

Master Labor Agreement (MLA) - Appendix 8  
Agreement Between King County  
And  
International Brotherhood of Teamsters Local 117  
Professional & Technical and Administrative Employees  
[154]

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27  
28

ARTICLE 1: PURPOSE AND DEFINITIONS ..... 1

ARTICLE 2: UNION RECOGNITION AND MEMBERSHIP ..... 2

ARTICLE 3: RIGHTS OF MANAGEMENT ..... 4

ARTICLE 4: HOLIDAYS ..... 5

ARTICLE 5: VACATIONS ..... 6

ARTICLE 6: SICK LEAVE ..... 7

ARTICLE 7: PAID LEAVES ..... 8

ARTICLE 8: WAGE RATES ..... 9

ARTICLE 9: OVERTIME ..... 12

ARTICLE 10: HOURS OF WORK ..... 14

ARTICLE 11: MEDICAL, DENTAL AND LIFE INSURANCE ..... 15

ARTICLE 12: MISCELLANEOUS ..... 16

ARTICLE 13: GRIEVANCE PROCEDURE ..... 18

ARTICLE 14: EQUAL EMPLOYMENT OPPORTUNITY ..... 18

ARTICLE 15: SAVINGS CLAUSE ..... 18

ARTICLE 16: WORK STOPPAGES AND EMPLOYER PROTECTION ..... 18

ARTICLE 17: WAIVER CLAUSE ..... 19

ARTICLE 18: REDUCTION-IN-FORCE/LAYOFF REHIRES ..... 19

ARTICLE 19: POSITION OPENINGS AND JOB BIDDING ..... 24

ARTICLE 20: PERFORMANCE EVALUATIONS ..... 24

ARTICLE 21: DURATION ..... 25

ADDENDUM A: WAGE ADDENDUM - ADMINISTRATIVE SUPPORT EMPLOYEES

ADDENDUM B: WAGE ADDENDUM - PROFESSIONAL & TECHNICAL EMPLOYEES

ADDENDUM C: VOLUNTARY PAYROLL DEDUCTION FOR POLITICAL  
CONTRIBUTIONS - DEMOCRATIC, REPUBLICAN, INDEPENDENT  
VOTER EDUCATION (D.R.I.V.E.)

1                                   **Master Labor Agreement (MLA) - Appendix 8**  
2   **Agreement Between King County**  
3   **And**  
4   **International Brotherhood of Teamsters Local 117**  
5   **Professional & Technical and Administrative Employees**  
6   **[154]**  
7   **January 1, 2018 through December 31, 2020**

8                   These Articles constitute an agreement, terms of which have been negotiated in good faith,  
9 between KING COUNTY (“the County”) and TEAMSTERS LOCAL 117 (“the Union”). This  
10 Agreement shall be subject to approval by Ordinance by the Metropolitan King County Council (“the  
11 Council”).

12                   **ARTICLE 1: PURPOSE AND DEFINITIONS**

13                   **Section 1.1 Purpose.** The purpose of this Agreement is to promote the continued  
14 improvement of the relationship between the County and its employees represented by the Union.  
15 The articles of this Agreement set forth the wages, hours and working conditions for the bargaining  
16 unit employees.

17                   **Section 1.2 Definitions.** Definitions that apply to this Agreement are found under King  
18 County Code (“Code”) 3.12.010. Where there is a difference between the Code definition and a  
19 definition below, the Code will prevail. In addition to Code definitions, below are additional  
20 definitions that pertain solely to the Agreement. If a Code definition change is made that affects this  
21 Agreement, the County agrees to bargain the effects of the change as required by law.

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

25                   **B. Hourly Employee** - An employee who is not exempt from the Fair Labor  
26 Standards Act and is eligible for overtime.

27                   **C. Regular Employee** - A career service employee.

28                   **D. Salaried Employee** - An employee who is exempt from the Fair Labor Standards  
Act and is not eligible for overtime.

1           **E. Temporary Employee** - Includes probationary, provisional, short-term and term-  
2 limited employees.

3           **F. Transfer** - Movement of an employee from one position to another within the  
4 same classification or different classification with the same pay range of the former classification.

5           **G. Base Hourly Rate (Base Rate)** - The hourly rate of pay for the position that  
6 excludes all pay premiums (e.g., wage rated premiums and additions such as special duty pay).

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

8           **Section 2.1 Recognition.** The County recognizes the Union as the exclusive collective  
9 bargaining representative of all employees whose job classifications are listed in the attached  
10 Addendum A and Addendum B made a part hereof by this reference.

11           **Section 2.2 Union Membership.**

12           **A.** It shall be a condition of employment that all employees covered by this  
13 Agreement who are members of the Union in good standing on the effective date of this Agreement  
14 shall remain members in good standing and those who are not members on the effective date of this  
15 Agreement shall, on the thirtieth (30) day following the effective date of this Agreement, become and  
16 remain members in good standing in the Union, or pay fees to the Union to the extent permitted by  
17 law. It shall also be a condition of employment that all employees covered by this Agreement and  
18 hired or assigned into the bargaining unit on or after its effective date shall, on the thirtieth (30th) day  
19 following the beginning of such employment, become and remain members in good standing in the  
20 Union, or pay fees to the Union to the extent permitted by law. This provision will apply to  
21 employees who are temporarily appointed to work in a job classification covered by this Agreement  
22 if the appointment is expected to last thirty (30) days or more; however, they will not be required to  
23 pay initiation fees and become a "member in good standing" if such action is based solely upon an  
24 "acting" position status.

25           **B.** Provided, however, that nothing contained in this section shall require an employee  
26 to join said Union who can substantiate in accordance with case law bona fide religious tenets or  
27 teachings that prohibit the payment of dues or initiation fees to union organizations. Such employee  
28 shall pay an amount of money equivalent to regular union dues and initiation fee; said amounts shall

1 be paid to a non-religious charity mutually agreed upon by the employee affected and the Union to  
2 which such employee would otherwise pay the dues and initiation fee. The employee shall furnish  
3 proof to the Union each month that such payment has been made. If the employee and the Union do  
4 not reach agreement on such matter, the Public Employment Relations Commission (PERC) shall  
5 designate the charitable organization.

6 **Section 2.3 Dues Deduction.** Upon receipt of written authorization individually signed by a  
7 bargaining unit employee, the County shall have deducted from the pay of such employee the amount  
8 of dues and initiation fee or the appropriate fair share payment for temporary employees, as certified  
9 by the Secretary-Treasurer of the Union, and shall transmit the same to the Secretary-Treasurer of the  
10 Union.

11 **Section 2.4 Union Indemnification.** The Union will indemnify, defend and hold the County  
12 harmless against any claims made and against any suit instituted against the County on account of  
13 any check-off of dues for the Union. The Union agrees to refund to the County any amounts paid to  
14 it in error on account of the check-off provision upon presentation of proper evidence thereof.

15 **Section 2.5 New Bargaining Unit Member Reporting.** Is pursuant to Article 20 of the  
16 MLA.

17 **Section 2.6 Bargaining Unit Lists.** The County will transmit to the Union a current listing  
18 of all employees in the bargaining unit(s) within thirty (30) days of the Union's request for such a list,  
19 not to exceed twice per calendar year. For all employees performing bargaining unit work, the list  
20 shall include the name of the employee, classification, home address, department and salary.

21 **Section 2.7 Union Security and Job Removal.** Failure by an employee to satisfy the  
22 requirements of Section 2.2 shall constitute cause for dismissal; provided that the County has no duty  
23 to act until the Union makes a written request for discharge and verifies that the employee received  
24 written notification of the delinquency including the amount owing, the method of calculation, and  
25 notification that non-payment after a period of no less than seven (7) days will result in discharge by  
26 the County. A copy of each written notification shall be mailed to the County concurrent with its  
27 mailing to the employee.

28 **Section 2.8 Payroll Deduction for Political Contributions - Democratic, Republican,**

1 **Independent Voter Education (D.R.I.V.E.).** The County agrees to deduct voluntary contributions  
2 from the paycheck of all employees covered by this Agreement in accordance with the D.R.I.V.E.  
3 Memorandum of Agreement between the County and the Union. (See Addendum C: Memorandum  
4 of Agreement).

5 **ARTICLE 3: RIGHTS OF MANAGEMENT**

6 **Section 3.1 Management Rights.** The Union recognizes the prerogatives of the County to  
7 operate and manage its affairs in all respects in accordance with its responsibilities and powers of  
8 authority, subject to the terms and conditions of this Agreement.

9 **A. Specific Enumerated Rights.** The County shall have the right to discipline and  
10 discharge temporary employees; demote, discipline and discharge regular employees for just cause;  
11 the right to layoff employees for lack of work or funds, for the occurrence of conditions beyond the  
12 control of the County, or when such continuation of work would be inefficient and/or unproductive.  
13 The County shall further have the right to hire, appoint, promote, train, transfer, assign and direct the  
14 workforce; determine work locations and assign employees to those locations; evaluate employee  
15 performance; contract out work; develop and modify classification specifications, allocate positions  
16 to those classifications, allocate employees to the positions; determine reasonable work shifts and  
17 schedules; schedule overtime work; establish the methods and processes by which work is performed;  
18 establish reasonable rules; and the right to take whatever actions are necessary in emergencies in  
19 order to assure the proper functioning of the Department.

20 **Section 3.2 Subcontracting.** The County shall not contract out work which the members of  
21 the Union have historically performed unless it is required by law or is a business necessity due to an  
22 emergency situation or to augment the workforce on a short-term, temporary basis. Except for  
23 emergency situations, the County shall provide notice to the Union of its intent to contract out and,  
24 upon request, bargain the decision and/or effects of that decision. Except as provided herein, under  
25 no circumstance shall the County agree to any long-term or permanent contracting out of bargaining  
26 unit work. Nothing in this provision shall limit what the County has historically contracted out, and  
27 no jobs will be eliminated due to contracting out.

1 **ARTICLE 4: HOLIDAYS**

2 **Section 4.1 Recognized Holidays.** Are pursuant to Article 10 of the MLA, except as  
3 modified below. Should the Code be revised, the Union shall be advised of such revision and  
4 provided an opportunity to bargain the changes before such changes become part of the Agreement.

5 **Section 4.2 Eligibility and Compensation Rules.**

6 **A. Eligibility for Holiday Pay.** An employee must be in a pay status either the  
7 employee's scheduled work day before or the employee's scheduled working day after a holiday in  
8 order to receive holiday pay. An employee leaving County employment the day prior to the holiday  
9 shall not receive holiday pay. However, an employee who has successfully completed at least five  
10 (5) years of County service and who retires, as defined under Section 6.6, at the end of the month in  
11 which the last regularly scheduled working day is observed as a holiday, shall be eligible for holiday  
12 pay if the employee is in pay status the day before the day observed as a holiday.

13 **B. Calculation of Holiday Pay - Hourly.** Holiday pay shall be based on the number  
14 of hours in the employee's regular work week, up to a maximum of eight (8) hours for full-time  
15 employees with a forty (40) hour week, or seven (7) hours for full-time employees with a thirty-five  
16 (35) hour work week.

17 **1) Alternate/Flextime Work Schedules.** Hourly employees on alternative  
18 work schedules (e.g., working a 4/10 or 9/80 work schedule) may be required to adjust their  
19 schedules during a holiday week so as to be eligible for holiday pay plus all non-holiday work hours  
20 for that work week (e.g., 5/8 or 5/7 work schedule). This requirement will, depending on business  
21 needs, be determined at the time that the alternative work schedule is established for the calendar  
22 year. If the employee is not required to adjust his or her schedule to work a five (5) day workweek  
23 during a holiday week, the employee will be eligible for an alternative holiday to be taken within the  
24 same pay period the holiday occurs, or at another approved date during the calendar year. Hourly  
25 employees on alternative work schedules who take holiday time off in excess of the seven (7) hours,  
26 for thirty-five (35)-hour workweek, or eight (8) hours, for a forty (40)-hour workweek, of holiday  
27 provided, and who do not adjust their work schedules to work a five (5) day workweek shall make up  
28 the difference using accrued vacation time, compensatory time, or leave without pay.

1                   **2) Compensation for Work on a Holiday.** Work performed by hourly  
2 employees on a holiday shall be paid at one and one-half (1-1/2) times the hourly rate of pay in  
3 addition to the regular holiday pay.

4                   **3) Holiday Pay Counts as Time Worked.** Holidays paid for but not worked  
5 by hourly employees shall be recognized as time worked for the purpose of determining weekly  
6 overtime.

7                   **C. Calculation of Holiday Pay - Salaried Employees.** Salaried employees are paid  
8 holiday pay for their standard work day, including employees working an alternative schedule. If the  
9 holiday falls on the salaried employee's regular day off, he/she will be eligible for an alternative  
10 holiday to be taken within the same pay period when the holiday occurs or at another approved date  
11 during the calendar year.

12                   **D. Prorated Holiday Leave.** Part-time hourly employees shall receive holiday pay  
13 prorated to reflect his/her normally scheduled workweek. Salaried employees shall receive holiday  
14 benefits to cover the scheduled number of hours that day per King County Policy PER 8-1-2, as  
15 amended.

16 **ARTICLE 5: VACATIONS**

17                   **Section 5.1 Vacations.** Are pursuant to Article 35 of the MLA, except as modified below.  
18 Should the Code be revised, the Union shall be advised of such revision and provided an opportunity  
19 to bargain the changes before such changes become part of the Agreement.

20                   **Section 5.2 Increments of Use.** Hourly employees may use vacation leave in one-quarter  
21 (1/4) hour increments, at the discretion of the director/designee.

22                   **Section 5.3 Vacation Scheduling.**

23                   **A.** The director/designee shall be responsible for establishing a vacation schedule that  
24 maximizes employee vacation opportunities while achieving the efficient functioning of the unit.  
25 Employees are encouraged to submit vacation requests as far in advance as possible.  
26 Director/designee's will respond at the earliest opportunity, but no more than ten (10) working days  
27 after the employee submits his/her vacation request.

28                   **B. Dispute Resolution Regarding Vacation Approval.** Business needs within

1 divisions and work groups affect how management responds to employee vacation requests. Labor  
2 Management Committees are an appropriate forum for discussion of policies and procedures for  
3 vacation approval.

4 **ARTICLE 6: SICK LEAVE**

5 **Section 6.1 Sick Leave.** Is pursuant to Article 34 of the MLA, except as modified below.  
6 Should the Code be revised, the Union shall be advised of such revision and provided an opportunity  
7 to bargain the changes before such changes become part of the Agreement.

8 **Section 6.2 Sick Leave Administration and Incremental Use.** In addition to the  
9 aforementioned sick leave benefits provided in Code, this Agreement shall provide the following for  
10 leave eligible employees:

11 A. Division management and employees are responsible for the proper administration  
12 of the sick leave benefit.

13 B. Hourly employees may use sick leave in one-quarter (1/4) hour increments, at the  
14 discretion of the director/designee.

15 C. FLSA-Exempt employees shall use sick leave in accordance with PER 8-1-2  
16 (AEP), as amended.

17 **Section 6.3 Family Medical Leave Act.** Is pursuant to Article 11 of the MLA.

18 **Section 6.4 King County Family and Medical Leave.** Is pursuant to Article 11 of the  
19 MLA.

20 **Section 6.5 Unused Sick Leave Conversion to Vacation.** Hourly employees who use two  
21 regularly scheduled days (sixteen (16) hours for a full-time employee working a forty (40) hour  
22 workweek and fourteen (14) hours for a full-time employee working a thirty-five (35) hour  
23 workweek) or less of sick leave in a payroll year (as reflected on the last paycheck of the year) will  
24 be eligible to convert up to three (3) days (twenty-four (24) hours) for a full-time employee working a  
25 forty (40) hour workweek and (twenty-one (21) hours) for a full-time employee working a thirty-five  
26 (35) hour workweek of sick leave to vacation hours. Employees must request such conversion no  
27 later than January 31 of the following year.  
28



1 **ARTICLE 7: PAID LEAVES**

2 **Section 7.1 Paid Leave Ordinances.** Benefit eligible employees shall be eligible for the  
3 following paid leave benefits as provided below. Should the Code be revised, the Union shall be  
4 advised of such revision and provided an opportunity to bargain the changes before such changes  
5 become part of the Agreement.

6 **Section 7.2 Bereavement Leave.** Is pursuant to Article 8 of the MLA.

7 **Section 7.3 Organ Donor Leave.**

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

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

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

21 B. Time off from work for the purposes set out above in excess of five (5) working  
22 days shall be subject to existing leave policies as provided under this Agreement.

23 **Section 7.4 Donation of Leaves.** Are pursuant to Article 6 of the MLA.

24 **Section 7.5 Leave for Volunteer Service.** Is pursuant to Article 4 of the MLA.

25 **Section 7.6 Jury Duty.** Is pursuant to Article 5 of the MLA.

26 **Section 7.7 Military Leave.** Is pursuant to Article 2 of the MLA.

27 **Section 7.8 Unpaid Leaves of Absence for Leave Eligible Employees.** Are pursuant to  
28 Article 3 of the MLA. Leaves specified in Article 3.1 and 3.2 of the MLA shall not be unduly

1 denied.

2           **Section 7.9 Executive Leave.** Salaried employees covered by this Agreement who are in  
3 positions that are exempt from the overtime provisions of the federal Fair Labor Standards Act are  
4 expected to work the hours necessary to satisfactorily perform their jobs. Benefit eligible salaried  
5 employees may be granted up to ten (10) days of Executive Leave per calendar year in accordance  
6 with Executive Policy. Such benefit eligible employees will be entitled to up to five (5) days of paid  
7 Executive Leave per calendar year, under the following conditions:

8           A. Employees who are employed in an eligible bargaining unit position on January 1,  
9 shall be allowed five (5) days of Executive Leave for use during the calendar year; those employed in  
10 an eligible bargaining unit position after January 1 but before June 1, shall be allowed three ( 3) days  
11 of Executive Leave for use during the calendar year; those who are employed in an eligible  
12 bargaining unit position after June 1, but before September 1 shall be allowed two (2) days Executive  
13 Leave for use during the calendar year.

14           B. There will be no cash-out or carryover of unused Executive Leave to the following  
15 calendar year.

16           C. The guaranteed days of Executive Leave will not be awarded for the calendar year  
17 while an employee is on probation or to an employee whose most recent performance evaluation has  
18 an overall rating less than satisfactory. An employee will be considered to be in an eligible  
19 bargaining unit position on the date he or she successfully completes probation and will be awarded  
20 the guaranteed days as provided under Section A herein.

21           D. Additional days of Executive Leave, up to a maximum of ten (10) days total for  
22 the calendar year, may be granted at the discretion of management pursuant to Executive Policy.

## 23 **ARTICLE 8. WAGE RATES**

24           **Section 8.1 Step Progression.** New employees shall be hired at Step 1 of their respective  
25 pay range, or at a higher Step at management's discretion, and advanced to the next step after  
26 completion of a six (6) month probation period, except as provided herein. Advancement to the next  
27 step upon successful completion of an extended probationary period shall be made retroactive to the  
28 start of the seventh (7th) month of employment in the new position, except as provided herein.

1 Advancement to the next step following successful completion of probation is at management's  
2 discretion if the employee is hired above Step 1.

3           **A. Probation.** Regular employees will serve a probationary period as provided in the  
4 Personnel Guidelines. The probationary period will be at least six (6) months of service, but not  
5 more than twelve (12) months. If a probationary period is to be extended beyond six (6) months,  
6 written notice of the extension must be given to the employee before the employee completes the  
7 initial six (6) month probationary period, with a copy to the union.

8           **Section 8.2 Annual Step Increase.** Regular employees shall automatically advance to the  
9 next salary step annually on January 1st except for employees in their first six (6) months in a job  
10 classification who shall advance from their entrance step to the step increment granted upon  
11 completion of their probationary period and annually on January 1st thereafter. Except: Regular  
12 employees listed under Addendum B in the Department of Transportation Airport Division, the  
13 Department of Public Health, and the Department of Natural Resources and Parks shall receive step  
14 increases and be eligible for merit pay in accordance with the County's Performance Appraisal and  
15 Merit Pay System Manual (Merit Plan), as amended. Before changing Departmental standard  
16 performance appraisal criteria scores, the County will notify the Union sixty (60) days prior to the  
17 change and, if requested, will meet to bargain the effects of the change.

18           **Section 8.3 Work Out of Class/Acting Assignment.** Is pursuant to Article 37 of the MLA.

19           **Section 8.4. Request for Classification Review.** Is pursuant to Article 14 of the MLA,  
20 except as modified below.

21           **A. Classification Revisions.** If the County adopts revisions to any classifications  
22 covered by this Agreement, the County will provide the Union with the proposed revisions and an  
23 opportunity to bargain the effects of the revisions.

24           **Section 8.5 Shift Differential.** A shift differential of one dollar (\$1.00) per hour for all  
25 hours worked shall apply to employees who work a regularly scheduled second shift or a regularly  
26 scheduled third shift. Employees working alternative work schedules such as referenced in  
27 Section 10.2, are not eligible for shift differential unless their normal schedule is second or third shift.

28           **Section 8.6 Wage Adjustments.** All wage rates in effect for the classifications listed in

1 Addendum A and Addendum B receive increases in accordance with the King County and Union  
2 Coalition "2017-2018 Total Compensation" Memorandum of Agreement, Document Code:  
3 000U0516 and Article 29 of the MLA.

4 **Section 8.7 Payroll Period.** The parties agree the County has the right to implement a  
5 common biweekly payroll system that will standardize pay practices and Fair Labor Standards Act's  
6 workweeks. The parties agree that applicable provisions of the Agreement may be re-opened at any  
7 time by the County for the purpose of negotiating these standardized pay practices, to the extent  
8 required by law.

9 **Section 8.8 Professional License and Certification Pay Premium.**

10 **A. Introduction.** The purpose of this pay premium (premium) is to compensate  
11 employees who are required to possess a valid professional license or certification for their specific  
12 job position that is beyond the requirements for all positions in a classification covered under this  
13 Agreement.

14 **B. Eligibility.** A premium of fifty dollars (\$50.00) a month shall be paid to  
15 employees who have a valid professional license or certification if all the following conditions are  
16 met: 1) it is listed in Subsection C or as otherwise agreed to by the County; 2) it is an additional  
17 requirement for a specific job position; and 3) it is not required for all positions in the classification.  
18 Premiums will only be paid prospectively after an employee submits written proof of the license or  
19 certification and the County approves its validity. The County may ask an employee to provide at  
20 least annual documentation of a license or certification to receive the premium. No employee may  
21 receive more than (\$50.00) per month under this Article regardless of the number of eligible  
22 certifications and licenses they possess.

23 **C. Professional Licenses and Certifications.**

24 The following is a list of professional licenses and certifications eligible for the premium:

- 25 ➤ Certified Public Accountant;
- 26 ➤ Real Estate Appraiser Certification, Washington State;
- 27 ➤ Managing Broker and Designated Broker License;
- 28 ➤ Federal Department of Transportation Substance Abuse Professional

1 Certification; and,

2 ➤ Project Management Institute Certification.

3 **Section 8.9 Application of Pay Ranges as a Result of Collective Bargaining with Other**  
4 **Unions.** The parties agree to reopen the contract should the County adjust the wage ranges for non-  
5 represented Executive Branch employees in the classifications listed in Addendum A and  
6 Addendum B of this Agreement or in classifications paid at similar wage ranges that are paid to  
7 bargaining unit(s) members covered by this Agreement.

8 **Section 8.10 Pension Trust.** The County agrees to re-open the Agreement upon request by  
9 the Union, solely for the purpose of negotiating bargaining unit(s) employees' participation in the  
10 Western Conference of Teamsters Pension Trust (WCTPT). The County and Union understand and  
11 agree that the Union will conduct a membership vote to determine whether either bargaining unit will  
12 participate in WCTPT, and that if a majority of members of that bargaining unit vote in favor of  
13 participation, all members of the bargaining unit must participate. The parties further agree that  
14 participation in WCTPT shall not result in an increase in the rate of pay for any employee covered by  
15 this Agreement.

16 **ARTICLE 9: OVERTIME**

17 **Section 9.1 Overtime for Extra Hours.** All work performed over forty (40) hours in any  
18 one (1) FLSA workweek or in excess of a full-time, hourly employee's scheduled work shift of at  
19 least eight (8) hours in one (1) day shall be considered as overtime. Hourly employees whose  
20 scheduled full-time shift is less than eight (8) hours per day will receive straight-time overtime pay  
21 for all work in excess of the shift up to eight (8) hours, and will receive overtime pay after eight (8)  
22 hours in one (1) day.

23 **A. Scheduled Day Off Overtime.** If an hourly employee is required to work on a  
24 scheduled day off, the employee will be paid at the overtime rate for time worked in excess of forty  
25 (40) compensated hours in the workweek.

26 **B. Compensatory Time.** If an hourly employee requests and the supervisor  
27 approves, the employee may be granted compensatory time at the rate of one and one-half times (1-  
28 1/2) for overtime hours worked in lieu of overtime pay. Employees may carry a maximum balance of

1 eighty (80) hours compensatory time. Compensatory time may be taken as paid time off, to be  
2 requested and approved in the same process used for approving vacation leave. Employees may at  
3 any time request and receive a cash out of accrued compensatory time; and, compensatory balances  
4 will be cashed out annually in accordance with the procedures under the Personnel Guidelines.

5 **C. Authorization of Overtime.** All overtime shall be authorized in advance by the  
6 director or the employee's supervisor, except in emergencies. With respect to emergency situations,  
7 the employee shall make every reasonable effort to contact a supervisor prior to engaging in the  
8 work. Work on Saturday and/or Sunday is not overtime when it is a regularly scheduled work day for  
9 the employee.

10 **D. Overtime Assignment.** Except for shift extensions and employees performing  
11 previously assigned work, when overtime work is necessary, supervisors and/or managers will  
12 request volunteers from the qualified employees in the work group. If more employees volunteer  
13 than are needed for overtime work, the overtime work will be assigned to the most senior among the  
14 volunteers. If there are no volunteers or insufficient volunteers, overtime work will be assigned to  
15 the least senior among the group of qualified employees, which may include temporary employees or  
16 as otherwise mutually agreed to in the individual work unit, division, or department's labor  
17 management committee. The parties recognize that the mutually agreed upon process for allocating  
18 overtime assignments may change from time to time and it shall not constitute a past practice or  
19 impose a contractual obligation on the County outside the explicit language in Article 9.

20 **E. Overtime for Alternate/Flextime Work Schedules.** Hourly employees shall be  
21 paid overtime for hours worked in excess of their agreed upon Alternative or Flextime Work  
22 Schedule.

23 **F. Minimum Standards Preserved.** If any provision of this article conflicts with  
24 minimum standards established by Federal or State law, then that provision shall be automatically  
25 amended to provide the minimum standards.

26 **Section 9.2 Call Backs.** Are pursuant to Article 33 of the MLA.

27 **Section 9.3 Standby Pay.** Is pursuant to Article 33 of the MLA, except as modified below.

28 If an hourly employee who is not on standby accepts a work-related telephone call, and as a result

1 performs a minimum of eight (8) minutes of work, the employee will be paid for fifteen (15) minutes  
2 at the overtime rate, or for the actual work time, whichever is greater. The County may request  
3 documentation of the timing and nature of the telephone call. It is understood that employees who  
4 are not on call are not required to be available to respond to work-related calls during their off-duty  
5 time.

## 6 **ARTICLE 10: HOURS OF WORK**

7 **Section 10.1 Workweek.** The standard full-time workweek shall consist of thirty five (35)  
8 or forty (40) hours within a seven (7) consecutive day period, exclusive of lunch periods, as  
9 determined by the director; except as provided under Section 10.5. Employees required to move to a  
10 forty (40) hour workweek, except for those employees who are exempt under Section 10.5, will be  
11 given thirty (30) days notice before the change is implemented, unless another effective date is  
12 mutually agreed.

13 Any employee may request to work a thirty-five (35) or forty (40) hour work schedule and the  
14 County may grant such request. The decision to grant or deny the request is solely at the County's  
15 discretion and will be based on business needs.

16 **Section 10.2 Workday.** Generally, the working hours of each day shift shall be between  
17 6:00 a.m. and 7:00 p.m. unless the operational needs of the division or of the particular assignment  
18 dictate otherwise, or unless adjusted to accommodate alternative work schedules/flex time schedule  
19 which may be requested by an employee. The establishment of reasonable work schedules is vested  
20 within the purview of the division management and may be changed from time to time; provided, that  
21 a two (2) week written notice is given to all affected employees, except in exigent circumstances.  
22 Requests for alternate work schedules or flex time will not be unreasonably rescinded or denied. The  
23 County agrees to make a good faith effort to accommodate an employee's request for alternative  
24 work schedules and/or flex time, consistent with efficient and effective County operations.

25 **Section 10.3 Telecommuting.** Where the County and the employee are mutually agreeable  
26 to a telecommuting arrangement, the parties shall meet and document the terms of such agreement.  
27 Such arrangements shall be in accordance with the County policy and will be approved when in the  
28 best interests of the County and the employee.

1           **Section 10.4 Paid Rest Periods.**

2           A. Hourly employees covered by this Agreement shall be provided with one (1) paid,  
3 fifteen (15)-minute rest period for each four (4) hours of working time as close to the mid-point of the  
4 shift as possible. Scheduled rest periods are not required where the nature of the work allows  
5 employees to take intermittent rest periods equivalent to fifteen (15) minutes for each four (4) hours  
6 worked. If the employee is unable to take the rest period due to work requirements the employee will  
7 be paid at the overtime rate for the missed rest period time.

8           **B. Unpaid Meal Period.** Hourly employees covered by this Agreement shall be  
9 provided with an unpaid meal time of at least one-half (1/2) hour but not more than one (1) hour  
10 during each work shift that exceeds five (5) hours. Meal periods will be scheduled between two (2)  
11 to five (5) hours after the start of the shift. Meal periods shall be on paid time when the employee is  
12 required by the County to remain on duty on the premises or at a prescribed work site in the interest  
13 of the County.

14           **Section 10.5 Preservation of Designation.** A regular employee who elected to be  
15 designated as hourly (by exercise of the one-time option provided in the 2001-2003 Agreement  
16 Between King County and the Union Bargaining Coalition Regarding Professional and Technical  
17 Classification/Compensation) to retain a thirty-five (35) hour work week is entitled to retain the  
18 hourly status and thirty-five (35) hour work week if the position is reallocated to a different job class;  
19 provided, the employee remains the incumbent in the reallocated position. An employee who has  
20 elected to retain the hourly designation may retain the elected designation and workweek when  
21 transferred at the County's initiative into a different, FLSA-exempt position. An employee who takes  
22 a different position as a result of bumping or reduction in force may be allowed at management's  
23 discretion to retain the hourly election.

24           **ARTICLE 11: MEDICAL, DENTAL & LIFE INSURANCE**

25           The County will provide a medical, dental and life insurance plan for all benefit eligible  
26 employees and their eligible dependents in accordance with Article 25 of the MLA. Such plans,  
27 including any changes thereto, will be negotiated by the County and the Union through the Joint  
28 Labor Management Insurance Committee.



1 **ARTICLE 12: MISCELLANEOUS**

2 **Section 12.1 Union Leave.** Is pursuant to Article 22 of the MLA.

3 **Section 12.2 Reimbursement for Personal Transportation.** Is pursuant to Article 24 of the  
4 MLA.

5 **Section 12.3 Bulletin Boards and Use of Equipment.** Are pursuant to Article 23 of the  
6 MLA.

7 **Section 12.4 Union Access.** Authorized representatives of the Union may have reasonable  
8 access to its members in County facilities for transmittal of information or representation purposes  
9 before work, after work, during lunch breaks or other regular breaks, or at any reasonable time as  
10 long as the work of the County employees and services to the public are unimpaired. Prior to  
11 contacting members in County facilities, such authorized agents shall make arrangements with the  
12 director/designee.

13 **Section 12.5 Safety and Health.** The County agrees to comply with all applicable Federal,  
14 State and local laws and regulations regarding health and safety. In the event an employee discovers  
15 or identifies an unsafe condition, the employee will immediately notify the supervisor. Employees  
16 will not be disciplined for reporting unsafe conditions. If the County determines that there is an  
17 unsafe condition, it will be remedied immediately. No employee shall be required to use equipment  
18 which is not in a safe condition, or to work in an unsafe environment.

19 **Section 12.6 Transportation Benefits.** The County agrees to maintain the current bus pass  
20 benefit for eligible employees for the term of this Agreement, in accordance with the rules and  
21 regulations of the King County Employee ID/ORCA cardholder rules of use. The County will also  
22 maintain the free ride home program. If the County decides to discontinue or modify the free ride  
23 home program during the term of this Agreement, the County will provide notice to the Union and an  
24 opportunity to bargain the effects. Article 38 "Transportation Benefits" of the MLA does not apply  
25 to this bargaining unit.

26 **Section 12.7 Job-Related Training.** The County will pay all fees and travel expenses for  
27 required job-related training. Employees will be on paid work time when attending training required  
28 by management. Article 36 "Training" of the MLA does not apply to this bargaining unit.

1           **Section 12.8 Personnel Records.** The County will maintain one (1) official personnel file  
2 for each employee. The personnel file shall contain official documents of employment, promotions,  
3 discipline and other personnel and career-related records of the employee.

4           **A. Employee Access.** The employee may examine his/her personnel file. Employees  
5 upon request may receive one (1) copy from their personnel file copied at no cost. Material relating  
6 to job performance or personal character will be provided to the employee prior to placement in the  
7 personnel file. The employee may challenge the propriety of including it in the file, and/or submit  
8 the employee's own documentation to be attached to the challenged material. Employees may  
9 request to have materials that reflect favorably on their performance or character included in their  
10 personnel file.

11           **Section 12.9 Use of Reprimands.** Are pursuant to Article 27 of the MLA.

12           **Section 12.10 Moving Employee Work Location.** Upon request of the Union, the County  
13 will meet to discuss the impacts when moving a regular employee from one work location to another  
14 if such move is to a different geographic location and is initiated by the County. County offices  
15 located in downtown Seattle are considered a single geographic location.

16           **Section 12.11 Voluntary Demotion.** A regular bargaining unit employee may choose to  
17 voluntarily demote into a lower paid bargaining unit position for which they are qualified to perform  
18 the work and for which the director has determined that the demotion is in the best interests of the  
19 County. The position that is voluntarily demoted into will not be considered vacant. The following  
20 terms shall apply to the demoted employee:

21           **A.** Pay rate shall be determined under Section 6.10 of the Personnel Guidelines or the  
22 CBA, whichever is greater.

23           **B.** Seniority shall be determined by Section 18.1 of the CBA.

24           **C.** No right to recall to the position or job classification held prior to demotion unless  
25 demotion was a direct consequence of layoff notification.

26           **D.** The parties agree to follow Personnel Guidelines on a term or condition that  
27 directly applies to the demotion if it is not addressed above.

28           **Section 12.12 Travel Time.** Employees that use their own vehicle shall be compensated for

1 travel time between work locations during work hours as required by the FLSA. Mileage  
2 reimbursement will be in accordance with the MLA Article 24.

3 **Section 12.13 Union Representation.** In the event the County requires an employee to  
4 attend a meeting for purposes of questioning an employee with respect to an incident which may lead  
5 to termination of that employee, the employee shall be advised of his/her right to be accompanied by  
6 a representative of the Union and if the employee desires Union representation in said matter, he/she  
7 shall notify the County at that time and shall be provided a reasonable time to arrange for Union  
8 representation.

9 **ARTICLE 13: GRIEVANCE PROCEDURE**

10 Is pursuant to Article 26 of the MLA.

11 **ARTICLE 14: EQUAL EMPLOYMENT OPPORTUNITY**

12 The County and the Union shall not unlawfully discriminate against any individual employees  
13 with respect to compensation, terms, conditions or privileges of employment by reason of race, color,  
14 sex, religion, national origin, religious affiliation, marital status, age, sexual orientation, gender  
15 identity or expression, or disability. Allegations of unlawful discrimination or alleged violations of  
16 this Article shall not be a proper subject for adjudication under the grievance arbitration procedure of  
17 Article 13 of this Agreement. Grievances involving allegations of discrimination that are not  
18 resolved through the grievance procedure of Article 13 may be referred by the grievant to the  
19 appropriate government agency.

20 **ARTICLE 15: SAVINGS CLAUSE**

21 Is pursuant to Article 30 of the MLA.

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

23 **Section 16.1 No Strike, Work Stoppage or Slowdown.** The County and the Union agree  
24 that the public interest requires efficient and uninterrupted performance of all County services and to  
25 this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective.  
26 Specifically, the Union shall not cause or condone any work stoppage, including any strike,  
27 slowdown, or refusal to perform any customarily assigned duties, sick leave absence which is not  
28 bona fide, or other interference with County functions by employees under this Agreement and

1 should same occur, the Union agrees to take appropriate steps to end such interference. Any  
2 concerted action by any employees in any bargaining unit shall be deemed a work stoppage if any of  
3 the above activities have occurred.

4 **Section 16.2 Union Obligation.** Upon notification in writing by the County to the Union  
5 that any of its members are engaged in a work stoppage, the Union shall immediately, in writing,  
6 order such members to immediately cease engaging in such work stoppage and provide the County  
7 with a copy of such order. In addition, if requested by the County, a responsible official of the Union  
8 shall publicly order such Union employees to cease engaging in such a work stoppage.

9 **Section 16.3 Consequences To Employee.** Any employee participating in such work  
10 stoppage or in other ways committing an act prohibited in this article shall be considered absent  
11 without leave. The County may consider such absence a resignation. Such employees are also  
12 subject to discharge, suspension, or other disciplinary action.

13 **ARTICLE 17: WAIVER CLAUSE**

14 **Section 17.1** The parties acknowledge that each has had the unlimited right within the law  
15 and the opportunity to make demands and proposals with respect to any matter deemed a proper  
16 subject for collective bargaining. The results of the exercise of that right and opportunity are set forth  
17 in this Agreement. Therefore, the County and the Union, for the duration of this Agreement, each  
18 agree to waive the right to oblige the other party to bargain with respect to any subject or matter not  
19 specifically referred to or covered in this Agreement.

20 **Section 17.2** All letters, agreements and understandings in effect prior to the effective date of  
21 this contract are deemed null and void with the effective date of this contract.

22 **ARTICLE 18: REDUCTION-IN-FORCE/LAYOFF REHIRS**

23 **Section 18.1 Seniority Definition.** Seniority for all regular employees in regular positions is  
24 defined as total length of service in regular positions with the County including any service with the  
25 Municipality of Metropolitan Seattle. For purposes of layoff, bumping, and recall, the identification  
26 of affected employees shall be made on a case by case basis with seniority as the primary  
27 consideration as well as ability, skill, and experience in the job classification/position.

28 **Section 18.2 Probation Period, Temporary Service and Seniority Date.** A new employee

1 shall be entitled to seniority when such employee has completed a probationary period of at least six  
2 (6) months with the County. If the probation period was extended beyond six (6) months, the  
3 seniority date will be retroactive to the beginning of employment upon successful completion of the  
4 probationary period.

5           A. Temporary employees and term-limited temporary employees do not obtain  
6 seniority until such time as they are hired in a regular position. For employees in short term or term-  
7 limited temporary positions covered by this Agreement who are appointed to a regular position in that  
8 classification without a break in service, upon successful completion of probation the seniority date  
9 shall be the first day of employment in the temporary position. In addition, an employee who has  
10 served as a term-limited temporary employee and who is subsequently appointed to a regular position  
11 in the same department, division and classification within sixty (60) days of the employee's last day  
12 of service as a term-limited temporary employee will have as seniority date the first day of  
13 employment in the term-limited temporary position, provided that the employee requests such  
14 seniority date within six (6) months of commencing service as a regular employee.

15           **Section 18.3 Loss of Seniority.** Seniority rights shall be forfeited if the regular employee is  
16 discharged for just cause, if the employee resigns employment with the County or if the regular  
17 employee is on a leave of absence in excess of two (2) years if such leave is approved in accordance  
18 with Section 7.8.

19           **Section 18.4 Elimination of Positions.** The County agrees to notify the Union and the  
20 affected regular employee in writing at least six (6) weeks in advance of any position anticipated to  
21 be eliminated or any anticipated reduction in work hours. Seniority shall apply to layoffs pursuant to  
22 Section 18.1. Such notice of layoff shall include the name, classification and seniority date of all  
23 such employees whose positions are scheduled to be eliminated. Following the consideration of other  
24 options as described below, and the exercise of bumping options as provided in this Article, the  
25 affected employees will receive the final notice of layoff not less than thirty (30) days before the  
26 effective date. Prior to laying off any employee, management shall consider the following options for  
27 the impacted employee(s):

28           A. Voluntary layoff.

1           **B. Voluntary retirement** - pursuant to the rules of the Public Employment Retirement  
2 System.

3           **C. Any other voluntary programs** such as job sharing, limited hours, etc.

4           **Section 18.5 Placement.** The County will endeavor to place in other positions throughout  
5 the County those employees who are laid off. Employees who are eligible will receive referral,  
6 placement, and other services provided by the King County Career Support Services Program.

7           **Section 18.6 Bumping.** Employees who are identified for layoff by written notice, or written  
8 notice of a reduction of work hours, must within three (3) work days after the employee receives such  
9 notice, notify the County of their intention to bump into another position within the bargaining unit,  
10 provided such an option is available.

11           **A. Eligibility to Bump.** After receiving the layoff or reduction in hours notice,  
12 employees may displace (bump) another employee within the employee's layoff group as defined in  
13 Section 18.7 below, if they meet all of the following criteria:

14                   1. The laid off employee may bump the least senior employee in the layoff  
15 group who holds a position for which the laid off employee is qualified in the job classification or job  
16 classification series from which the employee is laid off, provided the employee to be bumped has  
17 less seniority than the employee who elects to bump; and

18                   2. The job classification of the employee to be bumped is at a pay range equal  
19 to or lower than the employee who elects to bump; and

20                   3. The employee electing to bump has the skill, ability and experience  
21 required to perform the work of the job classification/position.

22           **B. Identification of bumping options** will begin with the classification from which the  
23 employee is laid off, and proceed to the next lower level classification in the series if no option is  
24 available in the employee's classification. If no bumping option is available within the laid off  
25 employee's classification and classification series, the employee may bump the least senior employee  
26 in another classification (or lower paid classification in the classification series) covered by this  
27 Agreement in the layoff group who holds a position for which the laid off employee is qualified,  
28 provided that

- 1                   1. The laid off employee completed a probationary period in the classification;
- 2 and
- 3                   2. The employee to be bumped has less seniority than the employee who elects
- 4 to bump; and
- 5                   3. The job classification of the employee to be bumped is at a pay range equal
- 6 to or lower than the employee who elects to bump; and
- 7                   4. The employee electing to bump has the skill, ability and experience
- 8 required to perform the work of the job classification/position.

9                   **C. Bumping Procedure.** The County will identify the position or positions into  
10 which a laid off employee is qualified and eligible to bump. It shall be the right of management to  
11 determine if an employee has the skill, ability and experience required to bump into a position as  
12 stated in Section 19.3.

13                   1. An objection to a determination by management that an employee does not have  
14 the requisite skill, ability and experience shall be initiated at Step 2 of the grievance procedure set  
15 forth in Article 13 of this Agreement. The employee who raises such objection through the grievance  
16 procedure must participate in a skills assessment by the Career Support Services program. The skills  
17 assessment will be considered by the Division Director/designee who adjudicates the employee's  
18 grievance.

19                   2. If more than one (1) laid-off employee is eligible to bump into a position, the most  
20 senior among the laid off employees will have priority.

21                   3. Nothing in this Article shall be construed as a requirement by a laid-off employee  
22 to displace another employee. Exercise of the bumping option shall be voluntary.

23                   4. An employee who is notified of a bumping option must accept or decline the option  
24 within five (5) work days of being notified. If the employee does not respond within the five (5)  
25 days, the County will consider that the employee has declined to bump. The employee will be  
26 advised of the five (5) day response requirement when notified of the bumping option.

27                   **Section 18.7 Layoff Groups.** For purposes of administering this Article, the following are  
28 the layoff groups in which an employee may exercise bumping rights:

1 Layoff groups within the Department of Executive Services:

- 2 • Finance and Business Operations Division
- 3 • Human Resources Division
- 4 • Office of Risk Management
- 5 • Records, and Licensing Services Division
- 6 • Facilities Management Division

7 The layoff group is the Department for the following:

- 8 • Department of Natural Resources and Parks
- 9 • Department of Adult and Juvenile Detention
- 10 • Department of Permitting and Environmental Review
- 11 • Department of Public Health
- 12 • Elections
- 13 • Department of Transportation
- 14 • Department of King County Information Technology
- 15 • Department of Community and Human Services

16 **Section 18.8 Bumping of Temporary Employees.** A regular employee may bump a term-  
17 limited temporary employee in a bargaining unit position within the layoff group, or may accept  
18 appointment into a vacant term-limited position in the bargaining unit, provided the regular employee  
19 meets the qualifications of the position. The placement of a regular employee into a term-limited  
20 position shall not convert such position to a regular position; however, at the conclusion of the term-  
21 limited appointment, such regular employee shall be entitled to all benefits of any other regular  
22 employee subject to layoff, as provided in this Article. The employee will continue to accrue  
23 seniority while in the term-limited position.

24 **Section 18.9 Recall.** All bargaining unit employees who are laid off, whose hours of work  
25 are reduced involuntarily, who accept a position with a lower salary range, or who accept a term-  
26 limited temporary position in lieu of layoff, shall be placed on a bargaining unit recall list. Recall to  
27 the job classification held at the time of layoff shall be by seniority pursuant to Sections 18.1 and  
28 18.2 of this Article. A laid off employee may be involuntarily removed from the recall list after the



1 expiration of two (2) years from the date of layoff, or if the employee does not accept re-employment  
2 within the bargaining unit in a similar position/job classification, except for bona fide reasons.  
3 Refusal to accept re-employment in a position with a lower salary range or with fewer working hours  
4 than the employee held at the time of layoff shall not be cause for removal from the recall list.  
5 Employees who are eligible for recall may accept a temporary or term-limited position without  
6 jeopardy to their recall rights.

7 **Section 18.10** The Human Resources Division shall adhere to the procedures to the County's  
8 Workforce Management Plan, except as otherwise provided in this Agreement, regarding the  
9 placement of laid off employees to positions within the bargaining unit.

10 **ARTICLE 19: POSITION OPENINGS AND JOB BIDDING**

11 Are pursuant to Article 18 of the MLA.

12 **ARTICLE 20: PERFORMANCE EVALUATIONS**

13 At least one (1) performance evaluation should be completed during the employee's  
14 probationary or trial service period, and at least annually thereafter. The annual evaluation should be  
15 completed no later than October 1 of each calendar year. However, late evaluations will not affect  
16 the date a wage adjustment will be effective if such wage adjustment is based on the evaluation. The  
17 supervisor doing the evaluation should meet with employee at the start of the review period to discuss  
18 performance standards and any expected performance measures that will be evaluated during the  
19 rating period. In the event that the County implements a new performance evaluation system during  
20 the term of the Agreement the parties agree to reopen the Agreement to negotiate the effects.

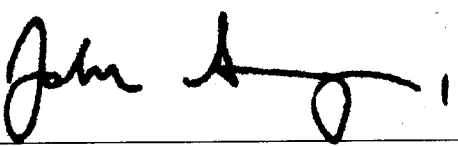
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**ARTICLE 21: DURATION**

Is pursuant to Article 31 of the MLA.

APPROVED this 13 day of MARCH, 2018.

By:   
King County Executive



John Scarcy  
Secretary-Treasurer  
International Brotherhood of Teamsters Local 117

John D. O'Connell

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees  
Wage Addendum  
Master List \***

<b>Job Class Code</b>	<b>PeopleSoft Job Code</b>	<b>Classification Title</b>	<b>Range**</b>
4200100	421104	Administrative Office Assistant	29
4201100	421207	Administrative Specialist I	33
4201200	421311	Administrative Specialist II	37
4201300	421405	Administrative Specialist III	41
4201400	421504	Administrative Specialist IV	46
2271000	228002	Community Interpreter - Elections	43
4300100	431202	Customer Service Specialist I	32
4300200	431303	Customer Service Specialist II	36
4300300	431403	Customer Service Specialist III	40
4300400	431502	Customer Service Specialist IV	45
4101100	411104	Fiscal Specialist I	34
4101200	411206	Fiscal Specialist II	38
4101300	411304	Fiscal Specialist III	42
4101400	411403	Fiscal Specialist IV	47
4400100	441105	Technical Information Processing Specialist I	32
4400200	441210	Technical Information Processing Specialist II	36
4400300	441305	Technical Information Processing Specialist III	40
4400400	441405	Technical Information Processing Specialist IV	45

\* Job titles covered by this agreement are within the departments and divisions indicated on the following pages.  
Excluded: supervisory employees, confidential employees, employees represented by another labor organization, and non-represented positions or employees who have historically or by agreement not been in the unit.

\*\* For rates, please refer to the King County Squared Salary Table.

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Community and Human Services**

**Mental Health, Chemical Abuse and Dependency Services Division**

<b>Classification Title</b>
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Executive Services**

***Facilities Management Division***

<b>Classification Title</b>
Administrative Office Assistant
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Administrative Specialist IV
Fiscal Specialist I
Fiscal Specialist II
Fiscal Specialist III
Fiscal Specialist IV

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Executive Services**

***Finance and Business Operations Division***

<b>Classification Title</b>
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Administrative Specialist IV
Customer Service Specialist I
Customer Service Specialist II
Customer Service Specialist III
Customer Service Specialist IV
Fiscal Specialist I
Fiscal Specialist II
Fiscal Specialist III
Fiscal Specialist IV
Technical Information Processing Specialist I
Technical Information Processing Specialist II
Technical Information Processing Specialist III
Technical Information Processing Specialist IV

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Executive Services**

***Human Resources Division***

<b>Classification Title</b>
Administrative Office Assistant
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Administrative Specialist IV
Customer Service Specialist I
Customer Service Specialist II
Customer Service Specialist III
Customer Service Specialist IV
Fiscal Specialist I
Fiscal Specialist II
Fiscal Specialist III
Fiscal Specialist IV



**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Executive Services**

***Office of Risk Management***

<b>Classification Title</b>
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Fiscal Specialist II

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees**

**Department of Executive Services**

***Records and Licensing Services Division***

<b>Classification Title</b>
Administrative Office Assistant
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Administrative Specialist IV
Customer Service Specialist I
Customer Service Specialist II
Customer Service Specialist III
Customer Service Specialist IV
Fiscal Specialist I
Fiscal Specialist II
Fiscal Specialist III
Fiscal Specialist IV

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees**

**Department of King County Information Technology**

***Information Technology***

<b>Classification Title</b>
Administrative Specialist III *

\* The single position is located in the Department of Transportation Director's Office

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Natural Resources & Parks**

***DNRP Administration***

<b>Classification Title</b>
Administrative Specialist II

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Natural Resources & Parks**

***Parks and Recreation Division***

<b>Classification Title</b>
Fiscal Specialist I
Fiscal Specialist II
Fiscal Specialist III
Fiscal Specialist IV

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Natural Resources & Parks**

***Solid Waste Division***

<b>Classification Title</b>
Administrative Office Assistant
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Administrative Specialist IV
Customer Service Specialist I
Customer Service Specialist II
Customer Service Specialist III
Customer Service Specialist IV
Fiscal Specialist I
Fiscal Specialist II
Fiscal Specialist III
Fiscal Specialist IV

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Natural Resources & Parks**

***Water and Land Resources Division***

<b>Classification Title</b>
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Fiscal Specialist I
Fiscal Specialist II
Fiscal Specialist III
Fiscal Specialist IV

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**Department of Public Health**

***Human Resources Section***

<b>Classification Title</b>
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III



**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees**

**Department of Transportation**

***Airport, Road Services, and Fleet Administration Divisions***

<b>Classification Title</b>
Administrative Office Assistant
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Administrative Specialist IV
Customer Service Specialist I
Customer Service Specialist II
Customer Service Specialist III
Customer Service Specialist IV
Fiscal Specialist I
Fiscal Specialist II
Fiscal Specialist III
Fiscal Specialist IV

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**

**King County Elections**

***Elections***

<b>Classification Title</b>
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Administrative Specialist IV
Community Interpreter - Elections
Customer Service Specialist I
Customer Service Specialist II
Fiscal Specialist I
Fiscal Specialist II
Fiscal Specialist III
Fiscal Specialist IV

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**Master List \***

Job Class Code	PeopleSoft Job Code	Classification Title	Range**
2110200	211203	Accountant	52
2110100	211102	Accountant - Assistant	46
2110500	212402	Accountant - Principal	60
2110300	211303	Accountant - Senior	56
2810100	281208	Administrator I	50
2810200	281303	Administrator II	56
2240100	224102	Archivist - Assistant	48
2811200	286202	Business Analyst - Senior	68
2131100	214105	Business and Finance Officer I	53
2131200	214205	Business and Finance Officer II	58
2131300	214303	Business and Finance Officer III	62
2131400	214403	Business and Finance Officer IV	67
2214200	224802	Buyer	54
2214100	224702	Buyer - Assistant	49
2214400	225002	Buyer - Lead Senior	64
2214300	224902	Buyer - Senior	59
2333100	233602	Claims Administrator	50
2330100	233101	Claims Assistant	47
2330200	233203	Claims Officer	52
2332100	233502	Claims Officer II	57
2501100	252102	Communications Specialist I	51
2501200	252207	Communications Specialist II	54
2501300	252303	Communications Specialist III	58
2501400	252403	Communications Specialist IV	64
7300200	731201	Computer Operator Specialist	43
7300300	731302	Computer Operator Supervisor	56
2244300	229201	County Records Analyst	50
2230100	223302	Customer Services Coordinator - Assistant	49
2230300	223503	Customer Services Coordinator - Lead	59
4300500	430001	Customer Service Specialist Supervisor	50
7301100	731402	Data Control Specialist	43
7301300	737200	Data Control Specialist - Senior	48
7301200	731502	Data Control Supervisor	53
2251100	226204	Educator Consultant I	54
2251200	226303	Educator Consultant II	58
8305100	835102	Fire and Life Safety Technician	44
2216300	225907	Grant Administrator	65
2311200	231204	Human Resource Analyst	57
2311300	231304	Human Resource Analyst - Senior	62
2311100	231103	Human Resource Associate	51
2336100	233005	LEOFF 1 Claims Specialist	57
2444100	243803	Maintenance Planner Scheduler	58

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**Master List \***

<b>Job Class Code</b>	<b>PeopleSoft Job Code</b>	<b>Classification Title</b>	<b>Range**</b>
3350100	335102	Nurse Case Manager	64
2252300	226703	Occupational Education and Training Program Administrator	58
2252400	226801	Occupational Education and Training Program Administrator - Senior	63
2150300	207301	Payroll Administrator	49
2441100	243108	Project/Program Manager I	53
2441200	243214	Project/Program Manager II	58
2441300	243304	Project/Program Manager III	63
2441400	243407	Project/Program Manager IV	68
2634100	264804	Real Property Agent I	51
2634200	264904	Real Property Agent II	55
2634300	265004	Real Property Agent III	61
2634400	265104	Real Property Agent IV	67
2634500	265204	Real Property Agent Supervisor	71
2244100	225401	Records Center Technician	36
2244200	225504	Records Center Supervisor	50
2243100	225302	Records Management Specialist	46
2334400	234406	Safety and Health Administrator IV	62
2334600	234701	Safety and Health Professional - Certified	67
2430100	242103	Water Quality Planner/Project Manager I	53
2430200	242202	Water Quality Planner/Project Manager II	58
2430300	242303	Water Quality Planner/Project Manager III	63
2430400	242401	Water Quality Planner/Project Manager IV	68

\* Job titles covered by this agreement are within the departments and divisions indicated on the following pages. Excluded: supervisory employees, confidential employees, employees represented by another labor organization, and non-represented positions or employees who have historically or by agreement not been in the unit.

\*\* For rates, please refer to the King County Squared Salary Table.

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

**Department of Adult and Juvenile Detention**

***Administrative Services\****

<b>Classification Title</b>
Human Resource Analyst
Human Resource Associate

\* Certain employees are excluded.

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

Union Code(s): F3A

**Department of Permitting & Environmental Review**

***Administration***

<b>Classification Title</b>
Human Resource Associate

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

**Department of Executive Services**

***Facilities Management Division***

<b>Classification Title</b>
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III
Project/Program Manager IV
Real Property Agent I
Real Property Agent II
Real Property Agent III
Real Property Agent IV
Real Property Agent Supervisor

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

**Department of Executive Services**

***Finance and Business Operations Division***

<b>Classification Title</b>
Accountant
Accountant - Assistant
Accountant - Senior
Accountant - Principal
Business and Finance Officer I
Business and Finance Officer II
Business and Finance Officer III
Business and Finance Officer IV
Buyer
Buyer - Assistant
Buyer - Lead Senior
Buyer - Senior
Customer Services Coordinator - Lead
Educator Consultant I
Educator Consultant II
Human Resource Associate
LEOFF 1 Claims Specialist
Payroll Administrator
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III
Project/Program Manager IV



**Addendum B  
International Brotherhood of Teamsters Local 117  
Professional & Technical Employees**

**Department of Executive Services**

***Human Resources Division***

Classification Title
Business and Finance Officer I
Claims Administrator
Claims Assistant
Claims Officer
Claims Officer II
Communications Specialist I
Communications Specialist II
Communications Specialist III
Educator Consultant I
Educator Consultant II
Fire and Life Safety Technician
Human Resource Analyst
Human Resource Analyst - Senior
Human Resource Associate
Nurse Case Manager
Occupational Education and Training Program Administrator
Occupational Education and Training Program Administrator - Senior
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III
Project/Program Manager IV
Safety and Health Professional-Certified
Safety and Health Administrator IV

\* Certain employees are excluded.

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

**Department of Executive Services**

***Records and Licensing Services Division***

<b>Classification Title</b>
Archivist - Assistant
County Records Analyst
Customer Service Specialist Supervisor
Customer Services Coordinator - Assistant
Customer Services Coordinator - Lead
Records Center Supervisor
Records Center Technician

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

Union Code(s): F3A

**Department of King County Information Technology**

***Information Technology***

<b>Classification Title</b>
Communications Specialist III
Computer Operator Specialist
Computer Operator Supervisor
Data Control Specialist
Data Control Specialist - Senior
Data Control Supervisor

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

**Department of Natural Resources & Parks**

***Administration***

<b>Classification Title</b>
Communications Specialist I
Communications Specialist II
Communications Specialist III
Communications Specialist IV
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III
Project/Program Manager IV

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

Union Code(s): F3A

**Department of Natural Resources & Parks**

***Parks and Recreation Division***

<b>Classification Title</b>
Human Resource Analyst
Human Resource Associate

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

**Department of Natural Resources & Parks**

***Solid Waste Division***

<b>Classification Title</b>
Accountant
Accountant - Assistant
Accountant - Senior
Administrator I
Administrator II
Business and Finance Officer I
Business and Finance Officer I
Business and Finance Officer II
Business and Finance Officer II
Business and Finance Officer III
Business and Finance Officer III
Business and Finance Officer IV
Business and Finance Officer IV
Communications Specialist III
Human Resource Analyst
Human Resource Associate
Maintenance Planner Scheduler
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III
Project/Program Manager IV
Records Management Specialist

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

Union Code(s): F3A

**Department of Natural Resources & Parks**

***Wastewater Treatment Division***

<b>Classification Title</b>
Human Resource Analyst
Human Resource Associate

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

**Department of Natural Resources & Parks**

***Water and Land Resources Division***

<b>Classification Title</b>
Accountant
Business and Finance Officer I
Business and Finance Officer II
Business and Finance Officer III
Business and Finance Officer IV
Communications Specialist I
Communications Specialist II
Communications Specialist III
Communications Specialist IV
Grant Administrator
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III
Project/Program Manager IV
Water Quality Planner/Project Manager I
Water Quality Planner/Project Manager II
Water Quality Planner/Project Manager III
Water Quality Planner/Project Manager IV



cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

Union Code(s): F3A

**Department of Public Health**

***Administrative Services Division***

<b>Classification Title</b>
Human Resource Analyst
Human Resource Associate

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

Union Code(s): F3A

**Department of Transportation**

***Airport Division (Planning Section)***

<b>Classification Title</b>
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III
Project/Program Manager IV

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**

**King County Elections**

***Elections***

<b>Classification Title</b>
Administrator I
Business Analyst - Senior
Communications Specialist I
Communications Specialist II
Communications Specialist III
Human Resource Analyst
Human Resource Associate
Project / Program Manager II

**ADDENDUM C**

**MEMORANDUM OF AGREEMENT**

**BY AND BETWEEN**

**KING COUNTY**

**AND**

**INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 117**

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**Subject: Voluntary Payroll Deduction for Political Contributions - Democratic, Republican, Independent Voter Education (D.R.I.V.E.)**

**Background:**

1. Teamsters Local 117 and King County are parties to Collective Bargaining Agreements (CBA) covering employees of King County.
2. Teamsters Local 117 and the County have negotiated language in some of their CBAs that allows the covered employees to make voluntary contributions through payroll deduction to D.R.I.V.E.
3. In order to ensure fairness among all employees that are represented by Teamsters Local 117, the County and the Union agrees to the following:

**Agreements:**

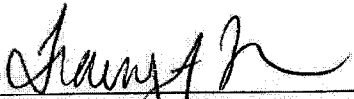
1. D.R.I.V.E. shall notify the County of the amount of compensation designated by each contributing employee he or she voluntarily elects to contribute. The amount will be whole dollar increments and calculated based on the employee's pay period.
2. The County agrees to deduct from all employees covered by this Agreement their voluntary contributions to D.R.I.V.E. If there are insufficient funds in the pay period to pay the full amount on behalf of the contributing employee, the County will not withdraw any funds for that pay period.
3. The County shall transmit to D.R.I.V.E. National Headquarters on a monthly basis, in one check, the total amount deducted for each contributing employee along with the name of each employee on whose behalf a deduction is made.
4. The Union will indemnify, defend and hold the County harmless against any claims made

**ADDENDUM C**

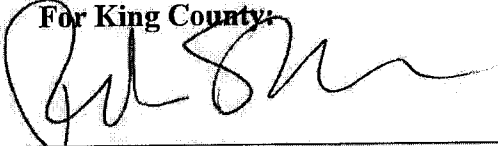
and against it and any suit instituted against the County on account of any deduction or lack thereof of D.R.I.V.E contributions.

- 5. The International Brotherhood of Teamsters Local 117 shall annually reimburse the County for actual costs and expenses incurred in administering this deduction plan.

**For International Brotherhood of Teamsters Local 117:**

  
\_\_\_\_\_  
Tracey A. Thompson, Secretary-Treasurer

8/1/11  
Date

**For King County:**  
  
\_\_\_\_\_  
Robert S. Railton

7/28/11  
Date