

**AGREEMENT  
BY AND BETWEEN  
KING COUNTY AND THE  
INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS,  
LOCAL 17 - INFORMATION TECHNOLOGY**

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**AGREEMENT BETWEEN**  
**INTERNATIONAL FEDERATION OF PROFESSIONAL AND**  
**TECHNICAL ENGINEERS, LOCAL 17- INFORMATION TECHNOLOGY**  
**AND**  
**KING COUNTY**

**ARTICLE 1: PURPOSE**

These articles constitute an Agreement, the terms of which have been negotiated in good faith by representatives of King County and International Federation of Professional and Technical Engineers, Local 17 (AFL-CIO).

The intent and purpose of this Agreement is to promote the continued improvement of the relationship between King County (hereinafter called the County) and the employees represented by International Federation of Professional and Technical Engineers, Local 17 (hereinafter called the Union) by providing a uniform basis for implementing the right of public employees to join organizations of their own choosing and to be represented by such organizations in matters concerning their employment relations with the County, and to set forth the wages, hours and other working conditions of the bargaining unit employees, provided the County has authority to act on such matters.

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

2       **Section 1. Recognition.** The Employer recognizes International Federation of Professional  
3 and Technical Engineers, Local 17 as the exclusive representative of all regular full-time and regular  
4 part-time employees, including probationary employees and employees in grant-funded positions, and  
5 term limited temporary employees, doing the work of the job classifications listed in attached  
6 Addendum A, excluding temporary employees, contract employees, supervisors, managers and  
7 confidential employees, within the following departments and divisions of King County:

- 8           1. Office of Information Resources Management;
- 9           2. Department of Executive Services - Records, Elections and Licensing Services  
10           Division;
- 11           3. Department of Community and Human Services
- 12           4. Department of Adult and Juvenile Detention
- 13           5. Department of Development and Environmental Services
- 14           6. Department of Executive Services - Finance and Business Operations Division
- 15           7. Department of Executive Services - Facilities Management
- 16           8. Department of Executive Services - Office of Emergency Management
- 17           9. Department of Judicial Administration
- 18           10. Department of Natural Resources/Parks

19       Information Technology positions in some of these departments and divisions were  
20 represented by other labor unions prior to the organization of the Local 17-IT bargaining unit. Local  
21 17-IT does not claim to represent positions that have been historically represented by other Unions.

22       **Section 2. Dues Deduction.** Upon receipt of written authorization individually signed by a  
23 bargaining unit employee, the County shall have deducted from the pay of such employee the amount  
24 of dues or representational fees as certified by the Secretary-Treasurer of the Union and transmit the  
25 same to the Union. The Union will indemnify, defend and hold the County harmless against any  
26 claims made and against any suit instituted against the County on account of any check-off of dues for  
27 the Union. The Union agrees to refund to the County any amounts paid to it in error on account of  
28 the check-off provision upon presentation of proper evidence thereof.

1           **Section 3. Union Security.** It shall be a condition of employment that all employees covered  
2 by this Agreement and hired or assigned into the bargaining unit on or after its effective date shall, on  
3 the thirtieth (30th) day following the beginning of such employment, become and remain members in  
4 good standing in the Union or pay an agency fee to the extent allowable by law. However, nothing  
5 contained in this Section shall require an employee who holds bona fide religious beliefs that prohibit  
6 the payment of dues to union organizations to join the Union. The employee who holds such bona  
7 fide religious beliefs shall pay an amount of money equivalent to the regular union dues to a non-  
8 religious charity or to another charitable organization mutually agreed upon by the employee affected  
9 and the bargaining representative to which the employee would otherwise pay the dues. The  
10 employee shall furnish written proof that such payments have been made.

11           **Section 4. Termination Proceedings.** Failure by an employee to abide by the provisions  
12 outlined in Section 3 above shall constitute cause for discharge of such employees; provided that  
13 when an employee fails to fulfill the above obligations the Union shall provide the employee and the  
14 County with thirty (30) days' notification of the Union's intent to initiate discharge action and during  
15 this period the employee may make restitution in the amount which is overdue.

16           **Section 5. New Hire Forms.** The County will require all new employees hired into a  
17 position included in the bargaining unit to sign a Union notification form provided by the County  
18 which will inform them of the Union's exclusive recognition. One copy of the form will be retained  
19 by the County, one by the employee and the original sent to the Union. The County will notify the  
20 Union of any employee leaving the bargaining unit because of termination, layoff, promotion,  
21 demotion, transfer, leave of absence or dismissal.

22           **Section 6. Lists.** The County will transmit to the Union twice a year, upon request, a current  
23 listing of all employees in the unit. Such list shall indicate the name of the employee, wage rate, job  
24 classification, work shift and location, and department or unit.

1 **ARTICLE 3: UNION REPRESENTATION**

2       **Section 1. Union Leave.** An employee elected or appointed to office in a local of the Union,  
3 which requires a part, or all of his/her time shall be given an unpaid leave of absence for a maximum  
4 of five years upon application.

5       **Section 2. Union Access.** Authorized representatives of the Union may, after notifying the  
6 County official in charge, visit the work location of employees covered by this Agreement at any  
7 reasonable time for the purpose of investigating grievances.

8       **Section 3. Stewards.** The Union shall have the right to appoint stewards at a ratio not to  
9 exceed 20 employees per one shop steward within the bargaining unit as a whole.

10       **Section 4. Bulletin Boards.** The County agrees to permit the Union to post on County  
11 bulletin boards the announcement of meetings, election of officers, and any other Union material.

12       **Section 5. Policies.** Written policies, rules, or directives affecting the terms and conditions of  
13 this Agreement shall be provided to the Union upon request.

14       **Section 6. Rooms.** The County shall make available to the Union or other employee  
15 organizations meeting space, for the purpose of conducting Union business, where such activities  
16 would not interfere with the normal work of the department.

17       **Section 7. Email.** Employees represented by this Agreement shall have access to email  
18 communications to conduct official union business at a reasonable level and not to interfere with  
19 County business. The Union understands that email is not secure or private and is part of the public  
20 domain.

1 **ARTICLE 4: RIGHTS OF MANAGEMENT**

2           The management of the County and the direction of the work force is vested exclusively in the  
3 County subject to the terms of this agreement. Except to the extent there is contained in this  
4 Agreement express and specific provisions to the contrary, all power, authority, rights and  
5 jurisdictions of the County are retained by and reserved exclusively to the County. Such functions  
6 include, but are not limited to: the right to manage the work of employees, to suspend or terminate  
7 for just cause (with the exception of TLTs and probationary employees, who may be terminated at  
8 will), transfer, and evaluate employees; to determine and implement methods, means and assignments  
9 to accomplish the work, establish classifications and select personnel by which operations are to be  
10 conducted, including staffing levels; and to initiate, prepare, modify and administer the budget.

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1 **ARTICLE 5: EMPLOYEE RIGHTS**

2           **Section 1. Discipline.** The parties agree that in their respective roles, primary emphasis shall  
3 be placed on preventing situations requiring disciplinary action through effective employee-  
4 management relations. The primary objective of discipline shall be to correct and rehabilitate. The  
5 County may discipline or discharge a career service employee for just cause. If the County  
6 determines to impose disciplinary action against any employee for any reason, the employee shall be  
7 apprised of his/her rights of union representation during a pre-disciplinary or disciplinary meeting and  
8 of rights of appeal and representation as provided for in Article 14 (Dispute Resolution Procedures)  
9 of this Agreement. Discharge during an employee's probationary period or discharge of a term-  
10 limited temporary employee is not subject to the grievance procedure, as such employees serve at-  
11 will.

12           **Section 2. Off-duty Conduct.** The off-duty activities of employees shall not be cause for  
13 disciplinary action unless such activities are detrimental to the employee's work performance and/or  
14 have an adverse impact upon the program of the agency.

15           **Section 3. Personnel File Review.** The employee and/or representative may examine the  
16 employee's personnel file(s) if the employee so authorizes in writing. Material placed into the  
17 employee's file(s) relating to job performance or personal character shall be brought to his/her  
18 attention. The employee may dispute the propriety of including the material in the file(s) by inserting  
19 a relevant rebuttal into the file(s). Unauthorized persons shall not have access to employee files or  
20 other personal data relating to their employment, unless otherwise provided by law.

21           **Section 4. Nondiscrimination.** The County and the Union agree that they will not  
22 unlawfully discriminate against any employee by reason of race, color, religion, national origin,  
23 sexual orientation, marital status, age, sex, ancestry, or the presence of any sensory, mental, or  
24 physical handicap or disability in administering and enforcing the provisions of this Agreement.

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1 **ARTICLE 6: HOLIDAYS**

2 All benefit eligible employees shall be granted holidays with pay as provided for in RCW  
3 1.16.050 as amended:

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5 New Year's Day	January 1st
6 Martin Luther King, Jr's Birthday	Third Monday in January
7 Presidents' Day	Third Monday in February
8 Memorial Day	Last Monday in May
9 Independence Day	July 4th
10 Labor Day	First Monday in September
11 Veteran's Day	November 11th
12 Thanksgiving Day	Fourth Thursday in November
13 Day after Thanksgiving	
14 Christmas Day	December 25th

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16 and any designated by public proclamation of the chief executive of the state and adopted by King  
17 County as a legal holiday.

18 Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday,  
19 and any holiday falling on a Saturday shall be observed on the preceding Friday.

20 Work performed on holidays by FLSA non-exempt employees shall be paid at one and one-  
21 half (1-1/2) times the regular rate. In addition, the employee shall receive the regular holiday pay  
22 prorated in accordance with their regular schedule.

23 An employee must be in pay status the employee's scheduled working day before and the  
24 employee's scheduled working day after a holiday in order to receive holiday pay. Each employee  
25 shall receive two (2) additional personal holidays; provided that no employee shall be granted more  
26 than 96 hours of holiday time in a calendar year. These days shall be administered through the  
27 vacation plan. One (1) day will be added to each employee's vacation accrual on the first day of  
28 October and the first day of November of each year. Employees will be able to use these days in the



1 same manner as they use vacation days earned. Employees who are assigned to work less than 40  
2 hours per week on a regular basis shall accrue these holidays on a pro-rated basis, based on their  
3 regularly scheduled hours of work.

4 Hourly employees on flex or alternative work schedules shall be allowed to adjust their  
5 schedules during a holiday week so as to be eligible for holiday pay plus all non-holiday work hours  
6 for that work week.

7 Hourly employees on alternative work schedules or flex time who take holiday time off in  
8 excess of the seven or eight hours of holiday provided, and who do not adjust their work schedules as  
9 provided above shall make up the difference using accrued vacation time or leave without pay.

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1 **ARTICLE 7: VACATION**

2 **Section 1. Accrual Rates**

3 All benefit eligible employees shall accrue vacation benefits for each hour in regular pay  
4 status exclusive of overtime, according to the following table:

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Length of Active Service		Annual Leave in Days Per Year
Upon hire through end of Year	5	12
Upon beginning of year	6	15
Upon beginning of Year	9	16
Upon beginning of Year	11	20
Upon beginning of Year	17	21
Upon beginning of Year	18	22
Upon beginning of Year	19	23
Upon beginning of Year	20	24
Upon beginning of Year	21	25
Upon beginning of Year	22	26
Upon beginning of Year	23	27
Upon beginning of Year	24	28
Upon beginning of Year	25	29
Upon beginning of Year	26	30
and above		

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25 **Section 2. Vacation Pay Rate.** For purposes of this Section, employees using accrued  
26 vacation shall be paid for such vacation at their current rate of pay. Upon termination, employees  
27 shall be paid out their vacation balance at their base rate of pay in effect at the time of termination  
28 (including merit pay, if applicable) up to the maximum accrual amount, less mandatory withholdings.

1           **Section 3. Vacation Accrual Date.** Each employee will accrue vacation each payroll period,  
2 based on County seniority. County seniority is defined as completed years of service with King  
3 County and its predecessor organizations. Eligible employees shall accrue vacation leave from their  
4 date of hire. If an employee resigns from the County in good standing or is laid off and subsequently  
5 returns to County employment within two years from such resignation or layoff, the employee's prior  
6 County service shall be counted in determining the vacation leave accrual under this Article.

7           **Section 4. Use of Vacation.** Employees shall not be eligible to take their accrued vacation  
8 leave until they have successfully completed their first six months of County employment. Vacation  
9 leave may be used by employees covered by the provisions of the FLSA in one-half hour increments,  
10 at the discretion of the appointing authority. FLSA-exempt employees may use vacation leave in  
11 increments of not less than one (1) day. This Section does not limit an employee's ability to use  
12 accrued leave for a qualifying event under the Washington Family Care Act.

13           **Section 5. Vacation Donation.** Any benefit eligible employee who has completed at least  
14 one (1) year of service may, upon written notice to the donating and receiving employees' division  
15 managers, donate to any other benefit eligible employee a portion of his or her accrued vacation for  
16 the purpose of supplementing the sick or family leave benefits of the receiving employee. Donated  
17 vacation shall be converted to a dollar value based upon the donor's straight-time rate of pay.

18           Vacation donations are strictly voluntary. Employees are prohibited from offering or  
19 receiving monetary or other compensation in exchange for donating vacation hours. The number of  
20 hours donated shall not exceed the donor's accrued vacation credit as of the date of the request.

21           Donated vacation must be used within ninety (90) calendar days. Donated vacation not used  
22 within 90 days or due to the death of the receiving employee shall revert to the donor.

23           Donated vacation is excluded from vacation payoff provisions.

24           **Section 6. Separation from Employment.** Employees in benefit eligible positions who  
25 leave King County for any reason after successful completion of six months of County service shall  
26 be paid for their unused vacation up to 480 hours maximum. Employees shall not be eligible to be  
27 paid for vacation leave until they have successfully completed their first six months of County  
28 service; if they leave County employment prior to successfully completing their first six months of

1 County service, they shall forfeit and not be paid for accrued vacation leave.

2 In the case of separation by death, payment of unused vacation, up to a maximum of 480  
3 hours, will be made to the employee's estate or, in applicable cases, as provided by RCW Title 11 and  
4 RCW 49.48.

5 **Section 7. Work while on Vacation.** No employee shall be permitted to work for  
6 compensation for the County in any capacity during a time when the employee is on paid vacation.

7 **Section 8. Maximum Accrual.** Benefit eligible full-time employees may accrue up to sixty  
8 (60) days of vacation leave, prorated to reflect their normally scheduled work week. Benefit eligible  
9 part-time employees may accrue vacation leave up to sixty (60) days prorated to reflect their normally  
10 scheduled work week. Employees may accrue additional vacation beyond the maximum specified  
11 herein, when work assignments and cyclical work load prevents the employee from using excess  
12 vacation by December of the year in which the excess was accrued, provided the employee submits  
13 the request to carry over excess hours to his/her supervisor. At the time of separation, no employee  
14 will be paid for more than 480 hours.

15 **Section 9. Vacation Carryover.** In order to be eligible for carryover of vacation leave  
16 beyond the maximum accrual, an employee must have made a request to use vacation leave during  
17 the calendar year, and the appointing authority must have disapproved such request. In order to be  
18 eligible for carryover of excess vacation leave, a written plan must be developed and approved by the  
19 employee and appointing authority. This plan must outline how the excess vacation will be used in  
20 the next year. The Human Resources Division of the Department of Executive Services as well as the  
21 appointing authority must approve all requests for carryover of vacation.

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1 **ARTICLE 8: SICK LEAVE**

2 **Section 1. Sick Leave Accrual.** All benefit eligible employees shall accrue sick leave  
3 benefits at the rate of 0.04616 hours for each hour on regular pay status, up to a maximum of eight  
4 hours per month. Sick leave accrual will begin on the first day of the month following the month in  
5 which the employee commenced employment. There is no limit on the amount of sick leave an  
6 employee may accrue. Every benefit eligible part-time employee shall receive and expend sick leave  
7 benefits proportionate to the employee's regular work day.

8 **Section 2. Approved Sick Leave Use.** An employee may not use sick leave until he/she has  
9 actually accrued such leave. Accrued sick leave may be used for the following reasons:

10 A. An employee's bona fide personal illness; however, an employee who suffers an  
11 occupational illness may not simultaneously collect sick leave and worker's compensation payments  
12 in a total amount greater than the net regular pay of the employee;

13 B. An employee's incapacitating injury; provided that:

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

17 2. An employee who chooses not to augment his/her worker's compensation  
18 time loss through the use of sick leave shall be deemed to be on unpaid status;

19 3. An employee who chooses to augment his/her worker's compensation time  
20 loss payments with the use of accrued sick leave shall notify the worker's compensation office in  
21 writing of this election at the beginning of the leave.

22 C. A female employee's temporary disability caused by or contributed to by  
23 pregnancy and childbirth;

24 D. An employee's exposure to contagious diseases and resulting quarantine;

25 E. An employee's medical, dental or optical appointments; provided, that the  
26 employee's immediate supervisor has approved the use of sick leave for such appointments;

27 F. To care for the employee's child if the child has an illness or health condition that  
28 requires treatment or supervision by the employee;

1                   **G. To care for other family members if:**

2                   1. For King County Family Medical Leave the employee has been employed  
3 by the County for twelve (12) months or more and has actually worked a minimum of one thousand  
4 forty (1040) hours (40 hour employee) or nine hundred ten hours (35 hour employee) in the preceding  
5 twelve (12) months (paid leaves such as holiday, vacation and sick leave are not considered hours  
6 worked) and for Federal Family Medical Leave the employee has worked 1250 hours in the preceding  
7 12 months.

8                   2. The family member is the employee's spouse or domestic partner, the  
9 employee's child, a child of the employee's spouse or domestic partner, the employee's parent, a  
10 parent of the employee's spouse or domestic partner; and the reason for the leave is one of the  
11 following:

12                   a. The birth of a son or daughter and care of the newborn child, or  
13 placement of the son or daughter by adoption or foster care, if the leave is taken within twelve months  
14 of the birth, adoption, or placement;

15                   b. To care for the employee's child, or child of the employee's spouse  
16 or domestic partner whose illness or health condition requires treatment or supervision by the  
17 employee; or

18                   c. Care of a family member who suffers from a serious health condition  
19 as defined in the King County Personnel Guidelines.

20                   **Section 3. King County Family and Medical Leave.** Employees shall be entitled to family  
21 medical leave, as provided by the King County Family Medical Leave Ordinance (KCC 3.12.220),  
22 the federal Family Medical Leave Act, the Washington Family Care Act, and any other applicable  
23 laws.

24                   **Section 4. Use of Vacation Leave.** An employee who has exhausted his/her sick leave may  
25 use accrued vacation leave as sick leave before going on leave of absence without pay, if approved by  
26 his/her immediate supervisor, or as provided for under applicable law.

27                   **Section 5. Sick Leave Donations.** Any benefit eligible employee whose sick leave accrual  
28 balance exceeds 100 hours may donate to any other leave eligible, benefit eligible full-time or part-

1 time employee a portion of his/her accrued sick leave upon written notice to the donating and  
2 receiving employees' division manager(s). Sick leave hour donations are strictly voluntary. No  
3 employee may donate more than 25 hours of his/her accrued sick leave in a calendar year. Employees  
4 are prohibited from offering or receiving monetary or other compensation in exchange for donating  
5 sick leave hours.

6           A. Donated hours shall be converted to a dollar value based on the donor employee's  
7 straight-time hourly rate of pay.

8           B. Donated sick leave must be used within 90 calendar days. Donated hours not used  
9 within 90 days or due to the death of the receiving employee shall revert back to the donor Employee.

10           C. Donated sick leave hours are exempt from the sick leave payoff provisions  
11 outlined in Section 11 of this Article.

12           **Section 6. Sick Leave Use.** Sick leave may be used by employees covered by the FLSA in  
13 one-half hour increments at the discretion of their immediate supervisor. FLSA-exempt employees  
14 use sick leave for absences of one full workday.

15           **Section 7. Verification of Sick Leave.** Management is responsible for the proper  
16 administration of sick leave benefits. A doctor's certificate verifying illness or inability to work may  
17 be required of any employee when management reasonably suspects abuse of sick leave due to that  
18 employee's patterned or excessive absenteeism. Sick leave documentation may also be required to  
19 administer KCFML/FMLA leaves. In each case of absence due to illness or injury, it shall be the  
20 responsibility of the employee to notify the employee's supervisor of the absence and the anticipated  
21 duration of the absence.

22           **Section 8. Sick Leave Upon Separation.** Separation from County employment, except by  
23 retirement, termination for nondisciplinary medical reasons, or reason of temporary layoff due to lack  
24 of funds or work, shall cancel all sick leave currently accrued to the employee. Should the employee  
25 who is separated for one of those listed reasons return to the County within two years, his/her accrued  
26 sick leave will be restored.

27           **Section 9. Sick Leave Cash-Out.** Employees eligible to accrue sick leave, who have  
28 successfully completed at least five years of County employment, and who retire as a result of length

1 of service or who terminate by reason of death, shall be paid or their estates paid or as provided for by  
2 RCW Title 11, as applicable, an amount equal to 35% of their unused, accumulated sick leave  
3 multiplied by the employee's rate of pay in effect upon the date the employee leaves County  
4 employment less mandatory withholdings.

5 All payments shall be in cash, based on the employee's hourly rate of pay, and there shall be  
6 no deferred sick leave reimbursement. The pre-tax dollars may be applied to the purchase of County  
7 health insurance at the COBRA rates.

8 **Section 10. Bereavement Leave**

9 A. All benefit eligible employees shall be entitled to three days of bereavement leave  
10 per occurrence due to the death of an immediate family member. For purposes of this Section,  
11 "immediate family member" is defined as children, parents, those who have served *in loco parentis*,  
12 siblings, spouse or domestic partner, son or daughter-in-law, grandchildren, and the parents and  
13 children of the employee's spouse or domestic partner.

14 B. For the purposes of this Section, benefit eligible part-time employees shall be  
15 entitled to the same benefits on a pro-rata basis.

16 **Section 11. School Volunteering.** Employees may use up to three days of sick leave per  
17 calendar year for the purpose of volunteering in a school, in accordance with existing County policies  
18 and practices.

19 **Section 12. Wellness Incentive.** Employees who, during a calendar year, have used no more  
20 than three work days (up to 24 hours) of sick leave may convert one work day (up to eight hours) of  
21 unused, accrued sick leave to a personal vacation day. This benefit shall be pro-rated for part time  
22 employees. Employees must request such conversion no later than January 31 of the following year.



1 **ARTICLE 9: RATES OF PAY AND COST OF LIVING ALLOWANCES**

2 **Section 1.** The wages for the employees covered by this Agreement shall be as set forth in  
3 Addendum A of this Agreement.

4 **Section 2.** Effective on January 1 of each year during the term of this Agreement, the base  
5 wage rates in effect the previous December 31 for all employees shall be increased by 90% of the  
6 CPI-W All Cities Index (September to September) with a maximum increase of six percent (6%) but  
7 not less than two percent (2%).

8 **Section 3. Step Increases.** Upon completion of six (6) months of satisfactory service  
9 (probation) following an employee's starting date in a classification covered under this Agreement,  
10 the employee shall receive one step (approximately 5%, no less than 4.75%) increase provided he/she  
11 was hired at the first step or base range assigned to the classification. If the employee was hired  
12 above the first step or base range of the classification, the after-probation step shall be at the  
13 discretion of management. Thereafter, each subsequent step increase (approximately 2.5%, no less  
14 than 2.4%) will be effective on January 1 of each year provided that the employee is no longer in a  
15 probationary status as of September 30th of the previous year.

16 Following probation, the employee shall progress one step upon completion of each calendar  
17 year provided the employee attains the following overall ratings in his/her evaluation:

- 18 • Steps 1-8: At least "Satisfactory" or higher overall rating.
- 19 • Steps 9-10: At least "Above Standard" or higher overall rating.

20 Employees shall be eligible for merit pay above the top step of the salary schedule provided  
21 that they satisfy the criteria and conditions that are set forth in the Performance Appraisal and Merit  
22 Pay System Manual.

23 Per the terms of the Performance Appraisal and Merit System Manual, employees shall be  
24 evaluated in a merit pool of one.

25 Addendum B sets forth the grading criteria that are used by each of the divisions or  
26 departments in the bargaining unit at the time of ratification of this Agreement.

27 **Section 4. Work out of Class.** All work outside of classification in an acting capacity shall  
28 be assigned in writing by the division manager or his/her designee. If the work is at a higher level

1 classification, then special duty pay will be awarded. An employee so assigned to a higher level  
2 classification shall be paid at the first step of the salary range of the higher level job classification or a  
3 salary step in the higher classification which provides at least the equivalent of two steps  
4 (approximately 5%, no less than 4.75%) increase over the employee's current rate of pay, whichever  
5 is greater.

6 **Section 5. Special Assignments.** The parties intend that the County may, on a case-by-case  
7 basis, request bargaining unit employees to volunteer for special projects of limited duration. The  
8 parties recognize that staffing methods and budget decisions are at the sole discretion of management  
9 and are not subject to grievance or arbitration.

10 **Section 6. Mileage Reimbursement.** All employees who have been authorized to use their  
11 own transportation on County business shall be reimbursed at the rate established by County Council  
12 action.

13 **Section 7. Bus Passes.** The Employer will provide all benefit eligible employees with bus  
14 passes at no cost in accordance with current practice and County ordinance.

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

2 **Section 1. Normal workweek.** For hourly employees, the normal workweek shall:

- 3 • Consist of five consecutive workdays not to exceed eight hours in a nine hour period.  
4 • Not exceed forty hours per week.  
5 • Monday through Friday.

6 For exempt employees, the normal workweek shall consist of five consecutive workdays,  
7 Monday through Friday.

8 These standards establish a basis for a "normal" workweek. With the prior mutual consent of  
9 an hourly employee and his/her immediate supervisor, work schedules may be temporarily flexed to  
10 address immediate personal or technical needs. Alternative workweeks can be arranged by the  
11 mutual agreement of the County and the employee per the terms of Section 3 of this Article. Nothing  
12 in this section prohibits or limits the assignment of occasional overtime work to hourly employees.

13 The parties recognize that business needs may require that some employees will be assigned  
14 to regular shifts that deviate from the normal workweek as defined above. Prior to the  
15 implementation of shifts that differ from the normal workweek, the County and the Union shall meet  
16 and jointly endeavor to find ways to seek alternative solutions. If the County implements shifts that  
17 differ from the normal workweek, the County will first seek volunteers to fill these shifts. If no  
18 volunteers come forward, the County will negotiate the impacts of the changes to the normal  
19 workweek.

20 **Section 2. Overtime.** For the purposes of this Agreement, hourly employees are eligible for  
21 overtime. Overtime shall be defined as all hours worked in excess of forty (40) hours actually  
22 worked in the work week (sick leave, vacation, holidays and other paid leave are not hours worked).  
23 When a bargaining unit member works overtime, compensation for such shall be at one and one-half  
24 times the employee's regular hourly rate as defined by the Fair Labor Standards Act (FLSA). To the  
25 extent practicable, no overtime shall be worked unless the employee has received prior approval from  
26 his/her supervisor to work the necessary overtime hours. At the discretion of management, overtime  
27 may be paid as compensatory time at the rate of time and one-half (1-1/2) for all hours worked in  
28 excess of forty (40) hours actually worked in the work week (sick leave, vacation, holidays and other

