

**Coalition Labor Agreement (CLA) - Appendix for [154]**  
**Agreement Between King County**  
**And**  
**Teamsters Local 117**  
**Professional & Technical and Administrative Employees (F1A/F3A)**

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## AGREEMENT

These Articles, together with the Coalition Labor Agreement (CLA), constitute an agreement, the terms of which have been negotiated in good faith, between King County (the County) and Teamsters Local 117 (the Union). This Agreement shall be subject to approval by Ordinance by the Metropolitan King County Council (the Council) of King County, Washington.

### **ARTICLE 1: PURPOSE AND DEFINITIONS**

**Section 1.1 Purpose.** The purpose of this Agreement is to promote the continued improvement of the relationship between the County and its employees represented by the Union. The articles of this Agreement set forth the wages, hours and working conditions for this bargaining unit, in addition to the provisions bargained in the CLA. The CLA shall apply to the individual bargaining unit's employees as follows:

A. All CLA superseding provisions.

B. All CLA non-superseding provisions, except:

- Article 44 Training

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

**A. Comprehensive Leave Eligible Employee/Position** – Pursuant to the CLA, all full-time regular, part-time regular, provisional, probationary, and term-limited temporary (TLT) employees.

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

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

**D. Salaried Employee** - An employee who is exempt from the Fair Labor Standards

Act and is not eligible for overtime.

**E. Temporary Employee** - Includes probationary, provisional, short-term temporary (STT) and TLT employees.

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

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

## **ARTICLE 2: UNION RECOGNITION AND D.R.I.V.E.**

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

**Section 2.2 Bargaining Unit Lists.** The County will provide information required as per RCW 41.56.

**Section 2.3 Payroll Deduction for Political Contributions - Democratic, Republican, Independent Voter Education (D.R.I.V.E.).** The County agrees to deduct voluntary contributions from the paycheck of all employees covered by this Agreement in accordance with the following:

**A.** D.R.I.V.E. shall notify the County of the amount of compensation designated by each contributing employee that they voluntarily elect to contribute. The amount will be whole dollar increments and calculated based on the employee's pay period.

**B.** The County agrees to deduct from all employees covered by this Agreement their voluntary contributions to D.R.I.V.E. If there are insufficient funds in the pay period to pay the full amount on behalf of the contributing employee, the County will not withdraw any funds for that pay period.

**C.** The County shall transmit to D.R.I.V.E. National Headquarters on a monthly basis, in one check, the total amount deducted for each contributing employee along with the name of each employee on whose behalf a deduction is made.

**D.** The Union will indemnify, defend and hold the County harmless against any

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

### **ARTICLE 3: RIGHTS OF MANAGEMENT**

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

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

### **ARTICLE 4: HOLIDAYS**

#### **Section 4.1 Holiday Benefits and Observance.**

**A. Holiday Benefits.** Holiday benefits (pay or paid leave) shall be based on the number of hours in the employee's regular workweek, up to a maximum of eight (8) hours for full-time employees with a forty (40) hour week, or seven (7) hours for full-time employees with a thirty-five (35) hour work week. Regular part-time employees shall receive pro-rated holiday benefits in the same manner as outlined in this Agreement.

**B. Holiday Observance.** All employees shall take holidays off (up to eight hours) using holiday leave if eligible, on the King County official day of observance, unless their work

1 schedule requires otherwise for continuity of services, as determined by the County.

2           **C. Alternate/Flextime Work Schedules.** Hourly employees on alternative work  
3 schedules (e.g., working a 4/10 or 9/80 work schedule) may be required to adjust their schedules  
4 during a holiday week so as to be eligible for holiday pay plus all non-holiday work hours for that  
5 workweek (e.g., 5/8 or 5/7 work schedule). This requirement will, depending on business needs, be  
6 determined at the time that the alternative work schedule is established for the calendar year. If the  
7 employee is not required to adjust their schedule to work a five (5) day workweek during a holiday  
8 week, the employee will be eligible for an alternative holiday to be taken within the same pay period  
9 the holiday occurs, or at another approved date during the calendar year. Hourly employees on  
10 alternative work schedules who take holiday time off in excess of the seven (7) hours, for thirty-five  
11 (35)-hour workweek, or eight (8) hours, for a forty (40)-hour workweek, of holiday provided, and  
12 who do not adjust their work schedules shall be paid in accordance with CLA Article 10.3..

13           **Section 4.2 Compensation for Work on a Holiday.** For comprehensive leave eligible  
14 hourly employees, work performed on a holiday shall be paid at one and one-half (1-1/2) times the  
15 hourly rate of pay in addition to the regular holiday pay. At the County's discretion, employees may  
16 also request to take a deferred holiday, preferably within the same pay period as the holiday worked,  
17 in lieu of receiving regular holiday pay. STT employees in Parks and Elections are eligible for the  
18 holiday work pay premium when required to perform work on a holiday. STT employees, including  
19 those in Parks and Elections, are not eligible for holiday pay for hours not worked, or a deferred  
20 holiday.

21           **Section 4.3 Holiday Pay Counts as Time Worked.** Holidays paid for but not worked by  
22 hourly employees shall be recognized as time worked for the purpose of determining weekly  
23 overtime.

24           **Section 4.4 Calculation of Holiday Pay - Salaried Employees.** Salaried employees are  
25 paid holiday pay for their standard work day, including employees working an alternative schedule.  
26 If the holiday falls on the salaried employee's regular day off, they will be eligible for an alternative  
27 holiday to be taken within the same pay period when the holiday occurs or at another approved date  
28 during the calendar year.

**ARTICLE 5: VACATION SCHEDULING, APPROVAL, AND INCREMENTAL USE**

**Section 5.1 Vacations.** Are pursuant to Article 32 of the CLA, except as modified below.

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

**Section 5.3 Vacation Scheduling.**

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

**B. Dispute Resolution Regarding Vacation Approval.** Business needs within divisions and work groups affect how management responds to employee vacation requests. Labor Management Committees are an appropriate forum for discussion of policies and procedures for vacation approval.

**ARTICLE 6: OTHER LEAVE**

**Section 6.1 Executive Leave.** Salaried employees covered by this Agreement who are in positions that are exempt from the overtime provisions of the federal Fair Labor Standards Act are expected to work the hours necessary to satisfactorily perform their jobs. Benefit eligible salaried employees may be granted up to ten (10) days of Executive Leave per calendar year in accordance with Executive Policy. Such benefit eligible employees will be entitled to up to five (5) days of paid Executive Leave per calendar year, under the following conditions:

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

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

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

## **ARTICLE 7. WAGE RATES**

**Section 7.1 Step Progression.** New employees shall be hired at Step 1 of their respective pay range, or at a higher Step at management's discretion, and advanced to the next step after successful completion of a probation period, except as provided herein. Advancement to the next step following successful completion of probation is at management's discretion if the employee is hired above Step 1.

**A. Pay on Promotion.** Pay on promotion shall be consistent with King County Code 3.15.130, as amended.

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

**Section 7.2 Annual Step Increase.** Regular employees shall automatically advance to the next salary step annually on January 1<sup>st</sup>, except for employees in their first six (6) months in a job classification who shall advance from their entrance step to the step increment granted upon successful completion of their probationary period and annually on January 1st thereafter. Except: Regular employees listed under Addendum B in the Department of Executive Services Airport Division, Facilities Management Division, and the Finance & Business Operations Division, the Department of Human Resources, the Department of Public Health, and the Department of Natural

Resources and Parks shall also be eligible for merit over the top (MOT) pay in accordance with the County's Performance Appraisal and Merit Pay System Manual (Merit Plan), as amended. Before changing Departmental standard performance appraisal criteria scores, the County will notify the Union sixty (60) calendar days prior to the change and, if requested, will meet to bargain the effects of the change.

**Section 7.3 Classification Revisions.** If the County adopts revisions to any classifications covered by this Agreement, the County will provide the Union with the proposed revisions and an opportunity to bargain the effects of the revisions.

**Section 7.4 Shift Differential.** A shift differential of one dollar and fifty cents (\$1.50) per hour for all hours worked shall apply to employees who work a regularly scheduled second shift or a regularly scheduled third shift. Employees working alternative work schedules such as referenced in Section 9.2, are not eligible for shift differential unless their normal schedule is second or third shift.

**Section 7.5 Wage Adjustments.** All wage rates in effect for the classifications listed in Addendum A and Addendum B receive increases in accordance with the provisions of the CLA.

**Section 7.6 Professional License and Certification Pay Premium.**

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

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



### 1 C. Professional Licenses and Certifications.

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

- 3 ➤ Certified Public Accountant;
- 4 ➤ Real Estate Appraiser Certification, Washington State;
- 5 ➤ Managing Broker and Designated Broker License;
- 6 ➤ Federal Department of Transportation Substance Abuse Professional
- 7 Certification; and,
- 8 ➤ Project Management Institute Certification.

### 9 Section 7.7 Application of Pay Ranges as a Result of Collective Bargaining with Other

10 Unions. The parties agree to reopen the contract should the County adjust the wage ranges for non-  
 11 represented Executive Branch employees in the classifications listed in Addendum A and  
 12 Addendum B of this Agreement or in classifications paid at similar wage ranges that are paid to  
 13 bargaining unit(s) members covered by this Agreement.

14 Section 7.8 Pension Trust. The County shall pay fifty cents (\$0.50) to the Western  
 15 Conference of Teamsters Pension Trust (WCTPT) on account of each employee in the Administrative  
 16 Support Employees Bargaining Unit, identified in Addendum A, for every eligible hour for which  
 17 compensation is paid. Such employees shall have their wage reduced by the amount of the County's  
 18 contribution on the employee's behalf. Participation in, and contribution to, the WCTPT is subject to  
 19 the terms of the following agreements:

- 20 • Memorandum of Understanding regarding "Uniform standards for establishment and  
 21 administration of Western Conference of Teamsters Pension Trust accounts established  
 22 through collective bargaining agreement with Teamsters Local 117", executed on November  
 23 8, 2010, and coded 000U0110
- 24 • Memorandum of Agreement regarding "Employee participation in the Western Conference of  
 25 Teamsters Pension Trust", executed on August 15, 2011, and coded 000U0211

26 The County agrees to re-open the Agreement upon request by the Union, solely for the purpose of  
 27 negotiating bargaining unit(s) employees' participation in the WCTPT. The County and Union  
 28 understand and agree that the Union will conduct a membership vote to determine whether either

1 bargaining unit will participate in WCTPT, and that if a majority of members of that bargaining unit  
2 vote in favor of participation, all members of the bargaining unit must participate. The parties further  
3 agree that participation in WCTPT shall not result in an increase in the rate of pay for any employee  
4 covered by this Agreement.

## 6 **ARTICLE 8: OVERTIME**

7 **Section 8.1 Overtime for Extra Hours.** All work performed over forty (40) hours in any  
8 one (1) FLSA workweek, or in excess of a full-time, hourly employee's scheduled work shift of at  
9 least eight (8) hours in one (1) day shall be paid at the contractual overtime rate as defined below.

10 A. The contractual overtime rate for each overtime hour worked shall be one and one-  
11 half times the combined amount of the employee's hourly base rate of pay and any applicable pay  
12 premiums and/or shift differentials in effect at the time the overtime is worked (known as "time and  
13 one half"). Hourly employees whose scheduled full-time shift is less than eight (8) hours per day will  
14 receive straight-time overtime pay for all work in excess of the shift up to eight (8) hours, and will  
15 receive overtime pay after eight (8) hours in one (1) day. In the event that the Fair Labor Standards  
16 Act (FLSA) requires a higher rate of pay for any overtime hours worked, the employee shall be paid  
17 the higher rate of pay pursuant to the FLSA.

18 **Section 8.2 Scheduled Day Off Overtime.** If an hourly employee is required to work on a  
19 scheduled day off, the employee will be paid at the overtime rate for time worked in excess of forty  
20 (40) compensated hours in the workweek.

21 **Section 8.3 Compensatory Time.** If an hourly employee requests and the supervisor  
22 approves, the employee may be granted compensatory time at the rate of one and one-half times (1-  
23 1/2) for overtime hours worked in lieu of overtime pay. Employees may carry a maximum balance of  
24 eighty (80) hours compensatory time. Compensatory time may be taken as paid time off, to be  
25 requested and approved in the same process used for approving vacation leave. Employees may at  
26 any time request and receive a cash out of accrued compensatory time; and, compensatory balances  
27 will be cashed out annually in accordance with the procedures under the Personnel Guidelines.

28 **Section 8.4 Authorization of Overtime.** All overtime shall be authorized in advance by the

1 director or designee, except in emergencies. With respect to emergency situations, the employee  
2 shall make every reasonable effort to contact a supervisor prior to engaging in the work. Work on  
3 Saturday and/or Sunday is not overtime when it is a regularly scheduled workday for the employee.

4 **Section 8.5 Overtime Assignment.** Except for shift extensions and employees performing  
5 previously assigned work, when overtime work is necessary, supervisors and/or managers will  
6 request volunteers from the qualified employees in the work group. Each Division shall maintain a  
7 list of voluntary overtime sign-up or notification procedures for employees. If more employees  
8 volunteer than are needed for overtime work, the overtime work will be assigned to the most senior  
9 among the volunteers. If there are no volunteers or insufficient volunteers, overtime work will be  
10 assigned to the least senior among the group of qualified employees, which may include temporary  
11 employees or as otherwise mutually agreed to in the individual work unit, division, or department's  
12 labor management committee. The parties recognize that the mutually agreed upon process for  
13 allocating overtime assignments may change from time to time, and that the Union may request to  
14 bargain the impacts of such a change.

15 **A. Overtime for Alternate/Flextime Work Schedules.** Hourly employees shall be  
16 paid overtime for hours worked in excess of their agreed upon Alternative or Flextime Work  
17 Schedule.

18 **Section 8.6 Minimum Standards Preserved.** If any provision of this article conflicts with  
19 minimum standards established by Federal or State law, then that provision shall be automatically  
20 amended to provide the minimum standards.

## 21 **ARTICLE 9: HOURS OF WORK**

22 **Section 9.1 Workweek.** The County's FLSA workweek shall begin at 12:00 a.m. on  
23 Saturday of each week and continue for a total of seven (7) consecutive days through 11:59 p.m. the  
24 following Friday. The standard full-time workweek shall consist of thirty five (35) or forty (40)  
25 hours within a seven (7) consecutive day period, exclusive of lunch periods, as determined by the  
26 director; except as provided under Section 9.4. Employees required to move to a forty (40) hour  
27 workweek, except for those employees who are exempt under Section 9.4, will be given thirty (30)  
28

1 days' notice before the change is implemented, unless another effective date is mutually agreed.

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

5 **Section 9.2 Work Schedules and Locations.**

6 A. Generally, the working hours of each day shift shall be between 6:00 a.m. and 7:00  
7 p.m. unless the operational needs of the division or of the particular assignment dictate otherwise, or  
8 unless adjusted to accommodate alternative work schedules/flex time schedule which may be  
9 requested by an employee. The establishment of reasonable work schedules and worksite locations is  
10 vested within the purview of the division management and may be changed from time to time;  
11 provided, that a 30-day written notice is given to all affected employees, except in exigent  
12 circumstances. Requests for alternate work schedules or flex time will not be unreasonably rescinded  
13 or denied. The County agrees to make a good faith effort to accommodate an employee's request for  
14 alternative work schedules and/or flex time, consistent with efficient and effective County operations.

15 B. Upon request of the Union, the County will meet to discuss the impacts when  
16 moving a regular employee from one work location to another if such move is to a different  
17 geographic location and is initiated by the County. County offices located in downtown Seattle are  
18 considered a single geographic location.

19 **Section 9.3 Paid Rest Periods.**

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

26 B. **Unpaid Meal Period.** Hourly employees covered by this Agreement shall be  
27 provided with an unpaid meal time of at least one-half (1/2) hour but not more than one (1) hour  
28 during each work shift that exceeds five (5) hours. Meal periods will be scheduled between two (2)

1 to five (5) hours after the start of the shift.

2                   **C. Meal Periods and Rest Periods.** Meal periods shall be on paid time when the  
3 employee is required by the County to remain on duty on the premises or at a prescribed work site in  
4 the interest of the County. For employees receiving paid meal periods, pursuant to WAC 296-126-  
5 130(8)(b), this agreement specifically supersedes in total the meal period provisions of WAC 296-  
6 126-092. Where the nature of the work allows employees to take intermittent rest periods equivalent  
7 to ten minutes for each four hours worked, scheduled rest periods will not be provided as set forth in  
8 WAC 296-126-092(5). Except as expressly outlined above, the County will provide meal periods  
9 and rest periods as set forth in WAC 296-126-092.

10           **Section 9.4 Preservation of Designation.** A regular employee who elected to be designated  
11 as hourly (by exercise of the one-time option provided in the 2001-2003 Agreement Between King  
12 County and the Union Bargaining Coalition Regarding Professional and Technical  
13 Classification/Compensation) to retain a thirty-five (35) hour workweek is entitled to retain the  
14 hourly status and thirty-five (35) hour workweek if the position is reallocated to a different job class;  
15 provided, the employee remains the incumbent in the reallocated position. An employee who has  
16 elected to retain the hourly designation may retain the elected designation and workweek when  
17 transferred at the County's initiative into a different, FLSA-exempt position. An employee who takes  
18 a different position as a result of bumping or reduction in force may be allowed at management's  
19 discretion to retain the hourly election.

## 20 21 **ARTICLE 10: MISCELLANEOUS**

22           **Section 10.1 Union Access.** Authorized representatives of the Union may have reasonable  
23 access to its members in County facilities for transmittal of information or representation purposes  
24 before work, after work, during lunch breaks or other regular breaks, or at any reasonable time as  
25 long as the work of the County employees and services to the public are unimpaired. Prior to  
26 contacting members in County facilities, such authorized agents shall make arrangements with the  
27 director/designee.

28           **Section 10.2 Safety and Health.** The County agrees to comply with all applicable Federal,

1 State and local laws and regulations regarding health and safety. In the event an employee discovers  
2 or identifies an unsafe condition, the employee will immediately notify the supervisor. Employees  
3 will not be disciplined for reporting unsafe conditions. If the County determines that there is an  
4 unsafe condition, it will be remedied immediately. No employee shall be required to use equipment  
5 which is not in a safe condition, or to work in an unsafe environment.

6 **Section 10.3 Job-Related Training.** The County will pay all fees and travel expenses for  
7 required job-related training. Employees will be on paid work time when attending training required  
8 by management. Article 44 "Training" of the CLA does not apply to this bargaining unit.

9 **Section 10.4 Personnel Records.** The County will maintain one (1) official personnel file  
10 for each employee. The personnel file shall contain official documents of employment, promotions,  
11 discipline and other personnel and career-related records of the employee.

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

19  
20 **Section 10.5 Voluntary Demotion.** A regular bargaining unit employee may request to  
21 voluntarily demote into a non-vacant lower paid bargaining unit position for which they are qualified  
22 to perform the work and for which the director or designee has determined that the demotion is in the  
23 best interests of the County. The following terms shall apply to the demoted employee:

24 **A.** The employee will receive the highest step in the new pay range that does not  
25 exceed the pay rate that the employee received before the demotion. If the employee is receiving  
26 above-Step-10 merit pay, such pay may be considered when determining the new pay and the new  
27 pay may not exceed 5% above Step 10.

28 **B.** Seniority shall be determined by Section 12.1 of the CBA.

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

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

5 **Section 10.6 Travel Time.** Employees that use their own vehicle shall be compensated for  
6 travel time between work locations during work hours as required by the FLSA. Mileage  
7 reimbursement will be in accordance with the CLA Article 24.

8 **Section 10.7 Union Representation.** In the event the County requires an employee to attend  
9 a meeting for purposes of questioning an employee with respect to an incident which may lead to  
10 termination of that employee, the employee shall be advised of their right to be accompanied by a  
11 representative of the Union and if the employee desires Union representation in said matter, they  
12 shall notify the County at that time and shall be provided a reasonable time to arrange for Union  
13 representation.

14 **Section 10.8 Automatic Vehicle Location System Use Policy.** The “Automatic Vehicle  
15 Location System Use Policy”, as amended, shall apply to all employees with the following  
16 modifications or additions:

17 A. AVL data will not constitute the sole documentation used to determine discipline  
18 imposed on an employee.

19 B. Any real time viewing of data is permissible only for operational reasons and will  
20 not be used for surveillance of employees, whether to monitor performance or to justify  
21 implementation of disciplinary actions. Furthermore, should the County engage in a process whereby  
22 AVL data is utilized beyond the scope of traditional operational monitoring, i.e., to track a specific  
23 route, vehicle and/or employee, then all relevant employees shall be so notified in advance.

24 C. The County will not access such data for the purpose of disciplinary action unless  
25 there is a good faith reason to suspect that an employee has committed an offense that could result in  
26 discipline (i.e. no fishing expeditions). The County agrees not to request or view AVL data, absent  
27 any other evidence, for the purpose of monitoring an employee who may have committed a violation  
28 of some rule or policy that could result in disciplinary action.

1                   D. If the County is aware of AVL data that may pertain to an investigation, the  
2 employee who is subject to the investigation and/or the Union will have the right to view the AVL  
3 data before an investigatory interview is conducted by the employee's department/division. If the  
4 County refuses to show the employee and the Union the AVL data upon request before conducting an  
5 investigatory interview, then the AVL data shall not be used as evidence in any manner related to  
6 discipline.

7                   E. The County agrees to comply with requests from the employee and/or the Union  
8 for access to AVL data, where discipline or the potential to issue discipline exists.

9                   F. All Public Disclosure Requests related to AVL data will be forwarded to public  
10 disclosure officials of the department/division responsible for the particular vehicle, or that employs  
11 the Union represented employee, for response pursuant to the department's policies and procedures.  
12

### 13 **ARTICLE 11: WORK STOPPAGES AND EMPLOYER PROTECTION**

14               **Section 11.1 No Strike, Work Stoppage or Slowdown.** The County and the Union agree  
15 that the public interest requires efficient and uninterrupted performance of all County services and to  
16 this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective.  
17 Specifically, the Union shall not cause or condone any work stoppage, including any strike,  
18 slowdown, or refusal to perform any customarily assigned duties, sick leave absence which is not  
19 bona fide, or other interference with County functions by employees under this Agreement and  
20 should same occur, the Union agrees to take appropriate steps to end such interference. Any  
21 concerted action by any employees in any bargaining unit shall be deemed a work stoppage if any of  
22 the above activities have occurred.

23               **Section 11.2 Union Obligation.** Upon notification in writing by the County to the Union  
24 that any of its members are engaged in a work stoppage, the Union shall immediately, in writing,  
25 order such members to immediately cease engaging in such work stoppage and provide the County  
26 with a copy of such order. In addition, if requested by the County, a responsible official of the Union  
27 shall publicly order such Union employees to cease engaging in such a work stoppage.

28               **Section 11.3 Consequences To Employee.** Any employee participating in such work



1 stoppage or in other ways committing an act prohibited in this article shall be considered absent  
2 without leave. The County may consider such absence a resignation. Such employees are also  
3 subject to discharge, suspension, or other disciplinary action.

## 4 5 **ARTICLE 12: REDUCTION-IN-FORCE/LAYOFF REHIRS**

6 **Section 12.1 Seniority Definition.** Seniority for all regular employees in regular positions is  
7 defined as total length of service in regular positions with the County including any service prior to  
8 1995 with the former Municipality of Metropolitan Seattle, which has already been applied if relevant  
9 to the employee's adjusted service date. For purposes of layoff, bumping, and recall, the  
10 identification of affected employees shall be made on a case by case basis with seniority as the  
11 primary consideration as well as ability, skill, and experience in the job classification/position.

12 **Section 12.2 Probation Period, Temporary Service and Seniority Date.** A new employee  
13 shall be entitled to seniority when such employee has completed a probationary period of at least six  
14 (6) months with the County. If the probation period was extended beyond six (6) months, the  
15 seniority date will be retroactive to the beginning of employment upon successful completion of the  
16 probationary period.

17 **A.** Short term temporary (STT) employees and term-limited temporary (TLT)  
18 employees do not obtain seniority until such time as they are hired in a regular position in the same  
19 classification without a break in service. For such employees, upon successful completion of  
20 probation the seniority date shall be the first day of employment in the temporary position. In  
21 addition, an employee who has served as a TLT employee and who is subsequently appointed to a  
22 regular position in the same department, division and classification within sixty (60) days of the  
23 employee's last day of service as a TLT employee will have as seniority date the first day of  
24 employment in the TLT position.

25 **Section 12.3 Loss of Seniority.** Seniority rights shall be forfeited if the regular employee is  
26 discharged for just cause, if the employee resigns employment with the County or if the regular  
27 employee is on a leave of absence in excess of two (2) years if such leave is approved in accordance  
28 with CLA Article 3 Unpaid Leaves of Absence.

**Section 12.4 Elimination of Positions.** The County agrees to notify the Union and the affected regular employee in writing at least six (6) weeks in advance of any position anticipated to be eliminated or any anticipated reduction in work hours. Seniority shall apply to layoffs pursuant to Section 12.1. Such notice of layoff shall include the name, classification and seniority date of all such employees whose positions are scheduled to be eliminated. Following the consideration of other options as described below, and the exercise of bumping options as provided in this Article, the affected employees will receive the final notice of layoff not less than thirty (30) days before the effective date. Prior to laying off any employee, management shall consider the following options for the impacted employee(s):

**A. Voluntary layoff.**

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

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

**Section 12.5 Placement.** The County will endeavor to place in other positions throughout the County those employees who are laid off. Employees who are eligible will receive referral, placement, and other services provided by the King County Career Support Services Program.

**Section 12.6 Bumping.** Employees who are identified for layoff by written notice, or written notice of a reduction of work hours, must within three (3) work days after the employee receives such notice, notify the County of their intention to bump into another position within the bargaining unit, provided such an option is available.

**A. Eligibility to Bump.** After receiving the layoff or reduction in hours notice, employees may displace (bump) another employee within the employee's layoff group as defined in Section 12.7 below, if they meet all of the following criteria:

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

**2.** The job classification of the employee to be bumped is at a pay range equal

1 to or lower than the employee who elects to bump; and

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

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

11                               1. The laid off employee completed a probationary period in the classification;  
12 and

13                               2. The employee to be bumped has less seniority than the employee who elects  
14 to bump; and

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

17                               4. The employee electing to bump has the skill, ability and experience  
18 required to perform the work of the job classification/position.

19                               **C. Bumping Procedure.** The County will identify the position or positions into  
20 which a laid off employee is qualified and eligible to bump. It shall be the right of management to  
21 determine if an employee has the skill, ability and experience required to bump into a position, and  
22 such determination shall be made on a reasonable basis.

23                               1. An objection to a determination by management that an employee does not have  
24 the requisite skill, ability and experience shall be initiated at Step 2 of the grievance procedure set  
25 forth in Article 26 of the CLA. The employee who raises such objection through the grievance  
26 procedure must participate in a skills assessment by the Career Support Services program. The skills  
27 assessment will be considered by the Division Director/designee who adjudicates the employee's  
28 grievance.

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

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

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

**Section 12.7 Layoff Groups.** For purposes of administering this Article, the following are the layoff groups in which an employee may exercise bumping rights:

Layoff groups within the Department of Executive Services:

- Airport Division
- Fleet Division
- Finance and Business Operations Division
- Office of Risk Management
- Records, and Licensing Services Division
- Facilities Management Division

The layoff group is the Department for the following, except the Department of Natural Resources and Parks, which is by Division within the Department:

- Department of Natural Resources and Parks (by Division)
- Department of Adult and Juvenile Detention
- Department of Public Health
- Elections
- Department of King County Information Technology
- Department of Community and Human Services
- Department of Local Services, Roads Services Division
- Department of Human Resources

**Section 12.8 Bumping of Temporary Employees.** A regular employee may bump a TLT

1 employee in a bargaining unit position within the layoff group, or may accept appointment into a  
2 vacant term-limited position in the bargaining unit, provided the regular employee meets the  
3 qualifications of the position. The placement of a regular employee into a term-limited position shall  
4 not convert such position to a regular position; however, at the conclusion of the term-limited  
5 appointment, such regular employee shall be entitled to all benefits of any other regular employee  
6 subject to layoff, as provided in this Article. The employee will continue to accrue seniority while in  
7 the term-limited position.

8       **Section 12.9 Recall.** All bargaining unit employees who are laid off, whose hours of work  
9 are reduced involuntarily, who accept a position with a lower salary range, or who accept a TLT  
10 position in lieu of layoff, shall be placed on a bargaining unit recall list. Recall to the job  
11 classification held at the time of layoff shall be by seniority pursuant to Sections 12.1 and 12.2 of this  
12 Article. A laid off employee may be involuntarily removed from the recall list after the expiration of  
13 two (2) years from the date of layoff, or if the employee does not accept re-employment within the  
14 bargaining unit in a similar position/job classification, except for bona fide reasons. Refusal to accept  
15 re-employment in a position with a lower salary range or with fewer working hours than the  
16 employee held at the time of layoff shall not be cause for removal from the recall list. Employees  
17 who are eligible for recall may accept a STT or TLT position without jeopardy to their recall rights.

18       **Section 12.10** The Department of Human Resources shall adhere to the procedures to the  
19 County's Workforce Management Plan, except as otherwise provided in this Agreement, regarding  
20 the placement of laid off employees to positions within the bargaining unit.

## 21 22 **ARTICLE 13: PERFORMANCE APPRAISALS**

23       **Section 13.1.** At least one (1) performance appraisal should be completed during the  
24 employee's probationary period, and at least annually thereafter. The annual appraisal should be  
25 completed no later than October 1 of each calendar year. However, late appraisals will not affect the  
26 date a wage adjustment will be effective if such wage adjustment is based on the appraisal. The  
27 supervisor doing the appraisal should meet with employee at the start of the review period to discuss  
28 performance standards and any expected performance measures that will be evaluated during the

1 rating period. Employees may submit a statement in response to the performance appraisal which  
2 shall be maintained as an addendum to the document in their personnel file. In the event that the  
3 County implements a new performance appraisal system during the term of the Agreement the parties  
4 agree to negotiate the effects.

5 **Section 13.2. Appeal of a Regular Employee Performance Appraisal.**

6 A. Within five (5) working days after a copy of the performance appraisal form is  
7 given to the employee, the employee may request additional review and consideration by their  
8 division director (or, where the employee's supervisor is the division director, the department  
9 director). The employee should prepare a written request to be presented at the time of the meeting  
10 with the division (or department) director in Section 13.2.B., which includes the following elements:

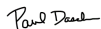
- 11 1) Identify the appraisal by date, the name of the evaluator, and the date the  
12 appraisal was received.
- 13 2) Specify the ratings or comments that the employee believes are incorrect.
- 14 3) State the ratings or comments the employee believes should be made on the  
15 appraisal.
- 16 4) Give facts substantiating each change requested.
- 17 5) Keep a copy of the written request and send the original to the division (or  
18 department) director.

19 B. Upon receiving the request, the division (or department) director will have 15  
20 calendar days to meet with the employee. The division (or department) director will either sustain or  
21 change the performance appraisal and notify the employee of the decision in writing. In case of a  
22 change to the appraisal, a copy of the revised appraisal is to be included with the decision.

23 C. In the event that the issue is not resolved by the division director, the employee  
24 may, within 15 calendar days of the meeting with the division director, meet with the department  
25 director, who will notify the employee of the decision in writing. The department director's decision  
26 to sustain or change the performance appraisal will be final.

For Teamsters Local 117:

Signed by:



7AD5B391B39D41E...  
Paul Dascher

Secretary-Treasurer

For King County:

Signed by:



AEGE2A02BC144D5...  
Matthew Wood

Labor Relations Negotiator

Office of Labor Relations, Executive Office

cba Code: 154

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

Union Code(s): F1A

<b>Job Class Code</b>	<b>PeopleSoft Job Code</b>	<b>Classification Title</b>	<b>Range**</b>
4200100	421104	Administrative Office Assistant	30
4201100	421207	Administrative Specialist I	35
4201200	421311	Administrative Specialist II	39
4201300	421405	Administrative Specialist III	43
4201400	421504	Administrative Specialist IV	48
4300100	431202	Customer Service Specialist I	34
4300200	431303	Customer Service Specialist II	38
4300300	431403	Customer Service Specialist III	42
4300400	431502	Customer Service Specialist IV	47
4101100	411104	Fiscal Specialist I	35
4101200	411206	Fiscal Specialist II	39
4101300	411304	Fiscal Specialist III	43
4101400	411403	Fiscal Specialist IV	48

\* Job titles covered by this agreement are within the departments and divisions indicated on the following pages.

Excluded: supervisory employees, confidential employees, employees represented by another labor organization, and non-represented positions or employees who have historically or by agreement not been in the unit.

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



**cba Code: 154**

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees  
Wage Addendum  
DCHS (A)**

**Union Code(s): F1A**

***Department of Community and Human Services  
Central Administration Unit***

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

**cba Code: 154**

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**  
**Wage Addendum**  
**DES-Airport (A)**

**Union Code(s): F1A**

***Airport Division***

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

**cba Code: 154**

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**  
**Wage Addendum**  
**DES-Fleet (A)**

**Union Code(s): F1A**

***Department of Executive Services***  
***Fleet Division***

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

**cba Code: 154**

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**  
**Wage Addendum**  
**DES-FMD (A)**

**Union Code(s): F1A**

***Department of Executive Services***  
***Facilities Management Division***

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

**cba Code: 154**

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**  
**Wage Addendum**  
**DES-FBOD (A)**

**Union Code(s): F1A**

***Department of Executive Services***  
***Finance and Business Operations Division***

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

cba Code: 154

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**  
**Wage Addendum**  
**DES-RALS (A)**

Union Code(s): F1A

***Department of Executive Services***  
***Records and Licensing Services Division***

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

cba Code: 154

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**  
**Wage Addendum**  
**DHR (A)**

Union Code(s): F1A

***Department of Human Resources***

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

**cba Code: 154**

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**  
**Wage Addendum**  
**DES - ORM (A)**

**Union Code(s): F1A**

***Department of Executive Services***  
***Office of Risk Management***

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



**cba Code: 154**

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees  
Wage Addendum  
DNRP-Admin (A)**

**Union Code(s): F1A**

***Department of Natural Resources and Parks  
Administration (Director's Office)***

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

**cba Code: 154**

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees  
Wage Addendum  
DNRP-Parks (A)**

**Union Code(s): F1A**

***Department of Natural Resources and Parks  
Parks and Recreation Division***

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

**cba Code: 154**

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees  
Wage Addendum  
DNRP-SWD (A)**

**Union Code(s): F1A**

***Department of Natural Resources and Parks  
Solid Waste Division***

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

**cba Code: 154**

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees  
Wage Addendum  
DNRP-WLRD (A)**

**Union Code(s): F1A**

***Department of Natural Resources and Parks  
Water and Land Resources Division***

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

**cba Code: 154**

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees  
Wage Addendum  
DPH (A)**

**Union Code(s): F1A**

***Department of Public Health  
Administrative Services Division (Human Resources Section)***

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

cba Code: 154

**Addendum A**  
**International Brotherhood of Teamsters Local 117**  
**Administrative Support Employees**  
**Wage Addendum**  
**DLS - Roads (A)**

Union Code(s): F1A

***Department of Local Services***  
***Road Services Division***

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

**cba Code: 154**

**Addendum A  
International Brotherhood of Teamsters Local 117  
Administrative Support Employees  
Wage Addendum  
Elections (A)**

**Union Code(s): F1A**

***King County Elections***

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

cba Code: 154

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

Union Code(s): F3A

<b>Job Class Code</b>	<b>PeopleSoft Job Code</b>	<b>Classification Title</b>	<b>Range**</b>
2110200	211203	Accountant	52
2110100	211102	Accountant - Assistant	46
2110500	212402	Accountant - Principal	60
2110300	211303	Accountant - Senior	56
2810100	281208	Administrator I	50
2810200	281303	Administrator II	56
2240100	224102	Archivist - Assistant	48
2811200	286202	Business Analyst - Senior	68
2131100	214105	Business and Finance Officer I	53
2131200	214205	Business and Finance Officer II	58
2131300	214303	Business and Finance Officer III	62
2131400	214403	Business and Finance Officer IV	67
2333100	233602	Claims Administrator	50
2330100	233101	Claims Assistant	47
2330200	233203	Claims Officer	52
2332100	233502	Claims Officer II	57
2501100	252102	Communications Specialist I	51
2501200	252207	Communications Specialist II	54
2501300	252303	Communications Specialist III	58
2501400	252403	Communications Specialist IV	64
2215400	223202	Contract Specialist Assistant	51
2215100	223806	Contract Specialist I	56
2215200	223907	Contract Specialist II	61
2215300	224007	Contract Specialist III	66
2244300	229201	County Records Analyst	50
2230100	223302	Customer Services Coordinator - Assistant	49
2230200	223403	Customer Services Coordinator	55
2230300	223503	Customer Services Coordinator - Lead	59
4300500	430001	Customer Service Specialist Supervisor	50
2251100	226204	Educator Consultant I	54
2251200	226303	Educator Consultant II	58
2251300	226408	Educator Consultant III	62
8305100	835102	Fire and Life Safety Technician	44
2216300	225907	Grant Administrator	65
2311200	231204	Human Resource Analyst	57
2311300	231304	Human Resource Analyst - Senior	62
2311100	231103	Human Resource Associate	51
2272100	227401	Language Services Specialist I - Elections	43
2272200	227501	Language Services Specialist II - Elections	53
2336100	233005	LEOFF 1 Claims Specialist	57
2444100	243803	Maintenance Planner Scheduler	58
3350100	335102	Nurse Case Manager	64



cba Code: 154

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

Union Code(s): F3A

<b>Job Class Code</b>	<b>PeopleSoft Job Code</b>	<b>Classification Title</b>	<b>Range**</b>
2252300	226703	Occupational Education and Training Program Administrator	58
2252400	226801	Occupational Education and Training Program Administrator - Senior	63
2151100	207120	Payroll Specialist	47
2150300	207301	Payroll Administrator	50
2441100	243108	Project/Program Manager I	53
2441200	243214	Project/Program Manager II	58
2441300	243304	Project/Program Manager III	63
2441400	243407	Project/Program Manager IV	68
2634100	264804	Real Property Agent I	51
2634200	264904	Real Property Agent II	55
2634300	265004	Real Property Agent III	61
2634400	265104	Real Property Agent IV	67
2634500	265204	Real Property Agent Supervisor	71
2244100	225401	Records Center Technician	36
2244200	225504	Records Center Supervisor	50
2243100	225302	Records Management Specialist	48
2334600	234701	Safety and Health Professional - Certified	69
2430100	242103	Water Quality Planner/Project Manager I	53
2430200	242202	Water Quality Planner/Project Manager II	58
2430300	242303	Water Quality Planner/Project Manager III	63
2430400	242401	Water Quality Planner/Project Manager IV	68

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

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

**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DAJD-Admin (B)**

**Union Code(s): F3A**

***Department of Adult and Juvenile Detention***  
***Administrative Services\****

Classification Title
Human Resource Analyst
Human Resource Associate

\* Certain employees are excluded.

**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DES-FMD (B)**

**Union Code(s): F3A**

***Department of Executive Services***  
***Facilities Management Division***

Classification Title
Customer Service Coordinator
Fire and Life Safety Technician
Maintenance Planner Scheduler
Real Property Agent I
Real Property Agent II
Real Property Agent III
Real Property Agent IV
Real Property Agent Supervisor

**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DES-Airport (B)**

**Union Code(s): F3A**

***Department of Executive Services***  
***Airport Division***

Classification Title
Administrator I

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DES-FBOD (B)**

Union Code(s): F3A

***Department of Executive Services***  
***Finance and Business Operations Division***

Classification Title
Accountant
Accountant - Assistant
Accountant - Senior
Accountant - Principal
Business and Finance Officer I
Business and Finance Officer II
Business and Finance Officer III
Business and Finance Officer IV
Contract Specialist Assistant (Procurement and Payables Section)
Contract Specialist I (Procurement and Payables Section)
Contract Specialist II (Procurement and Payables Section)
Contract Specialist III (Procurement and Payables Section)
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III

**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DES-RALS (B)**

**Union Code(s): F3A**

***Department of Executive Services***  
***Records and Licensing Services Division***

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

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DHR (B)**

Union Code(s): F3A

***Department of Human Resources***

<b>Classification Title</b>
Business and Finance Officer I
Claims Administrator
Claims Assistant
Claims Officer
Claims Officer II
Communications Specialist I
Communications Specialist II
Communications Specialist III
Communications Specialist IV
Educator Consultant I
Educator Consultant II
Educator Consultant III
Human Resource Analyst
Human Resource Analyst - Senior
Human Resource Associate
LEOFF 1 Claims Specialist
Nurse Case Manager
Occupational Education and Training Program Administrator
Occupational Education and Training Program Administrator - Senior
Payroll Administrator
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III
Project/Program Manager IV
Safety and Health Professional-Certified

**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DKCIT (B)**

**Union Code(s): F3A**

***Department of King County Information Technology***  
***Design and Civic Engagement Division***

Classification Title
Communications Specialist II
Communications Specialist III
Communications Specialist IV



**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DLS - Roads (B)**

**Union Code(s): F3A**

***Department of Local Services***  
***Road Services Division***

Classification Title
Payroll Specialist

**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DNRP-Admin (B)**

**Union Code(s): F3A**

***Department of Natural Resources and Parks***  
***Administration (Directors Office)***

Classification Title
Communications Specialist I
Communications Specialist II
Communications Specialist III
Communications Specialist IV

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DNRP-Parks (B)**

Union Code(s): F3A

***Department of Natural Resources and Parks***  
***Parks and Recreation Division***

Classification Title
Human Resource Analyst
Human Resource Associate
Administrator I
Administrator II
Business and Finance Officer I
Business and Finance Officer II
Business and Finance Officer III
Business and Finance Officer IV
Contract Specialist I
Contract Specialist II
Contract Specialist III

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DNRP-SWD (B)**

Union Code(s): F3A

***Department of Natural Resources and Parks***  
***Solid Waste Division***

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

**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DNRP-WTD (B)**

**Union Code(s): F3A**

***Department of Natural Resources and Parks***  
***Wastewater Treatment Division***

Classification Title
Human Resource Analyst
Human Resource Associate

cba Code: 154

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DNRP-WLRD (B)**

Union Code(s): F3A

***Department of Natural Resources and Parks***  
***Water and Land Resources Division***

Classification Title
Accountant
Business and Finance Officer I
Business and Finance Officer II
Business and Finance Officer III
Business and Finance Officer IV
Communications Specialist I
Communications Specialist II
Communications Specialist III
Communications Specialist IV
Grant Administrator
Human Resource Analyst
Project/Program Manager I
Project/Program Manager II
Project/Program Manager III
Project/Program Manager IV
Water Quality Planner/Project Manager I
Water Quality Planner/Project Manager II
Water Quality Planner/Project Manager III
Water Quality Planner/Project Manager IV

**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**DPH-Admin (B)**

**Union Code(s): F3A**

***Department of Public Health***  
***Administrative Services Division (Human Resources Section)***

Classification Title
Human Resource Analyst
Human Resource Associate

**cba Code: 154**

**Addendum B**  
**International Brotherhood of Teamsters Local 117**  
**Professional & Technical Employees**  
**Wage Addendum**  
**Elections (B)**

**Union Code(s): F3A**

***King County Elections***

Classification Title
Administrator I
Business Analyst - Senior
Communications Specialist I
Communications Specialist II
Communications Specialist III
Human Resource Analyst
Human Resource Associate
Language Services Specialist I - Elections
Language Services Specialist II - Elections
Project / Program Manager II



**MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
KING COUNTY  
AND  
KING COUNTY COALITION OF UNIONS**

**Subject: GreenWhereWeWork (GWWW) Initiative**

On June 19, 2020, the King County Department of Natural Resources and Parks (DNRP) announced the GWWW initiative which will permanently establish work-from-home as the primary employee office workspace, replacing, in part, a centrally-located employer-provided office space. This agreement memorialized the Parties' bargaining regarding the effects of this change.

The GWWW Initiative is guided by principles that are closely aligned with the mission, vision and goals of DNRP, the Equity and Social Justice Strategic Plan as well the King County True North and Values. The Department shall make every effort to ensure that the administration of teleworking does not result in an inequitable impact for employees who are part of communities that have historically been at an economic disadvantage and/or those employees who are more economically impacted as a result of classification, position type, tenure, etc. The Parties agree to jointly facilitate this effort and the topic of equity will be a standing agenda item for Labor Management Committee meetings.

All terms and provisions of the existing Collective Bargaining Agreements shall continue to apply unless specifically modified by the agreements set forth as follows:

**AGREEMENTS:**

**1. WORKING CONDITIONS:**

**A. Telework Status:** Teleworking is mandatory for positions identified by DNRP. However, waivers (temporary and permanent) may be requested in writing.

**B. Processing Waiver Requests:** The County will respond to requests for waivers in writing and requests will not be unreasonably denied. Decisions to deny the request will state the reasons for the decision based on balancing operational needs and the productivity and business needs of the employee.

**C. Alternative Work/Flexible Schedules:** Employees may request and the Department may approve alternative or flexible work schedules. No employee shall be prohibited from having access to an alternative work schedule or flexible schedule due to their telecommuting status.

**D. Reasonable Accommodation:** Employees whose condition requires reasonable accommodation will work with Disability Services for determination and procurement of necessary accommodations.

**E. Workers Compensation:** Employees who telecommute are responsible for

working safely and will work with Safety and Claims Management to process a worker's compensation claim for work-related occupational diseases or injuries while telecommuting.

**2. HOME OFFICE EXPENSES:** For DNRP employees on a mandatory telework assignment, the Parties agree to the following:

**A. Teleworking Expenses:**

1. Employees in need of basic office supplies will follow their normal process of requesting supplies. Normally supplies will be ordered through County procurement processes with supervisor approval and shipped to the employee's home.

2. General office supply expenses that have been approved in advance by the employee's supervisor, which cannot be procured through normal County processes, may be eligible for reimbursement. Such purchases must be pre-approved, documented, and reported for reimbursement to the County.

3. Additional equipment that an employee needs for their home workspace requires the approval of the department director, or their designee.

**B. Technology support:**

1. The County will supply necessary IT equipment and job-related tools. In the event the County is temporarily, or on a long-term basis, unable to supply necessary IT equipment and job-related tools, employees may be required to work on site as determined by the department to perform duties which require specialized equipment.

2. Employees who do not have adequate internet access from their telework location may request a wireless internet connectivity solution.

3. The County will provide routine maintenance and repairs for County equipment if the equipment is returned to a designated worksite.

**3. REOPENER:** During the term of this Agreement, the County may propose modifications to the working conditions and/or establish new policies that affect telecommuting conditions, provided that advance written notice is given to the Union, except in cases of emergency, and the Union shall be provided the opportunity to bargain the impacts or decision, to the extent required by law.

**4. DEFERRAL:** To the extent that components of the GWWW Initiative impact bargaining conflicted and/or are more appropriately discussed as a matter of negotiations over the Coalition Labor Agreement (CLA), its Appendices, or any other existing CBA, the Parties mutually agree to defer such matters to other bargaining tables, such as:

**A.** Decisions and appeals of waiver requests.

**B.** Job postings.

C. Spending limits and reimbursable expenses.


D. Monthly telework stipend.

5. **ORDER OF PRECEDENCE**: Should the County sign any agreements with the King County Coalition of Unions that address the same topics bargained within this Agreement, the agreement with the Coalition of Labor Unions shall supersede and take precedence over this Agreement.

6. **DURATION**: This Agreement expires on the expiration of the CLA and will expire in its entirety unless incorporated into the successor CBA.

010	Service Employees International Union, Local 925 - Department of Natural Resources and Parks - Parks and Recreation
011	Service Employees International Union, Local 925 - Wastewater Treatment Division - Department of Natural Resources and Parks
040	Professional and Technical Employees, Local 17 - Departments: Executive Services, Local Services, Natural Resources and Parks
048	Professional and Technical Employees, Local 17 - Information Technology
065	Professional and Technical Employees, Local 17 - Supervisors - Departments: Executive Services, Local Services, Natural Resources and Parks
066	Professional and Technical Employees, Local 17 - Section Managers - Departments: Local Services, Natural Resources and Parks
154	International Brotherhood of Teamsters Local 117 - Professional & Technical and Administrative Employees
156	International Brotherhood of Teamsters Local 117 - Wastewater Treatment Division, Professional & Technical and Administrative Support - Department of Natural Resources and Parks
157	International Brotherhood of Teamsters Local 117 - Wastewater Treatment Division, Supervisors - Department of Natural Resources and Parks
159	International Brotherhood of Teamsters Local 117 - Wastewater Treatment Division, Managers and Assistant Managers - Department of Natural Resources and Parks
275	Washington State Council of County and City Employees, Council 2, Local 1652R - Industrial and Hazardous Waste
459	Technical Employees' Association - Wastewater Treatment Division, Department of Natural Resources and Parks, Supervisors and Staff

For Washington State Council of County and City  
Employees, Council 2, Local 1652R:

  
Suzette Dickerson (May 24, 2021 16:37 PDT)

Suzette Dickerson  
Staff Representative

May 24, 2021

Date

For Professional and Technical Employees, Local 17:

  
Karen Estevenin (May 21, 2021 18:18 PDT)

Karen Estevenin  
Executive Director

May 21, 2021

Date

For Service Employees International Union, Local 925

  
Rion Peoples (May 26, 2021 18:22 PDT)

Rion Peoples  
Internal Organizer

May 26, 2021

Date

For Technical Employees' Association

  
Michael Sands

Michael Sands  
President

May 26, 2021

Date

For International Brotherhood of Teamsters, Local 117:

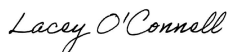


John Searcy  
Secretary Treasurer

Jun 1, 2021

Date

For King County:

  
Lacey O'Connell

Lacey O'Connell  
Labor Relations Negotiator  
Office of Labor Relations  
King County Executive Office

Jun 1, 2021

Date