division. Employees will transition to any new shifts and furloughs at the start of the second full pay period in the following calendar year.

B. Mid-Year Bids:

1. Any newly available shift and days off (posts) added to the master schedule, or any newly vacant posts that the Division determines a need to fill, shall be open for bid to all employees by seniority. Where bidding creates subsequent vacant posts that the Division determines

1 a need to fill, each subsequent post will also be bid by seniority.

2 2. If an employee bids and moves to a schedule that changes their furlough
3 days mid-year, the employee may request approval to adjust previously approved vacation days, and
4 the Division may approve pursuant to operational needs.

5 **C. Seniority for Bidding:** If two or more employees bid on one position,
6 appointment will be made on the basis of seniority within the classification. In the event of equal
7 seniority in classification, Division seniority shall prevail. In the event that Division seniority is tied,
8 Department seniority shall prevail. In the event that Department seniority is tied, the selection shall
9 be at the sole discretion of the County.

10 **D.** Employees on probationary status may not participate in the bid system.

11 **E.** Employees may not change positions as a result of any bidding more than twice (2)
12 in a twelve (12) month period, unless approved by the Division.

13 **Section 14.3.** In the case of an unforeseen combination of circumstances or the resulting state
14 that calls for immediate action, employees may be required upon short notice to work shifts, or hours,
15 or days for the period of the need only.

16 **ARTICLE 15: WORK STOPPAGES AND EMPLOYER PROTECTION**

17 **Section 15.1. No Work Stoppages:** The County and the Union agree that the public interest
18 requires efficient and uninterrupted performance of County services and to this end pledge their best
19 efforts to avoid or eliminate any conduct contrary to this objective. Specifically, the Union shall not
20 cause or condone any work stoppage, including any strike, slowdown, or refusal to perform any
21 customarily assigned duties, sick leave absence which is not bona fide, or other interference with
22 County functions by employees under this Agreement and, should same occur, the Union agrees to
23 take appropriate steps to end such interference. Any concerted action by employees shall be deemed
24 a work stoppage if any of the above activities have occurred.

25 **Section 15.2. Union's Responsibilities:** Upon notification in writing by the County to the
26 Union that any of its members are engaged in work stoppage, the Union shall immediately, in
27 writing, order such members to immediately cease engaging in such work stoppage and provide the
28 County with a copy of such order. In addition, if requested by the County, a responsible official of

the Union shall publicly order such employees to cease engaging in such a work stoppage.

Section 15.3. Disciplinary Action: Any employee who commits any act prohibited in this Section will be subject to the following action or penalties:

A. Discharge.

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

ARTICLE 16: MISCELLANEOUS

Section 16.1. Work Time: Work time shall not be used for Union business, except as authorized by the Director or designee for those Union officers necessary for the processing of grievances or handling representational responsibilities.

Section 16.2. Facilities: DAJD space and facilities may be used by the Union for the purpose of holding meetings subject to the established policies and law governing the use of facilities.

Section 16.3. Material: County supplies and equipment shall not be used in performing any function related to the activities of the Union, except as authorized by the Department Director.

Section 16.4. Background Checks for Access to Criminal Justice Databases: The Department is an authorized participant in the ACCESS/WACIC system run by the Washington State Patrol and is required to conform to all established policies and procedures established by the Washington State Patrol as it relates to ACCESS/WACIC. As required, the Department shall conduct a background re-investigation every five years for all employees who use or work on the connection to these systems.

Section 16.5 Uniforms. Effective January 1, 2026, the supervisor uniform requirements shall be the same contractual terms for uniforms set forth in the Juvenile Detention Officer (JDO) collective bargaining agreement (CBA #297), except the terms for new hires in CBA 297 shall not apply. The annual reimbursement voucher amount will be the same between supervisory employees in this bargaining unit and CBA #297 commencing in 2026.

ARTICLE 17: INSURED BENEFITS

The Union and the County agree to incorporate changes to employee insurance benefits which the County may implement as a result of any agreement of the Joint Labor Management Insurance

Committee.

ARTICLE 18: WAGE RATES AND PAY INCENTIVES

Section 18.1. Pay Ranges: Wage rates for Corrections Supervisors shall be range 58 on the County Squared Table.

Section 18.2. Step Increases: Employees shall receive within-range increases from one (1) step to the next higher step, upon satisfactory completion of the probationary period (minimum of six months) and annually thereafter as provided below.

A. Upon successful completion of the probationary period, an employee's salary shall be advanced to the next step if hired at Step 1.

B. Progression to all further steps is on the following January 1, except that the next salary increase skips a January 1 when first salary increase is between October 1 and December 31, inclusive. Annual step increases will be given until such time that the employee has reached Step 10.

Section 18.3. Longevity: Qualified employees shall be eligible for a longevity premium based upon years of service and determined by the employee hourly base rate of pay, as follows:

Completed Years of Service as Corrections Supervisor	Added to Base Hourly Rate
5	1%
10	2%
15	3%

Years of service is measured by the employee's adjusted service date based on date of hire as a Corrections Supervisor. Longevity premium pays shall be included in base pay for overtime compensation.

Section 18.4. Education Incentive Premium:

A. Employees who have an Associate's Degree in a relevant field, based on the Division Director's discretion, and from an accredited college or university, will be paid an education premium equal to 1% of the base hourly wage. This provision will be prospective upon contract implementation following full and final ratification by King County Council.

B. Employees who have a Bachelor's Degree in a relevant field, based on the

1 Division Director's discretion, and from an accredited college or university, will be paid an education
2 premium equal to 2% of the base hourly wage.

3 C. Employees who have a Master's Degree in a relevant field, based on Division
4 Director's discretion, and from an accredited college or university, will be paid an education
5 premium equal to 3% of the base hourly wage.

6 D. Employees may only receive one educational incentive premium based on their
7 highest qualifying educational degree.. The premium pay shall cease during no-pay periods.

8 E. Employees must provide proof of relevant degree to the Division. If approved for
9 the premium, the employee will begin receiving the educational incentive benefit prospectively
10 beginning the first day of the pay period following providing documentation of proof of relevant
11 degree to the Division. No retroactive payments will be made.

12 F. Education premium pays shall be included in base pay for overtime compensation.

13 G. The Division Director's decision about whether a degree is in a relevant field shall
14 be considered final.

15 **Section 18.5. Training Premium:** Management has the right to assign, in writing, an
16 employee (supervisor) to train other newly assigned employees in supervisory functions. When an
17 employee is assigned to train these newly assigned supervisors one-on-one for one full day or more,
18 the employee will be paid 4% (four percent) above their base rate of pay for that day or days
19 assigned, in full day increments. Employees shall not be eligible for this premium when performing
20 training in less than full day increments, or when training non-supervisory employees.

21 **Section 18.6. Field Training Officer (FTO) – Supervisor Premium:** Supervisor(s) assigned
22 by the Department in writing to function as a Dedicated FTO Supervisor shall be eligible for a
23 premium of five percent (5%) of their base hourly rate of pay for the duration of the assignment. A
24 Dedicated FTO Supervisor premium is paid on all hours in paid status for the duration of the
25 assignment.

26 If a supervisor is assigned in writing to function as a FTO program supervisor on a short-term
27 basis, the employee will instead be eligible for working out of class pay premium per CLA Article
28 33. The Department shall determine Dedicated FTO Supervisor assignment(s) and may end the

1 assignment with written notice to the employee.

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3
4 For Washington State Council of County and
City Employees, Council 2, Local 2084-S:

5
6 Signed by:

Edward Allen

A52E616BA63048C...

7 Edward Allan

8 Deputy Director

9
10 Signed by:

Adam Hoppis

6844326EA8EE45F...

11 Adam Hoppis, Supervisor and
12 Executive Board Representative

13
14 For King County:

15
16 DocuSigned by:

Andre Chevalier

7231D66CAA4FEF

17 Andre Chevalier

18 Office Labor Relations, Executive Office

ADDENDUM A

PROFESSIONAL CERTIFICATION/LICENSE REIMBURSEMENT

1. An employee with a professional certification or license relevant to their job (e.g., Substance Use Disorder Professional Certification) may submit a request in writing to the Department to receive cost reimbursement of the annual licensure or certification costs associated with maintaining licensure or certification.
2. The Department at its sole discretion may approve or deny reimbursement requests, and requests may be denied strictly for budgetary reasons. Denials of reimbursement requests are not subject to the grievance procedure and shall be considered final.
3. If the Department approves a licensure/certification reimbursement request, the approval will only be for the licensure/certification renewal period and may be contingent on the employee performing various additional duties related to training functions at New Employee Orientation, projects, and educational assistance to support the youth at the juvenile facility.
4. The Department may end a formerly approved licensure/certification reimbursement at any time, but any licensure reimbursement costs already provided by the Department will not be collected after they have been provided to the employee.