



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

July 6, 2004

Ordinance 14957

Proposed No. 2004-0257.1

Sponsors Patterson and Phillips

1 AN ORDINANCE approving and adopting the collective
2 bargaining agreement negotiated by and between King
3 County and International Brotherhood of Teamsters Local
4 117 (Wastewater Treatment Division, Professional &
5 Technical and Administrative Support) representing
6 employees in the department of natural resources and
7 parks; and establishing the effective date of said agreement.

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10 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

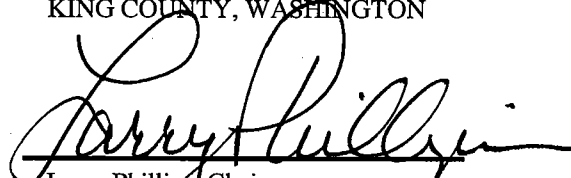
11 SECTION 1. The collective bargaining agreement negotiated between King
12 County and International Brotherhood of Teamsters Local 117 (Wastewater Treatment
13 Division, Professional & Technical and Administrative Support) representing employees
14 in the department of natural resources and parks and attached hereto is hereby approved
15 and adopted by this reference made a part hereof.

16 SECTION 2. Terms and conditions of said agreement shall be effective from
17 November 1, 2003, through and including October 31, 2005.
18


Ordinance 14957 was introduced on 6/1/2004 and passed by the Metropolitan King
County Council on 7/6/2004, by the following vote:

Yes: 12 - Mr. Phillips, Ms. Edmonds, Mr. von Reichbauer, Ms. Lambert, Mr.
Pelz, Mr. Ferguson, Mr. Hammond, Mr. Gossett, Ms. Hague, Mr. Irons, Ms.
Patterson and Mr. Constantine
No: 0
Excused: 1 - Mr. McKenna

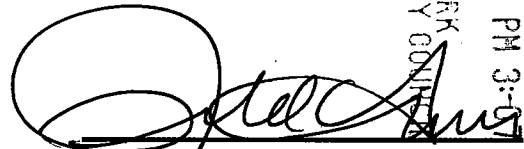
KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Larry Phillips, Chair

ATTEST:


Anne Noris, Clerk of the Council

APPROVED this 14 day of July, 2004.


Ron Sims, County Executive

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KING COUNTY COUNCIL

Attachments A. Agreement between King County and International Brotherhood of Teamsters
Local 117 Representing the Professional & Technical and Administrative Support
Bargaining Unit in Wastewater Treatment Division, B. Appendix A - Wage Addendum

**AGREEMENT BETWEEN
KING COUNTY
AND
INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 117
REPRESENTING
THE PROFESSIONAL & TECHNICAL AND ADMINISTRATIVE SUPPORT
BARGAINING UNIT IN
WASTEWATER TREATMENT DIVISION
KING COUNTY DEPARTMENT OF NATURAL RESOURCES AND PARKS**

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7			
8	ARTICLE	1: JOINT LABOR MANAGEMENT COMMITTEE (WTD JLMC).....	3
9	ARTICLE	2: UNION RECOGNITION, MEMBERSHIP, REPRESENTATION, SHOP STEWARDS.....	4
10	ARTICLE	3: NON-DISCRIMINATION.....	7
11	ARTICLE	4: NO STRIKES OR LOCKOUTS.....	8
12	ARTICLE	5: MANAGEMENT RIGHTS AND RESPONSIBILITIES.....	9
13	ARTICLE	6: PRODUCTIVITY INITIATIVE.....	10
14	ARTICLE	7: TYPES OF EMPLOYEES AND PROBATIONARY PERIOD.....	12
15	ARTICLE	8: PERSONNEL ACTIONS.....	13
16	ARTICLE	9: SENIORITY.....	16
17	ARTICLE	10: DISCIPLINARY ACTION.....	17
18	ARTICLE	11: PERFORMANCE APPRAISALS & PERFORMANCE IMPROVEMENT PLAN.....	18
19	ARTICLE	12: DISPUTE RESOLUTION PROCEDURES.....	20
20	ARTICLE	13: MEDICAL ARBITRATION.....	23
21	ARTICLE	14: CLASSIFICATIONS AND RATES OF PAY.....	25
22	ARTICLE	15: HOURS OF WORK AND OVERTIME.....	27
23	ARTICLE	16: BENEFIT TIME.....	29
24	ARTICLE	17: PRODUCTIVITY INCENTIVE PROGRAM.....	33
25	ARTICLE	18: BENEFITS.....	35
26	ARTICLE	19: LEAVES OF ABSENCE WITH AND WITHOUT PAY.....	39
27	ARTICLE	20: SAFETY STANDARDS.....	42
28	ARTICLE	21: SPECIAL CONDITIONS.....	43
	ARTICLE	22: SAVINGS CLAUSE.....	45
	ARTICLE	23: CONTRACTING OUT.....	46
	ARTICLE	24: TERM OF AGREEMENT.....	47

1 **DEFINITIONS**

2 **Business Teams** - the work groups assigned by management to plan, monitor, evaluate, and carry out
3 work assignments and operational standards within their area of responsibility.

4 **Classification** - A group of positions that are sufficiently similar in their duties, responsibilities, and
5 authority that the same descriptive title may be used to designate each position allocated to the class.

6 **Emergency** - an unforeseen combination of circumstances or the resulting state that calls for
7 immediate action.

8 **FLSA Exempt Employee** - An individual who is designated by the Human Resources Division
9 Director of the Department of Executive Services as being employed in a bona fide executive,
10 administrative or professional capacity as defined by the Fair Labor Standards Act (FLSA), and who
11 is therefore exempt from FLSA overtime pay requirements.

12 **Full-time Employee** - an employee normally scheduled to work forty (40) hours per week or one who
13 works an alternative work schedule recognized as equivalent status to a forty (40) hour week.

14 **Hourly Employee** - An employee who occupies a position that is covered by the FLSA overtime
15 requirements (also referred to as non-exempt employee).

16 **Opening** - a vacancy the employer has determined should be filled.

17 **Part-time Employee** - an employee normally scheduled less than forty (40) hours per week.

18 **Regular Employee** - an employee in a budgeted FTE position.

19 **Special Duty Assignment** - a temporary appointment to perform work different from that normally
20 performed.

21 **Temporary Employee** - an employee hired to fill a special project position of limited duration or to
22 provide short-term replacement staffing for regular employees absent from their positions for reasons
23 such as leave of absence (including term-limited temporary employee as defined in the King County
24 Code).

25 **Transfer** - movement of an employee from one position and/or job assignment to another within the
26 same classification.

27 **Vacancy** - an unfilled position resulting from retirement, termination, promotion, demotion, or the
28 creation of a new position.

1 **PREAMBLE**

2 This Agreement is the result of good faith negotiations between King County (the Employer)
3 and the Teamsters Local Union Local No. 117 (the Union).

4 This document establishes a framework within which the Employer and the Union can
5 achieve our joint mission to efficiently and effectively operate and maintain the public's wastewater
6 treatment system while providing a high quality work environment. Both parties agree that this
7 agreement promotes and provides the flexibility and openness needed to further the goals of
8 improving the work environment, promoting safety and wellness, and productivity initiatives.

9 This Agreement was written through a collaborative process that allowed the Employer and
10 the Union to communicate openly to produce a contract while building positive, ongoing
11 relationships. The Agreement was developed to accomplish the following goals:

- 12 • Develop a compensation and benefit package that is the best in the wastewater treatment
13 industry, and which will attract and retain outstanding employees.
- 14 • Create an Agreement that generates gains in efficiency and effectiveness, is economically
15 feasible, and is justifiable to the Council, the ratepayer, and the public.
- 16 • Write an Agreement that is clear and easily understood.
- 17 • Develop an Agreement consistent with a supportive, productive, challenging, high-quality
18 work environment in which all employees are treated with dignity and respect and are valued for their
19 individual and team contributions.
- 20 • Collaborate to produce an excellent Agreement while building an ongoing
21 labor/management relationship based on open communications, mutual trust, and respect.
- 22 • Include a process in the Agreement by which mutually beneficial changes can take place.

1 **ARTICLE 1: JOINT LABOR/MANAGEMENT COMMITTEE (WTD JLMC)**

2 The Union will participate in the Wastewater Treatment Division Joint Labor/Management
3 Committee (WTD JLMC).

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1 **ARTICLE 2: UNION RECOGNITION, MEMBERSHIP, REPRESENTATION, SHOP**

2 **STEWARDS**

3 **2.1 Union Recognition**

4 The County recognizes Teamsters Local Union No. 117, affiliated with the International
5 Brotherhood of Teamsters, as the sole and exclusive bargaining representative of all regular full-time
6 and regular part-time employees whose job classifications are listed in the attached Appendix A. In
7 recognizing the Union as the exclusive bargaining representative, the County agrees to not effect any
8 change in the wages, benefits, or working conditions covered by the terms of the Agreement, except
9 by mutual agreement with the Union. The County agrees to extend recognition of the Union as
10 bargaining representative for any new or added Wastewater Treatment Facility operated by King
11 County and to extend the terms of this Agreement to represented employees working in those
12 facilities.

13 **2.2 Union Membership**

14 A. It is a condition of employment that, within thirty (30) days of the effective date of
15 this Agreement, all employees covered by the Agreement will become and remain members in good
16 standing in the Union, or pay an agency fee to the Union in lieu of membership dues. This
17 requirement will apply to employees who are temporarily appointed to work in a job classification
18 covered by this Agreement if the appointment is expected to last thirty (30) days or more, however,
19 they will not be required to pay initiation fees and become a "member in good standing" if such
20 action is based solely upon an "acting" position status.

21 B. Employees covered by this Agreement who qualify for an exemption from the
22 requirement for Union membership based on an employee's bona fide religious belief shall contribute
23 an amount equivalent to regular Union dues to a charity mutually acceptable to the employee and the
24 Union. The Employee shall furnish the Union with written proof each month that such payments are
25 being made.

26 C. Failure by an employee to abide by the provisions of paragraphs A and B will
27 constitute just cause for discharge. If an employee has failed to fulfill the obligation set forth in A
28 and B, the Union will provide the employee and the County with seventy-two (72) hours notice of

1 intent to seek the discharge of the employee. During this period the employee may bring the amount
2 in arrears current to avoid discharge.

3 **D.** Upon request, the County will provide the Union with a current list of all
4 employees in the bargaining unit. Such list will indicate the employees' names, section and/or unit,
5 employment status, job classification, and date of hire into his/her current classification.

6 **E.** The County will notify the Union of all new hires, and will notify the Union
7 whenever an employee is moved into or out of a bargaining unit position. The notification will
8 include the employee's name, section and/or unit, employment status, job classification, date of hire
9 and effective date of the personnel action.

10 **2.3 Union Dues Deduction**

11 **A.** Upon receipt of written authorization individually signed by a bargaining unit
12 member, the County will deduct from the pay of such employee the amount of dues, initiation fees,
13 assessments, and agency fees as certified by the Union.

14 **B.** The Union will indemnify and hold the County harmless against any claims made
15 and any suit instituted against the County on account of any collection of the dues for the Union. The
16 Union agrees to refund to the County any amounts paid to it in error on account of the collection
17 provision, upon presentation of proper evidence thereof.

18 **2.4 Shop Stewards, Union Activities and Representation**

19 **A.** Union Representatives (Staff) may visit the work location of employees covered by
20 the Agreement at any reasonable time. They shall report to the appropriate manager/designee upon
21 arrival at the work site being visited.

22 **B.** The County agrees to recognize employees appointed and identified by the Union
23 as Shop Stewards. When contract administration business is conducted during working hours, the
24 employee is responsible for clearing the time taken away from work with his/her manager or
25 supervisor.

26 **C.** The Union shall be allowed use of bulletin board space to post Union notices.
27 Only recognized officers, stewards, and staff representatives of the Union will be entitled to post and
28 remove Union materials, and only materials originating from the Union office and bearing the Union

1 logo or signed by a staff representative of the Union may be posted on the Union bulletin board space.

2 The Union shall be allowed to post electronic mail notices on the County system if the notices meet
3 the same requirements, provided they comply with King County Policies governing electronic mail
4 and internet use.

5 D. Employees who are designated by the Union as stewards and/or representatives of
6 the bargaining unit may make limited use of County telephones, FAX machines, copiers and similar
7 equipment for the purposes of contract administration. In addition, such employee representatives
8 may use the County electronic mail system for communications related to contract administration,
9 provided they comply with King County policies governing electronic mail and internet use. In no
10 circumstances shall use of the County equipment interfere with County operations.

1 **ARTICLE 3: NON-DISCRIMINATION**

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

6 All employees share the responsibility of maintaining a work environment that is supportive
7 of equal employment opportunity. Employees, and members of the public alike, will be treated fairly
8 and with dignity and respect.

1 **ARTICLE 4: NO STRIKES OR LOCKOUTS**

2 During the term of this Agreement, neither the Union nor the employees covered by this
3 Agreement shall cause, engage in, sanction, or in any way encourage employees covered by this
4 bargaining unit to slowdown or strike. The Employer shall not institute any lockout of its employees
5 during the life of this Agreement.

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1 **ARTICLE 5: MANAGEMENT RIGHTS AND RESPONSIBILITIES**

2 The Employer shall have exclusive authority and responsibility to administer all matters that
3 are not covered by this Agreement.

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1 **ARTICLE 6: PRODUCTIVITY INITIATIVE**

2 The management of King County Department of Natural Resources and Parks Wastewater
3 Treatment Division, the Union, and Service Employees International Union Local 925, agree to
4 engage in a competitiveness and productivity initiative for the benefit of the employees of the
5 division, and the ratepayers of King County, our “customers.” Recognizing the inevitability of
6 change, the parties to this agreement intend to work together to manage that change to their mutual
7 benefit. There is significant pressure from outside vendors who wish to operate the utility for their
8 profit, and, should such a proposal ever be accepted by county government, the result would not be in
9 the best interest of county employees, nor consequently our customers. We believe the partnership
10 we are employing will continue to provide our customers with the best and most efficient, state of the
11 art wastewater treatment utility in the country, while securing excellent family wage jobs and
12 rewarding careers for the employees of the division.

13 In order to accomplish this change successfully, we agree to the following:

14 1. There will be no involuntary layoffs during the period the productivity pilot program is in
15 effect between Wastewater Treatment Division of Department of Natural Resources and Parks and
16 King County government. Any reductions in force necessary to help meet productivity goals will be
17 accomplished through attrition.

18 2. This agreement acknowledges the partnership among the management of King County
19 Department of Natural Resources and Parks Wastewater Treatment Division, the Union, and Service
20 Employees International Union Local 925 to manage the change process as the productivity pilot
21 program is implemented, and on a continual basis thereafter.

22 3. Management is committed to providing adequate resources for appropriate and necessary
23 training, career development, and incentives consistent with the business needs, within the financial
24 constraints of the business plan.

25 4. Peer Agency Review Project.

26 The parties agree to continue working on the development of ideas gained in peer review
27 visits to other wastewater treatment facilities. The purpose of these discussions is to apply “best
28 business practices” learned through peer review visits to the operation of King County wastewater

1 treatment facilities. Implementation of recommendations of the Peer Agency Review Project shall be
2 done by mutual agreement between the parties.

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1 **ARTICLE 7: TYPES OF EMPLOYEES AND PROBATIONARY PERIOD**

2 **7.1 General**

3 Employees covered by this Agreement may be either full-time or part-time. The Employer
4 shall staff positions as full-time where possible, recognizing that legitimate work requirements or
5 employee needs may require the use of part-time or temporary employees.

6 **7.2 Probationary Period**

7 The first six (6) months of regular employment shall be a probationary period for all
8 employees. During this period an employee may be terminated without recourse to the Dispute
9 Resolution Procedure.

10 **7.3 Trial Service Period**

11 All employees promoted or transferred to a different classification within the bargaining unit
12 shall serve a six (6) month trial service period during which they may be reverted back to their prior
13 job classification and appropriate pay step for cause, subject to appeal through the Dispute Resolution
14 Procedure.

1 **ARTICLE 8: PERSONNEL ACTIONS**

2 **8.1 Job Posting**

3 The purpose of posting job announcements is to ensure that interested employees know of
4 openings that occur within their bargaining unit and that they have a reasonable chance to compete for
5 those positions.

6 **8.2 Non-competitive appointments for internal candidates**

7 Regular positions or special project assignments may be filled on an acting or temporary basis
8 for no more than six months without competition. The Section Manager and the Supervisor of the
9 affected business team may jointly approve an extension of up to six additional months. Management
10 will notify the Union of non-competitive appointments and extensions.

11 If management determines that a non-competitive appointment will become a continuing
12 assignment of a regular career-service position, or a temporary special duty assignment is expected to
13 last more than six months, the position will be posted for a minimum of 14 days and filled as a
14 competitive appointment. Management needs to determine this change far enough in advance to
15 carry out the necessary administrative details in a timely manner.

16 **8.3 Competitive appointments**

17 For all competitive appointments to positions in the Local 117 bargaining units, selection
18 criteria will be established in advance by a panel that includes at least one Local 117 representative.
19 The panel will interview and evaluate candidates, and make recommendations to the appointing
20 authority. The same selection criteria shall apply to external and internal candidates.

21 All openings of regular bargaining unit positions, and special assignments or temporary
22 appointments performing bargaining unit work that are expected to last six months or longer, will be
23 filled by the competitive appointment process:

24 **8.3.1 Internal candidates:** Internal candidates refers to employees covered by the Professional
25 & Technical and Administrative Support and the Supervisors Agreements in the Wastewater
26 Treatment Division. Employees from outside of such bargaining units, filling a Local 117 position on
27 an acting basis, are not internal candidates for the purpose of this Article. Openings to be filled by a
28 competitive appointment process shall be posted for internal candidates first, for a minimum of 14

1 days. The selection panel will first consider applications from members of the bargaining unit, who
2 are in the same job classification of the open position who wish to be considered as transfer
3 candidates. If there are no transfer candidates, the position will be advertised to members of the
4 bargaining unit.

5 **8.3.2 External candidates:** If no qualified internal candidate is selected by the appointing
6 authority, the position may be posted for applications from employees not covered by this Agreement.

7 **8.4 Layoffs**

8 In the event of a need for a reduction in force, the Employer will meet with the Union as far in
9 advance as possible, a minimum of six weeks, to identify the reasons requiring the reduction and the
10 number and classifications of employees affected.

11 The Employer commits to provide training to affected regular employees that allows those
12 employees to compete for other available jobs. The Employer and the Union agree that these affected
13 employees shall be given preference for job openings within the bargaining unit for which they meet
14 the minimum qualifications. If layoffs are required, the least senior employee(s) in the affected
15 classification shall be laid off provided that those employees remaining on the job are qualified to
16 perform the work assigned.

17 Employees laid off shall be eligible for recall for two (2) years from date of layoff.

18 Employees subject to layoff shall be allowed to exercise seniority rights as defined in Article
19 9.1 to displace the least senior employee in another bargaining unit classification, provided he/she has
20 completed a probationary period in the other classification, and has more seniority than the least
21 senior employee in the classification.

22 **8.5 Outplacement**

23 The County will make available its employee outreach services for employees who have been
24 notified of their impending layoff through the County's employment resource center.

25 **8.6 Recall**

26 Employees shall be recalled to the affected classifications in the order of seniority (the most
27 senior being recalled first) provided that those recalled are qualified to perform the work assigned.

28 To be eligible for recall, a laid-off employee must keep the Employer informed of his/her

1 current address and phone number. The Employer shall notify laid-off workers of recall by certified
2 letter. When offered re-employment from layoff, the employee must indicate acceptance and report
3 for work within thirty (30) days unless unusual circumstances prohibit return within that time period.

4 Employees failing to respond and return in a timely manner shall be considered to have
5 waived their recall rights.

1 **ARTICLE 9: SENIORITY**

2 All regular employees shall accrue seniority from the date of hire. All temporary employees
3 subsequently hired into a regular position without a break in service and who complete the
4 probationary period shall be credited with seniority retroactive to date of hire as a temporary
5 employee.

6 9.1 Seniority shall be defined as the length of continuous service with the Employer including
7 time served under the former Metro for the purposes of layoff and recall.

8 9.2 Seniority shall be defined as the length of continuous service within classification for
9 purposes of transfers and all other purposes.

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1 **ARTICLE 10: DISCIPLINARY ACTION**

2 No employee who has completed the probationary period shall be disciplined except for just
3 cause. The Employer and the Union agree with the principle of progressive discipline, which may
4 include oral reprimands, written reprimands, suspension and discharge, or alternative forms of
5 discipline mutually agreed upon.

6 All discipline of non-probationary employees shall be subject to the Dispute Resolution
7 Procedure in Article 12.

1 **ARTICLE 11: PERFORMANCE APPRAISALS & PERFORMANCE IMPROVEMENT**

2 **PLAN**

3 11.1 Each Employee will receive an annual performance evaluation between September 15th
4 and October 15th of each year.

5 11.2 When an Employee's supervisor believes the Employee's performance is unsatisfactory,
6 the supervisor will document the specific performance deficiencies with a written performance
7 appraisal. This Employee may request that this performance appraisal be reviewed by the next higher
8 level of supervision.

9 11.3 Upon receipt of an unsatisfactory performance appraisal and, if requested, the
10 completion of a higher level review which confirms the unsatisfactory performance appraisal, the
11 Employee will be placed on a Performance Improvement Plan. The Performance Improvement Plan
12 will be reviewed by WTD Human Resources and will include the following:

13 • Opportunity for the employee to be involved in the development of the Performance
14 Improvement Plan

15 • Description of the Employee's specific performance deficiencies

16 • Specific performance objectives

17 • Listing of resources available to the Employee, as appropriate

18 • Specified duration (up to 12 months) that provides sufficient time for the employee
19 to make the required improvements

20 • Regular review of the employee's performance with written evaluation to the
21 Employee indicating his/her progress in meeting the specific performance objectives.

22 11.4 The act of placing an Employee on a Performance Improvement Plan is not a grievable
23 action.

24 11.5 While on a Performance Improvement Plan, an Employee will not receive any scheduled
25 salary step increase. If the Employee successfully completes the Performance Improvement Plan, the
26 Employee will then receive the delayed salary step increase. Delayed receipt of a salary step increase
27 will not impact future scheduled salary step increases.

28 11.6 When an Employee is unable to satisfactorily perform the specific performance

1 objectives of his/her Performance Improvement Plan, the supervisor may extend the period of the
2 Performance Improvement Plan (but not to exceed the 12 month maximum) if the supervisor
3 determines that the Employee may be able to make the required improvements if given more time.

4 **11.7** An Employee who is unable to satisfactorily perform the specific performance
5 objectives of his/her Performance Improvement Plan will be subject to demotion or discharge from
6 employment. Demotions or discharges resulting from a failure to satisfactorily complete a
7 Performance Improvement Plan will be subject to the grievance and arbitration process in Article 12.

1 **ARTICLE 12: DISPUTE RESOLUTION PROCEDURES**

2 **12.1 Grievance/Arbitration/Mediation**

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

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

9 The Union shall not be required to press employee grievances if, in the opinion of the Union,
10 the grievance(s) lack(s) merit. With respect to the processing, disposition and/or settlement of any
11 grievance, including hearings and final decisions of Boards and Arbitrators, the Union shall be the
12 exclusive representative of the employee(s) covered.

13 **A. Definitions.**

14 Grievance – A claimed violation of any provision of this Agreement. Complaints of
15 discrimination shall be subject to this dispute resolution procedure, but shall not be subject to
16 arbitration.

17 Working Days – Monday through Friday, excluding holidays observed by King
18 County.

19 **B. Procedure.**

20 **Step 1.** A grievance shall be verbally presented by the aggrieved employee or his/her
21 representative within fifteen (15) working days of the date when the employee could reasonably be
22 expected to know of the basis for a grievance. The grievance shall be presented to the employee's
23 Section Manager (Plant Manager or Maintenance Manager, as appropriate). The Manager or designee
24 shall gain all relevant facts and shall attempt to adjust the matter and notify the employee within
25 fifteen (15) working days after submission of the grievance. If a grievance is not presented in writing
26 to the next level within ten (10) working days after the date of the Step 1 response, it shall be
27 presumed resolved.

28 **Step 2.** If after thorough discussion with the Section Manager or designee, the

1 grievance has not been satisfactorily resolved, the employee or his/her representative may submit the
2 grievance in writing to the Division Manager or designee. The grievance statement must include a
3 brief description of the events that are the basis of the grievance, the provisions of this Agreement
4 that the employee believes have been violated, and the requested remedy. All letters, memoranda and
5 other written materials previously considered at Step 1 shall be made available for the review and
6 consideration of the Division Manager or designee. He/she may interview the employee and/or
7 his/her representative and receive any additional related evidence which he/she may deem pertinent to
8 the grievance. He/she shall make his/her written decision available within twenty (20) working days;
9 copies will be provided to the employee, the Union representative, the employee's Section Manager
10 or designee, WTD Human Resources, and the Labor Relations Manager, Human Resources Division
11 of the Department of Executive Services. If the grievance is not pursued to the next higher level
12 within twenty (20) working days, it shall be presumed resolved.

13 **Step 3.** If, within twenty (20) working days of the date of response provided in Step 2,
14 the matter has not been resolved, the grievance may be submitted to Arbitration. If Arbitration has
15 been timely requested, the parties may with mutual consent attempt Grievance Mediation. The
16 process will use a mutually acceptable mediator and conclude within thirty (30) working days after
17 the mutual request.

18 Should arbitration be necessary either after an attempt to mediate the dispute or directly after
19 Step 2, the Parties shall select a third disinterested party to serve as an arbitrator. In the event that the
20 parties are unable to agree upon an arbitrator, then the arbitrator shall be selected from a panel of
21 seven arbitrators furnished by the American Arbitration Association or the Federal Mediation and
22 Conciliation Service, whichever source is mutually acceptable. The arbitrator will be selected from
23 the list by both the County representative and the Union, each alternately striking a name from the list
24 until only one name remains. The party to strike first shall be determined by a coin toss. The
25 arbitrator under voluntary labor arbitration rules of the Association shall be asked to render a decision
26 promptly and the decision of the arbitrator shall be final and binding on both parties.

27 No matter may be arbitrated which the County, by law, has no authority over, nor authority to
28 change, or has been delegated to any civil service commission or personnel board as defined in

1 RCW 41.56.

2 The arbitrator shall have no power to change, alter, detract from or add to the provisions of
3 this Agreement, but shall have the power only to apply and interpret the provisions of this Agreement
4 in reaching a decision.

5 The arbitrator's fee and expenses shall be borne equally by both parties. The fee for any court
6 reporter for a verbatim record of any proceeding shall be borne by the party requesting same unless
7 otherwise mutually agreed. A copy of any record shall be made available to the other party at cost.

8 Each party shall bear the cost of its presentation, including attorney's fees, regardless of the outcome.

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

10 C. Time Limits. Time limits may be extended by written agreement of the parties.

11 **12.2 Alternate Dispute Resolution Procedures**

12 After a grievance is initially filed, the following Alternative Dispute Resolution (ADR)
13 process may be followed, with mutual consent. This process will not exceed twenty (20) working
14 days unless extended by mutual agreement:

15 A. A meeting will be arranged by the Union representative and Employer
16 representative (or their designees) to attempt to resolve the matter.

17 B.

18 (1) The meeting will include a mediator and the affected parties.

19 (2) The parties may mutually agree to other participants such as union and
20 management representatives or subject matters experts.

21 C. The parties will meet at mutually agreeable times to attempt to resolve the matter.

22 D. If the matter is resolved, the grievance will be withdrawn.

23 E. If the matter is not resolved, the grievance will continue through the grievance
24 process and be considered timely under the previous step.

25 F. The moving party can initiate the next step in the grievance process at the
26 appropriate time, irrespective of this process.

27 G. Offers to settle and aspects of settlement discussions will not be used as evidence
28 or referred to if the grievance is not resolved by this process.

1 **ARTICLE 13: MEDICAL ARBITRATION**

2 A grievance from an employee who is removed from service or refused permission to return to
3 service from sick leave or a leave of absence due to a physical or mental disability preventing the
4 employee from performing all of the duties of his/her position shall be processed only through the
5 following medical arbitration procedure.

6 **Step 1.** The employee shall present to the Employer a medical release from his/her primary
7 treating physician that authorizes the employee to perform, without restriction, all physical and
8 mental duties of his/her position. In the absence of such a medical release, the parties agree that no
9 grievance exists.

10 The Employer will evaluate the medical release from the employee's physician. If the
11 Employer does not accept the medical release, the Employer will, at its expense, refer the employee to
12 an independent consulting physician of the Employer's choice for a medical examination. If the
13 independent consulting physician authorizes return of the employee to work, the employee will be
14 allowed to return to duty upon release without loss of seniority. The employee shall receive back pay
15 from the date the employee presented an acceptable medical release from his/her physician to the
16 Employer, provided the employee was available. In the event the independent consulting physician
17 does not authorize the employee's return to work and the employee still wishes to return to work, the
18 grievance shall progress to Step 2. Such referral to Step 2 must be in writing.

19 **Step 2.** When the employee's physician and the independent consulting physician disagree on
20 whether the employee may return to work, the two (2) physicians shall discuss the issue. In the event
21 these physicians cannot resolve the issue, the two (2) physicians shall select a third physician who is a
22 specialist in the appropriate field of medicine. The third physician shall serve as a medical arbitrator
23 and shall examine the employee to determine whether the employee can perform all of his/her duties
24 without restriction.

25 Should the medical arbitrator determine that the employee can perform all of his/her duties
26 without restriction, the employee shall be returned to work, and the medical arbitrator shall determine
27 the date upon which the employee, in the arbitrator's opinion, was able to fully perform the duties of
28 his/her position. The employee shall receive back pay, benefits, and seniority from the date

1 determined by the arbitrator.

2 Should the medical arbitrator rule in favor of the Employer, the Employee's appropriate
3 placement shall be determined in accordance with the Employer's regular accommodation
4 procedures.

5 The power and authority of the medical arbitrator shall be strictly limited to determining
6 whether the employee can perform all of his/her duties without restriction. The medical arbitrator
7 shall not have the authority to add to or subtract from or modify the Employer's job descriptions. The
8 decision of the medical arbitrator shall be final and binding on all parties. The fees and expenses of
9 the medical arbitrator shall be borne by the Employer.

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1 **ARTICLE 14: CLASSIFICATIONS AND RATES OF PAY**

2 **14.1** The classifications and rates of pay for all employees in the Professional & Technical
3 and Administrative Support bargaining unit are listed in Appendix A of this Agreement.

4 **14.2 A.** Effective January 1, 2004, the rates of pay in effect on December 31, 2003, shall be
5 increased by 90% (ninety percent) of the percentage increase in the United States City Average
6 Consumer Price Index which occurs during the twelve (12) month period from September 2002 to
7 September 2003; provided, however, such percentage increase shall be not less than two percent (2%)
8 nor shall it exceed six percent (6%). The Index used shall be the Consumer Price Index for the Urban
9 Wage Earners and Clerical Workers (CPI-W) as published by the Bureau of Labor Statistics, U.S.
10 Department of Labor.

11 **B.** Effective January 1, 2005, the rates of pay in effect on December 31, 2004, shall be
12 increased by 90% (ninety percent) of the percentage increase in the United States City Average
13 Consumer Price Index which occurs during the twelve (12) month period from September 2003 to
14 September 2004; provided, however, such percentage increase shall be not less than two percent (2%)
15 nor shall it exceed six percent (6%). The Index used shall be the Consumer Price Index for the Urban
16 Wage Earners and Clerical Workers (CPI-W) as published by the Bureau of Labor Statistics, U.S.
17 Department of Labor.

18 **14.3** Effective November 1, 2000, current employees who receive a satisfactory performance
19 appraisal, will move two (2) steps on the revised 2000 King County 10 Step Hourly or Exempt salary
20 schedule, whichever is applicable, based on their step placement as of October 31, 2000. Thereafter,
21 current employees who receive a satisfactory performance appraisal shall progress two (2) steps
22 annually effective November 1, 2001, until reaching the top step of their salary range. New
23 employees hired on or after the effective date of this agreement shall be placed at the entry level of
24 their range and, after satisfactory completion of probation as determined by King County, shall
25 progress two (2) steps annually on November 1, provided they receive a satisfactory performance
26 appraisal, until they reach the top step of their range.

27 Employees who are at Step 10 and receive the highest rating on their performance appraisal
28 for two consecutive years shall be eligible for a merit increase of 2.5% above Step 10. This must be

1 re-earned each year.

2 **14.4** An employee who is temporarily assigned in writing by his/her supervisor to perform the
3 work of a higher-paying classification for a period of one work day or more shall receive a pay
4 increase of 5%, but not more than the maximum of the salary range of the higher classification.

5 **14.5** Employees temporarily assigned to a full rotating shift shall receive the rotating shift
6 premium.

7 **14.6** Hourly employees not assigned to standby who are called in to work on an unscheduled
8 basis or because of an emergency, within 12 hours or less of their scheduled report time, shall be paid
9 at the overtime rate for the actual hours worked, with a minimum of 3 hours. If subsequent call-ins
10 fall within three hours, further pay will not start until the fourth unscheduled work hour. Travel time
11 to and from the job shall be considered as working time in such circumstances. Employees who have
12 been notified more than 12 hours before report time that their work schedule has been changed shall
13 not be eligible for call-in pay.

14 **14.7** Hourly employees who are scheduled to attend meetings on their regular day(s) off or
15 who are required to return to work on a work day to attend a meeting shall be compensated for the
16 greater of two hours or the actual meeting time at the overtime rate.

17 **14.8** The parties agree that implementation of the Classification/Compensation Project will
18 be accomplished by the King County union bargaining coalition negotiations for professional,
19 technical and supervisory job classifications. The parties agree that upon completion of coalition
20 bargaining or once Local 117 has ratified any settlement agreement produced from coalition
21 bargaining, it will incorporate such agreement by reference into the collective bargaining agreement.

1 **ARTICLE 15: HOURS OF WORK AND OVERTIME**

2 The provisions of this Article apply only to hourly employees in positions covered by the
3 overtime requirements of the Fair Labor Standards Act (FLSA).

4 **15.1 Hours of Work**

5 Regular work shifts are eight (8) hours per day for five (5) consecutive days per week, or ten
6 (10) hours per day for four (4) consecutive days per week.

7 Rotating shifts are four (4) continuous days of two (2) eleven and seven tenths (11.7) hour day
8 shifts and two (2) eleven and seven tenths (11.7) hour night shifts, followed by four (4) scheduled
9 days off before starting a new rotation cycle.

10 Other innovative work schedules mutually agreed upon by the Employer and the Union may
11 be utilized.

12 **15.2 Meal and Rest Periods**

13 Thirty (30) minute meal periods will be provided on the employee's time during each shift or
14 workday. Except in emergencies, employees will not be required to respond to work needs during the
15 unpaid meal period.

16 Fifteen (15) minute paid rest periods will be provided approximately midway through each
17 one-half (1/2) shift. Employees assigned to work the eleven and seven-tenths (11.7) hour rotating
18 shift will be provided with three (3) fifteen (15) minute paid rest periods during each shift.

19 Employees will not be required to work longer than three (3) hours without a rest or meal
20 period except in emergencies.

21 **15.3 Overtime and Compensatory Time**

22 Employees required to work more than their regular workday or workweek will be paid either
23 overtime for such additional hours at one and one-half (1-1/2) times the employee's regular hourly
24 rate of pay or compensatory time at the rate of one and one-half (1-1/2) times the amount of overtime
25 hours actually worked.

26 Paid benefit time, extended sick leave and compensatory time, up to a maximum of forty (40)
27 hours in a workweek, will be recognized as time worked for purposes of overtime calculation. The
28 Employer will provide the Union with at least thirty (30) days notice of any change in the workweek

1 or payroll week for Employees covered by this Agreement.

2 For the purpose of calculating overtime, an employee's workday shall be defined as beginning
3 with the first (1st) hour of their regularly assigned shift and continuing for a total of twenty-four (24)
4 consecutive hours. The workweek shall consist of seven consecutive twenty-four hour periods as
5 defined by the Employer.

6 When an employee is held over or called in for a work period that includes a regular meal
7 period, the meal period will be unpaid.

8 Employees working two (2) consecutive hours of overtime immediately following the
9 employee's regularly scheduled workday shall be eligible to receive a meal expense reimbursement.

10 A. Compensatory Time. Accrued compensatory time shall be available for the
11 employee's use as paid time off the job. Compensatory time used shall be recognized as time
12 worked. Accrued compensatory time in excess of eighty (80) hours (forty-eight (48) hours where
13 requested by the employee) shall be paid off at the conclusion of each calendar year quarter at the
14 employee's regular hourly rate of pay. A current balance of compensatory time hours available will
15 be shown on the pay stub. Employees may not use compensatory time until it is earned and is shown
16 on the pay stub.

17 B. Overtime/Compensatory Time Option. The supervisor and the employee shall
18 determine which form of compensation will be provided. The employee's preference for either
19 overtime pay or compensatory time or a combination thereof will be honored. However, business
20 needs may prevent the employee from earning compensatory time in lieu of overtime pay. This
21 selection shall be made prior to the employee submitting their time sheet for the pay period in which
22 the overtime was worked. Employees' requests to use compensatory time earned may be denied if
23 such leave would unduly disrupt the Employer's business operations.

24 **15.4** Fourteen (14) calendar days notice will be given an employee prior to implementing an
25 involuntary change in schedule, except in cases of emergency.

26 The Employer may not change an employee's schedule for the purpose of avoiding the
27 payment of overtime.

1 **ARTICLE 16: BENEFIT TIME**

2 **16.1 General Description**

3 The benefit program has two elements to it: one is Benefit Time (BT) and the other is
4 Extended Sick Leave (ESL). Both programs are built on the accrual rate table set forth in Article
5 16.5. This program recognizes the need for scheduled time away from the job (vacation and holidays)
6 for personal reasons and for occasions when the employee must be away because of illness or injury.
7 The provisions of this Article shall not apply to employees in the Communications Specialist
8 classification series in the Technical Publications Unit.

9 **16.2 Definitions**

10 All BT and ESL time is based on a 2,080 hour year. Benefit Time (BT) is the bank of time
11 accrued for use during scheduled paid time off, including holidays, and unscheduled paid time off
12 (excluding bereavement leave and jury duty) to include the first two (2) consecutive days of
13 unscheduled illness for employees and their dependents.

14 Extended Sick Leave (ESL) is the bank of time accrued for use during all paid nonscheduled
15 illness exceeding two (2) consecutive scheduled workdays for employees and their dependents, as
16 well as for pre-scheduled paid time off (i.e., surgery or tests) or injury of the employee or dependent.

17 Employees may donate BT and ESL to another employee in accordance with King County
18 guidelines for donation of vacation and sick leave.

19 **16.3 Principles**

20 A. The benefit time program is intended to provide a productive workplace where
21 employees are encouraged to be healthy and regularly be at work.

22 B. Operational efficiency is increased by the responsible management of the benefit
23 time usage. The appropriate use of benefit time rests with the business teams.

24 C. Standards for the appropriate use of benefit time will be developed and monitored
25 by individual business teams subject to review by the JLMC. The development of benefit time
26 standards will recognize the diverse needs of the workplace.

27 **16.4 Absence**

28 Employees are expected to schedule BT as far in advance as possible to facilitate business

1 team planning. Employees are expected to notify the Employer each day of any unscheduled absence.
2 If the reason for unscheduled absence is for illness in excess of two (2) consecutive days, the
3 employee shall be paid from their accrued ESL bank beginning with the third (3rd) day. However, all
4 BT and ESL time shall be coordinated with, and supplementary to, Workers' Compensation.

5 Hourly employees who become ill or who are injured while at work shall apply the applicable
6 accrued Benefit Time or Extended Sick Leave for that portion of the shift that they are unable to
7 complete. This day will be considered the first day of unscheduled absence in case of illness when
8 determining the activation of payment of Extended Sick Leave time. Hourly employees may use
9 accrued benefit time in increments of one-half (1/2) hour if approved by the supervisor.

10 FLSA exempt employees use accrued BT in increments of not less than one regular work day.
11 FLSA exempt employees who are absent for part of a work day will not be required to charge such
12 absences against any accrued leave balances nor will the employee's pay be reduced.

13 Employees unable to work because of any other personal emergency shall be allowed to use
14 BT for any unworked but scheduled hours.

15 Benefit Time (BT) and Extended Sick Leave (ESL) will be paid only to the extent that BT and
16 ESL hours have been accrued by the employee in the pay period immediately preceding the absence.

17 **16.5 Benefit Time Accrual and Extended Sick Leave Accrual**

18 Benefit Time accrual shall begin December 26, 1999 as follows:

	Accrual Rates		
Years of Employment	Annual	Bi-weekly	Hourly
Less than 5 years	232	8.923	0.1115
5 years but less than 8 years	256	9.846	0.1231
8 years but less than 10 years	264	10.154	0.1269
10 years but less than 16 years	296	11.385	0.1423
16 years but less than 17 years	304	11.692	0.1462
17 years but less than 18 years	312	12.000	0.1500
18 years but less than 19 years	320	12.308	0.1538

	Accrual Rates		
Years of Employment	Annual	Bi-weekly	Hourly
19 years but less than 20 years	328	12.615	0.1577
20 years but less than 21 years	336	12.923	0.1615
21 years but less than 22 years	344	13.231	0.1654
22 years but less than 23 years	352	13.538	0.1692
23 years but less than 24 years	360	13.846	0.1731
24 years but less than 25 years	368	14.154	0.1769
More than 25 years of service	376	14.462	0.1808

Extended Sick Leave accrual shall accumulate for all employees on the basis of fifty-six (56) hours per year (0.0269 hours per hour).

The hourly accrual rates indicated in this article shall not be construed to mean that FLSA exempt employees receive compensation based on number of hours worked.

16.6 Benefit Time Accumulation and Extended Sick Leave Accumulation

The maximum accumulated carryover of Benefit Time from the pay period ending before April 1st of one calendar year to the next shall be six hundred (600) hours. Employees with at least four hundred and eighty (480) hours at that time shall have the option to convert up to one-hundred twenty (120) hours to cash, down to a balance of four hundred and eighty (480) hours. Benefit Time in excess of 640 hours shall be forfeited. Exception: An employee who exceeds 640 hours on or after April 1 as a result of cancellation by the Employer of the employee's absence shall be allowed to retain the excess hours for up to six additional months (to the following October 1).

There shall be no limit on the amount of Extended Sick Leave (ESL) accrued.

16.7 Upon Retirement or Death

Upon retirement from the County or death, an employee or their beneficiary shall be paid for up to four-hundred eighty (480) hours of accrued benefit time (BT) at one-hundred percent (100%) and for all accrued Extended Sick Leave (ESL) at thirty-five percent (35%).

16.8 Holidays

1 All work performed on the following holidays by hourly employees shall be paid at the rate of
2 one and one-half (1-1/2) times the employee's hourly rate of pay for all hours worked:

- 3 • New Year's Day
- 4 • Martin Luther King's Birthday
- 5 • Washington's Birthday (also known as President's Day)
- 6 • Memorial Day
- 7 • Independence Day
- 8 • Labor Day
- 9 • Veteran's Day
- 10 • Thanksgiving Day
- 11 • Day after Thanksgiving Day
- 12 • Christmas Day

13 Holidays will be on the actual day of the holiday for shift crews and on the day King County
14 observes the holiday for employees whose workdays are on Monday through Friday.

1 **ARTICLE 17: PRODUCTIVITY INCENTIVE PROGRAM**

2 **17.1 Goals and parameters.**

3 The goals of the productivity incentive program are as follows:

4 **A.** Provide financial incentives to employees to achieve higher than projected savings
5 to the sewer ratepayers.

6 **B.** Encourage teamwork.

7 **C.** Encourage employee involvement in and ownership of the business. The
8 parameters of the productivity incentive program shall be consistent with the commitments and
9 performance guarantees as set forth in the wastewater productivity pilot program, adopted by Motion
10 11156.

11 **17.2 Productivity Incentive Fund For Wastewater Operating Fund**

12 Henceforth, the productivity incentive fund, as defined herein, shall be established each
13 calendar year after the baseline annual operating target savings identified in the aforementioned
14 productivity pilot program are met and verified through an independent review. Fifty percent (50%)
15 of those additional savings shall be retained by King County Wastewater Treatment Division and fifty
16 percent (50%) shall be assigned to a productivity incentive fund.

17 The fund shall be managed as defined in article 17.5.

18 **17.3 Productivity Incentive Fund For Wastewater Capital Fund.**

19 If the King County Council approves an extension of the Productivity Initiative to the major
20 capital program, the parties shall meet to discuss the participation of the bargaining unit employees in
21 such program.

22 **17.4 Prior Ongoing Permanent Savings**

23 In order to memorialize the gainsharing distribution for ongoing permanent savings to the wastewater
24 program achieved under the prior collective bargaining agreement, a permanent adjustment for past
25 productivity gains will be added to each employee's base hourly pay rate. The current adjustment of
26 \$1.46 per hour shall be adjusted for COLA in accordance with the provisions of Article 14.2. This
27 provision shall not apply to employees in the Communications Specialist classification series in the
28 Technical Publications Unit.

1 17.5 A productivity Incentive Program Oversight Committee shall be responsible for
2 oversight of funds allocated to the fund. The committee may include one (1) representative from the
3 Teamsters Local 117 Professional & Technical and Administrative Support bargaining unit and one
4 (1) representative from the Teamsters Local 117 Supervisors bargaining unit.

5 Ex-officio membership may include, but shall not be limited to the Office of the Executive
6 and the Finance & Business Operations Division of the Department of Executive Services.

7 The productivity incentive program oversight committee shall have the authority and
8 responsibility to determine the distribution and use of the fund, subject to approval by the manager of
9 the Wastewater Treatment Division. Distribution of the funds may include, but not be limited to:

- 10 • Annual payouts to employees.
- 11 • Investment in employees through training and other employee development
12 programs.
- 13 • Award and recognition program.
- 14 • Reserve fund.
- 15 • Other activities consistent with achieving the goals of the productivity pilot
16 program.

17 The productivity incentive program oversight committee shall prepare an annual report on the
18 management of the fund. The fund shall be audited on an annual basis.

1 **ARTICLE 18: BENEFITS**

2 **18.1 Benefit Plan Administration**

3 The administration of the employee benefit plans is the responsibility of the Employer. The
4 Employer is committed to helping employees understand the benefits to which they are entitled
5 eliminating red tape where possible, and ensuring efficient administration by the parties with which it
6 contracts. The Employer may make administrative changes that are necessary or desirable and will
7 notify the Union of administrative changes as they occur.

8 The Employer shall maintain the current level of benefits under its medical, dental, vision and
9 life insurance programs during the life of this Agreement, except that:

10 A. There is an established County-wide Labor/Management Insurance Committee
11 comprised of an equal number of representatives from the Employer and the Labor Union Coalition
12 whose function is to review, study, and make recommendations relative to existing medical, dental,
13 and life insurance programs.

14 B. The Union and the Employer agree to incorporate changes to employee insurance
15 benefits which the County may implement as a result of the agreement of the Joint Labor
16 Management Insurance Committee.

17 **18.2 Eligibility**

18 Regular full-time employees and their dependents and regular part-time employees who are
19 scheduled to work an average of twenty (20) hours per week in a pay period are eligible for medical
20 and dental coverage from the first day of the calendar month following the date of hire, or the date of
21 hire if it is the first day of the month.

22 Temporary full-time employees and their dependents, and temporary part-time employees who
23 are scheduled to work an average of twenty (20) hours or more per week in a pay period, and who are
24 hired to fill positions intended to last one hundred eighty (180) days or longer, shall be eligible for
25 medical, dental, and vision coverage effective the first day of the month following thirty (30)
26 continuous days of service.

27 Temporary full-time employees and temporary part-time employees who are hired to fill
28 positions intended to last less than one hundred eighty (180) continuous days are not eligible to

1 receive benefits. However, in the event an employee's appointment is extended beyond one hundred
2 eighty (180) continuous days, the employee shall be eligible to receive medical, dental, and vision
3 coverage effective upon the first of the month following one hundred eighty (180) continuous days of
4 service.

5 **18.3 Retirement**

6 Bargaining unit employees are currently covered by the Public Employees Retirement System.
7 All terms, conditions, and benefits shall be pursuant to the laws, ordinances, and rules and regulations
8 governing this retirement system.

9 **18.4 RWT-PLUS Retirees Health and Welfare Plan**

10 All current bargaining unit members shall be eligible for the RWT-PLUS Retirees Health and
11 Welfare Plan at a monthly contribution rate of:

12 Forty-four dollars and eighty-five cents (\$44.85), effective January 1, 2003;

13 Forty-nine dollars and eighty-five cents (\$49.85), effective January 1, 2004;

14 Fifty-four dollars and eighty-five cents (\$54.85), effective January 1, 2005;

15 The County shall deduct the monthly contribution rate from the net pay of each bargaining
16 unit member's paycheck in an amount equal to the contribution rates set forth above. These
17 deductions shall be transferred to Northwest Administrators on a monthly basis. All monthly
18 contributions shall be subject to required payroll deductions. Contribution rates may be updated or
19 other changes made as needed after negotiation of a new Memorandum of Agreement between the
20 Union and King County. The parties agree in the event a change occurs in the federal law in effect
21 during the effective dates of this Memorandum of Agreement that would allow for the monthly
22 contribution to be deducted from each employee's gross wages, before payroll deductions, the parties
23 will meet at the earliest opportunity to implement the pretax contribution deduction.

24 The Union will indemnify, defend and hold the County harmless against any claims made and
25 any suit instituted against the County relating to implementation of this Agreement, including, but not
26 limited to, any claims by bargaining unit members with respect to payroll deductions and/or monthly
27 contributions, and/or any claims or findings made by the Internal Revenue Service. The Trust will be
28 responsible for correcting any amounts overpaid by the County to the Trust upon presentation of

1 proper evidence thereof.

2 **18.5 Pension Trust**

3 The County agrees to re-open negotiations during the term of this agreement upon request by
4 the Union, solely for the purpose of negotiating procedures and policies for employees covered by
5 this Agreement to participate in the Western Conference of Teamsters Pension Trust (WCTPT). The
6 County and Union understand and agree that the Union will conduct a membership vote to determine
7 whether the bargaining unit will participate in WCTPT, and that if a majority of members vote in
8 favor of participation, all members must participate. The parties further agree that participation in
9 WCTPT shall not result in an increase in the rate of pay for any employee covered by this Agreement.

10 **18.6 Workers' Compensation**

11 A. The Employer will maintain workers' compensation procedures and payments
12 consistent with all state laws, administrative rules, and guidelines promulgated by the state legislature
13 and Department of Labor and Industries.

14 B. In addition to the compensation benefits accruing to employees under state
15 industrial insurance laws, or in addition to the compensation earned for alternative work, an employee
16 may use his/her accrued Benefit Time and Extended Sick Leave to supplement the workers'
17 compensation payment. An employee will not receive compensation in excess of what he/she would
18 normally receive in net take-home pay. Any overpayment must be returned to the Employer. Net
19 take-home pay will be calculated based on the employee's hourly wage at the time of injury times
20 eighty (80) hours minus mandatory deductions.

21 C. Employees who miss work due to on-the-job injuries will continue to accrue
22 Benefit Time and Extended Sick Leave on straight-time hours of work lost, for a maximum of sixty
23 (60) workdays missed during each calendar year.

24 **18.7 Sick Child Care Benefit Program**

25 The Employer agrees to provide employees with a sick child care service for eligible
26 dependent children. The service is provided at no cost to employees. The terms of the service are
27 specified under the Employer's contract with Virginia Mason Medical Center's Tender Loving Care
28 (TLC) Program.

1 **18.8 'Home Free' Guarantee**

2 The Employer will operate a program to provide employees with a free ride home, by taxi, if
3 on a given day the employee has commuted to work by bus, carpool, vanpool, bike or walking on the
4 day of the trip and has an emergency that day which requires the employee to leave work at other than
5 the employee's regularly scheduled quit time. Determination of what constitutes a qualified
6 emergency will be made at each worksite by the employee designated by the Employer. Employees
7 can exercise their 'home free' guarantee a maximum of eight (8) times per calendar year.

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1 **ARTICLE 19: LEAVES OF ABSENCE WITH AND WITHOUT PAY**

2 **19.1 Leaves of Absence With Pay**

3 A. Bereavement Leave. In the event of death of a member of the employee's family,
4 an employee will be granted two (2) days off with pay to attend the funeral. An additional day off
5 will be granted when total travel to attend the funeral is two hundred (200) miles or more. In addition
6 to the bereavement leave granted herein, a maximum of three (3) days Extended Sick Leave may be
7 used with approval of the employee's supervisor. For purposes of this section, employee's family is
8 defined as:

- 9 • Employee's spouse or domestic partner
- 10 • Children of the employee, employee's spouse or domestic partner
- 11 • Parents of the employee, employee's spouse or domestic partner
- 12 • Siblings
- 13 • Grandchildren
- 14 • Grandparents
- 15 • Son-in-law, daughter-in-law

16 B. Jury Duty/Subpoena. An employee called for jury duty or subpoenaed may be
17 allowed the necessary leave with pay not to exceed forty (40) hours per week. The employee should
18 notify his/her supervisor immediately upon receiving notification of jury duty or subpoena. As the
19 employee will be paid by the Employer, compensation received from a jury function shall be
20 submitted to the Employer. Any payment for travel expenses will be reimbursed to the employee.
21 The employee shall make every effort to report to work in case of early excusal. This section does
22 not apply when the employee is a plaintiff or defendant.

23 C. Military Duty/Training Leave. An employee who is a member of the Washington
24 National Guard or any organized reserve of the Armed Forces of the United States, and is ordered to
25 be on active training duty, shall be allowed fifteen (15) work days of military leave during each
26 training year. The employee must present orders for active or inactive training duty to his/her
27 supervisor prior to taking leave. The employee may receive military leave for weekend reservist duty.

28 D. Executive Leave. Employees covered by this agreement who are in positions

1 exempt from the overtime requirements of the Fair Labor Standards Act will receive three (3) days of
2 Executive Leave per calendar year. Executive Leave up to seven additional days per year, as
3 provided in Executive policy 8-1-1, may be granted at the discretion of the Employer.

4 **19.2 Family and Medical Leave**

5 Up to eighteen (18) weeks of unpaid leave shall be granted to eligible employees for the
6 employee's own serious health condition, or for family care, as provided by King County Ordinance
7 (Substitute Ordinance No. 13377 as amended).

8 The employee must exhaust all accrued sick leave (ESL) prior to using unpaid leave for the
9 employee's own health condition. Donated leave shall run concurrently with unpaid leave.

10 For a leave for family reasons, the employee shall choose at the beginning of the leave
11 whether it will be paid or unpaid; when an employee chooses to take paid leave for family reasons,
12 the employee may reserve up to 80 hours of accrued sick leave (ESL).

13 The County shall continue its contribution to health insurance during the period of unpaid
14 leave.

15 **19.3 Leaves of Absence Without Pay**

16 Employees may request a leave of absence without pay by presenting a written request to their
17 immediate supervisor along with any supporting documentation. The decision to grant a leave of
18 absence without pay shall be at the discretion of the Employer.

19 **19.4 Return from Leave of Absence**

20 Employees wanting to return from a medical leave of absence, or who need to extend the
21 leave of absence beyond the original return date, may be required to be examined by a physician of
22 the Employer's choice at the Employer's cost to determine the employee's right to either a continuing
23 leave or work status. Disputes concerning medical leaves are subject to the special medical
24 arbitration process agreed upon by the Employer and the Union, as shown in Article 13.

25 Employees will be re-employed in their former classification at the end of the leave, provided
26 the employee is able to perform the work. Seniority, Extended Sick Leave balance earned, and
27 Benefit Time accrual rates based upon seniority established at the time of departure on leave of
28 absence shall be restored when the employee returns to work. No seniority or benefits will accrue

1 while on a leave of absence without pay. In the case of Union business, employees granted leave will
2 continue to earn seniority.

3 **19.5**

4 To the extent that the Washington State Family Care Act (RCW 49.12.295) provides a greater
5 benefit than the provisions of this Agreement, the Washington State law will apply.

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1 **ARTICLE 20: SAFETY STANDARDS**

2 The Employer and its employees value a safe working environment and recognize their
3 mutual obligation to maintain safety standards. The Employer shall adopt and enforce a program in
4 accordance with applicable state and federal laws and regulations that encourages the safety
5 committees to establish programs that meet the Employer and the employee safety needs and that
6 clearly delineates safety equipment needs, thereby setting the standard for all employees to perform
7 their duties in a safe and competent manner.

8 The Employer shall supply and maintain safety-related items and equipment in accordance
9 with established practice and special conditions.

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1 **ARTICLE 21: SPECIAL CONDITIONS**

2 **21.1 License and Tuition Reimbursement**

3 Employees required to have special licenses and/or required to attend seminars/outside
4 courses of study that relate to business needs and are approved in advance will be reimbursed.

5 **21.2 Job Descriptions**

6 A joint task force of Management and Union shall review, change, and/or develop new
7 position descriptions for the classifications listed in Appendix A of this Agreement. Descriptions for
8 positions covered by this Agreement shall be reviewed, and changed when necessary.

9 **21.3 Vehicle Usage Reimbursement**

10 Employees who are required and are authorized to use their own vehicles on the Employer's
11 business shall be reimbursed at the Internal Revenue Service rate currently in effect.

12 **21.4 Personnel Files**

13 The employee or his/her representative (if the employee so authorizes in writing) may
14 examine the employee's personnel files, including the division personnel file. Only appropriate
15 information shall be maintained in an employee's personnel file.

16 Employees may request that a document be removed from their personnel file in accordance
17 with established division procedures and HR policy.

18 **21.5 Performance Evaluation/Development Review**

19 The Employer shall maintain a system of employee performance evaluations/development
20 reviews designed to give a fair evaluation of the work performed by the employee and to guide the
21 professional development of the employee to meet business and individual needs.

22 The Employer and the Union will establish a task force to develop the performance
23 evaluation/development system to be used, in the event the current system is abandoned. The
24 Employer will provide training on the appropriate use of the performance evaluation/development
25 review process.

26 A copy of the final evaluation will be provided to the employee, and a copy will be placed in
27 the employee's permanent personnel file. The employee will be given an opportunity within thirty
28 (30) days of the evaluation to attach comments to the evaluation in the personnel file.

1 An employee may appeal the evaluation to the next level of supervision above the person who
2 did the evaluation, if he/she disagrees with the ratings.

3 **21.6 Legal Counsel**

4 Whenever an employee is named as a defendant in a civil action arising out of the
5 performance of the employee's duties and is acting within the scope of employment, the Employer
6 shall, at the written request of the employee, furnish counsel (or solely at the Employer's discretion,
7 reimburse the employee the cost of their private counsel) to represent the employee to a final
8 determination of the action, without cost to the employee.

9 **21.7 Drug and Alcohol Testing Policy**

10 The parties have agreed to implement the "Policy for King County Prohibited Drug Use and
11 Alcohol Misuse Education and Testing Program" (hereinafter, "Drug and Alcohol Policy") with the
12 following modifications or additions:

13 1. All bargaining unit employees subject to random testing will be included in a single
14 random testing pool of County employees.

15 2. The Union will be provided with a copy of the form(s) prepared indicating the
16 grounds for requiring an employee to submit to a reasonable suspicion test within 24 hours of testing
17 or as soon as possible thereafter.

18 3. When available, a second supervisor will observe a reasonable suspicion test and
19 complete related forms in accordance with the Drug and Alcohol Policy.

20 **21.8 Recognition Programs**

21 The Employer and the Union agree to develop and implement programs which recognize
22 employees in areas such as safety, service, and attendance.
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1 **ARTICLE 22: SAVINGS CLAUSE**

2 Should any section of this Agreement or any addenda thereto be held invalid by operation of
3 law or by any tribunal of competent jurisdiction, or should compliance with or enforcement of any
4 provision be restrained by such tribunal, the remainder of this Agreement and addenda shall not be
5 affected thereby. In the event the Employer and the Union are unable to mutually agree upon
6 language to replace that held invalid by law or tribunal, the parties agree to resolve their disagreement
7 through the mediation and arbitration steps of the Conflict Resolution Procedure (12.6).

8 It is intended that this Agreement and the Employer's established personnel policies, rules,
9 and regulations be complementary. Wherever the personnel policies, rules, and regulations are not in
10 conflict with this Agreement, their provisions shall be applicable to employees in the bargaining unit.
11 Wherever a conflict may arise between said personnel policies, rules, and regulations, and this
12 Agreement, the provisions of the Agreement shall control.

1 **ARTICLE 23: CONTRACTING OUT**

2 The Employer shall not contract out work performed and consistent with work performed by
3 members of the bargaining unit if the contracting of such work eliminates, reduces, or limits the
4 normal work load of the bargaining unit.

5 In the case of a circumstance that is beyond the control of the Employer at the time action is
6 required, that could not reasonably have been foreseen, and for which the Employer is not reasonably
7 able to provide the necessary tools, employees, or equipment to perform the work in a timely manner,
8 the Employer shall be allowed to enter into contracting arrangements for this purpose only. The
9 Employer shall officially notify the Union of such instances in advance and discuss the impact of and
10 possible alternatives to these arrangements, if any, on the bargaining unit.

11 If, in order to secure funding for a specific project, the Employer is required to contract all or
12 part of the work to be performed due to limitations imposed by the funding agreement, such
13 contracting shall not be considered as a violation of the Agreement. In such instances, the Union
14 shall be officially notified in advance.

1 **ARTICLE 24: TERM OF AGREEMENT**

2 The provisions of this Agreement shall become effective when ratified by the parties, unless a
3 different effective date is specified, and covers the period from November 1, 2003 through
4 October 31, 2005.

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7 **APPROVED** this _____ day of _____, 2004

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11 By _____

12 King County Executive

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20 John A. Williams
21 Secretary-Treasurer
22 International Brotherhood of Teamsters Local 117
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APPENDIX A
International Brotherhood of Teamsters Local 117
Wastewater Treatment Division
DNRP
Professional Technical and Administrative Support

14957

2004-257

Attachment B

Job Class Code	MSA Code	People Soft Code	Classification	Pay Range*
4201100	8386	421215	Administrative Specialist I	33
4201200	8387	421323	Administrative Specialist II	37
4201300	8388	421416	Administrative Specialist III	41
4201400	8389	421509	Administrative Specialist IV	46
2810000	8288	281110	Administrative Staff Assistant	48
2810100	8289	281205	Administrator I	50
2810200	8290	281306	Administrator II	56
2131100	8161	214106	Business and Finance Officer I	53
2131200	8162	214207	Business and Finance Officer II	58
2131300	8163	214302	Business and Finance Officer III	62
7120400	8523	713401	Chief Process Analyst	66
2501100	8253	252109	Communications Specialist I **	51
2501200	8253	252204	Communications Specialist II **	54
2501300	8255	252309	Communications Specialist III **	58
7112100	8507	711103	Engineer I	54
7112200	8508	711203	Engineer II	59
7112300	8509	711305	Engineer III	64
7112400	8510	711402	Engineer IV	69
2444100	8248	243802	Maintenance/Planner Scheduler	58
2252200	8207	226606	Occupational Education and Training Coordinator	53
2252100	8206	226504	Occupational Education and Training Instructor	44
2252300	8208	226701	Occupational Education and Training Program Administrator	58
2445100	8249	243901	WPCD Facilities Project Specialist	58

* For rates please refer to King County Square Salary Table

** Articles 16 (Benefit Time) and 17.4 (Prior Ongoing Permanent Savings) shall not apply to employees in these job classifications. Holidays, vacation, sick leave, and other leave benefits shall be as provided in Chapter 3.12 of the King County Code and administered in accordance with Chapter 14 of the King County Personnel Guidelines.