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AGREEMENT BETWEEN  
KING COUNTY  
AND  
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES  
LOCAL 2084SC-S (Superior Court Supervisors)  
2007 – 2009

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**AGREEMENT BETWEEN**  
**KING COUNTY**  
**AND**  
**WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES**  
**LOCAL 2084SC-S (Superior Court Supervisors)**

**PREAMBLE**

These Articles constitute an Agreement between King County (County) and the Washington State Council of County and City Employees (Union) representing Local 2084SC-S (Local). This Agreement shall be subject to approval by ordinance by the Metropolitan King County Council (Council). This Agreement was entered into for the purpose of setting forth the mutual understandings of the parties regarding wages and related matters that are within the legal jurisdiction of the County.

**ARTICLE 1: PURPOSE**

The intent and purpose of this Agreement is to set forth the mutual understandings of the parties with respect to wages and wage-related matters for the King County Superior Court (Court) employees who are covered by this Agreement. Each of the provisions of this Agreement are included only so far as they may apply to wages and wage-related matters. Working conditions, as they may or may not be related to the provisions herein, are not within the legal authority of the County to negotiate and are not covered by the terms of this Agreement.

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

2           **2.1.** The County recognizes the Union as the exclusive bargaining representative relative to  
3 wages and wage-related matters for those employees, excluding confidential and non-supervisory  
4 employees, in the classifications and work units listed under the attached wage addendum. The  
5 bargaining unit description can be found under Public Employment Relations Commission Decision  
6 7397 (PECB, 2001).

7           **2.2. Union Membership** - It shall be a condition of employment that all employees covered  
8 by this Agreement who are members of the Union in good standing on the effective date of this  
9 Agreement shall remain members in good standing or pay an agency fee. It shall also be a condition  
10 of employment that all employees covered by this Agreement and hired or assigned into the  
11 bargaining unit after its effective date shall, on the thirtieth (30) day following the beginning of such  
12 employment, become and remain members in good standing in the Union or pay an agency fee.

13           **2.3. Exemption** - Nothing contained in Section 2.2 shall require an employee to join the  
14 Union who objects to membership in the Union on the grounds of a bona fide religious objection, in  
15 which case the employee shall pay an amount of money equivalent to the regular union dues and  
16 initiation fee to a non-religious charity or to another charitable organization mutually agreed upon by  
17 the employee affected and the bargaining representative to which the employee would otherwise pay  
18 the dues and initiation fee. The employee shall furnish written proof that such payments have been  
19 made.

20           **2.4. Dues Deduction** - Upon receipt of written authorization individually signed by an  
21 employee, the County shall have deducted from the pay of such employee the amount of dues as  
22 certified by the Union and shall transmit the same to its business manager.

23           **2.5. Indemnification** - The Union will indemnify, defend and hold the County harmless  
24 against any claims made and against any suit instituted against the County on account of action taken  
25 or not taken by the County relative to any check-off of dues for the Union. The Union agrees to  
26 refund to the County any amounts paid to it in error on account of the check-off provision upon  
27 presentation or proper evidence thereof.

1 **ARTICLE 3: RIGHTS OF MANAGEMENT AND COMPLETE AGREEMENT**

2           **3.1. Rights of the Court** - The management of the Court and the direction of the work force  
3 is vested exclusively in the Court.

4           **3.2. Rights of the County** - The County has the right to determine and establish wages and  
5 wage-related matters, such as wage rates for classifications and employees, the kinds and levels of  
6 paid leaves and insured benefits, and how and when employees are compensated. All of the rights,  
7 functions, powers and authority of the County not specifically abridged, delegated or modified by the  
8 Agreement are recognized by the Union as being retained by the County.

9           **3.2.1. Bi-weekly pay** – King County has the right to make changes to the payroll  
10 system, including, but not limited to, the right to implement a bi-weekly payroll system and the  
11 conversion of wages and leave accrual to an hourly rate.

12           **3.3. Waiver and Complete Agreement** - The parties acknowledge that during the  
13 negotiations resulting in this Agreement each had the unlimited right and opportunity to make  
14 demands and proposals with respect to wages and wage-related matters and the agreements arrived at  
15 by the parties after exercise of that right and opportunity are set forth in this Agreement. All rights  
16 and duties of both parties are specifically expressed in this Agreement and such expression is  
17 included herein. This Agreement constitutes the entire agreement between the parties and concludes  
18 collective bargaining for its terms, subject only to a desire by both parties to mutually agree to amend  
19 or supplement this Agreement at any time, and except for negotiations over a successor collective  
20 bargaining agreement.

1 **ARTICLE 4: EQUAL EMPLOYMENT OPPORTUNITY**

2           The County or the Union shall not unlawfully discriminate against any employee with respect  
3 to compensation, terms, conditions, or privileges of employment as contained in this Agreement  
4 because of race, color, creed, religion, sexual orientation, marital status, national origin, age, sex, or  
5 any sensory, mental or physical disability.

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1 **ARTICLE 5: WAGES**

2 **5.1. Pay Ranges** - Salary and wage rates for each classification are set forth in the Wage  
3 Addendum.

4 **5.2. Step Increases**

5 **A.** Upon successful completion of a six (6) month probationary period, regular  
6 employees working a full-time schedule shall advance to the next step in his/her classification wage  
7 range. If the probationary period is for one (1) year, the employee shall be advanced to the next step  
8 upon satisfactory completion of the first six (6) months of employment. Regular employees working  
9 a part-time schedule will receive step advances based on a pro-ration of the full-time schedule.

10 **B.** Annual step increases will be given after the first increase described in Section  
11 5.2.A, if the employee's work performance and work habits are satisfactory; and until such time that  
12 the employee has reached Step 10. An increase beyond Step 2 is permissive and may be given at the  
13 discretion of the manager/designee.

14 **5.3. COLA** - Wage rates will be increased 2% effective January 1, 2007 and 2.49% effective  
15 January 1, 2008. Effective January 1, 2009 wage rates shall be increased by ninety percent (90%) of  
16 the CPI-W, All Cities Index, September to September; provided, however, that the amount shall not  
17 be less than two percent (2%) nor greater than six percent (6%).

18 **5.4. Work Out-of-Classification** - Employees who work outside of their normal  
19 classification for thirty (30) consecutive calendar days or longer will receive a five percent (5%)  
20 increase or Step 1 of classification, whichever is greater.

21 **5.5. Mileage** - All employees who have been authorized to use their own transportation on  
22 Court business shall be reimbursed at the IRS rate.

23 **5.6. Personal Property** - Employees whose personal property is damaged during the  
24 performance of their duties shall have same repaired or replaced at County expense; provided, that  
25 such reimbursement shall not exceed five hundred dollars (\$500.00) per incident. Paperwork  
26 necessary to process claims covered under this Section will be initiated by the Court with due speed  
27 upon receipt of the claim from the employee.

28 **5.7. Overtime** - Employees who are eligible for overtime, Screening Supervisor and

1 Administrative Specialist IV, shall be paid at an overtime rate of time and one-half (1-1/2) their  
2 regular rate of pay for all hours worked in excess of forty (40) hours per week. The forty (40) hour  
3 threshold for determining overtime eligibility is based on the accumulation of paid compensated  
4 hours during the workweek.

5 **5.7.1. Overtime Screeners** – Screening Supervisors work eight (8) hours straight  
6 with a paid cumulative 30 minute meal break and will receive overtime after working eight (8) hours  
7 in a day and for all hours worked in excess of forty (40) hours per week. The forty (40) hours  
8 threshold for determining overtime eligibility is based on the accumulation of paid compensated  
9 hours during the workweek.

10 **5.8. Overtime for Temporary Employees** - Temporary employees who are eligible for  
11 overtime shall be compensated at one and one-half times (1-1/2) the regular hourly rate of pay for all  
12 hours worked in excess of forty (40) hours in a work-week. The forty (40) hour threshold for  
13 determining overtime eligibility is based on the accumulation of regular hours paid. Temporary  
14 employees are not eligible for compensatory time. The workweek is defined as Sunday through  
15 Saturday.

16 **5.9. Compensatory Time** – A regular employee who is eligible for overtime may request and  
17 with the approval of the manager/designee may receive time off in lieu of overtime pay under the  
18 same conditions provided in Section 5.7.

19 **5.10. Call-out** - A minimum of four (4) hours at the overtime rate shall be paid for each call-  
20 out of an overtime eligible employee. Where such overtime exceeds four (4) hours, the actual hours  
21 worked shall be compensated at the overtime rate. A call-out is defined as that circumstance when an  
22 employee who is eligible for overtime, having completed the assigned shift and departed the  
23 premises, is requested by the Court to return to work. The provisions of this Section shall not apply  
24 to meeting and training sessions requiring a return to work.

25 **5.11. Mandatory Meetings/Training** – Employees who are eligible for overtime and who  
26 are required by the County or the Court to attend meetings/training during their time off from work  
27 will receive at least two hours of pay at the overtime rate. Should the meetings/training extend  
28 beyond two (2) hours, employees will receive pay for the actual time attending the meetings/training

1 paid at the overtime rate.

2           **5.12. Management Leave** – Employees in the classifications listed under the wage  
3 addendum are employed in a bona fide executive, administrative or professional capacity and are in  
4 turn exempt from the overtime payments under the federal Fair Labor Standards Act (FLSA). The  
5 employees in those classifications, except those employees in the classifications of Screening  
6 Supervisor and Administrative Specialist IV who are eligible for overtime under this Agreement,  
7 shall be covered under the Court’s Administrative Guidelines for FLSA Exempt Employees and are  
8 expected to work the hours necessary to satisfactorily perform their jobs.

9           A. Regular employees, except those in the classifications of Screening Supervisor and  
10 Administrative Specialist IV, shall be eligible for management leave. Management leave shall be  
11 granted in addition to earned annual leave for those regular employees who are not eligible for  
12 overtime. The granting of up to ten (10) days of leave shall be based on the regular employee’s  
13 overall rating on their annual performance appraisal.

- 14                           1. Outstanding – 10 days;  
15                           2. Exceeds Expectations – 7 days;  
16                           3. Fully Successful – 5 days;  
17                           4. Needs Improvement – 0 days;  
18                           5. Unacceptable – 0 days.

19           B. Management leave shall be effective at the beginning of the calendar year  
20 following the performance appraisal and must be used in the calendar year for which it is given.  
21 Management Leave cannot be carried over to another year or cashed out.

22           **5.13. New Classifications** – The County and Union will review and attempt to reach a  
23 mutual agreement in determination of the salary range for any newly created or reclassified positions  
24 in the bargaining unit.

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1 **ARTICLE 6: MEDICAL, DENTAL AND LIFE PLAN**

2           The County will provide medical, dental, life, disability, and vision benefits for regular, term-  
3 limited temporary and probationary employees and their eligible dependents as determined by the  
4 Joint Labor-Management Insurance Committee or its successor.

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1 **ARTICLE 7: HOLIDAYS**

2 **7.1. Celebrated Holidays** - All regular, term-limited temporary and probationary employees  
3 who work a full-time schedule shall be granted the following holidays with pay:

4

<i>Holiday</i>	<i>Date Celebrated</i>
New Year's Day	January 1st
Martin Luther King Jr's Birthday	Third Monday in January
President's Birthday	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	Day Following Thanksgiving
Christmas Day	December 25th

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17 and any day as declared by the president or governor and as approved by the Council.

18 A. Whenever a holiday falls upon a Saturday it shall be observed on the preceding  
19 Friday and when a holiday falls on a Sunday it shall be observed on the following Monday.

20 B. Employees working multiple shifts will observe holidays only on the dates and  
21 days specified under Section 7.1., "Date Celebrated."

22 C. Holidays paid for but not worked shall be recognized as time worked for the  
23 purpose of determining weekly overtime.

24 **7.2. Personal Holidays** - Employees eligible for holidays shall receive two (2) personal  
25 holidays to be administered through the vacation plan. One (1) day shall be accrued on the first of  
26 October and one (1) day shall be accrued on the first of November of each year. These days may be  
27 used in the same manner as any vacation day earned.

28 **7.3. Part-time Scheduled Employees** - Employees eligible for holidays who work a part-

1 time schedule receive paid holidays prorated based on their workday schedule.

2 **7.4. Holiday Compensation**

3 A. Full-time employees who are eligible for overtime and holiday pay shall receive  
4 time and one-half (1-1/2) the regular rate of pay for all hours worked on a holiday listed in Section  
5 7.1. above. This holiday compensation for hours actually worked on a holiday shall be in addition to  
6 the eight (8) straight time hours of holiday pay. When a holiday falls on a day, other than a Saturday  
7 or Sunday, that an employee is not scheduled to work he/she shall either receive an additional day's  
8 pay or shall at their option receive a substitute holiday, use of which must be scheduled five (5) days  
9 in advance. Substitute holidays not taken off within one (1) year shall be compensated for in cash.

10 B. Part-time employees who are eligible for overtime and holiday pay and work on a  
11 holiday shall be paid time and one-half (1-1/2) the regular rate of pay for the actual hours worked. In  
12 addition, the employees shall receive holiday pay for holidays which fall on regularly scheduled  
13 working days and the holiday pay shall be pro-rated based on the employees regularly scheduled  
14 working hours. Employees will not be compensated for holidays falling on days which they are not  
15 regularly scheduled to work.

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1 **ARTICLE 8: VACATIONS**

2 **8.1. Vacation Schedule** – Regular, term-limited temporary and probationary employees who  
3 work a full-time schedule hired after July 10, 1996 shall accrue vacation leave benefits as described in  
4 the following table:

5

Full Years of Service	Equivalent/ Pro-Rated days (7.2 hours/day)
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	30
and beyond	

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24 **8.2. Part-time Schedule** - Employees eligible for vacation leave who work a part-time  
25 schedule shall accrue vacation leave in accordance with the leave schedule set forth in Sections 8.1.  
26 depending on the date of hire; provided, however, such accrual rates shall be prorated to reflect  
27 his/her normally scheduled workweek.

28 **8.3. Employees eligible for vacation leave shall accrue vacation leave from their date of hire.**

1 Employees may accrue vacation leave each pay period which may not be used until earned.

2 8.4. Employees eligible for vacation leave shall not be eligible to take or be paid for vacation  
3 leave until they have successfully completed their first six (6) months of service in a paid leave  
4 eligible position. This does not apply when using accrued vacation leave for a qualifying event under  
5 the Washington Family Care Act. Employees leaving employment prior to successfully completing  
6 their first six (6) months of service shall forfeit and not be paid for accrued vacation leave.

7 8.5. Employees eligible for vacation leave shall be paid for accrued vacation leave to their  
8 date of separation up to the maximum accrual amount if they have successfully completed their first  
9 six (6) months of service in a paid leave eligible position. Payment shall be the accrued vacation  
10 leave multiplied by the employee's rate of pay in effect upon the date of leaving employment less  
11 mandatory withholdings.

12 8.6. Employees eligible for vacation leave may accrue up to sixty (60) days vacation  
13 calculated/adjusted to reflect the normal biweekly schedule not to exceed four hundred thirty-two  
14 (432) hours. Employees eligible for vacation leave shall use vacation leave beyond the maximum  
15 accrual amount prior to December 31 of each year. Failure to use vacation leave beyond the  
16 maximum accrual amount will result in forfeiture of the vacation leave beyond the maximum amount  
17 unless the director/designee has approved a carryover of such vacation leave because of cyclical  
18 workloads, work assignments or other reasons as may be in the best interests of the Court.

19 8.7. In cases of separation from employment by death of an employee with accrued vacation  
20 leave and who has successfully completed his/her first six (6) months of service in a paid leave  
21 eligible position, payment of unused vacation leave up to the maximum accrual amount shall be made  
22 to the employee's estate, or, in applicable cases, as provided for by state law, RCW Title 11.

23 8.8. If a regular employee eligible for vacation leave resigns or is laid off and subsequently  
24 returns to regular employment within two (2) years from such resignation or layoff, as applicable, the  
25 employee's prior service shall be counted in determining the vacation leave accrual rate under  
26 Sections 8.1. as applicable.

27 8.9. Employees eligible for overtime may use vacation leave in quarter (1/4) hour increments  
28 at the discretion of the manager/director.

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8.10. Employees who are in a probationary period as a result of promotion shall be entitled to use accrued vacation time while they are in a probationary status in their new position subject to the approval of the manager/director.

8.11. The Court is responsible for the proper administration of the vacation leave benefit.

1 **ARTICLE 9: SICK LEAVE**

2 9.1. Regular, term-limited temporary and probationary employees shall accrue sick leave  
3 benefits at the rate of 0.04616 for each hour in regular pay status excluding overtime up to a  
4 maximum of eight (8) hours per month. Sick leave shall not begin to accrue until the first of the  
5 month following the month in which the employee commenced employment. The employee is not  
6 entitled to sick leave if not previously earned.

7 9.2. During the first six (6) months of service in a paid leave eligible position, employees  
8 eligible to accrue vacation leave may, at the manager's discretion, use any accrued days of vacation  
9 leave as an extension of sick leave. This does not apply when using accrued vacation leave for a  
10 qualifying event under the Washington Family Care Act. If an employee does not work a full six (6)  
11 months, any vacation leave used for sick leave must be reimbursed to the County upon termination.

12 9.3. There shall be no limit to the hours of sick leave benefits accrued by an eligible  
13 employee. Employees eligible for overtime may use sick leave in quarter (1/4) hour increments.

14 9.4. The Court is responsible for the proper administration of the sick leave benefit.

15 9.5. Separation from or termination of employment except by reason of retirement or layoff  
16 due to lack of work, funds or efficiency reasons, shall cancel all sick leave accrued to the employee as  
17 of the date of separation or termination. Should a regular employee resign or be laid off and return to  
18 regular employment within two (2) years, accrued sick leave shall be restored.

19 9.6. Employees eligible to accrue sick leave and who have successfully completed at least  
20 five (5) years of benefit eligible service and who retire as a result of length of service or who  
21 terminate by reason of death shall be paid, or their estates paid for as provided for by RCW Title 11,  
22 as applicable, an amount equal to thirty-five percent (35%) of their unused, accumulated sick leave  
23 multiplied by the employee's rate of pay in effect upon the date of leaving employment less  
24 mandatory withholdings.

25 9.7. **Leave Without Pay** - An employee must use all of his/her sick leave before taking any  
26 unpaid leave for his/her own health reasons. An employee who has exhausted all of his/her sick leave  
27 may use accrued vacation leave as sick leave before going on a leave of absence without pay. If the  
28 injury is compensable under the County's workers compensation program, then the employee has the

1 option to augment or not augment time loss payments with the use of accrued sick leave.

2 9.8. Accrued sick leave will be used for the following reasons:

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

6 B. The employee's incapacitating injury, provided that:

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

11 2. An employee who chooses to augment workers compensation payments  
12 with the use of accrued sick leave will notify the workers compensation office in writing at the  
13 beginning of the leave;

14 3. An employee may not collect sick leave and worker's compensation time  
15 loss payments for physical incapacity due to any injury or occupational illness which is directly  
16 traceable to employment other than with the County.

17 C. Exposure to contagious diseases and resulting quarantine.

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

20 E. The employee's medical, ocular or dental appointments, provided that the  
21 employee's manager/designee has approved the scheduling of sick leave for such appointments.

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

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

25 1. The employee has been employed for twelve (12) months or more and has  
26 worked a minimum of nine hundred and thirty-six (936) hours in the preceding twelve (12) months,

27 2. The family member is the employee's spouse or domestic partner, the  
28 employee's child, a child of the employee's spouse or domestic partner, the parent of the employee,

1 employee's spouse or domestic partner or an individual who stands or stood in loco parentis to the  
2 employee, the employee's spouse or domestic partner; and,

3 3. The reason for the leave is one of the following:

4 a. The birth of a son or daughter and care of the newborn child, or  
5 placement with the employee of a son or daughter for adoption or foster care, if the leave is taken  
6 within twelve (12) months of the birth, adoption or placement;

7 b. The care of the employee's child or child of the employee's spouse  
8 or domestic partner whose illness or health condition requires treatment or supervision by the  
9 employee; or

10 c. Care of a family member who suffers from a serious health  
11 condition.

12 **H. Leave eligible employees who do not qualify for use of sick leave as provided**  
13 **under Section 9.8.G can use sick leave in the maximum amount of three (3) days per calendar year**  
14 **when an employee is required to care for an immediate family member who suffers from a serious**  
15 **health condition, unless otherwise required by law.**

16 **9.9. Medical and Family Leave - An employee may take a total of up to eighteen (18)**  
17 **workweeks of unpaid leave for his/her own serious health condition, and for family reasons as**  
18 **provided in Sections 9.8.F and 9.8.G combined, within a twelve (12) month period. The leave may**  
19 **be continuous, which is consecutive days or weeks, or intermittent, which is taken in whole or partial**  
20 **days as needed. Intermittent leave is subject to the following conditions:**

21 **A. Birth or Adoption - When a leave is taken after the birth or placement of a child**  
22 **for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule**  
23 **only if authorized by the employee's manager/designee.**

24 **B. Reduced Schedules - An employee may take leave intermittently or on a reduced**  
25 **schedule when medically necessary due to a serious health condition of the employee or family**  
26 **member of the employee; and**

27 **C. Temporary Transfer - If an employee requests intermittent leave or leave on a**  
28 **reduced leave schedule under Section 9.9.B that is foreseeable based on planned medical treatment,**

1 the manager/designee may require the employee to transfer temporarily to an available alternative  
2 position for which the employee is qualified and that has equivalent pay and benefits and that better  
3 accommodates recurring periods of leave than the regular position of the employee.

4 **9.9.1. Concurrent Time** - Use of donated leave will run concurrently with the  
5 eighteen (18) workweek family medical leave entitlement.

6 **9.9.2. Insurance Premiums** - The County will continue its contribution toward health  
7 care during any unpaid leave taken under Section 9.9.

8 **9.9.3. Return to Work from Unpaid Leave** - An employee who returns from unpaid  
9 family or medical leave within the time provided in this Article is entitled, subject to layoff  
10 provisions, to:

11 A. The same position he/she held when the leave commenced; or

12 B. A position with equivalent status, benefits, pay and other terms and  
13 conditions of employment; and

14 C. The same seniority accrued before the date on which the leave commenced.

15 **9.9.4. Failure to Return to Work** - Failure to return to work by the expiration date of  
16 the leave of absence may be cause for removal and result in termination of the employee.

17 **9.10. Provider Certification** - Verification from a licensed health care provider may be  
18 reasonably required to substantiate the health condition of the employee or family member for leave  
19 requests.

20 **9.11. Definition of Child** - For purposes of this Article, a child means a biological, adopted  
21 or foster child, a step child, a legal ward or a child of an employee standing in loco parentis to the  
22 child, who is: under eighteen (18) years of age; or is eighteen (18) years of age or older and incapable  
23 of self care because of mental or physical disability.

24 **9.12.** Sick leave may only be used for absences from a regular normal work schedule.

25 **9.13.** Employees who are in a probationary status shall not be denied the valid use of accrued  
26 sick leave.

27 **9.14. Family Care Leave** - For a qualifying event, employees may use available paid leave,  
28 including accrued vacation and sick leave, to care for a family member in accordance with the

1 Washington Family Care Act. In all other cases of family care where no sick leave benefit exists, the  
2 employee may request vacation leave or may be granted leave without pay.

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1 **ARTICLE 10: GENERAL LEAVES**

2 **10.1. Donation of Leaves** - An employee eligible for paid leaves may donate a portion of  
3 his/her accrued leaves to a leave accrual eligible employee. Court employees may transfer up to  
4 thirty-five (35) vacation and thirty-five (35) sick leave hours in a calendar year to another Court  
5 employee under the following conditions:

6 **A. Vacation Leave Hours** - Both the donor and the donee must have completed one  
7 (1) year of service as a regular employee, the donation must be used within ninety (90) days, and  
8 donated hours that are not used within ninety (90) days will revert to the donor. The transfer must be  
9 approved by the Chief Administrative Officer. The donor may not receive any compensation for such  
10 donation.

11 **B. Sick Leave Hours** - The donor's sick leave balance must equal one-hundred (100)  
12 hours or more after the deduction of the donation and the donee must have at least six months of  
13 service. The transfer must have the approval of the Chief Administrative Officer. The donor may not  
14 receive any compensation for such donation. Donated sick leave must be used within ninety (90)  
15 calendar days of the date of the donation. Donated hours that are not used within ninety (90) days  
16 will revert to the donating employee. Donated sick leave is excluded from sick leave payoff  
17 provisions.

18 **10.1.1.** Donated vacation and sick leave hours will be converted to dollar value based  
19 on the donating employee's regular hourly rate at the time of the donation. This amount will then be  
20 divided by the receiving employee's salary to determine the actual number of hours received. Unused  
21 donated annual leave and sick leave will be reconverted based on the donating employee's regular  
22 hourly rate at the time of the reconversion.

23 **10.2. Organ Donor Leave** - The manager/designee shall allow employees eligible for paid  
24 leaves who are voluntarily participating as donors in life-giving or life-saving procedures such as, but  
25 not limited to, bone marrow transplants, kidney transplants, or blood transfusions to take five (5) days  
26 paid leave, which shall not be charged to sick or vacation leaves.

27 **10.3. Bereavement Leave**

28 **A.** Employees eligible for paid leaves shall be entitled to three (3) working days of

1 bereavement leave per occurrence due to death of members of their immediate family.

2           **B.** Employees eligible to accrue paid leaves who have exhausted their bereavement  
3 leave, shall be entitled to use sick leave in the amount of three (3) days for each instance when death  
4 occurs to a member of the employee's immediate family.

5           **C.** In the application of any of the foregoing provisions, when a holiday or regular day  
6 off falls within the prescribed period of absence, it shall not be charged against the employee's sick  
7 leave account nor bereavement leave credit.

8           **D.** For the purposes of this Section, a member of the immediate family will be as  
9 defined in Section 8.10 of the King County Superior Court Administrative Guidelines for Personnel  
10 Management, adopted 2/22/06.

11           **10.4. Leave – Examinations** - Employees eligible for paid leaves shall be entitled to  
12 necessary time off with pay for the purpose of participating in County or Court qualifying or  
13 promotional examinations. This shall include time required to complete any required interviews.

14           **10.5. Jury Duty** - Employees eligible for paid leaves who are ordered on a jury shall be  
15 entitled to their regular pay; provided, that fees for such jury duty are deposited, exclusive of mileage,  
16 with the County.

17           **10.6. School Volunteer** - Employees eligible for paid leaves shall be allowed the use of up to  
18 three (3) days of sick leave each year to allow employees to perform volunteer services at the school  
19 attended by the employee's child.

1 **ARTICLE 11: GRIEVANCE PROCEDURE**

2           11.1. The County and the Union recognize the importance and desirability of settling  
3 grievances promptly and fairly in the interest of good employee relations and morale and to this end  
4 the following procedure is outlined. Employees will be unimpeded and free from restraint,  
5 interference, coercion, discrimination or reprisal in seeking adjudication of their grievances.

6           11.2. **Grievance Definition** - An issue raised by an employee, the Union or the Local  
7 alleging a violation of the terms of this agreement.

8           11.3. A grievance must be presented within ten (10) working days after the occurrence or  
9 knowledge of the occurrence of the incident that gave rise to such grievance. Employees have the  
10 right to union representation at all levels of the grievance process.

11           **11.4. Grievance Procedure**

12           A. Step 1. A grievance relating to wages or wage-related matters shall be presented in  
13 writing to the appropriate Court director/designee. The Court director/designee shall meet with the  
14 employee and the Union representative to gain all relevant facts and shall attempt to resolve the  
15 matter and notify the Union and the County within twenty (20) working days following receipt of the  
16 grievance.

17           B. Step 2. If the decision of the Court director/designee has not resolved the  
18 grievance, the grievance may be presented in writing to the King County Labor Negotiator/designee  
19 within fifteen (15) working days following the Step 1 response. The Labor Negotiator/designee shall  
20 meet with the employee and Union representative to gain all relevant facts and shall attempt to settle  
21 the dispute. The Labor Negotiator/designee will notify the employee and the Union in writing within  
22 fifteen (15) working days following the meeting of his/her decision.

23           11.5. **Arbitration** - Failing resolution at Step 2 of the grievance process, the Union may  
24 request arbitration within thirty (30) calendar days of the conclusion of Step 2 specifying the exact  
25 question which it wishes to arbitrate. The County and Union shall select a third disinterested party to  
26 serve as an arbitrator. In the event that the parties are unable to agree upon an arbitrator, an arbitrator  
27 will be selected from a list supplied by PERC or FMCS, whichever source is mutually acceptable.  
28 The arbitrator will be selected from the list by both the County and the Union representatives. The

1 party to strike first will be determined by a coin toss. The arbitrator shall be asked to render a  
2 decision as soon as possible after the case is heard. The arbitrator shall be final and binding on both  
3 parties.

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

7           B. The arbitrator's fees and expenses shall be borne equally by both parties.

8           C. No matter may be arbitrated which the County, by law, has no authority over and  
9 has no authority to change.

10           D. There shall be no strikes, cessation of work or walkouts during such conferences or  
11 arbitration.

12           E. Each party to an arbitration proceeding shall bear the full cost of its representatives  
13 and witnesses.

#### 14           **11.6. Mediation**

15           **A. Unfair Labor Practice** - The County and the Union agree that thirty (30) calendar  
16 days prior to filing a ULP complaint with PERC, the complaining party will notify the other party, in  
17 writing, meet, and make a good faith attempt to resolve the concerns unless the deadline for filing  
18 with PERC would otherwise pass or the complaining party is seeking a temporary restraining order as  
19 relief for the alleged Unfair Labor Practice.

20           **B. Grievance** - After a grievance is initially filed, the following Alternative Dispute  
21 Resolution (ADR) process may be followed, with mutual consent.

22                   1. A meeting will be arranged by the County and Union Representatives.

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

24                               (b) The parties may mutually agree to other participants such as subject  
25 matter experts.

26                   3. The parties will meet at mutually agreeable times to attempt to resolve the  
27 matter.

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

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5. If the matter is not resolved, the grievance may continue through the grievance process.

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

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

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

11.7. Time limits set forth in this Article may be extended by mutual agreement in writing.

11.8. Grievances shall be heard during normal working hours unless stipulated otherwise by the parties.

11.9. For purposes of this Article, working days shall be defined as Monday through Friday, excluding holidays.

1 **ARTICLE 12: SAVINGS CLAUSE**

2           Should any part hereof or any provision herein contained be rendered or declared invalid by  
3 reasons of any existing or subsequently enacted legislation or by any decree of a court of competent  
4 jurisdiction, such invalidation of such part or provision of this Agreement shall not invalidate the  
5 remaining portions hereof; provided, however, upon such invalidation the parties agree to meet within  
6 thirty (30) calendar days and negotiate such parts or provisions affected. The remaining parts or  
7 provisions shall remain in full force and effect.

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1 **ARTICLE 13: DURATION**

2 This Agreement shall become effective January 1, 2007 or upon full and final ratification and  
3 approval by all formal requisite means by the Metropolitan King County Council, whichever shall be  
4 sooner, and shall remain in effect until December 31, 2009 (inclusive).

5 APPROVED this 2 day of April, 2008

6  
7 By   
8 \_\_\_\_\_  
9 King County Executive

10  
11 UNION:

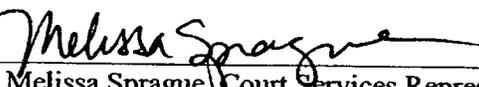
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13 \_\_\_\_\_  
14 Ethan Fineout  
15 Washington State Council of County and City Employees, Council 2

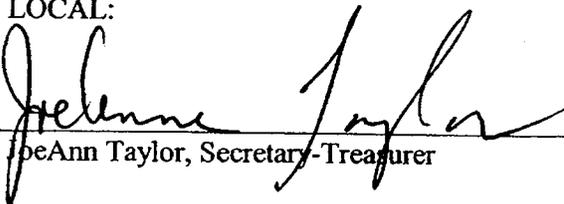
16 LOCAL:

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18 \_\_\_\_\_  
19 Gene Dupuis, Court Services Vice-President

20 LOCAL:

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22 \_\_\_\_\_  
23 Melissa Sprague, Court Services Representative

24 LOCAL:

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26 \_\_\_\_\_  
27 DeAnn Taylor, Secretary-Treasurer