

February 13, 1998
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Introduced by LARRY PHILLIPS

Proposed No. 98-123

ORDINANCE NO. 13031

AN ORDINANCE approving and adopting the Collective Bargaining Agreement negotiated by and between King County and International Federation of Professional & Technical Engineers, Local 17 (Supervisors) including a Memorandum of Agreement, representing employees in the Department of Transportation, Transit Division; and establishing the effective date of said Agreement.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. The Collective Bargaining Agreement and Memorandum of Agreement negotiated between King County and the International Federation of Professional & Technical Engineers, Local 17 (Supervisors), representing employees in the department of transportation, transit division and attached hereto is hereby approved and adopted by this reference made a part hereof.

SECTION 2. Terms and conditions of said agreement shall be effective from November 1, 1997, through and including October 31, 2000.

INTRODUCED AND READ for the first time this 2nd day of March, 1998.

PASSED by a vote of 12 to 0 this 16th day of March, 1998.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Louise Miller
Chair

ATTEST:

[Signature]

Clerk of the Council

APPROVED this 18 day of March, 1998.

[Signature]
King County Executive

Attachment:

Collective Bargaining Agreement
Memorandum of Agreement

1 Agreement between
2 King County
3 and
4 International Federation of Professional and Technical Engineers, Local 17
5 Transit Supervisors

6 INDEX

7 ARTICLE 1. UNION RECOGNITION, MEMBERSHIP AND REPRESENTATION.....2

8 ARTICLE 2. EQUAL EMPLOYMENT OPPORTUNITY.....5

9 ARTICLE 3. EMPLOYEE RIGHTS6

10 ARTICLE 4. PERFORMANCE APPRAISALS & PERFORMANCE IMPROVEMENT PLAN....7

11 ARTICLE 5. PROBATION.....9

12 ARTICLE 6. DISCIPLINE.....11

13 ARTICLE 7. DISPUTE RESOLUTION PROCEDURES12

14 ARTICLE 8. HOLIDAYS.....16

15 ARTICLE 9. VACATIONS.....18

16 ARTICLE 10. SICK LEAVE20

17 ARTICLE 11. OTHER LEAVE BENEFITS.....21

18 ARTICLE 12. WAGES.....22

19 ARTICLE 13. BENEFITS24

20 ARTICLE 14. WORK ASSIGNMENTS.....25

21 ARTICLE 15. SUBCONTRACTING.....26

22 ARTICLE 16. LAYOFF AND RECALL27

23 ARTICLE 17. TRAINING30

24 ARTICLE 18. DRUG FREE WORK PLACE.....31

25 ARTICLE 19. RIGHTS OF MANAGEMENT.....32

26 ARTICLE 20. LABOR MANAGEMENT RELATIONS COMMITTEE.....33

27 ARTICLE 21. WORK CONTINUATION.....34

28 ARTICLE 22. SAVINGS, SUBORDINATION, WAIVER AND REOPENER.....35

ADDENDUM A - JOB CLASSIFICATIONS, PAY RANGES, AND PAY STEPS.....37

1 **Preamble**

2 These Articles constitute an agreement, the terms of which have been negotiated in good faith,
3 between King County and the International Federation of Professional and Technical Engineers,
4 Local 17. This Agreement will be subject to approval by Ordinance by the County Council of King
5 County, Washington.

6 **Purpose**

7 The purpose of this Agreement is to promote the continued improvement of the relationship
8 between King County, hereafter referred to as the County, and all Employees whose job
9 classifications are listed in Addendum A represented by the International Federation of Professional
10 and Technical Engineers, Local 17, hereafter referred to as the Union, and to set forth the wages,
11 benefits and working conditions of such Employees.

12 In the establishment of this contract, the County and the Union are mutually committed to two
13 fundamental goals:

14 1. Provide the citizens of King County with top quality transit services, products and
15 facilities which are safe, efficient and reliable, and which have the flexibility to adapt to the changing
16 requirements of our community.

17 2. Be an outstanding place for all Employees to work.

18 This labor agreement is intended to support these goals and to uphold and nurture the existing
19 environment of mutual respect, collaboration and teamwork.

ARTICLE 1: UNION RECOGNITION, MEMBERSHIP AND REPRESENTATION**Section 1. Union Recognition**

The County recognizes the International Federation of Professional and Technical Engineers, Local 17, AFL-CIO, as the exclusive bargaining representative of all Employees whose job classifications are listed in the attached Addendum A. In recognizing the Union as the exclusive bargaining representative, the County agrees to not effect any change in the wages, benefits or working conditions covered by the terms of this Agreement, except by mutual agreement with the Union.

Section 2. Union Membership

A. It is a condition of employment that, within 30 days of the effective date of this Agreement, all Employees covered by this Agreement will become and remain members in good standing in the Union, or pay an agency fee to the Union in lieu of membership. Each Employee covered by this Agreement and hired into the bargaining unit on or after its effective date will, on the thirtieth day following the beginning of such employment, become and remain a member in good standing of the Union, or pay an agency fee to the Union in lieu of membership.

B. An Employee who is a member of a religious organization that, through bona fide religious tenets or teachings, prohibits union membership or the payment of dues or initiation fees to union organizations will pay an amount of money equivalent to regular union dues and initiation fees to a charitable organization mutually agreed upon by the Employee and the Union. Such Employee will furnish the Union with written proof that such payments are being made.

C. Failure by an Employee to abide by the provisions of paragraph A and B will constitute cause for discharge. If an Employee has failed to fulfill the above obligation, the Union will provide the Employee and the County with 30 days notification of the Union's intent to initiate discharge action. During this period, the Employee may make restitution of the amount which is overdue.

D. Upon request, the County will provide the Union with a current list of all Employees in the bargaining unit. Such list will indicate the Employee's name, section and/or unit, employment status, job classification, date of hire and date of hire into his/her current classification.

1 E. The County will notify the Union whenever an Employee is moved into or out of a
2 bargaining unit position. The notification will include the Employee's name, section and/or unit,
3 employment status, job classification, date of hire and effective date of the personnel action.

4 **Section 3. Union Dues Deduction**

5 A. Upon receipt of written authorization individually signed by a bargaining unit
6 Employee, the County will have deducted from the pay of such Employee the amount of dues or
7 agency fees as certified by the Union.

8 B. The Union will indemnify and hold the County harmless against any claims made
9 and against any suit instituted against the County on account of any collection of dues for the Union.
10 The Union agrees to refund to the County any amounts paid to it in error on account of the collection
11 provision upon presentation of proper evidence thereof.

12 **Section 4. Shop Stewards**

13 The Union has the right to appoint stewards at any location where members of the bargaining
14 unit are employed.

15 **Section 5. Union activities and representation**

16 An Employee who is authorized to serve as a representative of the Union may visit the work
17 location of other Employees at reasonable times for the purpose of administering the terms of this
18 Agreement. If the Union representative is making a worksite visit during his or her regular work
19 hours, s/he will obtain agreement from his/her supervisor. Before visiting the work location, a Union
20 representative must contact the supervisor or manager of that work location to insure that the worksite
21 visit will not unduly interfere with normal operations at the worksite.

22 **Section 6. Union Postings**

23 The County will permit the Union to post or distribute, in Employees' work locations,
24 announcements of meetings, election of officers, and other Union materials, provided there is
25 sufficient space beyond what is required by the County for normal operations. Only recognized,
26 officers, stewards and staff representatives of the Union will be entitled to post and remove Union
27 materials, and only materials originating from the Union office and bearing the Union logo or
28 letterhead may be posted on the Union bulletin board space.

1 **Section 7. Retired Employees**

2 The County and the Union recognize the benefit of rehiring retired Employees on a temporary
3 basis into classifications in which they were previously employed.

4 **Section 8. Non-Discrimination**

5 Neither party will discriminate against any Employee or applicant for employment on account
6 of membership or non-membership in any labor union or other employee organization.

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1 ARTICLE 2: EQUAL EMPLOYMENT OPPORTUNITY

2 Neither the County nor the Union will discriminate against any individual with respect to
3 compensation, terms, conditions, or privileges of employment because of race, color, creed, religion,
4 national origin, age, ancestry, marital status, gender, sexual orientation or a sensory, mental or
5 physical disability, except as otherwise provided by law.

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13031

1 ARTICLE 3: EMPLOYEE RIGHTS

2 **Section 1. Review of Personnel Files**

3 Upon request, an Employee can schedule an appointment to review his/her personnel files.

4 An Employee may authorize his/her Union representative to obtain a copy of his/her personnel files.

5 An Employee may also review, upon request, any files to which s/he has a legal right to access.

6 **Section 2. Union Representation**

7 An Employee, at his/her request, has a right to Union representation at any meeting which
8 s/he reasonably believes may lead to disciplinary action against the Employee.

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ARTICLE 4: PERFORMANCE APPRAISALS & PERFORMANCE IMPROVEMENT

PLAN

Section 1. Performance Appraisals

Each Employee will receive regular performance appraisals.

Section 2. Performance Improvement Plan

A. When an Employee's supervisor believes the Employee's performance is unsatisfactory, the supervisor will document the specific performance deficiencies in a written performance appraisal. The Employee may request that such performance appraisal be reviewed by the next higher level of supervision. Upon receipt of an unsatisfactory performance appraisal and, if requested, the completion of a higher level review which confirms the unsatisfactory performance appraisal, the Employee will be placed on a Performance Improvement Plan. The Performance Improvement Plan will be reviewed by Transit Human Resources and will include the following:

- 1) Opportunity for the Employee to be involved in the development of the Performance Improvement Plan
- 2) Description of the Employee's specific performance deficiencies
- 3) Specific performance objectives
- 4) Listing of resources available to the Employee, as appropriate
- 5) Specified duration that provides sufficient time for the Employee to make the required improvements
- 6) Scheduled regular review of the Employee's performance with written evaluation to the Employee indicating his/her progress in meeting the specific performance objectives.

B. The act of placing an Employee on a Performance Improvement Plan is not a grievable action.

C. While on a Performance Improvement Plan, an Employee will not receive any scheduled salary step increase. If the Employee successfully completes the Performance Improvement Plan, the Employee will then receive the delayed salary step increase, effective on the date the Performance Improvement Plan was successfully completed. Delayed receipt of a salary step

1 increase will not impact future scheduled salary step increases.

2 D. When an Employees is unable to satisfactorily perform the specific performance
3 objectives of his/her Performance Improvement Plan, the supervisor may extend the period of the
4 Performance Improvement Plan if the supervisor determines that the Employee may be able to make
5 the required improvements if given more time.

6 E. An Employee who is unable to satisfactorily perform the specific performance
7 objectives of his/her Performance Improvement Plan will be subject to demotion or discharge from
8 employment. Demotions or discharges resulting from a failure to satisfactorily complete a
9 Performance Improvement Plan will be subject to the grievance and arbitration process described in
10 Article 7.

1 **ARTICLE 5. PROBATION**

2 **Section 1. Length of Probation**

3 A. Upon appointment as a regular Employee to a job classification covered by this
4 Agreement, the Employee will serve a six-month probation. An Employee returning to a job
5 classification in which the Employee has already satisfactorily completed probation will not be
6 required to serve a new probation unless the Employee has been out of the job classification for three
7 or more years, or the Employee is returning to the position due to a disciplinary demotion.

8 B. An Employee's probation may be extended by the County, with the concurrence of
9 the Union.

10 **Section 2. Credit for Temporary Acting Time**

11 If an Employee has been working in a job classification on a temporary, acting basis and is
12 then hired into the same position as a regular Employee, any portion of the time spent in the position
13 in an acting capacity may, at the discretion of the County, be counted towards satisfying the
14 Employee's required probationary period.

15 **Section 3. Dispute resolution**

16 **A. Performance**

17 1) The County may terminate a probationary Employee for unsatisfactory job-
18 performance. The requirements of the Performance Improvement Plan in Article 4 are not applicable
19 for probationary Employees.

20 2) An Employee who is terminated for unsatisfactory job-performance while
21 on probation may, within 10 days of notice of the notice of termination, request a review of the
22 circumstances with the Manager of Transit Human Resources/designee, or with the immediate
23 supervisor of the individual who made the decision to terminate the Employee. Any failure of the
24 County to execute this review does not constitute a harmful error in the termination nor in any way
25 create a right to grieve or arbitrate the decision.

26 **B. Discipline**

27 1) An Employee on probation cannot access the grievance and arbitration
28 provisions of Article 7.

13031

1 2) An Employee who receives discipline (excluding oral reprimands) up to
2 and including termination of employment while on probation may, within 10 days of notice of the
3 discipline, request a review of the circumstances with the Manager of Transit Human
4 Resources/designee, or with the immediate supervisor of the individual who made the decision to
5 discipline the Employee. Any failure of the County to execute this review does not constitute a
6 harmful error in the discipline nor in any way create a right to grieve or arbitrate the decision.

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1 ARTICLE 6. DISCIPLINE

2 A. An Employee may be disciplined for any of the reasons enumerated in the "Discipline"
3 section of the King County Personnel Guidelines. Discipline may include, but is not limited to,
4 verbal or written reprimands, delayed salary step increases (except those delays caused by
5 performance improvement plans), demotion, suspension without pay and/or discharge of the
6 Employee.

7 B. Prior to any disciplinary action being taken, an investigation will be conducted. The
8 Employee will be advised of the basis for any disciplinary action and given the opportunity to
9 respond prior to the implementation of the discipline. The type and severity of disciplinary action
10 will be consistent with the nature and severity of the behavior that led to the disciplinary action. In
11 determining appropriate disciplinary action, the County will also consider mitigating circumstances,
12 which may include the Employee's work record. Probationary employees are not subject to the
13 definitions or processes in this Article.

ARTICLE 7. DISPUTE RESOLUTION PROCEDURES**Section 1. Purpose**

The Union and County recognize that prompt and diligent review of Employee disputes and grievances is vital to the development and continuance of good employee relations and morale. To accomplish this objective, the Union and County will make every effort to settle disputes and grievances quickly and at the lowest possible level of supervision.

Section 2. Time limits

Time limits for the dispute resolution processes described below may be extended upon written agreement between the Union and the County. If the County fails to respond within the designated time frames, the Union may pursue the dispute to the next step of the resolution process. If the Union does not pursue the dispute to the next process within the time frames noted, it will be presumed resolved.

Section 3. Employee Responsibility

This Agreement provides an Employee with two dispute resolution options, described in sections 4 and 5 below, so that both contractual and non-contractual issues can be effectively resolved. Prior to deciding which option to follow, the Employee will confer with his/her union representative to determine the appropriate process for the Employee's specific concern.

Section 4. Non-Contractual Dispute Resolution and Mediation

A. The intent of this provision is to provide the Employee with a formal dispute resolution process for issues for which the grievance and arbitration processes do not apply.

B. An Employee who has a non-contractual dispute is encouraged to exercise his/her rights to pursue dispute resolution and, if appropriate, mediation to resolve the dispute. To initiate this process, the Employee will request a dispute resolution meeting with his/her immediate supervisor. The Employee and his/her supervisor will then meet in an attempt to resolve the dispute. The supervisor, if requested by the Employee, will provide the Employee with a written summary of the meeting and outcome within 20 days of the meeting.

C. If the dispute remains unresolved, the Union may, within 20 days of the Employee's receipt of the written summary, request mediation. The request for mediation will be

1 made, in writing, to Transit Human Resources. Mediation will use a mutually acceptable mediator(s)
2 and will be concluded within 30 days of the request for mediation.

3 **Section 5. Contractual Disputes**

4 **A.** The parties agree that an Employee may use the following grievance process only
5 for disputes regarding the interpretation and/or application of the express written terms of this
6 Agreement.

7 **B. Pre-Grievance Meeting:** Before an Employee may file a grievance, the Employee
8 must, within 20 days of the act or knowledge of the act being grieved, submit to his/her supervisor a
9 written request for a pre-grievance meeting outlining the date and specific events of concern. The
10 Employee and his/her supervisor will meet in an attempt to resolve the issue(s) raised by the
11 Employee. Representatives from the Union and/or the County may attend this meeting if requested.
12 Within 20 days of receipt of the request, the supervisor will provide the Employee with a written
13 summary of the meeting, including a statement of the outcome.

14 **C. Step One:**

15 1) If the Employee and his/her supervisor are unable to resolve the issue(s) to
16 the Employee's satisfaction, the Employee may, within 20 days of receipt of the pre-grievance
17 dispute resolution meeting summary or, if no timely summary was issued, within 20 days from the
18 date the summary was due, present a written grievance to his/her supervisor. The grievance must
19 include:

- 20 (a) Description of the action or alleged action which is being grieved
- 21 (b) A copy of the Pre-grievance dispute resolution summary, if issued
- 22 (c) Identification of the provision of this Agreement which has been
23 violated
- 24 (d) The remedy being sought.

25 2) Upon receipt of a Step One grievance request, a Transit
26 Supervisor/designee will meet with the Employee in an attempt to resolve the Employee's grievance.
27 The County must issue a written decision to the Employee and Union within 20 days following
28 receipt of the Step One grievance request.

D. Step Two:

1) If the Step One decision is not satisfactory to the Union or not timely issued, the Union may, within 20 days of the receipt of the Step One response or, if no timely response was issued, within 20 days from the date the response was due, submit a written request for a Step Two hearing of the grievance to Transit Human Resources.

2) Upon receipt of the Step Two grievance request, the Manager of Transit Human Resources/designee and the Transit General Manager/designee will meet with the Employee and the Union in an attempt to resolve the Employee's grievance. The County must issue a written decision to the Employee and the Union within 20 days of receipt of the Step Two request. This decision will have the concurrence of the Director of the Office of Human Resources Management.

E. Mediation:

1) For disputes regarding the discipline of an Employee other than a suspension, demotion or discharge, Mediation is the next and final dispute resolution step. All non-disciplinary disputes and disputes regarding the suspension, demotion or discharge of an Employee may be taken to Mediation with an additional review available through arbitration, or they may be taken directly to arbitration.

2) Should the parties agree that the next appropriate step for the grievance is mediation, the Union may submit a request for mediation to Transit Human Resources. Such request must be received by Transit Human Resources within 20 days of receipt of the Step Two response or, if no timely response was issued, within 20 days from the date the response was due. The process will use a mutually acceptable mediator(s) and will conclude within 30 days of the agreement to pursue Grievance Mediation.

F. Arbitration:

1) All non-disciplinary disputes and disputes regarding the suspension, demotion or discharge of an Employee may be taken to arbitration if the Step Two decision is not satisfactory or not timely issued, or if the mediator is unsuccessful at resolving the dispute. To initiate the Arbitration process, the Union must submit a request for arbitration to Transit Human Resources. The request for arbitration must be received by Transit Human Resources within 20 days

1 of receipt of the Step Two response or, if no timely response was issued, within 20 days from the date
2 the response was due, or, if mediation was attempted, 20 days from the date of the mediation. The
3 County and the Union will select an impartial third party to serve as arbitrator. In the event the
4 parties are unable to agree upon an arbitrator, then the arbitrator will be selected from a list provided
5 by the Federal Mediation and Conciliation Services (FMCS) through a mutually acceptable process.

6 2) The power and authority of the arbitrator will be strictly limited to
7 determining the meaning and interpretation of this Agreement. The arbitrator will not have the
8 authority to modify this Agreement, nor to limit or impair any common law right of the County or the
9 Union. The arbitrator's decision will be in accordance with federal and state laws and will be final
10 and binding on all parties.

11 3) The expense of the arbitration will be borne equally by the County and the
12 Union. The County and the Union will each bear their own expense for the preparation and
13 presentation of the arbitration.

14 **Section 6. Unfair Labor Practices**

15 The parties agree that 30 days prior to filing an unfair labor practice (ULP) complaint with the
16 Public Employment Relations Commission (PERC), the complaining party will notify the other party,
17 in writing, meet and make a good faith attempt to resolve the concerns unless the deadline for filing
18 with PERC would otherwise pass or the complaining party is seeking a temporary restraining order as
19 relief for the alleged ULP.

ARTICLE 8. HOLIDAYS**Section 1. Approved Holidays**

All Employees, except temporary Employees, will be granted the following designated holidays with pay:

New Year's Day	January 1st
Martin Luther King, Jr. Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	
Christmas Day	December 25th
Two Personal Holidays	

Employees will also be granted any day designated by public proclamation of the Governor of Washington State as a legal holiday. When a designated holiday occurs on a Sunday, the following Monday will be observed as the holiday. When a holiday occurs on a Saturday, the preceding Friday will be observed as the holiday.

Section 2. Personal Holidays

Eight hours of holiday time will be credited to each Employee's holiday accrual bank on October 1 and on November 1 of each year.

Section 3. Work on a Holiday

An Employee who is required to work on a designated holiday will accrue eight hours of holiday time for such holiday.

1 **Section 4. Holiday Accrual Bank**

2 An Employee may accrue up to 40 hours of holiday time, including personal holidays. If an
3 Employee already has a balance of 40 hours of holiday time, no additional holiday time will accrue.

4 **Section 5. Holiday Cash-out**

5 No accrued holiday time will be paid in cash except in the event of an Employee's death. In
6 such cases, all accrued holiday time will be paid to the Employee's estate.

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1 **ARTICLE 9. VACATIONS**

2 **Section 1. Accrual Rates**

3 Regular, full-time and regular, part-time (prorated) Employees will receive vacation accrual as
4 indicated in the following table:

5 6 7	Completed Years of Active Service	Hourly accrual per pay period (Full-time)	Hourly Accrual Rate	Equivalent Annual Vacation Credit (days)
8	0-4	3.68	0.0460	12
9	5-7	4.60	0.0575	15
10	8-9	4.91	0.0614	16
11	10-15	6.14	0.0768	20
12	16	6.44	0.0805	21
13	17	6.75	0.0844	22
14	18	7.05	0.0881	23
15	19	7.36	0.0920	24
16	20	7.67	0.0959	25
17	21	7.97	0.0996	26
18	22	8.28	0.1035	27
19	23	8.59	0.1074	28
20	24	8.90	0.1113	29
21	25 and above	9.20	0.1149	30

22
23 **Section 2. Vacation Accrual Date**

24 Each Employee will accrue vacation each biweekly pay period, based on County seniority.
25 County seniority is defined as completed years of service with King County and its predecessor
26 organizations including Metro, the City of Seattle and Metropolitan Transit.

27 **Section 3. Work while on Vacation**

28 No person will be permitted to work for compensation for the County in any capacity during a

1 time when vacation is being paid.

2 **Section 4. Disposition of Accrual**

3 A. Upon termination, the Employee will be paid for unused vacation, up to a
4 maximum of 480 hours.

5 B. In the case of separation by death, payment of unused vacation, up to a maximum
6 of 480 hours, will be made to the Employee's estate or, in applicable cases, as provided by
7 R.C.W. 49.48.

8 **Section 5. Maximum Accrual**

9 The maximum vacation which an Employee may have in his/her vacation balance on the last
10 day of the payroll year is 480 hours. An Employee's appointing authority may approve a temporary
11 carryover of excess vacation leave. At the time of separation, no Employee will be paid for more
12 than 480 hours.

1 **ARTICLE 10. SICK LEAVE**

2 **Section 1. Accrual Rate**

3 A. Each Employee will accrue sick leave at the rate of 0.0460 hours for each hour on
4 regular pay status, commencing with the first day of employment.

5 B. There is no limit to the amount of sick leave that an Employee can accrue.

6 **Section 2. Use of Other Accrued Leave**

7 An Employee may choose to use vacation or other accrued leave time as an extension of sick
8 leave when sick leave has been exhausted.

9 **Section 3. Authorized Uses**

10 Sick leave may be used in accordance with section 14.3.B of the King County Personnel
11 Guidelines.

12 **Section 4. Disposition of Accrual**

13 A. Separation from King County employment, except by retirement or death, will
14 cancel all sick leave currently accrued to the Employee. Should an Employee resign in good
15 standing, or be laid off, and return to the County within three years, his/her accrued sick leave will be
16 restored.

17 B. An Employee who has at least five years of service and retires as a result of length
18 of service, or who terminates by reason of death, will receive (or the Employee's estate will receive) a
19 cash payment equal to 35% of the Employee's accrued sick leave multiplied by the Employee's
20 salary rate in effect on the date of separation or termination.

1 ARTICLE 11. OTHER LEAVE BENEFITS

13031

2 **Section 1. Bereavement Leave**

3 If an Employee's close relative or the close relative of the Employee's spouse/domestic
4 partner dies, such Employee is entitled to two days off with pay for bereavement leave. An additional
5 day will be paid when round trip travel of 200 or more miles is required. If an Employee requests
6 more time, up to an additional three days may be used from the Employee's sick leave balance.

7 **Section 2. Union Leave**

8 If an Employee is elected or appointed to an office in a local of the Union which requires part
9 or all of his/her time, the Employee will be given, with agreement of the Employee's supervisor or
10 manager, a leave of absence without pay.

11 **Section 3. Executive Leave**

12 A. Employees represented by this Agreement are FLSA-exempt. However, the nature
13 of their work sometimes requires them to be on-call for significant periods of time and to work, on an
14 on-going basis, substantially in excess of the standard work schedule for other County employees.
15 Therefore, each Employee will be granted five days of executive leave annually. In addition to these
16 five days of executive leave, an Employee may be granted up to an additional five days of executive
17 leave, when authorized in writing by his/her immediate supervisor, in recognition of the additional
18 on-call time, excess work and/or performance expectations required by his/her specific position.

19 B. The yearly executive leave accrual will appear on the Employee's first pay check
20 in January. Executive leave must be used in the payroll year granted and cannot be carried into the
21 next payroll year or cashed out. No executive leave will be paid in cash except in the event of an
22 Employee's death. In such cases, all unused executive leave will be paid to the Employee's estate.

23 **Section 4. Other Leaves**

24 Each Employee is entitled to other leave benefits as provided for in the King County
25 Personnel Guidelines.

1 ARTICLE 12. WAGES

2 **Section 1. Wage Rates**

3 Effective November 1, 1997, the wage rates for Employees in the bargaining unit will be as
4 set forth in Addendum A, attached to this Agreement. Either party may reopen this Agreement at the
5 conclusion of the County's classification and compensation project.

6 **Section 2. Wage Progression**

7 A. If a current County Employee is hired into a bargaining unit position, that
8 Employee will be placed at a step which provides a minimum five percent increase over the
9 Employee's former salary, not to exceed the established top step. The appointing authority may place
10 the promoted Employee at a higher step when the department director determines this action is
11 warranted based on the criteria set forth in the King County Personnel Guidelines.

12 B. An Employee will progress through the steps of his/her salary range as follows:

13 1) An Employee who enters at Step A will progress to Step B six months after
14 the date of his/her permanent appointment. Each subsequent step increase will be effective 12
15 months after the effective date of the previous step increase.

16 2) An Employee who enters at a step other than Step A will progress to the
17 next pay step 12 months after the effective date of his/her permanent appointment. Each subsequent
18 step increase will be effective 12 months after the effective date of the previous step increase.

19 C. An Employee who has been at the top step of his/her salary range for two years or
20 more will be eligible annually for a merit increase of 2.5% or 5% in accordance with the King County
21 Merit Pay Plan above the top step, at the County's discretion, under the following conditions:

22 1) The Employee has received a performance rating of 4.34 or higher on a
23 scale of 5 for two or more consecutive years, or
24 the Employee is currently receiving a merit pay step above the top step, and
25 continues to receive a rating of 4.34 or higher on a scale of 5 on an annual basis.

26 2) If the Employee's performance rating falls below a 4.34 on a scale of 5 for
27 any year, the annual merit increase will be discontinued until such time as the Employee again attains
28 a performance rating of at least 4.34 on a scale of 5 for two consecutive years.

1 3) An Employee's performance rating and a decision to grant a merit increase
2 for a rating of 4.34 or higher is not subject to the grievance and arbitration provisions of this
3 Agreement.

4 **Section 3. Cost of Living Adjustment (COLA)**

5 Effective each January 1, wage rates in effect on December 31st of the previous year will be
6 increased by 90% CPI-W U.S. All Cities, based on September-to-September figures of the preceding
7 year. Such percentage increase will not be less than 2 percent, nor will it be greater than 6 percent.

8 **Section 4. Acting Assignments -- Salary Credit**

9 An Employee who is acting in a position and then receives a regular appointment to the same
10 position will have the acting time credited for purposes of salary step placement and future salary step
11 increases in the following circumstances: (1) all time in the acting position which is contiguous with
12 the regular appointment will be credited day-for-day, and (2) any additional time spent in the acting
13 position that is for a continuous period of three months or more and is within the 12 month period
14 prior to the regular appointment will also be credited day-for-day.

1 ARTICLE 13: BENEFITS

2 **Section 1. Insurance Benefits**

3 A. The County and Union currently participate in the Joint Labor Management
4 Insurance Committee which is comprised of representatives from the County and its labor unions.
5 The County and Union agree to continue the Joint Labor-Management Insurance Committee.

6 B. The County presently participates in group medical, dental, vision, life and long-
7 term disability insurance benefit programs. These programs, and the level of County premium
8 contributions to these programs, are determined by the Joint Labor Management Insurance
9 Committee. The County agrees to provide the benefit programs and the level of benefits and
10 premium contributions as determined by the Joint Labor-Management Insurance Committee.

11 C. Full benefit coverage, as defined by the Joint Labor Management Insurance
12 Committee, will be provided to all regular part-time (half-time or more) and regular full-time
13 Employees.

14 **Section 2. Insurance Benefits for Retirees**

15 Benefit options, as defined by the Joint Labor Management Insurance Committee, will be
16 available to retirees.

17 **Section 3. Transit Passes**

18 Each current and retired Employee will be provided with an annual transit pass at no cost to
19 the Employee.

1 ARTICLE 14: WORK ASSIGNMENTS

2 **Section 1. Alternative Work Schedules**

3 A. An Employee may request an alternative work schedule, which may include
4 flexible work hours, compressed work weeks, telecommuting and/or job share arrangements.
5 Approval for an alternative work schedule must be received from the Employee's supervisor. The
6 decision to allow an alternative work schedule is solely within the County's discretion and approval
7 may be revoked at any time. The Employee may also choose to return to the standard work schedule
8 at any time.

9 B. If either the County or the Employee decides to cancel the Employee's alternative
10 work schedule, written notice must be provided to the other party at least 10 working days prior to the
11 effective date of the cancellation, except where a written agreement provides other requirements.

12 **Section 2. Work Outside of Classification**

13 A. Temporary Assignments: An Employee may be assigned to a higher level
14 classification on a temporary basis in accordance with the King County Personnel Guidelines.
15 However, if the temporary assignment extends beyond 6 months, the County will review with the
16 Union the reasons why the acting assignment is still required. A review will occur every six months,
17 for the duration of the temporary assignment, unless specifically waived by the Union.

18 B. Wages for Temporary Upgrades: In accordance with the King County Personnel
19 Guidelines, an Employee who is assigned to a temporary upgrade will be paid at the pay step in the
20 upgrade classification that would constitute a minimum of five percent over the Employee's regular
21 salary, but not to exceed the top rate of the higher classification.

1 ARTICLE 15: SUBCONTRACTING

2 The County agrees not to contract out work typically performed by currently employed
3 members of the bargaining unit if the contracting of such work eliminates or reduces the normal
4 workload of the bargaining unit. If, in order to secure funding for a specific, time-limited project, the
5 County is required to contract all or part of the work to be performed due to limitations imposed by
6 funding agreement, said contracting will not be considered a violation of this article. The County
7 agrees to provide the Union, upon request, with documentation to support any contracting of work
8 under the terms of this article.

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1 ARTICLE 16: LAYOFF AND RECALL

2 **Section 1. Layoff Process**

3 A. When a reduction in force is anticipated, the County and Union will meet and
4 jointly endeavor to find ways to minimize, or eliminate, the actual reduction of positions.

5 B. When a reduction of positions is required, the County and Union will meet and
6 jointly endeavor to find ways to minimize, or eliminate, the number of Employees who must be laid
7 off (for example: reassign Employees to vacant positions, locate temporary placement in other
8 departments, encourage leaves of absence, allow job-sharing, etc.).

9 C. When the elimination of a position will result in an Employee being laid off, the
10 Employee will be selected by inverse seniority within the layoff group, as defined in sections five and
11 six of this article.

12 **Section 2. Notice**

13 When the elimination of a position will result in an Employee being laid off, the County will
14 provide written notice to the Union and the affected Employee at least 90 calendar days prior to the
15 effective date of the layoff.

16 **Section 3. Recall**

17 A. An Employee who is laid off will have general recall rights to other vacant County
18 positions, in accordance with the King County Personnel Guidelines, for a period of two years
19 following the Employee's layoff. In addition, the Employee will retain specific recall rights to the
20 position from which s/he was laid off for an additional one year period following the end of the two
21 year general recall period. During the three year specific recall period, the Employee will retain
22 specific recall rights to the position from which s/he was laid off regardless of whether the Employee
23 has accepted a different position within the County.

24 B. When the County is filling a bargaining unit position and there are laid-off
25 Employees who have held such positions within the previous five years, the position will be offered
26 to such Employees. If there is more than one Employee in such situation, the hiring authority will
27 decide which Employee will be offered the position.

28 C. When a laid-off Employee applies for, or is referred to, a bargaining unit position

1 and such Employee is unsuccessful in obtaining the position, the Employee will be provided with the
2 rationale for non-selection, interview and test scores, and any other documentation used to make the
3 determination.

4 D. An Employee who is recalled from layoff will have all unpaid sick leave balances
5 restored.

6 Section 4. Outplacement Services

7 The County will contract with qualified firms to provide outplacement services for Employees
8 who have been notified of their impending layoff. Each affected Employee will be allowed to access
9 such outplacement services for a period of one year following receipt of their notice of layoff, or to a
10 maximum expenditure of \$2,500, whichever comes first.

11 Section 5. Layoff Seniority

12 A. Seniority is under the jurisdiction of the Union. All questions or grievances
13 pertaining to seniority will be settled by the Union.

14 B. An Employee who has obtained permanent status in any bargaining unit
15 classification and who accepts a position in King County outside of the bargaining unit shall retain
16 his/her layoff seniority for one year from the date of transfer.

17 Section 6. Layoff Groups

18 Layoff Groups are defined as follows:

19	Classification Title	Job Classification(s)
20	Supervisor of Base Operations	201000
21	Supervisor, Speed and Reliability	211700
22	Supervisor of Capital Programs	211700
23	Supervisor of Customer Service	213300
24	Supervisor of Facilities Maintenance	202500
25	Supervisor of Market Development	212600
26	Supervisor of Power	200500
27	Supervisor of Research & Analysis	212400
28		

Classification Title	Job Classification(s)
Supervisor of Research & Management Information	212500
Supervisor of Rideshare Operations	212200
Supervisor of Security	202700
Supervisor of Service Communications	200800
Supervisor of Service Implementation	213200
Supervisor of Service Quality	202600
Supervisor of Transit Safety	201800
Supervisor of Transit Service Planning	211600
Supervisor of Transit Systems & Support	213100
Supervisor of Vehicle Contract Management	271100
Supervisor of Vehicle Maintenance	200600
Supervisor of Facilities Planning	211600
Supervisor of CTR Services	211600
Supervisor of Accessible Services	211600

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1 ARTICLE 17. TRAINING

2 **Section 1. Training Opportunities**

3 The County recognizes the benefit of training and will provide information and access to
4 training opportunities for Employees, within budgeted appropriations. The decision to provide
5 training opportunities will be based upon, but not limited by, the overall objectives of encouraging
6 and motivating Employees to improve their work performance.

7 **Section 2. Reimbursement for Training Expenses**

8 An Employee enrolled in a degree program that the County determines to be job-related may
9 be eligible to receive reimbursement from the County for up to 50% of this program. An Employee
10 who takes individual classes or courses which management determines to be job-related may be
11 eligible to receive reimbursement from the County for up to 100% of class fees or course fees. The
12 decision to provide any reimbursement or initial course approval is solely based upon the County's
13 discretion and is subject to financial constraints.

1 ARTICLE 18: DRUG FREE WORK PLACE

2 The Union agrees to comply with all applicable Federal, State and County regulations,
3 ordinances and executive orders with regard to the drug free workplace.

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1 ARTICLE 19: RIGHTS OF MANAGEMENT

2 Except as limited by the express written terms and conditions of this Agreement or by any
3 practice mutually established by the County and the Union, the management and direction of the
4 workforce are vested exclusively in the County. In areas where this Agreement is silent, the
5 management and direction of Employees will be in accordance with King County Personnel
6 Guidelines and other directives, policies and ordinances, as appropriate.

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1 ARTICLE 20: LABOR MANAGEMENT RELATIONS COMMITTEE

2 The Union and County agree to establish a Labor-Management Relations Committee. Such
3 committee will meet on an ad hoc basis, no more frequently than once per month, for the purpose of
4 discussing issues or problems which may arise in contract or policy administration. The Union
5 Business Representative and the County will co-chair the meeting and determine the appropriate
6 participants, based on the issues to be discussed.

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1 ARTICLE 21: WORK CONTINUATION

2 The County and the Union agree that the public interest requires the efficient and
3 uninterrupted performance of all County services. To this end, the Union will not cause or condone
4 any work stoppage, including any strike, slowdown, or refusal to perform any customarily assigned
5 duties, or other interference with County functions by Employees under this Agreement. If such
6 interference should occur, however, the Union agrees to take immediate and appropriate steps to end
7 such interference.

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1 ARTICLE 22: SAVINGS, SUBORDINATION, WAIVER AND REOPENER

2 **Section 1. Savings and Subordination**

3 Should any part or provision of this Agreement be rendered or declared invalid because of an
4 existing or subsequently enacted state or federal legislation or by any decree of a court of competent
5 jurisdiction, the County and Union agree, upon notification of invalidation, to meet and negotiate
6 those parts or provisions which are affected. The invalidation of any part of this Agreement will not,
7 however, invalidate the remaining parts or provisions of the Agreement which will remain in full
8 force and effect.

9 **Section 2. Waiver**

10 The parties acknowledge that each has had the unlimited right within the law and the
11 opportunity to make demands and proposals with respect to any matter deemed a proper subject for
12 collective bargaining. The results of the exercise of that right and opportunity are set forth in this
13 Agreement. The County and the Union, for the duration of this Agreement, each agrees to waive the
14 right to oblige the other party to bargain with respect to any subject or matter not specifically referred
15 to or covered in this Agreement.

16 **Section 3. Reopener**

17 Either party may reopen this Agreement at the completion of the County's classification and
18 compensation project with respect to the classifications in this bargaining unit.

1 ARTICLE 23: DURATION AND MODIFICATIONS

2 **Section 1. Effective Date**

3 This Agreement shall be effective upon conclusion of the approval process by King County
4 Council and shall cover the period November 1, 1997 through October 31, 2000.

5 **Section 2. Modification**

6 For the duration of this Agreement, the County and the Union may, with mutual consent,
7 negotiate modifications, including additions, deletions and changes, to the terms of this Agreement.
8 No modification will become effective without a written agreement, signed by both the County and
9 the Union, that defines the specifics of the modification.

10 **Section 3. Negotiations for Succeeding Agreement**

11 Negotiations for the succeeding Agreement may be initiated by either party providing to the
12 other written notice of its intention to do so. The parties will endeavor to begin negotiations by May,
13 2000, and agree to begin negotiations no later than August 1, 2000.

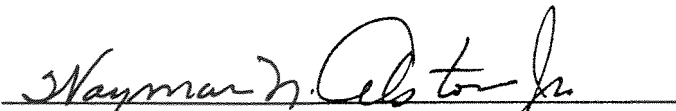
14 **Section 4. Extension of Agreement**

15 If negotiations for a new Agreement extend beyond the anniversary date of this Agreement,
16 the terms of this Agreement will remain in full force and effect until a new Agreement is
17 consummated or up to November 1, 2001, whichever comes first. This Agreement may be extended
18 beyond November 1, 2001, with mutual agreement between the Union and the County.

19 APPROVED this 18 day of February, 1998

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22 _____
23 King County Executive

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27 International Federation of Professional
28 and Technical Engineers, Local 17, AFL-CIO

Addendum A Job Classifications, Pay Ranges, and Pay Steps

Section 1. Represented Job Classifications and Pay Ranges

Job Class #	Classification Title	Pay Range
201000	Supervisor of Base Operations	24
211700	Supervisor of Capital Programs	25
213300	Supervisor of Customer Service	24
202500	Supervisor of Facilities Maintenance	24
212600	Supervisor of Market Development	25
200500	Supervisor of Power	26
212400	Supervisor of Research & Analysis	24
212500	Supervisor of Research & Management Information	24
212200	Supervisor of Rideshare Operations	24
202700	Supervisor of Security	25
200800	Supervisor of Service Communications	24
213200	Supervisor of Service Information	24
202600	Supervisor of Service Quality	24
201800	Supervisor of Transit Safety	24
211600	Supervisor of Transit Service Planning	25
213100	Supervisor of Transit Systems & Technology	24
271100	Supervisor of Vehicle Contract Management	23
200600	Supervisor of Vehicle Maintenance	24

Section 2. Pay Steps effective November 1, 1997

Annual Salary with equivalent hourly rates

Hourly rates are computed by dividing the annual rate by 2088 hours.

Pay Scale	Step A	Step B	Step C	Step D	Step E
23	\$46,983.28	\$51,792.04	\$56,600.81	\$61,409.57	\$66,218.33

Pay Scale	Step A	Step B	Step C	Step D	Step E
	\$22.50	\$24.80	\$27.11	\$29.41	\$31.71
24	\$49,427.87	\$54,488.60	\$59,549.33	\$64,610.05	\$69,670.78
	\$23.67	\$26.10	\$28.52	\$30.94	\$33.37
25	\$51,958.23	\$57,287.01	\$62,615.78	\$67,944.56	\$73,273.33
	\$24.88	\$27.44	\$29.99	\$32.54	\$35.09
26	\$54,703.03	\$60,299.85	\$65,896.68	\$71,493.50	\$77,090.32
	\$26.20	\$28.88	\$31.56	\$34.24	\$36.92

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Memorandum of Agreement
between
King County
and

13031

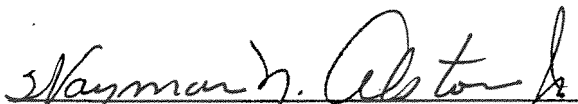
International Federation of Professional and Technical Engineers
Local 17 (AFL-CIO)
Transit Division - ~~Supervisors~~

1. **SUBJECT: One-time Personal Holiday Adjustment.** Effective January 1, 1998, each Employee who was a regular Employee in a position represented by this Agreement on November 1, 1997, will have his/her holiday accrual bank credited with 16 hours of holiday time.
2. **SUBJECT: One-time Cash-out.** Each Employee who has a vacation balance in excess of 480 hours on December 26, 1997, will receive a cash payment for all vacation hours in excess of 480 hours. An affected Employee may request to be excluded from this provision.
3. **SUBJECT: Time in class equity adjustment.** Effective November 1, 1997, each Employee will be placed at the pay step equivalent to the step s/her would have obtained had the 1997 - 2000 Labor Agreement been in force for the previous three and one-half years, but not lower than his/her current wage rate.
4. **SUBJECT: Signing Bonus.** Within one month of Council approval of this Agreement, each Employee who was employed on November 1, 1997, in a bargaining unit position will receive the following cash payment:

\$1,500 for each Employee who directly supervises Amalgamated Transit Union, Local 587 Employees who are receiving a "graveyard shift" premium.

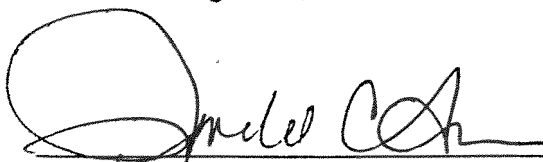
\$1,250 for each Employee who directly supervises Amalgamated Transit Union, Local 587 Employees who are receiving a "swing shift" premium.

\$1,000 for each other employee.



Wayman Alston, Union Representative
International Federation of Professional and
Technical Engineers, Local 17

6 JAN 98
Date



Ron Sims, King County Executive
King County

18 - Feb. 98
Date