

**AGREEMENT BETWEEN**  
**KING COUNTY**  
**AND**  
**INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 117**  
**REPRESENTING THE MANAGERS AND ASSISTANT MANAGERS**  
**BARGAINING UNIT IN**  
**WASTEWATER TREATMENT DIVISION**  
**KING COUNTY DEPARTMENT OF NATURAL RESOURCES AND PARKS**  
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1 **ARTICLE 1: PURPOSE AND DEFINITIONS**

2           **1. Purpose.** The intent and purpose of this Agreement is to promote a collaborative  
3 relationship between the parties and to set forth the wages, hours and working conditions of such  
4 employees as covered by this bargaining agreement.

5           **1.2 Definitions.** Definitions that apply to this Agreement are found under King County Code  
6 (“Code”) 3.12.010. Where there is a difference between the Code definition and a definition below,  
7 the Code will prevail. In addition to Code definitions, below are additional definitions that pertain  
8 solely to the Agreement. If a Code definition change is made that affects this Agreement, the County  
9 agrees to bargain the effects of the change as required by law.

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

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

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

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

18           **E. Temporary Employee** - Includes probationary, provisional, short-term and term-  
19 limited employees.

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

22 **ARTICLE 2: UNION RECOGNITION, MEMBERSHIP, REPRESENTATION, SHOP**

23 **STEWARDS**

24           **2.1 Union Recognition**

25           King County (County) recognizes Teamsters Local Union No. 117, affiliated with the  
26 International Brotherhood of Teamsters (Union), as the sole and exclusive bargaining representative  
27 of all full-time and regular part-time employees whose job classifications are listed in the attached  
28 Addendum A. The County agrees to extend recognition of the Union as bargaining representative

1 for any new or added eligible manager and assistant manager positions that may be created in the  
2 future in the Wastewater Treatment Division (Division), in accordance with its PERC recognition.

### 3 **2.2 Union Membership**

4 **A.** It is a condition of employment that, within thirty (30) days of the effective date of  
5 this Agreement, all employees covered by the Agreement will become and remain members in good  
6 standing in the Union, or pay an agency fee to the Union in lieu of membership dues. This  
7 requirement will apply to employees who are temporarily appointed to work in a job classification  
8 covered by this Agreement if the appointment is expected to last thirty (30) days or more, however,  
9 they will not be required to pay initiation fees and become a "member in good standing" if such  
10 action is based solely upon an "acting" position status.

11 **B.** Employees covered by this Agreement who qualify for an exemption from the  
12 requirement for Union membership based on an employee's bona fide religious belief shall contribute  
13 an amount equivalent to regular Union dues to a charity mutually acceptable to the employee and the  
14 Union. The Employee shall furnish the Union with written proof each month that such payments are  
15 being made. If the employee and the Union do not reach agreement on such matter, the Public  
16 Employment Relations Commission (PERC) shall designate the charitable organization.

17 **C.** Failure by an employee to abide by the provisions of paragraphs A and B will  
18 constitute just cause for discharge. If an employee has failed to fulfill the obligation set forth in A  
19 and B, the Union will provide the employee and the County with seventy-two (72) hours notice of  
20 intent to seek the discharge of the employee. During this period the employee may bring the amount  
21 in arrears current to avoid discharge.

22 **D.** Upon request, the County will provide the Union with a current list of all  
23 employees in the bargaining unit. Such list will indicate the employees' names, section and/or unit,  
24 employment status, job classification, and date of hire into his/her current classification.

25 **E.** The County will notify the Union of all new hires, and will notify the Union  
26 whenever an employee is moved into or out of a bargaining unit position. The notification will  
27 include the employee's name, section and/or unit, employment status, job classification, date of hire  
28 and effective date of the personnel action.

1                   **2.3 Union Dues Deduction**

2                   A. Upon receipt of written authorization individually signed by a bargaining unit  
3 member, the County will deduct from the pay of such employee the amount of dues, initiation fees,  
4 assessments, and agency fees as certified by the Union.

5                   B. The Union will indemnify and hold the County harmless against any claims made  
6 and any suit instituted against the County on account of any collection of the dues for the Union. The  
7 Union agrees to refund to the County any amounts paid to it in error on account of the collection  
8 provision, upon presentation of proper evidence thereof.

9                   **2.4 Shop Stewards, Union Activities and Representation**

10                  A. Union Representatives (Staff) may visit the work location of employees covered by  
11 the Agreement at any reasonable time. They shall inform the Division Director/designee upon arrival  
12 at the work site being visited.

13                  B. The Union will provide the Division and the Labor Negotiator with the names of  
14 Shop Stewards. When contract administration business is conducted during working hours, the Shop  
15 Steward is responsible for clearing the time taken away from work with his/her manager or  
16 supervisor.

17                  C. The Union shall be allowed use of bulletin board space to post Union notices.  
18 Only recognized officers, stewards, and staff representatives of the Union will be entitled to post and  
19 remove Union materials, and only materials originating from the Union office and bearing the Union  
20 logo or signed by a staff representative of the Union may be posted on the Union bulletin board space.  
21 The Union shall be allowed to post electronic mail notices on the County system if the notices meet  
22 the same requirements, provided they comply with County policies governing electronic mail and  
23 internet use.

24                  D. Employees who are designated by the Union as stewards may make limited use of  
25 County telephones and FAX machines and similar equipment for the purposes of contract  
26 administration in accordance with applicable County policies. In addition, such stewards may use the  
27 County electronic mail system for communications related to contract administration, provided they  
28 comply with County policies governing electronic mail and internet use. In no circumstances shall

1 use of the County equipment interfere with County operations.

2 **ARTICLE 3: RIGHTS OF MANAGEMENT**

3 The management of the County and the direction of the work force are vested exclusively in  
4 the County, except as may be limited by the express written terms of this Agreement. All matters,  
5 including but not limited to, the right to hire, appoint, promote, demote, transfer, layoff, discipline  
6 and discharge, train, assign and direct the work force; improve efficiency; develop work rules,  
7 policies and procedures; develop and modify classification specifications, allocate positions to those  
8 classifications, allocate employees to those positions; determine work schedules, determine location  
9 of facilities and assign employees to those locations; appraise employee performance; contract out  
10 work; determine wage rates and wage schedules, place employees on the wage schedules and wage  
11 rates, and determine the methods employees move through wage schedules and wage rates at time of  
12 appointment; determine methods, processes and means for providing services; and take whatever  
13 actions are necessary as determined by the County in emergencies declared by the Department  
14 Director, County Executive, Governor of the State of Washington, or President of the United States.

15 **ARTICLE 4: CONTRACTING OUT**

16 A. The County shall not contract out work performed by members of the bargaining unit if  
17 the contracting of such work eliminates, reduces, or limits the normal work load of the bargaining  
18 unit.

19 B. In the case of a circumstance that is beyond the control of the County at the time action is  
20 required, that could not reasonably have been foreseen, and for which the County is not reasonably  
21 able to provide the necessary tools, employees, or equipment to perform the work in a timely manner,  
22 the County shall be allowed to enter into contracting arrangements for this purpose only. The County  
23 shall officially notify the Union of such instances in advance and discuss the impact of and possible  
24 alternatives to these arrangements, if any, on the bargaining unit.

25 C. If, in order to secure funding for a specific project, the County is required to contract all or  
26 part of the work to be performed due to limitations imposed by the funding agreement, such  
27 contracting shall not be considered a violation of the Agreement. In such instances, the Union shall  
28 be officially notified in advance.

1 **ARTICLE 5: BENEFIT TIME**

2 **5.1 General Description**

3 The benefit program has two elements to it: one is Benefit Time (BT) and the other is  
4 Extended Sick Leave (ESL). Both programs are for benefit eligible employees and built on the  
5 accrual rate table set forth in Section 5.5. This program recognizes the need for scheduled time away  
6 from the job (vacation and holidays) for personal reasons and for occasions when the employee must  
7 be away because of illness or injury. BT is administered with the understanding that: a) BT is  
8 intended to constitute wages earned for services rendered, and b) because business needs may  
9 constrain employees' ability to utilize leave, the Collective Bargaining Agreement provides for a  
10 yearly cash conversion of up to one hundred and twenty (120) hours of BT.

11 **5.2 Definitions**

12 A. All BT and ESL time is based on a two thousand eighty (2,080) hours per year. BT  
13 is the bank of time accrued for use during scheduled paid time off, including holidays, and  
14 unscheduled paid time off (excluding bereavement leave and jury duty) to include the first two (2)  
15 consecutive days of unscheduled illness or injury.

16 B. ESL is the bank of time accrued for use during all paid nonscheduled illness or  
17 injury exceeding two (2) consecutive scheduled workdays for employees and their dependents, as  
18 well as for scheduled paid time off for medical reasons.

19 C. Employees may donate BT and ESL to another benefit eligible employee in  
20 accordance with Article 5.8.

21 **5.3 Principles**

22 A. The BT program is intended to provide a productive workplace where employees  
23 are encouraged to be healthy and regularly be at work.

24 B. Operational efficiency is increased by the responsible management of the benefit  
25 time usage.

26 **5.4 Absence**

27 A. Employees are expected to schedule BT as far in advance as possible to facilitate  
28 business planning. Employees are expected to notify their supervisor each day of any unscheduled

1 absence. If the reason for unscheduled absence is for illness in excess of two (2) consecutive days,  
 2 the employee shall be paid from their accrued ESL bank beginning with the third (3rd) day.  
 3 However, all BT and ESL time shall be coordinated with, and supplementary to, Workers'  
 4 Compensation.

5 B. Salaried employees use accrued BT and ESL in increments of not less than one (1)  
 6 regular work day. Salaried employees who are absent for part of a work day will not be required to  
 7 charge such absences against any accrued leave balances nor will the employee's pay be reduced.

8 C. BT and ESL will be paid only to the extent that BT and ESL hours have been  
 9 accrued by the employee in the pay period immediately preceding the absence.

10 **5.5 Benefit Time Accrual and Extended Sick Leave Accrual**

11 A. BT accrual shall be as follows and based on a benefit eligible employee's adjusted  
 12 service date:

Years of Employment	Accrual Rates		
	Annual	Bi-weekly	Hourly
Less than 5 years	232	8.923	0.1115
5 years but less than 8 years	256	9.846	0.1231
8 years but less than 10 years	264	10.154	0.1269
10 years but less than 16 years	296	11.385	0.1423
16 years but less than 17 years	304	11.692	0.1462
17 years but less than 18 years	312	12.000	0.1500
18 years but less than 19 years	320	12.308	0.1538
19 years but less than 20 years	328	12.615	0.1577
20 years but less than 21 years	336	12.923	0.1615
21 years but less than 22 years	344	13.231	0.1654
22 years but less than 23 years	352	13.538	0.1692
23 years but less than 24 years	360	13.846	0.1731
24 years but less than 25 years	368	14.154	0.1769
More than 25 years of service	376	14.462	0.1808

1           B. Annual and bi-weekly totals in the above table are approximations and may vary  
2 slightly based on the hourly rate.

3           C. ESL accrual shall accumulate for all employees on the basis of fifty-six (56) hours  
4 per year (0.0269 hours per hour).

5           D. The hourly accrual rates indicated in this article shall not be construed to mean that  
6 salaried employees receive compensation based on number of hours worked.

7           **5.6 Benefit Time Accumulation and Extended Sick Leave Accumulation and**  
8 **Conversion**

9           A. The maximum accumulated carryover of BT from the pay period ending before  
10 April 1st of one calendar year to the next shall be six hundred (600) hours. Employees with at least  
11 four hundred and eighty (480) hours at that time shall have the option to convert up to one hundred  
12 and twenty (120) hours to cash, down to a balance of four hundred and eighty (480) hours.

13           B. There shall be no limit on the amount of ESL accrued.

14           C. Current benefit eligible County employees who are new in the unit and who have  
15 more than 40 hours of sick leave may convert up to forty (40) hours from their sick leave balance into  
16 BT. Any remaining sick leave balance will convert into ESL. For such employees who have less  
17 than 40 hours of accrued sick leave, all sick leave accruals will be converted to BT time. Vacation  
18 leave balances will convert to BT.

19           D. Unless modified by a VEBA agreement employees who have successfully  
20 completed probation may cash-out a maximum of 480 hours of BT time upon leaving employment in  
21 good standing. Employees returning to regular service who resigned, were separated for non-  
22 disciplinary medical reasons or from layoff within two (2) years will have their ESL restored.

23           **5.7 Upon Retirement or Death**

24           Upon retirement from the County or death, an employee or their beneficiary shall be paid for  
25 up to four-hundred eighty (480) hours of accrued BT at one-hundred percent (100%) and for all  
26 accrued ESL at thirty-five percent (35%), unless modified by a VEBA agreement. Retirement as a  
27 result of length of service means an employee is eligible, applies for and begins drawing a pension  
28 from PERS or the city of Seattle Retirement Plan immediately upon terminating County



1 employment.

2 **5.8 Leave Donation**

3 Employees may donate BT and ESL to another employee in accordance with County  
4 guidelines for donation of vacation and sick leave, respectively, except that donated hours will accrue  
5 to the donee's appropriate leave bank and do not expire or return to the donor once accrued.

6 **ARTICLE 6: LEAVES OF ABSENCE WITH AND WITHOUT PAY**

7 **6.1 Leaves of Absence With Pay**

8 **A. Bereavement Leave.** In the event of death of a member of the employee's family,  
9 a benefit eligible employee will be granted three (3) days off with pay. In addition to the bereavement  
10 leave granted herein, a maximum of three (3) days ESL may be used with approval of the employee's  
11 supervisor. For purposes of this section, employee's family is defined as:

- 12 • Employee's spouse or domestic partner
- 13 • Children of the employee, employee's spouse or domestic partner
- 14 • Parents of the employee, employee's spouse or domestic partner
- 15 • Siblings
- 16 • Grandchildren
- 17 • Grandparents
- 18 • Son-in-law, daughter-in-law

19 **B. Jury Duty.** A benefit eligible employee called for jury duty may be allowed the  
20 necessary leave with pay not to exceed forty (40) hours per week. The employee should notify his/her  
21 supervisor immediately upon receiving notification of jury duty. As the employee will be paid by the  
22 County, compensation received from a jury function shall be submitted to the County. Any payment  
23 for travel expenses paid by the court will be retained by the employee. The employee shall make  
24 every effort to report to work in case of early excusal. This section does not apply when the employee  
25 is a plaintiff or defendant.

26 **C. Military Duty/Training Leave.** An employee who is a member of the  
27 Washington National Guard or any organized reserve of the Armed Forces of the United States, and is  
28 ordered to be on active training duty, shall be allowed twenty-one (21) work days of military leave

1 during each training year. The employee must present orders for active or inactive training duty to  
2 his/her supervisor prior to taking leave. The employee may receive military leave for weekend  
3 reservist duty.

4 **D. Executive Leave.** Employees covered by this Agreement who are benefit eligible  
5 and in salaried positions will receive three (3) days of Executive Leave per calendar year, prorated for  
6 a partial year. Up to seven (7) additional days per year, as provided in Executive Policy, may be  
7 granted at the discretion of the County.

8 **E. Military Family Leave.** As provided under RCW 49.77 employees whose spouse  
9 is a member of the United States armed forces, national guard, or reserves who has been notified of  
10 an impending call or order to active duty, or who has been deployed, or when the military spouse is  
11 on leave from deployment, shall be entitled to a total of fifteen (15) days of unpaid leave per  
12 deployment or the use of accrued paid leave. In addition, the National Defense Authorization Act  
13 (NDAA) amends the Family and Medical Leave Act (FMLA) by providing up to twelve (12) weeks  
14 of leave for "any qualifying exigency" and up to twenty six (26) weeks of FMLA leave to care for the  
15 serious health condition of an injured or ill covered service member. Leave for a "qualifying  
16 exigency" provides up to twelve (12) weeks of leave for one of eight (8) clearly defined reasons  
17 arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or  
18 has been notified of an impending call to active duty status. Military caregiver leave under the  
19 NDAA provides up to twenty six (26) weeks of leave, instead of the standard twelve (12) weeks, to  
20 care for the serious health condition of a covered service member who is recovering from an illness or  
21 injury sustained in the line of duty. Eligible family members for military caregiver leave include the  
22 spouse, son, daughter, parent, or next of kin of the injured covered service member. Leave under the  
23 NDAA continues to follow the same eligibility criteria, protections and benefits available under the  
24 FMLA law.

25 **F. Domestic Violence Leave.** Employees who are victims of or family members of  
26 victims of domestic violence, sexual assault, or stalking may take reasonable leave from work for  
27 legal or law-enforcement assistance, medical treatment or counseling as provided for under  
28 RCW 49.76. Employees may use any accrued leave for domestic violence leave, including sick

1 leave or other paid time off, compensatory time, or unpaid leave time. Employees eligible for this  
2 leave include a child, spouse, parent, parent-in-law, grandparent or person whom with the employee  
3 has a dating relationship.

#### 4 **6.2 Family and Medical Leave**

5 A. Up to eighteen (18) weeks of unpaid leave shall be granted to eligible employees  
6 for the employee's own serious health condition, or for family care, as provided by County Code.

7 B. The employee must exhaust all ESL prior to using unpaid leave for the employee's  
8 own health condition. Donated leave shall run concurrently with unpaid leave.

9 C. For a leave for family reasons, the employee shall choose at the beginning of the  
10 leave whether it will be paid or unpaid; when an employee chooses to take paid leave for family  
11 reasons, the employee may reserve up to 80 hours of ESL.

12 D. The County shall continue its contribution to health insurance during the 18 week  
13 period of unpaid leave.

#### 14 **6.3 Leaves of Absence Without Pay**

15 Benefit eligible employees may request a leave of absence without pay by presenting a written  
16 request to their immediate supervisor along with any supporting documentation. The decision to  
17 grant a leave of absence without pay shall be at the discretion of the County.

#### 18 **6.4 Return from Leave of Absence**

19 A. Regular employees wanting to return from a medical leave of absence, or who need  
20 to extend the leave of absence beyond the original return date, may be required to be examined by a  
21 physician of the County's choice and cost to determine the employee's right to either a continuing  
22 leave or work status.

23 B. Regular employees will be re-employed in their former classification at the end of  
24 the leave, provided the employee is able to perform the work. Seniority, ESL balance earned, and BT  
25 accrual rates based upon seniority established at the time of departure on leave of absence shall be  
26 restored when the employee returns to work.

27 C. No seniority or benefits will accrue while on a leave of absence without pay. In the  
28 case of a leave for the purpose of conducting Union business, employees granted leave will continue

1 to earn seniority.

2 **6.5 State Law**

3 To the extent that the Washington State Family Care Act (RCW 49.12.295) provides a greater  
4 benefit than the provisions of this Agreement, the Washington State law will apply.

5 **ARTICLE 7: MEDICAL, DENTAL & LIFE INSURANCE**

6 **7.1** The County presently participates in group medical, dental and life insurance programs.  
7 The County agrees to maintain the level of benefits as currently provided by these plans and pay  
8 premiums as currently practiced, during the life of this Agreement unless modified by the Joint Labor  
9 Management Insurance Committee.

10 **7.2** The County agrees to continue the Joint Labor Management Insurance Committee  
11 comprised of representatives from the County and its labor unions. The function of the Committee  
12 shall be to review, study and make recommendations relative to existing medical, dental and life  
13 insurance programs.

14 **7.3** The Union and County agree to incorporate changes to employee insurance benefits  
15 which the County may implement as a result of the agreement of the Joint Labor Management  
16 Insurance Committee.

17 **ARTICLE 8: WAGE RATES**

18 **8.1** The classifications and rates of pay for all employees in the bargaining unit are listed in  
19 Addendum A.

20 **8.2** Cost of Living Adjustments are pursuant to the Memorandum of Agreement attached to  
21 this Agreement and identified as Appendix A.

22 **8.3** Regular employees hired at Step 1 of the applicable pay range shall advance to Step 2 on  
23 the November 1 following successful completion of their probationary period provided they receive a  
24 satisfactory performance appraisal during the annual merit review process. Employees who are at  
25 Step 2 or above shall progress two (2) steps annually on November 1 provided they receive a  
26 satisfactory performance appraisal during the annual merit review process until reaching the top step  
27 of their salary range. Employees who are at Step 10 and receive an outstanding rating on their  
28 performance appraisal for two (2) consecutive calendar years shall be eligible for a merit increase of

1 five percent (5%), above Step 10. Beginning November 1, 2011, the merit increase for eligible  
2 employees will be no less than five percent (5%) above Step 10. This must be re-earned each year.

3 **8.4 Special Duty.**

4 An employee who is temporarily assigned in writing by his/her supervisor to perform the work  
5 of a higher-paying classification shall be paid the first step of the pay range of the existing higher-  
6 level job classification or to a pay step in the existing higher classification that provides an increase of  
7 approximately five percent (5%) above the former rate of pay, whichever is greater. Compensation  
8 for performing the work of a higher-paying classification may not exceed the top step of the new  
9 range unless the employee was receiving above Step 10 merit pay. In those instances, the pay may  
10 exceed the maximum of the new pay range by not more than five percent (5%) as long as the merit  
11 pay remains in effect. This provision is to be implemented consistent with County policy for special  
12 duty pay.

13 **8.5 Payroll System.** The parties agree the County has the right to implement a common  
14 biweekly payroll system, and standardize pay practices and Fair Labor Standards Act's work weeks.  
15 The parties agree that applicable provisions of the collective bargaining agreement may be re-opened  
16 at any time by the County for the purpose of negotiating standardized pay practices, to the extent  
17 required by law.

18 **ARTICLE 9: HOURS OF WORK**

19 **Schedules** - The establishment of work schedules is vested solely within the purview of the  
20 County and may be changed from time to time.

21 **Fair Labor Standards Act** - Employees covered by this bargaining unit are employed in a  
22 bona fide executive, administrative or professional capacity and are in turn exempt from overtime  
23 payments under the Federal Fair Labor Standards Act. Bargaining unit employees shall be covered  
24 under the King County Executive Leave Pay and Leave Practices for Executive Administration and  
25 Professional Employees policy and modifications thereto, and are expected to work the hours  
26 necessary to satisfactorily perform their jobs.

1 **ARTICLE 10: DISPUTE RESOLUTION PROCEDURES**

2           **10.1** The Union and the County recognize the importance of settling issues in a fair and  
3 responsible manner at the lowest possible level of supervision and to use conflict resolution methods  
4 whenever possible.

5           **10.2 Grievance Definition** - An issue raised by an employee regarding the interpretation  
6 and/or application of the express written terms of this Agreement. A grievance, to be timely, must be  
7 presented in writing to the employee's supervisor within ten (10) workdays of the occurrence or the  
8 employee's knowledge of the event. The grievance must contain a description of the event, when the  
9 event took place and/or when the employee had knowledge of the event, the Articles allegedly  
10 violated, and the remedy sought.

11           **10.3 Step 1** - The Division Director or designee shall have fifteen (15) workdays from the  
12 receipt of the grievance to address the issue with the employee. The Division Director shall respond  
13 to the grievance in writing within fifteen (15) workdays following the meeting with the employee.

14           **Step 2** - If the grievance is not resolved, it may be referred in writing within ten (10)  
15 workdays following the date of the Division Director's decision to the Director of Labor Relations  
16 /designee. If the grievance is not pursued to arbitration within the twenty (20) workdays of the  
17 Director of Labor Relations/designee's response, it shall be presumed resolved.

18           **Step 3** - If the grievance is not resolved in Steps 1 or 2, the grievance may be submitted  
19 to arbitration within twenty (20) working days of the date of response provided in Step 2 or the date  
20 by which such decision is due, if no decision is issued. Failure to seek arbitration within 20 days will  
21 result in the dismissal of the grievance.

22           **10.4 Arbitration**

23           **A.** Should arbitration be necessary either after an attempt to mediate the dispute or  
24 directly after Step 2, the Parties shall select a third disinterested party to serve as an arbitrator. In the  
25 event that the parties are unable to agree upon an arbitrator, then the arbitrator shall be selected from a  
26 panel of arbitrators furnished by the Federal Mediation and Conciliation Service or the Public  
27 Employment Relations Commission, whichever source is mutually acceptable. The arbitrator will be  
28 selected from the list by both the County representative and the Union, each alternately striking a

1 name from the list until only one name remains. The party to strike first shall be determined by a coin  
2 toss. The arbitrator under voluntary labor arbitration rules of the American Arbitration Association  
3 shall be asked to render a decision promptly and the decision of the arbitrator shall be final and  
4 binding on both parties.

5           B. No matter may be arbitrated which the County, by law, has no authority over, nor  
6 authority to change, or has been delegated to any civil service commission or personnel board as  
7 defined in RCW 41.56.

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

11           D. The arbitrator's fee and expenses shall be borne equally by both parties. The fee  
12 for any court reporter for a verbatim record of any proceeding shall be borne by the party requesting  
13 same unless otherwise mutually agreed. A copy of any record shall be made available to the other  
14 party at cost. Each party shall bear the cost of its presentation, including attorney's fees, regardless of  
15 the outcome.

16           E. There shall be no strikes, cessation of work or lockout during such conferences or  
17 arbitration. The parties may utilize mediation upon mutual agreement at any step of the grievance  
18 process.

19           **10.5** Time limits may be extended by mutual agreement.

20           **10.6** Temporary employees are employed at will and cannot use the procedures under the  
21 Article to grieve or otherwise appeal discipline or a job separation of any kind.

22 **ARTICLE 11: SENIORITY AND JOB SECURITY**

23           With respect to layoff and recall of regular employees, the County will layoff by inverse  
24 seniority and recall in order of seniority with the job classification affected, provided that the regular  
25 employee in question has the specific qualifications and demonstrated abilities to perform the work at  
26 issue. The County and the Union recognize that the nature of work performed by members of this  
27 bargaining unit is typically very specific to the position and not easily transferable even within  
28 classifications, so it is unlikely that bumping or recall procedures would apply.

1 **ARTICLE 12: MISCELLANEOUS AND SPECIAL CONDITIONS**

2 **12.1 Special Pay**

3 **A. License and Tuition Reimbursement** - Employees required to have special  
4 licenses and/or required to attend seminars/outside courses of study that relate to business needs and  
5 are approved in advance will be reimbursed.

6 **B. Certification Pay** - Employees with the following certifications will receive the  
7 corresponding amount monthly, up to a maximum of \$200 per month, provided that the certification  
8 is directly applicable to their position. Employees must provide at least bi-annual documentation of a  
9 certification to receive compensation, or annually if certification requires annual renewal.

10 Membership in an organization does not qualify an employee for compensation.

11	WA State registered Professional Engineer:	\$100
12	State of WA DOE Wastewater Group IV Certification:	\$50
13	Project Management Professional:	\$50
14	CMI Construction Manager:	\$50
15	Certified Cost Consultant/Certified Cost Engineer	\$50

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17 **12.2 Vehicle Usage Reimbursement** - Employees who are required and are authorized to use  
18 their own vehicles on the County's business shall be reimbursed at the rate established by Council.

19 **12.3 Personnel Files** - The employee or his/her representative (if the employee so authorizes  
20 in writing) may examine the employee's personnel file. Employees may request that a document be  
21 removed from their personnel file in accordance with established division procedures and policy.

22 **12.4 Performance Evaluation/Development Review**

23 **A.** The County shall maintain a system of employee performance  
24 evaluations/development reviews designed to give a fair evaluation of the work performed by the  
25 employee and to guide the professional development of the employee to meet business and individual  
26 needs.

27 **B.** A copy of the final evaluation will be provided to the employee, and a copy will be  
28 placed in the employee's permanent personnel file. The employee will be given an opportunity



1 within thirty (30) days of the evaluation to attach comments to the evaluation in the personnel file.

2 C. An employee may appeal the evaluation to the next level of supervision above the  
3 person who did the evaluation, if he/she disagrees with the ratings.

4 **12.5 Legal Counsel** - Employees named as a defendant in a civil action arising out of the  
5 performance of the employee's duties shall be provided legal representation and indemnification in  
6 accordance with the provisions of County Code.

7 **12.6 Drug Free Workplace** - The Union agrees to comply with all applicable federal, state  
8 and County regulations and ordinances with regard to the drug free workplace. When available, a  
9 second supervisor will observe the behavior that warrants a reasonable suspicion test and will  
10 complete related forms in accordance with the County's drug and alcohol policy.

11 **12.7 Equal Employment Opportunity** - The County or the Union shall not unlawfully  
12 discriminate in employment on the basis of race, color, religious affiliation, national origin, age,  
13 marital status, sex, sexual orientation, gender identity or expression, or on the presence of a disability,  
14 except as otherwise provided by law. Allegations of violations of this Section cannot be pursued to  
15 arbitration under Article 10.

16 **12.8 Training** - Compensation for time in training and costs of training, such as tuition, for  
17 career enhancement shall be granted in accordance with the Division training policy.

18 **12.9** Regular employees cannot be disciplined or discharged except by just cause.  
19 Counseling and letters of expectation are not considered discipline. Temporary employees are  
20 employed at will and can be disciplined or discharged without cause.

21 **12.10 Probationary Period**

22 The first six (6) months of employment for a regular position shall be a probationary period  
23 for all regular employees. During this period a probationary employee may be terminated or have  
24 his/her probationary period extended without recourse to the Dispute Resolution Procedure in Article  
25 10. If the probation period is to be extended, written notice of the extension must be given to the  
26 employee and the Union prior to the end of the probationary period.

27 **12.11 Trial Service Period**

28 All regular employees promoted or transferred to a different classification within the

1 bargaining unit shall serve a six (6) month trial service period. An employee who does not  
2 successfully complete the trial service period in a position to which he or she had been promoted or  
3 transferred may be restored to his or her former position unless the employee's failure to successfully  
4 complete the trial service period is due to being terminated for misconduct. Such restoration is not  
5 mandatory, but is optional at the discretion of the appointing authority.

6 **ARTICLE 13: SAVINGS CLAUSE**

7 A. Should any section of this Agreement or any addenda thereto be held invalid by operation  
8 of law or by any tribunal of competent jurisdiction, or should compliance with or enforcement of any  
9 provision be restrained by such tribunal, the remainder of this Agreement and addenda shall not be  
10 affected thereby.

11 B. It is intended that this Agreement and the County's established personnel policies, rules,  
12 and regulations be complementary. Wherever the personnel policies, rules, and regulations are not in  
13 conflict with this Agreement, their provisions shall be applicable to employees in the bargaining unit.  
14 Wherever a conflict may arise between said personnel policies, rules, and regulations, and this  
15 Agreement, the provisions of the Agreement shall control.

16 **ARTICLE 14: WAIVER AND COMPLETE AGREEMENT**

17 **Waiver.**

18 A. The Agreement expressed herein in writing constitutes the entire Agreement  
19 between the parties and no express or implied or oral statements shall add to or supersede any of its  
20 provisions.

21 B. The parties acknowledge that during the negotiations which resulted in this  
22 Agreement, each had the unlimited right and opportunity to make demands and proposals with  
23 respect to any subject or matter appropriate for collective bargaining, and that the understanding and  
24 agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this  
25 Agreement.

26 C. Should the parties agree to amend or supplement the terms of this Agreement, such  
27 amendments or supplements shall be in writing. No binding agreements, including but not limited to  
28 memorandums of understanding, side letters, etc., involving the day-to-day administration of the

1 collective bargaining agreement or the bargaining relationships will be entered into with the  
2 bargaining representative without the authorization of the Labor Relations Director or his/her  
3 designee.

4 **ARTICLE 15: WESTERN CONFERENCE OF TEAMSTERS PENSION TRUST**

5 **15.1 Contribution.** The County shall pay \$2.00 (two dollars) to the Western Conference of  
6 Teamsters Pension Trust Fund on account of each member of the bargaining unit in accordance with  
7 the Parties' pension agreements.

8 **15.2 Wage Reduction.** All bargaining unit employees shall have their wage rate reduced by  
9 the amount of the County's contribution on the employee's behalf pursuant to Section 15.1, above.

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1 **ARTICLE 16: DURATION**

2 The provisions of this Agreement shall become effective when ratified by the parties, and  
3 covers the period from July 1, 2010, through December 31, 2014. Negotiations for a successor  
4 contract may be initiated by either party by June 30, 2014 upon written notice.

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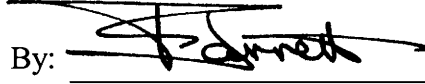
APPROVED this 15<sup>th</sup> day of November, 2012.

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By: 

King County Executive

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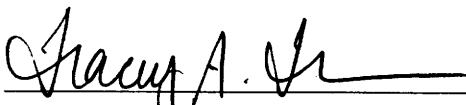
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Teamsters Local Union No. 117, International  
Brotherhood of Teamsters

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Tracey A. Thompson  
Secretary-Treasurer

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