

**Memorandum of Agreement
By and Between
King County
And
King County Juvenile Detention Guild
Non-Supervisory Staff (296 Unit)**

**SUBJECT: Staffing Incentives at the Clark Children and Family Justice Center
("CCFJC") – CBA #296**

BACKGROUND:

The Department of Adult and Juvenile Detention, Juvenile Division (the Department) is experiencing an unprecedented challenge due to the scheduled Clark Children and Family Justice Center (CCFJC) closure in 2025. The purpose of this Agreement is to support staffing levels at CCFJC by adding incentives designed to retain existing staff equitably, and to support recruitment efforts.

AGREEMENT:

1. 2023 CAREER SERVICE RETENTION INCENTIVE (\$4,000):

A. AMOUNT. A \$4,000 Retention Incentive Payment will be paid to *eligible* career service employees who are employed with the Department as of January 1, 2023, and remain employed by the Department on October 27, 2023 (2023 Retention Period) or as described below in 1(b)i and 1(b)ii.

B. ELIGIBILITY. To receive the 2023 Retention Incentive, the employee must meet one of the following eligibility criteria:

- i. Career service non-probationary:** Employee must be employed with the Department as of January 1, 2023, and remain employed on October 27, 2023. An employee who is involuntarily separated due to a reduction in force (layoff), medical separation, or promoted within DAJD (inclusive of work out of class and special duty within DAJD) during 2023 will also be considered eligible.
- ii. Newly hired career service & probationary:** An employee hired into a career service position who is still within their probationary period anytime between January 1, 2023, and December 31, 2023, will become eligible for the Retention Incentive Payment after October 27, 2023, and after successful completion of their probationary term, whichever occurs later. An employee that does

not successfully complete their probationary period or that separates for any reason prior to October 27, 2023, will also be ineligible.

- iii. An employee that separates from County employment for any other reason than the exceptions stated above during the Retention Period (e.g., termination, resignation, etc.) will be ineligible to receive the Retention Incentive Payment.

C. PAYMENT DATE. Retention Incentive Payment (\$4,000) will be payable to employees in a pay period after October 27, 2023, and after King County Council ratification of this Agreement.

2. 2023 TEMPORARY EMPLOYEE WORK INCENTIVE

A. A temporary employee (i.e., short-term temporary and term-limited temporary positions) that works at least (500) hours (excludes paid leave) between January 1, 2023, and October 27, 2023, will be eligible to receive a \$2,000 incentive. Temporary employees that work less than (500) hours during this time frame will be ineligible for this incentive.

Temporary Employee Table (TLT/STT)	
Employee Actual Hours Worked	Incentive Amount
Worked 500 or more hours between 1/1/23 to 10/27/2023	\$2,000
Worked 499 or fewer hours between 1/1/23 to 10/27/2023	\$0

3. INCENTIVE TO MOVE FROM SEVENTY-TWO HOUR TO EIGHTY HOUR BI-WEEKLY WORK SCHEDULE

A. Work Hour Change Request Process and Incentive. Employee’s on a 5/4 work schedule may opt to transition from their 5/4 schedule to a (40 hour) workweek schedule. The Department will provide an incentive payment, as follows, after the (40) hour work schedule change takes effect for employees who exercise this option before the following dates:

- i. **\$7,000 (40-hour) early transition incentive if the employee submits a request to transition to a (40-hour) schedule on or before May 1, 2023.** The employee must also sign an agreement stating that they will pay back the \$7,000 incentive if they do not remain employed for at least one (1) year after the (40 hour) schedule takes effect, except if the employee is laid off or medically separated or promoted to another position within the

Department. The County reserves the right to deduct the money owed to the County from their last paycheck, and any leave cash pay outs (e.g., vacation cash-out) due upon separation.

- ii. **\$5,000 (40-hour) transition incentive if the employee submits a request to transition to a (40-hour) schedule between May 2, 2023, and August 31, 2023.** The employee must also sign an agreement stating that they will return the \$5,000 incentive if they do not remain employed for at least two-hundred forty (240) calendar days after the (40 hour) schedule takes effect, except if the employee is laid off or medically separated or promoted to another position within the Department. The County reserves the right to deduct the money owed to the County from their last paycheck, and any leave cash pay outs (e.g., vacation cash-out) due upon separation.
- iii. Employees may not revert back to their previous workweek hours once the (40-hour) work hour change request has been implemented. Under no circumstances shall an employee be eligible for more than one (40-hour) incentive payment.

4. PAYMENT EFFECTIVE DATE. The effective date for payments of the 2023 Career Service Retention Incentive and 2023 Temporary Employee Work Incentive will occur after October 27, 2023, and after King County Council ratification, whichever occurs later in one-time payments. Payment date(s) may be different depending on employment status (e.g., career service, probationary, temporary). The retention incentives shall be subject to applicable payroll tax, retirement, and other withholdings.

5. COMPLETE AGREEMENT. This is the full and final Agreement between the Parties and shall expire upon completion of all incentive pay terms.

6. DISPUTES. Any disputes regarding the interpretation or application of this Agreement shall be resolved by the parties using the grievance procedure of the collective bargaining agreement.

7. RATIFICATION. The Parties acknowledge that this Agreement must be ratified by King County Council in order to effectuate its terms.

For the King County Juvenile Detention Guild (296):

DocuSigned by:

Jason Smith

E81313485073413...
Jason Smith, President

3/20/2023

Date

DocuSigned by:

Ryan Lufkin

27BD002EA2214D8...

Ryan Lufkin, Legal Advisor

3/20/2023

Date

For King County:

DocuSigned by:

Andre Chevalier

7231D66C774F45F...

Andre Chevalier, Senior Labor Negotiator
Office of Labor Relations
King County Executive Office

3/20/2023

Date