



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

November 10, 2003

Ordinance 14789

Proposed No. 2003-0482.1

Sponsors Constantine and Phillips

1 AN ORDINANCE approving and adopting the collective
2 bargaining agreement and memorandum of understanding
3 negotiated by and between King County and Service
4 Employees International Union, Local 925 (Superior Court
5 Clerks) representing employees in the department of
6 judicial administration; and establishing the effective date
7 of said agreement.

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10 **BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**

11 SECTION 1. The collective bargaining agreement and memorandum of
12 understanding negotiated between King County and the Service Employees International
13 Union, Local 925, representing superior court courtroom clerks in the department of
14 judicial administration and attached hereto is hereby approved and adopted by this
15 reference made a part hereof.

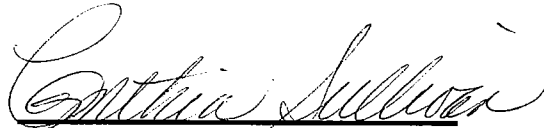
16 SECTION 2. Terms and conditions of said agreement shall be effective from
17 April 1, 2002, through and including March 31, 2005.

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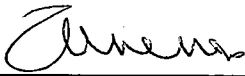
Ordinance 14789 was introduced on 10/27/2003 and passed by the Metropolitan King
County Council on 11/10/2003, by the following vote:

Yes: 13 - Ms. Sullivan, Ms. Edmonds, Mr. von Reichbauer, Ms. Lambert, Mr.
Phillips, Mr. Pelz, Mr. McKenna, Mr. Hammond, Mr. Gossett, Ms. Hague,
Mr. Irons, Ms. Patterson and Mr. Constantine
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

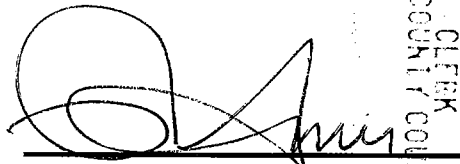

Cynthia Sullivan, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 13 day of November, 2003.


Ron Sims, County Executive

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CLERK
KING COUNTY COUNCIL

- Attachments**
- A. Agreement Between King County Department of Judicial Administration and Service Employees International Union, Local 925 Regarding Superior Court Clerks,
 - B. Memorandum of Understanding Between King County and Service Employees International Union, Local 925 Covering Department of Judicial Administration Courtroom Clerks RE: Pilot Program on Attendance Vacation and Sick Leave

AGREEMENT BETWEEN
KING COUNTY DEPARTMENT OF JUDICIAL ADMINISTRATION
AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925
REGARDING SUPERIOR COURT CLERKS

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1 **AGREEMENT BETWEEN**
2 **KING COUNTY DEPARTMENT OF JUDICIAL ADMINISTRATION**
3 **AND**
4 **SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925**

5
6 These articles constitute an Agreement, the terms of which have been negotiated in good faith,
7 between King County and the signatory organization subscribing hereto. This Agreement shall be
8 subject to approval by ordinance by the Metropolitan King County Council of King County,
9 Washington.

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11 **ARTICLE 1: PURPOSE**

12 The intent and purpose of this Agreement is to promote the continued improvement of the
13 relationship between King County and its employees by providing a uniform basis for implementing
14 the right of public employees to join organizations of their own choosing and to be represented by
15 such organizations in matters concerning their employment relations with King County and to
16 expressly set forth in writing the negotiated wages, hours and working conditions of such employees
17 in appropriate bargaining units provided the County has authority to act on such matters and further
18 provided the matter has not been delegated to any civil service commission or personnel board similar
19 in scope, structure and authority as defined in RCW 41.56.

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

2 **Section 1.** The County recognizes the signatory organization as representing its members in
3 job classification 6210100 Court Clerk I and job classification 6210200 Court Clerk II.

4 **Section 2.** It shall be a condition of employment that all regular full time and regular part
5 time, and term-limited temporary employees covered by this Agreement who are members of the
6 Union in good standing on the effective date of this Agreement shall remain members in good
7 standing or pay an agency fee to the Union for their representation to the extent permitted by law.
8 Those who are not members on the effective date of this Agreement shall become and remain
9 members in good standing or pay an agency fee to the Union for their representation to the extent
10 permitted by law. It shall also be a condition of employment that all employees covered by this
11 Agreement and hired on or assigned into the bargaining unit on or after its effective date shall, on the
12 thirtieth (30th) day following the beginning of such employment, become and remain members in
13 good standing in the signatory organization or pay an agency fee to the Union for their representation
14 to the extent permitted by law.

15 Provided, however, that nothing contained in this section shall require an employee to join the
16 Union whose religious beliefs prohibit the payment of dues or initiation fees to Union organizations,
17 in which case the employee shall pay an amount of money equivalent to regular union dues and
18 initiation fee to a non-religious charitable organization mutually agreed upon by the employee
19 affected and the bargaining representative to which such employee would otherwise pay the dues and
20 initiation fee. The employee shall furnish written proof that such payment has been made. If the
21 employee and the Union cannot agree on the non-religious charity, the Public Employment Relations
22 Commission shall designate the charitable organization. All initiation fees and dues paid either to the
23 Union or charity shall be for non-political purposes.

24 **Section 3. Dues Deduction.** Upon receipt of written authorization individually signed by a
25 bargaining unit employee, the County shall have deducted from the pay of such employee the amount
26 of dues as certified by the secretary-treasurer of the signatory organization and transmit the same to
27 the secretary-treasurer of the signatory organization.

28 The signatory organization will indemnify, defend and hold the County harmless against any

1 claims made and against any suit instituted against the County on account of any check-off of dues for
2 the signatory organization. The signatory organization agrees to refund to the County any amounts
3 paid to it in error on account of the check-off provision upon presentation of proper evidence thereof.

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

9 **Section 5.** The County will require all new employees hired into a position included in the
10 bargaining unit to sign a form (in triplicate) which will inform them of the Union's exclusive
11 recognition. (One copy of the form will be retained by the County, one by the employee and the
12 original sent to the Union.) The County will notify the Union of any employee leaving the bargaining
13 unit because of termination, layoff, leave of absence or dismissal.

14 **Section 6.** The County will transmit to the Union twice a year, upon request, a current listing
15 of all employees in the unit. Such list shall indicate the name of the employee, wage rate, job
16 classification and department or unit.

17 **Section 7.** The County will notify the Union of the names of new hires covered by this
18 Agreement prior to the start date of those new hires.

1 **ARTICLE 3: RIGHTS OF MANAGEMENT**

2 The management of the County and the direction of the work force is vested exclusively in the
3 County subject to the terms of this Agreement. All matters not specifically and expressly covered or
4 treated by the language of this Agreement may be administered for its duration by the County in
5 accordance with such policy or procedures as the County from time to time may determine.

6 **Section 1.** It is recognized that the Employer retains the right, except as otherwise provided in
7 this Agreement, to manage the affairs of the County and to direct its work force. Such functions of
8 the Employer include, but are not limited to:

9 A. Recruit, examine, select, promote, transfer and train Employees of its choosing,
10 and to determine the times and methods and means of such actions;

11 B. Assign and direct the work; assign or not assign overtime, develop and modify
12 class specifications, and allocate positions to those classifications; determine the methods, materials
13 and tools to accomplish the work; designate duty stations and assign Employees to those duty
14 stations;

15 C. Reduce the work force due to lack of work, funding or other cause consistent with
16 efficient management and procedures, discipline, suspend, demote, or dismiss non-probationary
17 Employees for just cause and discharge probationary or term-limited temporary Employees at will;

18 D. Establish reasonable work rules; assign the hours of work and assign Employees to
19 shifts and days off;

20 E. The right to define and implement a new payroll system, including but not limited
21 to a biweekly payroll system, is vested exclusively in King County. Implementation of such system
22 may include a conversion of wages and leave benefits into hourly amounts and the parties recognize
23 King County's exclusive right to make the changes necessary to implement such payroll system;

24 F. All matters not covered in this Agreement shall be administered by the Employer
25 consistent with the King County Personnel Guidelines. Any dispute arising from the application of
26 the King County Personnel Guidelines shall be handled through the processes outlined in the King
27 County Personnel Guidelines. An Employee choosing to pursue an appeal through King County
28 Personnel Guidelines is precluded from pursuing the same matter through the grievance procedures

1 outlined in this Agreement.

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

2 The parties acknowledge that during the negotiations resulting in this Agreement each had the
3 unlimited right and opportunity to make demands and proposals with respect to any and all subjects
4 or matters not removed by law from the area of collective bargaining and the understandings and
5 agreements arrived at by the parties after exercise of that right and opportunity are set forth in this
6 Agreement. King County and the Union each voluntarily and unqualifiedly waives the right and each
7 agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter
8 not specifically referred to or covered in this Agreement, even though such subject or matter may not
9 have been within the knowledge or contemplation of either or both of the parties at the time they
10 negotiated or signed this Agreement. All rights and duties of both parties are specifically expressed
11 in this Agreement and such expression is all inclusive. This Agreement constitutes the entire
12 agreement between the parties and concludes collective bargaining for its duration, subject only to a
13 desire by both parties to mutually agree to amend or supplement at any time, and except for
14 negotiations over a successor collective bargaining agreement.

1 **ARTICLE 5: HOURS OF WORK AND OVERTIME**

2 **Section 1.** The standard workweek shall consist of five (5) consecutive standard work days of
3 seven (7) hours each and thirty-five (35) hours per week exclusive of lunch period and shall normally
4 be scheduled Monday through Friday, unless it is determined at some future time that the Superior or
5 Juvenile Courts will function on a normal basis of other than Monday through Friday in which case
6 management shall meet with the Union to discuss arrangement of schedules. However, the
7 determination of work schedules and work assignments is vested solely with management.

8 **Section 2.** Except as otherwise provided in this article, employees on a five-day schedule
9 shall be paid at the rate of time and one-half (1-1/2) for all hours worked in excess of forty (40) hours
10 in one week, exclusive of lunch period. The normal lunch period shall be one (1) hour unpaid, taken
11 between 11:00 a.m. and 2:00 p.m.; provided, however, by giving five (5) days advance notice the
12 department may schedule a mandatory meeting during the normal lunch hour, for which time
13 employees will be paid.

14 **Section 3.** Work performed beyond seven (7) hours in a day shall be reported in five-minute
15 increments. If the work of the Court does not allow time for a fifteen (15) minute break during the
16 morning, a lunch hour and/or a fifteen (15) minute break in the afternoon, time should be reported for
17 pay pursuant to the provisions described in this article. Accumulations of such time must be turned in
18 at the end of the week or the first workday following the absence.

19 **Section 4.** A minimum of four (4) hours shall be allowed for each call out. A "call out" is the
20 requirement to return to work on a day or portion thereof not normally scheduled as a part of said
21 employee's workweek. Where such work exceeds four (4) hours, the actual hours worked shall be
22 allowed, at overtime rates if such work falls under the terms of Section 2 above. This minimum hour
23 provision shall not apply to overtime worked immediately before or after a scheduled shift. Such
24 work shall be compensated for according to Section 2 above and the normally scheduled shift shall be
25 paid at the straight time rate. There shall be no pyramiding of overtime and call out pay.

26 **Section 5.** All overtime shall be authorized in advance by the courtroom clerk manager in
27 writing, except same shall be considered authorized when the Court requires overtime work.
28 Saturday and Sunday work is not overtime when it is a regularly scheduled workday for the

1 individual.

2 **Section 6.** At least five (5) working days advance notice shall be given an employee prior to
3 commencement of a special schedule altering working hours for more than one (1) day (except as
4 provided for in Section 2 above) except when circumstances of same are beyond the control or
5 knowledge of Judicial Administration management.

6 **Section 7.** Employees shall not be permitted to hold the submission of their overtime.
7 Employees must report any overtime worked on their current time reports. Employees may not hold
8 overtime hours and report them for the purpose of deferring overtime payment to a later paycheck.

9 **Section 8.** If any provision of this article conflicts with minimum standards established by
10 RCW 49.46, then that provision shall be automatically amended to provide the minimum standards.

11 **Section 9.** If clerks determine that they need to come in early, they shall be permitted to
12 check in up to ten (10) minutes prior to their scheduled start time using one of the following means:

13 A. Report in person to the scheduler's desk, signing in on the sign in sheet which shall
14 be maintained on a clipboard at or near the scheduler's desk.

15 B. If necessary, telephone contact with the scheduler, or if the scheduler does not
16 answer, a voicemail message to the scheduler.

17 When circumstances necessitate an alternate start time, the employee's schedule may be
18 adjusted with the approval of the scheduler.

19 Employees shall check out eight (8) hours following their check-in time, unless their court is
20 still in session or overtime was preapproved for some other purpose. Check out will be accomplished
21 via the following means:

22 1. Report in person to the scheduler's desk, signing out on the sign out sheet,
23 which shall be maintained on a clipboard at or near the scheduler's desk.

24 2. If necessary, telephone contact with the scheduler, or, if the scheduler does
25 not answer, a voicemail message to the scheduler.

26 If clerks have papers they must return to the office, they must do so before checking out.

27 The scheduler will maintain a clock which shall be designated as the official time for check in
28 and check out purposes. Discrepancies in time due to clocks and equipment problems shall be taken

1 into consideration.

2 The scheduler shall be responsible for maintaining all time records. Employees will be
3 compensated for all time worked, including time worked during breaks, and time worked in excess of
4 a seven (7) hour workday.

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1 **ARTICLE 6: VACATIONS**

2 **Section 1.** Regular full-time employees working thirty-five (35) hours per week shall receive
3 vacation benefits as indicated in the following table:

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Full Years of Service	Annual Leave in 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

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23 Employees eligible for vacation leave shall accrue vacation benefits from their date of hire.
24 Employees shall be granted vacation credit each pay period. Employees shall be eligible to take
25 vacation upon completion of probation.

26 **Section 2.** Regular employees may accrue up to sixty (60) days vacation leave. Part-time
27 regular employees and temporary employees who are employed at least half-time and who are eligible
28 to receive vacation and sick leave may accrue vacation leave up to sixty (60) days prorated to reflect

1 their normally scheduled workweek.

2 **Section 3.** Vacation benefits for regular, part-time employees will be established based upon
3 the ratio of hours actually worked (less overtime) to a standard work year. For example: If a regular,
4 part-time employee normally works four (4) hours per day in a department that normally works eight
5 (8) hours per day, then the part-time employee would be granted four-eighths (4/8) of the vacation
6 benefit allowed a full-time staff member with an equivalent number of years service.

7 **Section 4.** No person shall be permitted to work for compensation for the County in any
8 capacity during the time when vacation benefits are being drawn.

9 **Section 5.** Vacation may be used in one quarter (1/4) hour increments at the discretion of the
10 department director or his/her designee.

11 **Section 6.** In cases of separation by death, payment of unused vacation benefits shall be made
12 to the employee's estate, or in applicable cases, as provided by RCW, Title 11.

13 **Section 7.** Employees may accrue additional vacation beyond the maximum specified herein
14 when, as a result of cyclical workloads or work assignments, accrued vacation will be lost. Otherwise
15 employees shall use or forfeit the excess accrual prior to December 31 of the year in which the excess
16 was accrued.

17 **Section 8.** Vacation scheduling shall be done on a seniority basis for the first two (2)
18 requests. The first request shall be made up of continuous five (5) day blocks of time. Each person
19 shall submit their first request by the third Friday in January of each year. The County will allow as
20 many employees to be gone on vacation leave at any given time as work load permits. Alternate first
21 choices may be submitted and numbered in order of preference. A schedule of approved first choice
22 vacation shall be posted by the first Friday in February. Each person shall then submit second choices
23 (which shall not be required to be submitted in five day blocks, but shall still be in contiguous
24 working days) in the same manner by the third Friday in February. After the final vacation schedule
25 is posted, all further requests will be approved on a first-come, first-served basis. Conflicting first-
26 come, first-served requests received on the same day shall be determined by lot. An SEIU shop
27 steward shall observe the lottery. Vacation days requested shall not exceed employee projected
28 accrued vacation.

1 By the last workday in February, a calendar will be posted showing requested vacation dates
2 and approvals. A red line will be drawn below the approved vacations for a given date. Any time
3 listed below that red line is not approved for vacation.

4 Anyone with dates not approved has five (5) working days within which to contact other
5 employees with approved dates to see if they would be willing to switch times. However, this must
6 be done in order of seniority. Any changes must be submitted to the court room clerk manager or
7 his/her designee within the five (5) working day period in writing and signed by anyone thus affected.
8 Changes shall in no way affect other approved vacations without the written agreement of any
9 employee affected.

10 Any vacation accrued over the allowable maximum and approved by management for carry-
11 over into a succeeding year must be scheduled and taken in the first quarter of the new year.

12 For purposes of the vacation wait list, both the RJC and the Seattle/Juvenile lists will be
13 handled separately. A determination will be made at each site as to whether an additional absence
14 can be accommodated beyond the pre-approved vacation list.

15 **Section 9.** Employees with a vacation balance in excess of one hundred five (105) hours as of
16 December 15 of each year may cash out up to thirty-five (35) hours of accrued vacation time.
17 Employees will notify management in writing of such intent no later than December 24 of each year.

18 **Section 10.** Through collective bargaining, the County and the Union have agreed to
19 implement a Pilot Program dealing with attendance, meal periods, sick leave and vacation leave. The
20 employer's interest is to see an increase in attendance through a reduction in unscheduled and
21 unauthorized leave. The Union has identified the bargaining unit's interest as securing increased
22 access to vacation and sick leave. The parties believe that these two interests are interrelated, and
23 therefore have agreed to enter into a Pilot Program that has as its stated aim a reduction in
24 unauthorized and unscheduled leave and an increase in employee access to vacation and sick leave.
25 The County and the Union agree to implement a Pilot Program on this subject, the terms of which
26 have been negotiated by the parties and are attached hereto as a self-expiring Memorandum of
27 Understanding. Upon the expiration of the Memorandum of Understanding, if the parties cannot
28 agree to an extension or modification of the Pilot Program, only the terms of the Collective

1 Bargaining Agreement shall govern the issues of attendance, meal periods, sick leave and vacation.

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1 **ARTICLE 7: SICK LEAVE**

2 **Section 1. Intent.** It is the intent of the parties to guarantee bargaining unit employees the
3 sick leave benefits that are available under federal and state law and King County ordinance.
4 Additionally, the County and the Union have negotiated additional sick leave benefits through the
5 collective bargaining process. This Article presents these specifically negotiated benefits along with a
6 sampling of the rights that employees enjoy under current state and federal law and County ordinance.
7 In the event that this Article contains an incomplete or inaccurate statement of sick leave rights under
8 the law, it is the intent of the parties that the County will follow applicable law in the administration
9 of these benefits, in conjunction with any additional rights that have been negotiated by the parties.

10 **Section 2. Accrual.** Every regular full-time and regular part-time employee shall accrue sick
11 leave benefits at a rate equal to .04616 for each hour in pay status exclusive of overtime; except that
12 sick leave shall not begin to accrue until the first of the month following the month in which the
13 employee commenced employment.

14 **Section 3. Use of sick leave for self.** Employees are eligible to use paid sick leave to care for
15 themselves for the following reasons:

- 16 A. Employee illness;
- 17 B. Noncompensable injury of an employee (e.g., those injuries generally not eligible
18 for workers' compensation payments);
- 19 C. Employee disability due to pregnancy or childbirth;
- 20 D. Employee exposure to contagious diseases and resulting quarantine;
- 21 E. Employee keeping medical, dental, or optical appointments. For routine medical,
22 dental or optical appointments, the employee must submit an absence request form to the employee's
23 immediate supervisor and receive the supervisor's approval for such absence prior to the absence.
24 The absence request form must be submitted one (1) week in advance. The supervisor shall approve
25 or deny the written request within twenty-four (24) hours of the submission of the request.

26 F. Sick leave may be used to care for family members of an employee in accordance
27 with Section 13 of this Article.

28 **Section 4. Increments.** Sick leave may be used in one-quarter hour increments at the

1 discretion of the department director.

2 **Section 5. No limits of accrual.** There shall be no limit to the hours of sick leave benefits
3 accrued by an employee.

4 **Section 6. Procedure for use of leave under this Article.**

5 A. The employee is not entitled to sick leave if not previously earned or donated. The
6 employee shall normally notify the supervisor between 5:30 a.m. and 8:00 a.m. on the day of illness
7 of his/her intent to take sick leave. The employee will be required to contact his/her immediate
8 supervisor each day of continuing absence from work between 5:30 a.m. and 7:30 a.m. on the day of
9 illness unless specifically excused from doing so by his/her immediate supervisor. When calling
10 between 7:30 a.m. and 8:00 a.m., the employee shall notify the scheduler that he/she won't be in. If
11 the scheduler is unavailable, the employee is expected to leave a voicemail for the scheduler. Failure
12 to properly notify King County or to comply with King County's leave requirements without
13 reasonable cause will result in an unexcused absence.

14 B. A statement signed by a licensed healthcare practitioner (no photocopies) will be
15 required when an employee is absent due to illness for three (3) working days or more.

16 A statement signed by a licensed healthcare practitioner (no photocopies) may be required
17 when the employer has reasonable cause to suspect fraud or abuse (e.g. when an employee has been
18 denied a request for time off and calls in sick for the same time period). When the employer
19 determines that such medical verification will be required, the supervisor will make a good faith
20 effort to notify the employee of the need for documentation by noon on the day which the employee is
21 absent.

22 Such statements must indicate verification of the illness and the necessary duration of the
23 absence. The statement must be provided directly to the supervisor. Failure to provide a written
24 statement within three (3) working days of the employee's return to work will result in unauthorized
25 leave without pay and may result in disciplinary action.

26 If questions arise over who constitutes a "health care provider," the County and the Union
27 shall use the definition of "health care provider" as defined in the Federal Family and Medical Leave
28 Act, Federal Regulations, 29 C.F.R. § 825.118, or the King County Personnel Guidelines, whichever

1 is more favorable to the employee.

2 Court Clerks have the option of having a doctor's note faxed to their place of employment.
3 Any clerk who chooses to exercise this option is waiving any and all privacy restrictions as it relates
4 to the contents of that particular note. It will remain the responsibility of the clerk to retrieve the note
5 from the fax machine and submit it to their scheduler within three (3) working days of the return to
6 work, as set forth in Article 7, Section 6(b). Electronic or mechanical failure of the fax machine does
7 not waive the responsibility of the clerk to provide verification of the medical appointment by the
8 established deadline. The employer has no responsibility to maintain a fax machine in the workplace
9 for this purpose.

10 C. Each employee starts January 1 with a clean slate.

11 D. King County may, with reasonable cause, visit or call employees at home or visit
12 or call the employee's physician/medical practitioner providing the statement to confirm the validity
13 of the physician/medical practitioner's statement.

14 E. In case of absence due to an employee's illness or injury or when the need arises to
15 care for a child, spouse, parent, parent-in-law or grandparent of the employee requiring treatment or
16 supervision by the employee while on vacation, such absence shall be deducted from accrued sick
17 leave rather than from accrued vacation, if the employee so requests.

18 **Section 7. Separation from County employment.** Separation from County employment
19 except by reason of retirement or layoff due to lack of work or funds or efficiency reasons shall cancel
20 all sick leave currently accrued to the employee. Should the employee resign in good standing or be
21 laid off and return to the County within two (2) years, accrued sick leave shall be restored.

22 **Section 8. Cash out of sick leave upon retirement or death.** County employees who have
23 at least five (5) years County service and who retire as a result of length of service or who terminate
24 by reason of death shall be paid an amount equal to thirty-five (35) percent of their unused
25 accumulated sick leave. All payments shall be based on the employee's base rate.

26 **Section 9. Sick leave traceable to other employment.** Sick leave because of an employee's
27 physical incapacity shall not be approved where the injury is directly traceable to employment other
28 than with the County where such employment is covered by the provisions of the state industrial

1 insurance laws. Prohibition of sick leave benefits under this section is not waived should the
2 employee be unsuccessful in obtaining state benefits, nor may such payments be supplemented with
3 County sick leave benefits.

4 **Section 10. Supplementation of Worker's Compensation.** Employees injured on the job
5 may use accrued sick leave and vacation benefits to supplement King County Workers'
6 Compensation payments but may not simultaneously collect sick leave and workers' compensation
7 payments in a total amount greater than the net regular pay of the employee.

8 **Section 11. King County Family Medical Leave Act.** Employees are eligible for King
9 County Family Medical Leave pursuant to County ordinance.

10 **Section 12. Bereavement Leave.** Regular, full-time employees shall be entitled to three (3)
11 days (21 hours) of bereavement leave per occurrence due to death of a member of the employee's
12 immediate family. For purposes of bereavement leave, family members include children, parents,
13 siblings, and spouse or domestic partner of the employee, son-in-law, daughter-in-law, grandparent,
14 grandchild, mother-in-law, father-in-law, domestic partner's child, domestic partner's parent and
15 spouse's child. Regular, full-time employees who have exhausted their bereavement leave shall be
16 entitled to use sick leave in the amount of three (3) days (21 hours) for each instance when death
17 occurs to a member of the employee's immediate family.

18 **Section 13. Family Care.**

19 **A. Care for Siblings.** Employees shall be entitled to use sick leave in the maximum
20 amount of three (3) days for each instance where such employee is required to care for siblings who
21 are seriously ill.

22 No more than six (6) days of sick leave may be used for this purpose per calendar year.

23 Written verification for family care sick leave may be requested by management. If requested, this
24 verification will include:

- 25 1. severity of illness or injury and nature of care needed;
- 26 2. a statement indicating that no other person is available and/or capable of
27 providing care for the ill or injured sibling.

28 **B. Transportation for Medical Reasons.** Family care sick leave shall be approved

1 for accompanying or transporting immediate family members to and from a hospital or to medical or
2 dental appointments, providing the immediate family member is a minor child, is infirm, or cannot
3 reasonably get to and from the appointment without the employee's aid.

4 **C. Child Birth.** Up to one (1) day's absence may be authorized for an employee to be
5 at the hospital on the day of the birth of his/her child.

6 **D. Family Care Leave.**

7 **1. Choice of leave.** To the extent allowed by King County Ordinance, state
8 law, and federal law, an employee may choose to use accrued vacation leave, personal days or
9 compensatory time in lieu of paid sick leave or leave without pay to care for a family member, as set
10 forth and defined below. Use of sick leave or other leave to care for a family member shall be known
11 as "Family Care Leave" and may be used for the purposes described below. This subsection D.
12 (Family Care Leave) of this Article does not create any additional leave benefits beyond that which is
13 guaranteed by King County Ordinance, state and federal law.

14 **2. Care for a child.** An employee may use Family Care Leave to provide
15 supervision or treatment for his or her child with a "health condition requiring treatment or
16 supervision."

17 **a.** For purposes of this section, "child" means a biological, adopted or
18 foster child, a stepchild, a legal ward of the employee or the employee's spouse or domestic partner
19 who is under eighteen years of age, or eighteen years of age or older and incapable of self-care
20 because of a mental or physical disability.

21 **b.** "Health condition requiring treatment or supervision" includes:

22 **1)** Any medical condition requiring treatment or medication
23 that the child cannot self-administer;

24 **2)** Any medical or mental health condition which would
25 endanger the child's safety or recovery without the presence of a parent or guardian; or

26 **3)** Any condition warranting treatment or preventive care such
27 as physical, dental, optical or immunization services, when a parent must be present to authorize
28 and when sick leave may otherwise be used for the employee's own preventive health care.

1 c. Verification of the child's health condition from a licensed physician
2 may be required for any requested sick leave absence used to care for a child.

3 **3. Care for other family members.** An employee may use Family Care
4 Leave to provide care for a spouse or domestic partner, parent, parent-in-law, or grandparent who has
5 a "serious health condition" or an "emergency condition."

6 a. "Serious health condition" is defined as an illness, injury,
7 impairment, or physical or mental condition that involves any period of incapacity or treatment
8 connected with inpatient care in a hospital, hospice, or residential medical facility, and any period of
9 incapacity or subsequent treatment or recovery in connection with such inpatient care; or continuing
10 treatment by or under the supervision of a health care provider or a provider of health care services
11 and which includes any period of incapacity.

12 b. "Emergency condition" means a health condition that is a sudden,
13 generally unexpected occurrence or set of circumstances related to one's health demanding immediate
14 action, and is typically very short-term in nature.

15 c. In the event King County ordinance is amended so as to include the
16 parents and/or grandparents of domestic partners for the purposes stated within this section, the
17 contract shall be likewise amended.

18 d. Verification of the family member's health condition from a
19 licensed physician may be required for any requested sick leave absence used for the purposes stated
20 herein.

21 E. In the application of any of the foregoing provisions, when a holiday or regular day
22 off falls within the prescribed period of absence, it shall not be charged against sick leave accrual.

23 F. Department management is responsible for the proper administration of this
24 benefit.

25 **Section 14. Use of sick leave to volunteer at school.** An employee may use up to three (3)
26 days of sick leave each year to perform volunteer services at the school attended by the employee's
27 child. Employees requesting to use sick leave for this purpose shall submit such request in writing
28 specifying the name of the school and the nature of the volunteer service to be performed.

1 A. Employees shall submit their request in writing specifying the name of the school
2 and the nature of the volunteer service to be performed. This request shall be treated similar to a
3 doctor's appointment.

4 B. Management shall accept or deny the employee's request within twenty-four (24)
5 hours of its submittal. Management retains the right to deny the request due to staffing concerns.

6 If the employee's request is later accepted, their leave shall be counted against their sick leave
7 accrual.

8 C. Payment for sick leave will be made for the above reasons only.

9 **Section 15. Miscellaneous.** Regular, part-time employees shall be granted bereavement
10 leave hours in the same proportion as their scheduled hours of work are to the standard work week.
11 For example, an employee working seventeen and one half (17-1/2) hours each week shall be granted
12 ten and one half (10-1/2) hours of bereavement leave. Regular, part-time employees may not use sick
13 leave or family care sick leave for doctor and dental appointments unless they are of an emergency
14 nature. It is expected such appointments will be scheduled during non-work time.

15 **Section 16. Incentive to use low amounts of sick leave.** Employees who use twenty-eight
16 (28) hours of sick leave or less per year, and who worked for the Department of Judicial
17 Administration for the entire calendar year, shall become eligible to convert accrued sick leave hours
18 to vacation hours in the following calendar year pursuant to the following schedule:

Sick Leave Hours Used in a Calendar Year	Total Sick Hours Which May be Converted to Vacation Hours in the Following Year
14 or less hours	Convert 35 hours
15 to 21 hours	Convert 28 hours
22 to 28 hours	Convert 21 hours

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25 Requests for such conversion of hours must be filed by the eligible employee with his/her
26 supervisor in writing no later than January 31 of the year following achievement of eligibility.

27 **Section 17. Maternity Leave.** Maternity leave shall be granted for temporary disability due
28 to pregnancy or childbirth at the discretion of the department director and in accordance with WAC

1 162-30-020. Accrued sick leave and vacation may be used for maternity leave. An employee on
2 maternity leave retains the King County subsidy for benefits as provided by the King County
3 insurance committee.

4 **Section 18. Transferring and Donating Vacation and Sick Leave.** Employees may
5 transfer vacation hours and donate sick leave hours pursuant to King County Code Section 3.12.223
6 as it currently exists or is amended by County Council by ordinance.

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1 **ARTICLE 8: HOLIDAYS**

2 All regular employees shall be granted the holidays provided in RCW 1.16.050 which
3 currently lists the following holidays with pay:

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

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16 and any designated by public proclamation of the chief executive of the state as a legal holiday. In
17 addition, each employee shall receive two (2) additional personal holidays. These days shall be
18 administered through the vacation plan. One (1) day shall accrue as of the first of October and the
19 second day shall accrue as of the first of November of each year. Employees will be able to use these
20 days in the same manner as they use vacation days earned.

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

23 Holidays paid for but not worked shall be recognized as time worked for the purpose of
24 determining weekly overtime.

25 Work performed on holidays shall be paid at one and one-half (1-1/2) times the regular rate in
26 addition to the regular holiday pay.

27 An employee must be in a pay status on the employee's scheduled working day prior to and
28 the employee's scheduled working day after a holiday in order to receive holiday pay.

1 A regular part-time employee shall receive only those paid holidays which fall on regularly
2 scheduled working days, and the paid holidays shall consist of the employee's regularly scheduled
3 working hours.

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1 **ARTICLE 9: WAGE RATES**

2 **Section 1. Rates of Pay.** Effective January 1, 2003, Court Clerk I's and Court Clerk II's
3 shall receive salaries in accordance with King County's hourly "squared table."

4 A. Court Clerk I's are placed on Range H-39 of King County's "squared table";

5 B. Court Clerk II's are placed on Range H-41 of King County's "squared table."

6 Individual employees will be placed on the above ranges at the step that is closest to their
7 current rate of pay that does not result in a reduction in pay.

8 Addendum A shows the wage rates in Ranges H-39 and H-41 on the 2003 King County 10
9 Step Hourly Squared Schedule.

10 **Section 2. Cost of Living Adjustments.** The squared table will be adjusted upwards each
11 year to reflect the Cost of Living Adjustments that are guaranteed to the bargaining unit as follows:

12 A. **Effective January 1, 2003:** Wage rates in effect on December 31, 2002, shall be
13 increased by a percentage factor equal to ninety percent (90%) of the increase in the CPI-W, All
14 Cities Index, September 2001 - September 2002; provided, however, that the amount produced by
15 application of the foregoing shall not be less than two percent (2%) nor greater than six percent (6%).

16 B. **Effective January 1, 2004:** Wage rates in effect on December 31, 2003, shall be
17 increased by a percentage factor equal to ninety percent (90%) of the increase in the CPI-W, All
18 Cities Index, September 2002 - September 2003; provided, however, that the amount produced by
19 application of the foregoing shall not be less than two percent (2%) nor greater than six percent (6%).

20 C. **Effective January 1, 2005:** Wage rates in effect on December 31, 2004, shall be
21 increased by a percentage factor equal to ninety percent (90%) of the increase in the CPI-W, All
22 Cities Index, September 2003 - September 2004; provided, however, that the amount produced by
23 application of the foregoing shall not be less than two percent (2%) nor greater than six percent (6%).

24 **Section 3.** New employees shall be hired at Step 1 of their respective pay range and advanced
25 to Step 2 after the successful completion of a six (6) month probation period. Advancement to Step 2
26 may be denied upon serving written notice to the employee specifying the reason thereof. Employees
27 on Steps 2 through 9 on January 1 of each year shall move one step, provided that they have
28 satisfactorily performed their job.

1 **Section 4.** Court clerks assigned to train newly hired regular or pro-tem Court Clerks and
2 Court Clerk “pre-trainees” shall be paid a ten percent (10%) training premium on their current wage
3 for all hours spent training. Court Clerks assigned to train another Court Clerk on autolog duties shall
4 be paid a five (5) percent training premium on their current wage for all hours spent training. Court
5 Clerk II’s assigned to train Court Clerk I’s in a Court Clerk II position shall be paid a five (5) percent
6 training premium on their current wage for all hours spent training. Training assignments must be
7 made by the courtroom clerk manager or designee in writing to qualify for premium pay.

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1 **ARTICLE 10: MEDICAL, DENTAL AND LIFE INSURANCE PROGRAMS**

2 **Section 1.** King County presently participates in group medical, dental and life insurance
3 programs. The County agrees to maintain the level of benefits as currently provided by these plans
4 and pay premiums as currently practiced, during the life of this Agreement, except that:

5 The Union concurs in and agrees to the County's implementation of any recommendation of
6 the Joint Labor Management Insurance Committee, which may meet at any time during the life of this
7 Agreement or after its expiration.

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1 **ARTICLE 11: WORK OUTSIDE OF CLASSIFICATION**

2 **Section 1.**

3 A. All work outside of classification shall be assigned in writing by the courtroom
4 clerk manager or his/her designee. A Court Clerk I assigned to work in a Court Clerk II position for
5 at least two (2) consecutive hours shall be paid for each such assignment as outlined in paragraph (B).
6 An employee assigned to work in the Court Clerk Supervisor position for ten (10) consecutive work
7 days shall be paid as outlined in paragraph (B) beginning on the eleventh (11th) day of such
8 assignment.

9 B. Employees assigned work out of class pursuant to paragraph (A) shall receive pay
10 at the first step of the higher classification or the next higher amount as would constitute a minimum
11 of two (2) salary steps over the salary received prior to the assignment but not to exceed the top step
12 of the higher range.

13 If singular functions of a Court Clerk II are distributed amongst several clerks, as part
14 of a judicial organization or work, and if those singular work components would be considered Court
15 Clerk I work, wages paid will be at the Court Clerk I level, excluding the Omnibus calendar at the
16 Regional Justice Center.

17 Juvenile Dependency Fact Findings have routinely been heard downtown and have
18 been part of the Court Clerk I workload; juvenile offender hearings which occur at the Seattle or Kent
19 locations will be paid at the same level as the clerks at Juvenile.

1 **ARTICLE 12: REDUCTION IN FORCE/LAYOFF/RECALL**

2 **Section 1.** Employees laid off as a result of a lack of work and/or shortage of funds shall be
3 laid off according to seniority within classification as set forth in Article 13: Seniority, of this
4 Agreement. The classifications to be laid off shall be at the sole discretion of management.

5 In the event there are two (2) or more employees scheduled for layoff within the Division with
6 the same classification and seniority, the Department head will determine the order of layoff based on
7 employee performance.

8 In lieu of laying off an employee, the Director of the Human Resource Division may reassign
9 such employee to a comparable, vacant position, when the Director determines such reassignment to
10 be in the best interest of the County.

11 **Section 2.** Employees scheduled to be laid off may exercise their right to bump employees in
12 a lower classification within the bargaining unit, provided that the employee has performed and is
13 qualified to perform the duties of the lower classification and the employee has more seniority, as
14 defined in Article 13, than the employee in the lower classification.

15 **Section 3.** Employees laid off shall be rehired in the inverse order of layoff; namely, those
16 laid off last will be rehired first.

17 **Section 4.** The County agrees to notify the Union at least fourteen (14) calendar days in
18 advance, in writing, of any anticipated reduction in force.

19 **Section 5.** Employees on layoff shall be referred to other positions within the Career Service
20 in accordance with the Personnel Guidelines. All employees who are laid off shall be placed on a
21 recall list with the employee with the most seniority who has passed probation in a classification
22 being recalled first. A laid off employee may be removed from the recall list for any of the following
23 reasons:

- 24 A. The expiration of two years (24 months) from the date of layoff;
- 25 B. Re-employment within the County in a similar position or job class;
- 26 C. Failure to report to work;
- 27 D. Failure to appear for a job interview after notification by telephone or by mail

28 addressed to the employee's last address on file with the County;

1 E. Failure to respond within seven (7) days to a communication regarding availability
2 of employment;

3 F. Request in writing by the laid off employee to be removed from the list.

4 If an employee who held a full time position accepts assignment to a part time position, he/she
5 shall nevertheless retain his/her recall rights to a full time position. If an employee accepts
6 assignment to a classification with a lower rate of pay than that of the position from which he/she was
7 laid off, he/she shall nevertheless retain recall rights to his/her former classification. An employee
8 may elect to refuse an offered position without forfeiting his/her recall rights; provided the option of
9 refusal may be exercised only once with subsequent refusal resulting in loss of recall rights.

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1 **ARTICLE 13: SENIORITY**

2 **Section 1.** Seniority shall be defined as follows:

3 A. Length of service in classification within the bargaining unit except as described in
4 Section 2 below.

5 B. An employee who is promoted to another classification within the bargaining unit
6 shall continue to accrue seniority in the classification from which he or she was promoted.

7 C. In the event that two (2) employees have the same seniority, then performance, as
8 determined by the most recent performance evaluation, shall determine the order of layoff.

9 **Section 2.**

10 A. Employees who were in positions covered by this Agreement on July 29, 1981
11 shall have all time worked in the Department of Judicial Administration applied to determine
12 seniority status.

13 B. Employees transferred, promoted or rehired into the bargaining unit who have
14 worked in the Department of Judicial Administration within two (2) years shall be given two (2)
15 months of bargaining unit seniority for each full year (12 months) of department service. Fractions of
16 a full year shall be prorated on a one for six (6) basis.

17 C. An employee in the bargaining unit who terminates and returns to work shall have
18 all seniority restored, provided the break in service is two (2) years or less.

19 D. Seniority shall continue to accrue during any compensated absence from service or
20 any leave of absence without pay for periods of thirty (30) calendar days or less.

21 E. Seniority shall be retained but shall not continue to accrue during that period of an
22 authorized leave of absence without pay that exceeds thirty (30) calendar days.

23 F. The Union will provide the department with a seniority list by January 15 each
24 year.

25 G. The County shall provide the Union with a list of new hires, employees on leave
26 without pay, termination, and transfers by January 5th each year, which reflects the employee's status
27 as of December 20 of the previous year.

1 **ARTICLE 14: EMPLOYEE RIGHTS**

2 **Section 1.** No post probationary employee shall be disciplined or discharged without just
3 cause. Probationary and term-limited temporary employees are at will employees.

4 **Section 2.** The employee and/or representative may examine the employee's personnel files if
5 the employee so authorizes in writing. Material placed into the employee's personnel files relating to
6 job performance or personal character shall be brought to his/her attention by providing a copy to the
7 employee. The employee may challenge the propriety of including it in the files. The employee shall
8 have the right to insert documentation into the files, providing such documentation is relevant to the
9 challenge. Unauthorized persons shall not have access to employee files or other personal data
10 relating to employees and their employment with King County.

1 **ARTICLE 15: GRIEVANCE PROCEDURE**

2 King County recognizes the importance and desirability of settling grievances promptly and
3 fairly in the interest of continued good employee relations and morale and to this end the following
4 procedure is outlined. To accomplish this, every effort will be made to settle grievances at the lowest
5 possible level of supervision.

6 Employees will be unimpeded and free from restraint, interference, coercion, discrimination
7 or reprisal in seeking adjudication of their grievance.

8 **Section 1. Definition.**

9 Grievance - A dispute raised by a signatory party to this Agreement relating to the
10 interpretation of rights, benefits, or conditions of employment as specifically contained in this
11 Agreement.

12 **Section 2. Procedure.**

13 **Step 1.** A grievance shall be presented in writing by the aggrieved employee and/or
14 their representative, within fourteen (14) calendar days of the occurrence of the incident that gave rise
15 to such grievance to the courtroom clerk manager. The manager shall meet with the employee and/or
16 their representative within fourteen (14) calendar days of the receipt of the grievance. The manager
17 shall gain all relevant facts and notify the employee in writing of their decision a copy of which shall
18 be sent to the Union within fourteen (14) days. If a grievance is not pursued to the next higher level
19 within fourteen (14) calendar days of receipt of the manager's written response, it shall be presumed
20 resolved. If the employer fails to meet the time lines set forth in Step 1, the Union shall have the right
21 to move the grievance to next step.

22 **Step 2.** If, after thorough discussion with the manager, the grievance has not been
23 satisfactorily resolved, the grievance shall then be presented to the department director or his/her
24 designee. All letters, memoranda, and other written materials shall be made available for the review
25 and consideration of the department director or designee. The director or designee may interview the
26 employee and/or representative and receive any additional related evidence which may be deemed
27 pertinent to the grievance. At the time of filing the Step 2 grievance, if the Union requests a meeting
28 one will be scheduled at a mutually agreeable time with the department director, or designee, to

1 discuss the grievance in an effort to resolve it. The director or designee shall provide a written
2 decision to the grievant and the Union within fourteen (14) calendar days. If the employer fails to
3 meet the time lines set forth in Step 2, the Union shall have the right to move the grievance to the
4 next step. If the grievance is not pursued to the next higher level within fourteen (14) calendar days
5 of receipt of the director's response, it shall be presumed resolved.

6 **Step 3.** If, after thorough evaluation, the decision of the department director has not
7 resolved the grievance satisfactorily, the grievance may be presented to the assigned King County
8 Labor Negotiator or his/her designee for attempted resolution.

9 A meeting shall be scheduled by the negotiator and the Union representative within thirty (30)
10 days for the purpose of resolving the grievance. When parties to this meeting include an employee
11 who is affected by such grievance and necessary witness(es), who are County employees, such
12 employees shall be released from duty without loss of pay in order to testify, provided that it does not
13 affect the operation of the County. All such meetings shall be closed for the purpose of maintaining
14 confidentiality, unless otherwise mutually agreed. The negotiator or designee shall render a decision
15 within fourteen (14) calendar days following the conclusion of the meeting. If the employer fails to
16 meet the timelines set forth in Step 3, the Union shall have the right to move the grievance to the next
17 step. If the Union fails to meet such timelines, the grievance will be considered resolved.

18 Employer grievances shall be filed at Step 3 by written notice to the Union within fourteen
19 (14) calendar days of the events giving rise to the grievance.

20 **Step 4.** Either the County or the Union may request arbitration within thirty (30)
21 calendar days of the date of the County's Step 3 decision or thirty (30) days from the Step 3 meeting,
22 whichever comes later, and must specify at that time the exact questions which it wishes arbitrated
23 and the remedy sought. The parties shall then select a disinterested party to serve as an arbitrator. If
24 the County, or the Union if the grievance is an employer grievance, does not respond at Step 3, the
25 Union or the County may submit the issue to arbitration within sixty (60) days of its submission at
26 Step 3.

27 In the event that the parties are unable to agree upon an arbitrator then the arbitrator shall be
28 selected from a panel of seven (7) arbitrators furnished by PERC, Federal Mediation and Conciliation

1 Service (FMCS), or another agency to which the parties mutually agree. The arbitrator will be
2 selected from the list by both the County representative and the Union each alternately striking a
3 name from the list until only one (1) name remains. The arbitrator shall be asked to render a decision
4 promptly and the decision of the arbitrator shall be final and binding on both parties.

5 The arbitrator shall have no power to change, alter, detract from or add to the provisions of
6 this Agreement but shall have the power only to apply and interpret the specific written provisions of
7 this Agreement in reaching a decision.

8 The arbitrator's fee and expenses and any court reporter's fee and expenses shall be borne
9 equally by both parties. Each party shall bear the cost of any witnesses appearing on that party's
10 behalf. Each party shall bear the cost of their own attorneys' fees regardless of the outcome of the
11 arbitration hearing.

12 No matter may be arbitrated which the County by law has no authority over, has no authority
13 to change, or has been delegated to any civil service commission or personnel board as defined in
14 RCW 41.56.

15 There shall be no strikes, cessation of work or lockout during such conferences or arbitration.

16 **Section 3.** All newly hired and promoted employees must serve a probationary period as
17 defined in the Personnel Guidelines. As the Guidelines specify that the probationary period is an
18 extension of the hiring process, the provisions of this article will not apply to employees if they are
19 discharged during their initial probationary period or are demoted during the promotional
20 probationary period. Grievances brought by probationary employees involving issues other than
21 discharge or demotion, or discipline, may be processed in accordance with this article.

22 **Section 4.** TLT employees are considered to be at-will employees. The provisions of this
23 Article will not apply to TLT employees in cases of discharge, demotion or discipline. Grievances
24 brought by TLT employees involving issues other than discharge, demotion or discipline may be
25 processed in accordance with this Article.

26 **Section 5.** If employees have access to multiple procedures for adjudicating grievances, then
27 selection by the employee of one procedure will preclude access to other procedures; selection is to be
28 made no later than at the conclusion of Step 3 of this grievance procedure.

1 **Section 6.** The time limits set forth herein may be extended upon written consent of both
2 parties. Unless a written extension has been granted, failure of the grievant to pursue the grievance to
3 the appropriate step within the time limits set forth herein shall constitute a presumption that the
4 matter is resolved. A grievance may be filed at any step that is mutually agreed upon in writing by
5 the County and the Union. The Union and County may agree in writing to waive any of the above
6 steps.

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1 **ARTICLE 16: MISCELLANEOUS**

2 **Section 1.** An employee elected or appointed to office in a local of the signatory organization
3 which requires a part or all of his/her time shall be given reinstatement rights to the position
4 previously held for three (3) years from date of termination. Seniority under this contract shall be
5 restored as of the point of separation.

6 **Section 2.** All employees who have been authorized to use their own transportation on
7 County business shall be reimbursed at the current rate established by the County Council.

8 **Section 3.** The County shall, upon request, furnish the Union with specifications for all
9 classifications covered by the bargaining agreement and shall send copies of modifications and
10 revisions thereto as they occur.

11 **Section 4.** Coverage of courtrooms, whether at the RJC and the Seattle/Juvenile, is of the
12 highest priority. To maximize the potential for coverage, it may be necessary to require clerks to
13 travel between the RJC and Seattle/Juvenile. Absent extraordinary circumstances, 12:15 p.m. will be
14 the latest time that the department will direct a same day staff transfer. Extraordinary circumstances
15 will be determined by the Director or the person serving as Acting Director and shall be understood to
16 mean those circumstances that go beyond what is usual, regular, or customary. All employees may be
17 temporarily assigned to a work location other than their normal assignment. Transportation (bus fare,
18 taxi fare, or reimbursement for mileage per Section 2, at management discretion) to and from the
19 alternate location from the regularly scheduled location and travel time shall be provided by King
20 County for the first day of such assignment. Assignments to other locations scheduled one working
21 day in advance and expected to run for more than one working day shall not be subject to the terms of
22 this section. For employees assigned to Harborview Medical Center, the County shall reimburse the
23 employees for taxi service when the employees are in transit during periods of darkness.

24 **Section 5.** The Union shall provide a bulletin board for its exclusive use and shall be allowed
25 to place same in a common work location of the bargaining unit. Notices and announcements shall
26 not contain anything political or reflecting adversely upon the County, any of its employees, or any
27 labor organizations among its employees. Only designated shop stewards or Union representatives
28 may place or remove posted notices unless the notices appear to be in violation of this section, in

1 which case, management may remove same, notifying the Union of its action and reason therefor.

2 **Section 6.** Copies of all policies and procedures promulgated by the Department of Judicial
3 Administration to interpret and/or administer the provisions of this Agreement and the Administrative
4 Guidelines shall be provided to the Union.

5 **Section 7.** Unsuccessful bargaining unit applicants for transfer, training, and/or promotion
6 within the bargaining unit will be verbally provided with the reasons for the decision at the request of
7 the employee. Such decisions shall not be a subject for grievance under Article 15: Grievance
8 Procedure.

9 **Section 8.** No employee within the bargaining unit shall be required, as a condition of
10 employment, to provide a personal automobile for use in County business.

11 **Section 9.** King County job opening announcements received by Judicial Administration
12 shall be posted in common work locations as soon as possible after receipt of same.

13 **Section 10.** The County and the Union agree to meet and discuss issues of common concern
14 during the term of this Agreement. The frequency of such meetings are to be determined by the
15 parties, by mutual agreement, given the issues to be discussed and the schedules of the parties.
16 Though the parties may at any time agree to a different arrangement, for the present the parties agree
17 to meet quarterly at a time and place agreed upon. This may be either during Court time or before or
18 after Court or during lunch time. Meetings may alternate between these times. The Union may be
19 accompanied by up to two shop stewards, who will be paid for this time.

20 **Section 11.** Management may schedule safety meetings, as necessary. When required to
21 attend safety meetings employees will be paid to attend.

22 **Section 12.** The County will provide employees with disposable latex gloves for the purpose
23 of handling contaminated or hazardous evidence.

24 **Section 13.** King County shall, upon receipt of a written authorization form that conforms to
25 legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution
26 the employee voluntarily chooses for deduction for political purposes and shall transmit the same to
27 the Union.

28 **Section 14.** Unless otherwise specified in this Agreement, references to days, if five (5) or

1 less, shall be considered working days. References to six (6) days or more, unless otherwise specified
2 in this Agreement, shall be considered calendar days.

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1 **ARTICLE 17: SCHEDULING OF PRO TEM COURT CLERKS**

2 The following guidelines will be followed during morning scheduling of courtroom
3 assignments for Court Clerks and again prior to courts reconvening in the afternoon.

4 Pro Tem Court Clerks will be given courtroom assignments only if regular Court Clerks are
5 not available. A Pro Tem will not be removed from a courtroom in the event a regular Court Clerk
6 becomes available during the morning or afternoon session. A Court Clerk who becomes available in
7 the morning will be given a courtroom assignment following the noon recess. This preferential
8 scheduling will be followed each morning regardless of whether the proceeding was previously
9 covered by a Pro Tem or not.

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1 **ARTICLE 18: UNION REPRESENTATION**

2 **Section 1.** Authorized representatives of the Union may, after notifying the County official in
3 charge, visit the work location of employees covered by this Agreement at any reasonable time for the
4 purpose of investigating grievances but shall not conduct Union business on County time and shall
5 under no circumstances interrupt court proceedings.

6 **Section 2.** Authorized representatives of the Union may have reasonable access to its
7 members in County facilities for transmittal of information or representation purposes before work,
8 during lunch breaks, or other regular breaks, as long as the work of the County employees, services to
9 the public and court proceedings are unimpaired. Prior to contacting members in County facilities
10 such authorized agents shall make arrangements with the department director or designee.

11 **Section 3.** The Union shall have the right to appoint stewards within departments where its
12 members are employed under the terms of this Agreement. The maximum number of stewards
13 appointed shall be two (2).

14 The department shall be furnished with the names of stewards so appointed. The steward
15 shall be allowed a reasonable time to investigate grievances during regular working hours providing
16 court services are not interrupted.

17 **Section 4.** It shall be a violation of this Agreement to directly or indirectly interfere with,
18 restrain, coerce, or discriminate against any employee or group of employees in the free exercise of
19 their right to organize and designate representatives of their own choosing for the purpose of
20 collective bargaining or in the free exercise of any other right under RCW 41.56.

21 **Section 5.** A negotiating committee not to exceed two (2) persons may be selected from
22 amongst bargaining unit employees by the Union. Employees so selected may be released from work
23 duties to participate in face-to-face negotiation sessions with employer representatives only if such
24 release does not interfere with court operations as determined by the department director.

1 **ARTICLE 19: EQUAL EMPLOYMENT OPPORTUNITY**

2 The County and the Union shall not unlawfully discriminate against any individual employees
3 with respect to compensation, terms, conditions or privileges of employment by reason of race, color,
4 sex, religion, national origin, religious belief, marital status, age, sexual orientation, ancestry or the
5 presence of any sensory, mental or physical handicap (SMPH) unless based on a bona fide
6 occupational qualification reasonably necessary to the operations of the County. Allegations of
7 unlawful discrimination shall not be a proper subject for the grievance procedure herein, but may
8 instead be filed by an employee's complaint pursuant to the procedures outlined in King County
9 Policy, and if not resolved, with the appropriate human rights agency.

10 The parties agree that personnel actions may be taken to accommodate disabilities, as may be
11 required under the Americans with Disabilities Act (ADA), and that such an accommodation under
12 the ADA shall take precedence over any conflicting provisions of this Agreement.

1 **ARTICLE 20: WORK STOPPAGES AND EMPLOYER PROTECTION**

2 **Section 1.** The County and the Union agree that the public interest requires 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. Specifically, the Union shall not cause or condone
5 any work stoppage, including any strike, slowdown or refusal to perform any customarily assigned
6 duties, sick leave absence which is not bona fide, or other interference with County functions by
7 employees under this Agreement and should same occur, the Union agrees to take appropriate steps to
8 end such interference. Any concerted action by an employee in the bargaining unit shall be deemed a
9 work stoppage if any of the above activities have occurred.

10 **Section 2.** Upon notification in writing by the County to the Union that any of its members
11 are engaged in a work stoppage, the Union shall immediately, in writing, order such members to
12 immediately cease engaging in such work stoppage and provide the County with a copy of such order.
13 In addition, if requested by the County, a responsible official of the Union shall publicly order such
14 employees to cease engaging in such a work stoppage.

15 **Section 3.** Any employee who commits any act prohibited in this section will be subject in
16 accord with the County's Administrative Guidelines to the following action or penalties:

17 A. Discharge.

18 B. Suspension or other disciplinary action as may be applicable to such employee.

1 **ARTICLE 21: SAVINGS CLAUSE**

2 Should any part hereof or any provision herein contained be rendered or declared invalid by
3 reason of any existing or subsequently enacted legislation or by any decree of a court of competent
4 jurisdiction, such invalidation of such part or provision of this Agreement shall not invalidate the
5 remaining portions hereof; provided, however, upon such invalidation the parties agree to meet and
6 negotiate such parts or provisions affected. The remaining parts or provisions shall remain in full
7 force and effect.

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1 **ARTICLE 22: DURATION**

2 A. This Agreement shall become effective April 1, 2002, and shall continue in effect for three
3 years until March 31, 2005. Written notice of desire to modify this Agreement shall be served by
4 either party upon the other at least sixty (60) days prior to the date of expiration.

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APPROVED this _____ day of _____, 2003

By _____
King County Executive

Service Employees International Union - Local 925

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925
SUPERIOR COURT CLERKS

ADDENDUM A

2003 King County 10 Step Hourly Squared Schedule

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Court Clerk I										
H-39	15.7783	16.5435	16.9405	17.3471	17.7634	18.1897	18.6263	19.0733	19.5311	19.9998
Court Clerk II										
H-41	16.5448	17.3472	17.7635	18.1898	18.6264	19.0734	19.5312	19.9999	20.4799	20.9714

**MEMORANDUM OF UNDERSTANDING
BETWEEN
KING COUNTY
AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925
COVERING
DEPARTMENT OF JUDICIAL ADMINISTRATION
COURTROOM CLERKS
RE: PILOT PROGRAM ON ATTENDANCE, VACATION AND SICK LEAVE**

Creation of Pilot Program

1. This Memorandum of Understanding between King County (the "Employer") and SEIU Local 925 (the "Union") for the DJA Superior Court Clerks makes significant changes to the attendance, meal period, vacation and sick leave provisions of the contract. The Employer's interest is to see an increase in attendance through a reduction in unscheduled and unauthorized leave. The Union has identified the bargaining unit's interest as securing increased access to vacation and sick leave. The parties believe that these two interests are interrelated, and therefore have agreed to enter into a Pilot Program, as contemplated in Article 6, Section 10 of the Collective Bargaining Agreement.

2. The duration of the Pilot Program shall be twelve (12) calendar months from the execution of the Collective Bargaining Agreement. At the end of this twelve (12) month period, the parties agree to assess this program, and to negotiate changes to the program or try to design an alternate program in good faith.

3. In the event that agreement cannot be reached on changes to the Pilot Program, an alternative program, or an extension of the Pilot Program, the Pilot Program will be abandoned and the provisions of this Memorandum of Understanding shall cease to function. Only the provisions of the Collective Bargaining Agreement shall apply to issues relating to attendance, sick leave and vacation.

Vacation Slots

4. Prior to the expiration of the twelve (12) month pilot period, the parties may mutually agree to change language in this Memorandum of Understanding, although nothing shall require them to do so. The parties shall convene a Labor-Management Committee meeting at the six (6) month point of this Pilot Program, and make adjustments to the terms of the Program that can be mutually agreed upon by the parties. Historically and as a matter of past practice, the Employer has determined at the beginning of each year, the number of vacation slots available to its employees. The Employer retains this right.

5. However, as a part of this Pilot Program, the Employer agrees to provide a minimum of four (4) vacation slots per day. In addition, the Employer will change the number of vacation slots available to employees as described in Paragraphs 6 through 8 of this Memorandum of Understanding. The additional slots noted therein, are above and beyond what the Employer has previously offered its employees.

6. The Employer will provide a minimum of one (1) additional vacation slot for each day, during the week in which Christmas falls, in addition to the Appointment Slots mentioned in Paragraphs 9 through 11 of this Memorandum of Understanding.

7. The Employer will add one (1) vacation slot for each day in the month of July, in addition to the Appointment slots mentioned in Paragraphs 9 through 11 of this Memorandum of Understanding.

8. The Employer will increase the number of vacation slots available during the annual three (3) day Judicial Conference. During this three (3) day period, the Employer will make eight (8) total slots available.

Appointment Slots

9. The Employer will add two (2) additional slots of leave every day, Monday through Thursday, as "Appointment Slots". One (1) of these slots will be provided each day at the RJC, and one (1) of these slots will be shared each day by Seattle and Juvenile. These slots will be divided into four (4), two (2) hour increments. Employees may request an Appointment Slot to attend to personal business. Vacation or sick leave time will be debited from employees' leave banks as appropriate. Employees may request to use a single Appointment Slot, or two (2) consecutive Appointment Slots (in a given day). Requests to use the Appointment Slots must be made at least twenty-four (24) hours in advance of the time off. The Appointment Slots will be awarded to employees on a first come, first served basis.

10. Exceptions to the aforementioned maximum of two (2) Appointment Slots per day may be permitted in cases where an employee is requesting time off to perform volunteer services at the school attended by the employee's child. In this event, any number of Appointment Slots may be approved in a given day, Monday through Thursday. Such time off shall be charged against the employee's sick leave.

11. Aside from the Monday-Thursday Appointment Slots mentioned in Section 7 herein, and when staffing levels permit, management may approve time off on Fridays for the purpose of volunteering services at the school attended by the employee's child.

Incentives

12. The additional vacation slots provided in Paragraphs 12 through 15 of this Memorandum of Understanding shall be known as Incentive Leave. With the exception of the Appointment Slots provided in Paragraphs 9 through 11, all Incentive Leave is shared between Seattle, Juvenile, and RJC facilities. For example, the new vacation slot for July is shared between the three (3) facilities; there is not a new vacation slot in July for each of the three (3) facilities.

13. The Employer will provide an incentive to employees if they can collectively reduce their sick leave usage. In any given calendar month, if sick leave averages 3.5 absences per day or less, the Employer will add one (1) additional vacation slot for a full month, two (2) months later.

a. For example, if March sick leave is 3.5 absences per day as an average, the Employer will allow one (1) additional person to use vacation every day in the month of May. If this goal of reducing sick leave has not been attained in March, employees shall be entitled to the ordinary amount of vacation time allotted for May.

14. The Employer will provide an incentive to employees if they can collectively increase their production of docketing documents. If the bargaining unit can collectively docket 24,000 or more documents in a four (4) week calendar month, or 30,000 or more documents in a five (5) week calendar month, the Employer will add one (1) additional vacation slot two (2) months later.

a. If, in no more than one (1) week during the calendar month, production falls below 6,000 documents, but the target for the month has been achieved, the vacation slot shall be awarded.

b. For example, in a four (4) week month, if employees collectively docket 24,000 or more documents in the month of March, the Employer will allow one (1) additional person to use vacation every day in the month of May. If the goal was not attained in the month of March, employees shall be entitled to the ordinary amount of vacation time allotted for May (in addition to any other days as may be provided elsewhere in this Memorandum of Understanding).

c. In the event that a workweek is less than five (5) days long, or a system failure prevents docketing for a day, the number of dockets for the month associated with this Incentive Leave shall be prorated accordingly.

15. The Union and the Employer encourage employees to work together to maximize the opportunity for the success of this Pilot Program. To that end, the Employer commits to:

a. Making training opportunities available to all clerks, relating to docketing tasks, with such training being completed by September 30, 2003. A sufficient number of documents will be made available to enable the clerks to satisfy the goal.

b. Make a reasonable effort to ensure that documents are batched by level of complexity. Less complicated batches will be available for docketing by bargaining unit employees.

c. Advise the Shop Stewards of the number of dockets completed by the bargaining unit as follows:

(1) A status report of dockets completed by bargaining unit employees for the current week (Monday and Tuesday) will be e-mailed by the close of business each Wednesday.

(2) A final tally as to the number of dockets produced in the previous week will be e-mailed each Monday.

(3) Production totals for the past month will be e-mailed in the first (1st) week of each month.

d. Provide alternate workstations to employees who are unable to docket due to a lack of appropriate software or equipment.

e. Work with employees on a case-by-case basis to address ergonomic needs.

Lunch Period

16. Employees are normally expected to take a one (1) hour unpaid lunch period from 12:15 p.m. to 1:15 p.m. daily. In the event the workload necessitates that an employee takes their lunch period at a different time, such employee will notify the supervisor via e-mail.

17. This provision shall be fairly applied, and give reasonable consideration to incidental job duties that may prevent timely notification, and variations in clocks or email delivery time.

18. Employees who elect to schedule their normal lunch period at an alternate time on an ongoing basis, may do so by sending a one (1) time notification to the supervisor, specifying the time period. In the event the workload necessitates that the employee takes their lunch period at a different time, the employee will notify the supervisor via e-mail.

Miscellaneous

19. When there is adequate coverage in the courts, the Employer will fairly consider and approve requests to leave early on a first come, first served basis. Vacation or compensatory time will be debited from the employees' leave banks as appropriate.

20. The list of employees who have previously submitted requests for time off shall be updated regularly, and available to employees for review on a "read only" basis on the computer system.

APPROVED this _____ day of _____, 2003

By _____
King County Executive

For SEIU, Local 925:

Tara Heinecke
Union Representative

Date