



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**April 16, 2002**

**Ordinance 14340**

**Proposed No. 2002-0149.1**

**Sponsors Constantine**

1 AN ORDINANCE approving and adopting the collective  
2 bargaining agreement negotiated by and between King  
3 County and Local 1652M Washington State Council of  
4 City and County Employees, Council 2 (WorkSource),  
5 representing employees in the department of community  
6 and human services; and establishing the effective date of  
7 said agreement.

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10 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

11 SECTION 1. The collective bargaining agreement negotiated between King  
12 County and Local 1652M, Washington State Council of City and County Employees,  
13 Council 2, (WorkSource) representing employees in the department of community and  
14 human services and attached hereto is hereby approved and adopted by this reference  
15 made a part hereof.

16                    SECTION 2. Terms and conditions of said agreement shall be effective from  
17                    January 1, 2001, through and including December 31, 2003.  
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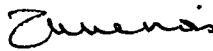
Ordinance 14340 was introduced on 4/1/2002 and passed by the Metropolitan King County Council on 4/15/2002, by the following vote:

Yes: 10 - Ms. Sullivan, Ms. Edmonds, Mr. von Reichbauer, Mr. Phillips, Mr. Pelz, Mr. Constantine, Mr. Pullen, Mr. Gossett, Ms. Hague and Ms. Patterson  
No: 2 - Ms. Lambert and Mr. McKenna  
Excused: 1 - Mr. Irons

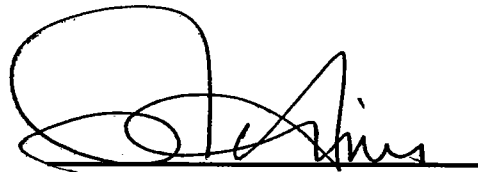
KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

  
Cynthia Sullivan, Chair

ATTEST:

  
\_\_\_\_\_  
Anne Noris, Clerk of the Council

APPROVED this 20<sup>th</sup> day of April, 2002.

  
\_\_\_\_\_  
Ron Sims, County Executive

Ordinance deemed enacted without Executive signature due to return of legislation to Clerk after Charter deadline.

**Attachments**      Attachment A. Agreement between Washington State Council of County and City Employees, Local 1652-M and King County, B. Addendum A - 2001 and 2002

**AGREEMENT BETWEEN**  
**WASHINGTON STATE COUNCIL OF**  
**COUNTY AND CITY EMPLOYEES, LOCAL 1652-M**  
**AND**  
**KING COUNTY**

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1 **ARTICLE 1: RECOGNITION**

2           **Section 1.** This Agreement is between King County (herein after called the County) and the  
3 Washington State Council of County and City Employees, Local 1652-M (hereinafter called the  
4 Union) for the purpose of setting forth the mutual understanding of the parties as to wages, hours, and  
5 other conditions of employment of those employees for whom the County has recognized the Union  
6 as the exclusive collective bargaining representative.

7           **Section 2.** The County recognizes the Union as the exclusive bargaining representative for all  
8 probationary, regular full-time, regular part-time, temporary and term-limited temporary employees as  
9 defined in the King County Personnel Guidelines whose job classifications are listed in Addendum A  
10 of this Agreement and who are employed in the Community Services Division of the Department of  
11 Community and Human Services.

12           **Section 3.** The County agrees to provide the Union with a copy of the specifications for any  
13 proposed new job classification for work performed by members of the bargaining unit. If the County  
14 and the Union are unable to agree whether such new classification should be included within the  
15 bargaining unit, the matter will be submitted to the Public Employment Relations Commission for a  
16 decision.

1 **ARTICLE 2: MEMBERSHIP AND DUES**

2       **Section 1.** The County agrees to deduct from the paycheck of each employee, who has so  
3 authorized it, the regular monthly dues or service fee to the Union. The amount deducted shall be  
4 transmitted monthly to the Union on behalf of the employees involved. Authorization by the  
5 employee shall be on a form approved by the parties to this Agreement and may be revoked by the  
6 employee upon sixty (60) days written notice to the County with a copy to the Union.

7       **Section 1.1.** The Union will indemnify, defend and hold the County harmless against any  
8 claims made and against any suit instituted against the County on account of any dues deduction for  
9 the Union. The Union agrees to refund to the employee any amounts paid to him/her in error on  
10 account of the dues deduction provision upon presentation of proper evidence thereof.

11       **Section 2.** It shall be a condition of employment that each employee covered by this  
12 Agreement who is or who becomes a member of the Union shall remain a member of same during the  
13 term of this Agreement.

14       **Section 3.** It shall also be a condition of employment that each employee currently covered by  
15 this Agreement who is not a member of the Union shall within thirty (30) days of the signing of this  
16 Agreement either join the Union or contribute a service fee equivalent to the regular monthly dues of  
17 the Union to the Union; and any employee hired or permanently assigned into the bargaining unit  
18 covered by this Agreement shall on or before the thirtieth (30th) day following the beginning of such  
19 employment either join the Union or contribute a service fee equivalent to the regular monthly dues  
20 of the Union to the Union.

21       **Section 3.1.** In accordance with RCW 41.56.122, employees covered by this Agreement who  
22 are forbidden from joining a Union by bona fide religious beliefs, or tenets or teachings of a church or  
23 religious body, shall contribute an amount equivalent to regular Union dues and initiation fees to a  
24 non religious charity or to another charitable organization mutually agreed upon by the employee  
25 affected and the Union.

26       **Section 3.2.** When an employee fails to fulfill the above obligation, the Union shall provide  
27 the employee and the County with thirty (30) days notification of the Union's intent to request the  
28 County to initiate discharge action and during this period the employee may make restitution in the

1 amount which is overdue. If an employee has not fulfilled the Union security obligation as described  
2 in Article 2, Sections 2, 3 or 3.1 by the end of the applicable discharge notification period, the Union  
3 shall thereafter notify the County in writing, with a copy to the affected employee, of such employee's  
4 failure to abide by Article 2, Sections 2, 3 or 3.1. In this notice the Union shall specifically request  
5 discharge of the employee for failure to abide by the terms of the Labor Agreement between the  
6 County and the Union. Upon receipt of the Union's written request, the County shall immediately  
7 discharge said employee in accordance with this Article. The Union agrees to indemnify and hold the  
8 County harmless from any and all liabilities resulting from the County's discharge of any employee  
9 pursuant to this Article.

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1 **ARTICLE 3: RIGHTS OF MANAGEMENT**

2           **Section 1.** The right to hire, promote, discipline and discharge for cause, improve efficiency,  
3 determine the work schedules and location of County headquarters are examples of management  
4 prerogatives. It is also understood that the County retains its right to manage and operate its business,  
5 at its discretion, except as may be limited by an express provision of this Agreement.

6           **Section 2.** Delivery of public services in the most efficient, effective and courteous manner is  
7 of paramount importance to the County and, employees covered by this Agreement. In order to  
8 achieve this goal, the parties hereby recognize the County's right to determine the methods, processes,  
9 and means of providing public services, including the introduction of any and all new, improved or  
10 automated methods of equipment, the assignment of employees to specific jobs, the determination of  
11 job content and/or job duties and the combination or consolidation of jobs.

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1 **ARTICLE 4: NON-DISCRIMINATION**

2       The County and the Union agree that all terms and conditions of employment included in the  
3 Agreement shall be administered and applied in a manner that is nondiscriminatory under federal or  
4 state law or County ordinance, which prohibit discrimination on the basis of one or all of the  
5 following: race, color, age, sex, marital status, sexual orientation, political ideology, creed, religion,  
6 ancestry, national origin, or disability. Disputes under this article shall be pursued through  
7 appropriate equal employment opportunity agencies of the federal, state, or county government rather  
8 than through the contract grievance procedure.

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1 **ARTICLE 5: LABOR MANAGEMENT COMMITTEE**

2           **Section 1.** The County and the Union agree to establish a Labor-Management Committee.  
3 The purpose of this Committee is to deal with matters of general concern to the Union and the  
4 County, as opposed to an individual complaint affecting an individual employee; provided, however,  
5 it is understood that the Labor-Management Committee shall function in a consultative capacity.  
6 Either the Union or the County may initiate discussion of any subject of a general nature affecting  
7 employees covered by this Agreement. The Union shall be entitled to appoint up to three members of  
8 the bargaining unit as Labor-Management Committee representatives, and a staff representative of the  
9 Union. The County's representatives shall include a representative from Human Resources Division,  
10 Labor Relations, and up to three additional members designated by the Community Services Division  
11 Manager, Department of Community and Human Services.

12           **Section 2.** As soon as practical after the effective date of this Agreement, the parties agree to  
13 meet for the purpose of establishing ground rules, membership criteria, and procedures for the Labor-  
14 Management Committee.

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1 **ARTICLE 6: GRIEVANCE PROCEDURE**

2       **Section 1.** For the purposes of this Agreement the term “grievance” means an alleged  
3 violation of any of the express terms of this Agreement.

4       **Section 1.1.** Every effort will be made to resolve a dispute between an employee and the  
5 County at the lowest possible level of supervision prior to the filing of a grievance.

6       **Section 1.2.** Employees will be unimpeded and free from restraint, interference, coercion,  
7 discrimination, or reprisal in seeking adjudication of their grievance; provided, however, under no  
8 circumstances shall employees interfere with orders of, or directions from the County, except where  
9 an obvious safety hazard or legal violation exists.

10       **Section 2.** A grievance in the interest of a group of the employees in a department of the  
11 bargaining union shall be reduced to writing by the Union and may be introduced at Step 3 of the  
12 grievance procedure and be processed within the time limits set forth herein. Grievances shall be  
13 filed at the step in which there is authority to adjudicate such grievance. A grievance of a suspension,  
14 demotion or discharge for cause shall be initiated at Step 3 of this procedure.

15       **Section 3.** If at any step in the grievance procedure, management’s answer in writing is  
16 unsatisfactory, the Union’s reason for non-acceptance must be presented in writing.

17       **Section 4.** Any time limits for the grievance procedure may be extended for stated periods of  
18 time by the appropriate parties by mutual agreement in writing, with copies to the Union and the  
19 County’s Labor Relations Manager or designee.

20       **Section 5.** Failure by an employee or the Union to comply with any time limitation of the  
21 procedure in this Article shall constitute withdrawal of the grievance; provided, however, any time  
22 limits stipulated in the grievance procedure may be extended for stated periods of time by the Union  
23 official or designee and Management by mutual agreement in writing. Failure by the County to  
24 comply with any time limitation of the procedure in this Article shall allow the Union to proceed to  
25 the next step without waiting for the County to reply at the previous step, except that employees may  
26 not process a grievance beyond Step 3.

27       **Section 6.** Arbitration awards or grievance settlements shall not be made retroactive beyond  
28 the date of the occurrence or nonoccurrence upon which the grievance is based, that date being thirty

1 (30) calendar days or less prior to the initial filing of the grievance.

2 **Section 7.** A grievance shall be processed in accordance with the following procedure:

3 **Step 1.** - An employee shall first discuss an issue believed to be a grievance with  
4 his/her supervisor. A supervisor may request a meeting to discuss the grievance further or investigate  
5 the matter and respond verbally or in writing. It shall be the intent that grievances shall be resolved at  
6 this stage promptly. If the matter is to be pursued further in this grievance procedure, it must be filed  
7 at Step 2 within thirty (30) calendar days of the alleged violation.

8 **Step 2.** - If the grievance is not resolved as provided in Step 1, it shall be reduced to  
9 written form that shall include identification of the Sections(s) of the Agreement allegedly violated,  
10 the violation, and the remedy sought. The Union President or a shop steward shall forward the  
11 written grievance to the Division Manager with a copy to the supervisor within thirty (30) calendar  
12 days of the alleged violation. The Division Manager or designee shall either respond to the grievance  
13 in writing within fifteen (15) calendar days and/or convene a meeting within fifteen (15) calendar  
14 days if, mutually agreeable between the Union official and Management. The Division Manager or  
15 designee shall give a written answer to the Union within fifteen (15) calendar days after the contract  
16 grievance meeting.

17 **Step 3.** - If the grievance is not resolved as provided in Step 2 above, or if the  
18 grievance is initially submitted at Step 3 pursuant to Article 6.3 above, the written grievance defined  
19 in the same manner as provided in Step 2 shall be forwarded within fifteen (15) calendar days after  
20 the Step 2 answer to the Manager, Human Resources Division or designee, with a copy to the  
21 appropriate department manager. The Human Resources Manager, or his/her designee shall  
22 investigate the alleged grievance and, if deemed appropriate, he/she shall contact the Union within  
23 fifteen (15) calendar days to convene a meeting between the Union official or designee and  
24 Management at a mutually acceptable date. He/she shall thereafter make a decision in writing fifteen  
25 (15) calendar days after receipt of the grievance or the meeting between the parties.

26 **Step 4.** - If the grievance is not settled in Step 3, the Union Board must decide at this  
27 point to pursue arbitration. If they decline, the aggrieved employee has the right of appeal to the  
28 Executive Director of Council 2, Washington State Council of County and City Employees

1 AFSCME AFL-CIO, in writing within fifteen (15) calendar days of the decision by the Local Board.

2 If arbitration is pursued, the Union must notify the County's Labor Relations Manager or  
3 designee of the referral to arbitration within thirty (30) calendar days after the County's answer or  
4 failure to answer in Step 3. The notice shall include the following information: identification of  
5 Section(s) of Agreement allegedly violated; nature of alleged violation; question(s) which the  
6 arbitrator is being asked to decide; and remedy sought. The Union and County may agree on an  
7 arbitrator, or, if unable to agree, the parties will request an arbitrator from the Washington State  
8 Public Employment Relations Commission (PERC).

9 Prior to submitting a grievance to arbitration, the parties may agree to request the assistance of  
10 a mutually acceptable, third party to act as mediator. The mediator will serve as a neutral facilitator  
11 to assist the parties in a resolution of the grievance, and will have no authority to impose a resolution  
12 on the Union or the County. If mediation is not successful, either party may pursue arbitration as  
13 provided above, within thirty (30) days after mediation is concluded. Mediation concludes on the  
14 date the mediator and/or one of the parties declares an impasse.

15 **Section 8.** The parties shall abide by the award made in connection with any arbitrable  
16 difference. There shall be no suspension of work, slowdown, or curtailment of services while any  
17 difference is in process of adjustment or arbitration.

18 **Section 9.** In connection with any arbitration proceeding held pursuant to this Agreement, it  
19 is understood as follows:

20 1. The arbitrator shall have no power to render a decision that will add to, subtract  
21 from or alter, change, or modify the terms of this Agreement, and his/her power shall be limited to  
22 interpretation or application of the express terms of this Agreement, and all other matters shall be  
23 excluded from arbitration.

24 2. The decision of the arbitrator shall be final, conclusive and binding upon the  
25 County, the Union, and the employees involved.

26 3. The cost of the arbitrator shall be borne equally by the County and the Union, and  
27 each party shall bear the cost of presenting its own case. Regardless of the outcome of the arbitration,  
28 each party shall bear the costs of its own legal representation.

1           4. The arbitrator's decision shall be made in writing and every effort shall be made to  
2 issue that decision to the parties within thirty (30) days after the case is submitted to the arbitrator.

3           **Section 10.** There will be no discipline except for just cause. In general a plan of progressive  
4 discipline shall be followed. All formal corrective actions, except verbal warnings, will be  
5 documented in the employee's personnel records. An employee will receive a copy of all documents  
6 placed in his/her personnel record.

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1 **ARTICLE 7: WORK STOPPAGE**

2           **Section 1.** The County and the Union agree that the public interest requires the efficient and  
3 uninterrupted performance of all County services, and to this end pledge their best efforts to avoid or  
4 eliminate any conduct contrary to this objective. During the term of this Agreement, the Union  
5 and/or the employees covered by this Agreement shall not cause or engage in any work stoppage,  
6 strike, slowdown or other interference with County functions.

7           **Section 2.** If the County disciplines an employee pursuant to this Article and there is a  
8 disagreement between the Union and the County as to whether or not the employee did in fact engage  
9 in the activities prohibited under Section 7.1 above, the Union may initiate a grievance regarding said  
10 disagreement at Step 3 of the grievance procedure enumerated in Article 6 of this Agreement.  
11 Initiation of such a grievance must be done within three (3) working days of the disciplinary action.

12           **Section 3.** Prior to or immediately after disciplining an employee pursuant to this Article, the  
13 County shall notify the Union of such action. Such notice shall be in writing if the employee has  
14 already been disciplined.

1 **ARTICLE 8: CLASSIFICATIONS AND RATES OF PAY**

2       **Section 1.** The classifications of employees covered under this Agreement and the  
3 corresponding rates of pay are set forth in Addendum A, which is attached hereto and made a part of  
4 this Agreement. Effective January 1, 2001, the salary in effect on December 31, 2000, for each  
5 employee in the bargaining unit shall be increased by 3.11%.

6       **Section 2.** Effective January 1, 2002, the salary in effect on December 31, 2001, for each  
7 employee in the bargaining unit shall be increased by ninety per cent (90%) of the CPI-W (September  
8 to September) for All U.S. Cities. In no event shall such increase be less than a minimum of two per  
9 cent (2%) nor greater than a maximum of six per cent (6%).

10       **Section 3.** Effective January 1, 2003, the salary in effect on December 31, 2002, for each  
11 employee in the bargaining unit shall be increased by ninety per cent (90%) of the CPI-W (September  
12 to September) for All U.S. Cities. In no event shall such increase be less than a minimum of two per  
13 cent (2%) nor greater than a maximum of six per cent (6%).

14       **Section 4.** In the event the "Consumer Price Index" becomes unavailable for purposes of  
15 computing the aforementioned percentage increase, the parties agree to promptly undertake  
16 negotiations solely with respect to agreeing upon a substitute formula for determining a comparable  
17 cost of living adjustment.

18       **Section 5.** Work Outside of Classification: When an employee is assigned in writing by the  
19 County to assume the duties and accept the responsibilities of a higher paid classification for not less  
20 than ten (10) working days, he/she shall be paid at the first pay step of the higher classification which  
21 exceeds his/her current pay step for all continuous time so worked retroactive to the first day of the  
22 continuous assignment, but not to exceed the top step of the salary range.

23       **Section 6.** Beginning January 1, 2002, upon successful completion of a probationary period,  
24 employees who were placed at the first step of the salary range upon appointment shall advance to the  
25 next higher step of the range. Employees who were placed on Step 2 or higher may at the discretion  
26 of management advance to the next higher step, not to exceed the top step.

27       **Section 7.** On January 1 of each year beginning with January 1, 2002, non-probationary  
28 regular employees with satisfactory job performance, who are not at the top step, shall advance to

1 the next higher step of the salary range.

2       **Section 8.** The parties agree to re-open negotiations not later than thirty (30) days after the  
3 effective date of this Agreement, to negotiate the effects of the allocation of employees covered by  
4 this Agreement into the King County Classification/Compensation program. The subjects to be  
5 opened shall include rates of pay, seniority, layoff procedures, and procedures for appeal of a  
6 classification allocation. Other subjects may be opened by mutual agreement. The parties understand  
7 and agree that if such negotiations result in material changes to this Agreement, the changes will be  
8 subject to ratification by each of the parties.

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**ARTICLE 9: HOLIDAYS**

**Section 1.** Employees covered by this Labor Agreement shall be eligible for holidays with pay as provided by King County Code 3.12.230. Should King County Code be revised, the Union shall be advised of such revision and if after bargaining regarding the revision, the Union wishes to adopt such revision, it shall become part of the Labor Agreement. The King County Code provides as follows:

a) Regular, probationary, provisional and term-limited temporary employees shall be granted the following holidays with pay:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Jr.'s Birthday	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 Nov.
Day after Thanksgiving	
Christmas Day	December 25th
Two (2) Personal Holidays	

and any special or limited holidays as declared by the president or governor, and as approved by the Metropolitan King County Council.

**Section 2.** For holidays falling on a Saturday, the Friday before shall be a paid holiday. For holidays falling on a Sunday, the Monday following shall be a paid holiday.

**Section 3.** Personal holidays shall be administered through the vacation plan. One (1) day shall be available for use on the first of October and one (1) on the first day of November each year.

**Section 4.** In addition to the aforementioned holiday benefits provided in King County Code

1 3.12.230, this Labor Agreement shall provide for the following:

2           a) Holidays paid for but not worked shall be recognized as time worked for the  
3 purpose of determining weekly overtime.

4           b) An employee must be in a pay status, either the employee's scheduled work day  
5 before, or employee's scheduled working day after a holiday in order to receive holiday pay. An  
6 employee leaving County employment the day prior to the holiday shall not receive holiday pay.

7           c) Employees who are required to work on a holiday shall be paid at one and one-half  
8 (1-1/2) times the regular rate in addition to the regular holiday pay.

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1 **ARTICLE 10 - VACATIONS**

2 **Section 1.** Employees covered by this Labor Agreement shall be eligible for vacations with  
 3 pay as provided by King County Code 3.12.190. Should King County Code be revised, the Union  
 4 shall be advised of such revision and if after bargaining regarding the revision, the Union wishes to  
 5 adopt such revision, it shall become part of the Labor Agreement. The King County Code provides as  
 6 follows:

7 a) Regular, probationary, provisional and term-limited temporary employees shall  
 8 accrue vacation leave for each hour in regular pay status exclusive of overtime as described in the  
 9 following table (Exception, employees who were employed in a bargaining unit position on July 1,  
 10 2000 will accrue vacation as provided in Appendix A):

Full Years of Service		Maximum Total Days
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 and beyond	30

1           b) Employees eligible for leave shall accrue vacation leave from their date of hire in a  
2 leave eligible position.

3           c) Employees eligible for leave shall not be eligible to take or be paid for vacation  
4 leave until they have successfully completed their first six (6) months of County service in a leave  
5 eligible position, and if they leave County employment prior to successfully completing their first six  
6 (6) months of County service, shall forfeit and not be paid for accrued vacation leave.

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

12           e) Employees eligible for leave shall not use or be paid for vacation leave until it has  
13 accrued and such use or payment is consistent with the provisions of this Article.

14           f) No employee eligible for leave shall work for compensation for the County in any  
15 capacity during the time that the employee is on vacation leave.

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

21           h) If an employee resigns from a full-time regular or part-time regular position or is  
22 laid off and subsequently returns to County employment within two years from such resignation or  
23 layoff, as applicable, the employee's prior County service shall be counted in determining the  
24 vacation leave accrual rate under Section a.

25           **Section 2.** In addition to the aforementioned vacation benefits provided in King County Code  
26 3.12.190, this Labor Agreement shall provide for the following:

27           a) Overtime eligible employees may use vacation leave in one-quarter (1/4) hour  
28 increments, at the discretion of the manager.

1           b) Employees eligible for leave may accrue up to sixty (60) days (480 hours) vacation  
2 pro rated to reflect their normally scheduled work day. Leave eligible employees shall use vacation  
3 leave beyond the maximum accrual amount prior to December 31 of each year. Employees may  
4 continue to accrue additional vacation beyond the maximum specified herein if, as a result of cyclical  
5 workloads or work assignments, accrued vacation will be lost.

6           Employees who leave King County employment for any reason will be paid for their unused  
7 vacation up to the maximum specified herein. Employees shall forfeit the excess accrual prior to  
8 December 31st of each year.

9           c) The Manager shall be responsible for establishing a vacation schedule that  
10 maximizes employee vacation opportunities while achieving the efficient functioning of the unit.

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1 **ARTICLE 11: SICK LEAVE**

2       **Section 1.** Employees covered by this Agreement shall be eligible for sick leave benefits as  
3 provided by King County Code 3.12.220. Should King County Code be revised, the Union shall be  
4 advised of such revision and if after bargaining regarding the revision, the Union wishes to adopt  
5 such revision, it shall become part of the Labor Agreement. The King County Code provides as  
6 follows:

7       **Section 2.** Regular, provisional, probationary and term-limited temporary employees shall  
8 accrue sick leave benefits at the rate of 0.04616 hours for each hour in regular pay status excluding  
9 overtime up to a maximum of eight (8) hours per month. Sick leave shall not begin to accrue until  
10 the first of the month following the month in which the employee commenced employment. The  
11 employee is not entitled to sick leave if not previously earned. If the County adopts a payroll system  
12 that allows sick leave accruals to begin the first day of employment, such change shall become  
13 effective immediately.

14       **Section 3.** During the first six (6) months of service in a leave eligible position, employees  
15 eligible to accrue vacation leave may, at the manager's discretion, use any accrued days of vacation  
16 leave as an extension of sick leave. If an employee does not work a full six (6) months in a leave  
17 eligible position, any vacation leave used for sick leave must be reimbursed to the County upon  
18 termination.

19       **Section 4.** There shall be no limit to the hours of sick leave benefits accrued by an eligible  
20 employee.

21       **Section 5.** Separation from or termination of County employment except by reason of  
22 retirement or layoff due to lack of work, funds, efficiency reasons or separation for non disciplinary  
23 medical reasons, shall cancel all sick leave accrued to the employee as of the date of separation or  
24 termination. Should the employee resign, be separated for non-disciplinary medical reasons or be laid  
25 off and return to County employment within two years, accrued sick leave shall be restored; provided,  
26 that such restoration shall not apply where the former employment was in a term-limited position.

27       **Section 6.** Employees eligible to accrue leave and who have successfully completed at least  
28 five years of County service and who retire as a result of length of service or who terminate by

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

5 **Section 7.** An employee must use all of his or her sick leave before taking unpaid leave for  
 6 his or her own health reasons. If the injury is compensable under the County's workers compensation  
 7 program, then the employee has the option to augment or not augment time loss payments with the  
 8 use of accrued sick leave. For a leave for family reasons, the employee shall choose at the start of the  
 9 leave whether the particular leave would be paid or unpaid; but when an employee chooses to take  
 10 paid leave for family reasons, he or she may set aside a reserve of up to eighty (80) hours of accrued  
 11 sick leave. An employee who has exhausted all of his or her sick leave may use accrued vacation  
 12 leave before going on leave of absence without pay, if approved by his or her appointing authority

13 **Section 8.** Accrued sick leave shall be used for the following reasons:

14 a) The employee's bona fide illness; provided, that an employee who suffers an  
 15 occupational illness may not simultaneously collect sick leave and worker's compensation payments  
 16 in a total amount greater than the net regular pay of the employee;

17 b) The employee's incapacitating injury, provided that:

18 An employee injured on the job may not simultaneously collect sick leave and  
 19 worker's compensation payments in a total amount greater than the net regular pay of the employee;  
 20 though an employee who chooses not to augment his or her worker's compensation time loss pay  
 21 through the use of sick leave shall be deemed on unpaid leave status;

22 c) An employee who chooses not to augment worker's compensation payments with  
 23 the use of accrued sick leave shall notify the worker's compensation office in writing at the beginning  
 24 of the leave;

25 d) Exposure to contagious diseases and resulting quarantine.

26 e) A female employee's temporary disability caused by or contributed to by pregnancy  
 27 and childbirth.

28 f) The employee's medical, ocular or dental appointments, provided that the

1 employee's supervisor has approved the scheduling of sick leave for such appointments.

2 g) To care for the employees child if the child has an illness or health condition which  
3 requires treatment or supervision from the employee;

4 h) An employee may not collect sick leave for physical incapacity due to any injury or  
5 occupational illness which is directly traceable to employment other than with the County.

6 i) To care for other family members, if:

7 1. the employee has been employed by the County for twelve months or more  
8 and has worked a minimum of one thousand forty hours in the preceding twelve months;

9 2. the family member is the employee's spouse or domestic partner, the  
10 employee's child, a child of the employee's spouse or domestic partner, the parent of the employee,  
11 employee's spouse or domestic partner or an individual who stands or stood in loco parentis to the  
12 employee, the employee's spouse or domestic partner; and

13 3. the reason for the leave is one of the following:

14 A. the birth of a son or daughter and care of the newborn child, or  
15 placement with the employee of a son or daughter for adoption or foster care, if the leave is taken  
16 within twelve months of the birth, adoption or placement;

17 B. the care of the employee's child or child of the employee's spouse  
18 or domestic partner whose illness or health condition requires treatment or supervision by the  
19 employee; or

20 C. Care of a family member who suffers from a serious health  
21 condition.

22 **Section 9.** An employee may take a total of up to eighteen weeks unpaid leave for his or her  
23 own serious health condition, and for family reasons as provided in Sections 8.g and 8.i combined,  
24 within a twelve month period. The leave may be continuous, which is consecutive days or weeks, or  
25 intermittent, which is taken in whole or partial days as needed. Intermittent leave is subject to the  
26 following conditions:

27 a) When leave is taken after the birth or placement of a child for adoption or foster  
28 care, an employee may take leave intermittently or on a reduced leave schedule only if authorized by



1 the employee's appointing authority.

2           b) An employee make take leave intermittently or on a reduced schedule when  
3 medically necessary due to a serious health condition of the employee or family member of the  
4 employee; and

5           c) If an employee requests intermittent leave or leave on a reduced leave schedule  
6 under Section b) above, that is foreseeable based on planned medical treatment, the appointing  
7 authority may require the employee to transfer temporarily to an available alternative position for  
8 which the employee is qualified and that has equivalent pay and benefits and that better  
9 accommodates recurring periods of leave than the regular position of the employee.

10           **Section 10.** Use of donated leave shall run concurrently with the eighteen work week family  
11 medical leave entitlement.

12           **Section 11.** The County shall continue its contribution toward health care during any unpaid  
13 leave taken under Section 9.

14           **Section 12.** An employee who returns from unpaid family or medical leave within the time  
15 provided in this Article is entitled, subject to bona fide layoff provisions, to:

- 16           a) the same position he or she held when the leave commenced; or  
17           b) a position with equivalent status, benefits, pay and other terms and conditions of  
18 employment; and  
19           c) the same seniority accrued before the date on which the leave commenced.

20           **Section 13.** Failure to return to work by the expiration date of the leave of absence may be  
21 cause for removal and result in termination of the employee from County service.

22           **Section 14.** In addition to the aforementioned sick leave benefits provided in King County  
23 Code 3.12.220, this Agreement shall provide for the following:

- 24           a) Division management is responsible for the proper administration of the sick leave  
25 benefit.  
26           b) Overtime eligible employees may use sick leave in one-quarter (1/4) hour  
27 increments, at the discretion of the manager/designee.  
28

1 **ARTICLE 12: OTHER LEAVES**

2       **Section 1.** Employees covered by this Agreement shall be eligible for the following paid  
3 leave benefits as provided for in King County Code 3.12.215, 3.12.223, 3.12.225, 3.12.240, 3.12.260.  
4 Should King County Code be revised, the Union shall be advised of such revision and if after  
5 bargaining regarding the revision, the Union wishes to adopt such revision, it shall become part of  
6 this Labor Agreement.

7       **Section 2. Bereavement Leave (KCC 3.12.210):**

8           **a)** Employees covered by this Agreement who are eligible for paid leaves shall be  
9 entitled to three (3) working days of bereavement leave per each occurrence of a death of a member  
10 of the employee's immediate family.

11           **b)** Employees eligible for leaves who have exhausted their bereavement leave, shall  
12 be entitled to use sick leave in the amount of three (3) days for each instance of death when death  
13 occurs to a member of the employee's immediate family.

14           **c)** In cases of family death where no sick leave benefit exists, the employee may be  
15 granted leave without pay.

16           **d)** In the application of any of the foregoing provisions, when a holiday or regular day  
17 off falls within the prescribed period of absence, it shall not be charged against the employee's sick  
18 leave account nor bereavement leave credit.

19           **e)** Immediate family means, spouse, domestic partner, grandparent, parent, child,  
20 sibling, child-in-law, parent-in-law, grandchild of the employee, employee's spouse or employee's  
21 domestic partner, and any person whose financial or physical care the employee is principally  
22 responsible.

23       **Section 3. Organ Donor Leave (KCC 3.12.215):**

24           **1.** The appointing authority shall allow employees eligible for family leave, sick leave,  
25 vacation leave or leave of absence without pay who are voluntarily participating as donors in life-  
26 giving or life-saving procedures such as, but not limited to, bone marrow transplants, kidney  
27 transplants, or blood transfusions to take five days paid leave without having such leave charged to  
28 family leave, sick leave, vacation leave or leave of absence without pay; provided that the employee

1 shall:

2 a) Give the appointing authority reasonable advance notice of the need to take  
3 time off from work for the donation of bone marrow, a kidney, or other organs or tissue where there is  
4 a reasonable expectation that the employee's failure to donate may result in serious illness, injury,  
5 pain or the eventual death of the identified recipient.

6 b) Provide written proof from an accredited medical institution, organization  
7 or individual as to the need for the employee to donate bone marrow, a kidney, or other organs or  
8 tissue or to participate in any other medical procedure where the participation of the donor is unique  
9 or critical to a successful outcome.

10 2. Time off from work for the purposes set out above in excess of five (5) working  
11 days shall be subject to existing leave policies contracted in this Agreement.

12 **Section 4. Donation of Leaves (KCC 3.12.223):**

13 **1. Vacation leave hours.**

14 a) Any employee eligible for leave benefits may donate a portion of his or her  
15 accrued vacation leave to another employee eligible for leave benefits. Such donation will occur  
16 upon written request to and approval of the donating and receiving employees' department  
17 director(s), except that requests for vacation donation made for the purposes of supplementing the  
18 sick leave benefits of the receiving employee shall not be denied unless approval would result in a  
19 departmental hardship for the receiving department.

20 b) The number of hours donated shall not exceed the donor's accrued vacation  
21 credit as of the date of the request. No donation of vacation hours shall be permitted where it would  
22 cause the employee receiving the transfer to exceed his or her maximum vacation accrual.

23 c) Donated vacation leave hours must be used within ninety calendar days  
24 following the date of donation. Donated hours not used within ninety days or due to the death of the  
25 receiving employee shall revert to the donor. Donated vacation leave hours shall be excluded from  
26 vacation leave payoff provisions contained in Article 5. For purposes of this section, the first hours  
27 used by an employee shall be accrued vacation leave hours.

28 **2. Sick leave hours.**

1 a) Any employee eligible for leave benefits may donate a portion of his or her  
2 accrued sick leave to another employee eligible for leave benefits upon written notice to the donating  
3 and receiving employees' department director(s).

4 b) No donation shall be permitted unless the donating employee's sick leave  
5 accrual balance immediately subsequent to the donation is one hundred hours or more. No employee  
6 may donate more than twenty-five hours of his or her accrued sick leave in a calendar year.

7 c) Donated sick leave hours must be used within ninety calendar days.  
8 Donated hours not used within ninety days or due to the death of the receiving employee shall revert  
9 to the donor. Donated sick leave hours shall be excluded from the sick leave payoff provisions  
10 contained in Article 6, and sick leave restoration provisions contained in Article 6. For purposes of  
11 this section, the first hours used by an employee shall be accrued sick leave hours.

12 3. All donations of vacation and sick leave made under this section are strictly  
13 voluntary. Employees are prohibited from soliciting, offering or receiving monetary or any other  
14 compensation or benefits in exchange for donating vacation or sick leave hours.

15 4. All vacation and sick leave hours donated shall be converted to a dollar value based  
16 on the donor's straight time hourly rate at the time of donation. Such dollar value will then be  
17 divided by the receiving employee's hourly rate to determine the actual number of hours received.  
18 Unused donated vacation and sick leave shall be reconverted based on the donor's straight time  
19 hourly rate at the time of reconversion.

20 **Section 5. Leave for School Volunteer Service (KCC 3.12.225):** The division manager  
21 shall allow the use of up to three days of sick leave each year to allow employees to perform  
22 volunteer services at the school attended by the employee's child, the employee's grandchild, the  
23 child of the employee's domestic partner, or child that resides in the employee's home. Employees  
24 requesting to use sick leave for this purpose shall submit such request in writing specifying the name  
25 of the school and the nature of the volunteer services to be performed.

26 **Section 6. Jury Duty (KCC 3.12.240):** Any employee eligible for leave benefits who is  
27 ordered on a jury shall be entitled to his or her regular County pay; provided, that fees for such jury  
28 duty are deposited, exclusive of mileage, with the Department of Finance. Employees shall report

1 back to their work supervisor when dismissed from jury service.

2 **Section 7. Military Leave (KCC 3.12.260):** A leave of absence for active military duty or  
3 active military training duty shall be granted to eligible employees in accordance with applicable  
4 provisions of state and/or federal law; provided, that a request for such leave shall be submitted to the  
5 appointing authority in writing by the employee and accompanied by a validated copy of military  
6 orders ordering such active duty or active training duty.

7 **Section 8. Unpaid Leaves of Absence**

8 **a) Short-Term Leaves of Absence.** A leave of absence without pay for a period not  
9 exceeding sixty (60) consecutive days may be granted by the applicable Division Manager.

10 **b) Long-Term Leaves of Absence.** The Manager of the Human Resources Division  
11 may grant a request for a leave of absence for a period longer than sixty (60) days with the favorable  
12 recommendation of the applicable Department Director. Long-Term leaves may be conditional or  
13 unconditional, with any conditions set forth in writing at the time that the leave is approved.

14 **c) Leaves specified in a) and b) above shall not be unduly denied.**

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**ARTICLE 13: INSURANCE BENEFITS**

**Section 1.** King County presently participates in group medical, dental and life insurance programs for eligible regular, probationary, provisional and term-limited temporary employees and their eligible dependents. The County agrees to maintain the level of benefits as currently provided by these plans and pay premiums as currently practiced, during the life of this Agreement unless modified by the Joint Labor Management Insurance Committee.

**Section 2.** The County participates in a Joint Labor Management Insurance Committee comprised of representatives from the County and its labor unions. The function of the Committee shall be to review, study and make recommendations relative to existing medical, dental and life insurance programs.

**Section 3.** The Union and County agree to incorporate changes to employee insurance benefits which the County may implement as a result of the agreement of the Joint Labor Management Insurance Committee referenced above.

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**ARTICLE 14: UNION REPRESENTATIVES**

**Section 1.** The Local President of the Union, or his/her representative, may, after notifying the manager or supervisor at the work location, visit the work location of employees covered by this Agreement at any reasonable time for the purpose of administering this Agreement, provided there is no disruption of County business. Such representative shall limit his/her activities during such investigations to matters relating to this Agreement. The County's work hours, facilities or property should not be used by employees and/or the Union Representative for the conduct of Union business or the promotion of Union affairs other than stated above.

**Section 2.** The Union may select Shop Stewards. Immediately after appointment of its Shop Steward(s), the Union shall furnish the County with a list of those employees who have been designated as Shop Stewards, and failure to do so will result in non recognition by the County of the appointed Shop Stewards. Such list shall also be updated as needed. Stewards shall be regular employees covered by this Agreement and shall perform their regular duties but shall also function as the Union's representatives on the job solely to inform the Union of any alleged violations of this Agreement and process grievances relating thereto. Stewards shall be allowed reasonable time at the discretion of the County to process contract grievances through Step 2 during regular working hours.

**Section 3.** Shop Stewards and other Union Officers shall not be discriminated against for performance of their prescribed Union duties.

**Section 4.** The Union shall be allowed two (2) days (16 hours) per year total paid leave for a Union representative to attend Union training and/or Union events. All requests for paid time off for Union training and/or Union events must be approved in advance by the Division Manager and/or his designee. Paid time off will be permitted if it does not unduly disrupt the operations of the County.

1 **ARTICLE 15: HOURS OF WORK**

2       **Section 1.** Eight (8) hours within nine (9) consecutive hours shall constitute a regular work  
3 day and five (5) days (Monday through Friday) shall constitute a regular work week of forty (40)  
4 hours.

5       **Section 2.** Notwithstanding Section 11.1 above, the County may, at its discretion, approve or  
6 disapprove an individual employee's request to work variable working hours or days.

7       **Section 3.** The lunch period shall be a minimum of thirty (30) minutes and a maximum of  
8 sixty (60) minutes, unless otherwise approved by a Division Manager. Said lunch period should be  
9 taken between the fourth and sixth hour of the work day unless employee's work responsibilities as  
10 established by the County require that the employee take his/her lunch period before or after said time  
11 period. An employee may not reduce his/her regular work day because he/she voluntarily did not take  
12 a lunch period.

13       **Section 4.** Employees covered by this Agreement shall be provided two (2) rest periods  
14 without loss of pay during their regular work day, not to exceed fifteen (15) minutes each. At times  
15 determined by the County to meet operational requirements, one rest period should be taken during  
16 the first half of the employee's regular work day and the second rest period shall be taken during the  
17 second half of the employee's regular work day. Such rest periods shall not be used to extend the  
18 lunch period or modify the beginning or ending of the employee's regular work day.

19       **Section 5.** The County may require an employee to perform work in excess of forty (40)  
20 hours per week. Such work shall be considered overtime. The County agrees to pay overtime  
21 compensation in accordance with the Federal Fair Labor Standards Act (FLSA) for "non-exempt"  
22 employees (as defined by the Federal Fair Labor Standards Act).



1 **ARTICLE 16 - GENERAL CONDITIONS**

2           **Section 1.** The County strives to provide a stimulating work environment, opportunities for  
3 personal growth and job satisfaction for each of its employees. The County recognizes that its  
4 employees are its most valuable resource. The County recognizes the training function to be  
5 important to the development of the technical, administrative, and professional skills of employees.  
6 The primary objective of the County shall be to improve the ability of an employee to provide  
7 services to its constituents.

8           **Section 2.** Employees are encouraged to take advantage of training that may benefit them in  
9 their progress with the agency. Training can be provided through several means, including but not  
10 limited to, participation in conferences, workshops, institutes, seminars, and direct enrollment in  
11 courses and classes offered by bona fide educational institutions or training agencies. The County  
12 reserves the right to determine training plans, types of training and training sites.

13           **Section 3.** If employees are required to use new, improved or automated methods of  
14 equipment or job duties are changed requiring additional or new skills, affected employees will  
15 receive training at no expense to the employee to enable them to perform their job.

16           **Section 4.** The County agrees to provide the Union with information about performance  
17 evaluation forms and procedures. An employee who disputes his/her performance evaluation may  
18 submit an appeal as provided in the King County Personnel Guidelines.

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1 **ARTICLE 17: LAYOFF, REDUCTION IN FORCE**

2 The County may reduce its work force by the elimination of positions, due to lack of work,  
3 lack of funds, or reorganization for efficiency.

4 **Section 1. Seniority.** Seniority for layoff purposes shall be defined as the total unbroken  
5 service in a regular, career service position (or positions) covered by this Agreement. Seniority  
6 accrued with the Private Industry Council is carried forward for those employees who became regular  
7 career service employees of King County on July 1, 2000. Those employed by King County after  
8 July 1, 2000 will accrue seniority from date of hire.

9 **Section 1.1.** A break in service is a voluntary quit, retirement or termination for just cause.  
10 Authorized paid and unpaid leaves of absence are not breaks in service; however, seniority will not  
11 continue to accrue after an unpaid leave exceeds thirty (30) consecutive days.

12 **Section 1.2.** Employees who are laid off may retain accrued seniority when they return to  
13 employment within two years of layoff.

14 **Section 1.3.** Employees with the least amount of seniority shall be the first laid off; however,  
15 in the event of two employees having the same seniority, ability and skill shall be the determining  
16 factor on retention; provided, however, the County may layoff employees out of seniority order in  
17 order to maintain specific skills or expertise.

18 **Section 2. Layoff Process.** The County agrees to notify the affected employee(s) and the  
19 Union at least thirty (30) days in advance, in writing, of any anticipated layoff.

20 **Section 2.1.** In any layoff, the County shall designate by job classification the position(s) to  
21 be eliminated. Prior to any layoff of a bargaining unit employee, the County will attempt to place  
22 said employee into any vacant position for which the employee is qualified.

23 **Section 2.2.** The least senior employee(s) in the affected classification(s) will be laid off. A  
24 laid off employee may displace (bump) the least senior employee in a bargaining unit job  
25 classification with a lower salary range, provided the laid off employee is qualified to perform the  
26 duties of the position, and has more seniority than the least senior employee in the lower  
27 classification.

28 **Section 2.3.** A laid-off regular employee may displace (bump) a term limited temporary

1 employee, provided the employee is qualified to perform the duties of the term-limited position. The  
2 bumping of a regular employee into a term-limited position shall not convert such position to a  
3 regular, career service position; however, at the conclusion of the term limited appointment, such  
4 regular employee shall be entitled to all benefits of any other regular employee subject to layoff, as  
5 provided in this Agreement and the Personnel Guidelines. Time in the term-limited position shall be  
6 added to the employee's seniority.

7 **Section 2.4.** An employee who wishes to exercise the bumping options as provided above  
8 must so notify his/her supervisor within seven (7) calendar days of being notified of the layoff.

9 **Section 3 – Layoff Order.** Prior to any layoff, all employees other than regular employees in  
10 the affected job classification shall be removed from the payroll. In a given job classification within  
11 the Department, the following shall be the order of layoff:

- 12 1. Temporary employees;
- 13 2. Term-limited temporary employees;
- 14 3. Probationary employees;
- 15 4. Regular employees in order of seniority as set forth in Section 1 of this Article.

16 **Section 4.** Recall from Layoff. A regular employee who is laid off will be placed on a recall  
17 list for the employee's job classification, for two years from the effective date of the layoff.  
18 Employees will be recalled from layoff in seniority order, the most senior to be recalled first. Vacant  
19 bargaining unit positions must be offered to eligible employees on the recall list for the appropriate  
20 classification, when the Department intends to fill the position. No new employees will be hired for a  
21 bargaining unit position until all qualified employees who were laid off, transferred, demoted, or  
22 bumped to a lower classification have been offered employment in the position.

23 **Section 4.1.** A laid off employee may be re-employed in other classifications for which the  
24 employee is qualified, or a lower classification in the same series.

25 **Section 4.2.** It is the employee's responsibility to notify the Department of any change of  
26 address during the time the employee remains on the recall list. Refusal of an appointment to a  
27 regular, career service position in the classification from which the employee was laid off may be  
28 grounds for removal from the recall list.

1 **ARTICLE 18: ENTIRE AGREEMENT**

2           **Section 1.** The Agreement expressed herein in writing constitutes the entire Agreement  
3 between the parties and no oral statements shall add to or supersede any of its provisions.

4           **Section 2.** The parties acknowledge that each has had the unlimited right and opportunity to  
5 make demands and proposals with respect to any matter deemed a proper subject for collective  
6 bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, except  
7 as otherwise provided in this Agreement, each voluntarily and unqualifiedly agrees to waive the right  
8 to oblige the other party to bargain with respect to any subject or matter whether or not specifically  
9 referred to or covered in this Agreement.

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**ARTICLE 22: DURATION OF AGREEMENT**

This Agreement shall become effective when ratified by the parties, unless a different effective date is specified, and covers the period January 1, 2001 through December 31, 2003.

Written notice of intent to modify or terminate this Agreement must be served by the requesting party upon the other party at least ninety (90) but not more than one hundred twenty (120) days prior to the ending date of this Agreement.

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2002

By \_\_\_\_\_

King County Executive

SIGNATORY ORGANIZATION:

\_\_\_\_\_  
Washington State Council of County and City  
Employees, Local 1652M

## APPENDIX A

## VACATION ACCRUAL SCHEDULE – EXCEPTION

The following accrual schedule shall apply only to those employees covered by this Agreement who were employed by the Private Industry Council, and became regular career-service employees of King County on July 1, 2000.

NUMBER OF YEARS WITH THE AGENCY	ACCRUED HOURS OF VACATION LEAVE	ACCRUED DAYS OF VACATION LEAVE	MAXIMUM HOURS
0-5 years	120 hours	15 days	240 hours
6-10 years	160 hours	20 days	240 hours
11-15 years	200 hours	25 days	240 hours
16-20 years	240 hours	30 days	240 hours
20+ years	240 hours	30 days	240 hours

Washington State Council of County and City Employees, Council 2, Local 1652M  
 WorkSource - Department of Community Human Services

Said rates of pay are effective January 1, 2001 through December 31, 2001

Cola 3.11%

MONTHLY SALARY

CLASSIFICATION	STEP I	STEP II	STEP III	STEP IV	STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	MIN.	MAX.
Admin. Technician I	\$ 2,051	\$ 2,152	\$ 2,260	\$ 2,372	\$ 2,489	\$ 2,616	\$ 2,745	\$ 2,884	\$ 2,884	\$ 24,610	\$ 34,608
Accounting Technician I	\$ 2,372	\$ 3,520	\$ 2,616	\$ 2,745	\$ 2,884	\$ 3,027	\$ 3,181	\$ 3,339	\$ 3,339	\$ 38,769	\$ 40,064
Admin. Technician II	\$ 2,372	\$ 2,489	\$ 2,616	\$ 2,745	\$ 2,884	\$ 3,027	\$ 3,181	\$ 3,339	\$ 3,339	\$ 28,458	\$ 40,064
Admin. Technician III	\$ 2,745	\$ 2,884	\$ 3,027	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 3,865	\$ 32,937	\$ 46,375
Intake Worker (Program Specialist)	\$ 2,745	\$ 2,884	\$ 3,027	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 3,865	\$ 32,937	\$ 46,375
Admin. Technician IV	\$ 2,884	\$ 3,027	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,058	\$ 34,608	\$ 48,701
Accounting Technician II	\$ 2,884	\$ 3,027	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,058	\$ 34,608	\$ 48,701
Job Developer	\$ 2,954	\$ 3,099	\$ 3,257	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,956	\$ 4,155	\$ 4,155	\$ 35,449	\$ 49,864
Outreach Worker	\$ 2,954	\$ 3,099	\$ 3,257	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,956	\$ 4,155	\$ 4,155	\$ 35,449	\$ 49,864
Programmer/Analyst	\$ 2,954	\$ 3,099	\$ 3,257	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,956	\$ 4,155	\$ 4,155	\$ 35,449	\$ 49,864
Accounting Technician III	\$ 3,027	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,468	\$ 36,328	\$ 51,551
LD Case Manager	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,475	\$ 38,171	\$ 53,700
Accounting Technician IV	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,475	\$ 38,171	\$ 53,700
Graphics/Marketing Specialist	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,475	\$ 38,171	\$ 53,700
MIS Specialist	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,475	\$ 38,171	\$ 53,700
Case Manager	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,475	\$ 38,171	\$ 53,700
Assessment Specialist	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,475	\$ 38,171	\$ 53,700
Assistant Liaison Specialist/WF	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,475	\$ 38,171	\$ 53,700
Computer Support Specialist	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,475	\$ 38,171	\$ 53,700
Senior Job Developer	\$ 3,181	\$ 3,339	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,475	\$ 38,171	\$ 53,700
Accountant	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,987	\$ 4,155	\$ 4,364	\$ 4,586	\$ 4,809	\$ 4,809	\$ 41,017	\$ 57,709
Audit, Monitoring & Grants Specialist	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,987	\$ 4,155	\$ 4,364	\$ 4,586	\$ 4,809	\$ 4,809	\$ 41,017	\$ 57,709

Washington State Council of County and City Employees, Council 2, Local 1652M  
WorkSource - Department of Community Human Services

ADDENDUM A - January 1, 2001 Includes 3.11% COLA

MONTHLY SALARY

CLASSIFICATION	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	MIN.	MAX.
Senior Case Manager	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,987	\$ 4,155	\$ 4,364	\$ 4,586	\$ 4,809	\$ 41,017	\$ 57,709
One Stop Specialist	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,987	\$ 4,155	\$ 4,364	\$ 4,586	\$ 4,809	\$ 41,017	\$ 57,709
Senior Assessment Specialist	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,987	\$ 4,155	\$ 4,364	\$ 4,586	\$ 4,809	\$ 41,017	\$ 57,709
Liaison Specialist/Operations	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,987	\$ 4,155	\$ 4,364	\$ 4,586	\$ 4,809	\$ 41,017	\$ 57,709
Sr. LD Case Manager	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,987	\$ 4,155	\$ 4,364	\$ 4,586	\$ 4,809	\$ 41,017	\$ 57,709
Senior Programmer Analyst	\$ 3,418	\$ 3,589	\$ 3,767	\$ 3,987	\$ 4,155	\$ 4,364	\$ 4,586	\$ 4,809	\$ 41,017	\$ 57,709
Planner	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,700	\$ 4,933	\$ 5,181	\$ 44,172	\$ 62,175
Planner/Technology	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,700	\$ 4,933	\$ 5,181	\$ 44,172	\$ 62,175
Sr. Liaison Specialist/Operations	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,700	\$ 4,933	\$ 5,181	\$ 44,172	\$ 62,175
Administrative Supervisor	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,700	\$ 4,933	\$ 5,181	\$ 44,172	\$ 62,175
Case Manager Supervisor	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,700	\$ 4,933	\$ 5,181	\$ 44,172	\$ 62,175
Senior Accountant	\$ 3,767	\$ 3,956	\$ 4,155	\$ 4,364	\$ 4,581	\$ 4,809	\$ 5,050	\$ 5,301	\$ 45,199	\$ 63,611
Sr. Audit, Monitoring & Grants Speciali	\$ 3,767	\$ 3,956	\$ 4,155	\$ 4,364	\$ 4,581	\$ 4,809	\$ 5,050	\$ 5,301	\$ 45,199	\$ 63,611
Information System & Tech. Spec.	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,700	\$ 4,933	\$ 5,181	\$ 5,441	\$ 46,375	\$ 65,293
Senior Planner	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,700	\$ 4,933	\$ 5,181	\$ 5,441	\$ 46,375	\$ 65,293
Teacher	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,700	\$ 4,933	\$ 5,181	\$ 5,441	\$ 46,375	\$ 65,293
Labor Economist	\$ 3,865	\$ 4,058	\$ 4,262	\$ 4,475	\$ 4,700	\$ 4,933	\$ 5,181	\$ 5,441	\$ 46,375	\$ 65,293
Assistant Controller	\$ 3,956	\$ 4,155	\$ 4,364	\$ 4,581	\$ 4,809	\$ 5,050	\$ 5,301	\$ 5,564	\$ 47,476	\$ 66,766
LD Diagnostician	\$ 3,956	\$ 4,155	\$ 4,364	\$ 4,581	\$ 4,809	\$ 5,050	\$ 5,301	\$ 5,564	\$ 47,476	\$ 66,766
Audit, Monitoring, Grants Coordinator	\$ 3,956	\$ 4,155	\$ 4,364	\$ 4,581	\$ 4,809	\$ 5,050	\$ 5,301	\$ 5,564	\$ 47,476	\$ 66,766
Targeted Assist. Coord.	\$ 3,956	\$ 4,155	\$ 4,364	\$ 4,581	\$ 4,809	\$ 5,050	\$ 5,301	\$ 5,564	\$ 47,476	\$ 66,766



Washington State Council of County and City Employees, Council 2, Local 1652M  
WorkSource - Department of Community Human Services

Said rates of pay are effective January 1, 2002 through December 31, 2002 Cola 2.32%

MONTHLY SALARY

CLASSIFICATION	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	MIN.	MAX.
Admin. Technician I	\$ 2,099	\$ 2,202	\$ 2,312	\$ 2,427	\$ 2,547	\$ 2,677	\$ 2,809	\$ 2,951	\$ 25,181	\$ 35,411
Accounting Technician I	\$ 2,427	\$ 3,602	\$ 2,677	\$ 2,809	\$ 2,951	\$ 3,097	\$ 3,255	\$ 3,416	\$ 39,668	\$ 40,993
Admin. Technician II	\$ 2,427	\$ 2,547	\$ 2,677	\$ 2,809	\$ 2,951	\$ 3,097	\$ 3,255	\$ 3,416	\$ 29,118	\$ 40,993
Admin. Technician III	\$ 2,809	\$ 2,951	\$ 3,097	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 33,701	\$ 47,451
Intake Worker (Program Specialist)	\$ 2,809	\$ 2,951	\$ 3,097	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 33,701	\$ 47,451
Admin. Technician IV	\$ 2,951	\$ 3,097	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 35,411	\$ 49,831
Accounting Technician II	\$ 2,951	\$ 3,097	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 35,411	\$ 49,831
Job Developer	\$ 3,023	\$ 3,171	\$ 3,333	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,048	\$ 4,251	\$ 36,271	\$ 51,021
Outreach Worker	\$ 3,023	\$ 3,171	\$ 3,333	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,048	\$ 4,251	\$ 36,271	\$ 51,021
Programmer/Analyst	\$ 3,023	\$ 3,171	\$ 3,333	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,048	\$ 4,251	\$ 36,271	\$ 51,021
Accounting Technician III	\$ 3,097	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 37,171	\$ 52,747
LD Case Manager	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 39,057	\$ 54,946
Accounting Technician IV	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 39,057	\$ 54,946
Graphics/Marketing Specialist	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 39,057	\$ 54,946
MIS Specialist	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 39,057	\$ 54,946
Case Manager	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 39,057	\$ 54,946
Assessment Specialist	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 39,057	\$ 54,946
Assistant Liaison Specialist/WF	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 39,057	\$ 54,946
Computer Support Specialist	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 39,057	\$ 54,946
Senior Job Developer	\$ 3,255	\$ 3,416	\$ 3,587	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 39,057	\$ 54,946
Accountant	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,079	\$ 4,251	\$ 4,465	\$ 4,692	\$ 4,921	\$ 41,969	\$ 59,048
Audit, Monitoring & Grants Specialist	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,079	\$ 4,251	\$ 4,465	\$ 4,692	\$ 4,921	\$ 41,969	\$ 59,048

**ADDENDUM A - 2002**  
**Washington State Council of County and City Employees, Council 2, Local 1652M**  
**WorkSource - Department of Community Human Services**

ADDENDUM A - January 1, 2002 Includes 2.32% COLA

-----MONTHLY SALARY-----

CLASSIFICATION	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	MIN.	MAX.
Senior Case Manager	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,079	\$ 4,251	\$ 4,465	\$ 4,692	\$ 4,921	\$ 41,969	\$ 59,048
One Stop Specialist	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,079	\$ 4,251	\$ 4,465	\$ 4,692	\$ 4,921	\$ 41,969	\$ 59,048
Senior Assessment Specialist	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,079	\$ 4,251	\$ 4,465	\$ 4,692	\$ 4,921	\$ 41,969	\$ 59,048
Liaison Specialist/Operations	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,079	\$ 4,251	\$ 4,465	\$ 4,692	\$ 4,921	\$ 41,969	\$ 59,048
Sr. LD Case Manager	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,079	\$ 4,251	\$ 4,465	\$ 4,692	\$ 4,921	\$ 41,969	\$ 59,048
Senior Programmer Analyst	\$ 3,497	\$ 3,672	\$ 3,854	\$ 4,079	\$ 4,251	\$ 4,465	\$ 4,692	\$ 4,921	\$ 41,969	\$ 59,048
Planner	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 4,809	\$ 5,047	\$ 5,301	\$ 45,197	\$ 63,617
Planner/Technology	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 4,809	\$ 5,047	\$ 5,301	\$ 45,197	\$ 63,617
Sr. Liaison Specialist/Operations	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 4,809	\$ 5,047	\$ 5,301	\$ 45,197	\$ 63,617
Administrative Supervisor	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 4,809	\$ 5,047	\$ 5,301	\$ 45,197	\$ 63,617
Case Manager Supervisor	\$ 3,766	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 4,809	\$ 5,047	\$ 5,301	\$ 45,197	\$ 63,617
Senior Accountant	\$ 3,854	\$ 4,048	\$ 4,251	\$ 4,465	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,424	\$ 46,248	\$ 65,087
Sr. Audit, Monitoring & Grants Specialist	\$ 3,854	\$ 4,048	\$ 4,251	\$ 4,465	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,424	\$ 46,248	\$ 65,087
Information System & Tech. Spec.	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 4,809	\$ 5,047	\$ 5,301	\$ 5,567	\$ 47,451	\$ 66,808
Senior Planner	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 4,809	\$ 5,047	\$ 5,301	\$ 5,567	\$ 47,451	\$ 66,808
Teacher	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 4,809	\$ 5,047	\$ 5,301	\$ 5,567	\$ 47,451	\$ 66,808
Labor Economist	\$ 3,955	\$ 4,152	\$ 4,361	\$ 4,579	\$ 4,809	\$ 5,047	\$ 5,301	\$ 5,567	\$ 47,451	\$ 66,808
Assistant Controller	\$ 4,048	\$ 4,251	\$ 4,465	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,424	\$ 5,693	\$ 48,577	\$ 68,315
LD Diagnostician	\$ 4,048	\$ 4,251	\$ 4,465	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,424	\$ 5,693	\$ 48,577	\$ 68,315
Audit, Monitoring, Grants Coordinator	\$ 4,048	\$ 4,251	\$ 4,465	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,424	\$ 5,693	\$ 48,577	\$ 68,315
Targeted Assist. Coord.	\$ 4,048	\$ 4,251	\$ 4,465	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,424	\$ 5,693	\$ 48,577	\$ 68,315