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**AGREEMENT BETWEEN**  
**KING COUNTY**  
**AND**  
**KING COUNTY JUVENILE DETENTION GUILD**  
**Juvenile Detention Division Employees**

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1 Detention Division

2 • Perform other duties as contained in this Agreement

3 C. The JLMC will meet at least monthly unless the parties mutually agree to change  
4 the schedule provided that generally no more than sixty (60) days shall elapse between meetings.

5 D. The parties agree that the JLMC will be comprised of approximate equal  
6 representation of the County which may include one representative from the Office of Labor  
7 Relations (OLR) and the Guild.

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

13 **Section 3.** All words under this Agreement shall have their ordinary and usual meaning  
14 except those words that have been defined under K.C.C.3.12, as amended.

15 **ARTICLE 2: GUILD RECOGNITION AND MEMBERSHIP**

16 **Section 1. Recognition:** The County recognizes the Guild as the exclusive bargaining  
17 representative for all employees, other than confidential and supervisory employees, whose job  
18 classifications are listed in Addendum A and who work in the Juvenile Detention Division of DAJD.

19 **Section 2. Guild Membership:** It shall be a condition of employment that all employees  
20 covered by this Agreement shall, within thirty (30) days of the effective date of the Agreement,  
21 become and remain members in good standing or pay an agency fee. It shall also be a condition of  
22 employment that all employees covered by this Agreement and hired or assigned into the bargaining  
23 unit after its effective date shall, on the thirtieth (30) day following the beginning of such  
24 employment, become and remain members in good standing in the Guild or pay an agency fee.

25 **Section 3. Exemption:** Nothing contained in Section 2 shall require an employee to join the  
26 Guild who objects to membership in the Guild on the grounds of a bona fide religious objection in  
27 which case the employee shall pay an amount of money equivalent to the regular Guild dues and  
28 initiation fee to a non-religious charity or to another charitable organization mutually agreed upon by

1 the employee affected and the bargaining representative to which the employee would otherwise pay  
2 the dues and initiation fee. If the employee and the bargaining representative are not able to agree  
3 upon a charitable organization, they shall resolve the issue through the Public Employment Relations  
4 Commission. The employee shall furnish written proof that such payments have been made.

5 **Section 4. Dues Deduction:** Upon receipt of written authorization individually signed by an  
6 employee, the County shall have deducted from the pay of such employee the amount of dues as  
7 certified by the secretary of the Guild and shall transmit the same to its treasurer.

8 **Section 5. Indemnification:** The Guild will indemnify, defend and hold the County harmless  
9 against any claims made and against any suit instituted against the County on account of any check-  
10 off of dues for the Guild. The Guild agrees to refund to the County any amounts paid to it in error on  
11 account of the check-off provisions upon presentation of proper evidence thereof.

12 **Section 6. Union Release Time:** Up to three (3) regular employees were elected to serve on  
13 the union negotiation committee shall be allowed time off from duty to attend negotiation meetings  
14 with the County without loss of regular pay while negotiations occurred during the regular hours of  
15 the work or where a shift adjustment is necessary to permit attendance. Guild representatives shall be  
16 afforded a reasonable amount of time while on-duty status to consult with appropriate management  
17 officials and/or aggrieved employees, provided that the union representative and/or aggrieved  
18 employees contact the division manager or designee, indicate the general nature of the business to be  
19 conducted, and request necessary time without undue interference with assignment of duties. The  
20 union representatives shall guard against use of excessive time in handling such responsibilities. For  
21 time not otherwise covered by the above, the Guild will establish a business leave bank for Guild  
22 activity. The bank hours shall be established through the deduction of vacation hours only (excluding  
23 probationary employees). Up to two (2) hours annually may be deducted from each employee's  
24 leave account to fund the leave bank. The Employer agrees to administer the leave bank account,  
25 provided the Guild has the sole discretion to determine who may use the business leave bank and  
26 under what circumstances. The release of employees for Guild business leave shall not be  
27 unreasonably withheld. The employee shall provide the Employer with a minimum of five (5) days  
28 of notice. An employee on approved Guild business leave shall not be subject to discipline for going

1 into a “no pay” status.

2 **ARTICLE 3: RIGHTS OF MANAGEMENT**

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

6 A. Determine the mission, budget, organization, number of employees, and internal  
7 security practices of the Department of Adult and Juvenile Detention;

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

10 C. Discipline of employees (including but not limited to, suspension, demotion, or  
11 discharge for just cause); provided that when a transfer is intended as a disciplinary sanction, it is  
12 subject to the Just Cause requirement per Article 5 of this Agreement;

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

17 E. Establish work rules; assign the hours of work. Take whatever actions may be  
18 necessary to carry out the Department of Adult and Juvenile Detention’s mission in case of  
19 emergency.

20 F. All of the functions, rights, powers and authority of the County not specifically  
21 abridged, delegated or modified by this Agreement are recognized by the Guild as being retained by  
22 the County. Nothing herein shall constitute a waiver of the Guild’s statutory collective bargaining  
23 rights.

24 **ARTICLE 4: WAIVER AND COMPLETE AGREEMENT**

25 **Section 1. Waiver:** The parties acknowledge that during the negotiations resulting in this  
26 Agreement each had the unlimited right and opportunity to make demands and proposals with respect  
27 to any and all subjects or matters not removed by law from the area of collective bargaining and the  
28 understandings and agreements arrived at by the parties after exercise of that right and opportunity

1 are set forth in this Agreement. The County and the Guild each voluntarily and unqualifiedly waive  
2 the right and each agrees that the other shall not be obligated to bargain collectively with respect to  
3 any subject or matter not specifically referred to or covered in this Agreement, even though such  
4 subject or matter may not have been within the knowledge or contemplation of either or both of the  
5 parties at the time they negotiated or signed this Agreement. All rights and duties of both parties are  
6 specifically expressed in this Agreement and such expression is all-inclusive. This Agreement  
7 constitutes the entire agreement between the parties and concludes collective bargaining for its terms,  
8 subject only to a desire by both parties to mutually agree to amend or supplement at any time, except  
9 for negotiations over a successor collective bargaining agreement.

10 **Section 2. Modification:** Should the parties agree to amend or supplement the terms of this  
11 Agreement, such amendments or supplements shall be in writing and effective when signed by the  
12 Guild, the Director of DAJD/designee, and by the Labor Relations Director of the Office of Labor  
13 Relations/designee.

#### 14 **ARTICLE 5: EMPLOYEE RIGHTS**

15 **Section 1. Just Cause Standard:** No regular employee shall be disciplined except for just  
16 cause. For purposes of this Article, employees in a probationary status are not regular employees.  
17 The employees shall be covered by an Employee Bill of Rights, set forth in Appendix A.

#### 18 **Section 2. Disciplinary Action:**

19 A. Disciplinary action shall be in accordance with Chapter 3.12 of the King County  
20 Code (K.C.C.).

21 B. When the County takes disciplinary action the employee shall be given notice of  
22 such action and, upon written request, reports or documentation will be made available to the  
23 employee.

#### 24 **Section 3. Personnel Files:**

25 A. The Division Director maintains only one confidential file for each employee. The  
26 file is consulted when a personnel action is taken relative to promotion or discipline. This file is not  
27 to be confused with the employment file maintained by DAJD Human Resources or the Internal  
28 Investigations Unit.

1 1. Anything to be placed in the file must be acknowledged by the employee.

2 2. Commendations, letters of counseling, or reprimands will be discussed with the  
3 employee as soon as possible and prior to being placed in the personnel file. An employee may insert  
4 contrary documentation into the file or request the removal of a document in the file.

5 3. Personnel files are open for review by advance appointment with the Director.

6 4. Letters of counseling shall be removed from the personnel file twelve (12) months  
7 after issuance. Letters of reprimand shall be removed from the personnel file five (5) years after  
8 issuance. Discipline records of a more serious nature may be retained indefinitely but may be  
9 requested for removal on a case by case basis.

10 5. No personnel file records maintained beyond these time frames may be relied upon  
11 to support discipline actions. Corrective counseling notices within the time frames may be offered to  
12 demonstrate the employee has been previously warned. Other than corrective counseling notices, the  
13 employer will not maintain warning records in the personnel file or other discipline records not  
14 otherwise subject to the grievance procedure.

15 **Section 4. Class Specifications:** When the phrase, such as “performs related work as  
16 required,” is incorporated into the text of an official class specification as a representative example of  
17 work, the assignment of such work on a regular and ongoing basis shall be within the essential duties  
18 and responsibilities of the classification. Except as agreed to by the Guild and the County, employees  
19 shall not regularly and on an ongoing basis be assigned duties foreign to their classification.

20 **Section 5. Right to Representation:** Employees shall have the right to representation as  
21 defined by law and the terms of this Agreement.

22 **Section 6. Mileage:** All employees who have been authorized to use their own transportation  
23 on County business shall be reimbursed at the IRS rate.

24 **Section 7. Personal Property:** Employees whose personal property is damaged during the  
25 performance of their duties shall have same repaired or replaced at County expense; provided, that  
26 such reimbursement shall not exceed five hundred dollars (\$500.00) per incident. Paperwork  
27 necessary to process claims covered under this Section will be initiated by the County with due speed  
28 upon receipt of the claim from the employee.

1           **Section 8. Subcontracting:** The County will not contract or subcontract work when such  
2 action will cause layoff of regular employees unless it is required by state or federal law.

3           **Section 9. Safety Standards:** No employee shall be directed to work in a manner or  
4 condition that does not comply with the minimum accepted safety practices or standards, or in a  
5 condition, location or assignment which would constitute a hazard to the employee's health or well-  
6 being. The County shall provide appropriately classified staff for the care, supervision and  
7 transportation of youth.

8           **Section 10. Reclassified Positions:**

9           A. The County will advise the Guild in writing and in advance about the creation of  
10 any new or reclassified position to be assigned to the Juvenile Detention Division of DAJD. Such  
11 notification will include a list of duties and responsibilities, along with a statement of the desirable  
12 qualifications.

13           B. The County and the Guild will review and attempt to reach a mutual agreement in  
14 determination of inclusion or exclusion in the bargaining unit of any newly created or reclassified  
15 positions and the salary range for the new positions. Should the parties fail to reach a mutual  
16 agreement on the matter of inclusion, the matter will be referred to the Public Employment Relations  
17 Commission (PERC) for unit clarification. In the event that the County wishes to fill the position  
18 pending the unit clarification decision, the County will make a good faith attempt to fill the disputed  
19 position on a temporary basis with a qualified employee from within the existing bargaining unit.

1 **ARTICLE 6: HOLIDAYS**

2 **Section 1.**

3 **A. Celebrated Holidays:** All regular, probationary, provisional and term-limited  
 4 temporary employees who work a full-time schedule shall be granted the following holidays with  
 5 pay:

<i>Holiday</i>	<i>Date Celebrated</i>
New Year's Day	January 1st
Martin Luther King Jr.'s Birthday	Third Monday in January
President's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day Following Thanksgiving
Christmas Day	December 25th

18  
 19 and any day as declared by the president or governor and as approved by the council.

20 **B.** All holidays are observed on the "Date Celebrated" per Section 1.A.

21 **C.** Whenever a holiday falls on a weekend, an employee whose regular furlough falls  
 22 on that holiday may take the immediately adjacent weekday off, provided that staffing needs are met.  
 23 For purposes of this section, staffing needs for Officers on 1st, 2nd and 3rd shift are met so long as  
 24 there are existing vacation slots available.

25 **D.** Holidays paid for but not worked shall be recognized as time worked for the  
 26 purpose of determining weekly overtime except for such time that sick leave is taken on the holiday.

27 **Section 2. Personal Holidays:** Regular, probationary, provisional and term-limited  
 28 temporary employees shall receive two (2) additional personal holidays to be administered through

1 the vacation plan. One personal holiday shall be added to the vacation leave bank in the pay-period  
2 that includes the first day of October and one personal holiday will be added in the pay-period that  
3 includes the first day of November of each year. These days may be used in the same manner as any  
4 vacation day earned.

5 **Section 3. Part-Time Scheduled Employees:** Regular, probationary, provisional and part-  
6 time term-limited temporary employees who work a part-time schedule receive paid holidays based  
7 on their work schedule consistent with Sections 1 and 2 herein.

8 **Section 4. Holiday Compensation:**

9 A. Full-time employees who are eligible for holiday pay, who work on a celebrated  
10 holiday listed in Section 1.A above shall receive straight time holiday pay, plus time-and-one-half the  
11 regular rate of pay for all hours worked as a holiday premium.

12 B. Full-time employees who are eligible for holiday pay, who are relieved of  
13 regularly scheduled duty due to holiday staffing shall receive straight time holiday pay for that day.  
14 Full-time employees who are eligible for holiday pay, who are on furlough on a celebrated holiday  
15 listed in Section 1.A. above, shall either receive an additional day's pay or shall at their option  
16 receive a substitute holiday.

17 C. Full-time employees who are eligible for holiday pay, who take time off for an  
18 approved sick or vacation leave day, shall be paid eight (8) hours of straight time holiday pay unless  
19 otherwise eligible for overtime pursuant to Article 10.

20 D. Part-time employees who are eligible for holiday pay and are assigned to work on  
21 a holiday shall be paid holiday compensation (1-1/2 the regular rate of pay) for the actual hours  
22 worked. Part-time employees whose regular schedule requires them to work on a holiday, but who  
23 are relieved from work for the holiday due to holiday staffing levels, will receive either holiday pay  
24 at straight time or a pro-rated substitute holiday, at their option. Part-time employees will not be  
25 compensated for holidays falling on days which they are not regularly scheduled to work.

26 E. Use of Substitute Holidays. All substitute holidays banked by employees pursuant  
27 to this Article will be banked as vacation leave, and subject to all provisions of Article 7 concerning  
28 the accrual and/or use of vacation leave, including accrual limits.

1           **Section 5. Holiday Staffing Levels:** The County retains the right to determine the level of  
2 staffing required on celebrated holidays, pursuant to Section 1.A., above, to meet reduced workload  
3 needs. In most cases, the level of staffing on celebrated holidays will be the same as weekend  
4 staffing levels. Employees to be relieved due to holiday staffing will be selected within each shift,  
5 based on seniority (per Article 12, Section 4). Fourth shift employees relieved of regular duty due to  
6 holiday staffing will have first preference to fill first-shift vacancies on the celebrated holiday.

7           Regularly scheduled staff whose primary posts will be staffed on holidays and all regularly  
8 scheduled secondary staff will work as needed. If there are more staff available than there are posts,  
9 staff will be given the holiday off (relieved of regular duty) based on seniority. The number of  
10 staffed posts may fluctuate down due to the holiday decreasing our detention population. Starting  
11 with the most senior staff, the option of taking the holiday off will be offered until the staffing level is  
12 appropriate. If there are no volunteers for taking holiday leave, the least senior staff will be given the  
13 holiday off with recall rights based on seniority if any vacancies occur due to leave use (sick leave,  
14 FMLA etc) or operational need (population increases, hospital coverage etc). In the event there is an  
15 inadequate number of regularly scheduled staff, any vacancies on 1st Shift will be offered to 4th Shift  
16 staff based on seniority who are 7 to 9 Flex Floaters; any vacancies on 2nd Shift will be offered to 4th  
17 Shift staff based on seniority who have a 1500 start time prior to the vacancies being filled by  
18 overtime staff. 4th Shift staff who are on their furlough day off are not eligible.

1 **ARTICLE 7: VACATIONS**

2 **Section 1.**

3 Regular, probationary, provisional and term-limited temporary employees who work a  
4 full-time schedule shall accrue vacation leave benefits as described in the following table:

5

6 <b>Vacation Leave Schedule for Full-Time Regular Employees</b>	
7 <b>Length of Service</b>	8 <b>Approximate Annual Leave in Days</b> (7.2 hrs/day accrual rate for employees on 5/4 schedule)
9 Upon hire through end of year 5	12
10 Upon beginning of year 6	15
11 Upon beginning of year 9	16
12 Upon beginning of year 11	20
13 Upon beginning of year 17	21
14 Upon beginning of year 18	22
15 Upon beginning of year 19	23
16 Upon beginning of year 20	24
17 Upon beginning of year 21	25
18 Upon beginning of year 22	26
19 Upon beginning of year 23	27
20 Upon beginning of year 24	28
21 Upon beginning of year 25	29
22 Upon beginning of year 26 and beyond	30
23 <b>Maximum Vacation Balance allowable is 60 days</b>	

24 **Section 2.** Regular, probationary, provisional and term-limited temporary employees who  
25 work a part-time schedule shall accrue vacation leave in accordance with the leave schedule set forth  
26 in Section 1; provided, however, such accrual rates shall be prorated to reflect his/her normally  
27 scheduled work week.

28 **Section 3.** Employees eligible for paid leave shall accrue vacation leave from their date of  
hire. Employees may accrue vacation leave each pay-period which may not be used until accrued.

**Section 4.** Employees eligible for paid leave shall not be eligible to take or be paid for  
vacation leave until they have successfully completed their first six (6) months of County service in a

1 paid leave eligible position, and if they leave County employment prior to successfully completing  
2 their first six (6) months of County service, shall forfeit and not be paid for accrued vacation leave.  
3 This provision does not restrict an employee's use of accrued leave for a qualifying event under the  
4 Washington Family Care Act.

5 **Section 5.** Employees eligible for paid leave shall be paid for accrued vacation leave to their  
6 date of separation up to the maximum accrual amount if they have successfully completed their first  
7 six (6) months of County service in a paid leave eligible position. Payment shall be the accrued  
8 vacation leave multiplied by the employee's rate of pay in effect upon the date of leaving County  
9 employment less mandatory withholdings.

10 **Section 6. Vacation Scheduling Procedure**

11 **A.** An employee may make up to six (6) vacation requests for the period beginning  
12 April 1st and ending the following March 31st. These requests must be received by the County no  
13 later than the preceding March 1st. For Detention Officers, up to two (2) vacation requests (rounds)  
14 will be granted based on seniority within classification (per Article 12, Section 4) and available  
15 vacation slots identified in Paragraph E of this Section, below. For all others, vacation requests will  
16 be granted by seniority within classification provided that judicial proceedings, youth services, and  
17 essential facility operations are properly staffed at all times. Employees must indicate their vacation  
18 period preferences when submitting their request. The vacation preference request shall be made on  
19 the appropriate Juvenile Detention Division form. Employees will be notified by April 1st in regard  
20 to approval or disapproval of their requests.

21 **B.** Employees will be limited to the use of current vacation accruals and projected  
22 vacation accruals when identifying their bid requests. Each vacation bid must be for consecutive  
23 days. All employees will provide a contact number if they want to be contacted if their vacation  
24 preference is not available to them. In the first round, any employee who is not able to get their first  
25 vacation preference shall be contacted either on shift or at the number provided to determine if they  
26 would like to have their next preference or another selection that may be available. Employees not  
27 contacted in person (or on the phone) shall have a message left informing them that they have one  
28 hour to return the call or their vacation will be determined based on the request submitted (moving to

1 their next preferred dates until something is available.) The process above shall be repeated for the  
 2 2nd round selections as well. After the 2nd round selections, all remaining requests (from the up to 6  
 3 requests) will be reviewed for approval based on seniority (all considered to be submitted on March  
 4 1st).

5 C. Vacation requests received after March 1st shall be considered and approved on  
 6 the basis of the date the request is received by the Department and the availability of slots identified  
 7 in Paragraph E of this Section, below. Notification to the employee will be made within fifteen (15)  
 8 days of a requested vacation slot becoming available.

9 D. If any vacation slots remain available, a Detention Officer may submit a request to  
 10 use one or more vacation slots. The request must be submitted three (3) days in advance of the  
 11 requested leave.

12 E. The number of vacation slots available for Detention Officers for each shift shall  
 13 be as follows:

14	Day Shift (M-F):	5
15	Day Shift (weekends):	3
16	Swing Shift:	3
17	Graveyard:	2

18 If only one day in a vacation request is above the limits defined above, the leave shall be  
 19 granted.

20 F. Upon request of either party, on or about January 15 of each calendar year, the  
 21 parties will meet to determine if additional vacation slots will be made available for the coming year  
 22 (April 1 – March 31).

23 G. Employees who transfer or rebid to a different shift shall maintain their vacation  
 24 bid.

25 H. If a vacation bid is canceled due to illness, injury, termination, leave of absence,  
 26 etc., the vacation period will be filled from the waiting list established in accordance with Section C  
 27 of this Article.

28 **Section 7.** Employees eligible for paid leave may accrue up to sixty (60) days vacation

1 calculated/adjusted to reflect the normal bi-weekly schedule not to exceed 432 hours for employees  
2 on a bi-weekly schedule of 72 hours and 480 hours for those employees on a bi-weekly schedule of  
3 80 hours. Employees must use vacation leave in excess of the maximum accrual amount on or before  
4 the last day of the pay period that includes December 31 of each year. Failure to use vacation leave  
5 beyond the maximum accrual amount will result in forfeiture of the vacation leave beyond the  
6 maximum amount unless the Division Director has approved a carryover of such vacation leave  
7 because of cyclical workloads, work assignments or other reasons as may be in the best interests of  
8 the County.

9 **Section 8.** Employees eligible for paid leave shall not use or be paid for vacation leave until  
10 it has accrued and such use or payment is consistent with the provisions of this Article.

11 **Section 9.** In cases of separation from County employment by death of an employee with  
12 accrued vacation leave and who has successfully completed his/her first six (6) months of County  
13 service in a paid leave eligible position, payment of unused vacation leave up to the maximum  
14 accrual amount shall be made to the employee's estate, or, in applicable cases, as provided for by  
15 state law, RCW Title 11.

16 **Section 10.** If a regular employee eligible for paid leave resigns from County employment or  
17 is laid off and subsequently returns to County employment within two years from such resignation or  
18 layoff, as applicable, the employee's prior County service shall be counted in determining the  
19 vacation leave accrual rate under Section 1.

20 **Section 11.** Vacation leave may be used in quarter (1/4) hour increments, at the discretion of  
21 the Division Director/designee.

22 **Section 12.** Employees who are in a probationary period as a result of promotion shall be  
23 entitled to use vacation time accrued in their prior position while they are in a probationary status in  
24 their new position subject to the approval of the Director of DAJD or designee. This provision does  
25 not restrict an employee's use of accrued leave for a qualifying event under the Washington Family  
26 Care Act.

## 27 **ARTICLE 8: SICK LEAVE**

28 **Section 1.** Regular, probationary, provisional and term-limited temporary employees shall

1 accrue sick leave benefits at the rate of 0.04616 for each hour in regular pay status excluding  
2 overtime. The employee is not entitled to sick leave if not previously accrued.

3 **Section 2.** During the first six (6) months of service in a paid leave eligible position,  
4 employees eligible to accrue vacation leave may, at the manager's discretion, use any accrued days of  
5 vacation leave as an extension of sick leave. If an employee does not work a full six (6) months, any  
6 vacation leave used for sick leave must be reimbursed to the County upon termination. This  
7 provision does not restrict an employee's use of accrued leave for a qualifying event under the  
8 Washington Family Care Act. During the first twelve (12) months of service in a paid leave eligible  
9 position, employees not eligible for family medical leave under federal or state law or county  
10 ordinance shall be entitled to up to thirty (30) days of unpaid job-protected leave for a qualified  
11 industrial injury incurred in a reported use of force. For purposes of this section, a "qualified  
12 industrial injury" is an injury for which the employee receives worker's compensation benefits.

13 **Section 3.** There shall be no limit to the hours of sick leave benefits accrued by an eligible  
14 employee. Sick leave may be used in quarter (1/4) hour increments.

15 **Section 4.** The County is responsible for the proper administration of the sick leave benefit.  
16 The County can require an employee to submit verification of illness from a licensed practitioner for  
17 any requested sick leave absence if abuse is suspected.

18 **A.** Employees shall complete an absence request form, or equivalent, on the first day  
19 back to work after an illness. Employees will be required to provide a physician's verification of any  
20 absence for medical reasons of five (5) consecutive work days or more.

21 **B.** Employees shall be required to provide a physician's verification for any absence  
22 of less than five (5) consecutive work days if there is a specific concern regarding the validity of an  
23 employee's absence or ability to safely return to work. Employer will make a reasonable effort to  
24 inform the employee of the need for such verification prior to his/her return to work. Except in  
25 exigent circumstances, failure to make a reasonable effort to inform the employee shall relieve the  
26 employee of the medical verification requirement.

27 **C.** It shall be the employee's responsibility to notify the Department when submitting  
28 their absence request form, or equivalent, and/or medical verification that the leave is being requested

1 pursuant to either the Family Medical Leave Act (FMLA) or King County Family Medical Leave Act  
2 (KCFML). If either FMLA or KCFML is being requested, a statement explaining the qualifying  
3 event for the leave shall be included with the absence request or medical verification. Requested  
4 FMLA or KCFML leave shall be administered by the County in compliance with all applicable  
5 federal, state and local laws.

6 **Section 5.** Separation from or termination of County employment except by reason of  
7 retirement or layoff due to lack of work, funds or efficiency reasons shall cancel all sick leave  
8 accrued to the employee as of the date of separation or termination. Should a regular employee  
9 resign or be laid off and return to County employment within two years, accrued sick leave shall be  
10 restored.

11 **Section 6.** Employees eligible to accrue sick leave and who have successfully completed at  
12 least five (5) years of County service and who retire as a result of length of service or who terminate  
13 by reason of death shall be paid, or their estates paid for as provided for by RCW Title 11, as  
14 applicable, an amount equal to thirty-five percent (35%) of their unused, accumulated sick leave  
15 multiplied by the employee's rate of pay in effect upon the date of leaving County employment less  
16 mandatory withholdings. If the bargaining unit has adopted the Voluntary Employee Beneficiary  
17 Association (VEBA), this cash out shall be subject to those provisions.

18 **Section 7.** Accrued sick leave may be used for the following reasons:

19 **A.** The employee's bona fide illness; provided, that an employee who suffers an  
20 occupational illness may not simultaneously collect sick leave and worker's compensation payments  
21 in a total amount greater than the net regular pay of the employee;

22 **B.** The employee's incapacitating injury, provided that:

23 **1.** An employee injured on the job may not simultaneously collect sick leave  
24 and worker's compensation payments in a total amount greater than the net regular pay of the  
25 employee;

26 **C.** Exposure to contagious diseases and resulting quarantine.

27 **D.** A female employee's temporary disability caused by or contributed to by  
28 pregnancy and childbirth.

1 E. The employee's medical, ocular or dental appointments, provided that the  
2 employee's Division Director or designee has approved the use of sick leave for such appointments.

3 F. To care for the employee's child or the child of an employee's domestic partner if  
4 the following conditions are met:

- 5 1. The child is under the age of eighteen (18);
- 6 2. The employee is the natural parent, stepparent, adoptive parent, legal  
7 guardian or other person standing *in loco parentis* to the child;
- 8 3. The employee's child or the child of an employee's domestic partner has a  
9 health condition requiring the employee's personal supervision during the hours of his/her absence  
10 from work;
- 11 4. The employee actually attends to the child during the absence from work.

12 G. Employees shall be entitled to use accrued sick leave or vacation leave where such  
13 employee is required to care for immediate family members who are seriously ill. There shall be no  
14 limit on the use of sick leave to care for children under "F" of this Section.

15 H. Up to one (1) day of sick leave may be used by an employee for the purpose of  
16 being present at the birth of his child. Nothing in this subsection shall be construed to limit the  
17 employee's rights to leave under the Federal, State or King County leave laws.

18 **Section 8.** For a qualifying leave under the Washington Family Care Act, the employee may  
19 use any type of accrued leave, at their option. For a leave that does not qualify under the Washington  
20 Family Care Act, the following applies: An employee who has exhausted all of his/her sick leave  
21 may use accrued vacation leave as sick leave before going on leave of absence without pay. After  
22 four (4) days of vacation leave have been used as an extension of sick leave during each six (6)  
23 month period of a calendar year (January through June, July through December), subsequent use of  
24 vacation leave for such purpose may only be used if prior approval has been provided by his/her  
25 manager.

26 **Section 9.** Sick leave may be used only for absences from a regular scheduled work shift.

27 **Section 10.** For purposes of this Article, the definition of immediate family is provided under  
28 Article 9, Section 3.E.

1           **Section 11.** Employees who are in a probationary status shall not be denied the valid use of  
2 accrued sick leave.

3           **Section 12. Sick Leave Incentive:** In January of each calendar year, employee sick leave  
4 usage will be reviewed. Regular, full-time employees who have used one (1) day or less of sick leave  
5 in the proceeding calendar year shall be rewarded by having two days of additional hours credited to  
6 their vacation account. Employees who have used more than one (1) day but less than four (4) days  
7 of sick leave hours shall have one day credited to their vacation account. The additional vacation  
8 credits specified herein shall not affect accrued sick leave amounts.

9           **Section 13.** Nothing in this Article limits employees' rights to leave under the Federal, State  
10 or County leave laws. In the event this Article provides lesser leave rights than Federal, State or  
11 County leave laws, the applicable laws shall govern.

## 12 **ARTICLE 9: GENERAL LEAVES**

13           **Section 1. Donation of Leaves:** An employee eligible for paid leaves may donate a portion  
14 of his/her accrued leaves to a leave accrual eligible employee in accordance with Chapter 3.12 of the  
15 King County Code (K.C.C.).

16           **Section 2. Leave - Organ Donors:** The manager shall allow all employees eligible for paid  
17 leaves who are voluntarily participating as donors in life-giving or life-saving procedures such as, but  
18 not limited to, bone marrow transplants, kidney transplants, or blood transfusions to take five (5) days  
19 paid leave, which shall not be charged to sick or vacation leaves in accordance with Chapter 3.12 of  
20 the K.C.C.

### 21           **Section 3. Bereavement Leave:**

22           A. Employees eligible for paid leaves shall be entitled to three (3) working days of  
23 bereavement leave per occurrence, due to death of members of their immediate family.

24           B. Employees eligible to accrue paid leaves who have exhausted their bereavement  
25 leave, shall be entitled to use sick leave in the amount of three (3) days for each instance when death  
26 occurs to a member of the employee's immediate family.

27           C. In cases of family care where no sick leave benefit exists, the employee may  
28 request vacation leave in accordance with Article 7 or may be granted leave without pay.

1           D. In the application of any of the foregoing provisions. When a holiday or regular  
2 day off falls within the prescribed period of absence, it shall not be charged against the employee's  
3 sick leave account nor bereavement leave credit.

4           E. For the purposes of this Section, a member of the immediate family is as follows:  
5 spouse, domestic partner, grandparent, parent, child, sibling, child-in-law, parent-in-law, grandchild  
6 of the employee, employee's spouse or employee's domestic partner.

7           **Section 4. Leave - Examinations:** Employees eligible for paid leaves shall be entitled to  
8 necessary time off with pay for the purpose of participating in County qualifying or promotional  
9 examinations. This shall include time required to complete any required interviews.

10           **Section 5. Jury Duty:**

11           A. Employees eligible for paid leaves who are ordered on a jury shall be entitled to  
12 their regular County pay; provided, that fees for such jury duty are deposited, exclusive of mileage,  
13 with the Finance and Business Operations Division of the Department of Executive Services.  
14 Employees shall report back to their supervisor when dismissed from jury service.

15           B. There shall be a one (1) day schedule adjustment provided that employees must  
16 notify management at least two (2) weeks in advance of serving on jury duty in order to allow their  
17 schedule to be adjusted if the jury duty would require the employee to serve on their regularly  
18 scheduled day off.

19           **Section 6. School Volunteer:** Employees eligible for paid leaves shall be allowed the use of  
20 up to three (3) days of sick leave each year to allow employees to perform volunteer services at the  
21 school attended by the employee's child in accordance with Chapter 3.12 of the K.C.C.

22           **ARTICLE 10: HOURS OF WORK AND OVERTIME**

23           **Section 1. Standard Work Period:** Except as otherwise provided in this article, the standard  
24 bi-weekly work period shall consist of eighty (80) hours, with a standard workday of eight (8) hours,  
25 and two (2) consecutive days off each week (employees in the classifications of Detention Officer,  
26 Cook/Baker, Cook/Baker - Lead and Health Care Assistants shall have a thirty (30) minute lunch  
27 break per shift, during which time the employee shall remain available for duty). Nothing in this  
28 section shall entitle an employee who is changing their regular schedule (i.e. annual scheduled bid,

1 temporary reassignment, etc.) to consecutive days off during the transition to their new schedule.

2       **Section 2. Employees Eligible to Work a Seventy-Two (72) Hour Work Week:** Employees  
3 working a bi-weekly schedule of seventy-two (72) hours as of the final ratification of this contract,  
4 are eligible to retain this option. For these employees, the normal workday shall be eight (8) hours  
5 (employees in the classifications of Detention Officer, Cook/Baker, Cook/Baker - Lead and Health  
6 Care Assistants shall have a thirty (30) minute lunch break per shift, during which time the employee  
7 shall remain available for duty). Scheduled days off shall be two (2) consecutive days one (1) week  
8 and three (3) consecutive days in the next week. Provided, that any individual employee may opt  
9 instead to work a standard bi-weekly work period of eighty (80) hours, with a normal workday of  
10 eight (8) hours, and two (2) consecutive days off each week. Employees who exercise this option  
11 will no longer be eligible to return to a seventy-two (72) hour bi-weekly work schedule.

12       **Section 3. Alternatives to Secure Detention ("ASD") Section Schedule:** For Community  
13 Surveillance Officers in the ASD section, the standard workday shall consist of eight and one-half  
14 hours (8-1/2) hours, with a half hour unpaid meal break. The parties agree that this schedule may be  
15 re-opened for negotiation one year after the final ratification of this Agreement, upon a showing that  
16 the workload has not allowed for a half-hour meal period.

17       **Section 4.** The parties agree that alternate work schedules may be utilized that are mutually  
18 agreed upon in writing by the employee and the Juvenile Detention Division Director/designee.

19       **Section 5.**

20       **A. Weekly Overtime:** Except as otherwise provided in this Article, employees shall  
21 be paid at an overtime rate of one and one half (1.5) their regular rate of pay for all compensable  
22 hours worked in excess of forty (40) hours per week.

23       **B. Daily Overtime:** Full time employees shall be paid at an overtime rate of one and  
24 one half (1.5) their regular rate of pay for actual hours worked in excess of their regularly scheduled  
25 shift as long as the extra hours are performed consecutively (immediately before or after, with no  
26 break in time) to the work shift and the employee has worked his or her regularly scheduled shift as  
27 one of the two consecutive shifts.

28       **C.** Sick leave shall not be included for the purposes of determining whether the

1 overtime thresholds have been met.

2       **Section 6.** Normally, overtime work shall require prior approval of the individual's  
3 supervisor; however, overtime work may be approved after it is performed, provided the Juvenile  
4 Detention Division Director/designee determines sufficient justification is made. Attendance for  
5 assigned overtime shifts shall be subject to the same rules as attendance at an employee's regular  
6 shift; employees must call in to be excused pursuant to the same rules for excuse from a regular shift;  
7 failure to appear shall be subject to counseling and/or discipline according to regular shift attendance  
8 rules.

9       **Section 7.** An employee may request, and with approval of the Manager or designee, may  
10 receive time off in lieu of overtime pay. Such time to be accrued at the appropriate rate (straight or  
11 one and one half time.)

12       **Section 8.** A minimum of four (4) hours at the overtime rate shall be paid for each call-out.  
13 Where such overtime exceeds four (4) hours, the actual hours worked shall be compensated at  
14 overtime rates. Call-out shall be defined as that circumstance when an employee, having completed  
15 the assigned shift and departed the premises, is requested by the County to return to work. Time  
16 actually spent at the workplace shall be compensated for in accordance with this Section. The  
17 provisions of this Section shall not apply to meeting and training sessions requiring a return to work.

18       **Section 9. Mandatory Training or Mandatory Meetings:** Regular full-time employees who  
19 are required by management to attend training sessions or meetings shall be paid overtime on an hour  
20 for hour basis with a minimum of two (2) hours at the overtime rate paid, if such training or  
21 mandatory meetings fall outside of their scheduled work shift.

22       **Section 10. Shift Trade.** An employee shall have the right to trade a shift on the same work  
23 day with another employee up to ten (10) times per year, upon their mutual agreement, and with the  
24 approval of the appropriate supervisors (which shall not be unreasonably withheld.)

25       **Section 11. Daylight Savings Adjustment.** The Department will pay one hour of overtime to  
26 all employees working a nine-hour shift during the fall daylight savings adjustment period.  
27 Employees working during the spring daylight saving time adjustment period will either take one  
28 hour of vacation or compensatory time, or one hour of leave without pay, to cover the reduction of

1 their shift from eight hours to seven.

2 **ARTICLE 11: WORK OUT OF CLASSIFICATION**

3 **Section 1.** All work outside of classification and alternate assignments shall be assigned in  
4 writing by the Director of DAJD or designee prior to the work being performed.

5 **Section 2. Alternate Assignments:**

6 A. Alternate assignments are time limited assignments. These assignments may be  
7 assigned either within or outside of an individual's current classification. The purpose of alternate  
8 assignments is to temporarily fill vacancies created by the following circumstances:

- 9 1. Special project work
- 10 2. Backfill for project work
- 11 3. Backfill for long term medical absences caused by illness/injury
- 12 4. Backfill for a vacancy during a hiring process
- 13 5. Special Assignments (i.e. Policy and Procedures, Commitment Officer)

14 **B. Duration:** The duration of alternate assignments shall be as follows:

- 15 1. Special Project work: Maximum of the duration of the Special Project
- 16 2. Backfill for Special Project: Maximum of the duration of the Special  
17 Project.
- 18 3. Medical backfill: Maximum of six (6) months
- 19 4. Vacancy during hiring process: Maximum of six (6) months
- 20 5. Special assignment: Maximum of two (2) years.

21 **C. Recruitment for Alternate Assignments:**

- 22 1. The County will circulate among all staff a description of the nature of the  
23 alternate assignment, the duration of the assignment, the applicable salary level, and desirable  
24 qualifications. Interested candidates will be invited to apply to the appointing authority.
- 25 2. The nature of the application, and the selection process will be determined  
26 by the County.
- 27 3. The appointing authority will make the final decision.

28 **D. Compensation:** Employees who work an alternate assignment shall be

1 compensated in accordance with the King County Personnel Guidelines.

2 1. Employees who work an alternate assignment within their current  
3 classification or in a classification where the same pay range is the same as their current classification  
4 will receive no additional compensation.

5 2. Employees who work an alternate assignment outside of their normal  
6 classification where the pay range is greater than their current classification will receive the step that  
7 is closest to five percent (5%) higher or Step 1 of the new classification, whichever is greater.

8 3. Employees who work an alternate assignment outside of their normal  
9 classification where the pay range is less than their current classification will receive their normal rate  
10 of pay for the duration of the alternate assignment.

11 E. **Seniority:** Employees who work alternate assignments shall accrue seniority only  
12 within their regular classification.

13 **ARTICLE 12: REDUCTION IN FORCE**

14 **Section 1.** Regular employees selected for layoff as a result of efficiencies, lack of funds  
15 and/or a lack of work shall be laid off according to seniority in classification.

16 **Section 2.** An employee designated for layoff within a specific classification may move to  
17 another unit or position within that classification based on their seniority in the classification. Where  
18 multiple staff occupy the same unit, shift, or days off, the least senior staff person within the group  
19 will be displaced. If there is no position within classification to which the employee can move, the  
20 employee may select a position in a job classification previously worked at the agency, based on total  
21 agency seniority, provided:

22 A. That any required probation period was satisfactorily completed; and,

23 B. The demonstrated job performance in the former classification was at acceptable  
24 standards.

25 **Section 3.** Employees subsequently displaced as a result of the selection made by the laid off  
26 employee, may in turn exercise their lay-off rights as described above.

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

1           **Section 4. Seniority Calculation:** For the purposes of this Agreement, seniority shall be  
2 defined as length of continuous regular service without a break in that service. Classification  
3 seniority shall include seniority accrued within the current job class while employed by the former  
4 Department of Youth Services.

5           **A.** Calculation of seniority will be based on service date within classification. The  
6 service date is adjusted for unpaid leaves of absence that exceed 30 calendar days, unless otherwise  
7 required by law.

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

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

13           **D. Seniority Tie-Breaker:** In the event there are two or more employees within the  
14 Juvenile Detention Division of DAJD with the same classification and seniority, the tiebreaker shall  
15 be based upon total DAJD Juvenile Detention Division seniority, which shall include seniority  
16 accrued with the former Department of Youth Services. If seniority is still tied, the next tiebreaker  
17 shall be based upon total King County seniority. If seniority is still tied, then the Guild will decide by  
18 a coin flip or some other random method. Once the random method is utilized to break the tie, the  
19 order shall be reversed (or rotated) on an annual basis.

20           **Section 5. Re-call Rights:** Regular employees laid off or bumped due to lack of work or lack  
21 of funds; or terminated due to no vacancies available for reversion rights (per Article 15, Section 5)  
22 shall have re-employment rights to the same kind and level of position held at the time of layoff if  
23 such a position becomes available within two (2) years from the date of layoff. Laid-off regular  
24 employees shall have recall rights to any vacant position within their classification. In such cases, the  
25 seniority status accrued at the time of layoff shall be reinstated when the employee returns to regular  
26 employment with the Juvenile Detention Division of DAJD.

27           **Section 6. Cash Out Upon Layoff:** Regular employees shall be paid in cash upon layoff  
28 from County employment for any vacation accrued or may elect to retain their accrued vacation for

1 one (1) year to be restored to the employee when recalled to work. If the employee is not recalled  
2 within one (1) year, a cash payment shall be made for the accrued amount.

### 3 **ARTICLE 13: GRIEVANCE PROCEDURE**

4 **Section 1. Statement of Purpose:** The Guild and County recognize the importance and  
5 desirability of settling grievances promptly and fairly in the interest of continued good employee  
6 relations and morale. To accomplish this, every effort will be made to settle grievances at the lowest  
7 level of supervision. Employees will be unimpeded and free from restraint, interference, coercion,  
8 discrimination or reprisal in seeking adjudication of their grievances.

#### 9 **Section 2. Definitions and Conditions:**

10 **A. Grievance:** A grievance is an allegation made by an employee that the County  
11 has not correctly applied the written provisions of this Agreement. The Guild or an employee must  
12 file a grievance within fourteen (14) calendar days of the event or knowledge of the event.  
13 Temporary, provisional, term-limited temporary and probationary employees may not grieve a  
14 termination.

15 **B. Class Action Grievance:** A class-action grievance is an allegation made by the  
16 Guild that the County has not correctly applied the written provisions of the Agreement. Only the  
17 Guild representative/designee may file a grievance form at Step 2 on behalf of affected employees.  
18 The Guild representative/designee must file the grievance form within fourteen (14) calendar days of  
19 the event or knowledge of the event.

20 **C. Grievance Form:** A grievance form is a mutually agreed document between the  
21 parties that will include, but is not limited to, the following information: date the grievance was filed  
22 by the employee, date the grievance is received by the supervisor/designee, nature of the grievance,  
23 when the event occurred, who is affected, identification of the provisions of the Agreement that  
24 apply, and the remedy sought. An incident report form may substitute for a grievance form if the  
25 grievance alleges that a post assignment violates an express term of this Agreement, provided that all  
26 other provisions of this grievance procedure apply to such grievances.

27 **Section 3. Grievance Steps:** An employee must file a grievance form, as provided under  
28 Section 2-A and C, with the Juvenile Division Director/designee and provide a copy to his/her elected

1 Guild area representative/designee. The Juvenile Division Director/designee shall direct the  
2 grievance to the appropriate decision maker, as follows:

3 **A. Step 1:**

4 1. A Step 1 grievance is addressed by the Chief/Manager or designee. A  
5 Step 1 grievance will automatically be waived to Step 2 if it addresses an issue that is above the  
6 supervisor's level of authority. A Step 1 grievance may not be delegated to an acting supervisor who  
7 is a member of the Guild.

8 2. The Chief/Manager or designee will have thirty (30) calendar days from  
9 receipt of the timely filed written grievance in which to meet with the employee and the elected Guild  
10 area representative or Guild president/designee and provide a written response. A copy of the written  
11 response will be provided to the meeting attendees, the Guild's judicial officer and the employee's  
12 Division Director.

13 3. If the written response does not resolve the grievance, the Guild  
14 representative/designee has thirty (30) calendar days in which to submit a written request to the  
15 employee's Division Director/designee for a Step 2 meeting.

16 4. The employee must decide whether he/she will pursue his/her grievance  
17 through the grievance process under the Personnel Guidelines prior to a request for a Step 2 meeting.  
18 If the employee pursues his/her grievance under the Guidelines, it will be withdrawn from this  
19 grievance process.

20 **B. Step 2:**

21 1. The Division Director/designee will have thirty (30) calendar days from  
22 receipt of the timely written request for a Step 2 meeting in which to meet with the employee and the  
23 elected Guild area representative and/or Guild president/designee and provide a written response. A  
24 copy of the written response will be provided to the meeting attendees, the Guild's designated  
25 representative and the Director of DAJD. A Step 2 grievance will automatically be waived to Step 3  
26 if it addresses an issue that is above the Division Director's level of authority.

27 2. Class action grievances may be filed as provided under Section 2.B. The  
28 meeting will only be with the Guild representative/designee and Guild president/designee. A copy of

1 the written response will be provided to the meeting attendees, the Guild's judicial officer and  
2 Director of DAJD.

3                   3. If the written response does not resolve the grievance, whether such  
4 grievance is filed by an employee or is class action, the Guild representative/designee has thirty (30)  
5 calendar days in which to submit a written request for a Step 3 meeting to the Director of DAJD or  
6 designee.

7           Should the County fail to meet the timelines as noted in Step 1 or Step 2, the grievance will  
8 automatically proceed to the next step in the grievance process. Should the grieving party or the  
9 Guild fail to meet the timelines as noted in Step 1 or Step 2, the grievance will be considered  
10 resolved.

11                   **C. Step 3:**

12                   1. The Director of DAJD or designee will have thirty (30) calendar days from  
13 the receipt of the timely written request for a Step 3 meeting in which to meet with the employee  
14 (unless it is a class action grievance), Guild representative/designee and Guild president/designee and  
15 provide a written response. A copy of the written response will be provided to the meeting attendees,  
16 the Guild's judicial officer and the Labor Negotiator in the Office of Labor Relations.

17                   2. If the written response does not resolve the grievance, the Guild  
18 representative/designee has thirty (30) calendar days in which to submit a written request for a Step 4  
19 meeting to the Labor Negotiator in the Office of Labor Relations.

20                   **D. Step 4:**

21                   1. The Labor Negotiator will have thirty (30) calendar days from the receipt of  
22 the timely written request for a Step 4 meeting in which to meet with the employee (unless it is a  
23 class action grievance), Guild representative/designee and Guild president/designee and provide a  
24 written response.

25                   2. If the written response does not resolve the grievance, the Guild  
26 representative/designee has thirty (30) calendar days from the written response in which to submit a  
27 written request to the Labor Relations Director of the Office of Labor Relations/designee, advancing  
28 the grievance to arbitration.

1           **Section 4. Arbitration:**

2           A. In the event that arbitration is timely requested, the parties will meet to select an  
3 arbitrator. If they are unable to select an arbitrator, they will request from the American Arbitration  
4 Association (AAA), or other agreed-upon service, a list of five (5) arbitrators. The Guild will have  
5 the first opportunity to strike from the list furnished by AAA.

6           B. An arbitrator will have no authority to make a decision or issue a remedy that  
7 changes, alters, detracts from or adds to the Agreement. The arbitrator will only have the authority to  
8 decide whether the County had or had not correctly applied the written provisions of the Agreement  
9 and to award a remedy based on the written provisions of the Agreement.

10          C. The arbitrator's fee and expenses will be paid equally by the parties. Each party  
11 shall bear the cost of any witnesses appearing on the party's behalf. Each party shall bear the cost of  
12 preparation and presentation of the matter and all costs associated with the hiring/retaining of  
13 attorneys in presenting the party's case.

14          D. No matter may be arbitrated which the County has no authority over and/or has no  
15 authority to change, or has been processed under dispute resolution procedures not provided under  
16 the Agreement.

17          E. The arbitration hearing will be conducted under the rules and regulations set forth  
18 by the AAA.

19          **Section 5. Timelines and Forfeiture:** Timelines may be extended by mutual written  
20 agreement or as otherwise agreed to by the parties.

21          **Section 6. Alternative Dispute Resolutions:**

22          A. **Unfair Labor Practice:** The parties agree that thirty (30) days prior to filing an  
23 unfair labor practice charge with the PERC, the complaining party will notify the other party, in  
24 writing and the parties will discuss whether a meeting might potentially resolve the matter unless the  
25 deadline for filing with the PERC would otherwise pass or the complaining party is seeking a  
26 temporary restraining order as relief.

27          B. **Mediation:** Either party may request mediation following a Step 3 response that  
28 does not resolve the grievance. Should both parties agree they will meet with a mediator and try to

1 resolve the grievance. In the event that the grievance is not resolved, the Guild will have thirty (30)  
2 calendar days from the close of the mediation session in which to submit a written request for  
3 arbitration to the Labor Relations Director of the Office of Labor Relations/designee.

#### 4 **ARTICLE 14: NON-DISCRIMINATION**

5 The County or the Guild shall not unlawfully discriminate against any employee with respect  
6 to compensation, terms, conditions or privileges of employment because of race, color, creed,  
7 religion, national origin, age, sex, sexual orientation, marital status, physical, mental or sensory  
8 disability.

#### 9 **ARTICLE 15: POSITION OPENINGS AND SHIFT/FURLOUGH BIDDING**

10 **Section 1. Shift and Furlough Bids:** Employees may bid for shift and furlough assignments.

11 **A. Annual bidding:** Shift and furlough assignments shall be made based on seniority  
12 within classification on an annual basis during first quarter of each calendar year. After the annual  
13 shift and furlough bidding process is complete, a one-time seniority bid will be conducted for  
14 employees to submit bids for transfer to an open shift and furlough left vacant from the annual  
15 bidding.

16 **B. Open Bidding:** After the annual bidding process, including the one-time bid,  
17 employees may submit bids at any time for shift and furlough vacancies that may occur in the future.  
18 Open bids shall be assigned based on seniority at the time a position is filled by the Department.

#### 19 **Section 2. Bid Process:**

20 **A. Annual rotation:** Employees must submit bids for annual rotation on the  
21 approved form within the timelines established by the Department. Each bid must indicate the  
22 desired shift and days off.

23 **B. One-time bid:** Employees must submit bids for the one-time bid that occurs after  
24 the annual rotation within the timelines established by the Department. Each bid must indicate the  
25 desired shift and days off.

26 **C. Open Bidding:** Bids must be on file prior to the initial position (shift/furlough) in  
27 a sequence becoming vacant in order to be considered for that position or any subsequent opening,  
28 which may occur as a result of that vacancy. For the purpose of this Section, the date of the initial

1 position becoming vacant means the date a resignation letter or a termination form is received and  
2 date/time stamped by DAJD Juvenile Detention Division; at the time a new job offer is accepted on a  
3 promotion; at the time a transfer request is approved; or at the time the termination/demotion of an  
4 employee is formalized in writing by the Juvenile Detention Division Manager or designee.

5 **Section 3. General Provisions:**

6 A. Employees must accept shift/furlough assignments when offered as a result of bid.  
7 If the employee refuses, the employee's name will be removed from bid system for six (6) months.

8 B. Employees serving a probationary period due to being reinstated within two (2)  
9 years after a medical termination or layoff may participate in the bid system. All other employees on  
10 probationary status and all employees on written performance improvement plans may not participate  
11 in the bid system.

12 C. Employees may not change shifts/furlough as a result of job bid requests more  
13 than once in a twelve (12) month period.

14 D. When a shift/furlough slot is accepted or rejected by the employee as a result of a  
15 bid, all other bids the employee has on file are canceled. Bids may be resubmitted when the  
16 employee again becomes eligible.

17 E. Once bids are on file they remain on file until the next Annual bid, unless canceled  
18 by the employee or canceled subject to Paragraph D in this section.

19 **Section 4. Hiring Decisions Not Grievable:** Hiring decisions shall be the sole province of  
20 management and as such are not grievable under the terms of this Agreement.

21 **Section 5.** Consistent with King County Personnel Guidelines, regular employees promoted  
22 within the Department who do not complete their probationary period shall have a right to return to  
23 the job slot previously held within the bargaining unit if still vacant or to a vacant position within the  
24 same bargaining unit in the same classification within full seniority rights (less an adjustment for time  
25 spent in the other classification.) If no vacancy exists, the employee shall have recall rights as  
26 outlined in Article 12, Section 5 but shall not be considered laid off. This right shall not apply to  
27 employees facing a disciplinary termination.  
28

1 **ARTICLE 16: WORK STOPPAGES AND EMPLOYER PROTECTION**

2       **Section 1. No Work Stoppages:** The County and the Guild 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 Guild 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 Guild 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 2. Guild's Responsibilities:** Upon notification in writing by the County to the Guild  
 11 that any of its members are engaged in work stoppage, the Guild shall immediately, in writing, order  
 12 such members to immediately cease engaging in such work stoppage and provide the County with a  
 13 copy of such order. In addition, if requested by the County, a responsible official of the Guild shall  
 14 publicly order such employees to cease engaging in such a work stoppage.

15       **Section 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.

19 **ARTICLE 17: TEMPORARY EMPLOYEES**

20       **Section 1.** The starting times, work schedules and work location for temporary employees  
 21 shall be determined by the employer other than Juvenile Detention Officers. For Juvenile Detention  
 22 Officers, the employer agrees to negotiate the use of temporary employees and their hours and  
 23 working conditions prior to their implementation.

24       **Section 2.** Temporary employees shall not accrue seniority. However, provided there is no  
 25 break in service, temporary employees who are subsequently hired as regular employees shall be able  
 26 to apply fifty percent (50%) of straight-time hours worked in temporary positions toward the  
 27 probationary period required of all new regular employees. Credit for hours worked shall be rounded  
 28 to the nearest half month. Example: Employee works 800 hours immediately preceding appointment

1 to regular position. The probation period is reduced from twelve (12) months to nine and one-half  
2 (9-1/2) months.

3       **Section 3.** Temporary employees, except term-limited temporary, shall not be eligible to  
4 receive insured benefits or paid leaves. However, temporary employees who have worked in excess  
5 of 936 straight time hours in a year shall receive compensation in lieu of leave benefits at the rate of  
6 15% of the gross pay for all hours worked, paid retroactive to the first hour of employment, and for  
7 each hour worked thereafter. The employee will also receive a one-time only payment in an amount  
8 equal to the direct cost of three months of insured benefit, as determined by Human Resources  
9 Division of the Department of Executive Services, and, in lieu of insured benefits, an amount equal to  
10 the direct cost to the County for each employee for whom insured benefits are provided, prorated to  
11 reflect the affected employee's normal work week, for each hour worked thereafter. Such additional  
12 compensation shall continue until termination of employment or hire into a full-time regular, part-  
13 time regular or term-limited temporary position. Further, employees receiving pay in lieu of insured  
14 benefits may elect to receive the medical component of the insured benefit plan, with the cost to be  
15 deducted from their gross pay; provided, that an employee who so elects shall remain in the selected  
16 plan until termination of employment, hire into a full-time regular, part-time regular, or term-limited  
17 temporary position, or service of an appropriate notice of change or cancellation during the employee  
18 benefits annual open-enrollment.

19       **Section 4. Overtime:** Temporary employees shall be compensated at one and one-half times  
20 the regular hourly rate of pay for all hours worked in excess of 40 hours in a work week. The work  
21 week is defined as Sunday through Saturday.

## 22 **ARTICLE 18: TIME, SPACE AND PROPERTY**

23       **Section 1. Work Time:** The Department shall afford Guild representatives a reasonable  
24 amount of time while in on-duty status to consult with appropriate management officials and/or  
25 aggrieved employees, provided that the Guild representatives and/or aggrieved employees contact  
26 their immediate supervisors, indicate the general nature of the business to be conducted, and request  
27 necessary time without undue interference with assignment duties. Time spent on such activities  
28 shall be recorded by the Guild representatives on a time sheet provided by the supervisor. Guild

1 representatives shall guard against use of excessive time in handling such responsibilities.

2       **Section 2. Leave Of Absence:** An employee elected or appointed to office in the Guild  
3 which requires a part or all of his/her time may be given leave of absence without pay upon  
4 application and approval of the Director of DAJD/designee.

5       **Section 3. Facilities:** DAJD space and facilities may be used by the Guild for the purpose of  
6 holding meetings subject to the established policies governing the use of facilities.

7       **Section 4. Material:** The County recognizes that certain minimal use by the Guild of County  
8 equipment and facilities is consistent with County business needs. Employees who are designated by  
9 the Guild as representatives may make limited use of County telephones, fax machines, copiers and  
10 similar equipment for the use of contract administration. Use of phones or fax machines shall not be  
11 for long distance calls. In addition such employee representatives may use the County electronic  
12 mail system for communications relating to contract administration. Any use of County equipment or  
13 facilities must be brief in duration and accumulation, and which does not interfere with or impair the  
14 conduct of official County business. The contours of this right are meant to parallel the County  
15 policy as regards the use of County telephones for personal calls as well as the County's Acceptable  
16 Use policies. The Guild understands that any communication sent on County equipment may be  
17 monitored by the County to the extent permitted by law. Any communication must adhere to any and  
18 all County policies relating to proper communication in the workplace.

19       **Section 5. Postings:** The employer agrees to permit the Guild to post on County bulletin  
20 boards, the announcement of meetings, election of officers, and any other Guild material which is not  
21 prohibited by state law or County ordinance.

## 22 **ARTICLE 19: MEDICAL, DENTAL AND LIFE PLAN**

23       The County will provide medical, dental, life, disability, and vision benefits for regular,  
24 probationary, provisional and term-limited temporary employees and their eligible dependents as  
25 determined by the Joint Labor Management Insurance Committee or its successor.

## 26 **ARTICLE 20: SAVINGS CLAUSE**

27       Should any part hereof or any provision in this Agreement be rendered or declared invalid by  
28 reason of any existing or subsequently enacted legislation or by any decree of a court of competent

1 jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the  
2 remaining portions hereof; provided, however, upon such invalidation the parties agree to meet  
3 within thirty (30) calendar days and negotiate such parts or provisions affected. The remaining parts  
4 or provisions of this Agreement shall remain in full force and effect.

## 5 **ARTICLE 21: WAGE RATES**

6 **Section 1. Pay Ranges:** Pay ranges and pay range assignments for each classification is set  
7 forth in Addendum A.

### 8 **Section 2. Step Increases:**

9 A. Notwithstanding the (twelve) 12-month probationary period, employees shall be  
10 advanced to the next step upon satisfactory completion of the first six (6) months of employment.

11 B. Annual step increases will be given after the first increase described in  
12 Section 2.A, if the employee's work performance and work habits are satisfactory, and until such  
13 time that the employee has reached Step 10. A step increase beyond Step 2 shall be given subject to  
14 satisfactory performance and shall be effective on November 1st of each subsequent year. To be  
15 eligible for annual step increases after the 6 month increase, employees must have successfully  
16 passed probation by July 31st preceding the November implementation date.

17 **Section 3. Wages.** The wage rate for 2013 shall be increased to 3.09 percent. The wage rate  
18 for 2014 shall be increased by two percent (2%), the wage rate for 2015 shall be increased by two  
19 percent (2%) and the wage rate for 2016 shall be increased by 2.25% as a flat, fixed rate.

20 **Section 4. FTO Program:** Employees trained and assigned to perform as a field training  
21 officer (or "FTO") shall be eligible for a 1% premium for the assignment as a field training officer.  
22 A maximum of seven Field training officers will be selected by an open and competitive process.  
23 Management has sole discretion to determine the number of field training officers to be selected.

24 **Section 5. Shift Differential:** Employees who work swing shift or graveyard shift receive a  
25 one percent (1%) shift premium.

## 26 **ARTICLE 22: MISCELLANEOUS**

27 **Section 1. Language Premium:** Employees who translate a language in the work place  
28 identified by management as a language for which translation activity is necessary shall be paid five

1 hundred dollars (\$500) per year. The stipend shall be paid to eligible employees per pay period on a  
2 pro-rated basis. Eligible employees shall be required to pass a language proficiency test administered  
3 by the County. The employer retains the discretion to determine the number of employees that may  
4 qualify for the premium.

5 **Section 2. Educational Reimbursement:** The Employer agrees to reimburse employees for  
6 the cost of tuition and books when courses are taken at an accredited institution, provided that such  
7 courses are related to the field of criminal justice and the employee receives a grade of “C” or better.  
8 This reimbursement is limited to employees who have successfully passed their initial probationary  
9 period at the time of requesting pre-approval. This reimbursement shall be limited to the IRS annual  
10 cap (currently at \$5,250.00).

11 **Section 3. Limited Duty:** Employees who are injured and temporarily disabled are eligible to  
12 work in a “transitional duty” status for a period consistent with DAJD policy (generally up to six (6)  
13 months), provided there is an assignment available which meets the employee’s restrictions.  
14 Transitional duty shall consist of “restricted duty” and “alternative duty”. Restricted duty consists of  
15 the short-term elimination of job functions the employee is unable to perform due to temporary  
16 medical restrictions. Alternative duty consists of duties that are not part of the employee’s regular  
17 body of work. The County’s Transitional Duty and Job Accommodation Policies shall apply to Guild  
18 members to the same extent as other employees who fall under the policies in the Department of  
19 Adult and Juvenile Detention.

20 **Section 4. Probationary Period:** New, recalled, and reinstated career service employees serve  
21 a probationary period from the date of their appointment. The probationary period shall last twelve (12)  
22 months, but may be extended in accordance with King County Personnel Guidelines and with the  
23 consent of the Guild, except that employees who have previously passed probation, and are reinstated  
24 within two years after a medical termination or a layoff will serve a six (6) month probationary period.  
25 During this period, the employee is evaluated as a part of the final selection process; appointment to a  
26 career service position is not considered final unless the employee successfully completes a probationary  
27 period. Career service employees who are promoted, transferred, or demoted serve a probationary period  
28 from the date of their change in status. Employees in a probationary status are not “regular employees”

1 for purposes of the just cause provisions in Article 5 of this Agreement.

2       **Section 5. Tardiness:** The County’s policy regarding allowable and disciplinable amounts of  
3 tardiness in a year shall be changed to utilize a calendar year rather than a rolling (twelve) 12-month  
4 period.

5       **Section 6. Uniform Voucher:** The County will provide an annual uniform voucher in the  
6 amount of \$350 for uniforms consistent with the existing Detention Division uniform policy.

7       **Section 7. Code of Conduct:** The Guild agrees to the County’s implementation of the same  
8 Code of Conduct as is enforced in King County’s adult correctional facility(ies).

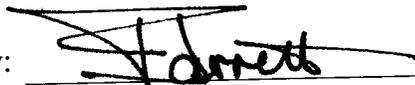
9       **Section 8. Standardized Pay Practices:** The parties agree the County has the right to  
10 implement a common biweekly payroll system that will standardize pay practices and Fair Labor  
11 Standards Act work weeks. The parties agree that applicable provisions of the collective bargaining  
12 agreement may be re-opened at any time during the life of this agreement by the County for the  
13 purpose of negotiating these standardized pay practices, to the extent required by law.

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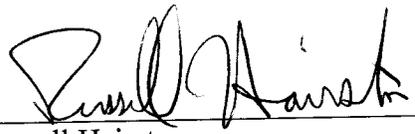
1 **ARTICLE 23: DURATION**

2 This Agreement shall become effective upon full and final ratification and approval by all  
3 formal requisite means by the Metropolitan King County Council and the King County Executive and  
4 shall be in effect January 1, 2013 through December 31, 2016.

5 APPROVED this 24<sup>th</sup> day of August, 2015.

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10 By:   
11 King County Executive

12  
13 King County Juvenile Detention Guild:

14  
15   
16 Russell Hairston  
17 President  
18 King County Juvenile Detention Guild

**APPENDIX A**  
**BILL OF RIGHTS**

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3  
4       1. Employee Rights. It is agreed that the County has the right to discipline, suspend, demote  
5 or discharge any employees for just cause.

6       2. Bill of Rights

7       2.1 Every employee who becomes the subject of an internal investigation shall be advised in  
8 writing at the time of the interview that they are suspected of:

9           (a) Committing a criminal offense; or

10           (b) Misconduct that would be grounds for termination, suspension, or other  
11 disciplinary action; or

12           (c) Not being qualified for continued employment with the Department.

13       2.2 Any employee who becomes the subject of a criminal investigation shall have all rights  
14 accorded by the State and Federal constitutions and Washington law.

15       2.3 The employee under investigation must, at the time of an interview, be informed of the  
16 name of the officer in charge of the investigation and the name of the officer who will be conducting  
17 the interview.

18       2.4 Investigations that can reasonably be anticipated to involve an economic sanction shall be  
19 handled through the procedures of the Internal Investigations Unit. Forty-eight (48) hours before any  
20 interview commences, the employee who is the subject of the investigation shall be informed, in  
21 writing, of the nature of the investigation, including the information necessary to reasonably apprise  
22 the employee of the specific allegations of such complaints. Absent emergency circumstances,  
23 employees considered as witnesses shall be provided notice of intent to interview in advance of any  
24 interview with sufficient time to consult with Guild representation.

25       2.5 The interview of an employee shall be at a reasonable hour, preferably when the  
26 employee is on duty, unless the exigency of the interview dictates otherwise. Whenever practical,  
27 interviews shall be scheduled during the normal workday of the County.

28       2.6 At the cost of the requesting party and in accordance with Washington State Law, RCW

1 9.73, the employee or County may request that an investigative interview be recorded, either  
2 mechanically or by a stenographer. There can be no "off-the-record" questions. Upon request, the  
3 employee under an investigation shall be provided an exact copy of any written statement the  
4 employee has signed or, at the employee's expense, a verbatim transcript of the interview.

5       **2.7** Interviewing shall be completed within a reasonable time and shall be done under  
6 circumstances devoid of intimidation or coercion. The employee shall be afforded an opportunity  
7 and facilities to contact and consult with his or her Guild representative before being interviewed, and  
8 to be represented by the Guild representative to the extent permitted by law. The employee shall be  
9 entitled to such reasonable intermissions as the employee shall request for personal necessities,  
10 meals, telephone calls, consultation with his or her representative, and rest periods.

11       **2.8** The employee shall not be subjected to any profane language nor threatened with  
12 dismissal, transfer or other disciplinary punishment as a guise to obtain the resignation of said  
13 employee nor shall the employee be subjected to intimidation in any manner during the process of  
14 interrogation. No promises or rewards shall be made to the said employee as an inducement to  
15 answer questions. No employee will be publicly humiliated during the administrative leave process.

16       **2.9** Investigations shall be concluded within a reasonable period of time. Within a reasonable  
17 period after the conclusion of the investigation and no later than forty-eight (48) hours prior to a  
18 predisciplinary hearing, the employee shall be advised of the results of the investigation and the  
19 recommended disposition (which may be a range of possible dispositions) and shall be provided a  
20 copy of the investigatory file.

21       **2.10** All interviews shall be limited in scope to activities, circumstances, events, conduct or  
22 actions which pertain to the incident which is the subject of the investigation. Nothing in this section  
23 shall prohibit the Employer from questioning the employee about information which is developed  
24 during the course of the interview.

25       **2.11** Should any section, subsection, paragraph, sentence, clause or phrase in this Article be  
26 declared unconstitutional or invalid, for any reason, such decision shall not affect the validity of the  
27 remaining portions of this Article.

28       **2.12** The Guild recognizes the Department's effort to improve procedures involving

1 complaints against its members. In an effort to ensure that these procedures are accomplishing their  
2 goals, there will be an annual review of the procedures in a meeting between the Guild and the  
3 Department's Administration.

4       **2.13** Effective July 1, 2015 and upon request of either party, the parties agree to a reopener  
5 on the fitness for duty examination process.

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ADDENDUM A

King County Juvenile Detention Guild  
Department of Adult and Juvenile Detention  
Juvenile Detention Division Employees

2013 Wage Rates (+3.09%)

Job Class Code	PeopleSoft Job Code	Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
4200100	421108	Administrative Office Assistant	\$15.8774	\$16.6353	\$17.0322	\$17.4396	\$17.8572	\$18.2857	\$18.7240	\$19.1738	\$19.6346	\$20.1070
4201100	421212	Administrative Specialist I	\$17.4492	\$18.2857	\$18.7240	\$19.1738	\$19.6346	\$20.1070	\$20.5913	\$21.0878	\$21.5966	\$22.1183
4201200	421316	Administrative Specialist II	\$19.1845	\$20.1070	\$20.5913	\$21.0878	\$21.5966	\$22.1183	\$22.6530	\$23.2011	\$23.7621	\$24.3383
4201300	421408	Administrative Specialist III	\$21.0998	\$22.1183	\$22.6530	\$23.2011	\$23.7621	\$24.3383	\$24.9279	\$25.5331	\$26.1528	\$26.7885
2211200	221604	Inventory Purchasing Specialist II	\$23.7761	\$24.9279	\$25.5331	\$26.1528	\$26.7885	\$27.4398	\$28.1074	\$28.7915	\$29.4925	\$30.2113
3421100	341202	Health Care Assistant	\$17.8667	\$18.7240	\$19.1738	\$19.6346	\$20.1070	\$20.5913	\$21.0878	\$21.5966	\$22.1183	\$22.6530
3500200	351203	Recreation Coordinator	\$25.5470	\$26.7885	\$27.4398	\$28.1074	\$28.7915	\$29.4925	\$30.2113	\$30.9485	\$31.7045	\$32.4785
5210200	521102	Community Surveillance Officer	\$23.2143	\$24.3383	\$24.9279	\$25.5331	\$26.1528	\$26.7885	\$27.4398	\$28.1074	\$28.7915	\$29.4925
9502100	951101	Juvenile Facility Cook - Helper	\$14.7968	\$15.4999	\$15.8687	\$16.2473	\$16.6353	\$17.0322	\$17.4396	\$17.8572	\$18.2857	\$18.7240
9502300	951301	Juvenile Facility Cook/Baker - Lead	\$22.6661	\$23.7621	\$24.3383	\$24.9279	\$25.5331	\$26.1528	\$26.7885	\$27.4398	\$28.1074	\$28.7915
9502200	951201	Juvenile Facility Cook/Baker	\$20.6038	\$21.5966	\$22.1183	\$22.6530	\$23.2011	\$23.7621	\$24.3383	\$24.9279	\$25.5331	\$26.1528
5212100	521301	Community Corrections Placement Specialist	\$28.1235	\$29.4925	\$30.2113	\$30.9485	\$31.7045	\$32.4785	\$33.2718	\$34.0846	\$34.9191	\$35.7739
5217100	521701	Orientation and Assessment Specialist	\$28.1235	\$29.4925	\$30.2113	\$30.9485	\$31.7045	\$32.4785	\$33.2718	\$34.0846	\$34.9191	\$35.7739
5245100	524702	Training Coordinator	\$28.1235	\$29.4925	\$30.2113	\$30.9485	\$31.7045	\$32.4785	\$33.2718	\$34.0846	\$34.9191	\$35.7739
5242200	524210	Volunteer Coordinator	\$30.2293	\$31.7045	\$32.4785	\$33.2718	\$34.0846	\$34.9191	\$35.7739	\$36.6491	\$37.5471	\$38.4676
5213100	521401	Detention Officer	\$23.2143	\$24.3383	\$24.9279	\$25.5331	\$26.1528	\$26.7885	\$27.4398	\$28.1074	\$28.7915	\$29.4925

King County Juvenile Detention Guild  
 Department of Adult and Juvenile Detention  
 Juvenile Detention Division Employees

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2014 Wage Rates (+2.00%)

Job Class Code	PeopleSoft Job Code	Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
4200100	421108	Administrative Office Assistant	\$16.1949	\$16.9680	\$17.3728	\$17.7884	\$18.2143	\$18.6514	\$19.0985	\$19.5573	\$20.0273	\$20.5091
4201100	421212	Administrative Specialist I	\$17.7982	\$18.6514	\$19.0985	\$19.5573	\$20.0273	\$20.5091	\$21.0031	\$21.5096	\$22.0285	\$22.5607
4201200	421316	Administrative Specialist II	\$19.5682	\$20.5091	\$21.0031	\$21.5096	\$22.0285	\$22.5607	\$23.1061	\$23.6651	\$24.2373	\$24.8251
4201300	421408	Administrative Specialist III	\$21.5218	\$22.5607	\$23.1061	\$23.6651	\$24.2373	\$24.8251	\$25.4265	\$26.0438	\$26.6759	\$27.3243
2211200	221604	Inventory Purchasing Specialist II	\$24.2516	\$25.4265	\$26.0438	\$26.6759	\$27.3243	\$27.9886	\$28.6695	\$29.3673	\$30.0824	\$30.8155
3421100	341202	Health Care Assistant	\$18.2240	\$19.0985	\$19.5573	\$20.0273	\$20.5091	\$21.0031	\$21.5096	\$22.0285	\$22.5607	\$23.1061
3500200	351203	Recreation Coordinator	\$26.0579	\$27.3243	\$27.9886	\$28.6695	\$29.3673	\$30.0824	\$30.8155	\$31.5675	\$32.3386	\$33.1281
5210200	521102	Community Surveillance Officer	\$23.6786	\$24.8251	\$25.4265	\$26.0438	\$26.6759	\$27.3243	\$27.9886	\$28.6695	\$29.3673	\$30.0824
9502100	951101	Juvenile Facility Cook - Helper	\$15.0927	\$15.8099	\$16.1861	\$16.5722	\$16.9680	\$17.3728	\$17.7884	\$18.2143	\$18.6514	\$19.0985
9502300	951301	Juvenile Facility Cook/Baker - Lead	\$23.1194	\$24.2373	\$24.8251	\$25.4265	\$26.0438	\$26.6759	\$27.3243	\$27.9886	\$28.6695	\$29.3673
9502200	951201	Juvenile Facility Cook/Baker	\$21.0159	\$22.0285	\$22.5607	\$23.1061	\$23.6651	\$24.2373	\$24.8251	\$25.4265	\$26.0438	\$26.6759
5212100	521301	Community Corrections Placement Specialist	\$28.6860	\$30.0824	\$30.8155	\$31.5675	\$32.3386	\$33.1281	\$33.9372	\$34.7663	\$35.6175	\$36.4894
5217100	521701	Orientation and Assessment Specialist	\$28.6860	\$30.0824	\$30.8155	\$31.5675	\$32.3386	\$33.1281	\$33.9372	\$34.7663	\$35.6175	\$36.4894
5245100	524702	Training Coordinator	\$28.6860	\$30.0824	\$30.8155	\$31.5675	\$32.3386	\$33.1281	\$33.9372	\$34.7663	\$35.6175	\$36.4894
5242200	524210	Volunteer Coordinator	\$30.8339	\$32.3386	\$33.1281	\$33.9372	\$34.7663	\$35.6175	\$36.4894	\$37.3821	\$38.2980	\$39.2370
5213100	521401	Detention Officer	\$23.6786	\$24.8251	\$25.4265	\$26.0438	\$26.6759	\$27.3243	\$27.9886	\$28.6695	\$29.3673	\$30.0824

**King County Juvenile Detention Guild  
Department of Adult and Juvenile Detention  
Juvenile Detention Division Employees**

**2015 Wage Rates (+2.00%)**

Job Class Code	PeopleSoft Job Code	Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
4200100	421108	Administrative Office Assistant	\$16.5188	\$17.3074	\$17.7203	\$18.1442	\$18.5786	\$19.0244	\$19.4805	\$19.9484	\$20.4278	\$20.9193
4201100	421212	Administrative Specialist I	\$18.1542	\$19.0244	\$19.4805	\$19.9484	\$20.4278	\$20.9193	\$21.4232	\$21.9398	\$22.4691	\$23.0119
4201200	421316	Administrative Specialist II	\$19.9596	\$20.9193	\$21.4232	\$21.9398	\$22.4691	\$23.0119	\$23.5682	\$24.1384	\$24.7220	\$25.3216
4201300	421408	Administrative Specialist III	\$21.9522	\$23.0119	\$23.5682	\$24.1384	\$24.7220	\$25.3216	\$25.9350	\$26.5647	\$27.2094	\$27.8708
2211200	221604	Inventory Purchasing Specialist II	\$24.7366	\$25.9350	\$26.5647	\$27.2094	\$27.8708	\$28.5484	\$29.2429	\$29.9546	\$30.6840	\$31.4318
3421100	341202	Health Care Assistant	\$18.5885	\$19.4805	\$19.9484	\$20.4278	\$20.9193	\$21.4232	\$21.9398	\$22.4691	\$23.0119	\$23.5682
3500200	351203	Recreation Coordinator	\$26.5791	\$27.8708	\$28.5484	\$29.2429	\$29.9546	\$30.6840	\$31.4318	\$32.1989	\$32.9854	\$33.7907
5210200	521102	Community Surveillance Officer	\$24.1522	\$25.3216	\$25.9350	\$26.5647	\$27.2094	\$27.8708	\$28.5484	\$29.2429	\$29.9546	\$30.6840
9502100	951101	Juvenile Facility Cook - Helper	\$15.3946	\$16.1261	\$16.5098	\$16.9036	\$17.3074	\$17.7203	\$18.1442	\$18.5786	\$19.0244	\$19.4805
9502300	951301	Juvenile Facility Cook/Baker - Lead	\$23.5818	\$24.7220	\$25.3216	\$25.9350	\$26.5647	\$27.2094	\$27.8708	\$28.5484	\$29.2429	\$29.9546
9502200	951201	Juvenile Facility Cook/Baker	\$21.4362	\$22.4691	\$23.0119	\$23.5682	\$24.1384	\$24.7220	\$25.3216	\$25.9350	\$26.5647	\$27.2094
5212100	521301	Community Corrections Placement Specialist	\$29.2597	\$30.6840	\$31.4318	\$32.1989	\$32.9854	\$33.7907	\$34.6159	\$35.4616	\$36.3299	\$37.2192
5217100	521701	Orientation and Assessment Specialist	\$29.2597	\$30.6840	\$31.4318	\$32.1989	\$32.9854	\$33.7907	\$34.6159	\$35.4616	\$36.3299	\$37.2192
5245100	524702	Training Coordinator	\$29.2597	\$30.6840	\$31.4318	\$32.1989	\$32.9854	\$33.7907	\$34.6159	\$35.4616	\$36.3299	\$37.2192
5242200	524210	Volunteer Coordinator	\$31.4506	\$32.9854	\$33.7907	\$34.6159	\$35.4616	\$36.3299	\$37.2192	\$38.1297	\$39.0640	\$40.0217
5213100	521401	Detention Officer	\$24.1522	\$25.3216	\$25.9350	\$26.5647	\$27.2094	\$27.8708	\$28.5484	\$29.2429	\$29.9546	\$30.6840

**King County Juvenile Detention Guild  
Department of Adult and Juvenile Detention  
Juvenile Detention Division Employees**

**2016 Wage Rates (+2.25%)**

Job Class Code	PeopleSoft Job Code	Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
4200100	421108	Administrative Office Assistant	\$16.8905	\$17.6968	\$18.1190	\$18.5524	\$18.9966	\$19.4524	\$19.9188	\$20.3972	\$20.8874	\$21.3900
4201100	421212	Administrative Specialist I	\$18.5627	\$19.4524	\$19.9188	\$20.3972	\$20.8874	\$21.3900	\$21.9052	\$22.4334	\$22.9747	\$23.5297
4201200	421316	Administrative Specialist II	\$20.4087	\$21.3900	\$21.9052	\$22.4334	\$22.9747	\$23.5297	\$24.0985	\$24.6815	\$25.2782	\$25.8913
4201300	421408	Administrative Specialist III	\$22.4461	\$23.5297	\$24.0985	\$24.6815	\$25.2782	\$25.8913	\$26.5185	\$27.1624	\$27.8216	\$28.4979
2211200	221604	Inventory Purchasing Specialist II	\$25.2932	\$26.5185	\$27.1624	\$27.8216	\$28.4979	\$29.1907	\$29.9009	\$30.6286	\$31.3744	\$32.1390
3421100	341202	Health Care Assistant	\$19.0067	\$19.9188	\$20.3972	\$20.8874	\$21.3900	\$21.9052	\$22.4334	\$22.9747	\$23.5297	\$24.0985
3500200	351203	Recreation Coordinator	\$27.1771	\$28.4979	\$29.1907	\$29.9009	\$30.6286	\$31.3744	\$32.1390	\$32.9234	\$33.7276	\$34.5510
5210200	521102	Community Surveillance Officer	\$24.6956	\$25.8913	\$26.5185	\$27.1624	\$27.8216	\$28.4979	\$29.1907	\$29.9009	\$30.6286	\$31.3744
9502100	951101	Juvenile Facility Cook - Helper	\$15.7410	\$16.4889	\$16.8813	\$17.2839	\$17.6968	\$18.1190	\$18.5524	\$18.9966	\$19.4524	\$19.9188
9502300	951301	Juvenile Facility Cook/Baker - Lead	\$24.1124	\$25.2782	\$25.8913	\$26.5185	\$27.1624	\$27.8216	\$28.4979	\$29.1907	\$29.9009	\$30.6286
9502200	951201	Juvenile Facility Cook/Baker	\$21.9185	\$22.9747	\$23.5297	\$24.0985	\$24.6815	\$25.2782	\$25.8913	\$26.5185	\$27.1624	\$27.8216
5212100	521301	Community Corrections Placement Specialist	\$29.9180	\$31.3744	\$32.1390	\$32.9234	\$33.7276	\$34.5510	\$35.3948	\$36.2595	\$37.1473	\$38.0566
5217100	521701	Orientation and Assessment Specialist	\$29.9180	\$31.3744	\$32.1390	\$32.9234	\$33.7276	\$34.5510	\$35.3948	\$36.2595	\$37.1473	\$38.0566
5245100	524702	Training Coordinator	\$29.9180	\$31.3744	\$32.1390	\$32.9234	\$33.7276	\$34.5510	\$35.3948	\$36.2595	\$37.1473	\$38.0566
5242200	524210	Volunteer Coordinator	\$32.1582	\$33.7276	\$34.5510	\$35.3948	\$36.2595	\$37.1473	\$38.0566	\$38.9876	\$39.9429	\$40.9222
5213100	521401	Detention Officer	\$24.6956	\$25.8913	\$26.5185	\$27.1624	\$27.8216	\$28.4979	\$29.1907	\$29.9009	\$30.6286	\$31.3744