

**AGREEMENT
BY AND BETWEEN
KING COUNTY AND
PROFESSIONAL AND TECHNICAL EMPLOYEES, LOCAL 17
INFORMATION TECHNOLOGY - MASTER COLLECTIVE BARGAINING AGREEMENT**

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**AGREEMENT BETWEEN
PROFESSIONAL AND TECHNICAL EMPLOYEES, LOCAL 17
INFORMATION TECHNOLOGY
AND
KING COUNTY**

ARTICLE 1: PURPOSE

These articles constitute an Agreement, the terms of which have been negotiated in good faith by representatives of King County and Professional and Technical Employees, Local 17 (AFL-CIO).

The intent and purpose of this Agreement is to promote the continued improvement of the relationship between King County (hereinafter called the County) and the employees represented by Professional and Technical Employees, Local 17 (hereinafter called the Union) by providing a uniform basis for implementing the right of public employees to join organizations of their own choosing and to be represented by such organizations in matters concerning their employment relations with the County, and to set forth the wages, hours and other working conditions of the bargaining unit employees, provided the County has authority to act on such matters.

ARTICLE 2: UNION RECOGNITION AND MEMBERSHIP

Section 1. Recognition. The Employer recognizes Professional and Technical Employees, Local 17 as the exclusive representative of all regular full-time and regular part-time employees, including probationary employees and employees in grant-funded positions, and term limited temporary employees, doing the work of the job classifications listed in Addendum A, excluding temporary employees, contract employees, supervisors, managers and confidential employees, within the following departments and divisions of King County:

1. Department of King County Information Technology (KCIT);
2. Department of Executive Services - Office of Emergency Management;
3. Department of Executive Services - Business Resource Center;
4. Department of Community and Human Services;
5. Department of Adult and Juvenile Detention;

- 1 6. Department of Development and Environmental Services;
- 2 7. Department of Judicial Administration;
- 3 8. Department of Natural Resources/Parks - Solid Waste Division;
- 4 9. Department of Elections;
- 5 10. Department of Transportation, excluding employees in the Transit Division;

6 Information Technology positions in some of these departments and divisions were
7 represented by other labor unions prior to the organization of the Local 17-IT bargaining unit. Local
8 17-IT does not claim to represent positions that have been historically represented by other Unions.

9 **Section 2. Dues Deduction.** Upon receipt of written authorization individually signed by a
10 bargaining unit employee, the County shall have deducted from the pay of such employee the amount
11 of dues or representational fees as certified by the Secretary-Treasurer of the Union and transmit the
12 same to the Union. The Union will indemnify, defend and hold the County harmless against any
13 claims made and against any suit instituted against the County on account of any check-off of dues for
14 the Union. The Union agrees to refund to the County any amounts paid to it in error on account of
15 the check-off provision upon presentation of proper evidence thereof.

16 **Section 3. Union Security.** It shall be a condition of employment that all employees covered
17 by this Agreement and hired or assigned into the bargaining unit on or after its effective date shall, on
18 the thirtieth (30th) day following the beginning of such employment, become and remain members in
19 good standing in the Union or pay an agency fee to the extent allowable by law. However, nothing
20 contained in this Section shall require an employee who holds bona fide religious beliefs that prohibit
21 the payment of dues to union organizations to join the Union. The employee who holds such bona
22 fide religious beliefs shall pay an amount of money equivalent to the regular union dues to a non-
23 religious charity or to another charitable organization mutually agreed upon by the employee affected
24 and the bargaining representative to which the employee would otherwise pay the dues. The
25 employee shall furnish written proof that such payments have been made.

26 **Section 4. Termination Proceedings.** Failure by an employee to abide by the provisions
27 outlined in Section 3 above shall constitute cause for discharge of such employees; provided that
28 when an employee fails to fulfill the above obligations the Union shall provide the employee and the

1 County with thirty (30) days' notification of the Union's intent to initiate discharge action and during
2 this period the employee may make restitution in the amount which is overdue.

3 **Section 5. New Hire Forms.** The County will require all new employees hired into a
4 position included in the bargaining unit to sign a Union notification form provided by the County
5 which will inform them of the Union's exclusive recognition. One copy of the form will be retained
6 by the County, one by the employee and the original sent to the Union. The County will notify the
7 Union of any employee leaving the bargaining unit because of termination, layoff, promotion,
8 demotion, transfer, leave of absence or dismissal.

9 **Section 6. Lists.** The County will transmit to the Union twice a year, upon request, a current
10 listing of all employees in the unit. Such list shall indicate the name of the employee, wage rate, job
11 classification, work shift and location, and department or unit.

12 **ARTICLE 3: UNION REPRESENTATION**

13 **Section 1. Union Office.** An employee elected or appointed to office in a local of the Union,
14 which requires a part, or all of his/her time shall be given leave of absence without pay upon
15 application, for a maximum of two years.

16 **Section 2. Union Representative Visits.** Authorized representatives of the Union may, after
17 notifying the county official in charge, visit the work location of employees covered by this
18 agreement at any reasonable time for the purpose of investigating grievances, but shall not conduct
19 Union business on County time.

20 **Section 3. Member Access.** Authorized representatives of the Union may have reasonable
21 access to its members in County facilities for transmittal of information or representation purposes
22 before work and during lunch breaks or other regular breaks as long as the work of the County
23 employees and services to the public are unimpaired.

24 **Section 4. Stewards.** The Union shall have the right to appoint stewards within sections and
25 locations where its members are employed under the terms of this Agreement.

26 **Section 5. Bulletin Boards.** The County agrees to permit the Union to post on County
27 bulletin boards the announcement of meetings, election of officers, and any other Union material.

28 **Section 6. Policies.** Adopted written policies, rules, or directives affecting the terms and

1 conditions of this Agreement shall be provided to the Union as appropriate and/or upon request.

2 **Section 7. Rooms.** The County shall make available to the Union or other employee
3 organizations meeting space, for the purpose of conducting Union business, where such activities
4 would not interfere with the normal work of the department.

5 **Section 8. Email.** Employees represented by this Agreement shall have access to email
6 communications to conduct official union business at a reasonable level and not to interfere with
7 County business. The Union understands that email is not secure or private and is part of the public
8 domain.

9 **ARTICLE 4: RIGHTS OF MANAGEMENT**

10 The management of the County and the direction of the work force is vested exclusively in the
11 County subject to the terms of this agreement. Except to the extent there is contained in this
12 Agreement express and specific provisions to the contrary, all power, authority, rights and
13 jurisdictions of the County are retained by and reserved exclusively to the County. Such functions
14 include, but are not limited to: the right to manage the work of employees, to suspend or terminate
15 for just cause (with the exception of TLTs and probationary employees, who may be terminated at
16 will), transfer, and evaluate employees; to determine and implement methods, means and assignments
17 to accomplish the work, establish classifications and select personnel by which operations are to be
18 conducted, including staffing levels; and to initiate, prepare, modify and administer the budget.

19 **ARTICLE 5: EMPLOYEE RIGHTS**

20 **Section 1. Discipline.** The parties agree that in their respective roles, primary emphasis shall
21 be placed on preventing situations requiring disciplinary action through effective employee-
22 management relations. The primary objective of discipline shall be to correct and rehabilitate. The
23 County may discipline or discharge a career service employee for just cause. If the County
24 determines to impose disciplinary action against any employee for any reason, the employee shall be
25 apprised of his/her rights of union representation during a pre-disciplinary or disciplinary meeting and
26 of rights of appeal and representation as provided for in Article 14 (Dispute Resolution Procedures)
27 of this Agreement. Discharge during an employee's probationary period or discharge of a term-
28 limited temporary employee is not subject to the grievance procedure, as such employees serve at-

1 will.

2 **Section 2. Off-duty Conduct.** The off-duty activities of employees shall not be cause for
3 disciplinary action unless such activities are detrimental to the employee's work performance and/or
4 have an adverse impact upon the program of the agency.

5 **Section 3. Personnel File Review.** The employee and/or a representative may examine the
6 employee's personnel file upon request. Material placed into the personnel file relating to job
7 performance and/or personal conduct shall be reasonable, accurate and brought to the employee's
8 attention, with copies provided to the employee, prior to placement in the file. Supervisors may keep
9 working files, however documents recording or communicating disciplinary actions that are not
10 included in the personnel file may not be used against the employee or brought forward in grievance
11 proceedings. Employees who challenge materials included in their personnel file are permitted to
12 insert relevant rebuttal materials into the file.

13 **Section 4. Nondiscrimination.** The County and the Union agree that they will not
14 unlawfully discriminate against any employee by reason of race, color, religion, national origin,
15 sexual orientation, marital status, age, sex, ancestry, or the presence of any sensory, mental, or
16 physical handicap or disability in administering and enforcing the provisions of this Agreement.

17 **ARTICLE 6: HOLIDAYS**

18 All benefit eligible employees shall be granted holidays with pay as provided for in
19 RCW 1.16.050 as amended:

New Year's Day	January 1st
Martin Luther King, Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	
Christmas Day	December 25th

1 and any designated by public proclamation of the chief executive of the state and adopted by King
2 County as a legal holiday.

3 Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday,
4 and any holiday falling on a Saturday shall be observed on the preceding Friday.

5 Work performed on holidays by FLSA non-exempt employees shall be paid at one and one-
6 half (1-1/2) times the regular rate. In addition, the employee shall receive the regular holiday pay
7 prorated in accordance with their regular schedule.

8 An employee must be in pay status the employee's scheduled working day before and the
9 employee's scheduled working day after a holiday in order to receive holiday pay. Each employee
10 shall receive two (2) additional personal holidays; provided that no hourly employee shall be granted
11 more than 96 hours of holiday time in a calendar year. These days shall be administered through the
12 vacation plan. One (1) day will be added to each employee's vacation accrual on the first day of
13 October and the first day of November of each year. Employees will be able to use these days in the
14 same manner as they use vacation days earned. Employees who are assigned to work less than 40
15 hours per week on a regular basis shall accrue these holidays on a pro-rated basis, based on their
16 regularly scheduled hours of work.

17 Hourly employees on flex or alternative work schedules shall be allowed to adjust their
18 schedules during a holiday week so as to be eligible for holiday pay plus all non-holiday work hours
19 for that work week.

20 Hourly employees on alternative work schedules or flex time who take holiday time off in
21 excess of the seven or eight hours of holiday provided, and who do not adjust their work schedules as
22 provided above shall make up the difference using accrued vacation time or leave without pay.

1 **ARTICLE 7: VACATION**

2 **Section 1. Accrual Rates**

3 All benefit eligible employees shall accrue vacation benefits for each hour in regular pay
4 status exclusive of overtime, according to the following table:

5

Length of Active Service	Annual Leave in Days Per Year
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 above	30

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24 Vacation accrual rates for an employee who works other than the full time schedule standard
25 to his or her work unit shall be prorated to reflect his or her normally scheduled work week.

26 **Section 2. Vacation Pay Rate.** Employees using accrued vacation shall be paid for such
27 vacation at their current rate of pay. Upon termination, employees shall be paid out their vacation
28 balance at their base rate of pay in effect at the time of termination (including merit pay, if applicable)

1 up to the maximum accrual amount, less mandatory withholdings.

2 **Section 3. Vacation Accrual Date.** Each employee will accrue vacation each payroll period,
3 based on County seniority. County seniority is defined as completed years of service with King
4 County and its predecessor organizations. Eligible employees shall accrue vacation leave from their
5 date of hire. If an employee resigns from the County in good standing or is laid off and subsequently
6 returns to County employment within two years from such resignation or layoff, the employee's prior
7 County service shall be counted in determining the vacation leave accrual under this Article.

8 **Section 4. Use of Vacation.** Employees shall not be eligible to take their accrued vacation
9 leave until they have successfully completed their first six months of County employment. Vacation
10 leave may be used by employees covered by the provisions of the FLSA in one-half hour increments,
11 at the discretion of the appointing authority. FLSA-exempt employees may use vacation leave in
12 increments of not less than one (1) day. This Section does not limit an employee's ability to use
13 accrued leave for a qualifying event under the Washington Family Care Act.

14 **Section 5. Vacation Donation.** Any benefit eligible employee who has completed at least
15 one (1) year of service may, upon written notice to the donating and receiving employees' division
16 managers, donate to any other benefit eligible employee a portion of his or her accrued vacation for
17 the purpose of supplementing the sick or family leave benefits of the receiving employee. Donated
18 vacation shall be converted to a dollar value based upon the donor's straight-time rate of pay.

19 Vacation donations are strictly voluntary. Employees are prohibited from offering or
20 receiving monetary or other compensation in exchange for donating vacation hours. The number of
21 hours donated shall not exceed the donor's accrued vacation credit as of the date of the request.

22 Donated vacation must be used within ninety (90) calendar days. Donated vacation not used
23 within 90 days or due to the death of the receiving employee shall revert to the donor.

24 Donated vacation is excluded from vacation payoff provisions.

25 **Section 6. Separation from Employment.** Employees in benefit eligible positions who
26 leave King County for any reason after successful completion of six months of County service shall
27 be paid for their unused vacation up to 480 hours maximum. Employees shall not be eligible to be
28 paid for vacation leave until they have successfully completed their first six months of County

1 service; if they leave County employment prior to successfully completing their first six months of
2 County service, they shall forfeit and not be paid for accrued vacation leave.

3 In the case of separation by death, payment of unused vacation, up to a maximum of 480
4 hours, will be made to the employee's estate or, in applicable cases, as provided by RCW Title 11 and
5 RCW 49.48.

6 This vacation leave cash-out is subject to any determination by bargaining unit members to
7 have their funds placed in Voluntary Employee Beneficiary Association (VEBA) accounts upon
8 retirement as a result of length of service, as set forth in the King County Code. Such determination
9 is applicable to all members of the bargaining unit.

10 **Section 7. Work while on Vacation.** No employee shall be permitted to work for
11 compensation for the County in any capacity during a time when the employee is on paid vacation.

12 **Section 8. Maximum Accrual.** Benefit eligible full-time employees may accrue up to sixty
13 (60) days of vacation leave, prorated to reflect their normally scheduled work week. Benefit eligible
14 part-time employees may accrue vacation leave up to sixty (60) days prorated to reflect their normally
15 scheduled work week. Employees may accrue additional vacation beyond the maximum specified
16 herein, when work assignments and cyclical work load prevents the employee from using excess
17 vacation by December of the year in which the excess was accrued, provided the employee submits
18 the request to carry over excess hours to his/her supervisor. At the time of separation, no employee
19 will be paid for more than 480 hours.

20 **Section 9. Vacation Carryover.** In order to be eligible for carryover of vacation leave
21 beyond the maximum accrual, an employee must have made a request to use vacation leave during
22 the calendar year, and the appointing authority must have disapproved such request. In order to be
23 eligible for carryover of excess vacation leave, a written plan must be developed and approved by the
24 employee and appointing authority. This plan must outline how the excess vacation will be used in
25 the next year. The Human Resources Division of the Department of Executive Services as well as the
26 appointing authority must approve all requests for carryover of vacation.

27 **ARTICLE 8: SICK LEAVE**

28 **Section 1. Sick Leave Accrual.** All benefit eligible employees shall accrue sick leave

1 benefits at the rate of 0.04616 hours for each hour on regular pay status, up to a maximum of eight
2 hours per month. There is no limit on the amount of sick leave an employee may accrue. Every
3 benefit eligible part-time employee shall receive and expend sick leave benefits proportionate to the
4 employee's regular work day.

5 **Section 2. Approved Sick Leave Use.** An employee may not use sick leave until he/she has
6 actually accrued such leave. Accrued sick leave may be used for the following reasons:

7 **A.** An employee's bona fide personal illness; however, an employee who suffers an
8 occupational illness may not simultaneously collect sick leave and worker's compensation payments
9 in a total amount greater than the net regular pay of the employee;

10 **B.** An employee's incapacitating injury; provided that:

11 1. An employee injured on the job may not simultaneously collect sick leave
12 and worker's compensation payments in a total amount greater than the net regular pay of the
13 employee;

14 2. An employee who chooses not to augment his/her worker's compensation
15 time loss through the use of sick leave shall be deemed to be on unpaid status;

16 3. An employee who chooses to augment his/her worker's compensation time
17 loss payments with the use of accrued sick leave shall notify the worker's compensation office in
18 writing of this election at the beginning of the leave.

19 **C.** A female employee's temporary disability caused by or contributed to by
20 pregnancy and childbirth;

21 **D.** An employee's exposure to contagious diseases and resulting quarantine;

22 **E.** An employee's medical, dental or optical appointments; provided, that the
23 employee's immediate supervisor has approved the use of sick leave for such appointments;

24 **F.** To care for the employee's child if the child has an illness or health condition that
25 requires treatment or supervision by the employee;

26 **G.** To care for other family members if:

27 1. For King County Family Medical Leave the employee has been employed
28 by the County for twelve (12) months or more and has actually worked a minimum of one thousand

1 forty (1040) hours (40 hour employee) or nine hundred ten hours (35 hour employee) in the preceding
2 twelve (12) months (paid leaves such as holiday, vacation and sick leave are not considered hours
3 worked) and for Federal Family Medical Leave the employee has worked 1250 hours in the preceding
4 12 months.

5 2. The family member is the employee's spouse or domestic partner, the
6 employee's child, a child of the employee's spouse or domestic partner, the employee's parent, a
7 parent of the employee's spouse or domestic partner; and the reason for the leave is one of the
8 following:

9 a. The birth of a son or daughter and care of the newborn child, or
10 placement of the son or daughter by adoption or foster care, if the leave is taken within twelve months
11 of the birth, adoption, or placement;

12 b. To care for the employee's child, or child of the employee's spouse
13 or domestic partner whose illness or health condition requires treatment or supervision by the
14 employee; or

15 c. Care of a family member who suffers from a serious health condition
16 as defined in the King County Personnel Guidelines.

17 **Section 3. King County Family and Medical Leave.** Employees shall be entitled to family
18 medical leave, as provided by the King County Family Medical Leave Ordinance (KCC 3.12.220),
19 the federal Family Medical Leave Act, the Washington Family Care Act, and any other applicable
20 laws.

21 **Section 4. Use of Vacation Leave.** An employee who has exhausted his/her sick leave may
22 use accrued vacation leave as sick leave before going on leave of absence without pay, if approved by
23 his/her immediate supervisor, or as provided for under applicable law.

24 **Section 5. Sick Leave Donations.** Any benefit eligible employee whose sick leave accrual
25 balance exceeds 100 hours may donate to any other leave eligible, benefit eligible full-time or part-
26 time employee a portion of his/her accrued sick leave upon written notice to the donating and
27 receiving employees' division manager(s). Sick leave hour donations are strictly voluntary. No
28 employee may donate more than 25 hours of his/her accrued sick leave in a calendar year. Employees

1 are prohibited from offering or receiving monetary or other compensation in exchange for donating
2 sick leave hours.

3 A. Donated hours shall be converted to a dollar value based on the donor employee's
4 straight-time hourly rate of pay.

5 B. Donated sick leave must be used within 90 calendar days. Donated hours not used
6 within 90 days or due to the death of the receiving employee shall revert back to the donor Employee.

7 C. Donated sick leave hours are exempt from the sick leave payoff provisions
8 outlined in Section 9 of this Article.

9 **Section 6. Sick Leave Use.** Sick leave may be used by employees covered by the FLSA in
10 one-half hour increments at the discretion of their immediate supervisor. FLSA-exempt employees
11 use sick leave for absences of one full workday.

12 **Section 7. Verification of Sick Leave.** Management is responsible for the proper
13 administration of sick leave benefits. A doctor's certificate verifying illness or inability to work may
14 be required of any employee when management reasonably suspects abuse of sick leave due to that
15 employee's patterned or excessive absenteeism. Sick leave documentation may also be required to
16 administer KCFML/FMLA leaves. In each case of absence due to illness or injury, it shall be the
17 responsibility of the employee to notify the employee's supervisor of the absence and the anticipated
18 duration of the absence.

19 **Section 8. Sick Leave Upon Separation.** Separation from County employment, except by
20 retirement, termination for nondisciplinary medical reasons, or reason of temporary layoff due to lack
21 of funds or work, shall cancel all sick leave currently accrued to the employee. Should the employee
22 who is separated for one of those listed reasons return to the County within two years, his/her accrued
23 sick leave will be restored.

24 **Section 9. Sick Leave Cash-Out.** Employees eligible to accrue sick leave, who have
25 successfully completed at least five years of County employment, and who retire as a result of length
26 of service or who terminate by reason of death, shall be paid or their estates paid or as provided for by
27 RCW Title 11, as applicable, an amount equal to 35% of their unused, accumulated sick leave
28 multiplied by the employee's rate of pay in effect upon the date the employee leaves County

1 employment less mandatory withholdings. This sick leave cash-out is subject to any determination by
2 bargaining unit members to have their funds placed in Voluntary Employee Beneficiary Association
3 (VEBA) accounts upon retirement as a result of length of service, as set forth in the King County
4 Code. Such determination is applicable to all members of the bargaining unit.

5 All payments shall be in cash, based on the employee's hourly rate of pay, and there shall be
6 no deferred sick leave reimbursement. The pre-tax dollars may be applied to the purchase of County
7 health insurance at the COBRA rates.

8 **Section 10. Bereavement Leave**

9 A. A leave-eligible employee is entitled to three (3) days paid bereavement leave for
10 each occurrence of death of a member of the employee's immediate family. If an employee requests
11 more time, up to an additional three (3) days may be used from the employee's sick leave balance.

12 B. Immediate family means any of the following relatives of the employee,
13 employee's spouse or employee's domestic partner: spouse, domestic partner, grandparent, parent,
14 child, sibling, child-in-law, parent-in-law, or grandchild. Also included is any person for whose
15 financial or physical care the employee is principally responsible, or any person who was in *loco*
16 *parentis* to the employee.

17 C. In the application of any of the foregoing provisions, holidays or regular days off
18 falling within the prescribed period of absence shall not be charged bereavement leave entitlements.

19 **Section 11. School Volunteering.** Employees may use up to three days of sick leave per
20 calendar year for the purpose of volunteering in a school, in accordance with existing County policies
21 and practices.

22 **Section 12. Wellness Incentive.** Full-time regular, part-time regular and term-limited
23 temporary employees who have been employed for a full calendar year within the bargaining unit who
24 during a calendar year use less than thirty-three (33) hours of sick leave (donated sick leave is not
25 counted against usage requirement) may convert sixteen (16) hours of unused, accrued sick leave to
26 be used as personal vacation days in the next calendar year. This benefit shall be prorated for part-
27 time employees. Employees must request such conversion no later than January 31 of the following
28 year.

1 **Section 13. Sick While on Vacation or Compensatory Time Off.** If an employee is injured
2 or is taken ill while on paid vacation or compensatory time off, in order to receive sick leave for that
3 time, he/she shall present to the County on the first day of injury or illness, or as soon as practicable
4 thereafter, a doctor's statement or other acceptable proof of injury or illness.

5 **Section 14. Promotional Examinations.** Benefit eligible employees will be entitled to
6 necessary time off with pay in order to take county qualifying or promotional examinations. This will
7 include time required to complete any required interviews, scheduled during the employee's working
8 hours. This does not include time required to complete questionnaires.

9 **ARTICLE 9: RATES OF PAY AND COST OF LIVING ALLOWANCES**

10 **Section 1.** The wages for the employees covered by this Agreement shall be as set forth in
11 Addendum A of this Agreement.

12 **Section 2. Step Increases.** Upon completion of six (6) months of satisfactory service
13 (probation) following an employee's starting date in a classification covered under this Agreement,
14 the employee shall receive a one step increase, provided he/she was hired at the first step of the pay
15 range assigned to the employee's classification. If the employee was hired above the first step of the
16 pay range for the classification, any after-probation step increase shall be at the discretion of
17 management.

18 • Following probation, future step increases will be effective on January 1st of each year that
19 is within the duration of this agreement provided that the employee is no longer in a probationary
20 status as of September 30th of the previous year. Step increases shall be awarded pursuant to the
21 "Executive Branch Performance Appraisal and Merit Pay System Manual" of King County as updated
22 March 2009, subject to the following modification: "Standard" or "Satisfactory" shall be a score
23 between 3.0 and 3.74

- 24 • "Above Standard" shall be a score between 3.75 and 4.19
25 • "Outstanding" shall be a score between 4.2 and 5.0
26 • A "Standard" or "Satisfactory" score shall be required to progress between Steps 1 - 8
27 • An "Above Standard" score shall be required to progress to Steps 9 - 10

28 Employees shall be eligible for merit pay above the top step of their respective pay range

1 provided that they satisfy the criteria and conditions that are set forth in the Performance Appraisal
2 and Merit Pay System Manual as modified by the parties.

3 Per the terms of the Performance Appraisal and Merit System Manual, employees shall be
4 evaluated in a merit pool of one.

5 **Section 3. Work out of Class.** The parties agree that King County Code 3.15.140, as
6 amended by King County Ordinance 17020, shall apply to the assignment, administration, and pay for
7 all special duty assignments by members of the bargaining unit. All work outside of classification in
8 an acting capacity shall be assigned in writing by the division manager or his/her designee. If the
9 work is at a higher level classification, then special duty pay will be awarded.

10 **Section 4. Special Assignments.** The parties intend that the County may, on a case-by-case
11 basis, request bargaining unit employees to volunteer for special projects of limited duration. The
12 parties recognize that staffing methods and budget decisions are at the sole discretion of management
13 and are not subject to grievance or arbitration.

14 **Section 5. Mileage Reimbursement.** All employees who have been authorized to use their
15 own transportation on County business shall be reimbursed at the rate established by County Council
16 action.

17 **Section 6. Bus Passes.** The Employer will provide all benefit eligible employees with bus
18 passes at no cost in accordance with current practice and County ordinance.

19 **ARTICLE 10: HOURS OF WORK AND OVERTIME**

20 **Section 1. Normal workweek.** For hourly employees, the normal workweek shall:

- 21 • Consist of five consecutive workdays not to exceed eight hours in a nine hour period.
- 22 • Not exceed forty hours per week.
- 23 • Monday through Friday.

24 For exempt employees, the normal workweek shall consist of five consecutive workdays,
25 Monday through Friday.

26 These standards establish a basis for a "normal" workweek. With the prior mutual consent of
27 an hourly employee and his/her immediate supervisor, work schedules may be temporarily flexed to
28 address immediate personal or technical needs. Alternative workweeks can be arranged by the

1 mutual agreement of the County and the employee per the terms of Section 3 of this Article. Nothing
2 in this section prohibits or limits the assignment of occasional overtime work to hourly employees.

3 The parties recognize that business needs may require that some employees will be assigned
4 to regular shifts that deviate from the normal workweek as defined above. Prior to the
5 implementation of shifts that differ from the normal workweek, the County and the Union shall meet
6 and jointly endeavor to find ways to seek alternative solutions. If the County implements shifts that
7 differ from the normal workweek, the County will first seek volunteers to fill these shifts. If no
8 volunteers come forward, the County will negotiate the impacts of the changes to the normal
9 workweek.

10 **Section 2. Overtime.** For the purposes of this Agreement, hourly employees are eligible for
11 overtime. Overtime shall be defined as all hours worked in excess of forty (40) hours actually
12 worked in the work week (sick leave, vacation, holidays and other paid leave are not hours worked).
13 When a bargaining unit member works overtime, compensation for such shall be at one and one-half
14 times the employee's regular hourly rate as defined by the Fair Labor Standards Act (FLSA). To the
15 extent practicable, no overtime shall be worked unless the employee has received prior approval from
16 his/her supervisor to work the necessary overtime hours. At the discretion of management, overtime
17 may be paid as compensatory time at the rate of time and one-half (1-1/2) for all hours worked in
18 excess of forty (40) hours actually worked in the work week (sick leave, vacation, holidays and other
19 paid leave are not hours worked), if requested by the employee and approved by the supervisor.

20 **Section 3. Alternative Workweek and Telecommuting Schedules**

21 It is the County Executive's policy to actively promote alternative workweek or
22 telecommuting schedules wherever possible. Each bargaining unit member shall have the opportunity
23 to request an alternative workweek or telecommuting schedule. The employee shall submit the
24 request in writing to management listing the reason(s) for the request and the type of alternate
25 workweek or telecommuting schedule requested. Management and the employee will evaluate the
26 feasibility of the employee's request. Management must consider information provided about the
27 employee's child care and other family and transportation needs in making the decision. The decision
28 of whether or not to grant an alternative workweek or telecommuting schedule will be stated in

1 writing to include the reasons for denial or approval, according to an established list of criteria. A
2 Labor-Management committee established for this purpose shall develop the criteria that are applied
3 when considering an alternative workweek or telecommuting schedule. If a request for an alternative
4 workweek or telecommuting schedule is denied, the employee may appeal the denial in accordance
5 with the appeal process listed below.

6 Management or the employee may terminate an alternative workweek or telecommuting
7 schedule, in writing, with advance notice of thirty (30) calendar days. When management terminates
8 an alternative workweek or telecommuting schedule, the employee must receive written notification
9 stating the reason(s) for the termination. In instances where the County, due to emergency or
10 business reasons, must terminate the alternative workweek or telecommuting schedule, the County
11 will provide as much notice of schedule change as practicable. Upon receiving written notification of
12 termination of the schedule, the employee may appeal the termination of the schedule in accordance
13 with the appeal process listed below.

14 Appeal Process: When a request for an alternative workweek or telecommuting schedule has
15 been denied or an existing alternative workweek or telecommuting schedule has been terminated,
16 upon receiving written notice from management, the employee shall have ten (10) business days to
17 appeal in writing to the Human Resources Service Delivery Manager or designee. Human Resources
18 Service Delivery Manager or designee shall, within ten (10) business days of receipt of the appeal
19 notice, contact the employee and their Local 17 Union Representative to schedule a meeting to
20 address the appeal. The ultimate decision of whether to grant or deny the appeal will remain with the
21 Human Resources Service Delivery Manager or designee.

22 **Section 4. Notice Prior to an Involuntary Permanent Change in Schedule.** Thirty (30)
23 days advance notice shall be afforded employees when involuntary permanent changes to a regular
24 schedule are required by the County. The County agrees to avoid frequent schedule changes.

25 **Section 5. After Hours Support**

26 **A. After Hours Support.** After Hours Support is off duty time during which an
27 employee is required to be ready and able to report to work, either in person or through technological
28 means, in a timely manner. Each supervisor will maintain a written list of all After Hours Support

1 staff and employees will be given 10 business days notice, in writing, of their After Hours Support
2 schedule. Supervisors will post the After Hours Support schedules in a place visible to all employees
3 in that work group. In instances where the County, due to emergency or business reasons, must
4 terminate or modify the After Hours Support schedule, the County will provide as much notice of
5 schedule change as practicable

6 **B. General Provisions.**

7 **1. Parking.** Parking expenses may be reimbursed on presentation of a receipt
8 if an employee is called out to a work site outside of regular working hours.

9 **2. Equipment and Supplies.** The County will provide all assigned After
10 Hours Support staff with a two-way electronic device.

11 **C. Hourly Employees.**

12 **1. Physical Call-Out.** A minimum of four (4) hours at the overtime rate shall
13 be given for each call-out where the employee is called and returns to a designated work site after
14 completing his/her regular shift. Where such overtime exceeds four (4) hours, the actual hour worked
15 shall be at the overtime rate of the employee's current hourly pay rate. This shall include travel from
16 the employee's residence to the designated worksite or place of assignment. The County will
17 reimburse the employee for the cost of a meal up to \$6.00, upon presentation of a receipt, for every
18 four (4) hours of work while on a physical call-out.

19 **2. Technical Call-Out (TCO).** A TCO occurs when an employee is called to
20 return to duty and performs those duties via telephone, facsimile, computer, or similar electronic
21 device without returning to a designated work site. A minimum of two (2) hours at the overtime rate
22 shall be given for each TCO. If the time exceeds two (2) hours, the actual hour worked shall be at the
23 overtime rate of the employee's current hourly pay rate.

24 **3. Stand-By Pay.** Hourly employees will receive one (1) hour of pay at their
25 base wage rate for each weekday spent on call (Monday through Friday). If the weekday is a holiday,
26 the employee will receive six (6) hours of pay for that day. If the employee is on call during the
27 weekend, the employee will receive four (4) hours of pay for Saturday and four (4) hours of pay for
28 Sunday, totaling thirteen (13) hours of stand-by pay for an employee assigned to on call status for an

1 entire non-holiday week.

2 **D. FLSA Exempt Employees.** Each FLSA Exempt employee designated in writing
3 to an After Hours Support rotation shall be entitled to the following alternative workweek and
4 telecommuting schedule for every two-week period.

5 FLSA Exempt employees working their After Hours Support rotation shall work an
6 alternative schedule of core 40 hours plus 8 hours of telecommuting or other means of off-hours
7 support. During the second week of their After Hours Support rotation, employees will have a core
8 workweek of 32 hours and a regular day off.

9 **Section 6. Executive Leave.** FLSA-exempt employees covered under this Agreement are
10 eligible for Executive Leave in accordance with King County policy (Executive Policy PER 8-1-2) as
11 amended. If an eligible employee believes that his or her executive leave award, or absence of an
12 executive leave award, is not consistent with the policy statements of Executive Policy PER 8-1-2, as
13 amended, he or she may submit a written request for a review by the Department Director or
14 designee. The Department Director or designee shall review prior awards of executive leave for the
15 appealing employee, review prior and current executive leave awards of the appealing employee's
16 work group, if applicable, and shall discuss the matter with the appealing employee's supervisor or
17 manager. The final decision to make or modify a prior executive leave award shall be in writing and
18 remains with the Department Director or designee. A grievance may not be filed under this section,
19 nor shall the Department Director or designee's final decision be grievable.

20 **ARTICLE 11: MEDICAL, DENTAL AND LIFE INSURANCE**

21 Health Benefits are negotiated and established by the Joint Labor Management Insurance
22 Committee (JLMIC). The Union and the County agree to incorporate changes to employee insurance
23 benefits as a result of the agreement of the Joint Labor Management Insurance Committee.

24 **ARTICLE 12: REDUCTION IN FORCE**

25 **Section 1.** The terms of this Article apply only to King County career service employees.

26 **Section 2. Pre-Layoff.** When a reduction in force is anticipated, the County and the Union
27 shall meet and jointly endeavor to find ways to minimize, or eliminate, the actual reduction of
28 positions.

1 When a reduction in force is required, the County and the Union shall meet and jointly
2 endeavor to find ways to minimize or eliminate the number of employees who must be laid off (e.g.,
3 reassign employees to vacant positions, locate temporary placement in other departments, encourage
4 leaves of absence).

5 The County will attempt to place said employee into any vacant position for which the
6 employee is qualified, or endeavor to retraining or redeploying affected employees to the extent
7 possible.

8 It is acknowledged by the parties that a primary intent of the Joint Union Management
9 Employee Development Committee, as outlined in Article 18, is to prepare employees for future
10 employment opportunities in anticipation of a possible future reduction in force.

11 **Section 3. Notice.** When the elimination of a position shall result in an employee being laid
12 off, the County shall provide written notice to the Union and the affected employee at least 30
13 calendar days prior to the effective date of the layoff. To the extent practicable, the County shall
14 provide 90 days layoff notice to affected employees.

15 **Section 4. Seniority Defined**

16 For the purposes of this Article, seniority shall be determined by adjusted service date.
17 "Adjusted service date" shall be defined as, the most recent date of hire into a regular position, as
18 backdated for any prior eligible service that ended no more than two years before reemployment, or
19 other time period required by law. The service date is adjusted for unpaid leaves of absence,
20 excluding unpaid family leave, that exceed 30 calendar days. In this context, eligible service means
21 employment in a regular position; however, if an employee moves from a term-limited temporary
22 position into a regular position with no break in service, employment in the term-limited temporary
23 position will be included when establishing the adjusted service date.

24 An employee who leaves County employment for more than two (2) years will lose all
25 accrued seniority. An employee who has been laid off will be credited for prior service if recalled as
26 provided under this Article. An employee shall continue to accrue seniority if on unpaid Family
27 Medical Leave.

28 **Section 5. Layoff.** The employee(s) who are laid off shall be the least senior employee(s)

1 within the layoff group (see Section 7) who perform the body of work that has been identified for
2 reduction. Management shall have legitimate business reason(s) for reducing or eliminating a body of
3 work. The Union may request, and King County shall provide, in writing, the business reason(s)
4 behind a layoff. An employee identified for layoff shall be considered a "displaced employee" for
5 purposes of exercising bumping rights.

6 **Section 6. Bumping.**

7 A displaced employee may elect to exercise his/her bumping rights as described within this
8 Section. Bumping shall not result in a promotion. An employee will have five (5) work days from
9 the time of written notification of layoff to notify the County of his/her intent to exercise his/her
10 bumping rights. The employee's decision to exercise his/her bumping rights must be in writing. An
11 employee will forfeit his/her bumping rights if his/her written notice is not submitted within five (5)
12 work days, unless the County agrees to a late filing of the notice. The County will, if it determines
13 that there are warranting circumstances, accept a late filed notice from an employee. If a displaced
14 employee refuses to accept a position he/she is eligible to bump into, that employee shall forfeit
15 his/her bumping rights.

16 A displaced employee may only bump a less senior employee. A displaced employee may
17 only bump into a position for which he/she meets the minimum qualifications. The County will
18 determine whether a displaced employee meets the minimum qualifications to perform the work of a
19 position. The County's determination shall be reasonable and transparent. If the County determines a
20 displaced employee does not meet the minimum qualifications for a particular position to which the
21 employee wishes to bump, the County shall provide, upon request, written documentation of
22 legitimate reasons for such determination; the County's determination is subject to the grievance
23 provisions as outlined in Article 14. Bumping shall proceed as follows, subject to the conditions
24 described above, the most senior displaced employee shall go first:

25 1. Bump the least senior bargaining unit employee in the same classification
26 specification that the displaced employee presently occupies. If the displaced employee does not
27 meet the minimum qualifications for that position, the next position considered shall be the next least
28 senior employee in the same classification and so on. If the displaced employee is not placed in the

1 same classification specification they presently occupy, proceed to the next step.

2 2. Bump the least senior bargaining unit employee in the next lowest classification
3 specification that is in the same classification series that the displaced employee presently occupies. If
4 the displaced employee does not meet the minimum qualifications for that position, the next position
5 considered shall be the next least senior employee in the same classification and so on. If the
6 displaced employee is not placed in that classification, the next lowest classification in the series shall
7 be considered in the same manner and so on. If the displaced employee is not placed in the same
8 classification series they presently occupy, proceed to the next step to determine bumping options that
9 are outside of the displaced employee's classification series.

10 3. Displaced employees shall participate in the identification of other classifications or
11 classification series for which they may be qualified to bump into. Bump the least senior bargaining
12 unit employee in a grouping of employees that occupy positions that are paid at the same pay range as
13 the displaced employee. If the displaced employee does not meet the minimum qualifications for that
14 position, the next position considered shall be the next least senior employee in that same grouping
15 and so on. If the displaced employee does not meet the minimum qualifications for a position in that
16 grouping, additional groupings by descending pay range shall be considered starting with the least
17 senior employee of the grouping and proceeding to the most senior of the grouping before considering
18 the next grouping with the next highest pay range and so on.

19 If the displaced employee is not placed pursuant to steps 1, 2 or 3 of this section, the employee
20 shall be considered to have no bumping option.

21 **Section 7. Layoff Groups.**

22 For the purposes of administering this Article, each department, the Office of Emergency
23 Management, and the Business Resource Center shall be its own layoff group.

24 **Section 8. Outplacement Services.** The County shall provide outplacement services to
25 employees in the bargaining unit as provided in the County's Layoff and Recall Program. These
26 services shall be made available to all employees in the bargaining unit who are displaced, bumped,
27 receive layoff notices, and to the extent practicable, to employees who have been identified as being
28 at-risk of layoff.

1 **Section 9. Obligation to Meet and Confer Concerning Reductions in Force.** The County
2 and the Union shall meet and confer in good faith with the aim of reaching agreement on the
3 absorption of employee work that is necessitated by layoffs.

4 In the event of a reduction in force, and upon the request of the Union, the County shall
5 provide information to the Union relating to staffing levels and workloads in a given department and
6 division.

7 **Section 10. Recall**

8 A. An employee who is laid off will have general hiring preferences to other vacant
9 County positions, consistent with the County's Workforce Management Plan, for a period of two
10 years following the employee's layoff. During the two year recall period, the employee will retain
11 specific recall rights to the position from which he/she was laid off regardless of whether the
12 employee has accepted a different position with the County.

13 B. When a laid off employee applies for, or is referred to, a bargaining unit position
14 and such employee is unsuccessful in obtaining the position, the employee, upon his or her request,
15 will be provided with a rationale for his or her non-selection, interview and test scores, and other
16 documentation used to make the determination.

17 C. An employee who is recalled from layoff will have all unpaid sick leave balances
18 restored.

19 **ARTICLE 13: POSTING PROCEDURE AND PROBATION**

20 **Section 1. Posting of Vacancies.** Employees are encouraged to seek advancement within
21 their specific work units as well as within the County as a whole. In order to promote such, the
22 County shall post announcements informing employees of open recruitment opportunities within all
23 County departments. Should a promotional position become available within the bargaining unit,
24 bargaining unit members are required to compete for such in accordance with the procedures set forth
25 in the County Personnel Guidelines for the Career Service.

26 When the County intends to conduct a recruitment to fill any position represented by the
27 bargaining unit, the County shall post such position on the King County website. Interested bargaining
28 unit members may apply along with outside candidates as determined appropriate by the County. The

1 County shall endeavor to electronically notify all bargaining unit members of all recruitments for
2 bargaining unit positions that the County is intending to fill.

3 **Section 2. Labor Management Committee.** When the LMC convenes, The County will
4 share information about the newly created Term Limited Temporary IT positions, including a position
5 description, anticipated duration, and date filled. The County will also share information about
6 bargaining unit vacancies that the County does not intend to fill.

7 **Section 3. Probationary Period.** The length of an employee's probationary period shall be
8 six months. However, the County may extend an employee's probation for up to twelve months total,
9 in accordance with the County's Personnel Guidelines. Consistent with the definition of
10 "probationary employee" and "probationary period" contained in the King County Personnel
11 Guidelines.

12 **ARTICLE 14: DISPUTE RESOLUTION PROCEDURES**

13 **Section 1. Grievance/Arbitration/Mediation.** King County and the Union recognize the
14 importance and desirability of settling grievances promptly and fairly in the interest of continued
15 good employee relations and morale. To this end, the following procedure is outlined. The parties
16 agree to make every effort to settle grievances at the lowest possible level of supervision.

17 The parties also support the concept of resolving disputes by mutually consenting to
18 mediation wherever practicable. The parties are encouraged to resolve disputes through a mutually
19 acceptable mediation forum at any step in this process. The process will use a mutually acceptable
20 mediator and conclude within thirty (30) days after the mutual request.

21 Employees will be unimpeded and free from restraint, interference, coercion, discrimination
22 or reprisal in seeking adjudication of their grievances.

23 **A. Definition.** A grievance is an alleged violation of the terms and provisions of this
24 agreement and may be filed by an employee, a group of employees, the Union (by a steward or the
25 Local), or the County. A grievance filed by the County may be filed at Step 3.

26 **B. Procedure.**

27 **Step 1. Supervisor.** A grievance shall be presented by the grievant and/or
28 Union representative in writing, within thirty (30) working days of the date when the grievant knew

1 or should have known of the basis for a grievance, to the appropriate Supervisor. The grievance must
2 contain at a minimum (1) a written statement of the grievance, (2) a reference to which contract
3 provision(s) the grievant believes have been violated, and (3) a requested remedy. The Supervisor or
4 designee shall attempt to resolve the matter and notify the grievant within fifteen (15) working days
5 from the date the grievance was received. Failure by the Supervisor or designee to issue a response
6 within the prescribed timeline shall automatically advance the grievance to the next step. The
7 grievant shall have ten (10) working days from the issuance of management's Step 1 response (or the
8 date that the Step 1 response was due) to advance the grievance to Step 2, otherwise the grievance
9 shall be presumed to be resolved. The grievant's request to advance the grievance to Step 2 must be
10 made in writing to the Division Director, copying the issuer of the Step 1 response. The Union or its
11 representative must sign the grievant's request to advance a grievance to Step 2.

12 **Step 2. Division Director or Designee.** If after thorough review at Step 1, the
13 grievance has not been resolved to the satisfaction of the Union, the employee and the Union shall
14 together present the grievance as stated above for investigation, discussion, and written reply. The
15 Division Director or designee may interview the employee and/or his/her representative and receive
16 any additional related evidence that he/she may deem pertinent to the grievance. The Division
17 Director or designee shall make his/her written decision available to the Union within fifteen (15)
18 working days. Failure by the Division Director or designee to issue a response within the prescribed
19 timeline shall automatically advance the grievance to the next step. The Union shall have fifteen (15)
20 working days from the issuance of management's Step 2 response (or the date that the Step 2
21 response was due) to advance the grievance to Step 3, otherwise the grievance shall be presumed to
22 be resolved. The Union's request to advance the grievance to Step 3 must be made in writing to the
23 Director of the Office of Labor Relations (OLR)/designee, copying the issuer of the Step 2 response.
24 The Union or its representative must sign the grievant's request to advance a grievance to Step 3.

25 **Step 3. OLR Director or Designee.** If after thorough evaluation, the decision
26 of the Division Director or designee has not resolved the grievance to the satisfaction of the Union,
27 the grievance may be presented to the OLR Director as stated above. All letters, memoranda, and
28 other written materials previously submitted to the decision makers at Steps 1 and 2 shall be made

1 available for the review and consideration of the Office of Labor Relations Director or designee.
2 He/she may interview the employee and/or his/her representative and receive any additional related
3 evidence that he/she may deem pertinent to the grievance. The Office of Labor Relations Director or
4 designee shall issue a written decision within thirty (30) working days of receipt of the Step 3
5 grievance. Failure by the Office of Labor Relations Director or designee to issue a response within
6 the prescribed timeline shall automatically advance the grievance to the next step. If the matter is not
7 resolved, the Labor Negotiator will be the Union's contact thereafter in this process. The grievant
8 shall have thirty (30) working days from the issuance of management's Step 3 response (or the date
9 that the Step 3 response was due) to advance the grievance to Step 4, otherwise the grievance shall be
10 presumed to be resolved.

11 In the instance when the grievance is initiated by the County, the County shall submit the third
12 step grievance to the bargaining unit's Union Representative who shall have thirty (30) working days
13 to issue a response. The County shall have thirty (30) working days from the issuance of the Union's
14 Step 3 response (or the date that the Step 3 response was due) to advance the grievance to Step 4,
15 otherwise the grievance shall be presumed to be resolved.

16 **Step 4. Arbitration.** If after thorough evaluation, the decision of the Office of
17 Labor Relations Director or designee has not resolved the grievance, the Union or the County may
18 request to submit the grievance to arbitration, in accordance with the timelines and procedures stated
19 above. The request for arbitration shall be submitted in writing, and it must specify the issue to be
20 arbitrated. If the Union is requesting arbitration, the request must be submitted to the Labor
21 Negotiator. If the County is requesting arbitration, the request must be submitted to the Union
22 Representative. The process for selection of the arbitrator and the authority of the arbitrator are set
23 forth in Sections 2 and 3 below.

24 **Section 2. Selection of Arbitrator.** Should arbitration be necessary, the parties shall select a
25 third disinterested party to serve as an arbitrator. In the event that the parties are unable to agree upon
26 an arbitrator, then the arbitrator shall be selected from a panel of five arbitrators furnished by the
27 American Arbitration Association or the Federal Mediation and Conciliation Service, whichever
28 source is mutually acceptable. The arbitrator will be selected from the list by both the County

1 representative and the Union, each alternately striking a name from the list until only one name
2 remains. The party to strike first shall be determined by a coin toss.

3 **Section 3. Authority of the Arbitrator.** The arbitrator under voluntary labor arbitration
4 rules of the Association shall be asked to render a decision promptly and the decision of the arbitrator
5 shall be final and binding on both parties. No matter may be arbitrated which the County, by law, has
6 no authority over, has no authority to change, or has been delegated to any civil service commission
7 or personnel board, as defined in RCW 41.56.

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

11 The arbitrator's fee and expenses and any court reporter's fee and expenses shall be borne
12 equally by both parties. Each party shall bear the cost of its own attorneys' fees regardless of the
13 outcome of the arbitration.

14 **Section 4. Timelines and Extensions.** Failure by the grieving party to comply with any time
15 limitation of the procedure in this Article shall constitute withdrawal of the grievance; provided,
16 however, any time limits stipulated in the grievance procedure may be extended for stated periods of
17 time by the appropriate parties by mutual agreement.

18 **Section 5. Unfair Labor Practice(s) Resolution.** The parties agree that thirty (30) days
19 prior to filing a ULP complaint with PERC, the complaining party will notify the other party, in
20 writing, meet, and make a good faith attempt to resolve the concerns unless the deadline for filing
21 with PERC would otherwise pass or the complaining party is seeking a temporary restraining order as
22 relief for the alleged Unfair Labor Practice.

23 **Section 6. Release time for grievance hearings.** The County shall grant release time, with
24 no loss in pay, to individual bargaining unit member(s) to attend their own grievance and arbitration
25 hearings.

26 **ARTICLE 15: WORK ENVIRONMENT**

27 **Section 1. Office Space.** The County shall attempt in good faith to resolve all office space
28 issues relating to personal space, temperature, comfort and safety with the appropriate departments

1 and agencies; however, the County's failure to satisfy an employee on these issues is not grievable.

2 **Section 2. Defense Against Claims.** The County agrees to defend and pay any proper claim
3 against its employees in connection with any claims for damage and/or litigation arising from
4 conduct, acts or omissions of such employees in the scope and course of their employment with the
5 County.

6 **Section 3. Intimidating or Bullying Behavior.** The County and the Union recognize that
7 King County has policies and procedures relating to workplace violence. However, the County and
8 the Union also recognize that behavior which does not rise to the level of physical violence, or threat
9 thereof, but which is nevertheless intentionally intimidating or bullying can have serious adverse
10 impacts on individual employees, as well as the workplace in general.

11 The County and the Union further recognize that this type of inappropriate conduct is not
12 dependent upon a supervisor/subordinate relationship and may occur between co-workers without a
13 difference in reporting relationships. Therefore, the County and the Union seek to codify their intent
14 not to engage in, encourage or knowingly tolerate workplace intimidation or bullying. The County
15 and the Union will work together collaboratively and employ reasonable means to attempt to address
16 complaints or concerns of workplace intimidation or bullying.

17 **ARTICLE 16: CLASSIFICATION**

18 **Section 1. Classification.** The County, upon request, shall furnish the Union with specific
19 classification specifications for classifications in the bargaining unit. The County and the Union, with
20 a minimum of 14 days notice, shall meet to review proposed modifications and revisions to said
21 specifications and will negotiate the resulting impacts.

22 **Section 2. Reclassification.** Requests for reclassification may be made because an employee
23 has been working in an out of class assignment for twelve (12) months or longer, or because there is a
24 significant change in an employee's duties and responsibilities for a period of twelve (12) months or
25 longer. No employee shall submit a reclassification request if it has been less than one (1) year since
26 the date of a previous reclassification determination.

27 Requests for reclassification must be submitted on the County's form to request
28 reclassification (presently known as the Position Description Questionnaire or PDQ form). The

1 employee will provide a completed copy of the form to his/her supervisor and the Department's
2 Human Resources Service Delivery Manager or designee for review and comment. The supervisor
3 will review and comment within fourteen (14) calendar days, and then forward the form to the
4 division director. The division director shall have fourteen (14) calendar days to review and comment
5 and forward the form to HRD.

6 If the supervisor or division director has any disagreement with the information provided on
7 the form by the employee, the supervisor or division director will discuss this disagreement with the
8 employee prior to forwarding the form to HRD.

9 HRD shall make the classification analysis within 120 calendar days. If HRD determines that
10 an employee should be reclassified, the reclassification will be effective the date the PDQ was
11 submitted to the employee's supervisor and the Human Resources Service Delivery Manager, one or
12 both of whom will acknowledge receipt of the PDQ and record the date received.

13 **Section 3. Mediation/Arbitration.** If HRD determines that a reclassification is not
14 appropriate, the Union may request a hearing with a mediator/arbitrator as provided through the King
15 County Alternative Dispute Resolution Program within thirty (30) calendar days from the date the
16 employee was notified that a reclassification would not take place.

17 The parties agree that the mediator/arbitrator's role in this hearing will be to consider
18 testimonial and documentary evidence presented by the County and the Union regarding the
19 employee's appropriate job classification. The mediator/arbitrator will make a determination as to
20 whether the employee is correctly classified, and if not, the appropriate classification to which the
21 employee should be assigned.

22 **Section 4. Mutual Exclusivity.** Employees covered under this agreement have access to
23 either the appeal procedure described in Section 3 or the procedure outlined in the King County
24 Personnel Guidelines, if applicable. Selection of one process will preclude access to the other to
25 resolve the appeal. A represented employee must choose the avenue of appeal prior to requesting
26 mediation/arbitration. The employee's choice is final.

27 **ARTICLE 17: CONTRACTING OUT**

28 **Transfer of Bargaining Unit Work.** Contracting out work traditionally and normally

1 performed by members of the bargaining unit shall not lead to the layoff of any employee covered
2 under this agreement. This Article shall not restrain the County from continuing to contract out work
3 that is for a short term, for a specific task, or using specific skills and/or knowledge not currently
4 available to existing County staff. Cost savings shall not be the sole basis for contracting out. It is
5 the intention of the County to make a good faith effort to ensure that there is a skills and/or
6 knowledge transfer from the contractors to members of the bargaining unit, where appropriate.

7 **ARTICLE 18: EMPLOYEE DEVELOPMENT**

8 **Section 1.** The County and the Union agree that training and employee career development
9 can be beneficial to both the County and the affected employee. Training, career development, and
10 educational needs may be identified by both the County and by the employee. The parties recognize
11 that employees are integral partners in managing their career development. The County is committed
12 to providing employees with support and implementation of professional development opportunities,
13 within the parameters of available resources.

14 **Section 2.** It is in the best interest of both parties to have a well-trained information
15 technology workforce with skills that align with both current and future business and technology
16 trends. To that end, a Joint Union Management Employee Development Committee shall be
17 established to discuss topics that shall be agreed upon by the parties.

18 The Committee shall consist of six representatives of management and the Union. The
19 Committee shall convene no less than six times per year or more or less often by mutual agreement of
20 the County and the Union.

21 The parties agree that this committee shall not be a forum for collective bargaining, but is
22 rather a forum for open discussion and collaboration between management and the Union. Failure of
23 the parties to reach agreement on any of the topics that are discussed by this committee shall not be a
24 basis for either party to file a contractual grievance or to allege bad faith bargaining. However, the
25 parties make a commitment to meaningfully discuss the topics that were agreed to in bargaining, as
26 well as any other topics that are mutually agreed upon by the parties.

27 **Section 3.** The County recognizes the benefit of individual employee development plans and
28 commits to implementing the plans as agreed to in the Committee. To this end, the County and the

1 Union agree to set as the first priority of the Joint Committee to create and implement a system to
2 provide individual employee development plans, including but not limited to development of a
3 training template which will be implemented by departments.

4 **Section 4.** The Committee shall discuss and implement, if agreed upon, provisions addressing
5 the needs for anticipated reductions in force or personnel vacancies and will specifically consider
6 utilization of the existing workforce for developing technology, business, and training needs.

7 **ARTICLE 19: LABOR-MANAGEMENT COMMITTEE**

8 The County and the Union agree to establish a Labor-Management Committee. The purpose
9 of this committee is to discuss matters of concern of either party. Meetings shall be conducted
10 monthly during regular business hours and employees shall participate on paid work time.

11 Responsibility for coordinating meetings shall alternate between the parties.

12 **ARTICLE 20: SAVINGS CLAUSE**

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

19 **ARTICLE 21: WORK STOPPAGES AND EMPLOYER PROTECTION**

20 **Section 1.** The County and the Union agree that the public interest requires efficient and
21 uninterrupted performance of all County services and to this end pledge their best efforts to avoid or
22 eliminate any conduct contrary to this objective. Specifically, the Union shall not cause or condone
23 any work stoppage, including any strike, slowdown or refusal to perform any customarily assigned
24 duties, sick leave absence which is not bona fide, or other interference with County functions by
25 employees under this Agreement and should same occur, the Union agrees to take appropriate steps to
26 end such interference. Any concerted action by any employee in the bargaining unit shall be deemed
27 a work stoppage if any of the above activities have occurred. Being absent without authorized leave
28 shall be considered as an automatic resignation. Such a resignation may be rescinded by the division

1 manager if the employee presents satisfactory reasons for his/her absence within three (3) calendar
2 days of the date his automatic resignation became effective.

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

8 **Section 3.** Any employee who commits any act prohibited in this Section will be subject to
9 the following action or penalties:

10 A. Discharge.

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

12 **ARTICLE 22: WAIVER AGREEMENT**

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

19 **ARTICLE 23: RETIREMENT**

20 All employees hired prior to January 1, 1996 shall continue to be covered by the applicable
21 retirement system in which they are enrolled as of December 31, 1995; i.e., Seattle City Employees
22 Retirement System, PERS I, or PERS II. Contributions to the applicable retirement system shall be
23 made in accordance with the respectively applicable City ordinance(s), County ordinance(s), or state
24 law. All employees hired after January 1, 1996 shall be covered by the state Public Employee
25 Retirement System, pursuant to applicable County ordinance and state law. Employees who are
26 covered by the City of Seattle retirement system are governed by applicable City Ordinance and the
27 City Charter with respect to retirement benefits.

1 **ARTICLE 24: DURATION**

2 This agreement shall become effective upon full and final ratification and approval by all
3 requisite means by the King County Council and shall cover the period of January 1, 2012, through
4 June 30, 2013.

5 Contract negotiations for the period beginning July 1, 2013, may be initiated by either party
6 providing to the other written notice of its intention to do so. It is the goal of both parties to conclude
7 negotiations prior to expiration of this Agreement.

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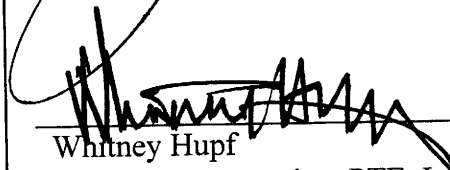
APPROVED this 8 day of OCTOBER, 2012.

By: 
King County Executive

For Professional and Technical Employees, Local 17:



Joseph L. McGee
Executive Director, PTE, Local 17



Whitney Hupf
Union Representative, PTE, Local 17

2	Job Class Code	PeopleSoft Job Code	Classification Title	Range*
3	7320200	734502	Applications Developer - Journey	60
4	7320400	734702	Applications Developer - Master	70
5	7320300	734602	Applications Developer - Senior	65
6	7321200	734802	Database Administrator - Journey	62
7	7321400	735002	Database Administrator - Master	72
8	7321300	734902	Database Administrator - Senior	67
9	7319200	734202	Database Specialist - Journey	55
10	7319400	734402	Database Specialist - Master	65
11	7319300	734302	Database Specialist - Senior	60
12	7310200	731002	Desktop Support Specialist - Journey	51
13	7310300	731602	Desktop Support Specialist - Senior	56
14	7315200	733702	Email Administrator - Journey	56
15	7315300	733802	Email Administrator - Senior	61
16	7322100	735102	GIS Specialist - Entry	55
17	7322200	735202	GIS Specialist - Journey	60
18	7322400	735402	GIS Specialist - Master	70
19	7322300	735302	GIS Specialist - Senior	65
20	7330100	736102	IT Project Administrator - Journey	58
21	7330200	736202	IT Project Administrator - Senior	63
22	7331100	736302	IT Project Manager I	67
23	7331200	736402	IT Project Manager II	72
24	7323100	735502	IT Systems Specialist - Entry	51
25	7323200	735602	IT Systems Specialist - Journey	56
26	7323400	735802	IT Systems Specialist - Master	66
27	7323300	735702	IT Systems Specialist - Senior	61
28	7325100	736002	IT Technical Writer	53
	7324100	735902	IT Technical Trainer	55
	7311200	731702	LAN Administrator - Journey	56
	7311400	731902	LAN Administrator - Master	66
	7311300	731802	LAN Administrator - Senior	61
	7312400	732602	Network Architect	72
	7312200	732002	Network Engineer - Journey	62
	7312300	737102	Network Engineer - Senior	67
	7313400	732902	Systems Architect	72
	7313200	732702	Systems Engineer - Journey	62
	7313300	732802	Systems Engineer - Senior	67
	7314200	733002	Telecommunications Specialist - Journey	59
	7314300	733602	Telecommunications Specialist - Senior	64
	7316200	733902	Website Developer - Journey	58
	7316400	734102	Website Developer - Master	68
	7316300	734002	Website Developer - Senior	63

* For Ranges refer to the King County Squared Salary Schedule, Steps 1-10 for each pay range.