

Coalition Labor Agreement (CLA) - Appendix for 430
Agreement Between King County
And
Public Safety Employees Union
King County Civic Television (CTV)

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Coalition Labor Agreement (CLA) - Appendix 430

Agreement Between King County

And

Public Safety Employees Union

King County Civic Television (CTV)

These articles constitute an Agreement, the terms of which have been negotiated in good faith, between King County (the County) and the Public Safety Employees Union (the Union). This Agreement shall be subject to approval by Ordinance by the Metropolitan County Council of King County, Washington.

ARTICLE 1: PURPOSE

Section 1.1. The intent and purpose of this Agreement is to promote the continued improvement of the relationship between the County and its employees by providing a uniform basis for implementing the right of public employees to join organizations of their own choosing, and to be represented by such organizations in matters concerning their employment relations with the County and to set forth the wages, hours, and other working conditions of such employees in appropriate bargaining units provided the County has authority to act on such matters.

Section 1.2. In addition to the Coalition Labor Agreement (CLA) wage provisions that apply to the bargaining unit, the unit is also eligible for the Military Leave (CLA Article 2), Leave for Volunteer Service (CLA Article 4), Donated Leave (CLA Article 6), Paid Parental Leave (CLA Article 7), Bereavement Leave (CLA Article 8), Professional Development (CLA Article 12), Reimbursement for Personal Transportation (CLA Article 24), Insured Benefits, HRA and VEBA (CLA Article 25), Economic Equity (CLA Article 28), Compensation (CLA Article 29), Transportation Benefits (CLA Article 34), Leave for Examinations (CLA Article 35), Organ Donation Leave (CLA Article 36), Training and Licensing/Certification (CLA Article 44), Parking (CLA Article 45), and the coalition MOAs titled “Compensation Settlement for Implementation of Retroactive Increases” and “Joint Childcare Trust” wage related provisions.

Section 1.3. The CLA wage provision that does not apply to the bargaining unit is FMLA

1 (CLA Article 11.1).

2 **Section 1.4.** The CLA working condition that apply to the bargaining unit are: Public
3 Disclosure Request (CLA Article 19), Union Engagement (CLA Article 21), Union Leave (CLA
4 Article 22), Use of County Bulletin Boards and Electronic Devices (CLA Article 23), Savings Clause
5 (CLA Article 30), Union Membership (CLA Article 37), and Equal Employment Opportunity (CLA
6 Article 39).

7 **Section 1.5.** The CLA working conditions that do not apply to the bargaining unit are: All
8 working conditions, if any, under the wage articles listed in Section 1.3 herein, Unpaid Leaves of
9 Absence (CLA Article 3), Supported Employment Program (CLA Article 13), Reclassification and
10 Resulting Pay (CLA Article 14, except Section 14.1.2), Special Duty (CLA Article 15), Contracting
11 Out (CLA Article 16), TLT Positions (CLA Article 17), Job Posting (CLA Article 18), Grievance
12 Procedure (CLA Article 26), Discipline and Sunset Clause (CLA Article 27), Working Out of Class
13 (CLA Article 33), Layoff Taskforce (CLA Article 38), and Telecommuting (CLA Article 40).

14 **Section 1.6.** The CLA non-superseding articles that do not apply to the bargaining unit are:
15 Safety Gear and Equipment Allowance (CLA Article 42), and After Hours Support (CLA Article 43).

16 **ARTICLE 2: UNION RECOGNITION AND MEMBERSHIP**

17 **Section 2.1.** The County recognizes Public Safety Employees Union as representing those
18 employees whose job classifications are listed in the attached Wage Addendum.

19 **Section 2.2. *Bargaining Unit Roster:*** The County will transmit to the Union a current listing
20 of all employees in the bargaining unit within thirty (30) days of request for same but not to exceed
21 twice per calendar year. Such list shall include the name of the employee, classification, department
22 and salary.

23 **ARTICLE 3: MANAGEMENT RIGHTS**

24 **Section 3.1.** The management and the direction of the work force is vested exclusively in the
25 County subject to the terms of this Agreement. All matters not specifically and expressly covered or
26 treated by the language of this Agreement may be administered for its duration by the County in
27 accordance with such policy or procedure as from time to time may be determined by the County.
28 Such functions of the Employer include, but are not limited to:

1 A. recruit, examine, select, promote, transfer and train Employees of its choosing, and
2 to determine the times and methods and means of such actions;

3 B. assign and direct the work; assign overtime, develop and modify class
4 specifications, allocate positions to classifications; determine the methods, materials and tools to
5 accomplish the work; designate duty stations and assign Employees to those duty stations;

6 C. reduce the work force due to lack of work, funding or other causes consistent with
7 efficient management and procedures;

8 D. discipline, suspend, demote, or dismiss probationary employees at will.
9 Discipline, suspend, demote, or dismiss non-probationary employees in accordance with Article 12 of
10 this Agreement; and

11 E. establish reasonable work rules; assign the hours of work and assign Employees to
12 shifts and days off.

13 **Section 3.2.** The County will not aid, promote, or finance any Labor group or organization
14 purporting to engage in collective bargaining or make any agreement with any such group or
15 organization which would violate any rights of the Union under this contract.

16 **ARTICLE 4: HOLIDAYS, ELIGIBILITY**

17 **Section 4.1.** All employees shall be granted holidays as provided under CLA Article 10, with
18 the below additions:

19 **Section 4.2.** Holidays paid for but not worked shall not be recognized as time worked for the
20 purpose of determining weekly overtime.

21 **Section 4.3.** Holiday pay for part-time regular employees will be prorated in accordance with
22 the number of hours regularly worked by the employee.

23 **Section 4.4.** Work performed on recognized holidays by hourly employees shall be paid at
24 the contractual overtime rate defined in Article 8, in addition to the regular holiday pay.

25 **ARTICLE 5: VACATION LEAVE**

26 **Section 5.1.** Comprehensive leave eligible employees shall be eligible for vacation benefits
27 according to this Article and CLA Article 32 does not apply.

28 **Section 5.2.** Employees who are eligible for vacation leave will accrue vacation leave from

1 their date of hire.

2 **Section 5.3.** Comprehensive leave eligible employees hired before January 1, 2018, may
3 accrue up to sixty (60) days (420 hours) of vacation leave. Comprehensive leave eligible employees
4 hired on or after January 1, 2018, may accrue up to thirty-five (35) days (280 hours) of vacation
5 leave. The calculation of the applicable vacation cap is pro-rated for part-time regular employees.
6 Employees must use vacation leave in excess of the maximum accrual amount on or before the last
7 day of the pay period that includes December 31 of each year. The employee’s appointing authority
8 may approve a carryover of excess vacation leave for reasons such as cyclical workloads or work
9 assignments. The employee must submit a request for excess vacation carryover to the employee’s
10 appointing authority before November 30th of each year. An approved request will be processed by
11 the employee’s department.

12 **Section 5.4.** Vacation benefits for regular part-time employees will be established based upon
13 the ratio of hours actually worked (less overtime) to a standard work year.

14 **Section 5.5.** The Station Manager or designee shall be responsible for scheduling the
15 vacations of employees in such a manner as to achieve the most efficient functioning of King County
16 Civic Television. No person shall be permitted to work for compensation for the County in any
17 capacity during the time of their paid vacation from County service.

18 **Section 5.6.** Any person who is eligible to take accrued vacation leave and separates from
19 County service and who has not taken their earned vacation, shall receive the hourly equivalent of
20 salary for each hour of earned vacation, up to the applicable maximum vacation accrual amount,
21 based on the hourly base rate of pay in effect for such person on the last day actually worked; except,
22 as provided under CLA Article 9. When separation is caused by death of an employee, payment shall
23 be made to the estate of such employee, or in applicable cases, as provided by State law.

24 **ARTICLE 6: SICK LEAVE**

25 **Section 6.1.** Sick leave is as provided under CLA Article 31, with the following additions.

26 **Section 6.2.**

27 **A.** Sick leave for hourly employees may be applied to absence caused by illness or
28 injury of an employee. Sick leave may be used for medical, dental or eye appointments when

1 absence during work hours for this purpose is authorized by the Station Manager or designee.

2 **B.** For salaried employees, sick leave will be used in full day increments. Illness of
3 less than one day and medical, dental or eye appointments requiring less than a full day will not be
4 charged against sick leave.

5 **C.** The Council Chief of Staff or designee shall be responsible for administering the
6 sick leave benefit. The employee may be required to furnish a certificate issued by a licensed health
7 physician or other satisfactory health professional as evidence of illness to the appointing authority,
8 consistent with State law.

9 **Section 6.3. KCFML:** As provided under CLA Article 11.2.

10 **Section 6.4.** Sick leave shall not be used in lieu of vacation.

11 **Section 6.5. Workers' Compensation:** If an employee is injured on the job and requires
12 immediate medical treatment, the employee will be compensated in full for the rest of the workday
13 without being required to use sick leave or vacation leave. The employee can use accrued sick leave
14 if the injury requires the employee to miss any scheduled workdays in the first three (3) calendar days
15 after the injury. Workers' Compensation Payments begin on the fourth (4th) day after the injury and
16 continues during the period of disability. If the employee's disability period extends beyond fourteen
17 (14) calendar days, then accrued leave taken will be reimbursed as determined by the Safety and
18 Claims Management Division. Sick leave pay may be used to supplement industrial insurance
19 benefits in an amount that is necessary to maintain the employee's regular net pay. Any earned
20 vacation leave may be used in a like manner after sick leave is exhausted.

21 **ARTICLE 7: WAGE RATES**

22 **Section 7.1. Wage rate:** Wages will be as set forth in Addendum A.

23 **Section 7.2. General Wage Increase (GWI):** GWI for 2021 - 2024 shall be pursuant to the
24 Coalition Labor Agreement, Article 29.

25 **Section 7.3. Step Increases:** All employees will be eligible for annual step increases, to be
26 made effective January 1 of each year.

27 **A. Video Specialist:** New employees in the Video Specialist classification will be
28 placed at step five (5) or above upon satisfactory completion of the six-month probationary period.

1 **Section 7.4. *Work Out of Class:*** The County may assign an employee to work out of class.
2 When an employee is assigned to work out of class, in writing (such assignments must be in writing),
3 by the Station Manager or designee, to perform the duties of a higher classification for a period of
4 one (1) full work week or more, that employee shall be paid at the first (1st) step of the higher class
5 or a minimum of five percent (5%), whichever is greater, over the wage rate received prior to the
6 assignment, for all time spent while so assigned. Additional compensation shall not exceed the
7 maximum of the wage rate within the range for the assigned classification. The County may assign
8 employees to perform work of a lower classification, but while so assigned, the employee will be
9 paid at the rate of their normal classification, consistent with the terms of this Agreement.

10 **Section 7.5. *Salary on Promotions:*** Any employee who is promoted to a higher
11 classification shall receive the beginning step for the higher classification or the next higher salary
12 step as would constitute a minimum of a five percent (5%) increase over the salary received prior to
13 the promotion.

14 **Section 7.6. *“Senior” Video Specialist:*** Employees who are at the top step of the salary
15 range shall be called “Senior” Video Specialist. This is a “working title” only and does not confer
16 any right or classification privilege above or beyond the basic classification of Video Specialist.

17 **ARTICLE 8: OVERTIME AND CALLBACK**

18 **Section 8.1. *Overtime: Contractual weekly overtime*** shall be paid to employees for all
19 hours worked in excess of forty (40) hours per Fair Labor Standards Act (FLSA) workweek at
20 the Contractual Overtime Rate in effect at the time the overtime work is performed.

21 **The Contractual Overtime Rate** for each overtime hour worked shall be one and one-half
22 times the combined amount of the employee’s hourly base rate of pay, as specified in the Addendum
23 A wage table, plus any applicable hourly pay premiums in effect at the time the overtime is worked
24 that are contractually required to be included when calculating the Contractual Overtime Rate. If the
25 FLSA requires a higher rate of pay for any overtime hours worked, the employee shall be paid the
26 higher rate of pay pursuant to the FLSA.

27 **Section 8.2 *Regular Schedule.*** The regular schedule of work shall be thirty-five (35) hours
28 in a week or seven (7) hours in a work day, unless the employee is on an alternative work schedule,

1 which has a longer daily shift. No overtime shall be worked unless the employee has received prior
2 approval from their supervisor to work the necessary overtime hours.

3 **Section 8.3 Compensatory Time.** The employee will be allowed to elect to receive either
4 compensatory time or to be paid at the Contractual Overtime Rate. Employees may accrue up to
5 eighty (80) hours of compensatory time. Employees may continue to accrue additional compensatory
6 time beyond the eighty (80) hours specified herein if, as a result of cyclical workloads or work
7 assignments, the employee is unable to take accrued compensatory time or the taking of
8 compensatory time would result in an undue hardship for the Employer. Employees must obtain a
9 waiver from the Chief of Staff or designee to be able to accrue compensatory time beyond the eighty
10 (80) hour limit. Compensatory time may not be carried over from one (1) calendar year to the next
11 and will be cashed out at the employee’s hourly base rate of pay at the end of each calendar year.
12 However, if warranted by cyclical workloads or work assignments, the Chief of Staff may permit
13 employees to carry over up to forty (40) hours of accrued compensatory time. Such carried over
14 hours of compensatory time must be used or cashed out by March 31 of the following calendar year.

15 **Section 8.4.** If an emergency necessitates an employee to receive telephone calls at home, the
16 calls shall be logged (with respect to time and issue) and the employee receiving such calls shall be
17 paid at either the straight time or Contractual Overtime Rate, as required by the provisions of this
18 Agreement.

19 **ARTICLE 9: HOURS OF WORK**

20 **Section 9.1.** The standard workweek shall consist of five (5) consecutive work days not to
21 exceed seven (7) hours each and not to exceed thirty-five (35) hours per week and shall normally be
22 scheduled Monday through Friday.

23 **Section 9.2. Assignment of Work Schedules:** The establishment of reasonable work
24 schedules and starting times is vested solely within the purview of the County and may be changed
25 from time to time provided a sixteen (16) hour notice of change is given, except in those
26 circumstances over which the County cannot exercise control. PROVIDED: the required 16-hour
27 notification period shall not commence until the employee has received the verbal or written
28 notification of the proposed change. In the exercise of this prerogative, the County will act

1 reasonably and will establish schedules to meet the dictates of the workload, however, nothing
2 contained herein will permit split shifts. Employee schedules will allow for a minimum of two (2)
3 consecutive days off.

4 **Section 9.3. *Alternative Work Schedules:*** With management approval, work schedules may
5 be altered upon written request of the employee. If such written request is denied by management,
6 the employee may request to meet with management to discuss the reasons for the denial.
7 Management's decision to deny a change in work schedule shall not be grievable under the grievance
8 procedure set forth in this Agreement.

9 **Section 9.4. *Rest/Meal Periods:*** Employees covered by the Agreement shall receive two (2)
10 ten (10)-minute paid rest periods and a one (1) hour unpaid lunch period except when in conflict with
11 the operational needs of the County.

12 **ARTICLE 10: MISCELLANEOUS**

13 **Section 10.1. *Employee Personnel Files:*** The official personnel file maintained by the
14 County shall be available for review by the employee upon request during normal business hours. No
15 information of a disciplinary nature will be placed in that file without notice provided to the
16 employee.

17 **Section 10.2. *Jury Duty:*** An employee required by law to serve on jury duty shall continue
18 to receive salary and shall be relieved of regular duties. If operationally feasible, the employee will
19 be assigned to the day shift for the period of time necessary for such assignment duty. The fees,
20 exclusive of mileage, paid by the Court for jury duty shall be forwarded to the Comptroller.
21 When an employee is notified to serve on jury duty, they will inform their immediate supervisor as
22 soon as possible, but not later than two (2) weeks in advance, regarding the dates of absence from
23 regular duties. The supervisor will ensure that the employee is relieved of regular duties a minimum
24 of sixteen (16) hours prior to the time of reporting for jury duty.

25 When the employee is dismissed from jury duty, the employee is required to contact their
26 supervisor immediately. The supervisor will instruct the employee when to report to work,
27 PROVIDED: there must be a minimum of twelve (12) hours between the time the employee is
28 dismissed from jury duty and the time they must report for regular duties. In the event of a break

1 during jury service of one day or more, employees shall return to work during those full day breaks.

2 **Section 10.3. Open Positions/Promotions:** Announcements regarding recruitment for
3 vacancies will be made to employees covered by this Agreement one week prior to general open
4 announcement. Employees covered by this Agreement will be given an opportunity to participate
5 and will be granted a first level interview; provided, the employee meets the minimum qualifications
6 for the open position.

7 **Section 10.4. Transportation Benefits:** As provided under CLA Article 34.

8 **Section 10.5. Joint Labor/Management Safety Committee:** Within sixty (60) days after the
9 Metropolitan King County Council approves this Collective Bargaining Agreement, the parties agree
10 to establish a Joint Labor/Management Safety Committee to address safety issues in the workplace.

11 **Section 10.5. Unfair Labor Practice (ULP):** The parties agree that thirty (30) days prior to
12 filing a ULP complaint with the Public Employment Relations Commission (PERC), the complaining
13 party will notify the other party, in writing, meet, and make a good faith attempt to resolve the
14 concerns unless the deadline for filing with PERC would otherwise pass or the complaining party is
15 seeking a temporary restraining order as relief for the alleged ULP.

16 **Section 10.6. Performance Appraisals:** Performance appraisals will be conducted annually.
17 Performance appraisals, ratings, and decisions on salary/step progression will be based on the
18 recommendation of the station manager, with final approval by the Director of Communications.
19 Performance appraisals and/or decisions regarding salary/step progression are final and not subject to
20 the dispute resolution process under this Agreement.

21 **Section 10.7. Probationary Period:** All newly hired employees will serve a six (6)-month
22 probationary period.

23 **ARTICLE 11: DISPUTE RESOLUTION PROCEDURES**

24 **Section 11.1.** Except as provided in this Article, no non-probationary employee shall be
25 suspended, demoted, or terminated for other than just cause.

26 **Section 11.2.** Suspension, demotion or termination actions which are, in the Chief of Staff's
27 judgment, based upon the professional competence of an employee are not subject to Section 1 of this
28 Article; such decisions of the Chief of Staff shall be final and are not subject to the dispute resolution

1 procedures outlined in Section 3 of this Article. For purposes of this Article, “professional
2 competence” shall include any aspect of an employee’s work performance other than specific
3 incidents of misconduct.

4 **Section 11.3. *Grievance/Arbitration/Mediation:*** The parties agree to the grievance
5 procedure as provided under CLA Article 26, with the following modifications.

6 **A.** Supervisor shall mean Chief Policy Officer, Department Director shall mean the
7 Chief of Staff, and a STEP 3 grievance shall be directed to the Employment and Administration
8 Committee and placed on the agenda for the next meeting. Such meeting shall begin the fifteen (15)
9 calendar day period to meet with the Union as described in CLA Article 26.7 STEP 3.

10 **ARTICLE 12: WORK STOPPAGES AND EMPLOYER PROTECTION**

11 **Section 12.1.** The County and the Union agree that the public interest requires efficient and
12 uninterrupted performance of all County services and to this end pledge their best efforts to avoid or
13 eliminate any conduct contrary to this objective. Specifically, the Union shall not cause or condone
14 any work stoppage, including any strike, slowdown, or refusal to perform any customarily assigned
15 duties, sick leave absence which is not bona fide, or other interference with County functions by
16 employees under this Agreement and should same occur, the Union agrees to take appropriate steps
17 to end such interference. Any concerted action by any employees in any bargaining unit shall be
18 deemed a work stoppage if any of the above activities have occurred.

19 **Section 12.2.** Upon notification in writing by the County to the Union that any of its
20 represented employees are engaged in a work stoppage, the Union shall immediately, in writing,
21 order such represented employees to immediately cease engaging in such work stoppage and provide
22 the County with a copy of such order. In addition, if requested by the County, a responsible official
23 of the Union shall publicly order such Union employees to cease engaging in such work stoppage.

24 **Section 12.3. *Disciplinary Action:*** Any employee who commits any act prohibited in this
25 Article will be subject to the following action or penalties:

- 26 1. Discharge;
27 2. Suspension or other disciplinary action as may be applicable to such employee.
28

1 **ARTICLE 13: WAIVER CLAUSE**

2 The parties acknowledge that each has had the unlimited right within the law and the
3 opportunity to make demands and proposals with respect to any matter deemed a proper subject for
4 collective bargaining. The results of the exercise of the right and opportunity are set forth in this
5 Agreement. Therefore, the County and the Union, for the duration of the Agreement, each agree to
6 waive the right to oblige the other party to bargain with respect to any subject or matter not
7 specifically referred to or covered in this Agreement.

8 **ARTICLE 14: REDUCTION-IN-FORCE**

9 **Section 14.1.** Layoffs for lack of funds, lack of work, or restructuring of the organization are
10 a management prerogative and within the sole discretion of the County, and shall not be subject to the
11 dispute resolution provisions of Article 12 of this Agreement. If layoffs are to occur, the County
12 agrees to meet with the Union to discuss the layoff(s) as soon as reasonably possible. The County
13 further agrees to provide written notice to individual employee(s) to be laid off at least four (4) weeks
14 prior to the effective date of the layoff, if possible. An employee who is laid off but subsequently
15 rehired by the County into the CTV work group within two (2) years of the layoff shall have restored
16 all sick leave accrued at the time of such layoff, and shall accrue vacation leave benefits at the same
17 rate as when the layoff occurred; additionally, the employee’s anniversary date shall reflect the full
18 amount of service to the County.


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1 **Section 14.2.** Layoff within classification will be conducted in accordance with performance
2 and based upon three (3) years prior performance appraisals. In the event that two (2) or more
3 employees have equivalent performance appraisals, the least senior employee (with equivalent
4 performance appraisals) will be laid off. Seniority shall be defined as years of service within the
5 classification.

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8 For Public Safety Union:

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10 DocuSigned by:
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12 A8D839F33F3042B...
13 Dustin N. Frederick
14 Business Manager

15 For King County:

16 DocuSigned by:
17 
18 9BBD219A728E4E7...
19 Sasha P. Alessi
20 Labor Manager
21 Office of Labor Relations

1 **Cba Code: 430****Union Code: X1**2 **Addendum A**3 **Public Safety Employees Union King County Civic Television Wage Addendum**4 **Video Specialist: (Job Class Code: 0000794; PeopleSoft Job Code: 000794)**5 **(35 hours per week) 5% Per Step**6
7 2021: (GWI: 1.5%)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
8 Bi-Weekly:	1,683.30	1,767.46	1,855.84	1,948.64	2,046.07	2,148.37	2,255.80
9 Hourly:	24.0472	25.2494	26.5120	27.8377	29.2295	30.6910	32.2257
	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	
11 Bi-Weekly:	2,368.58	2,487.00	2,611.36	2,741.93	2,879.02	3,022.97	
12 Hourly:	33.8369	35.5286	37.3051	39.1704	41.1288	43.1853	

14 2022: (GWI: 3%)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
16 Bi-Weekly:	1,733.80	1,820.48	1,911.52	2,007.10	2,107.45	2,212.82	2,323.48
17 Hourly:	24.7686	26.0069	27.3074	28.6728	30.1064	31.6117	33.1925
	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	
19 Bi-Weekly:	2,439.64	2,561.62	2,689.70	2,824.19	2,965.39	3,113.66	
20 Hourly:	34.8520	36.5945	38.4243	40.3455	42.3627	44.4809	

22 2023: (GWI 4%)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
24 Bi-Weekly:	1,803.15	1,893.30	1,987.98	2,087.38	2,191.75	2,301.33	2,416.41
25 Hourly:	25.7593	27.0472	28.3997	29.8197	31.3107	32.8762	34.5202
	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	
27 Bi-Weekly:	2,537.23	2,664.08	2,797.29	2,937.15	3,084.00	3,238.21	
28 Hourly:	36.2461	38.0583	39.9613	41.9593	44.0572	46.2601	

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2024: (GWI 4%)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Bi-Weekly:	1,875.28	1,969.04	2,067.50	2,170.88	2,279.42	2,393.38	2,513.07
Hourly:	26.7897	28.1291	29.5357	31.0125	32.5631	34.1912	35.9010

	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Bi-Weekly:	2,638.71	2,770.64	2,909.19	3,054.64	3,207.37	3,367.74
Hourly:	37.6959	39.5806	41.5598	43.6377	45.8195	48.1105

Certificate Of Completion

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	carolyn.coleman@kingcounty.gov
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dustin@local519.org
Business Manager
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Sasha Alessi
Sasha.Alessi@kingcounty.gov
Labor Relations Negotiator
King County Executive Department- OLR
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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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/11/2022 2:51:29 PM
Certified Delivered	Security Checked	7/12/2022 10:55:58 AM
Signing Complete	Security Checked	7/12/2022 10:56:04 AM
Completed	Security Checked	7/12/2022 10:56:04 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: 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: <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.