



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**June 25, 2012**

**Ordinance 17358**

**Proposed No.** 2012-0192.1

**Sponsors** Ferguson, Phillips and Lambert

1 AN ORDINANCE approving and adopting the collective  
2 bargaining agreement negotiated by and between King  
3 County and Washington State Council of County and City  
4 Employees, Council 2, Local 1652M (WorkSource)  
5 representing employees in the department of community  
6 and human services; and establishing the effective date of  
7 said agreement.

8 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

9 SECTION 1. The collective bargaining agreement negotiated by and between  
10 King County and Washington State Council of County and City Employees, Council 2,  
11 Local 1652M (WorkSource) representing employees in the department of community and  
12 human services and attached hereto is hereby approved and adopted by this reference  
13 made a part hereof.

14            SECTION 2. Terms and conditions of said agreement shall be effective from  
15            January 1, 2010, through and including December 31, 2014.  
16

Ordinance 17358 was introduced on 5/21/2012 and passed by the Metropolitan King  
County Council on 6/25/2012, by the following vote:

Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Patterson,  
Ms. Lambert, Mr. Ferguson, Mr. Dunn and Mr. McDermott  
No: 0  
Excused: 1 - Ms. Hague

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



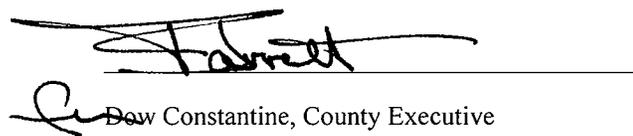
Larry Gossett, Chair

ATTEST:

          Anne            
Anne Noris, Clerk of the Council

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CLERK  
KING COUNTY COUNCIL

APPROVED this 5 day of July, 2012.



Dow Constantine, County Executive

**Attachments:** A. Agreement, B. Addendum A

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**AGREEMENT BETWEEN**  
**WASHINGTON STATE COUNCIL OF**  
**COUNTY AND CITY EMPLOYEES, LOCAL 1652-M**  
**AND**  
**KING COUNTY**

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1 **ARTICLE 1: RECOGNITION**

2 Section 1.1. This Agreement is between King County (herein after called the County) and the  
3 Washington State Council of County and City Employees, Local 1652-M (hereinafter called the  
4 Union) for the purpose of setting forth the mutual understanding of the parties as to wages, hours, and  
5 other conditions of employment of those employees for whom the County has recognized the Union  
6 as the exclusive collective bargaining representative.

7 Section 1.2. The County recognizes the Union as the exclusive bargaining representative for  
8 all probationary, regular full-time, regular part-time, temporary and term-limited temporary  
9 employees as defined in the King County Personnel Guidelines whose job classifications are listed in  
10 Addendum A of this Agreement and who are employed in the Dislocated Worker Program in the  
11 Community Services Division of the Department of Community and Human Services.

12 Section 1.3. The County agrees to provide the Union with a copy of the specifications for any  
13 proposed new job classification for work performed by members of the bargaining unit. If the  
14 County and the Union are unable to agree whether such new classification should be included within  
15 the bargaining unit, the matter will be submitted to the Public Employment Relations Commission for  
16 a decision.

17 **ARTICLE 2: MEMBERSHIP AND DUES**

18 Section 2.1. The County agrees to deduct from the paycheck of each employee, who has so  
19 authorized it, the regular monthly dues or service fee to the Union. The amount deducted shall be  
20 transmitted monthly to the Union on behalf of the employees involved. Authorization by the  
21 employee shall be on a form approved by the parties to this Agreement and may be revoked by the  
22 employee upon sixty (60) days written notice to the County with a copy to the Union.

23 Section 2.1.1. The Union will indemnify, defend and hold the County harmless against any  
24 claims made and against any suit instituted against the County on account of any dues deduction for  
25 the Union. The Union agrees to refund to the employee any amounts paid to him/her in error on  
26 account of the dues deduction provision upon presentation of proper evidence thereof.

27 Section 2.2. It shall be a condition of employment that each employee covered by this  
28 Agreement who is or who becomes a member of the Union shall remain a member of same during the

*Washington State Council of County and City Employees, Council 2, Local 1652M; WorkSource - Department of  
Community and Human Services*

*January 1, 2010 through December 31, 2014*

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1 term of this Agreement.

2       **Section 2.3.** It shall also be a condition of employment that each employee currently covered  
3 by this Agreement who is not a member of the Union shall within thirty (30) days of the signing of  
4 this Agreement either join the Union or contribute a service fee equivalent to the regular monthly  
5 dues of the Union to the Union; and any employee hired or permanently assigned into the bargaining  
6 unit covered by this Agreement shall on or before the thirtieth (30th) day following the beginning of  
7 such employment either join the Union or contribute a service fee equivalent to the regular monthly  
8 dues of the Union to the Union.

9       **Section 2.3.1.** In accordance with RCW 41.56.122, employees covered by this Agreement  
10 who are forbidden from joining a Union by bona fide religious beliefs, or tenets or teachings of a  
11 church or religious body, shall contribute an amount equivalent to regular Union dues and initiation  
12 fees to a non religious charity or to another charitable organization mutually agreed upon by the  
13 employee affected and the Union.

14       **Section 2.3.2.** When an employee fails to fulfill the above obligation, the Union shall provide  
15 the employee and the County with thirty (30) days notification of the Union's intent to request the  
16 County to initiate discharge action and during this period the employee may make restitution in the  
17 amount which is overdue. If an employee has not fulfilled the Union security obligation as described  
18 in Article 2, Sections 2.2., 2.3. or 2.3.1. by the end of the applicable discharge notification period, the  
19 Union shall thereafter notify the County in writing, with a copy to the affected employee, of such  
20 employee's failure to abide by Article 2, Sections 2.2., 2.3. or 2.3.1. In this notice the Union shall  
21 specifically request discharge of the employee for failure to abide by the terms of the Labor  
22 Agreement between the County and the Union. Upon receipt of the Union's written request, the  
23 County shall immediately discharge said employee in accordance with this Article. The Union agrees  
24 to indemnify and hold the County harmless from any and all liabilities resulting from the County's  
25 discharge of any employee pursuant to this Article.

26       **Section 2.3.3.** The County agrees to deduct from the paycheck of each employee who has so  
27 authorized a payment to the Union political action fund (PEOPLE). Authorization shall be on a form  
28 approved by the County. The Union agrees to indemnify, defend, and hold the County harmless

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1 against any liabilities resulting from deduction of payments to PEOPLE fund.

2 **Section 2.4.** The following types of employees are covered under this Agreement:

3 **A. Full-Time Regular Employee:** An employee who is appointed to a budgeted  
4 career service position to work in other than a temporary status for forty (40) hours per week, and is  
5 not serving a probationary period.

6 **B. Part-Time Regular Employee:** An employee who is appointed to a budgeted  
7 career service position to work on other than a temporary status for at least twenty (20) hours but less  
8 than forty (40) hours per week, and is not serving a probationary period.

9 **C. Temporary Employee:** An employee hired when additional work requires a  
10 temporarily augmented work force, or in the event of an emergency, or to fill in for the absence of a  
11 regular employee, or to fill a vacancy in a regular career service position for a short period while said  
12 position is waiting to be filled by a regular employee, and works less than 1040 hours in a calendar  
13 year.

14 **D. Term-Limited Temporary Employee:** A temporary employee who is employed  
15 in a term-limited temporary position with work related to a specific grant, capital improvement  
16 project, information systems technology project, or other non-routine, substantial body of work, or  
17 placed in a regular position to back fill during a career service employee's absence such as extended  
18 leave or assignment to a time-limited project, for a period greater than six months. Term-limited  
19 temporary employees are not members of the career service, and may not be employed in term-  
20 limited temporary positions longer than three years from the date of hire unless extended for up to  
21 five years as provided in the King County Code.

22 **E. Probationary Employee:** An employee appointed to a regular career service  
23 position who is serving a probationary period as provided in Article 17 of this Agreement.

24 **F. Provisional Employee:** An employee appointed to a regular career service  
25 position in the absence of a list of certified candidates. Provisional appointments are limited to six  
26 months. Provisional employees are considered to be temporary employees.

27 **Section 2.5.** Temporary employees shall be paid for all hours worked at the first pay step of  
28 the hourly rate of pay set forth in Addendum A covering the classification of work in which he/she is

1 employed. Any exception must be approved in writing by the appropriate County management  
 2 official, with notice to the Union.

3 **Section 2.6.** The Employer shall not use temporary or term-limited temporary employees to  
 4 supplant regular career service positions in the bargaining unit.

5 **ARTICLE 3: RIGHTS OF MANAGEMENT**

6 **Section 3.1.** The right to hire, promote, discipline and discharge for cause, improve  
 7 efficiency, determine the work schedules and location of County headquarters are examples of  
 8 management prerogatives. It is also understood that the County retains its right to manage and  
 9 operate its business, at its discretion, except as may be limited by an express provision of this  
 10 Agreement.

11 **Section 3.2.** Delivery of public services in the most efficient, effective and courteous manner  
 12 is of paramount importance to the County and, employees covered by this Agreement. In order to  
 13 achieve this goal, the parties hereby recognize the County's right to determine the methods,  
 14 processes, and means of providing public services, including the introduction of any and all new,  
 15 improved or automated methods of equipment, the assignment of employees to specific jobs, the  
 16 determination of job content and/or job duties and the combination or consolidation of jobs.

17 **Section 3.3.** There will be no discipline of a non-probationary career service employee  
 18 except for just cause. Where appropriate the County will apply the principle of progressive discipline.  
 19 Disciplinary actions are: oral or written reprimand, suspension without pay, demotion, reduction in  
 20 pay, and discharge. The primary objective of any disciplinary action shall be to improve the  
 21 performance, increase efficiency, or correct the behavior of the employee, and the action taken will  
 22 depend on the nature and severity of the offense. Oral warnings, coaching or counseling sessions are  
 23 non-disciplinary communications, and as such are not grievable.

24 **Section 3.4.** Temporary and term-limited temporary employees are employed at will;  
 25 however, the County acknowledges that it may often be appropriate to address minor infractions and  
 26 performance deficiencies with corrective actions rather than dismissal.

27 **Section 3.5.** The County may implement a bi-weekly payroll period for employees  
 28 represented by the Union. If the County decides to implement a bi-weekly payroll, the County agrees

1 to provide reasonable advance notice and an opportunity to bargain the effects of such  
2 implementation.

3 **ARTICLE 4: NON-DISCRIMINATION**

4       **Section 4.1.** The County and the Union agree that all terms and conditions of employment  
5 included in the Agreement shall be administered and applied in a manner that is nondiscriminatory  
6 under federal or state law or County ordinance, which prohibit discrimination on the basis of one or  
7 all of the following: race, color, age, sex, marital status, sexual orientation, political ideology, creed,  
8 religion, ancestry, national origin, or disability. Disputes under this article shall be pursued through  
9 appropriate equal employment opportunity agencies of the federal, state, or county government rather  
10 than through the contract grievance procedure.

11 **ARTICLE 5: LABOR MANAGEMENT COMMITTEE**

12       **Section 5.1.** The County and the Union agree to establish a Labor-Management Committee.  
13 The purpose of this Committee is to deal with matters of general concern to the Union and the  
14 County, as opposed to an individual complaint affecting an individual employee; provided, however,  
15 it is understood that the Labor-Management Committee shall function in a consultative capacity.  
16 Either the Union or the County may initiate discussion of any subject of a general nature affecting  
17 employees covered by this Agreement. The Union shall be entitled to appoint up to three members of  
18 the bargaining unit as Labor-Management Committee representatives, and a staff representative of  
19 the Union. The County's representatives shall include a representative from the Office of Labor  
20 Relations, and up to three additional members designated by the Community Services Division  
21 Director, Department of Community and Human Services.

22       **Section 5.2.** The Labor-Management Committee shall be scheduled to meet at least quarterly,  
23 or more frequently by agreement of the County and Union. The Committee may adopt ground rules  
24 to govern its operations.

25 **ARTICLE 6: GRIEVANCE PROCEDURE**

26       **Section 6.1.** For the purposes of this Agreement the term "grievance" means an alleged  
27 violation of any of the express terms of this Agreement.

28       **Section 6.1.1.** Every effort will be made to resolve a dispute between an employee and the

1 County at the lowest possible level of supervision prior to the filing of a grievance.

2 **Section 6.1.2.** Employees will be unimpeded and free from restraint, interference, coercion,  
3 discrimination, or reprisal in seeking adjudication of their grievance; provided, however, under no  
4 circumstances shall employees interfere with orders of, or directions from the County, except where  
5 an obvious safety hazard or legal violation exists.

6 **Section 6.2.** A grievance in the interest of a group of the employees in the bargaining unit  
7 shall be reduced to writing by the Union and may be introduced at Step 2 of the grievance procedure  
8 and be processed within the time limits set forth herein. Grievances shall be filed at the step in which  
9 there is authority to adjudicate such grievance. A grievance of a suspension, demotion, reduction of  
10 pay or discharge for cause shall be initiated at Step 3 of this procedure.

11 **Section 6.3.** If at any step in the grievance procedure, management's answer in writing is  
12 unsatisfactory, the Union's reason for non-acceptance must be presented in writing.

13 **Section 6.4.** Any time limits for the grievance procedure may be extended for stated periods  
14 of time by the appropriate parties by mutual agreement in writing, with copies to the Union and the  
15 County's Director of Labor Relations or designee.

16 **Section 6.5.** Failure by an employee or the Union to comply with any time limitation of the  
17 procedure in this Article shall constitute withdrawal of the grievance; provided, however, any time  
18 limits stipulated in the grievance procedure may be extended for stated periods of time by the Union  
19 official or designee and Management by mutual agreement in writing. Failure by the County to  
20 comply with any time limitation of the procedure in this Article shall allow the Union to proceed to  
21 the next step without waiting for the County to reply at the previous step, except that employees may  
22 not process a grievance beyond Step 3.

23 **Section 6.6.** Arbitration awards or grievance settlements shall not be made retroactive  
24 beyond the date of the occurrence or nonoccurrence upon which the grievance is based, that date  
25 being thirty (30) calendar days or less prior to the initial filing of the grievance.

26 **Section 6.7.** A grievance shall be processed in accordance with the following procedure:

27 **Step 1.** - An employee shall first discuss an issue believed to be a grievance with  
28 his/her supervisor within thirty (30) calendar days of the alleged violation. A supervisor may request

1 a meeting to discuss the grievance further or investigate the matter and respond verbally or in writing  
2 within fifteen (15) calendar days after the employee submits the grievance. It shall be the intent that  
3 grievances shall be resolved at this stage promptly.

4           **Step 2.** - If the grievance is not resolved as provided in Step 1, it shall be reduced to  
5 written form that shall include identification of the Sections(s) of the Agreement allegedly violated,  
6 the violation, and the remedy sought. The Union President or designee shall forward the written  
7 grievance to the Division Director with a copy to the supervisor within fifteen (15) calendar days of  
8 the Step 1 response. The Division Director or designee shall either respond to the grievance in  
9 writing within fifteen (15) calendar days and/or convene a meeting within fifteen (15) calendar days  
10 if, mutually agreeable between the Union official and Management. The Division Director or  
11 designee shall give a written response to the Union within fifteen (15) calendar days after the contract  
12 grievance meeting.

13           **Step 3.** - If the grievance is not resolved as provided in Step 2 above, or if the  
14 grievance is initially submitted at Step 3 pursuant to Section 6.2 above, the written grievance defined  
15 in the same manner as provided in Step 2 shall be forwarded within fifteen (15) calendar days after  
16 the Step 2 response to the Director of Labor Relations or designee, with a copy to the appropriate  
17 department manager. The Director of Labor Relations or his/her designee shall investigate the  
18 alleged grievance and, if deemed appropriate, he/she shall contact the Union within fifteen (15)  
19 calendar days to convene a meeting between the Union official or designee and Management at a  
20 mutually acceptable date. He/she shall thereafter make a decision in writing fifteen (15) calendar  
21 days after receipt of the grievance or the meeting between the parties.

22           **Step 4.** - If the grievance is not resolved as provided in Step 3 above, the Union may  
23 refer the grievance to arbitration, except that disciplinary actions (as set forth in Section 6.2. above)  
24 against other than non-probationary career service employees shall not be subject to arbitration.

25           If arbitration is pursued, the Union must notify the County's Director of Labor Relations or  
26 designee of the referral to arbitration within thirty (30) calendar days after the County's response or  
27 failure to respond in Step 3. The notice shall include the following information: identification of  
28 Section(s) of Agreement allegedly violated; nature of alleged violation; question(s) which the

1 arbitrator is being asked to decide; and remedy sought. The Union and County may agree on an  
2 arbitrator, or, if unable to agree, the parties will request an arbitrator from the Washington State  
3 Public Employment Relations Commission (PERC) the American Arbitration Association (AAA), or  
4 the Federal Mediation and Conciliation Service (FMCS).

5 Prior to submitting a grievance to arbitration, the parties may agree to request the assistance  
6 of a mutually acceptable, third party to act as mediator. The mediator will serve as a neutral  
7 facilitator to assist the parties in a resolution of the grievance, and will have no authority to impose a  
8 resolution on the Union or the County. If mediation is not successful, either party may pursue  
9 arbitration as provided above, within thirty (30) calendar days after mediation is concluded.

10 **Section 6.8.** The parties shall abide by the award made in connection with any arbitrable  
11 difference. There shall be no suspension of work, slowdown, or curtailment of services while any  
12 difference is in process of adjustment or arbitration.

13 **Section 6.9.** In connection with any arbitration proceeding held pursuant to this Agreement, it  
14 is understood as follows:

15 1. The arbitrator shall have no power to render a decision that will add to, subtract  
16 from or alter, change, or modify the terms of this Agreement, and his/her power shall be limited to  
17 interpretation or application of the express terms of this Agreement, and all other matters shall be  
18 excluded from arbitration.

19 2. The decision of the arbitrator shall be final, conclusive and binding upon the  
20 County, the Union, and the employees involved.

21 3. The cost of the arbitrator shall be borne equally by the County and the Union, and  
22 each party shall bear the cost of presenting its own case. Regardless of the outcome of the  
23 arbitration, each party shall bear the costs of its own legal representation.

24 4. The arbitrator's decision shall be made in writing and every effort shall be made to  
25 issue that decision to the parties within thirty (30) calendar days after the case is submitted to the  
26 arbitrator.

1 **ARTICLE 7: WORK STOPPAGE**

2       **Section 7.1.** The County and the Union agree that the public interest requires the efficient  
3 and uninterrupted performance of all County services, and to this end pledge their best efforts to  
4 avoid or eliminate any conduct contrary to this objective. During the term of this Agreement, the  
5 Union and/or the employees covered by this Agreement shall not cause or engage in any work  
6 stoppage, strike, slowdown or other interference with County functions.

7       **Section 7.2.** If the County disciplines an employee pursuant to this Article and there is a  
8 disagreement between the Union and the County as to whether or not the employee did in fact engage  
9 in the activities prohibited under Section 7.1 above, the Union may initiate a grievance regarding said  
10 disagreement at Step 3 of the grievance procedure enumerated in Article 6 of this Agreement.

11       **Section 7.3.** Prior to disciplining an employee pursuant to this Article, the County shall  
12 notify the Union of such action in writing.

13 **ARTICLE 8: CLASSIFICATIONS AND RATES OF PAY**

14       **Section 8.1.** The classifications of employees covered under this Agreement and the  
15 corresponding rates of pay are set forth in Addendum A, which is attached hereto and made a part of  
16 this Agreement.

17       **Section 8.2.** Effective January 1, 2010, the salary in effect on December 31, 2009, for each  
18 employee in the bargaining unit shall be increased by ninety percent (90%) of the CPI-W (September  
19 to September) for All U.S. Cities. In no event shall such increase be less than a minimum of two  
20 percent (2%) nor greater than a maximum of six percent (6%).

21       **Section 8.3.** Effective January 1, 2011, the wage rates in effect the previous December 31 for  
22 all employees shall remain as represented in Addendum A and consistent with the 2010 King County  
23 10 Step Hourly Squared Table as represented by the 2011 King County Squared Table.

24       **Section 8.4.** Effective January 1, 2012, employees shall be eligible to receive 90% of the  
25 annual average growth rate of the bi-monthly Seattle-Tacoma-Bremerton Area Consumer Price index  
26 for Urban Wage Earners and Clerical Workers (CPI-W, July of the previous year to June of the  
27 current year). Zero percent (0%) floor and no ceiling.

28       **Section 8.5.** Effective January 1, 2013, employees shall be eligible to receive 95% of the

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1 annual average growth rate of the bi-monthly Seattle-Tacoma-Bremerton Area Consumer Price index  
2 for Urban Wage Earners and Clerical Workers (CPI-W, July of the previous year to June of the  
3 current year). Zero percent (0%) floor and no ceiling.

4 **Section 8.6.** Effective January 1, 2014, employees shall be eligible to receive 95% of the  
5 annual average growth rate of the bi-monthly Seattle-Tacoma-Bremerton Area Consumer Price index  
6 for Urban Wage Earners and Clerical Workers (CPI-W, July of the previous year to June of the  
7 current year). Zero percent (0%) floor and no ceiling.

8 **Section 8.7. Economic and Fiscal Conditions Reopener.** The parties agree when  
9 significant shifts in economic and fiscal conditions occur during the term of this agreement, the  
10 parties agree to reopen negotiations for COLA when triggered by either an increase in the King  
11 County unemployment rate of more than 2 percentage points compared with the previous year or a  
12 decline of more than 7%, in County retail sales as determined by comparing current year to previous  
13 year. Data will be derived from Washington State Department of Revenue. By no later than  
14 July 30th of each year of this agreement, the County will assess whether the economic measurements  
15 listed above trigger contract reopeners on COLA for the subsequent year.

16 **Section 8.8.** In the event the "Consumer Price Index" becomes unavailable for purposes of  
17 computing the aforementioned percentage increase, the parties agree to promptly undertake  
18 negotiations solely with respect to agreeing upon a substitute formula for determining a comparable  
19 cost of living adjustment.

20 **Section 8.9. Work Outside of Classification:** When an employee is assigned in writing by  
21 the County to assume the duties and accept the responsibilities of a higher paid classification for not  
22 less than five (5) working days, he/she shall be paid at the first pay step of the higher classification, or  
23 at the step which represents an increase of two steps above the employee's current base rate of pay  
24 (approximately five percent), whichever is greater, for all continuous time so worked retroactive to  
25 the first day of the continuous assignment, but not to exceed the top step of the salary range.  
26 Employees will continue to accrue seniority in the regular classification for purposes of application to  
27 Article 18 of this Agreement.

28 **Section 8.10.** Upon successful completion of a probationary period, employees who were

1 placed at the first step of the salary range upon appointment shall advance to the next higher step of  
2 the range. Employees who were placed on Step 2 or higher may at the discretion of management  
3 advance to the next higher step, not to exceed the top step.

4 **Section 8.11.** On January 1 of each year, non-probationary regular employees with  
5 satisfactory job performance, who are not at the top step, shall advance to the next higher step of the  
6 salary range. Term-limited temporary employees with at least six months satisfactory service may be  
7 advanced to the next higher step on January 1 at the discretion of management.

8 **Section 8.12.** If the County intends to revise class specifications or create new class  
9 specifications for work performed by employees covered by this Agreement, the County will notify  
10 the union and provide an opportunity to negotiate the effects of such changes.

11 **Section 8.13.** Employees may submit a Position Description Questionnaire (PDQ) and  
12 request a review of their position allocation, if the position was reviewed not less than twelve months  
13 prior to the date the employee submits the PDQ.

14 **ARTICLE 9: HOLIDAYS**

15 **Section 9.1.** Employees covered by this Labor Agreement shall be eligible for holidays with  
16 pay as provided by King County Code 3.12.230. Should King County Code be revised, the Union  
17 shall be advised of such revision and if after bargaining regarding the revision, the Union wishes to  
18 adopt such revision, it shall become part of the Labor Agreement. The King County Code provides  
19 as follows:

20 a) Regular, probationary, provisional and term-limited temporary employees shall be  
21 granted the following holidays with pay:

New Year's Day	January 1st
Martin Luther King Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th

Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	
Christmas Day	December 25th
Two (2) Personal Holidays	

and any special or limited holidays as declared by the president or governor, and as approved by the Metropolitan King County Council.

**Section 9.2.** For holidays falling on a Saturday, the Friday before shall be a paid holiday. For holidays falling on a Sunday, the Monday following shall be a paid holiday.

**Section 9.3.** Personal holidays shall be administered through the vacation plan. One (1) day shall be available for use on the first of October and one (1) on the first day of November each year.

**Section 9.4.** In addition to the aforementioned holiday benefits provided in King County Code 3.12.230, this Labor Agreement shall provide for the following:

a) Holidays paid for but not worked shall be recognized as time worked for overtime-eligible employees for the purpose of determining weekly overtime.

b) An employee must be in a pay status, either the employee's scheduled work day before, or employee's scheduled working day after a holiday in order to receive holiday pay. An employee leaving County employment the day prior to the holiday shall not receive holiday pay.

c) Employees who are required to work on a holiday shall be paid at the overtime rate in addition to the regular holiday pay.

**ARTICLE 10: VACATIONS**

**Section 10.1.** Employees covered by this Labor Agreement shall be eligible for vacations with pay as provided by King County Code 3.12.190. Should King County Code be revised, the Union shall be advised of such revision and if after bargaining regarding the revision, the Union wishes to adopt such revision, it shall become part of the Labor Agreement. The King County Code provides as follows:

1 a) Regular, probationary, provisional and term-limited temporary employees shall  
 2 accrue vacation leave for each hour in regular pay status exclusive of overtime as described in the  
 3 following table:

Full Years of Service	Maximum Total Days
Upon hire through end of Year 5	12
Upon beginning of Year 6	15
Upon beginning of Year 9	16
Upon beginning of Year 11	20
Upon beginning of Year 17	21
Upon beginning of Year 18	22
Upon beginning of Year 19	23
Upon beginning of Year 20	24
Upon beginning of Year 21	25
Upon beginning of Year 22	26
Upon beginning of Year 23	27
Upon beginning of Year 24	28
Upon beginning of Year 25	29
Upon beginning of Year 26 and beyond	30

21 b) Employees eligible for leave shall accrue vacation leave from their date of hire in a  
 22 leave eligible position.

23 c) Employees eligible for leave shall not be eligible to take or be paid for vacation  
 24 leave until they have successfully completed their first six (6) months of County service in a leave  
 25 eligible position, and if they leave County employment prior to successfully completing their first six  
 26 (6) months of County service, shall forfeit and not be paid for accrued vacation leave. The terms of  
 27 this provision do not apply to employees taking accrued leave for a qualifying event under the  
 28 Washington Family Care Act.

1 d) Employees eligible for leave shall be paid for accrued vacation leave to their date  
 2 of separation up to the maximum accrual amount if they have successfully completed their first six  
 3 months of County service. Payment shall be the accrued vacation leave multiplied by the employee's  
 4 regular base rate of pay in effect upon the date of leaving County employment less mandatory  
 5 withholdings.

6 e) Employees eligible for leave shall not use or be paid for vacation leave until it has  
 7 accrued and such use or payment is consistent with the provisions of this Article.

8 f) No employee eligible for leave shall work for compensation for the County in any  
 9 capacity during the time that the employee is on vacation leave.

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

15 h) If an employee resigns from a full-time regular or part-time regular position or is  
 16 laid off and subsequently returns to County employment within two years from such resignation or  
 17 layoff, as applicable, the employee's prior County service shall be counted in determining the  
 18 vacation leave accrual rate under Section 10.1.a.

19 **Section 10.2.** In addition to the aforementioned vacation benefits provided in King County  
 20 Code 3.12.190, this Labor Agreement shall provide for the following:

21 a) Overtime eligible employees may use vacation leave in one-quarter (1/4) hour  
 22 increments, at the discretion of the manager.

23 b) Employees eligible for leave may accrue up to sixty (60) days (480 hours) vacation  
 24 pro rated to reflect their normally scheduled work day. Leave eligible employees shall continue to  
 25 accrue vacation in excess of the maximum during the calendar year in which they reach the  
 26 maximum; however, they must use vacation leave beyond the maximum on or before December 31  
 27 of each year. Employees shall forfeit the excess accrual on December 31 of each year, unless the  
 28 employee has received approval in accordance with County policies and procedures to carry over

1 excess vacation accrual into the following year. Employees who leave King County employment for  
 2 any reason after at least six (6) months of service will be paid for their unused vacation up to the  
 3 maximum specified herein.

4 c) The Manager shall be responsible for establishing a vacation schedule that  
 5 maximizes employee vacation opportunities while achieving the efficient functioning of the unit.

## 6 **ARTICLE 11: SICK LEAVE**

7 **Section 11.1.** Employees covered by this Agreement shall be eligible for sick leave benefits  
 8 as provided by King County Code 3.12.220. Should King County Code be revised, the Union shall  
 9 be advised of such revision and if after bargaining regarding the revision, the Union wishes to adopt  
 10 such revision, it shall become part of the Labor Agreement. The King County Code provides as  
 11 follows:

12 **Section 11.2.** Regular, provisional, probationary and term-limited temporary employees shall  
 13 accrue sick leave benefits at the rate of 0.04616 hours for each hour in regular pay status excluding  
 14 overtime up to a maximum of eight (8) hours per month.

15 **Section 11.3.** During the first six (6) months of service in a leave eligible position, employees  
 16 eligible to accrue vacation leave may, at the manager's discretion, use any accrued days of vacation  
 17 leave as an extension of sick leave. If an employee does not work a full six (6) months in a leave  
 18 eligible position, any vacation leave used for sick leave must be reimbursed to the County upon  
 19 termination. The terms of this provision do not apply to employees taking accrued leave for a  
 20 qualifying event under the Washington Family Care Act.

21 **Section 11.4.** There shall be no limit to the hours of sick leave benefits accrued by an eligible  
 22 employee.

23 **Section 11.5.** Separation from or termination of County employment except by reason of  
 24 retirement or layoff due to lack of work, funds, efficiency reasons or separation for non disciplinary  
 25 medical reasons, shall cancel all sick leave accrued to the employee as of the date of separation or  
 26 termination. Should the employee resign, be separated for non-disciplinary medical reasons or be  
 27 laid off and return to County employment within two years, accrued sick leave shall be restored;  
 28 provided, that such restoration shall not apply where the former employment was in a term-limited

1 position.

2       **Section 11.6.** Employees eligible to accrue leave and who have successfully completed at  
3 least five years of County service and who retire as a result of length of service or who terminate by  
4 reason of death shall be paid, or their estates paid for as provided for by RCW Title 11, as applicable,  
5 an amount equal to thirty-five percent (35%) of their unused, accumulated sick leave multiplied by  
6 the employee's rate of pay in effect upon the date of leaving County employment less mandatory  
7 withholdings. This pay out shall be in accordance with the Voluntary Employee Beneficiary  
8 Association (VEBA) as long as such remains accepted by the members of this bargaining unit.

9       **Section 11.7.** An employee must use all of his or her sick leave before taking unpaid leave  
10 for his or her own health reasons. If the injury is compensable under the County's workers  
11 compensation program, then the employee has the option to augment or not augment time loss  
12 payments with the use of accrued sick leave. For a leave for family reasons, the employee shall  
13 choose at the start of the leave whether the particular leave would be paid or unpaid; but when an  
14 employee chooses to take paid leave for family reasons, he or she may set aside a reserve of up to  
15 eighty (80) hours of accrued sick leave. An employee who has exhausted all of his or her sick leave  
16 may use accrued vacation leave before going on leave of absence without pay, if approved by his or  
17 her appointing authority.

18       **Section 11.8.** Accrued sick leave shall be used for the following reasons:

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

22           b) The employee's incapacitating injury, provided that:

23                   An employee injured on the job may not simultaneously collect sick leave and  
24 worker's compensation payments in a total amount greater than the net regular pay of the employee;  
25 though an employee who chooses not to augment his or her worker's compensation time loss pay  
26 through the use of sick leave shall be deemed on unpaid leave status;

27           c) An employee who chooses not to augment worker's compensation payments with  
28 the use of accrued sick leave shall notify the worker's compensation office in writing at the beginning

1 of the leave;

2 d) Exposure to contagious diseases and resulting quarantine.

3 e) A female employee's temporary disability caused by or contributed to by  
4 pregnancy and childbirth.

5 f) The employee's medical, ocular or dental appointments, provided that the  
6 employee's supervisor has approved the scheduling of sick leave for such appointments.

7 g) To care for the employees child if the child has an illness or health condition which  
8 requires treatment or supervision from the employee;

9 h) An employee may not collect sick leave for physical incapacity due to any injury  
10 or occupational illness which is directly traceable to employment other than with the County.

11 i) To care for other family members, if:

12 1. the employee has been employed by the County for twelve months or more  
13 and has worked a minimum of one thousand forty hours in the preceding twelve months;

14 2. the family member is the employee's spouse or domestic partner, the  
15 employee's child, a child of the employee's spouse or domestic partner, the parent of the employee,  
16 employee's spouse or domestic partner or an individual who stands or stood in loco parentis to the  
17 employee, the employee's spouse or domestic partner; and

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

19 A. the birth of a son or daughter and care of the newborn child, or  
20 placement with the employee of a son or daughter for adoption or foster care, if the leave is taken  
21 within twelve months of the birth, adoption or placement;

22 B. the care of the employee's child or child of the employee's spouse  
23 or domestic partner whose illness or health condition requires treatment or supervision by the  
24 employee; or

25 C. Care of a family member who suffers from a serious health  
26 condition.

27 D. In addition to the foregoing, employees shall be entitled to use  
28 accrued paid leave for family care as provided by State or Federal law.

1           **Section 11.9.** An employee may take a total of up to eighteen weeks unpaid leave for his or  
 2 her own serious health condition, and for family reasons as provided in Sections 11.8.g and 11.8.i  
 3 combined, within a twelve month period. The leave may be continuous, which is consecutive days or  
 4 weeks, or intermittent, which is taken in whole or partial days as needed. Intermittent leave is subject  
 5 to the following conditions:

6           a) When leave is taken after the birth or placement of a child for adoption or foster  
 7 care, an employee may take leave intermittently or on a reduced leave schedule only if authorized by  
 8 the employee's appointing authority.

9           b) An employee may take leave intermittently or on a reduced schedule when  
 10 medically necessary due to a serious health condition of the employee or family member of the  
 11 employee; and

12           c) If an employee requests intermittent leave or leave on a reduced leave schedule  
 13 under Section b) above, that is foreseeable based on planned medical treatment, the appointing  
 14 authority may require the employee to transfer temporarily to an available alternative position for  
 15 which the employee is qualified and that has equivalent pay and benefits and that better  
 16 accommodates recurring periods of leave than the regular position of the employee.

17           **Section 11.10.** Use of donated leave shall run concurrently with the eighteen work week  
 18 family medical leave entitlement.

19           **Section 11.11.** The County shall continue its contribution toward health care during any  
 20 unpaid leave taken under Section 11.9.

21           **Section 11.12.** An employee who returns from unpaid family or medical leave within the  
 22 time provided in this Article is entitled, subject to bona fide layoff provisions, to:

23           a) the same position he or she held when the leave commenced; or  
 24           b) a position with equivalent status, benefits, pay and other terms and conditions of  
 25 employment; and

26           c) the same seniority accrued before the date on which the leave commenced.

27           **Section 11.13.** Failure to return to work by the expiration date of the leave of absence may be  
 28 cause for removal and result in termination of the employee from County service.

1           **Section 11.14.** In addition to the aforementioned sick leave benefits provided in King County  
2 Code 3.12.220, this Agreement shall provide for the following:

3                   a) Division management is responsible for the proper administration of the sick leave  
4 benefit.

5                   b) Overtime eligible employees may use sick leave in one-quarter (1/4) hour  
6 increments, at the discretion of the manager/designee.

7 **ARTICLE 12: OTHER LEAVES**

8           **Section 12.1.** Employees covered by this Agreement shall be eligible for the following paid  
9 leave benefits as provided for in King County Code 3.12.215, 3.12.223, 3.12.225, 3.12.240, 3.12.260.  
10 Should King County Code be revised, the Union shall be advised of such revision and if after  
11 bargaining regarding the revision, the Union wishes to adopt such revision, it shall become part of  
12 this Labor Agreement.

13           **Section 12.2. Bereavement Leave (KCC 3.12.210):**

14                   a) Employees covered by this Agreement who are eligible for paid leaves shall be  
15 entitled to three (3) working days of bereavement leave per each occurrence of a death of a member  
16 of the employee's immediate family.

17                   b) Employees eligible for leaves who have exhausted their bereavement leave, shall  
18 be entitled to use sick leave in the amount of three (3) days for each instance of death when death  
19 occurs to a member of the employee's immediate family.

20                   c) In cases of family death where no sick leave benefit exists, the employee may be  
21 granted leave without pay.

22                   d) In the application of any of the foregoing provisions, when a holiday or regular day  
23 off falls within the prescribed period of absence, it shall not be charged against the employee's sick  
24 leave account nor bereavement leave credit.

25                   e) Immediate family means, spouse, domestic partner, grandparent, parent, child,  
26 sibling, child-in-law, parent-in-law, grandchild of the employee, employee's spouse or employee's  
27 domestic partner, and any person whose financial or physical care the employee is principally  
28 responsible.

1           **Section 12.3. Organ Donor Leave (KCC 3.12.215):**

2           **Section 12.3.1.** The appointing authority shall allow employees eligible for family leave, sick  
3 leave, vacation leave or leave of absence without pay who are voluntarily participating as donors in  
4 life-giving or life-saving procedures such as, but not limited to, bone marrow transplants, kidney  
5 transplants, or blood transfusions to take five days paid leave without having such leave charged to  
6 family leave, sick leave, vacation leave or leave of absence without pay; provided that the employee  
7 shall:

8                   a) Give the appointing authority reasonable advance notice of the need to take time  
9 off from work for the donation of bone marrow, a kidney, or other organs or tissue where there is a  
10 reasonable expectation that the employee's failure to donate may result in serious illness, injury, pain  
11 or the eventual death of the identified recipient.

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

16           **Section 12.3.2.** Time off from work for the purposes set out above in excess of five (5)  
17 working days shall be subject to existing leave policies contracted in this Agreement.

18           **Section 12.4. Donation of Leaves (KCC 3.12.223):**

19           **Section 12.4.1. Vacation leave hours.**

20                   a) Any employee eligible for leave benefits may donate a portion of his or her  
21 accrued vacation leave to another employee eligible for leave benefits. Such donation will occur  
22 upon written request to and approval of the donating and receiving employees' department  
23 director(s), except that requests for vacation donation made for the purposes of supplementing the  
24 sick leave benefits of the receiving employee shall not be denied unless approval would result in a  
25 departmental hardship for the receiving department.

26                   b) The number of hours donated shall not exceed the donor's accrued vacation credit  
27 as of the date of the request. No donation of vacation hours shall be permitted where it would cause  
28 the employee receiving the transfer to exceed his or her maximum vacation accrual.

1           c) Donated vacation leave hours must be used within ninety calendar days following  
2 the date of donation. Donated hours not used within ninety days or due to the death of the receiving  
3 employee shall revert to the donor. Donated vacation leave hours shall be excluded from vacation  
4 leave payoff provisions contained in Article 10. For purposes of this section, the first hours used by  
5 an employee shall be accrued vacation leave hours.

6           **Section 12.4.2. Sick leave hours.**

7           a) Any employee eligible for leave benefits may donate a portion of his or her  
8 accrued sick leave to another employee eligible for leave benefits upon written notice to the donating  
9 and receiving employees' department director(s).

10          b) No donation shall be permitted unless the donating employee's sick leave accrual  
11 balance immediately subsequent to the donation is one hundred hours or more. No employee may  
12 donate more than twenty-five hours of his or her accrued sick leave in a calendar year.

13          c) Donated sick leave hours must be used within ninety calendar days. Donated hours  
14 not used within ninety days or due to the death of the receiving employee shall revert to the donor.  
15 Donated sick leave hours shall be excluded from the sick leave payoff provisions contained in Article  
16 11, and sick leave restoration provisions contained in Article 11. For purposes of this section, the  
17 first hours used by an employee shall be accrued sick leave hours.

18          **Section 12.4.3.** All donations of vacation and sick leave made under this section are strictly  
19 voluntary. Employees are prohibited from soliciting, offering or receiving monetary or any other  
20 compensation or benefits in-exchange for donating vacation or sick leave hours.

21          **Section 12.4.4.** All vacation and sick leave hours donated shall be converted to a dollar value  
22 based on the donor's straight time hourly rate at the time of donation. Such dollar value will then be  
23 divided by the receiving employee's hourly rate to determine the actual number of hours received.  
24 Unused donated vacation and sick leave shall be reconverted based on the donor's straight time  
25 hourly rate at the time of reversion.

26          **Section 12.5. Leave for School Volunteer Service (KCC 3.12.225):** The division manager  
27 shall allow the use of up to three days of sick leave each year to allow employees to perform  
28 volunteer services at the school attended by the employee's child, the employee's grandchild, the

1 child of the employee's domestic partner, or child that resides in the employee's home. Employees  
2 requesting to use sick leave for this purpose shall submit such request in writing specifying the name  
3 of the school and the nature of the volunteer services to be performed.

4 **Section 12.6. Jury Duty (KCC 3.12.240):** Any employee eligible for leave benefits who is  
5 ordered on a jury shall be entitled to his or her regular County pay; provided, that fees for such jury  
6 duty are deposited, exclusive of mileage, with the Finance and Business Operations Division of the  
7 Department of Executive Services. Employees shall report back to their work supervisor when  
8 dismissed from jury service.

9 **Section 12.7. Military Leave (KCC 3.12.260):** A leave of absence for active military duty  
10 or active military training duty shall be granted to eligible employees in accordance with applicable  
11 provisions of state and/or federal law; provided, that a request for such leave shall be submitted to the  
12 appointing authority in writing by the employee and accompanied by a validated copy of military  
13 orders ordering such active duty or active training duty.

14 **Section 12.8. Unpaid Leaves of Absence:**

15 a) *Short-Term Leaves of Absence.* A leave of absence without pay for a period not  
16 exceeding sixty (60) consecutive days may be granted by the applicable Division Manager.

17 b) *Long-Term Leaves of Absence.* The Director of the Human Resources Division  
18 may grant a request for a leave of absence for a period longer than sixty (60) days with the favorable  
19 recommendation of the applicable Department Director. Long-Term leaves may be conditional or  
20 unconditional, with any conditions set forth in writing at the time that the leave is approved.

21 c) Leaves specified in a) and b) above shall not be unduly denied.

22 **ARTICLE 13: INSURANCE BENEFITS**

23 **Section 13.1.** King County presently participates in group medical, dental, vision, life,  
24 AD&D and LTD insurance programs for eligible regular, probationary, provisional and term-limited  
25 temporary employees and their eligible dependents. The County agrees to maintain the level of  
26 benefits as currently provided by these plans and pay premiums as currently practiced, during the life  
27 of this Agreement unless modified by the Joint Labor Management Insurance Committee.

28 **Section 13.2.** The County participates in a Joint Labor Management Insurance Committee

1 comprised of representatives from the County and its labor unions. The function of the Committee  
2 shall be to review, study and make recommendations relative to existing medical, dental and life  
3 insurance programs.

4       **Section 13.3.** The Union and County agree to incorporate changes to employee insurance  
5 benefits which the County may implement as a result of the agreement of the Joint Labor  
6 Management Insurance Committee referenced above.

7 **ARTICLE 14: UNION REPRESENTATIVES**

8       **Section 14.1.** The County agrees that during working hours, on the County's premises, duly  
9 authorized employee representatives of the Union shall be allowed to post and distribute Union  
10 notices, which shall be restricted to designated areas; attend authorized negotiation or Joint Labor  
11 Management Committee meetings with the County (up to three members of the Local); transmit  
12 communications authorized by the Local Union President to the appropriate County official; and  
13 participate in the orientation of new bargaining unit employees to present a packet of Union  
14 information.

15       **Section 14.2.** The Staff Representative of the Union, the Local President of the Union, or  
16 their designated representatives, may, after notifying the manager or supervisor at the work location,  
17 visit the work location of employees covered by this Agreement at any reasonable time for the  
18 purpose of administering this Agreement, provided there is no disruption of County business. Such  
19 representative shall limit his/her activities during such visits to matters relating to this Agreement.

20       **Section 14.3.** The Union may select Shop Stewards. Immediately after appointment of its  
21 Shop Steward(s), the Union shall furnish the County with a list of those employees who have been  
22 designated as Shop Stewards, and failure to do so will result in non-recognition by the County of the  
23 appointed Shop Stewards. Such list shall also be updated as needed. Stewards shall be regular  
24 employees covered by this Agreement and shall perform their regular duties but shall also function as  
25 the Union's representatives on the job solely to inform the Union of any alleged violations of this  
26 Agreement and process grievances relating thereto. Stewards shall be allowed reasonable time at the  
27 discretion of the County to process contract grievances through Step 2 during regular working hours.

28       **Section 14.4.** Shop Stewards and other Union Officers shall not be discriminated against for

1 performance of their prescribed Union duties.

2       **Section 14.5.** The County and Union recognize it is in their mutual interest that issues which  
3 arise concerning administration of the labor agreement should be resolved as expeditiously as  
4 possible and that either party will occasionally meet with representatives of the other party for the  
5 purpose of resolving those issues. Such meetings will be held only with mutual consent of the  
6 County and the Union. Subject to the approval of and arrangements made with his/her respective  
7 supervisor, the Local Union President shall be allowed to perform such duties on paid time. Both the  
8 County and Union will use reasonable judgment on the application of this section.

9       **Section 14.6.** The Union shall be allowed two (2) days (16 hours) per year total paid leave  
10 for Union-designated members to attend Union training and/or Union events. All requests for paid  
11 time off for Union training and/or Union events must be approved in advance by the Division  
12 Manager and/or his designee. Paid time off will be permitted if it does not unduly disrupt the  
13 operations of the County.

14       **Section 14.7.** The Union shall be allowed use of bulletin board space to post Union notices.  
15 Only recognized Union officers, Stewards, or Union staff will be entitled to post Union materials, and  
16 only materials originating from the Union office and bearing the Union logo, or signed by a staff  
17 member or officer of the Union, may be posted on the Union bulletin board space. No materials of a  
18 discriminatory or political nature, or notices that would be offensive to a reasonable person, will be  
19 posted.

20       **Section 14.7.1.** Union staff members shall be allowed to post electronic mail notices on the  
21 Employer's system if the notices meet the same requirements, provided they comply with King  
22 County policies governing electronic mail and internet use. The parties understand and agree that  
23 there is no guarantee of privacy of electronic mail messages. In no circumstances shall use of the  
24 County's equipment interfere with normal operations and/or service to the public.

25       **Section 14.7.2.** Union officers and stewards may make limited use of the County telephones,  
26 FAX machines, copiers, and similar equipment, for purposes of contract administration. In addition,  
27 officers, stewards and Union staff may use the County's electronic mail system for communications  
28 related to contract administration, provided they comply with King County policies governing

1 electronic mail and internet use. In no circumstances shall use of the Employer's equipment interfere  
2 with normal operations and/or service to the public.

3 **ARTICLE 15: HOURS OF WORK**

4       **Section 15.1.** Eight (8) hours within nine (9) consecutive hours shall constitute a regular  
5 work day and five (5) days (Monday through Friday) shall constitute a regular work week of forty  
6 (40) hours.

7       **Section 15.2.** The Division shall establish work schedules to meet business needs.  
8 Employees shall be provided forty-eight (48) hours' notice of any change to their work schedules.

9       **Section 15.3.** An employee desiring to work an alternative schedule (e.g. four-day  
10 workweek, split shift, flextime, etc.) shall submit a written request to the County. Such requests shall  
11 be considered in light of the needs of the Division, which shall be determined by the Division  
12 Director. The circumstances of the employee requesting the alternative work schedule will be  
13 considered to the extent possible.

14       **Section 15.4.** The lunch period shall be a minimum of thirty (30) minutes and a maximum of  
15 sixty (60) minutes, unless otherwise approved by a Program Manager. Said lunch period should be  
16 taken between the fourth and sixth hour of the work day unless employee's work responsibilities as  
17 established by the County require that the employee take his/her lunch period before or after said  
18 time period. An employee may not reduce his/her regular work day because he/she voluntarily did  
19 not take a lunch period.

20       **Section 15.5.** Employees covered by this Agreement shall be provided two (2) rest periods  
21 without loss of pay during their regular work day, not to exceed fifteen (15) minutes each. At times  
22 determined by the County to meet operational requirements, one rest period should be taken during  
23 the first half of the employee's regular work day and the second rest period shall be taken during the  
24 second half of the employee's regular work day. Such rest periods shall not be used to extend the  
25 lunch period or modify the beginning or ending of the employee's regular work day.

26       **Section 15.6.** The County may require an employee to perform work in excess of forty (40)  
27 hours per week. Such work shall be considered overtime. The County agrees to pay overtime  
28 compensation in accordance with the Federal Fair Labor Standards Act (FLSA) for "non-exempt"

1 employees (as defined by the Federal Fair Labor Standards Act).

2       **Section 15.6.1.** Employees who work overtime may request compensatory time off in lieu of  
3 overtime, with the approval of the Program Manager.

4       **Section 15.6.2.** Assignment of overtime work shall be with the approval of the Program  
5 Manager and shall be distributed among eligible employees in a fair and equitable manner.

6       **Section 15.7.** Employees who are required to travel to various work locations shall be  
7 compensated for all such travel time during work hours, or outside work hours to the extent travel  
8 time exceeds the normal home to work commute.

9       **Section 15.8. Telecommuting.** In the interest of attracting and retaining a diverse and  
10 talented workforce, reducing costs, and meeting policies and regulations such as the Commute Trip  
11 Reduction law, the County and the Union agree that the County's Telecommuting Policy, and any  
12 modifications thereto, shall apply to employees covered under this Agreement.

### 13 **ARTICLE 16: GENERAL CONDITIONS**

14       **Section 16.1.** The County strives to provide a stimulating work environment, opportunities  
15 for personal growth and job satisfaction for each of its employees. The County recognizes that its  
16 employees are its most valuable resource. The County recognizes the training function to be  
17 important to the development of the technical, administrative, and professional skills of employees.  
18 The primary objective of the County shall be to improve the ability of an employee to provide  
19 services to its constituents.

20       **Section 16.2.** Employees are encouraged to take advantage of training that may benefit them  
21 in their progress with the agency. Training can be provided through several means, including but not  
22 limited to, participation in conferences, workshops, institutes, seminars, and direct enrollment in  
23 courses and classes offered by bona fide educational institutions or training agencies. The County  
24 reserves the right to determine training plans, types of training and training sites.

25       **Section 16.3.** If employees are required to use new, improved or automated methods of  
26 equipment or job duties are changed requiring additional or new skills, affected employees will  
27 receive training at no expense to the employee to enable them to perform their job.

28       **Section 16.4.** The County agrees to provide the Union with information about performance

1 evaluation forms and procedures. An employee who disputes his/her performance evaluation may  
2 submit an appeal as provided in the King County Personnel Guidelines.

3 **Section 16.5.** Employees who have been authorized to use their personal vehicles on County  
4 business shall be reimbursed at the rate established by County ordinance.

5 **Section 16.6.** The County agrees to comply with all applicable Federal, State, and local laws  
6 and regulations regarding health and safety. Employees will not be disciplined for reporting unsafe  
7 conditions. No employee shall be required to use equipment, which is not in a safe condition, or to  
8 work in an unsafe environment.

9 **Section 16.7.** The County agrees to maintain the current bus pass benefit for eligible  
10 employees for the life of the Agreement.

11 **Section 16.8.** Regular, career service employees may be disciplined or discharged only for  
12 just cause.

13 **Section 16.9.** An employee may request, after a minimum of two years, to have records of  
14 written reprimands removed from the employee's personnel file. The County will consider the  
15 request if no related violations have occurred since the reprimand was issued. The employee has the  
16 right to have placed in his/her personnel file rebuttals to any written communications from County  
17 managers or supervisors. Employees may request to have included in the personnel file any written  
18 documentation that reflects favorably on the employee's conduct or work quality. Nothing in this  
19 section shall prevent the County and the Union from reaching a mutually acceptable agreement  
20 regarding the removal or revision of personnel records as the result of a grievance settlement.

## 21 **ARTICLE 17: APPOINTMENTS AND PROBATION**

22 **Section 17.1. Probationary Period.** New, recalled, and reinstated career service employees  
23 shall serve a probationary period from the date of their appointment. During this period, the  
24 employee is evaluated as part of the final selection process; appointment to a career service position  
25 is not considered final unless the employee successfully completes a probationary period. Career  
26 service employees who are promoted, transferred, or demoted serve a probationary period from the  
27 date of their change in status.

28 **Section 17.2. Return and recall rights during probation.** If a regular career service

1 employee enters a probationary period as a result of a promotion or transfer to another County  
2 position, and does not successfully complete probation, the employee shall be entitled to return to the  
3 former position if it is vacant and available, or to a vacant and available position in the bargaining  
4 unit in the same classification. If no such position is available, the employee shall be entitled to  
5 recall as provided in Article 18, Section 18.5.

6 **Section 17.3. Reclassification and probation.** If an employee's change of status is due to a  
7 reclassification, and if the reclassification results in the employee being promoted to a higher  
8 classification, then the appointing authority may allow the time spent performing work of the higher  
9 classification to satisfy the probationary requirement on a month-for-month basis.

10 **Section 17.4. Temporary service and probation.** If a temporary or term-limited temporary  
11 employee is appointed to a career service position in the same classification as the temporary  
12 appointment, the appointing authority may count all time served in the temporary appointment  
13 toward satisfying the probationary period requirement.

14 **Section 17.5. Duration of probation.** The probationary period will be not less than six  
15 months, but not more than twelve months of actual service. A probationary period may be extended  
16 provided written notice is given to the employee and to the Union before the employee completes the  
17 six-month probationary period.

18 **Section 17.6. Job Posting and Applications.** The parties mutually agree on the desirability  
19 of providing opportunities for current employees to seek promotions and other career opportunities  
20 within the County. The County will ensure that employees covered by the Agreement receive notice  
21 of all career service positions that are available within the bargaining unit. All qualified bargaining  
22 unit members who complete the application process and are qualified, will be considered as  
23 candidates for career service job openings within the bargaining unit. If the qualifications of a  
24 regular career service bargaining unit candidate are equal with the qualifications of another candidate,  
25 the regular bargaining unit employee shall receive preference for appointment.

26 **Section 17.6.1.** A timely notice will be provided by e-mail to all members when the County  
27 recruits to fill a regular, career service position in the bargaining unit. A minimum of five days will  
28 be allowed for employees to submit applications. The hiring official will interview all bargaining

1 unit applicants who meet the posted qualifications for the position.

2 **ARTICLE 18: LAYOFF, REDUCTION IN FORCE**

3 **Section 18.1.** The County may reduce its work force by the elimination of positions, due to  
4 lack of work, lack of funds, or reorganization for efficiency.

5 **Section 18.1.1.** In the event of a proposed reduction in force, the County will notify the  
6 Union in writing as soon as possible of the pending layoffs of regular employees. The County and  
7 the Union shall meet to discuss the reasons for layoffs, the time frame for the layoffs, and the extent  
8 of other impacts on the workforce. The County and the Union agree that alternatives to layoffs will  
9 be explored prior to invoking layoff procedures beginning under Section 18.3.

10 **Section 18.2. Seniority.** Seniority for layoff purposes shall be defined as the total unbroken  
11 service in a regular, career service position (or positions) covered by this Agreement. Seniority  
12 accrued with the Private Industry Council is carried forward for those employees who became regular  
13 career service employees of King County on July 1, 2000. Those employed by King County after  
14 July 1, 2000 will accrue seniority from date of hire.

15 **Section 18.2.1.** A break in service is a voluntary quit, retirement or termination for just cause.  
16 Authorized paid and unpaid leaves of absence are not breaks in service; however, seniority will not  
17 continue to accrue after an unpaid leave exceeds thirty (30) consecutive days.

18 **Section 18.2.2.** Employees who are laid off may retain accrued seniority when they return to  
19 employment within two years of layoff.

20 **Section 18.2.3.** Employees with the least amount of seniority shall be the first laid off;  
21 however, in the event of two employees having the same seniority, ability and skill shall be the  
22 determining factor on retention; provided, however, the County may layoff employees out of  
23 seniority order in order to maintain specific skills or expertise, which shall be documented.

24 **Section 18.3. Layoff Process.** The County agrees to notify the affected employee(s) and the  
25 Union at least thirty (30) days in advance, in writing, of any anticipated layoff.

26 **Section 18.3.1.** In any layoff, the County shall designate by job classification the position(s)  
27 to be eliminated. Prior to any layoff of a bargaining unit employee, the County will attempt to place  
28 said employee into any vacant position for which the employee is qualified.

1           **Section 18.3.2.** The least senior employee(s) in the affected classification(s) will be laid off.  
 2 A laid off employee may displace (bump) the least senior employee in a bargaining unit job  
 3 classification with a lower salary range, provided the laid off employee is qualified to perform the  
 4 duties of the position, and has more seniority than the least senior employee in the lower  
 5 classification.

6           **Section 18.3.3.** A laid-off regular employee may displace (bump) a term-limited temporary  
 7 employee, provided the employee is qualified to perform the duties of the term-limited position. The  
 8 bumping of a regular employee into a term-limited position shall not convert such position to a  
 9 regular, career service position; however, at the conclusion of the term-limited appointment, such  
 10 regular employee shall be entitled to all benefits of any other regular employee subject to layoff, as  
 11 provided in this Agreement and the Personnel Guidelines. Time in the term-limited position shall be  
 12 added to the employee's seniority.

13           **Section 18.3.4.** An employee who wishes to exercise the bumping options as provided above  
 14 must so notify his/her supervisor within seven (7) calendar days of being notified of the layoff.

15           **Section 18.4. Layoff Order.** Prior to any layoff, all employees other than regular employees  
 16 in the affected job classification shall be removed from the payroll. In a given job classification  
 17 within the Department, the following shall be the order of layoff:

- 18                   1. Temporary employees;
- 19                   2. Term-limited temporary employees;
- 20                   3. Probationary employees;
- 21                   4. Regular employees in order of seniority as set forth in Section 18.2 of this Article.

22           **Section 18.5. Recall from Layoff.** A regular employee who is laid off will be placed on a  
 23 recall list for the employee's job classification, for two years from the effective date of the layoff.  
 24 Employees will be recalled from layoff in seniority order, the most senior to be recalled first. Vacant  
 25 bargaining unit positions must be offered to eligible employees on the recall list for the appropriate  
 26 classification, when the Department intends to fill the position. No new employees will be hired for a  
 27 bargaining unit position until all qualified employees who were laid off, transferred, demoted, or  
 28 bumped to a lower classification have been offered employment in the position.

1 Section 18.5.1. A laid off employee may be re-employed in other classifications for which  
2 the employee is qualified, or a lower classification in the same series.

3 Section 18.5.2. It is the employee's responsibility to notify the Department of any change of  
4 address during the time the employee remains on the recall list. Refusal of an appointment to a  
5 regular, career service position in the classification from which the employee was laid off may be  
6 grounds for removal from the recall list.

7 Section 18.5.3. Regular employees recalled to their previous classification within two years  
8 from the time of layoff will have their seniority restored.

9 **ARTICLE 19: ENTIRE AGREEMENT**

10 Section 19.1. The Agreement expressed herein in writing constitutes the entire Agreement  
11 between the parties and no oral statements shall add to or supersede any of its provisions.

12 Section 19.2. The parties acknowledge that each has had the unlimited right and opportunity  
13 to make demands and proposals with respect to any matter deemed a proper subject for collective  
14 bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, except  
15 as otherwise provided in this Agreement, each voluntarily and unqualifiedly agrees to waive the right  
16 to oblige the other party to bargain with respect to any subject or matter whether or not specifically  
17 referred to or covered in this Agreement.

18 **ARTICLE 20: SUBORDINATION OF AGREEMENT**

19 Section 20.1. It is understood that the parties hereto and the employees of the County are  
20 governed by the provisions of applicable federal law and state law. When any provisions thereof are  
21 in conflict with the provisions of this Agreement, the provisions of said federal law or state law are  
22 paramount and shall prevail.

23 **ARTICLE 21: SAVINGS CLAUSE**

24 Section 21.1. If an article of this Agreement or any addenda thereto should be held invalid by  
25 operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of  
26 any article should be restrained by such tribunal, the remainder of this Agreement and addenda shall  
27 not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations  
28 for the purpose of arriving at a mutually satisfactory replacement for such article.

1 **ARTICLE 22: DURATION OF AGREEMENT**

2 Section 22.1. This Agreement shall become effective when approved by the parties and upon  
3 the conclusion of the approval process by King County Council. It will cover the period January 1,  
4 2010 through December 31, 2014.

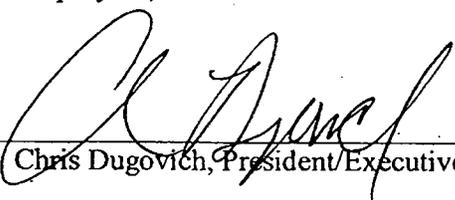
5 Written notice of intent to modify or terminate this Agreement must be served by the  
6 requesting party upon the other party at least ninety (90) but not more than one hundred twenty (120)  
7 days prior to the ending date of this Agreement.

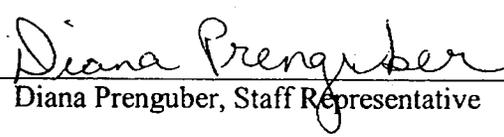
8  
9 APPROVED this 11 day of May, 2012.

10  
11  
12  
13 By: 

14 King County Executive

15  
16  
17 For Washington State Council of County and City  
18 Employees, Local 1652M:

19  
20   
21 Chris Dugovich, President/Executive Director

22  
23   
24 Diana Prenguber, Staff Representative

cba Code: 263

## ADDENDUM A

Union Code: M4

WA State Council of County and City Employees, Council 2, Local 1652M  
WorkSource-Department of Community Human Services

2012-0192

Job Class Code	PeopleSoft Job Code	Classification Title	Pay Range*
4201100	421210	Administrative Specialist I	33
4201200	421314	Administrative Specialist II	37
4201300	421411	Administrative Specialist III	41
2131100	214104	Business and Finance Officer I	53
2131200	214210	Business and Finance Officer II	58
2501100	252108	Communications Specialist I	51
2501200	252214	Communications Specialist II	54
2501300	252314	Communications Specialist III	58
4300100	431203	Customer Service Specialist I	32
4300200	431304	Customer Service Specialist II	36
4300300	431404	Customer Service Specialist III	40
4300400	431504	Customer Service Specialist IV	45
4101100	411105	Fiscal Specialist I	34
4101200	411208	Fiscal Specialist II	38
4101300	411307	Fiscal Specialist III	42
4101400	411407	Fiscal Specialist IV	47
2252200	226609	Occupational Education and Training Coordinator	53
2252100	226505	Occupational Education and Training Instructor	44
2441100	243109	Project/Program Manager I	53
2441200	243208	Project/Program Manager II	58
3318100	332801	Quality Assurance and Improvement Coordinator - Social Services	58
3116100	312303	Social Worker	52
3116200	213403	Social Worker - Senior	57

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