



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

April 18, 2005

Ordinance 15155

Proposed No. 2005-0114.1

Sponsors Hague and Phillips

1 AN ORDINANCE approving and adopting the collective
2 bargaining agreement negotiated by and between King
3 County and International Federation of Professional and
4 Technical Engineers, Local 17 (Office of Emergency
5 Management; Project/Program Manager III) representing
6 employees in the department of executive services; and
7 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 Federation of Professional and Technical Engineers, Local 17
13 (Office of Emergency Management; Project/Program Manager III) representing
14 employees in the department of executive services and attached hereto is hereby
15 approved and adopted by this reference made a part hereof.

RECEIVED

16 SECTION 2. Terms and conditions of said agreement shall be effective from

17 April 1, 2005, through and including March 31, 2008.

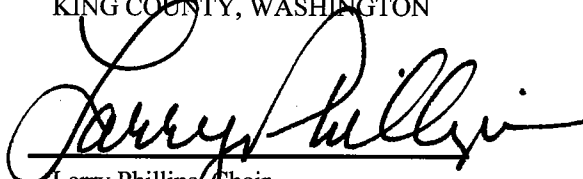
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CLERK
KING COUNTY COUNCIL


Ordinance 15155 was introduced on 3/21/2005 and passed by the Metropolitan King County Council on 4/18/2005, by the following vote:

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

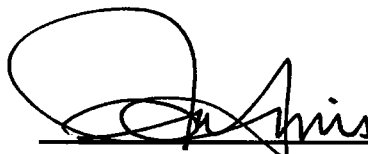
KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Larry Phillips, Chair

ATTEST:


Anne Noris, Clerk of the Council

APPROVED this 19 day of April, 2005.


Ron Sims, County Executive

Attachments A. Agreement between International Federation of Professional and Technical Engineers, Local 17 - Office of Emergency Management and King County, B. Addendum B King County Office of Emergency Management Duty Officer Procedures

AGREEMENT BETWEEN
INTERNATIONAL FEDERATION OF PROFESSIONAL AND
TECHNICAL ENGINEERS, LOCAL 17- OFFICE OF EMERGENCY MANAGEMENT
AND
KING COUNTY

1		
2		
3		
4		
5		
6		
7	ARTICLE 1: PURPOSE.....	1
8	ARTICLE 2: UNION RECOGNITION AND MEMBERSHIP.....	2
9	ARTICLE 3: UNION RIGHTS & REPRESENTATION	4
10	ARTICLE 4: RIGHTS OF MANAGEMENT	5
11	ARTICLE 5: EMPLOYEE RIGHTS.....	6
12	ARTICLE 6: HOLIDAYS	7
13	ARTICLE 7: VACATION	8
14	ARTICLE 8: SICK LEAVE	11
15	ARTICLE 9: RATES OF PAY AND COST OF LIVING ALLOWANCES	15
16	ARTICLE 10: HOURS OF WORK.....	17
17	ARTICLE 11: MEDICAL, DENTAL AND LIFE INSURANCE	18
18	ARTICLE 12: REDUCTION IN FORCE	19
19	ARTICLE 13: POSTING PROCEDURE AND PROBATION	21
20	ARTICLE 14: DISPUTE RESOLUTION PROCEDURES.....	22
21	ARTICLE 15: CLASSIFICATION.....	25
22	ARTICLE 16: LABOR-MANAGEMENT COMMITTEE.....	27
23	ARTICLE 17: SAVINGS CLAUSE	28
24	ARTICLE 18: WORK STOPPAGES AND EMPLOYER PROTECTION.....	29
25	ARTICLE 19: WAIVER AGREEMENT.....	30
26	ARTICLE 20: DURATION	31
27	ADDENDUM A	32
28	ADDENDUM B	

1 **ARTICLE 1: PURPOSE**

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

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

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

2 **Section 1. Recognition.** The Employer recognizes International Federation of Professional
3 and Technical Engineers, Local 17 as the exclusive representative of all full-time regular and
4 probationary employees doing the work of the job classification listed in attached Addendum A,
5 excluding all others.

6 **Section 2.**

7 **A.** It shall be a condition of employment that within thirty (30) days of the effective
8 date of this Agreement all employees covered by this Agreement shall become and remain members
9 in good standing in the Union, or pay an agency fee to the Union in lieu of membership. Each
10 Employee covered by this Agreement and hired into the bargaining unit on or after its effective date
11 will, on the thirtieth day following the beginning of such employment, become and remain a member
12 in good standing of the Union, or pay an agency fee to the Union in lieu of membership.

13 **B.** An employee who holds bona fide religious tenets or teachings that prohibit Union
14 membership or the payment of dues or initiation fees to Union organizations or any other reason is
15 eligible for a religious exemption as determined by the Public Employment Relations Commission,
16 will pay an amount of money equivalent to regular union dues and initiation fees to a charitable
17 organization mutually agreed upon by the Employee and the Union. Such employee will furnish the
18 Union with written proof that such payments are being made.

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

24 **Section 3. Dues Deduction.**

25 **A.** Upon receipt of written authorization individually signed by a bargaining unit
26 Employee, the County shall have deducted from the pay of such employee the amount of dues and/or
27 fees or representational fees as certified by the Union and transmit the same to the Union.

28 **B.** The Union 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 collection of dues
2 for the Union. The Union agrees to refund to the County any amounts paid to it in error on account
3 of the collection provision upon presentation of proper evidence thereof.

4 **Section 4. New Hire Forms.** The County will require all new employees hired into a
5 position included in the bargaining unit to sign a form provided by the Union which will inform them
6 of the Union's exclusive recognition. One copy of the form will be retained by the County, one by
7 the employee and the original sent to the Union. The County will notify the Union of any employee
8 leaving the bargaining unit because of termination, layoff, promotion, demotion, transfer, leave of
9 absence or dismissal.

10 **Section 5. Lists.** The County will transmit to the Union twice a year, upon request, a current
11 listing of all employees in the unit. Such list shall indicate the name of the employee, wage rate, and
12 job classification, and seniority date (as defined in Article 12). This provision shall not be construed
13 to limit the right of either party to request information pursuant to RCW 41.56.

1 **ARTICLE 3: UNION RIGHTS & REPRESENTATION**

2 **Section 1. Union Leave.** An employee elected or appointed to office in a local of the Union
3 which requires a part or all of his/her time shall be given leave of absence without pay for up to one
4 (1) year upon application.

5 **Section 2. Union Access.** Authorized representatives of the Union shall be afforded access
6 to the worksite pursuant to RCW 41.56. The County shall make all reasonable efforts to afford
7 access and the Union shall make all reasonable efforts not to disrupt the normal course of work
8 during site visits.

9 **Section 3. Stewards.** The Union shall have the right to appoint stewards. Stewards will be
10 granted reasonable release time to conduct Union business connected to the County's operations.

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

13 **Section 5. Electronic Mail.** The Union may use electronic mail (e-mail) for jointly
14 communicating information in which the County has an interest such as: general meeting
15 announcements and scheduling, labor/management committee communications (agendas, minutes,
16 announcements and scheduling) and other like information. A Shop Steward may use the County's
17 e-mail system for communication with a member and the Union in accordance with the County's e-
18 mail policy.

19 **Section 6. Contracting Out.** The County agrees not to contract out the work traditionally
20 and normally performed by members of the bargaining unit if contracting out such work supplants or
21 replaces bargaining unit positions.

1 **ARTICLE 4: RIGHTS OF MANAGEMENT**

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

1 **ARTICLE 5: EMPLOYEE RIGHTS**

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

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

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

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

25 **Section 5. Performance Evaluations.** Each employee will receive regular performance
26 evaluations.

1 **ARTICLE 6: HOLIDAYS**

2 **Section 1. Observed Holidays.** All benefit eligible employees shall be granted holidays
3 with pay as provided for in RCW 1.16.050 as amended:
4

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

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

18 **Section 2. Holiday Pay.** An employee must be in pay status the employee's scheduled
19 working day before and the employee's scheduled working day after a holiday in order to receive
20 holiday pay. All employees shall take holidays on the day of observance unless their work schedule
21 requires otherwise for continuity of services, in which event they shall either schedule and take
22 another day off in lieu thereof within sixty (60) days of the observed day or be paid for it at his/her
23 base rate of pay.

24 **Section 3. Personal Holidays.** Each employee shall receive two (2) additional personal
25 holidays; provided that no employee shall be granted more than 96 hours of holiday time in a
26 calendar year. These days shall be administered through the vacation plan. One (1) day will be
27 added to each employee's vacation accrual on the first day of October and the first day of November
28 of each year. Employees will be able to use these days in the same manner as they use vacation

1 days earned.
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1 **ARTICLE 7: VACATION**

2 **Section 1. Accrual Rates.**

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

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

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24 Benefit eligible part-time employees will accrue vacation benefits on a pro-rated basis, based on their
25 regularly scheduled hours of work.

26 **Section 2. Vacation Pay Rate.** For purposes of this Section, employees using accrued
27 vacation shall be paid for such vacation at their current rate of pay. Upon termination, employees
28 shall be paid out their vacation balance at their base rate of pay in effect at the time of termination

1 (including merit pay, if applicable) up to the maximum accrual amount, less mandatory withholdings.

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

8 **Section 4. Use of Vacation.** Employees shall not be eligible to take their accrued vacation
9 leave until they have successfully completed their first six months of County employment. Vacation
10 may be used in full day increments at the discretion of the department director or designee. Vacation
11 requests will be considered in light of operational needs and will not be unreasonably denied. An
12 employee may not be granted vacation benefits if not previously accrued.

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

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

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

23 Donated vacation is excluded from vacation payoff provisions.

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

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

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

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

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

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

1 **ARTICLE 8: SICK LEAVE**

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

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

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

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

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

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

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

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

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

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

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

1 partner, parent-in-law or grandparent who has a serious health condition or an emergency condition.

2 G. To care for other family members if:

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

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

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

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

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

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

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

28 **Section 5. Sick Leave Donations.** Any benefit eligible employee whose sick leave accrual

1 balance exceeds 100 hours may donate to any other leave eligible, benefit eligible full-time or part-
2 time employee a portion of his/her accrued sick leave upon written notice to the donating and
3 receiving employees' division manager(s). Sick leave hour donations are strictly voluntary. No
4 employee may donate more than 25 hours of his/her accrued sick leave in a calendar year.
5 Employees are prohibited from offering or receiving monetary or other compensation in exchange for
6 donating sick leave hours.

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

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

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

13 **Section 6. Sick Leave Use.** Sick leave may be used by employees for absences of one full
14 workday.

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

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

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

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

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

8 **Section 10. Bereavement Leave.**

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

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

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

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

2 **Section 1.** The wages for the employees covered by this Agreement shall be as set forth in
3 Addendum A of this Agreement. As soon as practicably possible following the effective date of this
4 Agreement, all then current bargaining unit members shall receive a one-time only lump sum equal to
5 2.03% of their gross wages earned from January 1, 2004 (or date of hire into a covered bargaining
6 unit position, whichever is later) through December 31, 2004, and 2.19% of their gross wages earned
7 from January 1, 2005 through the date of implementation of this Agreement.

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

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

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

- 22 • Steps 1-8: At least "satisfactory" or higher overall rating;
- 23 • Steps 9-10: At least "above standard" or higher overall rating.

24 Employees shall be eligible for merit pay above the top step of the salary schedule provided
25 that they satisfy the criteria and conditions that are set forth in the Performance Appraisal and Merit
26 Pay System Manual. Per the terms of the Performance Appraisal and Merit System Manual,
27 employees shall be evaluated in a merit pool of one.

28 **Section 4. Work out of Class.** All work outside of classification in an acting capacity shall

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

7 **Section 5. Mileage Reimbursement.** All employees who have been authorized to use their
8 own transportation on County business shall be reimbursed at the rate established by County Council
9 action.

10 **Section 6. Bus Passes.** The Employer will provide all benefit eligible employees with bus
11 passes at no cost in accordance with current practice and County ordinance.

12 **Section 7. Pay Period.** The County may implement a bi-weekly pay system, but will
13 negotiate the effects of implementation.

14 **Section 8. Class/Comp review & reopener.** The parties agree that the positions covered
15 under this Agreement shall be reviewed to determine if a more specialized job classification would
16 more accurately describe the duties assigned, given the unique requirements of their positions.
17 Within forty-five (45) days following implementation of this Agreement, the parties will meet to
18 agree upon a process to follow for the study. Upon completion of the classification study, the parties
19 will meet to negotiate wages for any job classification that may be developed as a result. The parties
20 agree that the salaries may be negotiated to be effective as early as January 1, 2005. The parties
21 agree that employees' current duties, both those contained in the generic Project Program Manager
22 III class specification and those outlined in the current job description, will be reviewed as part of
23 this study. The Union retains the right to bargain the impact of duties that are not reflected in the
24 generic PPM III class specification.

1 **ARTICLE 10: HOURS OF WORK**

2 **Section 1. Normal workweek.** The standard workweek shall consist of five consecutive
3 workdays, Monday through Friday.

4 **Section 2. Telecommuting.**

5 Each bargaining unit member is able to request on occasion the opportunity to work off-site
6 and/or telecommute. Management and the employee will evaluate the feasibility of the employee's
7 request. The ultimate decision of whether to grant the employee's telecommute on occasion shall
8 rest solely with the discretion of management.

9 **Section 3. Executive Leave.** In recognition of the nature of the work of employees covered
10 under this Agreement, employees shall be entitled to a minimum of three (3) days of Executive Leave
11 per calendar year, in accordance with King County policy (Executive Policy 8-1-1) as amended.
12 These three days will be available for employees' use at the start of each calendar year.

13 **Section 4. Duty Officer Assignment.** Assignments to Duty Officer shall be made in
14 accordance with the Office's policy, as contained in Addendum B.

15 **Section 5. Pagers.** Bargaining unit employees will continue to be required to wear a
16 County-issued pager at all times. Employees shall maintain the pagers in operational condition. The
17 County shall furnish all supplies and technical support needed to maintain the pagers in operational
18 condition.

1 **ARTICLE 11: MEDICAL, DENTAL AND LIFE INSURANCE**

2 **Section 1.** There shall be established a Labor-Management Insurance Committee comprised
3 of an equal number of representatives from the County and the Labor Union Coalition whose
4 function shall be to review, study, and make recommendations relative to existing medical, dental,
5 and life insurance programs.

6 **Section 2.** The Union and the County agree to incorporate changes to employee insurance
7 benefits that the County may implement as a result of the agreement of the Joint Labor-Management
8 Insurance Committee.

1 **ARTICLE 12: REDUCTION IN FORCE**

2 **Section 1.** The terms of this Article apply only to King County career service employees.

3 **Section 2. Pre-Layoff.** When a reduction in force is anticipated, the County and the Union
4 shall meet and jointly endeavor to find ways to minimize, or eliminate, the actual reduction of
5 positions.

6 When a reduction in force is required, the County and the Union shall meet and jointly
7 endeavor to find ways to minimize or eliminate the number of employees who must be involuntarily
8 laid off.

9 The County will attempt to place said employee into any vacant position for which the
10 employee is qualified, or endeavor to retrain or redeploy affected employees to the extent possible.

11 **Section 3. Notice.** When the elimination of a position shall result in an employee being laid
12 off, the County shall provide written notice to the Union and the affected employee at least 30
13 calendar days prior to the effective date of the layoff. To the extent practicable, the County shall
14 provide 180 days layoff notice to affected employees.

15 **Section 4. Seniority and Layoff Order.** Seniority shall be defined as date of hire into a job
16 classification within the bargaining unit; provided, however, for employees in the bargaining unit as
17 of the initial date of implementation, seniority shall as be defined as total FTE career service within
18 the King County Office of Emergency Management. An employee who leaves a covered bargaining
19 unit position for more than two years will lose all accrued seniority. An employee who has been laid
20 off will be credited for prior service if recalled pursuant to the terms of this Agreement. In the event
21 that that there are two employees having the same seniority, the County will consider ability and skill
22 to be the determining factor on retention. Any layoffs will be conducted in reverse seniority order.

23 **Section 5. Outplacement/Referral Services.** The County shall provide outplacement
24 services to employees in the bargaining unit as provided in the County's Career Support Services
25 (formerly titled Layoff and Recall Program.) These services shall be made available to all bargaining
26 unit employees who receive layoff notices, and to the extent practicable, to employees who have been
27 identified as being at-risk of layoff. Management will make all efforts to place regular employees
28 within the bargaining unit within existing positions in the Office of Emergency Management;

1 provided, however, that employees will be paid at the salary of the position offered and, if the
2 position is a term-limited temporary (TLT) position, the employee will be converted to TLT status.
3 Employees who accept a TLT position within the Office of Emergency Management or a lower-level
4 position within the Career Service in lieu of layoff retain their recall rights set forth in Section 6 of
5 this Article.

6 **Section 6. Recall**

7 **A.** An employee who is laid off will have general hiring preferences to other vacant
8 County positions, consistent with the County's Workforce Management Plan, for a period of two
9 years following the employee's layoff. During the two year recall period, the employee will retain
10 specific recall rights to a position within the job classification from which he/she was laid off
11 regardless of whether the employee has accepted a different position with the County. Recall and
12 placement offers shall be done by seniority, where the most senior laid-off employee is offered the
13 position first.

14 **B.** An employee who is recalled from layoff will have all unpaid sick leave balances
15 and his/her seniority restored.

1 **ARTICLE 13: POSTING PROCEDURE AND PROBATION**

2 **Section 1. Posting of Vacancies.** Employees are encouraged to seek advancement within
3 their specific work units as well as within the County as a whole. In order to promote such, the
4 County shall post announcements informing employees of open recruitment opportunities within all
5 County departments.

6 **Section 2. Probationary Period.** The length of an employee's probationary period shall be
7 twelve months. Consistent with the definition of "probationary employee" and "probationary period"
8 contained in the King County Personnel Guidelines 16.10, during probation an employee serves at
9 will and probationary terminations are not subject to the grievance and arbitration provisions of this
10 Agreement. Employees will be allowed to attend a minimum of eighty hours of Emergency
11 Management Training in their first year of employment.

1 **ARTICLE 14: DISPUTE RESOLUTION PROCEDURES**

2 **Section 1. Grievance/Arbitration/Mediation.** King County and the Union recognize the
3 importance and desirability of settling grievances promptly and fairly in the interest of continued
4 good employee relations and morale. To this end, the following procedure is outlined. The parties
5 agree to make every effort to settle grievances at the lowest possible level of supervision.

6 The parties also support the concept of resolving disputes by mutually consenting to
7 mediation wherever practicable. The parties are encouraged to resolve disputes through a mutually
8 acceptable mediation forum at any step in this process. The process will use a mutually acceptable
9 mediator and conclude within thirty (30) days after the mutual request.

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

12 **A. Definition.** A grievance is an issue raised by an employee, a group of employees,
13 the Union (by a steward or the Local), or the County regarding the application and interpretation of
14 the terms and provisions of this agreement. If a grievance is brought by the County, the grievance
15 may be filed at Step 2.

16 **B. Procedure.**

17 **Step 1. Director or Designee.** A grievance shall be presented by the grievant
18 and/or Union representative in writing, within twenty (20) working days of the date when the
19 grievant knew or should have known of the basis for a grievance, to the Director of the Office of
20 Emergency Management. The grievance must contain at a minimum (1) a written statement of the
21 grievance, (2) a reference to which contract provision(s) the grievant believes have been violated, and
22 (3) a requested remedy. The Director or designee shall attempt to resolve the matter and notify the
23 grievant within fifteen (15) working days from the date the grievance was received. Failure by the
24 Director or designee to issue a response within the prescribed timeline shall automatically advance
25 the grievance to the next step. The grievant shall have ten (10) working days from the issuance of
26 management's Step 1 response (or the date that the Step 1 response was due) to advance the
27 grievance to Step 2, otherwise the grievance shall be presumed to be resolved. The grievant's request
28 to advance the grievance to Step 2 must be made in writing to the Director of the Human Resources

1 Division (HRD), copying the issuer of the Step 1 response. The Union or its representative must sign
2 the grievant's request to advance a grievance to Step 2.

3 **Step 2. HRD Director or Designee.** If after thorough evaluation, the
4 decision of the Director or designee has not resolved the grievance to the satisfaction of the Union,
5 the grievance may be presented to the Human Resources Division Director (Central HR) as stated
6 above. All letters, memoranda and other written materials previously submitted to the decision
7 makers at Step 1 shall be made available for the review and consideration of the Human Resources
8 Division Director or designee. He/she may interview the employee and/or his/her representative and
9 receive any additional related evidence that he/she may deem pertinent to the grievance. The Human
10 Resources Division Director or designee shall issue a written decision within thirty (30) working
11 days of receipt of the Step 2 grievance. Failure by the Human Resources Division Director or
12 designee to issue a response within the prescribed timeline shall automatically advance the grievance
13 to the next step. If the matter is not resolved, the Human Resources Division Director or designee
14 will be the Union's contact thereafter in this process. The Union shall have thirty (30) working days
15 from the issuance of management's Step 2 response (or the date that the Step 2 response was due) to
16 advance the grievance to Step 3, otherwise the grievance shall be presumed to be resolved.

17 In the instance when the grievance is initiated by the County, the County shall submit the
18 second step grievance to the bargaining unit's Union Representative who shall have thirty (30)
19 working days to issue a response. The County shall have thirty (30) working days from the issuance
20 of the Union's Step 2 response (or the date that the Step 2 response was due) to advance the
21 grievance to Step 3, otherwise the grievance shall be presumed to be resolved.

22 **Step 3. Arbitration.** If after thorough evaluation, the decision of the Human
23 Resources Division Director or designee has not resolved the grievance, the Union or the County
24 may request to submit the grievance to arbitration, in accordance with the timelines and procedures
25 stated above. The process for selection of the arbitrator and the authority of the arbitrator are set
26 forth in Sections 2 and 3 below.

27 **Section 2. Selection of Arbitrator.** Should arbitration be necessary, the Parties shall select a
28 third disinterested party to serve as an arbitrator. In the event that the parties are unable to agree

1 upon an arbitrator, then the arbitrator shall be selected from a panel of five arbitrators furnished by
2 the American Arbitration Association, the Federal Mediation and Conciliation Service or the Public
3 Employment Relations Commission, whichever source is mutually acceptable. The arbitrator will be
4 selected from the list by both the County representative and the Union, each alternately striking a
5 name from the list until only one name remains. The party to strike first shall be determined by a
6 coin toss.

7 **Section 3. Authority of the Arbitrator.** The arbitrator shall be asked to render a decision
8 promptly and the decision of the arbitrator shall be final and binding on both parties. No matter may
9 be arbitrated which the County, by law, has no authority over, has no authority to change, or has been
10 delegated to any civil service commission or personnel board, as defined in RCW 41.56.

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

14 The arbitrator's fee and expenses and any court reporter's fee and expenses shall be borne
15 equally by both parties. Each party shall bear the cost of its own attorneys' fees regardless of the
16 outcome of the arbitration.

17 **Section 4. Timelines and Extensions.** Failure by the grieving party to comply with any time
18 limitation of the procedure in this Article shall constitute withdrawal of the grievance; provided,
19 however, any time limits stipulated in the grievance procedure may be extended for stated periods of
20 time by the appropriate parties by mutual agreement.

21 **Section 5. Unfair Labor Practice(s) Resolution.** The parties agree that thirty (30) days
22 prior to filing a ULP complaint with PERC, the complaining party will notify the other party, in
23 writing, meet, and make a good faith attempt to resolve the concerns unless the deadline for filing
24 with PERC would otherwise pass or the complaining party is seeking a temporary restraining order as
25 relief for the alleged Unfair Labor Practice.

1 **ARTICLE 15: CLASSIFICATION**

2 **Section 1. Classification.** The County shall furnish the Union with specific classification
3 specifications for classifications in the bargaining unit. The County and the Union shall meet to
4 review proposed modifications and revisions to said specifications and will negotiate the resulting
5 impacts.

6 **Section 2. Reclassification.** Requests for reclassification may be made because an employee
7 has been working in an out of class assignment for twelve (12) months or longer, or because there is
8 a significant change in an employee's duties and responsibilities for a period of twelve (12) months
9 or longer. No employee shall submit a reclassification request if it has been less than one (1) year
10 since the date of a previous reclassification determination.

11 Requests for reclassification must be submitted on the County's form to request
12 reclassification (presently known as the Position Description Questionnaire or PDQ form). The
13 employee will provide a completed copy of the form to his/her supervisor and the Department's
14 Human Resources Service Delivery Manager or designee for review and comment. The supervisor
15 will review and comment within fourteen (14) calendar days, and then forward the form to the
16 division director. The division director shall have fourteen (14) calendar days to review and
17 comment and forward the form to HRD.

18 If the supervisor or division director has any disagreement with the information provided on
19 the form by the employee, the supervisor or division director will discuss this disagreement with the
20 employee prior to forwarding the form to HRD.

21 HRD shall make the classification analysis within 120 calendar days. If HRD determines that
22 an employee should be reclassified, the reclassification will be effective the date the PDQ was
23 submitted to the employee's supervisor and the Human Resources Service Delivery Manager, one or
24 both of whom will acknowledge receipt of the PDQ and record the date received. If HRD determines
25 that a reclassification is not appropriate, the Union may request a hearing with a mutually agreed
26 upon mediator/arbitrator as provided through the King County Alternative Dispute Resolution
27 Program or other mutually agreed upon neutral within thirty (30) calendar days from the date the
28 employee was notified that a reclassification would not take place.

1 The parties agree that the mediator/arbitrator's role in this hearing will be to consider
2 testimonial and documentary evidence presented by the County and the Union regarding the
3 employee's appropriate job classification. The mediator/arbitrator will make a determination as to
4 whether the employee is correctly classified, and if not, the appropriate classification to which the
5 employee should be assigned.

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1 **ARTICLE 16: LABOR-MANAGEMENT COMMITTEE**

2 The County and the Union agree to establish a Labor-Management Committee. The purpose
3 of this committee is to discuss matters of concern of either party and the meetings will be held at
4 convenient times and days. Responsibility for coordinating meetings shall alternate between the
5 parties.

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1 **ARTICLE 17: 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 decrees 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 immediately
6 to meet and negotiate such parts or provisions affected. The remaining parts or provisions shall
7 remain in full force and effect.

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1 **ARTICLE 18: 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
8 to end such interference. Any concerted action by any employee in the bargaining unit shall be
9 deemed a work stoppage if any of the above activities have occurred. Being absent without
10 authorized leave shall be considered as an automatic resignation. Such a resignation may be
11 rescinded by the division manager if the employee presents satisfactory reasons for his/her absence
12 within three (3) calendar days of the date his automatic resignation became effective.

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

18 **Section 3.** Any employee who commits any act prohibited in this Section will be subject to
19 the following action or penalties:

20 A. Discharge.

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

22 **Section 4.** In general, employees who encounter a sanctioned picket line in the course of
23 their duties and who fear of imminent harm to their health and safety should contact their supervisor
24 for work instructions. In the event of picketing at the employee's regular place of work, Division
25 management and the Union will develop an approach for dealing with the safety concerns of the
26 bargaining unit while ensuring emergency management operations. When possible, these discussions
27 will take place in advance.

1 **ARTICLE 19: WAIVER AGREEMENT**

2 **Section 1.** The parties acknowledge that each has had the unlimited right within the law and
3 the opportunity to make demands and proposals with respect to any matter deemed a proper subject
4 for collective bargaining. The results of the exercise of that right and opportunity are set forth in this
5 Agreement. Therefore, the County and the Union, for the duration of this Agreement, each agrees to
6 waive the right to oblige the other party to bargain with respect to any subject or matter not
7 specifically referred to or covered in this Agreement.

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1 **ARTICLE 20: DURATION**

2 This agreement shall become effective upon the effective date of the ordinance approving this
3 Agreement and shall cover the period of April 1, 2005 through March 31, 2008.

4 Contract negotiations for the period beginning April 1, 2008 may be initiated by either party
5 providing to the other written notice of its intention to do so prior to February 1, 2008. It is the goal
6 of both parties to conclude negotiations prior to expiration of this Agreement.

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8 **APPROVED** this _____ day of _____, 2005

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12 By _____

13 King County Executive

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17 INTERNATIONAL FEDERATION OF PROFESSIONAL
18 AND TECHNICAL ENGINEERS, LOCAL 17

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21 _____
22 Joseph L. McGee, Executive Director

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24 _____
25 Ray Goforth, Union Representative

Binder: 055

Union Code: 017EM
C18

ADDENDUM A

Class Code	Peoplesoft Code	MSA Code	New Class Title	Grade
2441300	243307	8244	Project/Program Manager III	63
For rates, please refer to the King County Squared Salary Table				

April 1, 2002

ADDENDUM B**KING COUNTY OFFICE OF EMERGENCY MANAGEMENT
DUTY OFFICER PROCEDURES****GENERAL STAFF REQUIREMENTS**

- All OEM staff are responsible for reporting equipment problems, keeping charged batteries, maintaining and testing their assigned communications equipment (pagers, cell phones and radios) and participating in scheduled tests.
- All OEM Duty Officers are responsible for keeping an updated version of their Duty Officer Reference Manual, and posting new material in their book as it is issued. A master manual will be kept in the EOC.
- The scheduled on-call Duty Officer will make the following notifications if trading duty officer assignments with another employee: King County Sheriff Communications Center Supervisor, OEM Manager, and Emergency Management Division (EMD) office staff.

DUTY OFFICER DURING BUSINESS HOURS

The on-call Duty Officer will perform the following tasks:

- During the morning of each business day, check the telephone messages recorded on the OEM Office voice mail system (296-3830) and handle / distribute appropriately.
- Conduct a weekly test of 800 MHz radios at 0900 every Wednesday morning. Approximately 15 minutes before the test an alphanumeric page will be sent to all OEM staff members, the Division Manager and E-911 Office to remind them of the test. This test will be documented in the Communications and Warning Equipment Log Book.
- Conduct a practice (Demo) Emergency Alert System (EAS) message weekly, preferably Wednesday, immediately following the 800 MHz radio test. This test will be documented in the Communications and Warning Equipment Log Book.
- Conduct a test of the portable satellite telephone and radio bi-weekly. Contact will be made with the State EOC using by satellite telephone and satellite radio. This test will be documented in the Communications and Warning Equipment Log Book.
- CEMNET tests are conducted weekly by State Emergency Management on Tuesdays at 0900. The Duty Officer will participate in that test, however, if unavailable during the designated time, will initiate a test with the State once a week.
- The Duty Officer will coordinate the OEM response to in-progress incidents warranting emergency management involvement. The Duty Officer may seek assistance from other OEM staff members to assist with response actions including making notifications, activating the county EOC, or responding to the scene as necessary.
- The on-call Duty Officer will document all incidents in the Duty Officer log and save that log on the computer network drive.

DUTY OFFICER DURING NON-BUSINESS HOURS

- Duty Officer hours cover from 1630 hours of one business day until 0800 hours of the next business day. The Duty Officer position will rotate at 0800 hours every other Tuesday as established in the current Duty Officer schedule.
- The Duty Officer will remain within a 1 hour response time of the EOC based upon normal travel conditions.
- The Duty Officer will have access to their Duty Officer Reference Manual, laptop computer, pager, cell phone, and 800 MHz radio, 24 hours a day while on duty.
- Return calls to all pages will be accomplished within 10 minutes of receipt of the page.
- When assigned as Duty Officer, no alcohol or drugs that may impair decision making processes will be consumed.
- Duty Officers represent the local Director of Emergency Management (the County Administrative Officer) and King County government and will follow all personnel policies and procedures when on assignment.
- If responding to a scene, the Duty Officer will wear clothing (cap, shirt and/or jacket) that identifies him/her as a part of the King County Office of Emergency Management. Marked Emergency Management vehicles will be used whenever possible, but if personal vehicles are used, magnetic signs will be displayed when possible.
- If an emergency arises during non-business hours and the Duty Officer is unable to perform his/her duties, the Operations Program Coordinator will be immediately notified. If unable to contact the Operations Program Coordinator, the Manager of OEM will be immediately notified. If unable to contact the Manager, the Assistant Manager will be contacted.