#### **Memorandum of Agreement**

#### By and Between

#### **King County**

and

#### **International Brotherhood of Teamsters Local 117**

#### Information Technology Managers and Supervisors - Department of King County Information

#### Technology, Executive Branch Departments; Department of Executive Services

#### Subject: Career Progression Classification Project Implementation

The County and the International Brotherhood of Teamsters Local 117 (the Union) are parties to a collective bargaining agreement for the term of January 1, 2018 – December 31, 2020, representing Information Technology (IT) Managers and Supervisors - Department of King County Information Technology, Executive Branch Departments; Department of Executive Services. The parties have bargained a successor agreement effective January 1, 2021 – December 31, 2024, which is anticipated to be implemented in 2022.

#### **Background**:

1. In February 2018, the County and the Coalition of Unions bargained a Memorandum of Agreement (MOA) (000MLAU0117) outlining how the County would implement the Career Progression Classification Project (CP2). The purpose of CP2 was to update and/or create new IT classifications to provide consistency, clearly describe both the duties and scope of responsibility for each classification, and support employee development.

**2.** In February 2019, the County and the Union bargained a second MOA (456TCMLAU0118) which determined the effective date for reclassification and wage placement under CP2 to be January 1, 2019, unless otherwise specifically agreed by the parties.

**3.** In January 2020, the County and the Union bargained a third MOA (048&456U0120) agreeing to allocate employees to updated and new IT classification specifications based on their currently performed bodies of work, process appeals, and negotiate wages on a salary or hourly basis pursuant to the FLSA.

4. In December 2021, the County and the Union completed negotiations on a successor agreement and separately began bargaining wages under CP2. The following represents the parties' agreement on implementation of the new and updated classifications and wages of same.

#### Agreement:

**1.** The following wage table will be included in the Appendix as Addendum A and shall be effective upon final approval by Council, but no later than 8/1/22:

King County Information Technology, Executive Branch Departments; Department of Executive Services 456U0122 Page 1

Job Class	PeopleSoft Job			
Code	Code	Classification Title	Range	
7341200	740201	Customer Success Manager	79	
7341100	740102	IT Services Supervisor	72	
7341300	740301	IT Manager	76	
7341400	740401	IT Manager-Senior	78	
7341500	740501	IT Manager-Principal	80	
7341600	740601	IT Project Manager-Senior	75	
7341700	740701	IT Program/Product Manager	78	
7341800	740801	Principal Technology Strategist	79	
For rates, please refer to the King County Squared Salary Schedule				

**2.** All reclassifications will be step-to-step (i.e. IT Project Manager III at Step 10 reclassified to an IT Program/Product Manager will remain at Step 10).

**3.** Employees who had earned Merit over-the Top prior to reclassification will retain eligibility upon reclassification.

4. All members of the bargaining unit shall receive a wage settlement of 2.4% of the new base annual rate for the twenty-four month period prior to the implementation date, pro-rated to date of hire.

5. This wage addendum will remain in effect concurrent with the parties' Appendix which expires December 31, 2024.

For International Brotherhood of Teamsters Local 117 (Union):

DocuSigned by:

Anto EC2D5CEA01EE40B

John Scearcy Secretary-Treasurer

For King County:

DocuSigned by: Lacey O'Connell

Lacey O'Connell Senior Labor Relations Negotiator Office of Labor Relations King County Executive Office 6/14/2022

Date

6/14/2022

Date

King County Information Technology, Executive Branch Departments; Department of Executive Services 456U0122 Page 2

#### **Certificate Of Completion** Envelope Id: 838C36082B26482DA97FAFB11CC1A8AA Status: Completed Subject: Please DocuSign: 456U0122.docx Source Envelope: Document Pages: 2 Signatures: 2 Envelope Originator: Certificate Pages: 5 Initials: 0 Lacey O'Connell - King County OLR AutoNav: Enabled 11943 Sunset Hills Rd EnvelopeId Stamping: Enabled Reston, VA 20190 Time Zone: (UTC-08:00) Pacific Time (US & Canada) loconnell@kingcounty.gov IP Address: 73.181.129.99 **Record Tracking** Holder: Lacey O'Connell - King County OLR Status: Original Location: DocuSign 6/14/2022 1:27:21 PM loconnell@kingcounty.gov Pool: FedRamp Security Appliance Status: Connected Storage Appliance Status: Connected Pool: King County-King County Executive Location: DocuSign Office-Office of Labor Relations Signer Events Timestamp Signature DocuSigned by: John Scearcy Sent: 6/14/2022 1:28:12 PM Anto maddy.shumate@teamsters117.org Viewed: 6/14/2022 3:34:15 PM EC2D5CFA91EF49B. Security Level: Email, Account Authentication Signed: 6/14/2022 3:37:16 PM (None) Signature Adoption: Uploaded Signature Image Signed by link sent to maddy.shumate@teamsters117.org Using IP Address: 70.98.106.242 Electronic Record and Signature Disclosure: Accepted: 6/14/2022 3:34:15 PM ID: 6ee40994-faf6-460f-97f6-19ef7468facb Lacey O'Connell Sent: 6/14/2022 3:37:17 PM Lacey O'Connell loconnell@kingcounty.gov Viewed: 6/14/2022 4:04:39 PM C94CBED6540E400... Senior Labor Relations Negotiator Signed: 6/14/2022 4:04:50 PM King County Executive Department-OLR Signature Adoption: Pre-selected Style Security Level: Email, Account Authentication Signed by link sent to loconnell@kingcounty.gov (None) Using IP Address: 73.181.129.99 **Electronic Record and Signature Disclosure:** Not Offered via DocuSign In Person Signer Events Signature Timestamn

in Ferson Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp

Ordinance 19469

Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/14/2022 1:28:13 PM
Certified Delivered	Security Checked	6/14/2022 4:04:39 PM
Signing Complete	Security Checked	6/14/2022 4:04:50 PM
Completed	Security Checked	6/14/2022 4:04:50 PM
Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

# ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, King County Sub Account - Office of Labor Relations (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

# How to contact King County Sub Account - Office of Labor Relations:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows: To contact us by email send messages to: bmcconnaughey@kingcounty.gov

# To advise King County Sub Account - Office of Labor Relations of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bmcconnaughey@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### To request paper copies from King County Sub Account - Office of Labor Relations

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bmcconnaughey@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### To withdraw your consent with King County Sub Account - Office of Labor Relations

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to bmcconnaughey@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

# **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <u>https://support.docusign.com/guides/signer-guide-signing-system-requirements</u>.

### Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County Sub Account Office of Labor Relations as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County Sub Account - Office of Labor Relations during the course of your relationship with King County Sub Account - Office of Labor Relations.