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**AGREEMENT
BETWEEN
KING COUNTY
AND
KING COUNTY CORRECTIONS GUILD
DEPARTMENT OF ADULT AND JUVENILE DETENTION**

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1 of Adult and Juvenile Detention. Provisional employees are not covered by the terms of this
2 Agreement. If the County decides to use part-time positions to perform work currently performed by
3 Guild members, those part-time employees will be represented by the Guild. The County will bargain
4 with the Guild concerning wages, hours and working conditions for such part-time employees.

5 **Section 2. Guild Membership.** It shall be a condition of employment that all regular, full-
6 time employees shall become members of the Guild and remain members in good standing or pay an
7 agency fee to the Guild for their representation to the extent permitted by law. It shall also be a
8 condition of employment that regular, full-time employees covered by this Agreement and hired on or
9 after its effective date shall, on the thirtieth day following such employment, become and remain
10 members in good standing in the Guild or pay an agency fee to the Guild for their representation to
11 the extent permitted by law.

12 Provided, that employees with a bona fide religious objection to Guild membership and/or
13 association, as determined in accordance with the procedure set forth in the Washington
14 Administrative Code, shall not be required to tender those dues or initiation fees to the Guild as a
15 condition of employment. Such employee shall pay an amount of money equivalent to regular Guild
16 dues and initiation fees to a non-religious charity mutually agreed upon between the public employee
17 and the Guild. The employee shall furnish written proof that payment to the agreed upon non-
18 religious charity has been made. If the employee and the Guild cannot agree on the non-religious
19 charity, the Public Employment Relations Commission shall approve the charitable organization. It
20 shall be the obligation of the employee requesting or claiming the religious exemption to show proof
21 to the Guild that he/she is eligible for such exemption. All initiation fees and dues paid to the charity
22 shall be for non-political purposes.

23 **Section 3. Dues Deduction.** Upon receipt of written authorization individually signed by a
24 bargaining unit employee, the County shall have deducted from the pay of such employee, the amount
25 of dues and/or fees required of membership as certified by the secretary of the signatory organization
26 and shall transmit the same to the treasurer of the signatory organization.

27 The signatory organization will indemnify, defend, and hold the County harmless against any
28 claims made and against any suit instituted against the County on account of any check-off of dues for

1 the signatory organization. The signatory organization agrees to refund to the County any amounts
2 paid to it in error on account of the check-off provision upon presentation of proper evidence thereof.

3 **Section 4. New Hires.** The County will require all new employees, hired in a position
4 included in the bargaining unit, to sign a form (in triplicate), which will inform them of the Guild's
5 exclusive recognition.

6 **Section 5. Employment Lists.** The County will transmit to the Guild a current listing of all
7 employees in the bargaining unit within thirty (30) days of request for same but not to exceed twice
8 per calendar year. Such list shall include the name of the employee, classification, department, and
9 salary.

10 **ARTICLE 3: MANAGEMENT RIGHTS**

11 It is recognized that the Employer retains the right to manage the affairs of the County and to
12 direct the work force. Such functions of the Employer include, but are not limited to:

13 A. determine the mission, budget, organization, number of employees, and internal
14 security practices of the Department of Adult and Juvenile Detention;

15 B. recruit, examine, evaluate, promote, train, transfer employees of its choosing, and
16 determine the time and methods of such action;

17 C. Discipline, including but not limited to, suspending, demoting, or dismissing
18 employees for just cause; provided that when a transfer is intended as a disciplinary sanction, it is
19 subject to the Just Cause requirement;

20 D. assign, direct and reduce the work force; develop and modify class specifications
21 and assign positions to such classes; determine the method, materials, and tools to accomplish the
22 work; designate duty stations and assign employees to those duty stations. Management will not
23 replace or reclassify uniform positions with non-uniform positions for the duration of this Agreement;

24 E. establish reasonable work rules; assign the hours of work and take whatever
25 actions may be necessary to carry out the Department of Adult and Juvenile Detention's mission in
26 case of emergency.

27 F. Uniforms: the Department may change or modify its requirement with respect to
28 the uniforms worn by its employees.

1 G. Video Cameras: to enhance the utility of video cameras, the Department may add
2 a recording capability to video cameras in all facilities. Video recordings shall only be reviewed in
3 connection with a specific concern or a specific incident. An employee who is the subject of an
4 investigation shall be allowed to privately view the video with a Guild representative prior to his/her
5 interview concerning the alleged misconduct.

6 H. Unless specifically negotiated otherwise or contradicted in a specific provision of
7 this Agreement, the 2005 King County Personnel Guidelines in effect on March 16, 2009, shall cover
8 all employees and classifications in this bargaining unit except with respect to promotional
9 procedures and with respect to the Guidelines deletion of the word "confidential" in section 13.5
10 describing the Employee Assistance Program.

11 **ARTICLE 4: GUILD REPRESENTATION**

12 **Section 1. Appointment to Guild Position.** An employee elected or appointed to a Guild
13 office which requires a part or all of his/her time shall be given a leave of absence of up to one (1)
14 year without pay, upon application. This applies to only one employee at any given time.

15 **Section 2. Business Leave Bank.** The Guild will establish a business leave bank for Guild
16 activity. The bank hours shall be established through the deduction of vacation, compensatory or
17 holiday hours only (excluding probationary employees). The default deduction shall be from the
18 employee's vacation bank unless another leave type is specified by the employee. Employees must
19 inform payroll with two (2) weeks of the notice from the Guild if they wish to have compensatory
20 time or holiday leave used. Notification to the employees of this option shall be the responsibility of
21 the Guild. Up to two (2) hours annually may be deducted from each employee's leave account to
22 fund the leave bank. An employee who received a no-pay based on Guild leave bank deductions will
23 not be disciplined. The Employer agrees to administer the leave bank account, provided the Guild
24 has the sole discretion to determine who may use the business leave bank and under what
25 circumstances. The release of employees for Guild business leave shall not be unreasonably withheld
26 as long as the employee provides the Employer with a minimum of one (1) days of notice of intent to
27 use Guild leave. Based on the current reimbursement process, an employee may use their accrued
28 vacation, compensatory, or holiday time off balances as Guild leave and then be reimbursed from the

1 Guild leave bank. An employee on approved Guild business leave shall not be subject to discipline
2 for going into a "no pay" status. Participating Guild members will not be required to use Guild leave
3 to attend Labor/Management meetings.

4 **Section 2a.** An employee selected by the Department of Adult and Juvenile Detention
5 (DAJD) for temporary assignment of up to two (2) years in a facility other than a DAJD facility
6 (including, but not limited to the State Academy, State Criminal Justice Training Commission, or the
7 National Institute of Corrections), shall continue to be covered by Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 11,
8 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, and 23 of this agreement.

9 An employee accepting a job with an outside agency which requires the employee to sign a
10 personal services contract, shall be covered by the Articles of the Agreement listed in the prior
11 paragraph. The following restrictions shall be placed on assignments that involve personal services
12 contracts with outside agencies.

13 1. The County shall only approve personal service contracts where the job was posted
14 and all interested, eligible persons were allowed to apply.

15 2. To be eligible for such assignment, the employee must have been a Correction
16 Officer for at least three (3) years.

17 3. An employee is only eligible for such assignment once every six (6) years;

18 4. An employee returning from such assignment must wait at least six (6) months
19 from the time of his/her return to be eligible to be promoted to Sergeant.

20 Where allowable, for temporary assignments that do not involve a personal service contract,
21 the County shall continue its practice of selecting employees to be assigned.

22 **Section 3. Guild Representatives.** The Department shall afford Guild representatives a
23 reasonable amount of time while in on-duty status to consult with appropriate management officials
24 and/or aggrieved employees, provided that the Guild representatives and/or aggrieved employees
25 contact their immediate supervisors, indicate the general nature of the business to be conducted, and
26 request necessary time without undue interference with assignment duties. Time spent on such
27 activities shall be recorded by the Guild representatives on a time sheet provided by the supervisor.
28 Guild representatives shall guard against use of excessive time in handling such responsibilities.

1 **Section 4. Seniority.** Seniority is established as the employee's date of hire for all Officers
2 and the employee's date of promotion for all Sergeants. For employees with the same date of hire the
3 following criteria will be used to determine seniority:

4 1st - Previous DAJD Service;

5 2nd - Previous WSCJTC or DOC corrections officer academy graduation date;

6 3rd - Previous other adult corrections experience;

7 4th - Previous other law enforcement experience;

8 5th - Previous King County employment; and

9 6th - Names randomly drawn by the Guild President during an open meeting.

10 Proof of eligibility for each criterion above will be the ultimate responsibility of the employee.
11 For Sergeants with the same date of promotion, the employee with the earlier seniority date as an
12 Officer will be placed ahead of the other(s).

13 Employees in a no-pay status for more then 90 consecutive days will have their seniority date
14 adjusted day for day starting on the 91st day. This will cause the member to fall from an earlier
15 seniority date to a later one. In this instance when a member falls from an earlier seniority date to a
16 later one resulting in a tie, the employee falling from above will be placed above others.

17 For employees who leave the bargaining unit for more than two years their seniority date will
18 be the date of their return to the bargaining unit. For employees who leave the bargaining unit for two
19 years or less the number of days out of the bargaining unit will be deducted. This will cause the
20 member to fall from an earlier seniority date to a later one. In this instance when a member falls from
21 an earlier seniority date to a later one resulting in a tie, the employee falling from above will be
22 placed below others.

23 Sergeants who are involuntarily demoted or who bump into an officer position through the
24 Reduction in Force process shall combine both Officer and Sergeant seniority (original date of hire
25 subject to above adjustments). Sergeants who elect to take a demotion retain only their seniority as
26 an Officer (original date of hire subject to above adjustments and adjusted for time as Sergeant).
27 Sergeants who are recalled through the Reduction in Force process shall have their seniority include
28 any previous time spent as Sergeant.

1 These criteria will not be used to undo any seniority issues that were decided by criteria that
2 were appropriately applied in the past. These criteria do not apply to other dates such as an
3 employee's adjusted service date.

4 **ARTICLE 5: HOLIDAYS**

5 **Section 1. Observed Holidays.** The Parties shall continue to observe the following paid
6 holidays:

7		
8	New Year's Day	(January 1)
9	Martin Luther King Day	(third Monday of January)
10	President's Day	(third Monday of February)
11	Memorial Day	(last Monday of May)
12	Independence Day	(July 4)
13	Labor Day	(first Monday of September)
14	Veteran's Day	(November 11 or day of observance as outlined below)
15	Thanksgiving Day	(fourth Thursday of November)
16	Day after Thanksgiving Day	The Friday following Thanksgiving Day
17	Christmas Day	(December 25)
18		

19 If November 11 falls on a Saturday, Veteran's Day shall be observed on the preceding Friday.
20 If November 11 falls on a Sunday, Veteran's Day shall be observed on the following Monday.

21 **Section 2. Holiday Pay.** All employees shall take holidays on the day of observance unless
22 their work schedule requires otherwise, in which event they shall either be paid for the holiday or, if
23 mutually agreed to by the employee and management, may be scheduled the same as a vacation day.
24 PERS I employees must use all their accrued holiday time prior to retirement.

25 **Section 2b. Existing Holiday Banks.** A maximum of 40 hours may be carried over from
26 one calendar year to the next in an employee's holiday leave bank. For employees who have less than
27 40 hours in their bank at the beginning of a calendar year any hours in excess of 40 at the end of that
28 calendar year shall be paid in cash. For employees who have 40 hours or more in their bank at the

1 beginning of a calendar year, those hours must be reduced by 10% during that calendar year or the
2 remainder of that 10% shall be paid in cash at the end of that calendar year.

3 **Section 3. Floating Holidays.** Each employee shall receive two (2) additional personal
4 holidays to be administered through the vacation plan. One day shall be added to accrued vacation on
5 the first of October and the first of November of each year. These days can be used in the same
6 manner as any vacation day earned.

7 **Section 4. Holiday Time Accrual.** An employee's paycheck will reflect the monthly accrual
8 of holiday time.

9 **Section 5. Premium Holidays.** Employees whose work shift begins on the observed
10 holidays set forth in Section 1 above, shall receive time-and-one-half (1-1/2 X) their straight time pay
11 for all hours worked as a holiday premium in addition to the compensation described in Section 2.

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ARTICLE 6: VACATION

Section 1. Accrual Rates.

A. Benefit eligible full-time employees working forty (40) hours per week, shall accrue vacation leave benefits as described in and further qualified by this section. Employees shall receive vacation leave benefits based on an hourly accrual rate for each hour in pay status exclusive of overtime up to the maximums indicated in the table below. Employees shall not be eligible to use or be paid for vacation leave until they have successfully completed their first year of service.

Full Years of Service	Maximum Annual Leave in 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

B. Part-time benefit eligible employees shall accrue vacation leave in accordance with the vacation leave schedule set forth in paragraph A of this section, provided, however, such accrual rates shall be prorated (less overtime) to reflect his/her normally scheduled workweek.

1 C. Employees eligible for vacation leave shall accrue vacation leave from their date of
2 hire. Employees shall not use or be paid for vacation leave until it has accrued, and such use or
3 payment is consistent with the provisions of this section.

4 D. Full-time benefit eligible employees may accrue up to sixty (60) days vacation
5 leave per year. Part-time benefit eligible employees may accrue vacation leave up to sixty (60) days
6 per year prorated to reflect their normally scheduled workweek. Such employees shall use vacation
7 leave beyond the maximum accrual amount prior to December 31 of each year. Failure to use
8 vacation leave beyond the maximum accrual amount will result in forfeiture of the vacation leave
9 beyond the maximum amount unless the appointing authority has approved a carryover of such
10 vacation leave because of cyclical workloads, work assignments or other reasons as may be in the
11 best interest of the County. The maximum vacation accrual amount established in this paragraph
12 shall apply to vacation accruals as of the effective date of this new benefit, as described in Section 1
13 (A) above.

14 E. Employees shall not be eligible to take or be paid for vacation leave until they have
15 successfully completed their first year of County service. Employees who leave County employment
16 prior to successfully completing their first year of County service shall forfeit and not be paid for
17 accrued vacation leave. Full-time benefit eligible employees and part-time benefit eligible employees
18 shall be paid for accrued vacation leave to their date of separation up to the maximum accrual amount
19 if they have successfully completed their first year of County service. Payment shall be the accrued
20 vacation leave multiplied by the employee's rate of pay in effect upon the date of leaving County
21 employment less mandatory withholdings.

22 F. No employee shall work for compensation for the County in any capacity during
23 the time that the employee is on vacation leave.

24 G. Vacation leave may be used in fifteen (15) minute increments (unless use leave
25 usage is for a full day or will exhaust an employee's leave balance), at the discretion of the appointing
26 authority.

27 H. In cases of separation from County employment by death of an employee with
28 accrued vacation leave and who has successfully completed his/her first year of County service,

1 payment of unused vacation leave up to the maximum accrual amount shall be made to the
2 employee's estate, or, in applicable cases, as provided for by state law, RCW Title 11.

3 I. If an employee resigns from County employment in good standing or is laid off and
4 subsequently returns to County employment within two years from such resignation or layoff, as
5 applicable, the employee's prior County service shall be counted in determining the vacation leave
6 accrual rate under paragraph A of this section.

7 **Section 1a. Vacation Scheduling.** Vacation preference requests for a period beginning April
8 1st and ending the following March 31st, will be processed after annual rotation with a goal of being
9 completed by the end of February preceding the twelve (12) month period during which the vacation
10 is being requested in order to receive scheduling preference. Vacation preference requests shall be
11 granted based upon seniority within each shift, provided that essential facility operations are properly
12 staffed at all times. Employees shall be advised by April 1st regarding approval or disapproval of
13 their requests.

14 The number of vacation slots available for each shift shall be as follows:

<u>KCCF</u>		<u>N.M. RJC</u>	
First Shift	11	First Shift	7
Second Shift	10	Second Shift	5
Third Shift	9	Third Shift	5
Fourth Shift	5	Fourth Shift	3
<i>(Court Detail)</i>			

20 Additionally, any addition of (or reduction of) FTE's over (or below) the level of FTE's at the
21 time of full ratification shall correspondingly increase (or decrease) the vacation slots by a ratio of 1
22 slot per increment of 10 FTE's. The specific shifts/locations for the additional slots shall be
23 determined by management after discussing with the Guild in Labor/Management.

24 **Section 1b.** Vacation requests received after annual vacation bidding is completed shall be
25 considered and approved on the basis of date of request. Employees shall be advised within thirty
26 (30) days of the date of the request as to approval or disapproval of the request. All vacation requests
27 after annual vacation bidding is completed shall be requested for approval from the Department at
28 least one (1) hour prior to the time being requested in order to have consideration based upon

1 available slots. Any requests within one (1) hour of the start of the shift or during the shift shall be
2 reviewed for approval on a case-by-case basis at the Captain's discretion.

3 **Section 1c.** Positions that are not backfilled for shall not count against the vacation leave
4 slots (for example: Policy and Procedures). Employees on approved Guild Leave shall not count
5 against the vacation leave slots.

6 **Section 1d.** Employees who are transferred involuntarily, and who have already had their
7 vacation requests approved, will be allowed to retain that vacation period regardless of their seniority
8 within the shift to which they are transferred.

9 **Section 2. Maximum Accrual and PERS I.** PERS I employees who retire will be paid up to
10 a maximum of 240 hours of accrued vacation. Accrued amounts in excess of 240 hours must be used
11 prior to the date of retirement or they will be lost.

12 **Section 3. Vacation Leave Donations.** Employees in the bargaining unit shall be allowed to
13 donate vacation leave in accordance with the provisions set forth in King County Code 3.12.223, as
14 amended.

15 **Section 4. Transfers.** If an employee with approved vacation voluntarily transfers to another
16 assignment at a time other than annual rotation, his or her vacation request shall be cancelled.
17 Employees will be notified of this policy prior to approval of the transfer request. The employee must
18 submit a new vacation request upon transfer. Such request will be evaluated based on vacation
19 availability at the new assignment.

20 **Section 5. Vacation Cancellation.** If the Department cancels an employee's vacation once it
21 has been approved and affected employee has incurred non-refundable expenses in planning for said
22 vacation, the employee shall be reimbursed for any non-refunded expenses incurred by the employee.
23 This shall include any additional costs incurred by the employee in returning home early to report to
24 work. This reimbursement shall be conditioned on the employee informing the Department at the
25 time of cancellation notification of the potential non-refundable expenses.

26 **ARTICLE 7: SICK LEAVE**

27 **A.** Full-time benefit eligible employees shall accrue sick leave benefits at the rate of 0.04616
28 hours for each hour in pay status exclusive of overtime up to a maximum of 8.17 hours per month.

1 The employee is not entitled to sick leave if not previously earned.

2 B. During the first year of service, employees eligible to accrue vacation leave may, at the
3 appointing authority's discretion, use any accrued days of vacation leave as an extension of sick
4 leave. If an employee does not work a full year, any vacation leave used for sick leave must be
5 reimbursed to the County upon termination. The terms of this provision do not apply to employees
6 using accrued vacation leave for a qualifying event under the Washington Family Care Act.

7 C. Sick leave may be used in fifteen (15) minute increments (unless leave usage is for a full
8 day or will exhaust an employee's leave balance), at the discretion of the appointing authority.

9 D. There is no limit to the hours of sick leave benefits accrued by an eligible employee.

10 E. Management is responsible for the proper administration of this benefit. Employees shall
11 complete an absence request form on the first day back to work after an illness. Employees will be
12 required to provide a physician's verification of any absence for medical reasons of five (5)
13 consecutive workdays or more. Employees will be required to provide a physician's verification for
14 any absence of less than five (5) consecutive days if there is a specific concern regarding the validity
15 of an employee's absence or ability to safely return to work. Employees will be required to submit an
16 Essential Functions Form prior to returning to work from any absence of five (5) consecutive
17 workdays or more for medical reasons. It shall be the employees' responsibility to notify the
18 Department when submitting their required Leave Request forms if the leave is for a Family Medical
19 Leave qualifying event. If family sick leave is used, a statement explaining the requirement for said
20 leave shall be included with the absence request form. If verification of illness is required, the
21 Employer will make a reasonable effort to inform the employee of the need for such verification prior
22 to his/her return to work. Except in extraordinary circumstances, failure to notify an employee prior
23 to his/her return to work relieves the employee of the responsibility to provide medical verification of
24 illness, if so requested. "Extraordinary circumstances" for the purpose of this Article includes
25 weekends or holidays where administrative staff is not on duty to evaluate sick leave use. In addition,
26 after an absence of three (3) or more days, the County may require the employee to submit a
27 FMLA/KCML certification for leaves that may qualify as family or medical leave pursuant to this
28 Article. Employees required to submit an Essential Functions Form for any absence less than five (5)

1 consecutive days shall be reimbursed for any co-pay expense as a result of submitting said forms.

2 F. Separation from or termination of County employment except by reason of retirement or
3 layoff due to lack of work, funds or efficiency reasons, shall cancel all sick leave accrued to the
4 employee as of the date of separation or termination. Should the employee resign in good standing or
5 be laid off and return to County employment within two years, accrued sick leave shall be restored.

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

13 H. Accrued sick leave may be used for the following reasons:

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

17 2. The employee's incapacitating injury, provided that:

18 a. An employee injured on the job may not simultaneously collect sick leave
19 and worker's compensation payments in a total amount greater than the net regular pay of the
20 employee.

21 b. An employee may not collect sick leave for physical incapacity due to any
22 injury or occupational illness that is directly traceable to employment other than with the County,
23 with exception of any work performed for the Guild.

24 3. Exposure to contagious diseases and resulting quarantine.

25 4. A female employee's temporary disability caused by or contributed to by pregnancy
26 and childbirth.

27 5. The employee's medical or dental appointments provided that the employee's
28 appointing authority has approved the use of sick leave for such appointments.

1 6. To care for the employee's child or the child of an employee's domestic partner if
2 the following conditions are met:

- 3 a. The child is under the age of eighteen;
- 4 b. The employee is the natural parent, stepparent, adoptive parent, legal
5 guardian, stands in loco parentis to the child or has legal custody and control of the child;
- 6 c. The employee's child or the child of an employee's domestic partner has a
7 health condition requiring the employee's personal supervision during the hours of his/her absence
8 from work;
- 9 d. The employee actually attends to the child during the absence from work.

10 7. Employees may use sick leave to care for family members if:

- 11 a. The employee has been employed by King County for twelve (12) months
12 or more and has worked a minimum of one thousand forty (1040) hours in the preceding twelve (12)
13 months. Provided further that the leave is for one of the following reasons:
 - 14 i. The family member is the employee's spouse or domestic partner,
15 the employee's parent, a parent of the employee's spouse or domestic partner provided that the family
16 member has a serious health condition as defined by the King County Personnel Guidelines; or
 - 17 ii. The birth of a child and care of the newborn child, or placement of
18 the child by adoption or foster care; if the leave is taken within twelve (12) months of the birth,
19 adoption, or placement;
- 20 b. The use of sick leave is in accordance with local, state and federal law,
21 including the Washington Family Care Act.

22 I. Part Time Accrual. Every benefit eligible part-time employee shall accrue sick leave
23 benefits proportionate to the employee's regular workday.

24 J. Family Care and Bereavement Leave.

25 1. Regular, full-time employees shall be entitled to up to three (3) days of
26 bereavement leave per occurrence due to death of a member of the employee's immediate family.

27 2. Regular full-time employees who have exhausted their bereavement leave, shall be
28 entitled to use leave in the amount of three (3) days for each instance when death occurs to a member

1 of the employee's immediate family.

2 **3. Immediate Family for Purposes of Bereavement Leave.** Immediate family is
3 construed to mean spouse, child, parent, son-in-law, daughter-in-law, grandparent, grandchild,
4 sibling, domestic partner and the child, parent, sibling, grandparent or grandchild of the spouse or
5 domestic partner.

6 **4. Written verification for family care may be required by management.** If required,
7 this verification will include: 1) nature and severity of illness or injury; 2) relationship of immediate
8 family member; and 3) a statement indicating that no other person is available and/or capable of
9 providing care for the ill or injured family member.

10 **5. Federal Family and Medical Leave Entitlement.** As provided for in the Federal
11 Family and Medical Leave Act of 1993, an eligible employee may take up to a combined total of
12 twelve (12) weeks of leave for his/her own serious health condition (as defined by the Family Medical
13 Leave Act of 1993) and for the birth or placement by adoption or foster care of a child, or for the
14 serious health condition of an immediate family member (an employee's child, spouse or parent),
15 within a twelve (12) month period. To be eligible for leave under this Section J-5, an employee must
16 have been employed by King County for twelve (12) months or more and have worked a minimum of
17 one thousand, forty (1040) hours in the preceding twelve months. The leave may be continuous or
18 intermittent.

19 **6. King County Family Medical Leave Entitlement.** An employee may take up to a
20 combined total of eighteen (18) weeks of unpaid leave for his/her own serious health condition (as
21 defined by the King County Personnel Guidelines), and for family reasons as provided for in I-8
22 above, within a twelve (12) month period. To be eligible for leave under this Section H-8, an
23 employee must have been employed by King County for twelve (12) months or more and have
24 worked a minimum of one thousand, forty (1040) hours in the preceding twelve (12) months.

25 **7. The leave may be continuous (which is consecutive days or weeks), or intermittent**
26 **(which is taken in whole or partial days as needed). Intermittent leave is subject to the following**
27 **conditions:**

28 **a. When leave is taken after the birth or placement of a child by adoption or**

1 foster care, an employee may take leave intermittently or on a reduced leave schedule only if
2 authorized by the employee's appointing authority;

3 **b.** An employee may take leave intermittently or on a reduced schedule when
4 medically necessary due to a serious health condition of the employee or family member of the
5 employee. If this leave is foreseeable based on planned medical treatment, the Department Director
6 or his/her designee may require the employee to transfer temporarily to an available alternative
7 position for which the employee is qualified and that has equivalent pay and benefits and that
8 accommodates recurring period of leave.

9 **8. Washington Family Care Act.** An employee may use accrued vacation or sick
10 leave for a qualifying event under the Washington Family Care Act.

11 **K. Accrued Leave Usage.** An employee must use all of his or her accrued sick leave and
12 any donated sick leave before taking unpaid leave for his or her own health reasons. For a leave for
13 family reasons, the employee shall choose at the start of the leave whether the particular leave would
14 be paid or unpaid; but when an employee chooses to take paid leave for family reasons he or she may
15 set aside a reserve of up to eighty (80) hours of accrued sick leave. An employee who has exhausted
16 all of his or her sick leave may use accrued vacation leave before going on leave of absence without
17 pay, if approved by his or her appointing authority, or as provided by Federal law. Use of donated
18 leave shall be counted against the employee's leave entitlement under King County Family and
19 Medical Leave.

20 **L.** In the application of any of the foregoing provisions, when a holiday or regular day off
21 falls within the prescribed period of absence, it shall not be charged against sick leave accrual.

22 **M. Worker's Compensation.** Employees injured on the job cannot simultaneously collect
23 sick leave and worker's compensation payments greater than net regular pay of the employee.

24 **N. Concurrent Running of Leave.** To the extent permitted by law, the leaves outlined in
25 this Agreement (including leave for industrial injury) shall run concurrently.

26 **O. Special Sick Leave.** All newly hired Corrections Officers shall be provided with thirty
27 (30) days special sick leave, which shall be used only to supplement the employee's industrial
28 insurance benefit should the employee be injured on the job during his or her first calendar year on

1 the job. The special sick leave shall not be used until three (3) days of regular sick leave have been
2 used for each instance of on the job injury. After the first three (3) days of leave, the employee must
3 use special sick leave prior to using regular sick leave when on an FMLA qualified industrial injury
4 leave. During the second year of employment, and for all succeeding years, all Corrections Officers
5 shall be provided with twenty (20) days special sick leave which shall only be utilized in the
6 circumstances as herein described. Special sick leave is non-cumulative, but is renewable annually.

7 **P. Organ Donor Leave.** Employees shall be eligible for organ donor leave consistent with
8 King County Code 3.12.215.

9 **Q. Sick Leave Donations.** Employees in the bargaining unit shall be allowed to donate sick
10 leave in accordance with the provisions set forth in King County Code 3.12.223, as amended.

11 **R.** In order to be eligible for Sick Leave, an employee must inform his/her supervisor of the
12 need for sick leave at least one (1) hour prior to the beginning of his/her shift.

13 **S. Sick Leave Incentive.** In January of each calendar year, employee sick leave usage will be
14 reviewed. Regular, full-time employees who have used two (2) days or less of sick leave in the
15 preceding calendar year shall be rewarded by having two days of additional hours credited to their
16 vacation account. Employees who have used more than two (2) days but less than four (4) days of
17 sick leave hours shall have one day credited to their vacation account. The additional vacation credits
18 specified herein shall not affect accrued sick leave amounts.

19 **ARTICLE 8: WAGE RATES**

20 **Section 1. 2011 Wage Rates.** The wage rates for 2011 shall remain the same as the wage
21 rates in 2010.

22 **Section 2. Cost Of Living Adjustment Reopener.** Effective no later than October 1, 2011
23 the parties shall commence negotiations for any potential Cost of Living Adjustment application for
24 2012 and beyond.

25 **Section 3. Work in Higher Classification.** Whenever an employee is assigned, in writing,
26 by the Department Director or designee, to perform the duties of a higher classification, that
27 employee shall be paid at the first step of the higher class or the next higher step that would constitute
28 a minimum of five (5) percent over the salary received prior to the assignment, whichever is greater,

1 for all time spent while so assigned. Sergeants working in the capacity of Acting Shift Commander
2 shall be compensated at the rate of Step 5, of the Captain's pay range.

3 **Section 4. Lead Worker Pay.** Employees assigned, in writing, by the Department Director
4 or designee to perform lead-worker duties, shall be compensated at a rate which is five (5) percent
5 greater than their regular rate for all time so assigned.

6 **Section 5. Firearms Qualified Premium.** All bargaining unit employees that are gun
7 qualified shall receive a premium of three percent (3%) of base wage.

8 The Employer shall determine the number of employees that may be gun qualified. Provided
9 however, that the Employer will not limit the number of Sergeants that may attempt to become
10 qualified for the firearms premium. Further agreement on the subject of Firearms Re-Qualification is
11 attached hereto as an appendix.

12 **ARTICLE 9: OVERTIME**

13 **Section 1. Overtime Definition.** Overtime is that work which is directed by management.
14 The parties acknowledge that it is the Department's policy to minimize the use of overtime and,
15 further, that nothing in this Agreement shall be construed as a guarantee of overtime. Eligibility to
16 work overtime shall be determined by the Department.

17 **Section 2. Payment Rate.** Corrections Officers and Sergeants shall be paid at the rate of
18 time-and-one-half (1-1/2 X) for all hours paid (with the exception of sick leave hours which shall not
19 be counted toward overtime eligibility) in excess of their regularly scheduled shift, inclusive of a one-
20 half (1/2) hour lunch period, or forty (40) hours and fifty (50) minutes per week, consistent with the
21 other provisions of this Article.

22 Employees will be paid overtime for actual hours worked in excess of their regularly
23 scheduled shift as long as the extra hours are performed consecutively (immediately before or after,
24 with no break in time) to the work shift. Otherwise, the regularly scheduled weekly threshold will be
25 used.

26 Overtime shall not be submitted or paid for work of less than five minutes beyond a full shift.
27 The County and the Guild agree that such time is *de minimus* and, therefore is not compensable under
28 either the Fair Labor Standards Act or the Minimum Wage Act. For overtime worked of five minutes

1 or more, the following rules shall apply:

- 2 • Five minutes or more, up to 15 minutes, will be compensated as 15 minutes of overtime.
- 3 • Sixteen minutes or more shall be compensated minute-for-minute.

4 The Court Detail and Special Assignments whose hours are generally Monday-Friday, 0830 -
5 1630, shall be allowed to attend to doctors/medical appointments in increments of less than 8 hours
6 and have said hours treated as "hours worked" for purpose of determining overtime eligibility.

7 **Section 3. Callout.** A minimum of four (4) hours at the overtime rate shall be allowed for
8 each callout. Callouts are mandatory, unscheduled/unexpected orders to return to work. Where such
9 overtime exceeds four (4) hours, the actual hours worked shall be allowed at the overtime rate. The
10 provisions of this section apply only when an employee, without prior notice, is required to return to
11 work during a time he/she is not scheduled to work. This does not include scheduled overtime,
12 meetings, and training sessions requiring a return to work, provided that employees who are assigned
13 to a shift in which the majority (i.e., five (5) hours) of working hours falls between 11:00 p.m. and
14 7:00 a.m. shall receive a minimum of two (2) hours at time-and-one-half (1-1/2 X) for meetings
15 and/or training sessions. If the callout is worked immediately prior to or immediately after the normal
16 scheduled shift, such callout is considered a shift extension/or "consecutive hours" worked, not a
17 callout.

18 **Section 4. Overtime Authorization.** All overtime shall be authorized by the Department
19 Director or his designee in writing. Saturday and Sunday work is not overtime when it is a regularly
20 scheduled workday. If an employee works overtime, the employee must submit a completed
21 overtime sheet to his or her supervisor by the end of the employee's overtime shift. If the employee's
22 overtime shift is worked at a location other than the downtown jail or Regional Justice Center, the
23 employee must submit a completed time sheet to his or her supervisor within 72 hours after the close
24 of shift on which the overtime was worked. To complete the form the employee must indicate the
25 hours of overtime pay and/or the number of hours of compensatory time, provide employee data as
26 requested, sign and date the form.

27 **Section 5. Court Appearances.** The following subsections depict the minimum
28 compensation for court appearances, pretrial hearings, or conferences. Any additional time beyond

1 the minimums will be compensated at the overtime rate, as appropriate, consistent with other
2 provisions in this Article.

3 A. If the session starts less than two (2) hours before or after the shift, it will be
4 considered a shift extension for court. Officers/Sergeants will be compensated for the amount of time
5 spent before or after their shift.

6 B. If a session starts two (2) or more hours before or after the shift, compensation will
7 be for a minimum of four (4) hours at time-and-one-half (1-1/2 X).

8 C. Officers/Sergeants on scheduled furlough and subpoenaed for court or called in for
9 court-related hearings, shall receive a minimum of four (4) hours overtime at the rate of time-and-
10 one-half (1-1/2 X) their regular rate of pay.

11 D. Officers/Sergeants who are called in for court while on their vacation shall be
12 placed on a regular, i.e., straight time, pay status and compensated for a full day's pay. In addition,
13 their vacation accrual shall be credited with an additional vacation day.

14 **Section 6. Mileage Reimbursement for Court.** The current King County mileage rate will
15 not be paid for attendance at King County Courts.

16 **Section 7. Workweek Definition.** For the purpose of calculating overtime compensation,
17 the workweek shall be defined as beginning at 12:00 a.m. on Sunday of each week and continuing for
18 a total of seven (7) consecutive days through 11:59:59 p.m. the following Saturday. Except as
19 otherwise provided in this Section, the workday shall be defined as beginning with the first hour of
20 work and continuing for a total of twenty-four (24) consecutive hours.

21 During weeks of training and annual rotation, the workday, for purposes of overtime
22 calculation, shall commence at 12:00 a.m. and continue for twenty-four (24) hours thereafter during
23 applicable workweeks.

24 **Section 8. Compensatory Time Plan.** In lieu of overtime pay, an employee may request, in
25 writing, compensatory time at the appropriate rate (straight-time, time-and-one half, or double-time)
26 for each hour of overtime that was worked, PROVIDED: all compensatory time use must be
27 authorized by Department management. Under normal conditions the following conditions will apply
28 to the use of compensatory time:

1 A. A maximum of eighty-two (82) replenishable compensatory time hours may be
2 accrued, at any given time, by individual bargaining unit members.

3 B. Employees will not be allowed to use compensatory time if their unit is below
4 minimum manpower and their absence must be covered by calling another employee in on overtime.

5 C. Accrued compensatory time may be paid off at the discretion of management.

6 D. PERS 1 employees must use hours in excess of eighty (80) hours or be cashed out
7 prior to retirement. The hours in excess of eighty (80) shall not be used to balloon the average final
8 compensation of the PERS 1 employees.

9 E. The County will provide a DOE on paychecks that will show the balance of
10 accrued compensatory time on a monthly basis.

11 F. With respect to the scheduling of compensatory time:

12 1. The scheduling of compensatory time on a legal holiday or contract holiday
13 is unduly burdensome and disruptive (under the FLSA) to the County's operation, and;

14 2. The scheduling of compensatory time that is requested less than five (5)
15 days in advance of the requested time is unduly burdensome and disruptive (under the FLSA) to
16 County operations.

17 Management's decisions in the application or granting of compensatory time shall not be
18 subject to the provisions of Article 13, Grievance Procedure.

19 **Section 9. Daylight Savings Adjustment.** The Department will pay one hour of overtime to
20 all employees working a nine-hour shift during the fall daylight saving adjustment period. Employees
21 working during the spring daylight saving time adjustment period will either take one hour of
22 vacation or compensatory time, or one hour of leave without pay, to cover the reduction of their shift
23 from eight hours to seven.

24 **Section 10. Mandatory Overtime.** Mandatory overtime shall be defined as anytime an
25 employee is directed by their supervisor not to leave work at the end of their shift or if the employee
26 is required to stay five (5) minutes or longer after their shift (resulting in overtime) as a result of late
27 relief.

28 A. **Ten (10) Day "Wheel".** Mandatory overtime shall be assigned in reverse seniority

1 order; however, a less senior employee shall not be required to work mandatory overtime within ten
2 (10) days of previously working mandatory overtime as long as there are employees eligible for
3 mandatory overtime on that shift who have not been subject to mandatory overtime within the last ten
4 (10) days (e.g., an employee mandated on April 10 is not eligible for mandatory overtime until April
5 21 unless no one else is eligible).

6 In cases where all eligible employees have worked mandatory overtime during the ten (10)
7 day period, mandatory overtime assignment shall be based first on prior mandatory date (oldest date
8 first), with reverse seniority as the tiebreaker.

9 **B. Mandatory Overtime Before Vacation Period.** No employee shall be considered
10 for mandatory overtime as an extension of an employee's last shift prior to pre-approved vacation of a
11 full day or more in duration.

12 **C. Release from Mandatory Overtime.** Whenever possible, employees shall be
13 relieved from their mandatory overtime shifts in order of reverse mandatory (the last person
14 mandatoried shall be the first eligible to be relieved).

15 **D. Any employee required to work mandatory overtime within ten (10) days of**
16 **previously working mandatory overtime shall be paid double time for such mandatory overtime hours**
17 **worked within ten (10) days of previous mandatory overtime.**

18 **E. Tapping.** The parties agree that tapping is an undesirable, but on occasion
19 necessary, practice. By agreeing to this Tapping Rule the parties do not intend to increase the
20 occasions on which employees are tapped. Unless an employee is given oral or written notice prior to
21 being relieved from duty (having left his/her post, or if not assigned to a post, left his/her assigned
22 work area or his/her shift starting-ending floor at the end of his/her shift) that he/she may be held over
23 to work mandatory overtime, the employee shall generally not be required to work mandatory
24 overtime even if the employee is still within the facility. When such a holdover is necessary the
25 employee will be paid an additional one-half time over and above the rate otherwise required by this
26 Agreement. Information on the occurrences of tapping will be available to the Guild upon request.
27 Employees given notice of a potential holdover are required to check in for mandatory overtime
28 before leaving the facility. Management will notify a reasonable number of employees of possible

1 mandatory overtime as early in the shift as possible.

2 **ARTICLE 10: HOURS OF WORK**

3 **Section 1. Hours of Work.** The working hours of full-time Corrections Officers and
4 Corrections Sergeants shall be the equivalent of forty (40) hours and fifty (50) minutes per week
5 (except for those who are assigned to work 4/10's that total 40 hours and 40 minutes per week);
6 provided that for the purposes of the Fair Labor Standards Act, the work schedule is based upon a
7 twenty-eight (28) day cycle with a maximum of 171 hours pursuant to the 7(k) exemption.

8 **Section 2. Assignment of Work Schedules.** Except as otherwise provided in Article 9 and
9 Article 10, Section 3, the establishment of reasonable work schedules and starting times is vested
10 solely within the purview of department management and may be changed from time to time provided
11 a two (2) week notice of change is given, except in those circumstances over which the Department
12 cannot exercise control; provided the required two (2) week notification period shall not commence
13 until the employee has received the verbal or written notification of the proposed change. In the
14 exercise of this prerogative, department management will establish schedules to meet the dictates of
15 the workload, however, nothing contained herein will permit split shifts.

16 **Section 3. Schedule Changes Due to Training.** When it becomes necessary to alter work
17 schedules due to training, the Department shall be required to provide notice as articulated above. In
18 the event proper notice is not given, the affected employee shall have the option of refusing to attend
19 the training.

20 **Section 4. Rest and Meal Periods.** There shall be provided to each on-duty employee, at
21 employer expense, two fifteen (15) minute rest periods, inclusive of travel time, and a thirty (30)
22 minute lunch break per shift, during which time the employee shall remain available for duty. One
23 rest period shall be provided after approximately two (2) hours of the shift have elapsed, the other
24 after approximately six (6) shift hours have elapsed. The lunch break and meal shall be provided at
25 the approximate midpoint of the shift.

26 Employees shall be provided with meals when on-duty and assigned to work at the KCCF or
27 RJC, per the terms of DAJD's "Travel, Meal and Mileage Reimbursement Policy". Employees are
28 paid for the meal period and may be required to work during the meal period.

1 Management and the Guild will meet at least on an annual basis with the Food Services
2 Manager to review the food program and implement any committee approved changes. There may be
3 other participants included upon mutual agreement such as Health Initiative Representatives,
4 dietician, etc.

5 **Section 5. Briefing Time.** Corrections Officers and Sergeants will be required to report to
6 work ten (10) minutes prior to the hour, or half-hour, as scheduled, for briefing, such time to be part
7 of the daily work shift and compensated by the negotiated base wage rate. The County will limit the
8 roll call to 5 minutes to allow Officers travel time to their duty assignments.

9 **Section 6.** The parties agree to establish an alternative work schedule labor/management
10 committee to discuss alternative work schedules. The committee will consider in good faith
11 alternative schedules that will (1) meet the operational needs of the employer, (2) not impose undue
12 financial burdens on the employer, and (3) enhance the work life and interests of the Guild's
13 membership. This committee shall be comprised of three (3) management representatives and three
14 (3) Guild representatives. It will meet monthly for a minimum of six (6) months beginning January
15 2011 and continue through June 2011. If agreement on an alternative work schedule or schedules is
16 reached, the schedule(s) will be implemented on mutually agreeable terms.

17 **ARTICLE 11: MEDICAL, DENTAL, AND LIFE INSURANCE PROGRAMS**

18 **Section 1.** King County presently participates in group medical, dental, and life insurance
19 programs. The County agrees to maintain the level of benefits in these plans during the term of this
20 Agreement, provided that the Guild and the County agree to incorporate changes to employee
21 insurance benefits which the County may implement as a result of the agreement of the Joint Labor
22 Management Insurance Committee.

23 **Section 2. Medical coverage for retired employees.** The County will provide employees
24 who retire an option of purchasing medical coverage if and to the extent that retiree medical coverage
25 is offered through an agreement of the Joint Labor Management Insurance Committee or the King
26 County Code.

1 **ARTICLE 12: MISCELLANEOUS**

2 **Section 1. Mileage Reimbursement.** All employees who have been authorized by
3 management to use their own transportation on County business shall be reimbursed at the rate
4 approved by ordinance by the King County Council.

5 **Section 2. Uniforms.** Employees who suffer a loss or damage to personal property and/or
6 personal clothing worn on the body in the line of duty will have same repaired or replaced at
7 Department expense, not to exceed one hundred fifty dollars (\$150.00). Any uniform item damaged
8 in the line of duty (not normal wear and tear) shall be repaired or replaced by the Department upon
9 submission of the damaged uniform item (including any hazardous waste/blood stains). The
10 Department has the right to change any or all of the uniforms worn by its employees.

11 Employees shall be furnished an annual voucher to be used by the end of each calendar year.
12 The voucher allows the employee to select and receive two uniforms from the County contract list
13 including two (2) shirts, two (2) pair of pants, one (1) pair of boots/shoes, one (1) belt, one (1) tie, one
14 (1) tie clip and associated tailoring and patches. In April of each year, employees will also be given
15 four hundred fifty dollars (\$450.00), before appropriate individual payroll taxes, for the purpose of
16 maintenance.

17 Employees shall be responsible for wearing only authorized uniforms in appropriate
18 condition. Employees who experience a need for adjustments or additional purchases based on
19 change in clothing size due to pregnancy or twenty-five (25) pounds or greater weight loss shall have
20 their uniform replaced upon submission of the non-fitting uniform as long as that uniform is still in
21 wearable condition.

22 Any uniform replacement as outlined above shall first be accomplished by utilizing existing
23 inventory before a new purchase is made.

24 Employees assigned to the Internal Investigations Unit and the Special Investigations Unit
25 shall have the option of the above voucher and maintenance provision or in lieu of the above voucher
26 and maintenance provision shall receive six hundred dollars (\$600.00), before appropriate individual
27 payroll taxes, for the purchase and maintenance of authorized appropriate clothing. This election
28 shall be made for each year of the assignment. Management maintains the ability to determine the

1 appropriate clothing required for such special assignments.

2 **Section 3. Limited Duty.** Employees who are injured and temporarily disabled may be
3 allowed to work in a "transitional duty" status, if possible, while recuperating from such injury,
4 provided said "transitional duty" must be approved by the Facility Commander and, provided further,
5 that all provisions of County Policy PER-22-6 (AEP), "Transitional Duty for Employees with
6 Temporary Medical Restrictions" shall apply. Transitional duty shall consist of "restricted duty" and
7 "alternative duty". Restricted duty consists of the short-term elimination of job functions the
8 employee is unable to perform due to temporary medical restrictions. Alternative duty consists of
9 duties that are not part of the employee's regular body of work. No bargaining unit posts or special
10 assignments shall be available for assignment to any employee other than Corrections Officers or
11 Sergeants.

12 **Section 4. Promotional Examinations.** King County will adhere to the King County
13 Personnel Guidelines when conducting promotional examinations within the Corrections bargaining
14 unit and King County will consult and confer with a Department joint labor/management committee
15 to develop promotional exams within the Corrections bargaining unit.

16 **Section 5. Employee Files.** Any/all employee files, except the "background" file, shall be
17 available for review by the employee upon request during normal business hours. No information
18 will be placed in the employee's personnel file without the employee's prior knowledge. Employees
19 shall be allowed to make written responses to any materials which are in their personnel files, and
20 such responses shall be maintained in their personnel files. Employees shall have the right to
21 examine and receive a photocopy of any part of their personnel file upon request during normal
22 business hours. Access to an employee's personnel file by non-departmental employees shall be
23 recorded and included in the personnel file.

24 All medical records and psychological evaluations shall be kept in separate files as required by
25 law. Records related to internal investigations and/or criminal investigations shall be kept in separate
26 files in accordance with department policy.

27 **Section 6. Jury Duty.** An employee required by law to serve on jury duty shall continue to
28 receive salary and shall be relieved of regular duties for the period of time so assigned to jury duty.

1 The fees, exclusive of mileage, paid by the Court for jury duty shall be forwarded to the financial
2 manager for the Department of Adult and Juvenile Detention.

3 When an employee is notified to serve on jury duty, he/she will inform the Administrative
4 Sergeant as soon as possible, but not later than two (2) weeks in advance, regarding the dates of
5 absence from regular duties. The Administrative Sergeant will ensure that the employee is relieved of
6 regular duties a minimum of sixteen (16) hours prior to the time of reporting for jury duty and will
7 reassign the staff member to the 1st shift, with Sunday/Saturday furloughs for the week(s) assigned to
8 jury duty.

9 When released by the Court for the day, and/or when the total required assignment to jury duty
10 has expired, the employee will report to the 1st Shift Commander for either assignment to 1st Shift or
11 Court Detail until he or she should return to normal shift and furloughs, PROVIDED: there must be a
12 minimum of sixteen (16) hours between the time the employee is dismissed from jury duty and the
13 time he/she must report to normal shift and furloughs.

14 **Section 7. Military Leave.** The Department will adhere to all federal laws and regulations
15 concerning military leave. However, the employee has the obligation to notify the Department, at the
16 earliest possible date, regarding military service and training. Employees are required to submit to
17 the Department a copy of all applications for military training, simultaneous with the employee's
18 submittal of the application to the military. Employees are expected to provide the Department with
19 the dates of weekend drills and other scheduled periods of military service as soon as the employee is
20 notified of such dates. Failure to comply with the Department's notification procedures may result in
21 discipline or in denial of the requested leave, unless prohibited by federal or state law.

22 **Section 8. Language Translation.** Employees who translate a language in the workplace
23 identified by management as a language for which translation activity is necessary shall be paid five
24 hundred dollars (\$500) per year, pro-rated into equal per pay period installments. Eligible employees
25 shall be required to pass a language proficiency test administered by the County. The employer
26 retains the discretion to determine the number of employees that may qualify for the premium.

27 **Section 9. Resignations.** The process for submitting and updating notices of resignations by
28 Guild members shall be as follows: The member provides notice of resignation (via O/R, County

1 termination form or other means). The Department will acknowledge receipt and acceptance of the
2 resignation in writing (email will suffice). When the receipt and acceptance has been sent, the
3 employee will no longer have a right to rescind the resignation, but any request to extend or rescind
4 will be treated as a request for reinstatement under reinstatement standards as set out in the County
5 Personnel Guidelines. PROVIDED, the Department shall not disapprove an extension of resignation
6 date or a reinstatement when such is requested for the sole purpose of meeting DRS service
7 requirements for eligibility for retirement, UNLESS just cause exists to do so.

8 **Section 10. Fitness for Duty.** Once the department has determined that a physical or
9 psychological capacities evaluation should occur, any relevant medical history of the employee shall
10 be provided to the examining professional. The examining professional shall issue a written report to
11 the employer, as the client, provided however, the employee shall have the right to receive a copy of
12 that report. If the employee believes the conclusion of the examining professional is in error, the
13 employee may obtain an additional examination at his/her own expense. The employer will provide
14 the employee's examining professional with documents which were utilized by the employer's
15 examining professional. Upon proper written request of the employee, the employer shall release the
16 examination and supporting documents upon which it relies. All time and travel associated with said
17 evaluation(s) shall be paid by the employer.

18 **Section 11. Transition to Bi-Weekly Pay.** The parties, King County and the King County
19 Corrections Guild, agree as follows:

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

23 2. As provided in this collective bargaining agreement, the County is entitled to
24 implement a bi-weekly payroll schedule for employees represented by the Guild. The affected
25 employees are members of the King County Corrections Guild bargaining unit.

26 3. To assist the employees during the transition period, employees may elect to
27 receive a transition paycheck to be issued in an amount equivalent to one week of regular earnings.

28 4. The transition paycheck will be a payment of earnings for time worked after the

1 close of the pay period covered by the last semi-monthly paycheck. Employees who elect to receive
2 the transition check must request it on the designated form by no later than the cut-off established for
3 such designation.

4 5. Employees who elect to receive the transition check must designate a repayment
5 schedule; the options are to pay back in equal deductions from future paychecks over three months,
6 six months, or twelve months, beginning with the second bi-weekly paycheck.

7 6. If an employee separates from County service prior to returning the full transition
8 check amount, the remaining amount will be due and payable on the last day of County employment.
9 The remainder may be deducted from the employee's final paycheck. If the amount of the final
10 paycheck is insufficient to recover the remainder of the funds advanced in the transition check, the
11 amount may be deducted from the payoff of accrued vacation leave. If the final paycheck and
12 vacation payout are insufficient, the employee will be required to agree to a repayment plan
13 acceptable to the County.

14 7. The County agrees to provide briefings on the progress of the transition to Guild
15 representatives at least once a month in the three months preceding the transition and to provide
16 ongoing education to employees as the transition plan approaches implementation.

17 8. The Guild acknowledges that the County has fulfilled its obligation to bargain the
18 effects of implementation of the bi-weekly pay with the execution of this Agreement.

19 **Section 12. Home Free Guarantee** - The Department agrees to continue to supplement the
20 County's Home Free Guarantee for any "free rides home" over the County-provided eight (8) that are
21 a direct result of mandatory overtime. Employees living outside the coverage area of the County's
22 Home Free Guarantee program shall be reimbursed by the Department for up to \$50 per occurrence
23 for any required travel as a direct result of mandatory overtime.

24 **Section 13. Mobility Devices.** Officers using crutches and/or canes shall be limited to using
25 elevator #1 in Seattle. No officers using crutches and/or canes shall work at the RJC. Those officers
26 shall be assigned to Seattle. No other mobility devices shall be allowed at either facility. Officers
27 using crutches and/or canes shall not move into the elevator #1 Sally until it is secured.

28

1 **ARTICLE 13: GRIEVANCE PROCEDURE**

2 **Section 1. Definition.** Grievance - a dispute as to the interpretation or application of an
3 express term of this Agreement. Written reprimands are not subject to Step 4 of the grievance
4 procedure outlined in this Article.

5 **Section 2. Procedure.**

6 **Step 1 - Major:** A grievance shall be presented in writing by the aggrieved employee
7 and his/her representative, including but not limited to the legal advisor and/or shift representative if
8 the employee wishes, within 16 calendar days of the occurrence of such grievance, to the Major for
9 investigation, discussion, and written reply. This timeline is based on the agreement that disciplinary
10 actions shall be e-mailed to both the Guild President/designee and Legal Advisor, and timelines start
11 based on such e-mail date. The Major shall make his/her written decision available to the aggrieved
12 employee within twenty (20) working days. If the grievance is not resolved, it shall be advanced to
13 the next step in the grievance process within ten (10) working days.

14 **Step 2 - Department Director:** If after thorough evaluation, the decision of the Major
15 has not resolved the grievance to the satisfaction of the employee, the grievance may be presented to
16 the Department Director. All letters, memoranda, and other written materials previously submitted to
17 the Major shall be made available for the review and consideration of the Department Director.
18 He/she may interview the employee and/or his/her representative and receive any additional related
19 evidence which he/she may deem pertinent to the grievance. He/she shall make his/her written
20 decision available within twenty (20) working days. If the grievance is not resolved, it shall be
21 advanced to the next step in the grievance process within ten (10) working days.

22 **Step 3 - Labor Relations:** If the decision of the Department Director has not resolved
23 the grievance, the grievance may be presented to the Office of Labor Relations, which shall render a
24 decision on the grievance within twenty (20) working days.

25 **Step 4 - Request for Arbitration:** Either the County or the Guild may request
26 arbitration within thirty (30) days of conclusion of Step 3, and must specify the exact question which
27 it wishes arbitrated. The parties shall then select a third disinterested party to serve as an arbitrator.
28 In the event that the parties are unable to agree upon an arbitrator, then the arbitrator shall be selected

1 from a panel of nine (9) arbitrators furnished by the American Arbitration Association. The arbitrator
2 will be selected from the list by both the County representative and the Guild, each alternately
3 striking a name from the list until one name remains. The arbitrator, who shall conduct the arbitration
4 in accordance with the Voluntary Rules for Labor Arbitration, shall be asked to render a decision in
5 accordance with those rules and the decision of the arbitrator shall be final and binding on both
6 parties. The Parties shall bear the cost of their own attorneys' fees and costs, regardless of the
7 outcome of the arbitration.

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

11 The arbitrator's fee and expenses shall be borne equally by both parties. Each party shall bear
12 the cost of any non-employee witnesses appearing on that party's behalf.

13 No matter may be arbitrated which the County by law has no authority over, or has no
14 authority to change.

15 **Section 3. Timelines.** Time restrictions may be waived or extended by consent of both
16 parties.

17 **Section 4. Alternative Dispute Resolutions.**

18 **A. Unfair Labor Practice:** The parties agree that thirty (30) days prior to filing an
19 unfair labor practice charge with the PERC, the complaining party will notify the other party, in
20 writing, meet, and attempt to resolve the matter unless the deadline for filing with the PERC would
21 otherwise pass or the complaining party is seeking a temporary restraining order as relief.

22 **B. Mediation:** Either party may request mediation following a Step 3 response that
23 does not resolve the grievance (or after Step 2 for a grievance over discipline). Should both parties
24 agree they will meet with a mediator and try to resolve the grievance. In the event that the grievance
25 is not resolved, the Guild will have thirty (30) calendar days from the close of the mediation session
26 in which to submit a written request for arbitration to the Labor Relations Director of the Office of
27 Labor Relations.

28 **Section 5. Letters of Corrective Counseling.** Letters of corrective counseling are not

1 examples of discipline. An employee who receives a letter of corrective counseling may, within five
2 (5) days of receipt of the letter, request a meeting with the author to discuss the Letter of Corrective
3 Counseling. If the employee chooses, he/she may request to have the meeting with the next higher in
4 command. Within ten (10) days of such meeting, the author will notify the employee of whether or
5 not the Letter of Corrective Counseling will stand as is, be modified, or be rescinded. This appeal
6 shall be limited to either the author or the next higher in command. The decision after this appeal
7 shall be final. The letter shall be removed from all files and shall not be considered for any reason
8 one (1) year after the incident giving rise to the Letter of Corrective Counseling, provided no further
9 incidents of similar conduct have occurred, provided further that should the letter concern harassment
10 or discrimination, the employee must request removal after one (1) year and such requests shall not be
11 unreasonably denied.

12 **Section 6. Multiple Procedures.** If employees have access to multiple procedures for
13 adjudicating grievances, the selection by the employee of one procedure will preclude access to other
14 procedures; selection is to be made no later than at the conclusion of Step 2 of this grievance
15 procedure.

16 **Section 7. Just Cause/Progressive Discipline.** No employee may be discharged, suspended
17 without pay, or disciplined in any way except for just cause, provided that other provisions in this
18 contract may modify this provision. Just cause shall be defined as cause which is based upon
19 reasonable grounds and must be a fair and honest cause or reason, regulated by good faith. In
20 addition, the County will employ the concept of progressive discipline in appropriate cases. The
21 County's policy is that discipline is corrective, rather than punitive in nature. It is understood that
22 there may be egregious cases that result in discharge, disciplinary transfer or other disciplinary action
23 that do not require corrective action.

24 **Section 8. Probationary Employees.** All newly hired and promoted employees must serve a
25 probationary period. The probationary period is an extension of the hiring process; the provisions of
26 this Article will not apply to employees if they are discharged during their initial probationary period
27 for performance related issues. Grievances brought by probationary employees involving issues other
28 than discharge or demotion may be processed in accordance with this Article.

1 **ARTICLE 14: FURLOUGH AND SHIFT ASSIGNMENTS**

2 **Section 1. Request for Shift Change.** Employees who desire to change their current shift or
3 furlough assignment may request the same by submitting a written request to their immediate
4 supervisor.

5 **Section 2. Annual Rotation.** Employees shall submit a shift request "Dream Sheet" at least
6 two months prior to the date of the annual rotation. The shift request shall allow the employee to
7 identify their preference for shift, furlough and facility of assignment, by using the 1-44 request
8 concept.

9 All requests shall be considered, and a determination made on the basis of the operational
10 needs of the Department, the seniority of the employee and his/her classification and previous
11 furlough assignments, provided that all three preferences for furlough assignments submitted by a
12 senior employee shall be considered prior to granting preference of a more junior employee.

13 **Section 3. Shift Changes Other Than Annual Rotation.** Requests for change at a time
14 other than the annual rotation period (mini-rotations) shall be processed according to the provisions
15 outlined in "Transfer Request Procedures" received April 11, 2000. Mini-rotations shall occur a
16 minimum of twice (2X) per year in the months of April and September. Additionally, during the
17 month of July each year, employees shall be eligible for an on-shift adjustment (same shift and
18 facility with different furloughs).

19 **Section 4. Management Decisions.** Management decisions regarding requests for shift
20 change or furlough assignment shall not be subject to the grievance procedure beyond the Department
21 Director level and the Director's decision shall be final.

22 **Section 5. Probationary Employees.** All probationary employees, either new hires or
23 promotional, shall be subject to mandatory shift/assignment rotation during the probationary period.

24 **Section 6. Involuntary Transfers.** If an employee is transferred or reassigned involuntarily
25 and such transfer or reassignment provides significant hardship on the employee or his/her family due
26 to transportation problems, expense or other factors, the Department will give full consideration to
27 these factors and respond to viable alternatives proposed by the employee or the Guild.

28 **Section 7. Special Assignments.** All special assignments shall be made at the discretion of

1 management with seniority being but one factor. Advance notice of all special assignments shall be
2 posted and all interested Officers will be allowed to apply. Special assignments are defined as, but
3 not limited to, any non-supervisory assignment, other than the normal rotating shift assignment;
4 provided, however, that such assignment(s) shall not exceed two years except in bona fide
5 emergencies as determined by the Director. Sergeants assigned to IIU, SIU, or SOP shall be selected,
6 at management's complete discretion, after an announced job posting. The employer may assign any
7 employee to these assignments, whether or not the assigned employee has applied for the assignment.
8 Assignments in IIU, SIU and SOP shall last for thirty-six (36) months and may be extended for up to
9 an additional twenty-four (24) months. The time in IIU or SIU may be extended to three (3)
10 additional months if the assigned Sergeant is needed to complete an ongoing investigation. A
11 Sergeant who has served in IIU or SIU may be temporarily reassigned to IIU or SIU at the employer's
12 discretion.

13 **Section 8. Acting Shift Commander's Protocol.** Acting Shift Commanders shall be
14 appointed to cover for an absent regular Shift Commander (Captain) on a shift-by-shift basis, when
15 there is no other Captain available or when all available Captains have exercised the right of refusal
16 to work the shift for the absent regular Shift Commander on overtime.

17 Consideration in the selection of Acting Shift Commanders shall first be given to regularly
18 assigned Sergeants from the shift requiring an Acting Shift Commander and before Sergeants
19 assigned from another shift; and the position shall be rotated giving equal opportunity to each
20 regularly assigned Shift Sergeant on the affected shift.

21 Acting Shift Commanders shall be expected to perform the same duties as those of a regular
22 Shift Commander.

23 **Section 9. Third Shift Weekend Shift Commander's Protocol.**

24 The Guild retains the right to have the third shift Captain's position assigned in an acting
25 capacity to a regularly assigned Sergeant when a Captain is not assigned (on either regular time or
26 overtime). If a Sergeant is assigned as Acting Captain and no other Sergeants are assigned to the
27 shift, a Corrections Officer will be assigned as an Acting Sergeant. This will ensure that a minimum
28 of two (2) supervisors are on duty at all times. If an officer is mandatoried as a result of backfill due

1 to this Agreement, that officer shall only be required to work for four (4) hours. At no time will a
2 corrections officer be assigned in an Acting Captain capacity.

3 **Section 10. Nepotism.** The County and the Guild agree to meet in a Labor-Management
4 Committee setting to attempt to agree on an anti-nepotism policy. If the parties cannot agree on a
5 policy in this setting, then the anti-nepotism policy that was negotiated in the prior labor agreement
6 will be implemented within 30 days from the point at which either side withdraws from the
7 discussion of this topic in the Labor-Management Committee.

8 **ARTICLE 15: FIREARMS**

9 **Section 1.** The Department will make available up to two hundred and fifty (250) rounds of
10 practice ammunition per month for any authorized caliber weapons for each gun qualified corrections
11 Officer/Sergeant, provided the Officer/Sergeant uses this ammunition at a range under supervised
12 conditions. Gun qualified staff covered by this agreement shall be provided with ammunition
13 appropriate to their weapon and consistent with Department policy. Employees shall, upon request,
14 be issued two (2) months of their allotment of practice ammunition during any sixty (60) day period.

15 **Section 2. Course of Fire.** The Department shall meet and confer with the Guild prior to any
16 changes to the Course(s) of fire for gun qualification.

17 **Section 3. Vests.** The Department shall provide gun qualified employees with body armor of
18 threat level IIIA, employees at their discretion may elect a level IIA vest. Vests shall be replaced
19 whenever they are defective, but in no case longer than the manufacturer suggested replacement
20 period.

21 **ARTICLE 16: BULLETIN BOARDS**

22 **Section 1. Postings.** The employer agrees to permit the Guild to post on County bulletin
23 boards, the announcement of meetings, election of officers, and any other Guild material which is not
24 prohibited by state law or County ordinance.

25 **Section 2. Job Announcements.** Job announcements will be posted on appropriate bulletin
26 boards.

1 **ARTICLE 17: TRAINING AND EDUCATION REIMBURSEMENT**

2 **Section 1. Educational Reimbursement.** The Employer agrees to reimburse employees for
3 the cost of tuition and books at an accredited institution for pre-approved degree work for any and all
4 (e.g. Associates, Bachelors, Masters, PHD) degrees in criminal justice or public administration. The
5 degree work will be reimbursed provided the employee receives a grade of "C" or better, or a passing
6 grade if taken as pass/fail. These reimbursements shall be subject to the following conditions:

7 • The individual must be pre-approved for the specific degree program and will only
8 be reimbursed for necessary coursework or credits that are taken after approval.

9 • Reimbursement will be limited to an amount equal to the rate at the University of
10 Washington.

11 • All requests for pre-approval shall be submitted to the Director with copies to the
12 Facility Commander and Finance.

13 • Employees partially through a program may submit for pre-approval but shall only
14 be reimbursed for any remaining necessary coursework or credits.

15 • All pre-approval requests must be submitted at least 30 calendar days before the start
16 of any coursework subject to reimbursement.

17 • Annual limit in accordance with IRS regulations (currently \$5,250.00).

18 Employees may submit for pre-approval for reimbursement as outlined above for degrees
19 outside of Criminal Justice or Public Administration. This request shall be submitted to a standing
20 panel of three members (two selected by management and one selected by the Guild) who shall
21 review the request and make a recommendation to the Director. The Director shall make the final
22 decision. The criteria to determine whether a degree program would be approved for reimbursement
23 shall be whether or not the program has a direct relationship to the employee's work and provides a
24 corresponding benefit to the Department. The request shall be processed in the following manner:

25 • The pre-approval request must be submitted at least 60 calendar days before the start
26 of any coursework subject to reimbursement.

27 • The Panel shall convene within 30 calendar days of the request to review the request
28 - including an opportunity to meet with the employee to discuss the merits of their request.

1 • The Panel shall make their recommendation to the Director in writing with the
2 reasons for the recommendation within 14 calendar days of reviewing the request and shall provide a
3 copy of the recommendation to the employee.

4 • The Director shall make the final decision within 14 calendar days of receiving the
5 recommendation. This decision shall be in writing and if denied, shall include reasons for the denial.
6 There shall be an annual limit of forty (40) employees who can receive tuition reimbursement during
7 any calendar year.

8 **Section 2. Special Schools/Temporary Assignments.** Notice of special schools, training
9 opportunities and temporary assignments will be posted and all interested and qualified employees
10 will be allowed to apply prior to selection of the candidate(s). Employees who request training shall
11 be given written notification that their request has been received by the required person(s). The
12 Department will consider the job performance, supervisory recommendations and special expertise in
13 making its selection. Probationary employees shall not receive training slots where qualified regular
14 employees have submitted application and been denied. The Director shall have final approval of all
15 selections for special schools, training opportunities and temporary assignments and such decisions
16 shall not be grievable beyond Step 2 (Department Director).

17 **ARTICLE 18: PAST PRACTICE**

18 The parties agree that this Agreement will constitute the whole and entire Agreement between
19 the parties. Further, that any past practice which is not specifically and expressly contained within the
20 terms of this Agreement will be considered abolished and will no longer be considered a precedent.

21 **ARTICLE 19: SAVINGS CLAUSE**

22 Should any part hereof or any provision herein contained be rendered or declared invalid by
23 reason of any existing or subsequently enacted legislation or by any decree of a court of competent
24 jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the
25 remaining portions hereof; provided, however, upon such invalidation the parties agree to meet and
26 renegotiate such parts or provisions affected. The remaining parts or provisions shall remain in full
27 force and effect.

1 **ARTICLE 20: WORK STOPPAGES AND EMPLOYER PROTECTION**

2 **Section 1. No Work Stoppage.** The employer and the Guild agree that the public interest
3 requires efficient and uninterrupted performance of all County services, and to this end, pledge their
4 best efforts to avoid or eliminate any conduct contrary to this objective. Specifically, King County
5 Corrections Guild shall not cause or condone any work stoppage, including any strike, slowdown, or
6 refusal to perform any customarily assigned duties, sick leave absence which is not bona fide, or other
7 interference with County functions by employees under this Agreement and should same occur, King
8 County Corrections Guild agrees to take appropriate steps to end such interference. Any concerted
9 action by any employees in the bargaining unit shall be deemed a work stoppage if any of the above
10 activities have occurred.

11 **Section 2. Guild Responsibility.** Upon notification in writing by the County to King County
12 Corrections Guild that any of its members are engaged in a work stoppage, the Guild shall
13 immediately, in writing, order such employee to immediately cease engaging in such work stoppage
14 and provide the County with a copy of such order. In addition, if requested by the County, a
15 responsible official of the Guild shall publicly order such employees to cease engaging in such a work
16 stoppage.

17 **Section 3. Penalties.** Any employee who commits any act prohibited in this article will be
18 subject to the following action or penalties:

- 19 1. Discharge.
20 2. Suspension or other disciplinary action as may be applicable to such employee.

21 **ARTICLE 21: WAIVER CLAUSE**

22 The parties acknowledge that each has had the unlimited right within the law and the
23 opportunity to make demands and proposals with respect to any matter deemed a proper subject for
24 collective bargaining. The results of the exercise of that right and opportunity are set forth in this
25 Agreement. Therefore, the County and the signatory organization, for the duration of this Agreement,
26 each agree to waive the right to oblige the other party to bargain with respect to any subject or matter
27 not specifically referred to or covered in this Agreement.
28

1 **ARTICLE 22: REDUCTION-IN-FORCE**

2 **Section 1. Order of Layoff.** Employees laid off as a result of a reduction in force shall be
3 laid off according to seniority within the classification, with the employee with the least time being
4 the first to be laid off. Ties in classification seniority shall be broken in accordance with the
5 tiebreaker provisions outlined in Article 4, Section 4.

6 **Section 2. Demotion in Lieu of Layoff.** In lieu of layoff, a regular or probationary employee
7 within the bargaining unit may request, and shall be granted, demotion to a position in a lower
8 classification formerly held by that employee within the bargaining unit, thereby filling the position
9 (i.e., bumping) held by the employee with the least seniority in the lower classification; provided that
10 the employee requesting demotion (i.e., exercising his/her right to bump) has more seniority in the
11 bargaining unit than the employee who is being bumped (including tiebreakers as outlined in Article
12 4, Section 4).

13 **Section 3. Recall.** The names of laid off employees will be placed in inverse order of layoff
14 on a Re-employment List for the classification previously occupied. The Re-employment List will
15 remain in effect for a maximum of two years or until all laid off employees are rehired, whichever
16 occurs first. As positions become available, employees on the Re-employment List will be given first
17 opportunity to return to work. Those on the Re-employment List shall be responsible for providing
18 current address and phone numbers to the Employer. After notice of recall, an employee will have
19 two (2) weeks to respond to the notice of recall. An employee refusing a recall opportunity or failing
20 to respond within two weeks shall be removed from the Re-employment List, unless affirmatively
21 requesting to stay on the list. Employees who are recalled shall return to the same wage step and
22 accrual levels they were at when they were laid off.

23 **Section 4. Layoff Notification.** The County will notify the affected employees at least thirty
24 (30) calendar days in advance of the effective date of any layoff. When providing layoff notification
25 to affected employees, the Department shall provide and make available to the employee information
26 about the County's Layoff and Recall program.

27
28

1 ARTICLE 23: EMPLOYEE BILL OF RIGHTS

2 A. Every employee who becomes the subject of an internal investigation shall be advised at
3 the time of the interview that s/he is suspected of:

4 1. Committing a criminal offense;

5 2. Misconduct that would be grounds for termination, suspension, or other
6 disciplinary action; or

7 3. That s/he may not be qualified for continued employment with the Department.

8 B. Any employee who becomes the subject of a criminal investigation may have legal counsel
9 present during all interviews. This representation by counsel is confined to counseling and not actual
10 participation in the investigation. A criminal investigation as used herein shall be interpreted as any
11 action which could result in the filing of a criminal charge. A major investigation as used elsewhere
12 in this motion shall be interpreted as any action which could result in dismissal from the Department
13 or the filing of a criminal charge.

14 C. The employee under investigation must at the time of the interview be informed of the
15 name of the officer in charge of the investigation and the name of the officer who will be conducting
16 the interview.

17 D. The employee shall be informed in writing of the nature of the major investigations and
18 whether s/he is a witness or suspect before any interview commences, including information
19 necessary to apprise him/her for the allegations of such complaints.

20 E. The interview of an employee shall be at a reasonable hour, preferably when the employee
21 is on duty unless the exigencies of the interview dictate otherwise. Whenever possible interviews
22 shall be scheduled during the normal workday of the County.

23 F. The employee may request that a major investigation interview be recorded, either
24 mechanically and/or by a stenographer. There can be no "off-the-record" questions. Upon request,
25 the employee under a major investigation shall be provided an exact copy of any written statement
26 s/he has signed or of a verbatim transcript of any interview.

27 G. Interviewing shall be completed within a reasonable time, and shall be done under
28 circumstances devoid of intimidation or coercion. In all major investigation interviews the employee

1 shall be afforded an opportunity and facilities to contact and consult privately with an attorney of
2 his/her own choosing before being interviewed. The employee shall be entitled to such reasonable
3 intermissions as s/he shall request for personal necessities, meals, telephone calls, and rest periods.

4 H. All interviewing shall be limited in scope to activities, circumstances, or events which
5 pertain to the employee's conduct or acts which may form the basis for disciplinary action under one
6 or more of the categories contained in Paragraph 2 herein.

7 I. The employee will not be threatened with dismissal or other disciplinary punishment as a
8 guise to attempt to obtain his/her resignation, nor shall s/he be subject to abusive or offensive
9 language or intimidated in other manner. No promises or rewards shall be made as an inducement to
10 answer questions.

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1 **ARTICLE 24: DURATION**

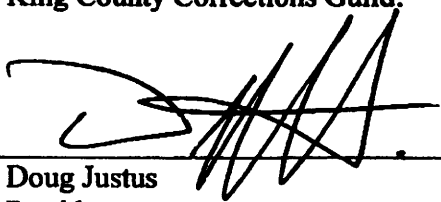
2 This Agreement and each of its provisions, unless otherwise stated, shall become effective
3 upon ratification by the King County Council and shall continue in full force and effect through
4 December 31, 2012.

5 Contract negotiations for the year 2013 may be initiated by either party by providing to the
6 other party written notice of its desire to begin negotiations, provided that such negotiations may not
7 commence sooner than May 15, 2012.

8
9
10 APPROVED this 28 day of JANUARY, ²⁰¹³ 2012.

11
12
13 By: 
14
15 King County Executive

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17
18 King County Corrections Guild:

19
20 
21
22 Doug Justus
23 President