

**Coalition Labor Agreement (CLA) - Appendix for [276]  
 Agreement Between King County  
 And  
 Washington State Council of County and City Employees, Council 2, Local 2084-S  
 Department of Adult & Juvenile Detention (Juvenile Division Supervisors) (N3)**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

ARTICLE 1: APPLICATION OF CLA, LMCs, AND DEFINITIONS ..... 1  
 ARTICLE 2: UNION RECOGNITION..... 3  
 ARTICLE 3: RIGHTS OF MANAGEMENT ..... 4  
 ARTICLE 4: EMPLOYEE RIGHTS ..... 5  
 ARTICLE 5: HOLIDAYS ..... 7  
 ARTICLE 6: VACATIONS..... 8  
 ARTICLE 7: GENERAL LEAVES..... 10  
 ARTICLE 8: HOURS OF WORK AND OVERTIME..... 10  
 ARTICLE 9: WORKING OUT-OF-CLASS/SPECIAL DUTY ..... 12  
 ARTICLE 10: REDUCTION IN FORCE..... 13  
 ARTICLE 11: UNFAIR LABOR PRACTICES..... 15  
 ARTICLE 12: POSITION OPENINGS AND SHIFT/FURLOUGH BIDDING ..... 16  
 ARTICLE 13: WORK STOPPAGES AND EMPLOYER PROTECTION ..... 18  
 ARTICLE 14: MISCELLANEOUS ..... 19  
 ARTICLE 15: INSURED BENEFITS..... 20  
 ARTICLE 16: WAGE RATES ..... 21

**ARTICLE 1: APPLICATION OF COALITION LABOR AGREEMENT, LABOR-  
MANAGEMENT COMMITTEE, AND DEFINITIONS**

**Section 1.1. Application of Coalition Labor Agreement (CLA):** The CLA shall apply to the individual bargaining unit’s employees as follows:

A. The Preamble in its entirety.

B. All Superseding and non-superseding provisions, unless otherwise noted in this Appendix or in the CLA.

**Section 1.2. Labor-Management Committee:**

A. The parties agree to continue their Labor-Management Committee (LMC) which shall be authorized, consistent with applicable laws and the terms of this Agreement, to use principles of interest-based discussion to interpret, apply and resolve issues affecting Labor and/or Management.

B. The role of the JLMC is to oversee the tasks and/or committees called for in this Agreement and to provide the necessary coordination on matters involving the following principles:

- To deal jointly with issues
- To maintain and improve labor-management relations and communications
- To establish commitment, mutual trust and mutual respect
- To help identify and solve problems
- To provide a forum to exchange information
- To promote the highest degree of efficiency and responsibility in performance of the work and the accomplishment of the public purpose of the Department of Adult and Juvenile Detention (the Department) and the Juvenile Division (the Division)
- To perform other duties as contained in this Agreement

C. The LMC will meet at least every other month unless the parties mutually agree to change the schedule provided that no more than ninety (90) days shall elapse between meetings. The responsibility for chairing meetings shall alternate each meeting between the Union and Division management. The chairperson shall function as a facilitator of LMC deliberations in accordance with

1 the principles of interest-based discussion. Each party will determine whether their chair assignment  
2 will be permanent or rotate among their members.

3           **D.** The parties agree that the LMC will be comprised of approximately equal  
4 representation of the County including one representative from the Office of Labor Relations (OLR)  
5 and the Union.

6           **E.** The LMC does not waive or diminish County rights and does not waive or  
7 diminish Union rights of grievance or bargaining. Issues are to be discussed in an interest-based,  
8 collaborative manner and the LMC may access the services of a mutually acceptable source of  
9 mediation services if consensus cannot be reached in a timely manner. The parties recognize that the  
10 LMC may not be able to resolve every issue.

11           **Section 1.3. Definitions:** All words under this Agreement shall have their ordinary and usual  
12 meaning except those words that have been defined under K.C.C. 3.12, as amended.

1 **ARTICLE 2: UNION RECOGNITION**

2           **Section 2.1. Recognition:** The County recognizes the Union as the exclusive bargaining  
3 representative for all full-time and regular part-time Corrections Supervisors of the King County  
4 Juvenile Division, excluding confidential employees and all other employees.

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

**ARTICLE 3: RIGHTS OF MANAGEMENT**

It is recognized that the County retains the right, except as otherwise provided in this Agreement, to manage the business of the County and to direct its workforce. Such functions of the County include, but are not limited to:

A. Recruit, examine, select, promote, transfer and train employees of its choosing, and to determine the times and methods of such actions;

B. Assign and direct the work; develop and modify class specifications as well as assignment for the salary range for each classification and allocate positions to those classifications; determine the methods, materials and tools to accomplish the work; designate duty stations and assign employees to those duty stations;

C. Reduce the workforce due to lack of work, funding or other cause consistent with efficient management; discipline, suspend, demote or dismiss regular employees for just cause;

D. Establish work rules; assign the hours of work and assign employees to shifts of its designation;

E. All of the functions, rights, powers and authority of the County not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the County;

F. King County intends to implement a new performance evaluation system during the life of this Agreement and will bargain any effects of that new system to the extent required by law.

**ARTICLE 4: EMPLOYEE RIGHTS**

**Section 4.1. Personnel Files:**

A. The employee and/or a Union representative may examine the employee’s personnel files if the employee so authorizes in writing. Material placed into the employee’s files relating to job performance or personal character shall be brought to their attention prior to placement in the file. The employee may challenge the propriety of including it in the files. If, after discussion, the County retains the material in the file, the employee shall have the right to insert response documentation into the file. Letters of Corrective Counseling shall be removed from the Department personnel files twelve (12) months after issuance, but shall be retained in Internal Investigations Unit (IIU) files as required for records retention and documentation of notice.

B. Unauthorized persons shall not have access to employee files or other personal data relating to the employee, except as required by law. The Director or designee will determine employees authorized for access to personnel files maintained in the Department.

**Section 4.2. Class Specifications:** When the phrase, such as “performs related work as required,” is incorporated into the text of an official class specification as a representative example of work, the assignment of such work on a regular and ongoing basis shall be within the essential duties and responsibilities of the classification. Except as agreed to by the Union and the County, employees shall not regularly and on an ongoing basis be assigned duties foreign to their classification.

**Section 4.3. Right to Representation:** Employees shall have the right to representation as defined by law and the terms of this Agreement.

**Section 4.4. Promotion:** An employee who accepts a transfer or promotion to a position exempt from Career Service within the Juvenile Division shall be allowed to re-enter career service at a position in their previous classification within one (1) year of taking the transfer or promotion if the employee does not pass probation, or the employee decides that the employee is better suited to their previous classification. If there are no current vacancies, the Department may initiate a layoff pursuant to Article 10 Reduction in Force. However, the County will follow its existing processes to try to find an alternative placement for such employees within the County.

1           **Section 4.5. Career Development:** The parties share a mutual interest in the training and  
2 career development of employees. Providing opportunities for employees to attend both mandatory  
3 and non-mandatory trainings – including but not limited to administrative training, leadership  
4 training, and juvenile corrections related training or conferences is in the best interest of both the  
5 County and employee. To that end, the Department will continue in its efforts to provide appropriate  
6 training for its employees, and employees may request paid release time to attend trainings and/or  
7 conferences that would enhance the development of their Department careers and/or enhance their  
8 skills as Corrections Supervisors.

9           **Section 4.6. Personal Property:** Employees whose personal property is damaged during the  
10 performance of their duties shall have same repaired or replaced at County expense; provided, that  
11 such reimbursement shall not exceed one hundred and fifty dollars (\$150) per incident paid by the  
12 Department. Claims above \$150 will be reviewed by the Department Deputy Director and submitted  
13 pursuant to Department policy to King County Risk Management for approval and reimbursement if  
14 appropriate. Paperwork necessary to process claims covered under this Section will be initiated by  
15 the Division within one pay period upon receipt of the claim from the employee.

16           **Section 4.7. Safety Standards:** No employee shall be directed to work in a manner or  
17 condition that does not comply with local, state, or federal safety regulations, or in a condition,  
18 location or assignment which would constitute a hazard to the employee’s health or well-being. The  
19 County shall provide appropriately classified staff for the care, supervision and transportation of  
20 youth.

1 **ARTICLE 5: HOLIDAYS**

2 **Section 5.1. Holiday Observance and Pay:**

3 **A. Holiday Observance.** All employees shall take holidays off (up to eight hours)  
4 using holiday leave if eligible, on the day of observance, unless their work schedule requires  
5 otherwise for continuity of services, as determined by the County. The day of observance shall be  
6 pursuant to CLA Article 10, except that New Year’s Day, Juneteenth, Independence Day, Veteran’s  
7 Day, and Christmas Day will be observed on the actual date, even when they fall on a Saturday or  
8 Sunday. When a holiday falls on an employee’s normal work day, and the employee is not required  
9 to work the holiday but normally works ten (10) hours, the employee may, at their discretion, use two  
10 (2) hours of accrued vacation or compensatory time, in addition to the eight (8) hours of holiday  
11 leave, for a maximum of ten (10) hours of compensation for the day.

12 **B. Work on Holiday.** If an employee works on an observed holiday, they shall be  
13 paid at the rate of one-and-one-half (1.5) times the combined amount of the employee’s hourly base  
14 rate of pay and applicable pay premiums (longevity and education) in effect at the time (known as  
15 “time and one half”) for all regular hours worked, and the employee shall receive an additional eight  
16 (8) hours of holiday pay at the straight-time rate.

17 **C. Furlough on Holiday.** If a holiday falls on an employee’s furlough day the  
18 employee shall be eligible for eight (8) hours of leave to be added to their accrued vacation bank, or  
19 eight (8) hours of holiday pay at the straight-time rate, at the employee’s option.

20 **D.** Annually, no later than February 1, employees shall make a selection for how they  
21 want their holiday leave hours credited for the year (pay or leave) when their furlough is on a holiday.  
22 In the event the employee does not indicate a preference, the employee shall receive pay.

23 **E.** Leave added to the vacation bank under this Article will be subject to all of the  
24 same provisions as accrued vacation contained throughout this Agreement.

25 **Section 5.2.** Regular part-time employees shall receive pro-rated holiday benefits in the same  
26 manner as outlined in this Agreement.

27 **Section 5.3.** When an employee’s scheduled work day spans two (2) calendar days, the  
28 holiday shall be considered to have occurred (observed) on the calendar day it commences.



1 **ARTICLE 6: VACATIONS**

2 **Section 6.1. Vacation Annual Bid:**

3 **A. Employees may make up to six (6)** vacation bid requests for the period beginning  
4 February 1 and ending the following January 31. All such bid requests must be submitted on the  
5 appropriate Division leave form no later than the preceding December 1. Employees shall indicate  
6 their priority order on the requests. Each request must be for consecutive days or time. The  
7 combined bids must be limited to current and projected vacation accruals; bids received beyond that  
8 amount will be rejected. Vacation preference requests shall be granted on the basis of seniority  
9 within the classification, provided that judicial proceedings, youth services and essential facility  
10 operations are properly staffed at all times. Employees will be notified by December 15 in regard to  
11 approval or disapproval of their requests.

12 **B.** The rounds shall be processed as follows, and approved based on seniority in  
13 classification and operational needs as noted in Section 6.1A:

14 Round 1: One request in consecutive full day increments

15 Round 2: One request in consecutive full day increments

16 Round 3: All remaining requests (up to four) in consecutive full day increments

17 **Section 6.2. Vacation Leave After Annual Bid:** Vacation requests received after December  
18 1 must be submitted seventy-two (72) hours in advance, and shall be considered and approved with  
19 preference given based on the date of request (first come, first served). Employees shall be advised  
20 within thirty (30) days of the date of the request as to approval or disapproval of the request.

21 **Section 6.3.** Vacation time approved during the annual bid may not later be converted to  
22 compensatory time off.

23 **Section 6.4. Leave Cancellation:** Employees shall provide a minimum of twenty-four (24)  
24 hours of notice prior to cancelling all other approved leave. Leave cancellation requests with less  
25 than required notice will only be approved if cancelling their leave and working would prevent  
26 another employee from having to work mandatory overtime, or the employee would go into a no-pay  
27 status by taking the scheduled leave.

28 **Section 6.5. Increments of Use:** Vacation leave may only be requested for use in quarter  
(1/4) hour increments, at the discretion of the Division Director/designee.

---

*Washington State Council of County and City Employees, Council 2, Local 2084-S; Department of Adult & Juvenile  
Detention (Juvenile Division Supervisors) [276/N3]  
January 1, 2021 through December 31, 2024  
276CLAC0122*

**ARTICLE 7: GENERAL LEAVES**

**Section 7.1. Leave – Examinations and Interviews:** Employees shall be released from duty without loss of pay to participate in promotional examinations or interviews for County positions when the exam or interview occurs during their regularly scheduled work hours.

**Additional References:**

**Organ Donor Leave:** Pursuant to Coalition Labor Agreement, Article 36

**Donated Leave:** Pursuant to Coalition Labor Agreement, Article 6

**Bereavement Leave:** Pursuant to Coalition Labor Agreement, Article 8

**Jury Duty:** Pursuant to Coalition Labor Agreement, Article 5

**Leave for Volunteer Service:** Pursuant to Coalition Labor Agreement, Article 4

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**ARTICLE 8: HOURS OF WORK AND OVERTIME**

**Section 8.1. Hours of Work:**

A. The work week for employees shall begin at 12:00 a.m. on Saturday and continue for a total of seven (7) consecutive days through 11:59 p.m. the following Friday. The standard work week for employees in this bargaining unit shall consist of forty (40) hours per week. The normal work week shall be four (4) ten (10) hour days with three (3) consecutive days off. The County may establish new work schedules (days of work, hours of work) and/or work locations, provided that advance written notice is given to the Union, except in cases of emergency, and the Union is provided the opportunity to bargain the impacts or decision, to the extent required by law.

B. The parties agree that alternate work schedules may be utilized that are mutually agreed upon in writing by the employee and Juvenile Division Director/designee.

**Section 8.2. Contractual Overtime:**

A. The overtime rate shall be paid to employees for all hours worked in excess of forty (40) hours per work week, excluding sick leave. The contractual overtime rate for each overtime hour worked shall be one and one-half times the combined amount of the employee’s hourly base rate of pay and applicable pay premiums (longevity and education) in effect at the time the overtime is worked (known as “time and one half”). In the event that the Fair Labor Standards Act (FLSA) requires a higher rate of pay for any overtime hours worked, the employee shall be paid the higher rate of pay pursuant to the FLSA.

B. Full time employees who work contiguous to their regularly assigned work shift (before or after) shall be paid at the overtime rate for the actual time worked (beyond ten hours) so long as they have not taken vacation leave during that workday.

C. Sick leave shall not be included for the purposes of determining whether the daily or weekly overtime thresholds have been met.

D. Overtime work shall require prior approval of the individual’s supervisor; however, under emergent circumstances overtime work may be approved after it is performed, provided the Juvenile Division Director/designee determines sufficient justification is made. Minutes punched in ahead of shift shall not count as time worked without prior approval.

1           **Section 8.3. Compensatory Time:** An employee may request, and with approval of the  
2 Director or designee, may receive compensatory time off (CTO) in lieu of being paid for the overtime  
3 they worked.

4           **A.** Employees may accrue (earn) a maximum of eighty (80) hours of CTO each  
5 calendar year. Employees who have reached the annual maximum of eighty (80) hours of CTO must  
6 take any subsequent overtime compensation in pay.

7           **B.** Employees may request a cash-out of any unused CTO they have accrued at any  
8 time before December 31st. CTO may be cashed out at any time at the discretion of management,  
9 and will be cashed out each year in the pay period that includes December 31st.

10           **C.** CTO may only be requested for use in one-quarter (1/4) hour increments.  
11 Employees shall be responsible for the proper submission of Absence Request Forms for the use of  
12 CTO.

13           **D.** Requests to use CTO shall be made at least seventy-two (72) hours prior to the  
14 time being requested. Any requests within seventy-two (72) hours of the start of the shift shall be  
15 reviewed for approval on a case-by-case basis, and may not be approved if the approval would result  
16 in mandatory overtime for another employee.

17           **E.** Except for the above limitations, the use of CTO shall be reviewed for approval on  
18 a case-by-case basis. Management’s decisions in the application or granting of CTO shall not be  
19 subject to the provisions of CLA Article 26, Grievance Procedure.

20           **Section 8.4. Mandatory Training or Mandatory Meetings:** In the event that the Department  
21 requires an employee to attend a mandatory training or meeting, and such training or meeting is not  
22 immediately before or after a shift, or during a shift, then a two (2) hour minimum will be paid,  
23 which may be paid as overtime pursuant to Section 8.2 of this Article. For mandatory trainings or  
24 meetings immediately before or after a scheduled shift, the employee shall be paid for actual time  
25 spent in the training or meeting, which may be paid as overtime pursuant to Section 8.2 of this  
26 Article.

1 **ARTICLE 9: WORKING OUT-OF-CLASS/SPECIAL DUTY**

2 Pursuant to CLA, Articles 33 and 15, and the following:

3 **Section 9.1. Seniority:** Employees who work out of class or on special duty assignments  
4 shall accrue seniority only within their regular classification.

5 **Section 9.2. Supervisory Vacancies:** Temporary Supervisor vacancies may be filled by non-  
6 bargaining unit employees if:

- 7 1. The vacancy is not filled by the alternate assignment process.
- 8 2. There are no available Supervisors.

1 **ARTICLE 10: REDUCTION IN FORCE**

2 **Section 10.1.** Regular employees selected for layoff as a result of efficiencies, lack of funds  
3 and/or a lack of work shall be laid off according to seniority in the classification.

4 **A. Seniority Tie-Breaker:** In the event there are two or more regular employees  
5 within the Juvenile Division with the same classification, title and seniority within the classification,  
6 the layoff shall be based upon total Juvenile Division seniority which includes seniority accrued  
7 within the former Department of Youth Services. If Juvenile Division seniority is tied, then the  
8 County will decide.

9 **Section 10.2.** An employee designated for layoff within a specific classification may move to  
10 another position within that classification based on their seniority in the classification. Where  
11 multiple employees occupy the same shift and days off, the least senior employee within the group  
12 will be displaced. If there is no Master Schedule position within the classification to which the  
13 employee can move, the employee may select a Master Schedule position in a job classification  
14 previously worked at the agency, based on total agency seniority, provided:

15 **A.** That at least a six (6) month probation period was satisfactorily completed; and,

16 **B.** The demonstrated job performance in the former classification was at an  
17 acceptable standard.

18 **Section 10.3.** Employees subsequently displaced as a result of the selection made by the laid  
19 off employee, may in turn exercise their lay-off rights as described above.

20 **A.** In the event an employee does not submit a position selection, the employee will  
21 be placed in the last remaining slot after all selections have been made.

22 **Section 10.4. Seniority Calculation:** For the purposes of this Agreement, seniority shall be  
23 defined as length of continuous regular service without a break in that service.

24 **A.** Calculation of seniority will be accomplished by automatically crediting each  
25 employee, at the beginning of the calendar year with the number of regular hours they would be  
26 scheduled to work during the remainder of the calendar year (1872 hours for full-time employees,  
27 1248 hours for 2/3 time employees, 936 hours for half-time employees). Any leave-without-pay  
28 hours will then be subtracted from total agency and classification time as they are taken throughout

1 the calendar year.

2           **B.** Part-time regular employees will accrue seniority, based on a prorated formula in  
3 accordance with the number of hours worked during the calendar year, not to exceed a full-time  
4 accrual rate.

5           **C.** No employee shall lose seniority due to an absence caused by an on-the-job injury  
6 and otherwise as provided by law (i.e. military leave).

7           **Section 10.5. Re-call Rights:** Regular employees laid off or bumped due to lack of work or  
8 lack of funds shall have re-employment rights to the same kind and level of position held at the time  
9 of layoff if such a position becomes available within two (2) years from the date of layoff. Laid-off  
10 regular employees shall have recall rights to any vacant position within their classification. In such  
11 cases, the seniority status accrued at the time of layoff shall be reinstated when the employee returns  
12 to regular employment with the Juvenile Division.

13           **Section 10.6. Cash Out Upon Layoff:** Regular employees shall be paid in cash upon layoff  
14 from County employment for any vacation accrued.

15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

1 **ARTICLE 11: UNFAIR LABOR PRACTICES**

2           The parties agree that thirty calendar (30) days prior to filing an unfair labor practice charge  
3 with the Public Employment Relations Commission (PERC), the complaining party will notify the  
4 other party, in writing, meet, and attempt to resolve the matter unless the deadline for filing with the  
5 PERC would otherwise pass or the complaining party is seeking a temporary restraining order as  
6 relief.

7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28



**ARTICLE 12: POSITION OPENINGS AND SHIFT/FURLOUGH BIDDING**

**Section 12.1. Master Schedule:** The County shall maintain a Master Schedule that includes both shifts and days off and the employees occupying them. The County may make changes to the Master Schedule to meet its staffing needs after the Master Schedule is established. The County shall notify the Union of changes to the Master Schedule.

**Section 12.2. Shift and Furlough Bidding:** The County, in its sole discretion, will determine which posts (shifts and days off) must be filled based on current staffing and operational needs. New hires or probationary employees will not be eligible to bid on Master Schedule positions until the successful completion of probation. Assignments of regular employees to these changed shifts and days off shall be made as follows:

**A. Annual Bid:** Once per calendar year, in the last quarter of the calendar year, the Division will open shift and furlough bidding for all required posts as determined by the Division. Employees will transition to any new shifts and furloughs at the start of the second full pay period in the following calendar year.

**B. Mid-Year Bids:**

**1.** Any newly available shift and days off (posts) added to the master schedule, or any newly vacant posts that the Division determines a need to fill, shall be open for bid to all employees by seniority. Where bidding creates subsequent vacant posts that the Division determines a need to fill, each subsequent post will also be bid by seniority.

**2.** If an employee bids and moves to a schedule that changes their furlough days mid-year, the employee may request approval to adjust previously approved vacation days, and the Division may approve pursuant to operational needs.

**C. Seniority for Bidding:** If two or more employees bid on one position, appointment will be made on the basis of seniority within the classification. In the event of equal seniority in classification, Division seniority shall prevail. In the event that Division seniority is tied, Department seniority shall prevail. In the event that Department seniority is tied, the selection shall be at the sole discretion of the County.

**D.** Employees on probationary status may not participate in the bid system.

1                   E. Employees may not change positions as a result of any bidding more than twice (2)  
2 in a twelve (12) month period, unless approved by the Division.

3                   **Section 12.3.** In the case of an unforeseen combination of circumstances or the resulting state  
4 that calls for immediate action, employees may be required upon short notice to work shifts, or hours,  
5 or days for the period of the need only.

6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

1 **ARTICLE 13: WORK STOPPAGES AND EMPLOYER PROTECTION**

2           **Section 13.1. No Work Stoppages:** The County and the Union agree that the public interest  
3 requires efficient and uninterrupted performance of County services and to this end pledge their best  
4 efforts to avoid or eliminate any conduct contrary to this objective. Specifically, the Union shall not  
5 cause or condone any work stoppage, including any strike, slowdown, or refusal to perform any  
6 customarily assigned duties, sick leave absence which is not bona fide, or other interference with  
7 County functions by employees under this Agreement and, should same occur, the Union agrees to  
8 take appropriate steps to end such interference. Any concerted action by employees shall be deemed  
9 a work stoppage if any of the above activities have occurred.

10           **Section 13.2. Union’s Responsibilities:** Upon notification in writing by the County to the  
11 Union that any of its members are engaged in work stoppage, the Union shall immediately, in  
12 writing, order such members to immediately cease engaging in such work stoppage and provide the  
13 County with a copy of such order. In addition, if requested by the County, a responsible official of  
14 the Union shall publicly order such employees to cease engaging in such a work stoppage.

15           **Section 13.3. Disciplinary Action:** Any employee who commits any act prohibited in this  
16 Section will be subject to the following action or penalties:

17                   A. Discharge.

18                   B. Suspension or other disciplinary action as may be applicable to such employee.

1 **ARTICLE 14: MISCELLANEOUS**

2           **Section 14.1. Work Time:** Work time shall not be used for Union business, except as  
3 authorized by the Director or designee for those Union officers necessary for the processing of  
4 grievances or handling representational responsibilities.

5           **Section 14.2. Facilities:** DAJD space and facilities may be used by the Union for the  
6 purpose of holding meetings subject to the established policies and law governing the use of  
7 facilities.

8           **Section 14.3. Material:** County supplies and equipment shall not be used in performing any  
9 function related to the activities of the Union, except as authorized by the Department Director.

10           **Section 14.4. Background Checks for Access to Criminal Justice Databases:** The  
11 Department is an authorized participant in the ACCESS/WACIC system run by the Washington State  
12 Patrol and is required to conform to all established policies and procedures established by the  
13 Washington State Patrol as it relates to ACCESS/WACIC. As required, the Department shall  
14 conduct a background re-investigation every five years for all employees who use or work on the  
15 connection to these systems.

1 **ARTICLE 15: INSURED BENEFITS**

2 The Union and the County agree to incorporate changes to employee insurance benefits which the  
3 County may implement as a result of any agreement of the Joint Labor Management Insurance  
4 Committee.

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

1 **ARTICLE 16: WAGE RATES**

2 **Section 16.1. Pay Ranges:** Wage rates for Corrections Supervisors shall be range 58 on the  
3 County Squared Table.

4 **Section 16.2. Step Increases:** Employees shall receive within-range increases from one (1)  
5 step to the next higher step, upon satisfactory completion of the probationary period (minimum of six  
6 months) and annually thereafter as provided below.

7 **A.** Upon successful completion of the probationary period, an employee’s salary shall  
8 be advanced to the next step if hired at Step 1.

9 **B.** Progression to all further steps is on the following January 1, except that the next  
10 salary increase skips a January 1 when first salary increase is between October 1 and December 31,  
11 inclusive. Annual step increases will be given until such time that the employee has reached Step  
12 10.

13 **Section 16.3. Longevity:** Qualified employees shall be eligible for a longevity premium  
14 based upon years of service, as follows:

Completed Years of Service as Corrections Supervisor	Added to Base Rate
5	.54/hr
10	.81/hr
15	1.08/hr

15  
16  
17  
18  
19  
20  
21 Years of service is measured by the employee’s adjusted service date based on date of hire as a  
22 Corrections Supervisor. Longevity premium pays shall be included in base pay for overtime  
23 compensation.

24 **Section 16.4. Education Incentive Premium:**

25 **A.** Employees who have an Associate’s Degree in a relevant field, based on the  
26 Division Director’s discretion, and from an accredited college or university, will be paid an education  
27 premium equal to 1% of the base hourly wage. This provision will be prospective upon contract  
28 implementation following full and final ratification by King County Council.

---

*Washington State Council of County and City Employees, Council 2, Local 2084-S; Department of Adult & Juvenile  
Detention (Juvenile Division Supervisors) [276/N3]  
January 1, 2021 through December 31, 2024  
276CLAC0122*

1                   B. Employees who have a Bachelor’s Degree in a relevant field, based on the  
2 Division Director’s discretion, and from an accredited college or university, will be paid an education  
3 premium equal to 2% of the base hourly wage.

4                   C. Employees who have a Master’s Degree in a relevant field, based on Division  
5 Director’s discretion, and from an accredited college or university, will be paid an education  
6 premium equal to 3% of the base hourly wage.

7                   D. Employees may only receive one educational incentive premium, either Bachelor’s  
8 or Master’s incentive. The premium pay shall cease during no-pay periods.

9                   E. Employees must provide proof of relevant degree to the Division. If approved for  
10 the premium, the employee will begin receiving the educational incentive benefit prospectively  
11 beginning the first day of the pay period following providing documentation of proof of relevant  
12 degree to the Division. No retroactive payments will be made.

13                   F. Education premium pays shall be included in base pay for overtime compensation.

14                   **Section 16.5. Training Premium:** Management has the right to assign, in writing, an  
15 employee (supervisor) to train other newly assigned employees in supervisory functions. When an  
16 employee is assigned to train these newly assigned supervisors one-on-one for one full day or more,  
17 the employee will be paid 4% (four percent) above their base rate of pay for that day or days  
18 assigned, in full day increments. Employees shall not be eligible for this premium when performing  
19 training in less than full day increments, or when training non-supervisory employees. This provision  
20 will be prospective upon contract implementation following full and final ratification by King County  
21 Council.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

For King County:

DocuSigned by:

  
Diana Joy

7/13/2022

Labor Relations Manager  
Office Labor Relations  
King County Executive Office

For the Union:

DocuSigned by:

  
Michael Rainey

7/12/2022

President/Executive Director  
Washington State Council of County and City  
Employees, Council 2, Local 2084-S

DocuSigned by:

  
Arthur H. [unclear]  
Executive Board Representative

7/12/2022

Washington State Council of County and City  
Employees, Council 2, Local 2084-S

*Washington State Council of County and City Employees, Council 2, Local 2084-S; Department of Adult & Juvenile  
Detention (Juvenile Division Supervisors) [276/N3]  
January 1, 2021 through December 31, 2024  
276CLAC0122*



**Certificate Of Completion**

Envelope Id: 855B727D4EC645E8BA23BE9C6329953D	Status: Completed
Subject: Please DocuSign: 276CLAC0122.pdf	
Source Envelope:	
Document Pages: 24	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Diana Joy
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	11943 Sunset Hills Rd
	Reston, VA 20190
	Diana.Joy@kingcounty.gov
	IP Address: 198.49.222.20

**Record Tracking**

Status: Original	Holder: Diana Joy	Location: DocuSign
7/8/2022 12:12:29 PM	Diana.Joy@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-King County Executive	Location: DocuSign
	Office-Office of Labor Relations	

**Signer Events**

Michael Rainey  
 Michaelr@council2.com  
 Security Level: Email, Account Authentication (None)

**Signature**

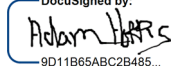
DocuSigned by:  
  
 EC8DF8FEC94F4CC...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 107.77.202.118

**Timestamp**

Sent: 7/8/2022 12:15:03 PM  
 Viewed: 7/8/2022 12:27:12 PM  
 Signed: 7/12/2022 5:40:27 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 4/23/2020 12:05:10 AM  
 ID: 7aa47539-53f6-4560-a3b4-a69a2ead77fe

Adam Hoppis  
 adhoppis@gmail.com  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 9D11B65ABC2B485...  
 Signature Adoption: Drawn on Device  
 Using IP Address: 73.97.12.50  
 Signed using mobile

Sent: 7/12/2022 5:40:29 AM  
 Viewed: 7/12/2022 9:21:48 PM  
 Signed: 7/12/2022 9:42:19 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 7/12/2022 9:21:48 PM  
 ID: e94c765a-f083-4a8a-8e9c-688265e247ff

Diana Joy  
 diana.joy@kingcounty.gov  
 Labor Relations Manager  
 King County Executive Department-OLR  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 1599FA1B311F404...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.49.222.20

Sent: 7/12/2022 9:42:21 PM  
 Viewed: 7/13/2022 7:35:44 AM  
 Signed: 7/13/2022 7:35:52 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person 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
--------------------	--------	-----------

Carolyn Coleman carolyn.coleman@kingcounty.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/13/2022 7:35:54 AM
--	---------------	----------------------------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	7/8/2022 12:15:03 PM
Certified Delivered	Security Checked	7/13/2022 7:35:44 AM
Signing Complete	Security Checked	7/13/2022 7:35:52 AM
Completed	Security Checked	7/13/2022 7:35:54 AM

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: [bmconnaughey@kingcounty.gov](mailto:bmconnaughey@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 [bmconnaughey@kingcounty.gov](mailto:bmconnaughey@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 [bmconnaughey@kingcounty.gov](mailto:bmconnaughey@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](mailto: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: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **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.