

**ADDENDUM A  
TRANSITION TO BIWEEKLY PAY**

Attachment B

2011-0214

1. The County provided timely notice to the Guild of its intent to implement a biweekly payroll schedule for employees represented by the Guild who are currently paid on a semi-monthly schedule.

2. As provided for in the collective bargaining agreement, the County is entitled to implement a biweekly payroll schedule for employees represented by the Guild. The affected employees are members of the King County Court Protection Guild.

3. The parties acknowledge that, as a result of transitioning the administration of payroll to PeopleSoft biweekly, penny variances due to mathematical rounding in earnings from projects, union deductions, tax withholdings and other calculated payroll figures may occur.

4. The parties acknowledge that these variances occur both in favor of the bargaining unit member and in favor of the County. These variances, which may occur as a result of the transition to PeopleSoft biweekly actual hours pay, are considered by the parties to be *de minimis* and to occur in an equitable manner, where either party gains or pays more than they are entitled or obligated to pay.

5. When a County officer or employee's payroll is transitioning from a semi-monthly pay cycle to a biweekly pay cycle, the executive is authorized to allow County officers and employees the option to elect to receive a transition payment, as set forth in Ordinance 16818, section 3, if they meet the qualifications set forth in subsection 2 B.

6. County officers and employees who meet the following qualifications, on the cut-off date(s) selected by the county administrative officer, are eligible to elect a transition payment. Eligible County officers and employees are those who:

- a. Are eligible for leave and insured benefits as provided for in K.C.C. 3.12.040;
- b. Are not serving a probationary period;
- c. Are in a paid status;
- d. Are employed in a position that is scheduled to be funded and filled for approximately one year after the date or dates selected by the county administrative officer;
- e. Have elected to receive the transition payment by the cut-off date or dates selected by the county administrative officer; and
- f. Have agreed and, if applicable, whose spouse or state registered domestic partner have agreed, in writing, to repay the County for the amount of the transition payment as set forth in Ordinance 16818, section 4.

**ADDENDUM A  
TRANSITION TO BIWEEKLY PAY**

7. The amount of the transition payment for an eligible employee shall be equivalent to the dollar amount reached by multiplying the employee's base rate of pay by the number of standard work hours in one work week, not inclusive of overtime. In calculating the transition payment, an employee's base rate of pay excludes any type of premium pay. Excluded premium payments include but are not limited to payments for shift differential, certification, merit, or any other type of additional pay.

8. Employees who elect to receive the transition check must request it by completing and submitting the designated forms no later than the cut-off date to be established by the County for such designation. Repayment of the transition amount shall be made to the County no later than the end of the fiscal year within which the transition amount was paid.

9. If an employee separates from County employment prior to returning the full transition payment amount, the outstanding balance shall be paid in full by the following methods:

- a. The remainder may be deducted from the employee's final paycheck owed to the employee when he/she leaves employment: and if further payment is owed, then by;
- b. A deduction from any other payment owed to the employee; and if further payment is owed, then by;
- c. A payment directly to the county by the employee or, if applicable, his/her spouse or state registered domestic partner.

If the deductions or payments under this section do not pay the full outstanding balance, the County reserves the right to refer any unpaid amount to a collection agency or to pursue other legal means for repayment.

10. The County agrees to provide briefings on the progress of the transition to Guild representatives at least once a month in the three (3) months preceding the transition and to provide ongoing information to employees as the transition plan approaches implementation.

11. The Guild acknowledges that the County has fulfilled its obligation to bargain the effects of implementation of the biweekly pay with the execution of this Addendum.